

First Unitarian Church of Pittsburgh
605 Morewood Avenue
Pittsburgh, PA 15213
412/621-8008
www.first-unitarian-pgh.org

Tranquility and Order on Sunday Mornings

Outcomes

The prelude begins ten minutes before the service begins.
All preparations are complete before the prelude begins.
The congregation enjoys a tranquil, orderly start to the service.
Visitors are warmly welcomed and appropriately informed.

Responsibilities for the Minister

Arrive no later than 8:30 AM (8:15 AM when the Family Choir sings).
Communicate with the Sunday Celebrations Committee by Thursday or Friday via email with regard to duties for Sunday.
Complete the microphone check by 9:00 AM.
Complete the check of the Sanctuary, the chalice table, and the pulpit by 9:00 AM.
Work toward completing the 9:30 AM service by 10:30 AM.

Responsibilities for Performing Arts Group Leaders

Work toward beginning the prelude ten minutes before the service begins.
Complete Sanctuary Choir, Folk Orchestra, Dance Choir, Recorder Ensemble, and Family Choir warm-ups so that the prelude can begin on time.
Make plans in advance for sharing time in the Sanctuary for warm-ups when more than one group and/or soloist is performing.
Ensure that rehearsals are complete before Sunday morning.

Responsibilities for the Sunday Celebrations Committee

Arrive fifteen to twenty minutes before the service begins.
Check email on Thursday, Friday, or Saturday before your Sunday.
In general, always be prepared to do the following: (1) lead the renewal of covenant; (2) light the chalice; (3) hand out and take up the offering plates; (4) lead Joys and Sorrows. Be prepared as well to present a reading or lead a responsive reading or unison affirmation, as needed.

Responsibilities for Sunday Morning Receptionist

Complete Sanctuary preparations by 9:00 AM.

Set up Sanctuary Choir chairs in the Sanctuary by 9:00 AM.

Responsibilities for All

Use a microphone when addressing the congregation.

Speak closely into the microphone.

Avoid acronyms (UU, OMD, RE, UUA, etc.).

Use the term “social hour” rather than “coffee hour.”

Wait until musical service elements other than hymns have ended before physically moving to start the next service element.

Avoid conversation during the prelude.

Dress respectfully.

October 31, 2007