Introduction to Leading Worship for Service Leaders

People come together for worship services for various reasons. Some long to be comforted or inspired. Others hope to be inspired or challenged. Some yearn to feel seen, lifted up, feel a sense of deeper connection they may not experience elsewhere. Each worship service cannot meet the wishes or needs of every person attending. However, as a whole, worship is meant to serve the whole — to provide a shared experience which satisfies the spiritual needs of many.

Every element of a worship service has a particular purpose.

Each piece of the service is meant to connect to what precedes and succeeds it. Thus, each service has a shape and flow.

“Seamless” worship is a matter of preparation, practice and communication.

UUCLC is currently using the curriculum Soul Matters for worship themes, covenant groups and Religious Education. You will be sent monthly Soul Matters materials electronically by a chair of the Sunday Services Committee. These materials are useful in shaping a service, or inspiring an idea. You can find other reference materials at the UUA’s Worship Web, [www.uua.org/worship](http://www.uua.org/worship). Refer to our hymnals for appropriate music, and also for readings and responsive readings.

Our Director of Music, Catherine Massey is a wealth of knowledge, and can assist you in identifying music selections for services between fall and spring. If you are working on a service in the summer, make sure to find out from the Sunday Service Committee who is assisting with music, so that you can coordinate with them as soon as possible.

Rev. Xolani Kacela is available to help with resources or to discuss ideas for a service. If you are a new Service Leader, get his feedback on your Sermon and Order of Service if at all possible.

Responsibilities for Service Leaders

As a Service Leader, you are responsible for preparing and carrying out the role of the absent Minister specific to the Sunday service for which you volunteered. Everyone prepares differently. You will find your own path for preparing a service. We suggest that you refer to the Guidelines handout for background information, and use this timeline as you prepare for your first service as a Service Leader.

1 month - 2 weeks prior Look over the Soul Matters materials.

Identify the topic for the service.

By the 25th of the month prior Send in a blurb about the service, including a title and brief description of the topic to the Office Administrator

2 weeks to 10 days prior Contact your SA and provide all Readings. Find out if they wish to present a reflection.

Contact the Director of Music and confer about musical selections.

Contact and confer with the person leading A Time for All Ages (TFAA)

Contact the Minister or a veteran lay Service Leader for feedback about your homily.

One week prior Check in with your SA to review all elements of the service.

Week prior Check in with the DoM and the TFAA presenter. Clarify selections for the Order of Service chronology

Wednesday prior Email draft Order of Service to the Office Administra- tor. Send a copy of the draft OoS to the SA, the DoM and the TFFA presenter. Communicate with everyone until any glitches are resolved.

On the morning of the service Breathe easy! All will be well.

If it’s only on Zoom, 9 am run-through.

Hybrid services begins at 10 in sanctuary. Be there early to check on matches or lighter. Light one small candle as a “lighter” flame for the Chalice and the candle for Joys and Sorrows, if relevant.

Roles, Names and Emails

Office Administrator Cheri Coffelt [cheri@uuchurchlc.org](mailto:cheri@uuchurchlc.org)

Minister Rev. Xolani Kacela [xolani@uuchurchlc.org](mailto:xolani@uuchurchlc.org)

Director of Music (DOM) Catherine Massey camasseyuu@live.com

Director of Religious Education Kellie Ingram kellie@uuchurchlc.org

Technical Support Staff Makala Pinkham makala@uuchurchlc.org

updated 12/21