

1. Contact the minister/guest speaker who will be providing the sermon to let them know you are a Worship Committee representative and can assist in any way they find helpful. Provide a template for the order of service, explain that we ask the speakers to provide the readings, and if they are UUs, the hymns. If they are not UUs, let them know that you will be selecting the hymns for that day. Ask them what pieces of the service they'd like to handle and what pieces they'd like the Worship Leader for that service to handle (such as who will read the readings, who will introduce the hymns, Joys and Sorrows, etc.). Ask if there are any special requests for hymns or other music, or any special needs such as a video projector for the service. Let them know that special musical requests will be discussed with the church musician(s), and that while nothing is guaranteed, they'll be accommodated if possible. Ask them to arrive at the church no later than 10 a.m. that Sunday to do a soundcheck and check-in meeting. Let them know that we post transcripts of all services, and that we will need their written sermon to post on the website. Make sure they are okay with having both written and recorded versions of the sermon on the website.
2. One month in advance, get the title of the sermon and a brief description of the topic and send to the church office for inclusion in InfoNet and publication on the website.
3. One week in advance of the service, ask the speaker for a copy of any readings, prayers, calls to worship or benedictions they will have for inclusion in the Order of Service. If they need assistance, the Worship Committee may suggest some. Ask if there are any special requests for hymns or other music, or any special needs such as a video projector for the service.
4. Contact the Music Director or the individual providing the music for the service and share with them the topic of the sermon and any special requests for music from the speaker. If there are no special requests for music, suggest some hymns or music that might work or leave that up to the Music Director.
5. Contact the Director of Religious Education and share with them the topic of the sermon, so she/he can prepare a Time for All Ages.
6. Contact the Worship Leader for the service and inform them of the areas they will be handling during the service.
7. Provide names of all those involved in the service and the roles they will be handling to the church office for printing the Order of Service, as well as the title of the sermon and any readings and hymns. (NOTE: OOS deadline is Wednesday at noon.)
8. If the speaker is a paid speaker, fill out a request for reimbursement and turn it in to the Assistant Treasurer. The amount will have already been agreed upon when the speaker was requested. The request for reimbursement should be turned in at least one week prior to the service to allow time for preparing the check.
9. For the Worship Leader: Arrive at 10 a.m. Introduce yourself to the speaker that Sunday. Ask if you can answer any questions or do anything to help. Offer them a glass of water, show them the location of the restrooms, and instruct them on use of the sound system. After the service, give the speaker the check. Thank the speaker for their time.