

SUNDAY SERVICE GUIDELINES AND CHECKLIST

UUCSJ WORSHIP COMMITTEE

(Revision October 15, 2007)

“The bond of unity in a church is not shared belief but shared worship. For worship is an act of reverence for what each regards as of great or supreme worth. It is but another way of capturing the real meaning of love. Our worship is the shared act of celebration expressing our love for things of ultimate worth- those values by which and for which we live.” (Written by the Reverend Doctor Phillip Hewett, minister emeritus of the First Unitarian Church of Vancouver.)

The Unitarian Universalist Church of Saint John meets for worship and celebration in the liberal religious tradition at 10:30 A.M. most Sunday mornings at 545 Sandy Point Road.

Services typically include instrumental music, recorded or live, welcoming and closing words and bell, lighting of the chalice with accompanying words, congregational singing, readings, a quiet time for directed or undirected personal meditation, thought or prayer, the offertory, a brief children's story or other activity, sharing of concerns or joys by members of the congregation, and a hopefully emotionally and/or intellectually stimulating address or sermon. Occasionally a minor or major question or discussion time is included in the service. At some other times the major component of the service is musical celebration. Flexibility is ENCOURAGED as long as the WORSHIP COORDINATOR (see below) is given sufficient advance notice to make the necessary arrangements. Although each element of a service is not equally valued by all, each is important to some and should not be completely omitted from a service without careful thought.

It is IMPORTANT that the “QUIETING” time begin by 10:20 AM, and that the service begin at 10:30 and end at 11:30 AM. Only for special reasons should the service go over time. If a service is expected to last until, at most 11:40 AM, this should be planned and discussed with the child and youth leaders in advance.

ANNOUNCEMENTS

Announcements related to the life of the congregation should be made after the service and/or inserted in the service bulletin. The Joys and concerns time is intended for brief statements. Coffee time is the time for sharing more details.

SERVICE FLOW

To keep the service moving smoothly it is helpful if the service leader has a large print outline of the service at hand at the lectern. It should include, if possible, copies of the texts of any readings the leader is going to read and be in large print. The flow is often best if the various parts of the service are allowed to “flow” one into the other without each being announced. Some parts like the offertory, joys and concerns and the children's departure will need to be briefly announced.

If a CD player is to be used a smooth flow is most likely if a person, apart from the service leader, is delegated to manage the CD. This person should receive the CD's etc. enough days in advance to be able to test the procedure on the church's equipment. If congregational singing is to be accompanied by a CD it may be best to play the CD at a higher volume than is usual just for listening. Otherwise some participants will likely have difficulty following the tune.

WORSHIP COORDINATOR

The committee usually appoints a committee member as WORSHIP COORDINATOR to take responsibility for the planning and/ or delivery of a given service. He or she may delegate some or all of the service planning and/ or delivery but is still responsible to ensure that the delegated tasks are understood and carried out. The coordinator should enlist an assistant to help with set up etc. *TO AVOID CONFUSION it is important that all communications between those involved in the service or it's planning (musicians, guest speakers etc.) be directed through the WORSHIP COORDINATOR.*

The coordinator is also responsible to open and close the building for the service, adjust the heating controllers upstairs and down and to leave the building secure following the written instructions provided by the Board of Trustees.

MUSIC ARRANGEMENTS

Arrangements to have a PIANIST for a service must normally be made SEVERAL WEEKS IN ADVANCE through the worship coordinator. It should NOT be assumed that a pianist would be present. Quality CD or live instrumental music is encouraged for the prelude, meditation etc. for some services. If the worship coordinator is able to confirm the pianist early enough, the pianist should be informed of the congregational songs selected a MONTH BEFORE THE SERVICE. If this is not done or no pianist has been confirmed only VERY FAMILIAR SONGS should be chosen. At any service MOST of the songs should already be known by the congregation. (See attached congregational song list.)

SERVICE PREPARATION CHECKLIST FOR THE WORSHIP COORDINATOR

IN ADVANCE-

- ___1. Tell the NEWSLETTER EDITOR by the 24th of the month prior to the service the speaker's name, topic or service theme and *an interest catching paragraph for publicity*. (George Legris 652-5141, <geoleg@nbnet.nb.ca>
- ___2. Tell the PIANIST and CHOIR COORDINATOR the song selection a MONTH BEFORE the service.
(Martha Vowles 738-1914, <mvowles@nb.nb.sympatico.ca>, Wendy Smith 847-9980, <wsmith@nbnet.nb.ca>
- ___3. Tell the SERVICE BULLETIN EDITOR at least a WEEK BEFORE the service the songs and other details of the service. If the service format will differ from the sample, provide your intended format. Note that for some services the Worship Coordinator made need to prepare the service bulletin his or her self. Some others may not need a service bulletin. (Joost Von Weiler 847-5427, <joostvw@nbnet.nb.ca>)

COMPLETE BEFORE 10:00 AM ON THE DAY OF THE SERVICE-

- ___1. Set up the table with COLLECTION BASKET, CHALICE, SINGING BOWL, JOYS AND CONCERNS CANDLES, CANDLE SNUFFER, MATCHES, LIGHTER CANDLE ETC. Trim and test the chalice candle.
- ___2. Set up the LECTERN, TABLE, CHAIRS and other furnishings, banners etc. where you want them.
- ___3. Set up and test out the CD PLAYER and/or any other equipment that will be used in the service.
- ___4. Set up and test the PA SYSTEM if it is to be used.
- ___5. Check over the service bulletin with the PIANIST or others involved in the service if advisable.
- ___6. Find a volunteer CHALICE LIGHTER. (Before the quieting time.)
- ___7. At 10:20 a.m. begin the quieting time by ringing the singing bowl if you wish..
- ___8. At the beginning of the quieting time the worship leader and the coordinator should SIT DOWN for the prelude.

AFTER THE SERVICE-

- ___1. Put away everything that was set up for the service. The chairs may be left facing the platform.
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A SAMPLE ORDER OF SERVICE

GATHERING:

- (The congregation is encouraged to be seated by 10:20 a.m.)*
- 10:20 a.m.: Ringing of the Singing Bowl followed by a musical prelude
 - 10:30 a.m.: Opening Words: Brief welcome and possible opening reading
 - Lighting of the Chalice
 - Congregational hymn or song #_____

SHARING:

- Joys and Concerns: Individuals light candles and make brief statements (not a time for extensive details or announcements)
- A Time for All Ages: A short story or other children's activity. Following this the children go to their program while "Go now in peace..." is sung.)
- Offertory: Leader should briefly introduce the offertory noting the importance of this activity.

CENTERING:

- Readings(s) Responsive or otherwise
- Hymn or Song: A quieting song before the period of reflection #_____
- Time of Thought, Meditation or Prayer (no explanation or announcement necessary)

EXPLORING:

- Address/ Reflections: 12- 20 *minutes occasionally followed by questions or discussion*. The longer the talk, the shorter the other parts of the service must be.

GOING FORTH:

- Hymn or song #_____
- Closing words and extinguishing of the chalice
- 11:30 a.m.: Ringing of the Singing Bowl
- Choral postlude #414 or other_____

COFFEE AND CHAT TIME:

- Social time downstairs in the hospitality room etc. (No food in the sanctuary please.)
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NOTE: A LIST OF HYMNS and songs being learned or known by the congregation is attached for the information of service planners. Additional copies of this SERVICE GUIDE are normally kept inside the hinged top of the sanctuary LECTERN for any one wishing one.

HYMN SELECTION GUIDE

UUCSJ WORSHIP COMMITTEE

(REVISED January 1, 2008)

***BEST KNOWN

** GETTING USED TO

* HEARD AT LEAST ONCE

@ CD ACCOMPANIMENT ON HAND

- 06*** Just as Long as I Have Breath.....
12***@ O Life That Maketh All Things New....
15* *The Lone Wild Bird*
16***@ Tis a Gift to be Simple, Tis a gift to Be Free....
17* *Every Night and Every Morn*
18* *What Wondrous Love Is This.....*
21*** For the Beauty of the Earth....
23* @ *Bring Many Names, Beautiful and Good.....*
29*** Joyful, Joyful, We Adore Thee.(Hymn to Joy)
32**@ Now Thank We Now Our God.....(Traditional)
33* *Sovereign and Transforming Grace*
38*** Morning Has Broken, like the first morning.....
41* *You That Have Spent The Silent Night.....*
42***@ Morning So Fair to See
44** We Sing of Golden Mornings
51* Lady of the Season's Laughter....
52** In Sweet Fields of Autumn.
54* *Now Light Is Less*
55* @ *Dark of Winter*
57* *All Beautiful the March of Days...*
61***@ Lo. the Earth Awakes Again, Alleluia(Easter)
62*** When the Daffodils Arrive.....(Spring)
65* *The Sweet June Days*
67***We Sing Now Together our Song of Thanksgiv..
69** Give Thanks for the Corn and the Wheat ...
73***Chant for the Seasons: Summer Time has Turn...
76**@ *For Flowers That Bloom about Our Feet.....*
84* *How Far Can Reach a Smile*
89* *Come My Way, My Truth, My Life*
90** From All the Fret and Fever of the Day.....
94**What Is This Life If full of care,We Have no Time
95*** There Is More Love Somewhere.....
100*** I've Got Peace Like a River in My Soul.....
108*** My Life Flows on in Endless Song.....
117* *O Light of Life that Lives in Us.....*
118***@This Little Light of Mine, I'm gonna let it Shine
120**Turn Back, Turn Back, for Swear thy Foolish Way*
121* *We'll Build a Land...*
123***@ Spirit of Life, come onto me....
128*** For All That Is Our Life we Sing our Thanks
131*** Love Will Guide Us
135* *How Happy Are They , Born or Taught.....*
139*** Wonders Still the World Shall Witness
140** Hail the Glorious Golden City (traditional tune)
145**@ As Tranquil Streams
147* *When All the Peoples on This Earth...*
155*** Circle'round for Freedom, Circle Round for.. P
159** This Is My Song O God of all the nations....
165* *When Windows That Are Black and Cold*
168***@ One More Step, we will take one more step.....
169*** We Shall Overcome
170** We Are a Gentle, Angry People.....
173* *In the Branches of the Forest*
175*** We Celebrate the Web of Life.....
181* *No Matter If You Live Now Far or Near*
183* *The Winds of Change Forever Blown*
184** Be Ye Lamps Unto Yourselves
188*** Come, Come, Whoever You Are
197* *There Are Numerous Strings in Your Lute....*
207** Earth Was Given as a Garden.....
208*** Every Time I Feel the Spirit.....(CHOIR)
211*** We Are Climbing Jacob's Ladder.....
212** *We Are Dancing Sarah's Circle.....*

221*** Light One Candle
 223* *Rock of Ages, Let Our Song*
 224** Let Christmas Come, Its Story Told....
 225*** O Come. O Come Emmanuel...
 226*** People Look East, he Time Is Near...
 231*** Angels We Have Heard on High....
 235*** Deck the Hall with Boughs of Holly...
 237*** The First Noel....
 239*** Go Tell It on The Mountain....
 240*** I Heard the Bells of Christmas Day....
 251*** Silent Night, Holy Night....
 269** Lo the Day of Days is Here (Easter)
 270*** Oh Day of light and Gladness (Easter)
 274** Dear Mother-Father of Us All, Forgive our ...
 287** Faith of the Larger Liberty, Source of all...
 289* *Creative Love Our Thanks WE Give.....*
 295* *Sing Out Praises for the Journey, Pilgrims We.*
 298***@Wake, Now My Senses & hear the earth call..
 299* *Make Channels for the Streams of Love*
 301*** Touch the Earth, Reach the Sky!
 303*** We Are the Earth Upright and Proud...
 304* *A Fierce Unrest Seethes at the Core.....*
 307* *The Human Touch Can Light the Flame....*
 311*** Let It Be a Dance We Do.....
 315* *This Old World is Full of Sorrow....*
 318*** We Would Be One as Now We Join in.....
 323* *Break Not the Circle of Enabling.....*
 325** Love Makes a Bridge... (Choir)
 326** Let All the Beauty We Have Known...
 328* *I Sought the Wood in Summer....*
 331** *Life Is the Greatest Gift of All.....*
 338*** I Seek the Spirit of a Child....
 344** A Promise Through the Ages Rings...
 346*** Come Sing a Song with Me.....
 347*** Gather the Spirit, Harvest the Power...
 349*** We Gather Together in Joyful Thanksgiving...
 352***@ Find a Stillness, Hold a Stillness...
 353** Golden Breaks the Dawn (Morning)
 357* *Bright Morning Stars ...(Choir)*
 360***@ Here We Have Gathered, Gathered Side by
 361***@ Enter, Rejoice, and Come In.....
 362*** Rise Up , O Flame....(Choir)
 370-381*** Doxologies
 361***@ Enter, Rejoice, and Come In.....
 383* *Alleluia Amen*
 388** Dona Nobis Pacem.....(CHOIR)
 389***Gathered Here in the Mystery of the Hour (R'd)
 393* *Jubilate Deo....(Choir round)*
 395*@ *Sing and Rejoice....(Choir round)*
 396** I Know This Rose Will Open
 397*** Morning Has Come, Night is Away..(R'd)
 398** To See the World
 401*** Kum ba Yah my Lord, Kum ba Yah....
 402** From You I Receive.....(offering?)
 403* Spirit of Truth. of Life of Power.
 407**@ We're Gonna Sit at the Welcome Table.....
 409*** Sleep My Child. and Peace Attend thee all
 413***@ Go Now in Peace... (revised wording, round)
 414*** As We Leave This Friendly Place...
 415** Hevenu Shalom Aleychem

We also have CD accompaniment for these songs: 8, 10, 11, 20, 22, 25, 26, 34, 40, 57, 64, 68, 88, 113, 124, 361

A copy of the CD, "Sing and Rejoice," the accompaniment for the @'s above is kept in the sanctuary piano bench. It should be returned there after use.

(Songs Not in the Book)

1008** *When Our Heart Is In a Holy Place..*
 1031* *May We Be Filled with Loving Kindness (choir)*
 1064* *Blue Boat Home*
 -----**All of Life Is Calling Me (choir)*
 -----*Today (by Randy Sparks) music: Wendy S.