

GUIDELINES FOR THE SAM MAY SERVICE

May 30, 2008 (updated 11/7/11)

Background:

In discussions between the Social Justice Committee and the Worship Committee, it was decided that the Worship Committee, including the minister, would be responsible for the annual Sam May Sunday Service. Input / recommendations for the Sam May speaker will be welcomed from the Social Justice Committee and from the members of May Memorial.

Since the purpose of this special day is to honor the memory of Reverend Samuel Joseph May, it was agreed that the choice of speakers should reflect his work in areas of Peace, Social Justice and Human Rights, including: African American and Native American issues, Women's Suffrage, Education/Literacy.

Procedure:

The Worship Committee will maintain a list of the names of potential Sam May speakers who have been recommended by the Social Justice Committee and members of the congregation. After a name has been selected for the speaker, the Worship Committee and the Social Justice Committee are encouraged to help find other venues in the area for the speaker to present. The purpose is to share the cost of bringing in a noted speaker and help cover travel expenses. In order to ensure that our choice of speaker will be available, the following timeline is suggested:

TIMELINES:

Spring the Previous Year: Reserve the probable date(s) for the Sam May service, as soon as the new calendar is known. The dates for the Sam May Sunday Service have traditionally been late March or early April.

Fall the Previous Year: If a speaker has not already been chosen or invited, begin discussion of possible candidates from the list of potential speakers. Accept nominations of speaker's from the Social Justice Committee and the congregation. The Worship Committee, the minister and Social Justice Committee will discuss the selection of the candidate. The speaker should be invited early enough to allow for a second invitation if the first speaker cannot be available.

January: When the honorarium and travel expenses are known, the Worship Committee should submit a budget to the Finance Committee.

February/March: The Publicity Committee should become involved

Week before the Service: Request that the check be made out before the service so it will be ready for the speaker on the day of the service.

Shortly after the service: a formal Thank You note should be sent to the guest speaker.