

Sunday service process (for service leader and committee helpers)

Sunday service date _____

Task	Who/Notes	When due
Generate title and “blurb” up to a few sentences long and send it to the <i>membership committee</i> (news@uucasper.org) Link to Publication Form		by 2 Wednesdays before service
Recruit <i>tech helpers</i> if nobody has yet signed up for that Sunday. Link to Schedule		by Tuesday before service
Choose music and send it to <i>Jayne Jacobs</i> (jaynej@uucasper.org) or another musician. Check licensing on music is covered for broadcasting on Zoom and/or requested donations have been paid by the <i>bookkeeper</i> (bookkeeper@uucasper.org).		by Tuesday before service
Write the script outline and choose supporting elements of the service. See Guidelines for Service Leaders starting on page 38 of UU Casper Policies & Procedures book for guidance and sample wording. See UUA WorshipWeb for a large library you can freely draw from. Dual Service Script Template		by Wednesday before service
Order of Service (OOS) typed up and sent to the <i>Programming Committee Chair</i> at programs@uucasper.org . If you print it yourself, inform the <i>Programming Committee Chair</i> . Printing can be done at the church. OOS Template : if printed on both sides, sheets can be cut in half & inserted into reusable cover		by early Thursday before service
Inform the <i>RE Committee</i> (re@uucasper.org) if there will be a Time for All Ages or any other way for the children to participate in the service		by Friday before service
Create song lyrics slides or ask the scheduled tech volunteer for help creating slides.		by Friday before service
Check in with <i>all volunteers</i> and make sure they have everything they need		by Thursday before service

Send a copy of the script to <i>all volunteers involved in the service, including the tech committee.</i>		by Saturday before service
Finalize and practice script out loud on your own, checking timing of service and pronunciation of words/names.		by Saturday before service
Optional: Practice service as a team		Saturday or early morning Sunday same day as service
Spiritual preparation <ul style="list-style-type: none"> • Reconcile relational conflicts with <i>others, especially those within the congregation.</i> • Your personal practices that help you focus and connect to community 		Days leading up to the service
Before service starts: <ul style="list-style-type: none"> • Prep Lighter, Cell phone • Ask a <i>volunteer</i> (<i>Gary Mitchell</i> has been helping with this lately) to hand out OOS and hymnals • Arrange <i>offertory volunteers</i>, if we're passing the baskets • Check that the flameless candles light up 		Before service starts 9:30 AM or so
Lead/deliver the service		You made it!
Coffee hour - clean up anything you brought with you and enjoy the time to visit.		
If you would like the script or other materials from your service published at uucasper.org , email them with your request to news@uucasper.org .		After the service