
EASTROSE FELLOWSHIP
Unitarian Universalist



**Program Leader Handbook
and
Resource Guide**

February 2016

Provided by the Eastrose Fellowship Sunday Services Committee

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Program Leader Handbook

Thank you for volunteering to lead a Sunday Service for Eastrose. The Sunday Services Committee depends on your careful preparation to make our Services the best they can be. We are committed to presenting programs of such high excellence and inspirational quality that members can't bear to miss them and visitors can't wait to come back!

When you volunteer to be a Program Leader, you run the show. It is your job to assemble the Order of Service, including coordinating the theme of opening and closing words, responsive readings, hymns and other elements of the Service with the topic of the Sermon or presentation. The speaker may wish to help select the elements, but it is your responsibility to see that the Service is organized and coordinated.

As program leader, you will make the announcements, introduce participants and speakers, *open and close the Service on time* and keep the speaker within the appropriate time frame. Feel free to contact any member of this committee for help or if you have questions.

BASIC RESPONSIBILITIES OF A PROGRAM LEADER

Six Weeks before the Service:

If you have not received the speaker's contact information, contact a member of the Sunday Services Committee.

- Confirm the topic and title of the presentation with the speaker, and send to Phyllis Adams (*pcadams@comcast.net*) by **the 10th of the month before the Service**. Include a short description of the presentation and information about the speaker.
- We strive in our services to create a sacred space. Depending on your speaker's knowledge and awareness of Unitarian Universalism, you may need to provide this context in the Service through your introductory words and readings. Whatever the topic, encourage them to share something from their own personal experience that touches our hearts. What is it about this topic that stirs their passion?

At least two weeks before the Service:

1. Consult with the speaker about elements of the Service and know the parts for which you are responsible (for example, Chalice Lighting, welcome, children's story, offering, etc.). Depending on the degree of familiarity with Eastrose that an outside speaker has, the duties for the various elements of the Service can be divided between you and the speaker in any way that works well for the Service, but in general, here are some **basic guidelines**:

When the speaker is a minister: We generally invite the minister to choose the readings, lead the meditation, introduce the hymn before the Sermon, preach the Sermon, and offer the benediction. A minister may want to present the "Story for All Ages," and a UU minister may also be invited to lead the joys and concerns.

When the speaker is not a minister: They generally are responsible for a 20-minute message, but may also offer to select readings, story for all ages, and possibly music. The program leader is responsible for choosing and leading all the other elements of the Service. The length of the total Service should be from 10:30 to 11:45.

Be sure both of you have a clear understanding of the speaker's role in the Service and the time frame for their talk, and for discussion, if appropriate.

2. Refer to the Order of Service to be sure all necessary elements are included in the Service.
3. Consult the ***Program Leader Resources*** section of this Handbook for a Sample Script, beginning on page 13. It includes many openings, chalice lightings, readings, special words about sharing and offering, etc. ***We strongly recommend that you follow this script closely to insure that you cover these essential elements***

smoothly. It is especially important that you have in hand for the service your own written script with these elements and any deviations you have made from the order presented here. Many other options for readings can be found in the back section of the Hymnal and online at WorshipWeb (<http://www.uua.org/worship/>).

4. **Confer with the speaker and your Sunday Services Committee Coordinator of the Month** about arrangements for any special set-up, equipment, or elements of décor that may be required, and whether any special elements for the children will be included. (Note: The Sunday Services Committee may have already arranged some of these things.)
5. **The Sunday Services monthly coordinator will provide information about your pianist.** Consult with your pianist about prelude, offertory, hymns and postlude. Consult with your pianist and music committee resource person about options for special music.
6. Ask the speaker if they welcome discussion after their talk, if time permits. Alternatively, ask them if they would be willing to stay for a short time after the conclusion of the Service to entertain questions and discussion.

During the week before the Service:

1. Check in with the speaker(s), pianist, and all other persons who will be involved in the Service to make certain there are no last-minute issues to be handled, etc.
2. Confirm with the office Administrator that the honorarium check has been requested.
3. Make sure the speaker knows to get to the Fellowship by 10:00 a.m. If needed, provide them with directions.
4. Get the names of the Speaker, Program Leader and Musician(s) to Lynne Pfeiffer **by noon on Tuesday** for inclusion in e-news.
5. Get the Order of Service information to Lynne Pfeiffer and the Eastrose office **no later than Wednesday 12 p.m.** so that the bulletins for the Service can be produced. Note: Let Lynne know in advance if you anticipate any last minute changes or corrections. These must be received by 9:00 p.m. Thursday evening. *Please e-mail them to Lynne Pfeiffer (pfeiffer@spiritone.com) and to the Eastrose office Administrator (astrose@spiritone.com).*
6. Find out who our “Sharing the Bounty” recipient is for the month so you can mention this during the offering. This information is listed in *Petals* each month. You can also get it by contacting the Eastrose office or by looking at the schedule posted in the hallway.

On the day of the Service:

[Note: Information about the sound system, DVD operation and much more can be found in **the Facilities Notes** in the Appendix (page24).

1. Be at the Fellowship by 9:30 a.m. to greet the speaker and make preparations. Give the speaker an Order of Service. Confer about any last minute changes or other details. Show them where the restroom is and invite them to put their briefcase, etc. in the minister's office (inform greeters). **Please check to see if the DVD recorder is ready.**
2. Decide in advance which elements of the Service may be eliminated (e.g., the closing hymn) if the Service is running long. Discuss this with the speaker as well. (e.g., if the Service is running long, do not have discussion time, even if it was planned.)
3. Select a Chalice Lighter. This is often a child who can be accompanied by their family for the lighting. If the child is new to the Fellowship, it is especially nice to invite the whole family to participate. Find out a couple of facts about the Chalice Lighter that you can share as the chalice lighting is happening.
4. Find the speaker's honorarium check, if applicable, in the Sunday Service Committee box in the office.
5. Check in with the chapel prep person. Confirm that the chalice (from the cabinet behind the podium) and the gong (from minister's office) are in place.
6. The choir, speech choir or other special musicians may need to practice in the chapel. Please be courteous of their needs and ensure they are not interrupted, but note that doors should be opened by 10:15.
7. **Turn on the PA system by turning the on/off switch on the back wall** and test all microphones. Please do not make any adjustments on the amplifier. Practice adjusting the microphone position at the pulpit, as you may need to do this for the speaker and others. If a Story for All Ages is planned, be sure that a microphone arrangement is ready as needed. If congregational response and sharing of Joys & Concerns are planned, check to see that the wireless microphones, which are kept in the drawer in the pulpit, are charged. On the wireless mic, if the light is "red," replace the batteries. Spare batteries are in the microphone case or in the pulpit drawer. *[Ron Randall, Larry Adams or Michael Schilmoeller can help with microphone issues or other adjustments to the PA system.]*
8. Ensure that the pulpit has a box of tissues, cup of water, Order of Service and hymnal for the speaker's use.
9. Before the service, look at any new announcements handed to you. Make sure you understand the text and the context. Note: is clarification needed for visitor understanding?

10. Petitions will not be advocated by the Program Leader. Here is a suggested script:
NAME has a petition they would like to share today on the subject of TITLE
. If you are interested, see NAME after the service.
11. Ring the gong or small chime to begin the Service promptly at 10:30. This invites people to become quiet. See options for opening the service.

During the Service

1. After the prelude music, introduce yourself and welcome everyone. Speak slowly, clearly and graciously into the pulpit microphone, and **SMILE!**
2. Be consistent about speaking into the microphone; remember that we have some members and guests who rely on the PA system to hear the Service. Also, our Services are recorded for the benefit of members who may miss a Sunday. The recording will only pick up what is spoken into the microphone. **Please urge everyone to use the microphone.**
3. Be aware that first-time visitors are likely to be present, and that you are providing their first impression of Eastrose.
4. Call attention to printed announcements and read any late ones given to you. **Do not invite announcements from the floor!** This prevents lengthy impromptu contributions, which can interrupt the flow of the Service and make people restless.
5. Be confident and competent in your pace and manner of speech. If you stumble or lose your place, don't make apologetic or irrelevant remarks or jokes. Pause to regain your focus, and then continue.
6. If a period for silent meditation will be included in the Service, begin and end it with a ring of a chime (the gong). This provides a peaceful transition and helps people to know when to focus their attention back to the speaker.
7. Once you turn the service over to the speaker, sit down in the front row.
8. Keep an eye on the time to make sure you are on track time-wise. Whether you have a guest speaker or you are leading an in-house program, it is your responsibility to keep track of the time during the Service and move things along as necessary. If discussion is part of the Service, you may need to gently remind people to be brief when contributing, and model brevity by not rambling in your own remarks and words of transition. Make certain to **close the Service on time at 11:45 am.**
9. During discussion periods:
 - ✓ The Program Leader and/or speaker facilitates the discussion.
 - ✓ You or a helper should carry the wireless microphone(s) around the congregation.

- ✓ It is best to have you hold the microphone for the talker. This can help you to gently encourage a limit to lengthy remarks.
- ✓ Close the discussion in time to end the Service promptly.

After the Service

- Be a gracious host for speakers and members who wish to chat, and help the speaker make their exit when they're ready.
- Give the speaker their honorarium check.

TYPICAL ORDER OF SERVICE

The following is a typical Order of Service (OOS); it is not set in stone. If the resident minister is speaking, s/he will advise you of any desired changes to the OOS. If you are working with a guest speaker and want to alter the OOS but are uncertain about the proposed changes, check with the Chairperson of the Sunday Services Committee.

10:30 Ring Gong

Prelude

Welcome & Announcements

Chalice Lighting

Opening Words

Choir / Opening Hymn

Story for All Ages

10:45 Sing the Children to Class *

Sharing of Joys & Concerns **

Hymn #123—"Spirit of Life"

Offering

Reading(s) or Meditation (Optional)

11:11 Choir / Speech Choir / Hymn/Special Music

Silent and/or Spoken Meditation (optional) ***

Message/Sermon/Presentation

Reflection / Discussion (optional)

11:40 Closing Hymn

Extinguish Chalice

Benediction / Closing Words

11:45 Postlude

* *Unless it is an inter-generational Service or when there are no children in the congregation*

** *On the first Sunday of the month, this ritual includes candle lighting and may occur before the children are sent to their classrooms.*

*** *Can be placed before or after Sermon*

NOTE: An alternate opening sequence can be Ring Gong and a brief Welcome and Announcements followed by Prelude and Chalice Lighting.

INFORMATION REGARDING CHILDREN AT SERVICES

Since our children join the adults of the congregation for the beginning of Services, their needs and attention spans need to be taken into account when planning programs. It should be remembered that the purpose for including all ages is to build community and model worship.

To help you meet this commitment to our children the following guidelines are recommended:

- The children should only be in the Service for ten to fifteen minutes as they have a Children's Worship and classes to attend. (The exceptions to this time frame are the first Sundays of the month and the inter-generational Services that are planned in conjunction with the Religious Education Leadership.)
- When sharing a "Story for All Ages", please be sure to introduce yourself to the children, and provide context about how the story relates to the adult's topic.
- The Welcome, Chalice Lighting, Introductions, and our monthly Candles of Joys and Concerns are important rituals that we are sharing with our children. Opening words, hymn and the responsive readings should be chosen with the children's presence in mind. Children often understand more than we give them credit for, but inspirational words do not have to be difficult or confusing.
- When designing the Order of Service, please include the "Sing Children to Class" element. This helps parents and children know what to expect. The words to the song we use, "We Hold You in Our Love" are printed on page 16, and should be included in the body of the Order of Service.
- If it is an Inter-generational Service, please let people know that there will be no classes, only Nursery childcare.
- Many children are not yet readers and songs they could easily sing along to or remember would be more inclusive. A selection of child-friendly songs is included on page 15.

If you need consultation or advice, ask a member of the Sunday Service Committee, the Religious Education Director, or the Minister.

MUSIC

As Program Leader, please confirm and/or arrange for the musical elements of the OOS with the scheduled Pianist and the Choir Director or Music Committee, as appropriate. The musical elements include the hymns, prelude, postlude, offertory music, choir introit and anthem.

Music is an extremely important part of the Sunday program. Consult with the pianist and/or the Music Committee about appropriate hymns and other music (prelude, postlude, and offertory) to complement the program topic. Ministers may wish to select the hymns and/or other music.

Use the back of the hymnal, which groups hymns by topic, and contains an index of first lines, to help find appropriate songs. You will need to select an opening hymn, a closing hymn, and, if the choir is not performing, possibly a third hymn. If you are choosing an unfamiliar hymn consult with the pianist. A song leader may be available

PROGRAM LEADER RESOURCES

A number of excellent resources available to you in your preparation, are listed below.

Hymnals

Singing the Living Tradition (gray hymnal) - a section containing readings grouped by topic and words for lighting and extinguishing the chalice, is located in the back after hymn #415.

Singing the Journey (teal hymnal)

UUA Journals

Touchstone Journals, issued monthly by the Pacific West Region UU, are available for your use from the Sunday Services Committee. They contain stories, readings, and prayers that you may find appropriate for your service.

Quest Journals, from the Church of the Larger Fellowship, also contain useful information. They are available in the minister's office along with back copies of Touchstone.

Library

Consult your own books of poetry or stories or peruse the public library or the library at Eastrose. Some suggestions:

- *The Essential Rumi*, by Coleman Barks
- *My Grandfather's Blessings and Kitchen Table Wisdom*, by Rachel Naomi Remen
- *Earth Prayers and Prayers for a Thousand Years*, edited by Elizabeth Roberts & Elias Amidon
- *Cries of the Spirit*, by Marilyn Sewell
- *Claiming the Spirit Within*, by Marilyn Sewell
- *Readings for Common Worship*—a UUA publication
- *Handbook of Religious Services* – from the UU Church of the Larger Fellowship
- *Hymns for the Celebration of Life* – the older, blue hymn book
- *Rejoice Together* – by Helen Pickett

Online Resources

A vast collection of readings, prayers, meditations and more can be found at the **Unitarian Universalist website *WorshipWeb*** (<http://www.uua.org/worship/>). This site also includes a handy search feature and a guide for “How to Write Your Own Worship Elements.”

A wealth of poetry and inspirational material are available on the internet, including: Beliefnet.com, Poetryfoundation.org, and Famouspoetsandpoems.com

SUGGESTED SCRIPT AND ELEMENTS FOR THE ORDER OF SERVICE

The following is a “script” for the Service, including readings for the various elements. Note: The elements in the Order of Service may appear earlier or later in your Service, depending on the template you choose to use. **It is strongly recommended that you follow a script that includes the elements below, as this gives continuity and consistency to our Services.**

Begin the Service by ringing the gong

GREETING: Good morning. Please turn off your cell phones and join us in worship.

PRELUDE: Pianist generally chooses the selection

INTRODUCTION: I am (NAME) , your Program Leader for today, and our speaker is (NAME) .

CHALICE LIGHTING:

Introduce Child or Family: “Our chalice lighter for today is _____.

He/She is ___ years old. He/She likes _____ and _____

Words: See "Singing the Living Tradition" #447-456 or use one of the following or write your own!

In this flame

I see clearly

The presence of [fathers/ancestors/Love/cooperation...or use your own ideas]

From the beginning of time

Supporting my existence.

Deep joy of the leaping fire to you

Deep peace of the shining star to you,

Deep peace of the running wave to you,

Deep peace of the quiet earth to you

Deep peace from your [buried] kindred

To your very roots. ~ adapted from a Celtic prayer

As I light this chalice:

"I honor the place in you of love, of light, of truth, of peace.

I honor the place within you,

Where if you are in that place in you,

And I am in that place in me,

There is only one of us." ~ excerpted from Grist from the Mill by Ram Dass

We gather each week to rediscover the gift of a free religious community, to reaffirm the way of the open mind and the full heart. We rekindle this flame to celebrate the Web of Love that shimmers among us and beyond us to include people everywhere.

WELCOME, OPENING WORDS AND ANNOUNCEMENTS:

We welcome you to this place which we love and tend with care.

We ask not what you believe, only that you believe thoughtfully.

We ask not that you think as we do,

Only that you share with us a concern for goodness and truth.

What is spoken here you must test

In your minds, in your hearts and in our living.

No matter what your heritage, your beliefs, or whom you love,

You are welcome here, with all that is your life.

Welcome.

“Housekeeping” Information

This Service is televised to the minister’s office. Should you need to leave the chapel for any reason, you can continue to see and hear the service from there. Our young people join us for the first part of the service and then leave for their own classes and activities. If a child remaining in the service is restless, one of our ushers is happy to show parents where the Minister’s Office is so that you can still hear the service while attending to your child, or you may take your child to the nursery.

Also, we have reading glasses and hearing assistance devices available from the Greeter’s table for those who benefit from them.

Opportunities for Participation

Now, I would like to call your attention to the Opportunities for Participation printed in your programs. Please take some time to read them. In addition, I have these items:

[Read any announcements that have been written out and handed to you before the service began.]

Welcome to Visitors

I would like to extend a special welcome to those of you who may be here for the first time. We invite you to briefly introduce yourself, if you wish.

We invite everyone to stay after the service for conversation, tea and coffee. *[If it is the first Sunday of the month, you can invite everyone to join the potluck directly after the service in the Thatcher Room.]* Also, if you have not already done so, please sign the Guest Book at the greeter's table so that we can send you our newsletter.

We hope you will return to a Sunday service with us soon. Our services change from week to week, so it will take you several visits to get to know us.

*[Note: Please do not scan the room looking for first time visitor, or **stare** at first time visitors. At the appropriate time, people will introduce themselves if they are comfortable doing so. Let them remain anonymous if otherwise.]*

Greeting Each Other

Now, let us all take a moment to turn and greet our neighbors.

*[Wait for **one minute**, then ring the gong and say]:* I invite you to continue your conversations after the Service during coffee hour.

INTROIT: (Choir Sundays only)

OPENING HYMN:

"We invite you to stand ("if you wish" or "in body or spirit" or "as you are able") and join us in singing our opening hymn, # _____"

Since the children are with us for this part of the Service, some child-friendly hymn suggestions are:

- | | |
|-------------------------------------|----------------------------------|
| #401 Kum Ba Yah | #1024 When the Spirit Says do |
| #118 This Little Light of Mine | # 395 Sing and Rejoice |
| #361 Enter, Rejoice, and Come In! | # 396 I Know This Rose will Open |
| #389 Gathered Here | # 397 Morning Has Come |
| #188 Come, Come Whoever You Are | # 368 Now Let Us Sing |
| #346 Come, Sing a Song with Me | # 153 Oh I Woke Up This Morning |
| # 30 Over My Head | |
| #116 I'm on My Way | |
| #211 We are Climbing Jacob's Ladder | |
| #212 We are Dancing Sarah's Circle | |
| #100 I've Got Peace Like a River | |
| #402 From You I Receive | |

STORY FOR ALL AGES

It is time for our "Story for All Ages. Would the young people please come forward to hear about _____. The adults will be talking about _____ (the theme) _____ later.

CHILDREN CARRY THE LIGHT OF OUR COMMUNITY TO THEIR RE PROGRAM

We send our young people out to their groups with a special blessing. Participants and leaders please come forward as we prepare to sing "We Hold You on Our Love."

Those people sitting on the aisle and older youth may rise and join hands to form a bridge.

Song: We Hold You in Our Love as you go, as you go,
May your heart be at peace as you go.
To nurture the spark of your precious life,
We hold you in our love as you go.

SHARING JOYS AND CONCERNS WITHOUT CANDLE LIGHTING

Note: if Program Leader prefers, you may ask one of our ministers to open and close the "Joys and Concerns."

If Program Leader chooses to lead this section, say (an example): "Now is the time in our Service when we share the joys and concerns that are on our hearts and minds this week. I invite you to share those joys or concerns with the compassionate circle of this community. Please wait for the microphone so all can hear."

[Take the wireless microphone to those who raise their hand and wish to share with the congregation.]

To conclude (an example): "May all of our joys be held dear in our hearts and all of our concerns be met with compassion."

SHARING JOYS AND CONCERNS WITH CANDLE LIGHTING

On the first Sunday of the month, the sharing of Joys and Concerns includes lighting candles. The children remain for this ritual. Invite those who wish to share to line up along the outside aisles. As each person approaches the front, hand them the microphone and light a candle for them as they speak.

HYMN #123 "Spirit of Life"

"We invite you to stand ("if you wish" or "in body or spirit" or "as you are able") and join us in singing hymn #123, "Spirit of Life," or another brief hymn.

OFFERTORY WORDS

“When we collect the offering, half of our cash collection each week goes to an organization performing charitable works in our community. This month our Sunday Basket is shared with _____

If you are a visitor we invite you pass the basket by and truly be our guest.”

You are encouraged to write your own offering words. Alternatively, see "Singing the Living Tradition" #672-676 or use one of the following.

This wonderful fellowship exists due to the untiring efforts of generations of members and the generous financial support which now keeps its doors open. Please take this time to make a donation to this worthy cause.

May we be reminded here of our highest aspirations, and inspired to bring our gifts of love and Service to the altar of humanity.

May we know once again that we are not isolated beings
But connected, in mystery and miracle, to the universe,
to this community and to each other.

May our gifts now grace this Fellowship.

_____.

HYMN OR ANTHEM (depending on whether or not choir is singing)

RESPONSIVE READING (Optional)

See "*Singing the Living Tradition*" - responsive readings are included throughout and are organized by theme.

To Introduce: "Please join me in responsive reading #_____ in the back of your hymnal."

READING(S)

If the speaker is a minister, they will usually choose their own readings. Otherwise, here are some sources that might be helpful:

Singing the Living Tradition

The Essential Rumi ~ Coleman Barks

Robert Fulghum - you will likely need to edit a selection of his to have an appropriate length (2-3 min.)

My Grandfather's Blessings and *Kitchen Table Wisdom* ~ Rachel Naomi Remen

Earth Prayers and *Prayers for a Thousand Years* ed. ~ Elizabeth Roberts & Elias Amidon

Cries of the Spirit ~ Marilyn Sewell
Claiming the Spirit Within ~ Marilyn Sewell

MEDITATION: (This optional element may be in lieu of a reading or inserted after the sermon)

If the speaker is a minister, they usually lead this Element. If you are leading this part, we suggest:

“Please join me for a time of silent meditation and reflection.”

[Wait 1 minute or so]

Amen/ Blessed Be/ Shalom

If giving a spoken meditation, you may find several in the back of the hymnal “Singing the Living Tradition” # 479 – 524.

SERMON/MESSAGE: Introduce the speaker with information they have provided.

REFLECTIONS/DISCUSSION: If speaker agrees and if there is time.

Please help facilitate this period and make sure that it ends 5 minutes before the Service is supposed to be over, so that we don't run over.

Closing Hymn: Please stand if you wish and join me in singing hymn # _____, Name of Hymn.

BENEDICTION / EXTINGUISHING THE CHALICE

If the speaker is a minister, they usually are responsible for this part. (Please extinguish the chalice while they are speaking.)

If you are leading this part, see "Singing the Living Tradition" #677-713, and remember to also extinguish the chalice when you finish speaking.

Here are some possible selections:

Let this Service bless us,
Heal us,
Balance us,
Energize us, and put us in harmony with everything good
In the Universe. ~ adapted from a blessing by Theo Levine and Sonya Hetler

As we leave this gathering
May we take with us the strength
To build a unity of love
Among ourselves and
In this world.

May the Spirit of Life

Engender in us
A compassionate and understanding heart
Toward one another

May I, together with everyone in this room
Enjoy the spiritual nourishment
Of kind mind
Joyful mind
Big mind.

May light and love surround us and guide us to right action.

May love, joy and peace be yours in abundance.

May this Sanctuary be illuminated by the light of love.

We are called to ventures of which we cannot see the ending, by paths as
yet untrodden and through perils unknown.
May we go out with good courage,
not knowing where we go,
But trusting that the chalice of love
which burns in our hearts
will guide us and support us
wherever we go
and whatever challenges we meet.

May this ending be our beginning.
Let us begin – again and again –
to wonder and to cherish and to act,
so that at day's end we will be content
knowing that we have given our all to life.

May this flame that has brightened our time together warm our hearts, light our
paths, and inspire our vision as we once again go our separate ways.

POSTLUDE

“Please remain seated for the Postlude”

WHEN THINGS GO WRONG

Stuff happens! Big and little problems may arise at the last minute. Speakers or performers may become ill and not be able to keep their commitments. Be sure you have important phone numbers handy in case there are last minute changes to the program.

Here's what you need to do:

- First, call the Sunday Service Committee Chairperson ASAP.
- If there is no response, call the monthly coordinator. You will be given the name along with the schedule of upcoming speakers.

If there is advance notice of the need for a substitute speaker, the Sunday Services Committee has contingency plans and may contact one of Eastrose's community ministers or other members of our fellowship who can step in on short notice. If there is little advance warning, the OOS planned for the original speaker will be followed.

If a guest speaker is a no-show at the last minute, take a deep breath! Use your original OOS; there's no time to change it now. Distribute cards or paper to the congregation and ask them to write down thoughts or questions for the congregation to contemplate. These should be of a spiritual nature, not church business! Gather them up and use them to lead a group discussion. It will all work out fine. For minor problems, ask for help from fellow Eastrose members. We're a community and are happy to help each other out.

APPENDIX

Letter to Speakers

This is the letter sent out by the Office to each week's speaker.

Dear

Thank you for agreeing to be our presenter at Eastrose on _____. We're looking forward to your time with us. The Program Leader for this service will be: _____.

Total time allotted for your sermon (with optional discussion period) is 20-25 minutes. We welcome any input you may have regarding the service, such as hymns, readings, meditation and the benediction. If you do plan to choose any of these elements, please let your Program Leader know at least two weeks in advance. Otherwise s/he will make the selections and will also direct the other service elements. S/he will contact you two weeks before your speaking date to review these materials. (Our accompanist might want to practice a new hymn if it is not a well-known regular; so advance notice of hymn selections is appreciated.)

A typical order of service is as follows:

- Prelude
- Welcome and Announcements
- Chalice Lighting and Opening Words
- Responsive Reading (optional)
- Opening Hymn
- (1st Sundays) Sharing of Joys & Concerns, with candle lighting
- Story for All Ages
- Children Carry the Light of Our Community to their "UUuniverse"
- (All other Sundays) Sharing of Joys & Concerns
- Hymn # 123 - "Spirit Of Life"
- Offering
- Meditation (or reading)(Optional)
- Message / Sermon / Presentation/Message (Your choice of terminology)
- Reflection/Discussion (Optional - If time)
- Closing Hymn
- Benediction/ Closing Words and Extinguish Chalice
- Postlude

Program information for our fellowship newsletter is due on the 10th of the month before your speaking engagement; or if you are speaking on the first Sunday of the month, the newsletter information is due on the 10th of the previous month to that. Please include the title of your sermon/presentation/message, a descriptive

paragraph about the program, plus a sentence or two about yourself. Information for the Sunday order of service (i.e., details on readings, hymns, etc.) is due by 10:00am the Wednesday before you speak here. Please e-mail all of this information to your Program Leader and the Eastrose office: eastrose@spiritone.com, or mail it in time for the above deadlines.

Our service begins at 10:30 a.m. and ends promptly at 11:45 a.m. Please plan to arrive 30-45 minutes before the service begins to meet with your Program Leader and go over any final details.

If you have any questions or issues not concerning your Program Leader, please call me. We look forward to seeing you soon.

In faith,

Melissa Blumklotz
Administrator
Eastrose Office: 503-665-2628

Enclosure

Eastrose Fellowship Unitarian Universalist
Video & Audio Recording Policy

Eastrose Fellowship routinely produces video and/or audio recordings of its religious services, and may choose to record other events such as congregational meetings, special services, classes or workshops. All such recordings remain the property of Eastrose Fellowship who reserves all rights to their control and use.

These recordings are intended solely for the private use of members and friends of the fellowship and may not be reproduced or broadcast in any way without the express written permission of the Eastrose Fellowship Board of Trustees. Video and/or audio recording of Eastrose services or events by any other person is hereby prohibited unless written permission is obtained in advance from the Eastrose Fellowship Board of Trustees.

Speaker's Release for Video & Audio Recording

I agree that I have read and understand the Eastrose Fellowship Video & Audio Recording Policy, and that any recordings in which I am the featured speaker may be used by members and friends of the Eastrose in accordance with that policy.

I understand and agree that the Eastrose Fellowship Board of Trustees may not give permission for broadcast or any other unauthorized use of recordings in which I am the featured speaker without first obtaining my written permission.

Speaker: _____
(Please Print)

Signed: _____ Date: _____

Prior to your speaking at Eastrose, please sign this release form and either bring it with you on your speaking date, or email it to the office and your Program leader. If you prefer that your presentation not be videotaped, please contact your Program Leader.

(Revised: 1/18/16)

Facilities Notes

[Please note: not all of the following are specifically Program Leader responsibilities. But they are included here as helpful background information].

Program Leaders - Facilities Checks

version 02-03-2016

- **Spare Batteries** for Wireless Microphones – Rechargeable batteries are stored in the pulpit drawer. If you replace batteries, please be sure to place depleted batteries in the appropriate drawer storage container.
- **Matches** – Spares for lighting candles or the chalice wand are in the administrator's office, northwest corner of the room, above the safe.
- **2 Overhead Fans** – Turn ON early to uniformly mix the air, to even out temperatures.
- **Adjusting Thermostat Setting** – The thermostat is currently programmed to come ON at 8:30 AM Sunday morning and establish a temperature of 68° F, then go off at 1:00 PM. The heating mode should, ideally, be set to "Auto". To adjust the temperature from its current setting:
 - Press the button on the top of the thermostat to activate the thermostat. The screen lights up with a blue background light.
 - Press the up or down arrow on the upper, right corner of the display screen to adjust the temperature up or down.
 - A set of instructions is posted on the sanctuary wall above the thermostat.
 - Seek help if the system does not respond as expected.
- **Water Fountain** – Run for at least a minute to clear the lines of stagnant, foul-tasting water.
- **Toilet Paper** – Check both bathrooms to make sure there is an adequate supply. Replacement rolls are in the utility cabinet in the unisex (previously "men's") bathroom. Any main building key opens the cabinet.
- **Fire Drill** – If a fire drill is scheduled during your program, familiarize yourself with the procedure and follow the necessary steps. Also be prepared to follow those procedures in the case of an actual fire.
- **Alarm System Checklist** – Review the alarm checklist. Be sure you understand how to complete it, in the event that you are the one who locks down the building at the end of the day.
- **Master Sound System Switch** – This is the white-plated switch on the narthex wall of the sanctuary, across the room from the piano. This switch must be on to have any portion of the sound system working. The red light on the switch lights up when the power is ON. See photo at right.



- **Microphone Sound** – Confirm that the wired microphones you intend to use are plugged in. Confirm that the wireless microphones you intend to use power on (green light) and off.

With all the microphones you intend to use confirm that you get sound from the sanctuary speakers when you speak into the microphones.

If there is no sound from the sanctuary speakers when a microphone is tested, check the microphone volume controls inside the roll-up door of the sound cabinet inside the narthex-sanctuary wall. Adjust the volume control switches as needed. They are labeled 1 (wireless 1), 2 (wireless 2), 3 (wireless 3), 4 (wired@piano), 5 (wired@mid-stage) and 6 (wired@lectern) – see photo, above, right).



There is also an overall volume control that should be positioned on the high end of the area between the two pieces of masking tape. Check the position of that volume control (circled in photo at right).

If this does not resolve the problem, get more knowledgeable help.



- **Narthex Speakers** – The two small speakers in the narthex are controlled by a volume control on the amplifier inside the audio cabinet behind the rollup door (circled in photo at Right). Turn the switch clockwise to increase the volume.



- **DVD Recording System** – Key Points:
 - **Patience** – The system responds slowly to being powered up and to inputs. If the expected response does not occur immediately, give it up to a minute. It will likely respond as needed.
 - **Turning the System ON:**
 - Power Strip Power – If not ON, turn on the white power strip on the wall behind the DVD recorder (the switch will usually be ON).
 - DVD Power – Press the power button on the front of the DVD recorder
 - Monitor Power – Press the power button on top of the monitor (farthest to the right). You can do this by feel, or get a step stool so that you can actually see the buttons.
 - Wait – Wait up to a minute, until the sanctuary picture appears on the monitor.
 - **No Sanctuary Picture** – If the picture does not appear, check the input selection as follows:

NOTE: The DVD Remote Control has a white “D” at the bottom face (may look like “O”)

- Click “Input Select” on the DVD remote control
 - If “IN1” is not the selected input shown on the monitor screen, change it to “IN1”, using the UP or DOWN arrow keys around the “OK” button.
 - When “IN1” is selected, click “OK”
- **Label the DVD** – Label the disc with at least the sermon title before inserting it into the DVD. This minimizes the possibility of someone thinking it is a blank disc and writing over it. Note that there is a posted standard format being used for sermon DVDs (sample at right).
 - **Check the Sanctuary Picture** – Be sure the picture is focused and includes the pulpit and pianist. If not, the camera needs to be adjusted – get knowledgeable help or access user manual, admin office, lower file cabinet drawer.
 - **Check the Sound** – Have someone speak near the microphones while someone else listens for audio at the DVD monitor. If there is no sound or inadequate sound, make sure the Master Sound System Switch is on (see above). If sound is still inadequate, press the “Volume +” button on top of the monitor (second from right) until you have adequate sound. This may require a step stool.
 - **“Go Back”** – Once you start the finalizing process, after the sermon is recorded, if at any point you have taken a step you should not have, gone to a menu item you did not intend, you can likely recover by pressing the “RETURN” button, which basically returns you to the previous step – a bit like an “undo” button.
 - **Other Fail-Safes** – At many steps in the finalizing process the DVD will not allow you to take steps that would leave the process incomplete. In that respect, it is somewhat error-resistant. E.g., it will not readily allow you to eject the disc after a recording until the disc is finalized. There are similar rejected actions that protect you from error. So, if it does not respond to an input, carefully check the written procedures to be sure that you have not missed some necessary step. If all else fails, seek out more experienced help.



If there are questions about any of these procedures / preparations, contact Larry Adams at 503-929-8007 or lagaadams@comcast.net.

Fire Drill Response Procedure

DRILL PREPARATION DETAILS:

The Program Leader:

- Determines, prior to the printing of the Order of Service, the time that the drill is to occur in the OOS.
Note: This should be scheduled after the children leave for their classes.
- Confirms that the lead greeter, RE leads and other participants understand their duties.
- Coordinates the exact timing of the fire alarm activation. The program leader may provide a signal to the lead usher, or direct the lead usher to act at the appropriate time independently.
- Communicates to the congregation that a fire drill will be conducted during service and provides guidance as to how the congregation is to respond.

People in the Sanctuary, front offices, **NURSERY & youth room** will exit through the main north Narthex exits and the NE sanctuary exit near the pulpit and gather near the Peace Pole in NE corner of the property.

RE staff and children (**except the nursery and youth room**) will exit through the Thatcher room door and gather in the lawn adjacent to the Peace Garden.

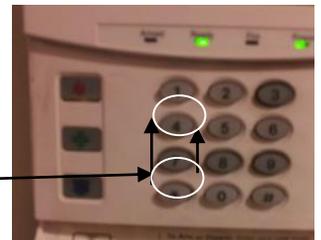
FIRE DRILLS STEPS:

When a fire drill is planned during your program, the process is as follows:

- **Initiate Fire Drill:** The lead greeter initiates the fire drill at the time indicated in the Order of Service (via signal, or independently, as directed by PL).

NOTE: The evacuation signal is the intrusion alarm signal, activated **Locally Only**, via the same key pad you use to turn the alarm system ON and OFF).

- To activate the fire alarm:
 - Press the following 3-key sequence: *44
 - The alarm will start to sound.



- **Direct Evacuation:** The Program Leader announces the need for a calm, orderly evacuation, indicates the appropriate exits and gathering points outside the building after evacuation.
 - The lead greeter directs the ushers to assist evacuation of the sanctuary, front offices, nursery and bathrooms, recruiting assistance as needed. Youth will assist with nursery evacuation.
 - The RE leads coordinate the exit of the RE area, **excluding** the nursery and youth.
NOTE: If any exit is blocked, direct evacuees to the nearest available exit.
- **Dial 911:** Program Leader directs someone to **SIMULATE** a 911 call. Church address: 1133 NE 181st Ave.
- **Initial Clearance Check:** The RE leads confirm full clearance of the RE area. **Put out the chalice.**
The lead greeter confirms clearance of the sanctuary, offices, nursery, youth room, and bathrooms.
- **Clearance Confirm:** Lead greeter then confirms with other greeters and RE leads that the building has been cleared in both sections.
Note: RE attendance is taken after evacuation and return and compared to hand-carried attendance sheet.
- **Final Sweep:** Lead greeter re-checks the building, including bathrooms, and reports to Program Leader.
- **Silence Alarm:** After confirming building is cleared, enter the 4-digit alarm code to silence the alarm.

- **Call “All Clear”:** After confirming that **BOTH** NE & SW evacuated groups have accounted for all congregants, verbally give the “all clear” to each of the two separate groups (NE & SW) to return to the building.
- **Resume:** Resume the Sunday service.

******* ACTUAL FIRE RESPONSE PROCEDURE – NOT A DRILL *******

The **Program Leader** is in charge and directs the activities, with the assistance of the lead greeter.

However, if the fire is in the Warren James House, **the Activity Event Leader** is in charge and directs response.

In the event of an actual fire, procedure is as follows:

Eastrose Church Fire

- The lead usher activates the security alarm (*44).
- The Program Leader announces the need for a calm, orderly evacuation, indicating the evacuation exits to use and gathering points outside the building after evacuation.
- The Program Leader directs someone to call 911 and report the actual fire, giving the address as follows:
 - **Church fire: 1133 181st Ave, Gresham.**
- The greeters/ushers assist with doors and general evacuation, directing people as needed and recruiting additional help, as needed. **Put out the chalice.**
- The lead greeter makes sure the office area, nursery and RE portion of the building is directed to evacuate.
- The lead greeter confirms with greeters and RE leads that their areas are cleared.
- The lead greeter does a final sweep, including the bathrooms, and reports to the Program Leader.
- After the building has been cleared by the fire department, the program leader:
 - Directs the congregation to return, if there is no actual fire and the building is usable, or
 - Confers with other leaders to decide what options are available.

NOTE: Program leader must coordinate with both the SW & NE groups (Peace Garden Area and Peace Pole Area)

Warren James House Fire

- The Event Leader in that building will direct the evacuation.
 - Evacuation will be to the nearest available exit – to 179th Ave or to the Peace Garden.
 - The gathering point after evacuation will be the front sidewalk, or the grass area near the peace garden, depending on the exit used.
- The event leader directs someone to call 911 and report the actual fire, giving the address as follows:
 - **Warren James House: 1120 179th Ave, Gresham.**
- The event leader will do the final sweep, or designate someone to do so.
- After the building has been cleared by the fire department, the Event Leader:
 - Directs the event participants to return, if there is no actual fire and the building is usable, or
 - Confers with other leaders to decide what options are available.

NOTE: Program leader must coordinate with both the groups in the Peace Garden Area and 179th street-side area.

NOTE: Activation of the security alarm horn (*44) does **NOT** notify the fire department or the alarm company.

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