



May Memorial Unitarian Universalist Society
SUMMER SERVICES GUIDELINES
October 2011

The worship committee is responsible for coordination and oversight of summer services at May Memorial. Throughout the year, members of the worship committee should consider speakers to invite to speak at summer services. This way the slate of presenters shall be established before the recruitment begins.

The worship committee shall regularly:

- Brainstorm/discuss names of potential speakers during committee meetings.
- Gather names and contact information for potential speakers.
- Solicit ideas for summer service topics and potential speakers in the newsletter; order of service and/or by speaking to people during coffee hour.

The worship committee designates a summer service facilitator, or subcommittee, to recruit speakers for summer services and develop the summer service calendar. This person (or subcommittee) should begin working on the summer service calendar in January, soliciting potential speakers from a variety of sources.

Role of the Summer Service Facilitator/Subcommittee

Recruit speakers for summer services and develop the summer service calendar.

- Provides summer service information to the newsletter and website.
- Make personal contact with each potential speaker, face to face, if possible.
- If unable to reach in person or by phone, contact by personal e-mail. Do not send a generic email to a group of potential speakers.

Once a presenter is available, assemble the following:

- Presenter's preferred topic/title
- Preferred dates
- A short bio/ description for the newsletter and order of service

The Facilitator/Subcommittee shall keep in touch as needed, with presenters and update the worship committee on changes and/or additions. The Facilitator/Subcommittee shall encourage speakers who conduct services/programs each year to up-date or revise their programs with new material, topics, etc.

- Coordinate music for summer services with the Chair of the Music committee
- Finalize the draft of the summer service calendar by mid May. The summer service calendar should be completed and available to the worship committee by the end of May.
- Prior to summer service commencement, provide a copy of the summer service calendar to the following:
 - Office Manager
 - Chair of the Music Committee
 - Coffee Hour Coordinator

Role of the summer service Presenter/Speaker:

The presenter/speaker sets the tone for the service. With at least one member of the worship committee, they design the service, selecting music and readings, and preparing the Order of Service.

Role of the summer Worship Service Coordinator

- A Worship Committee member.

- Works with the presenter/speaker to design a thoughtful service.
- Secures volunteers (ushers, decorator, and greeters) and communicates that information to the office on a timely basis.
- Acts as a liaison for the presenter/speaker, readers, volunteers and musicians to oversee and coordinate the service.
- Consults with at least one other worship committee member on service concepts and details. This provides another perspective and makes for a good back-up system.
- Sets up the sanctuary (chalice, microphone checks, etc.) and cleans up after the service
- Handles any last minute problems with supplies, volunteers, etc.