Dear **Name of Guest Minister / Speaker**,

On behalf of the Sunday Services Committee and the entire congregation of the Unitarian Universalist Church of Las Cruces, it is my pleasure to welcome you in advance to our church. I understand that you will be our Guest Minister on **Date of Service.** Currently, our worship service begins at 10 am each Sunday in the sanctuary. We stream services each week.

Since each UU congregation worships in a slightly different way, I thought it might be helpful to you to know about our services. I am attaching the template we currently use for services. We can certainly alter it if there are changes you wish to make.

For the service on the **Date, Name** will be the Service Associate assisting you with the service.

There are a few things we request of you:

We would appreciate knowing the topic for your sermon, and the service. Please contact the church’s Office Administrator and **Service Associate’s Name** about 10 days in advance to let them know.

**Service Associate’s Name** will need to know what Readings you would like her to do, and if you have any other suggestions about his/ her designated contributions to the worship service. (See attached Order of Service).

Please send  **NAME of SA** a biography focused on your ministry that we can publish on our website and in email Announcements to the congregation.  **NAME of SA**  will also use this biography to introduce you on **DATE**.

Please also let Catherine Massey, our Director of Music know if you have preferences about musical selections you would like included in the service.

Feel free to contact any of us with questions or concerns. We look forward to collaborating with you for the service on the **DATE.**  We hope to make your visit with us a most enjoyable one.

Yours truly,

**CHAIR of SSC EMAILof CHAIR**

Contact Info:

Church Office Administrator, Cheri Cofelt cheri@uuchurchlc.org

Director of Music, Catherine Massey camasseyuu@live.com

**SERVICE ASSOCIATE’S NAME EMAIL of SA**

Tech Gure, Mekala Pinkham makala@uuchurchlc.org