

Standard Script and Instructions for Worship Leaders

For use when minister is not the speaker.

This Document includes:

1. *General Worship Leader Responsibilities*
2. *Checklist for Sunday Morning*
3. *Standard WL script for use with guest speakers*

General Worship Leader Responsibilities when the Minister is NOT the speaker.

1. When there is a guest speaker, you as Worship Leader have added responsibility for the entire service. Some speakers will be willing and able to handle more than the sermon – others will not. Speakers who are members of our church may choose to handle some of the liturgical tasks – you will have to work out who does what.
2. As soon as possible, contact the Speaker and determine each person's responsibilities. **If it is an outside guest**, unfamiliar with our congregation, you should assume that you will be responsible for everything except the sermon.
3. Review the Standard Script for Worship Leaders to be used when the minister is away.
4. Work with the Speaker and the Music Director to choose appropriate music.
5. Work with the Speaker to choose appropriate readings, opening and closing words, and determine who will do what.
6. Work with the Speaker to develop a draft order of service and give it to the Church Administrator no later than noon on the Thursday before the service.
7. Meet with the Speaker at 10 am the morning of the service and go through the order of service. Handle all the regular Worship Leader responsibilities – a check list follows.
8. Lead the service, with the Speaker handling the sermon and any other agreed-upon parts.
9. After the service, thank the Speaker and send a follow-up thank you letter.

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 all the * items 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.

Standard Script for Worship Leader when Minister is NOT 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 standard script. You and the Speaker may choose to change the order of the service. Be sure your script matches the final Order of Service you agree on.)

Order of Service

Welcome

Worship Leader

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.)*

Please note the announcements in your Order of Service.
(Mention any special ones here.)

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 minister, Reverend Jack Donovan, will be back in the pulpit next Sunday. So today we welcome a guest speaker.

When Jack is away, we often invite a church member to deliver a message. We think this is valuable for two reasons – first, it helps us to get to know one another better. And, one person’s journey is often meaningful to others.

Today’s speaker is _____ (add some information about him/her.) We look forward to hearing from him/her.

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

Sounding of the Temple Bowl

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

Worship Leader

Prelude

Opening Words

(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.)

Worship Leader

First Hymn*

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.

Worship Leader

Chalice Lighting and Covenant*

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***

Worship Leader

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)

(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

Worship Leader

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

Worship Leader

Meditation

Worship Leader

Please join in a moment of quiet meditation or reflection.

(Sit down and wait 60 seconds.)

Thank you.

Sermon

Speaker

Offering

Worship Leader

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

Worship Leader

(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*

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*

Worship Leader

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. 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!