

# Standard Script and Instructions for Worship Leaders

For use when minister IS the speaker.

*This Document includes:*

1. *General Worship Leader Responsibilities*
2. *Checklist for Sunday Morning*
3. *A sample WL script for use when Jack is the minister. PLEASE NOTE – Jack generally supplies a customized script for the WL a few days before the service. The script in this document is provided as a back up.*

## **When the minister is the Speaker**

1. Make contact with Jack and be sure he has your email address. He will send you a script for the service.
2. When you receive the script, familiarize yourself with the flow of the service and practice the pieces you will read.
3. On the day of the service:
  - a. Arrive by 10 am to check on everything related to the service.
  - b. Review the printed Order of Service. Discuss any changes or adaptations needed with Jack.
  - c. Be sure all service participants are present and ready to play their part.
  - d. Touch base with Jack on any changes, and to see if there is anything you can do to help him further.
  - e. GO OVER THE ATTACHED CHECKLIST. NOTE THAT YOU ARE RESPONSIBLE FOR THE THINGS IN THE WORSHIP LEADER SECTION **AND** YOU SHOULD DOUBLE CHECK THE ITEMS MARKED WITH \* IN THE SEXTON'S SECTION.
4. Once the service begins, in addition to handling the parts assigned to you, be aware of needs that may arise – problems with the sound system, missing hymnals, etc. – and respond as you can.

## Sunday Morning Checklist for Sexton and Worship Leaders

### Before the Service

#	Task - SEXTON	Done ?	Notes:
1*	Sound system on		
2*	All 4 microphones on; levels checked		
3*	Handheld on stand; ready for songleader		
4*	All lights on, including spotlights		
5	AC/Heat on/adjusted		
6	Welcoming flag outside		
7*	Stones and water in place		
8*	Chalice in place with candles ready		
9	Pews ready: feedback cards, hymnals, pencils, gift envelopes		
#	Task – WORSHIP LEADER	Done ?	Notes:
1	Double-check <b>all the * items</b> on above list		
2	Offering plates on front table		
3	Podiums ready: water, lights on, hymnals		
4	Check the Joys and Sorrows book; include any comments		
5	Person(s) to light/extinguish chalice selected and ready		
6	Announcements ready for minister or WL to make		
7	Pianist/accompanist ready – knows when to begin prelude. Review any changes or issues.		

### After the Service

1. **Sexton** – Collect comment cards from pews; give to Worship Committee member
2. **Worship Leader** -Thank any guest speakers or performers. Make notes to take to next committee meeting or give to a committee member.



**A Sample Script for Worship Leader when Minister IS the speaker.**

*(You may need to signal the pianist/organist when it is time to end the early music. Please try to start the service with the Welcome at 10: 30 am.)*

*(Remember that this is just a sample script. The Minister may choose to change the order of the service. Be sure your script matches the final Order of Service the Minister prepares.)*

## Order of Service

### Welcome

### Minister

(the minister generally does the welcome, but if he chooses to have you do it...)

Good morning and welcome to all. My name is \_\_\_\_\_ *(add any information you like – when you joined, etc.)* I'm the Worship Leader today. I'm assisted by \_\_\_\_\_ *(name of child assisting, if applicable.)*

If you are visiting our church for the first time, please stand if you like, or give a wave, so we can greet you after the service at coffee hour.....We're glad you're here.

And we're also glad to see one another, so let's turn in our seats and greet our neighbors.

*(Resume after about a minute.)*

Our service begins now with our temple bowl and the prelude by \_\_\_\_\_.

### Sounding of the Temple Bowl

### WL or Minister

*(Strike the bowl and be seated for the prelude.)*

### Prelude

## **Opening Words**

**WL or Minister**

*(These may be chosen/read by the speaker or the Worship Leader. You can find some good suggestions in the hymnal, #416 – 446, if needed.)*

## **First Hymn\***

**WL or Minister**

Please join together in our first hymn, Number \_\_\_\_\_, (title) \_\_\_\_\_ . You are invited to stand as you are willing and able, **then please remain standing** for the Chalice Lighting and join in reading our Covenant.

## **Chalice Lighting and Covenant\***

**WL or Minister**

Please remain standing as \_\_\_\_\_ lights our chalice and we say together the words of our covenant, which are printed in the Order of Services: ***(BE SURE THE WORDS ARE ACTUALLY IN THE ORDER OF SERVICE. If not, refer to #473 in the hymnal.)***

“Love is the spirit of this church and service its law. This is our great covenant – to dwell together in peace, to seek the truth in love, and to help one another.”

## **Anthem or Special Music (if applicable)**

### **Story for All Ages** (usually done by RE director or Minister)

*(This may vary each week. You may or may not need to introduce the person telling the story. Check with the speaker and the office.)*

### **Singing the Children Forth**

*(Generally the Worship Leader just sings along.)*

*(Please note – order for meditation and Sharing of Joys and Concerns may vary. Check with the leader to see if they want a different order.)*

## **Sharing of Joys and Sorrows**

**WL or Minister**

If you have a special joy or sorrow or concern that it would be good for our congregation to know about or for us to hold in our thoughts and prayers, we invite you to come forward to briefly share at the microphone. And to symbolize how the events in one life affect all our lives, you might want to place a stone in our bowl of water which represents our shared community. Or you may choose to come forward and just place a stone in the water in silence.

*(While people are coming forward, add:)*

**If you choose to speak, please use the microphone by keeping it VERY CLOSE to your lips. We won't be able to hear you otherwise.**

*While people come forward, read any items in the book. When all are done, place a stone in the water BEFORE saying:*

Thank you all for sharing. I have placed a stone in the water for all those thoughts held silently in our hearts, and for all those people who do not have a loving community like this one in which to share.

*(Here there may be an additional reading, meditation, hymn, etc., for the Worship Leader to handle.)*

## **Reading for Meditation**

**WL or Minister**

### **Meditation**

**WL or Minister**

Please join in a moment of quiet meditation or reflection.

*(Sit down and wait 60 seconds.)*

Thank you.

## **Sermon**

## **Minister**

## **Offering**

## **WL or Minister**

Thank you, \_\_\_\_\_. Now in support of one another through the life of our church, we will gratefully accept today's offering.

*(The ushers will bring the plates to you after the collection. Place them on the table.)*

## **Announcements**

## **WL or Minister**

*(Please note that we've been experimenting with where to do announcements. May be here, may be after extinguishing the chalice.)*

Please check your order of service for announcements about what's happening here this week. I'll mention just a few:

- 1.
- 2.
- 3.

## **Final Hymn\***

## **WL or Minister**

Please stand as you're willing and able and join us in our final hymn, Number \_\_\_\_\_, \_\_\_\_\_(title) . And please remain standing at the end of the hymn for the extinguishing of the chalice."

## **Extinguishing the Chalice\***

**WL or Minister**

Please remain standing and join me in the words for extinguishing our chalice, written in your Order of Service:

“We extinguish this flame, but not the light of truth, the warmth of love, or the fire of courage. These we carry in our hearts and out into the world.”

Please be seated for closing words and then remain seated for the Postlude.

## **Closing Words**

**Worship Leader or Speaker**

***AFTER the closing words, say:***

You may remain seated or slip out for coffee while \_\_\_\_\_ plays the postlude. You may also want to take the time to give feedback on the service on the blue comment cards found in the pews. Thank you again for coming today.

## **Postlude**

*After the Postlude, stand and walk over to thank the guest speaker, then accept our thanks and congratulations on a job well done!*