

129 Algoma Street South. Thunder Bay, ON P7B 3B7

(807) 344-5980 [www.luf.ca](http://www.luf.ca/) lufship@tbaytel.net

**Service Leaders Manual - LUF 2021**

This manual contains basic information for service leaders and presenters at Lakehead Unitarian Fellowship. During the Covid-19 pandemic, some of the details will be different while services are being held using Zoom, so check with a member of the Sunday Services / Worship Committee.

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**Invitation to Minister Presenters**



129 Algoma Street South. Thunder Bay, ON P7B 3B7

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Name

Address

Address

Dear

We are delighted to invite you to come to our Unitarian congregation to speak. You have come highly recommended by one of our Worship Committee members and we would be please if you would consider our request.

We would like you to speak on a topic that is near and dear to your heart, and if possible, in connection to one of our monthly themes. Our themes are developed in the context of our seven principles. This is not necessary for you to do but would give you a focus if one of these themes speaks to you. Our themes, principles and sources are attached. What we wish to hear are not only facts, but the *WHY* that makes this subject so important to you. What in this situation calls to your best self? What might call us to our best self? When you feel sad or overwhelmed, where is the light? What is your personal journey – the path that brought you to this situation or topic? What inspires you?

Our members are Christian, theist, deist, Buddhist, agnostic, non-theist, Wiccan, earth-centered, and often have a quite eclectic idea of spirituality. Please try to bring your own understanding of the spiritual into your talk with us.

During this new reality with the threat of Covid-19 among us, we are offering synchronized services (in-person and Zoom services). We are following the Thunder Bay Heath District’s guidelines to keep everyone safe. You will therefore be required to wear a mask when entering the building and interacting with those present. You are free to remove your mask when speaking as you will be more than two metres from those assembled. A sanitized microphone will be available for you, as well as computer connection to an overhead large screen television.

We are keeping our services a little briefer during this time; therefore, we respectfully request your talk be less than 20 minutes, with an opportunity for dialogue and questions for about another 10 minutes or so, that would be great.

We pay an honorarium for presentations. We also will reimburse you for travel and accommodations as well – we will work this out when you contact us. We usually offer billeting; however, with Covid a continuing challenge, you may chose whichever option you feel safest with. You may contact me at 807 630 6276 or [bd.diebel@gmail.com](mailto:bd.diebel@gmail.com) if you have any further questions or to confirm a speaking date.

Thank you for your willingness consider this request. We are looking forward to hearing from you.

On behalf of the Sunday Services Worship Committee

Brenda Diebel, Chair

Attachment

Themes for 2020/2021:

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Deepening Connection** | **Month** | **Deepening Connection** |
| September | Worth & Dignity | March | Respect |
| October | Emotional Intelligence | April | Mindfulness |
| November | Spirituality | May | Acceptance |
| December | Kindness | June | Care of the Soul |
| January | Consolation/Desolation | July | Journey |
| February | Mercy | August | Communion |

Our faith is a very liberal one. In it our congregations promise to affirm and promote:

* The inherent worth and dignity of every person
* Justice, equity, and compassion in human relations
* Acceptance of one another and encouragement to spiritual growth in our congregations
* A free and responsible search for truth and meaning
* The right of conscience and the use of the democratic process within our congregations and in society at large
* The goal of world community with peace, liberty, and justice for all and
* Respect for the interdependent web of all existence of which we are a part.

The sources of our wisdom from which we draw include

* direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life;
* words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love;
* wisdom from the world’s religions which inspires us in our ethical and spiritual life;
* Jewish and Christian teachings which call us to respond to God’s love by loving our neighbours as ourselves;
* Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit;
* spiritual teachings of Earth-centred traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature.

**Letter to Speaker**



129 Algoma Street South. Thunder Bay, ON P7B 3B7

(807) 344-5980 [www.luf.ca](http://www.luf.ca/) lufship@tbaytel.net

Dear Speaker,

We are delighted to have you come to our Unitarian congregation to speak.

The date of your presentation is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please arrive at the Fellowship building by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We trust you are speaking on a topic that is near and dear to your heart. What we wish to hear are not only facts, but the *Why?* that makes this subject so important to you. What in this situation calls to your best self? What discourages you about your topic? What encourages you? Where is the hope in your topic? When you feel sad or overwhelmed, where is the light? What is your personal journey – the path that brought you to this situation or topic? What inspires you to get up in the morning?

Our faith is a very liberal one. In it our congregations covenant to affirm and promote:

* The inherent worth and dignity of every person;
* Justice, equity, and compassion in human relations;
* Acceptance of one another and encouragement to spiritual growth in our congregations;
* A free and responsible search for truth and meaning;
* The right of conscience and the use of the democratic process within our congregations and in society at large;
* The goal of world community with peace, liberty, and justice for all;
* and Respect for the interdependent web of all existence of which we are a part.

The sources of wisdom from which we draw include:

* Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life.
* Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love.
* Wisdom from the world’s religions which inspires us in our ethical and spiritual life.
* Jewish and Christian teachings which call us to respond to God’s love by loving our neighbours as ourselves.
* Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit.
* Spiritual teachings of Earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature.

Our sources are many. Our members are Christian, theist, deist, Buddhist, agnostic, non-theist, Wiccan, earth-centered, and often have quite an eclectic idea of spirituality. Please try to bring your own understanding of the spiritual into your talk with us.

We expect your talk to take 15-20 minutes. If there is discussion afterwards, we generally limit it to a few minutes . The Service Leader will moderate the discussion.

Your Service Leader is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. They can be contacted at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your honorarium is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you for your willingness to address us.

In faith,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of the

Sunday Service/Worship Committee

**TIPS FOR PRESENTERS (and SERVICE LEADERS)**

INTRODUCTION

Thank you! You have agreed to, or are considering, giving a presentation to our Lakehead Unitarian Fellowship. As a new presenter we trust that these notes, adapted from the following resource will be helpful to you:

*The Shared Pulpit: A Sermon Seminar for Lay People* by Erika Hewitt. 2014

Hewitt says “Rarely should worship be used to convey information; your time together in worship is too precious to use as a means to deliver data. Rather, worship is about who we are in relationship to ourselves, each other and the larger life.” As the speaker for our time together, this challenge may sound daunting! It is, and it is not. You will be supported by the SSWC because we believe you have something worthwhile to say and that it will be meaningful to those who hear you. What Hewitt says will help you put your words into the context of a people who have come together in community to worship, to grow, and yes, to learn.

Unitarian Universalists are composed of people who claim beliefs as theists, humanist, pagan, Christian, Buddhist, agnostic, and many more identities, including LGBTQ. We trust that this understanding of who we are will give you the freedom to speak in your authentic voice on this topic that you are passionate about.

WRITING TO BE SPOKEN, PREACHING TO BE HEARD

* It is best for inexperienced presenters to prepare your talk well in advance and read from your manuscript. Your words will be heard, not read, so practice speaking out loud before you reach the microphone. Your voice inflection, intensity, speed with which you talk will all convey a message. Be sure it is the one you want to convey by listening to yourself.
* Keep sentences short. Vary the length so that there’s variability from phrase to phrase
* Listen to how the words sound. Your talk should sound like you. Let people hear who you are and your authentic voice sounds like.
* Be concrete; use vivid sensory language. You want your listeners to put themselves – their own lives and practices into your frame of reference.
* Build in pauses. Listeners appreciate pauses and brief silences. Let people think for themselves. You’re not expected to have The Answer, just an answer – yours—as your listeners find their way toward theirs.
* Repetition is important. People drift off ….
* Details draw attention
* Avoid “air quotes” where possible. For example say -- as John Smith says …. Or use another means to show these are not your words.
* Make your manuscript work for you – use very large print so you can see and follow when you raise your head. Highlight, use colours, notes, bold – anything that will help you speak your words.
* Think about your delivery – this will include everything from your speaking voice, the clothes you will wear, what microphone you’ll use, will you need to use audiovisual to make your points; will you need water, Kleenex?
* Honour your time limit – 15 ~~to 20~~ minutes maximum

**DO AND DON**’**T TIPS FOR CRAFTING AND LEADING WORSHIP**

* Don’t begin: “As I was pondering to say…” Just say it.
* Don’t run to the dictionary for a definition. It has become cliché and a bore. Exception: Etymologies are fine.
* Don’t apologize. You’re a child of God or the universe. There is nothing to apologize for.
* Do take care of your congregation. They have put themselves in your care for an hour. Some are hurting. Some are angry. Some need sympathy, others to be challenged, others just to laugh or cry. Try to make worship a safe place for all.
* Do over-rehearse. Don’t try to wing it until you’ve been doing this every week for, say ten years. Maybe not even then.
* Don’t draw a lot of attention to yourself, but do choose a story from your own struggles and place it before the congregation, with care and mindfulness, as a lens for their own reflection.
* Do take an emotional risk, provided you can do so worshipfully. Have faith that it will be received with caring..
* Do pray or meditate beforehand and pause to settle yourself with a breath now and then. It will really help.
* Do remember what you are there for and what you are doing in the pulpit.
* Don’t assume everyone knows what you’re talking about. Unfamiliar terms and acronyms need explanation.
* Don’t put anyone down.
* Do respond to whatever unusual happens during your sermon. If a person in a wheelchair enters in mid-sermon, pay no attention. If a goat wanders up the aisle and begins eating the flowers, pay attention. Worship is not about pretending the world is other that the way it is.
* Do relate all past and future, all anecdotes and tales and schemes and visions, to the present – right here and right now. Let worship make a difference.
* Don’t over explain. Worship is creation, not commentary.
* Don’t yield to the temptation to explain why you are doing it this way rather than some other way. No one cares. Nor should they.
* Do accept that, in most worship services, many small things are bound to go wrong, at yet at the same time, mysteriously, nothing whatsoever will go wrong. Whatever you do with a worshipful attitude will work out fine.
* Do take pains. Attention to details equals love.
* Enjoy the moment!

**TIPS FOR GIVING A TRULY TERRIBLE SERMON (Presentation, Talk)**

1. Take time to tell how brief you’ll be.
2. Make it longer than they expect.
3. Preach mostly about yourself and your favourite topics.
4. Assume that you are more spiritually evolved than they are. Try to bring them along to your exalted level.
5. Assume that theological language and ritual from your own past is appreciated by everyone.
6. Exclude some listeners with your theology.
7. Have no religious point.
8. Ignore the service around the sermon.
9. Mumble.
10. Crude language makes an impact.
11. Show off your impressive vocabulary.
12. Assume that good grammar is for fuddy-duddies.
13. Tell a personal story about someone without their permission.
14. Don’t acknowledge Unitarian Universalism.
15. Toss in lots and lots of images, stories, and quotes.
16. Apologize.
17. Depend on one book as a basis for your sermon; quote from it a lot.
18. Assume that the sermon will carry itself without need of stories or humour.
19. Ignore local context and world events; preach generic sermons.
20. Presume that everyone there shares the same assumptions, experience, background, politics, and level of privilege.
21. No one cares if you can’t really sing; break into song in the middle of your sermon.
22. Use a string of clichés.
23. Don’t look at anyone.
24. Gratuitous manipulation of their feelings is always appreciated.
25. Wait until the last minute to print your sermon, use tiny print to save paper and don’t number the pages.
26. Point weak? Pound the pulpit more.
27. Use corny props.
28. Use long quotes and be unclear about when they begin and end.
29. Feel confident that extemporaneous [off-the-cuff] preaching is best.
30. Pompousness is good.
31. Pick an idea that’s too big or too small to be a sermon’s subject.
32. Presumptuously and erroneously speak of “we” and “us.”
33. Let special interest groups control you.
34. Scold them.
35. Inexplicably, smile all the time.
36. Fail to provide even a shred of good news.
37. Wear a flashy, distracting outfit and/or accessories.
38. Don’t test the microphone.
39. Stick to your text, no matter what.
40. Focus on delivering a great sermon rather than speaking to the hearts and minds of your listeners.

**GUIDELINES FOR SERVICE LEADERS**

**In advance**

Plan the service to provide a meaningful experience for the congregation. Think of yourself as a host, creating an inviting environment for everyone.

In consultation with the speaker, select readings and songs that relate to the presentation, as well as those that strike a chord with you personally. Use those that appeal to what matters in people’s lives, to their “deep heart’s core”. The Touchstones resources purchased by LUF are an excellent source of service elements including chalice words, readings, stories, sermons, hymns and secular music. Service materials are also available on the Unitarian Universalist Association website [www.uua.org/worshipweb](http://www.uua.org/worshipweb).

Plan for two or three hymns. Music touches us in ways that words do not and can emphasize a theme. Standing for hymns is also important for those who need a break from sitting for a long period.

Prepare and submit a title and 2-3 sentence description of the service to the office at least 3 weeks before the service. This will be included in service orders and announcements leading up to your Sunday.

Consult with the Music Director at least a week in advance to make sure that hymn selections are musically workable for the congregation. For on-line-only services, try to find videos that display the words. Send the complete details of the order of service to the office by noon Tuesday ( i.e. 5 days before your service). Ensure the correct spelling of names and titles of speakers and musicians.

Prepare an introduction of the speaker, making it personal as well as informative.

Check whether the current practice is to have Announcements before or after the service.

**Before the service**

Ensure that:

* Seating is arranged suitably, ceiling fans are on and heat is turned on in winter.
* Microphones are operational (check batteries).
* Laptop, TV and any recorded music are set up and ready to be used . It is best to recruit someone to help with these elements rather than shuttling back and forth between pulpit and computer or sound system.
* Chimes are at hand with a soft cloth to mute them when put down.
* A glass of water is available for the speaker.
* Chalice candle and taper are in place.
* Candles are available with their wicks free of wax.
* A small candle is lit (to make for easy lighting of the chalice).
* Candle extinguisher is visible.

Welcome the speaker and show them to a seat at the front. Provide an order of service and hymn book(s).

**During the service**

Open the service by striking the chimes, permitting the sound to fade away gradually. Ring them a second time if desired, or if the room has not settled to silence. Drop one bell onto the other to prevent clanging, and store them quietly on the soft surface provided.

Pace the program - don’t rush. Present the readings in a ceremonial way, giving people time to reflect on the words. Leave several seconds between each item.

Conduct the discussion time (if there is one), making the portable microphone available, and ensuring that those wishing to speak are given a turn. Ensure that speakers use the microphone.

At the end of the service, thank contributors to the service ( individually or make reference to their names in the Order of Service) , remind guests to sign the guest book at the entrance and invite all to share in hospitality.

**Following the service**

Ensure that the speaker receives a beverage, is introduced to those wishing further conversation. Be sure to thank the speaker again upon leaving and give them the note of thanks and speaker’s fee (these are left in the Sunday Services mail slot outside the office).

Revised August 2020

Order of Service Template

* Announcements
* Call to Worship ( chimes)
* optional opening music - usually only if guest musician
* Welcome and Opening Words
  + incl. land acknowledgement - traditional land of the Fort William First Nation under the Robinson-Superior Treaty of 1850.
* Chalice Lighting
* Hymn
* Optional reading
* Joys and Sorrows - for Zoom services we drop pebbles in a vase of water, rather than lighting candles - I can set that up if you like  
   …..followed by brief silence/ meditation
* Optional story for all ages
* Optional reading #2
* Hymn
* Presentation/sermon
* Optional community reflection and dialogue
* Offering - words and reminder to make arrangement with office to continue contributions while w are apart. Information on the web site.
* Optional 3rd hymn
* Extinguishing the chalice
* Benediction or closing
* Optional closing music - usually only if guest musician

**Standard Introductions**

1. **Announcements** – At 5-10 min before service, remind everyone to submit them in writing. A notebook is available at the entrance. You have the option of asking the submitter to speak in addition to or instead of you.  
     
    “ Announcements are a bridge between our values and the work of the Fellowship. Here are today’s items …… “

**2. Land Acknowledgement**

As part of opening remarks or words of welcome, please include an acknowledgment that we are on the traditional territory of the Fort William First Nations (Robinson Superior treaty 1850)

3. **Candles of Joy and Sorrow**

Lighting candles of Joy and Sorrow is a ritual that binds us together each week. It is intended to be different from announcements or the sharing of events that we enjoy during visiting, honouring something deeper, calling us to share a bit of our hearts. I invite you to briefly share something that moves you, inspires you. Please speak clearly into the mic and I will light a candle for you.”

“I light one **final candle**, for those joys and sorrows that remain within the sanctuary of our hearts. ”

“We now pause for a **time to reflect o**n what we have heard, and for prayer and meditation. The chimes will signal the end of this period.”

**Notes:**

1. For materials relevant to your theme, see the Touchstones resources, available from the office or Sunday Services/Worship Committee. See *Touchstones Themes 2018-2021* in this manual for an index of themes
2. Please remember to include an acknowledgement that we live on the traditional territory of the Fort William First Nation, under the Robinson-Superior Treaty of 1850. You may also wish to acknowledge the Métis , Inuit people and other First Nations of Canada.
3. Either at the end of announcements or in the welcome, address housekeeping issues : mute cell phones, location of washrooms, childcare (if available), any special issues ( ex. COVID restrictions)

WORDS OF WELCOME

Sabbath Invitation by Rev. John Gibb Millspaugh

Leave aside the little thoughts  
that distract you from the depths of your soul,

For this is a holy place, and

now is a holy time.

Join with the others in this room,

this community of seekers,

and together, let us find our Sabbath.

We Need One Another by Rev. Erik Walker Wikstrom

We come together this morning because within us there is something that knows we need more than we can find in our aloneness. We know—instinctively, in the depths of ourselves—that we need others for this journey of life even though we also guard our independence and individuality quite jealously. So let us celebrate all that makes us unique yet also all that makes us one, and let us dream dreams of all that we can do... together.

We gather on this Sabbath morn by Rev. Burton Carley

We gather on this Sabbath morn to worship in spirit and truth; to raise a joyful noise to the Eternal Mystery; to reconfirm our covenant to seek wisdom in love; to strengthen our commitment to the common good.

We come from many paths to explore that which is hidden; to consider the ways of our hearts; to confess how we have stumbled; to heal what is broken.

We assemble in the effort to quicken our compassion and mercy; to deepen our understanding; to renew our courage; to remember who we are.

Thus, do we celebrate the grace and gift of life and practice our faith, to the greater glory of the Spirit.

We gather in community to rest from our labors by Rev. Paul H. L'Herrou

We gather in community to rest from our labors, to greet our neighbors, and to open our being to insight and intuition of that greater reality of which we are a part.

May we find in our time together inspiration and renewal. May we touch the holy in each other and be touched by the graciousness of life. May we find here a calm peacefulness that will carry us through the days ahead.

In this quiet hour may our spirits be renewed by Rev. Gary Kowalski

In this quiet hour may our spirits be renewed.

In this gathering of friends may we be ready to extend ourselves to those in need, and with trust to receive the hand that is offered.

In this community of ideals may we remember the principles that guide us and reflect upon those things that give meaning to our lives, renewing our dedication to serve the highest that we know.

In this time of worship, may our minds be open to new truth, and our hearts be receptive to love, as we give thanks for this life we are blessed to share.

Out of Our Yearning by Rev. Susan Manker-Seale

We speak to the god, the goddess, the spirit of life, the eternal.

We speak to the mysterious thread that connects us one to the other and to the universe.

We speak to the deep wisdom at the center of our beings.

We embody the yearning of all people to touch each other more deeply,

to hear each other more keenly, to see each other’s joys and sorrows as our own

and know that we are not alone, unless we create solitude for ourselves;

and even then, community awaits us.

Out of our yearning we have come to this religious community.

May we help each other to proclaim the possibilities we see,

to create the community we desire, to worship what is worthy in our lives,

to teach the truth as we know it, and to serve with justice in all the ways that we can, to the end that our yearning is assuaged and our lives fulfilled in one another.

Let us go, now, into the silence of the faith that is

unique to each of us, and still the same.

Let us be silent together for a moment.

[Pause.]

May peace be yours.

CHALICE LIGHTING

Spirit of this Church adapted from James Vila Blake

Love is the spirit of this church, and service is its law. This is our covenant: to dwell together in peace, to seek the truth in love, to serve human need, and to help one another.

A Faith of Wholeness by Rev. Debra Faulk

A chalice lit in our midst is a symbol of our liberal faith; a faith built on the foundation of freedom, reason and tolerance; a faith sustained by acts of kindness and justice; a faith that visions a world flourishing, with equality for all her people; a faith that demands the living out of goodness; a faith that requires thoughtfulness; a faith of wholeness. This tiny flame is the symbol of the spark of all this within each of us.

Why a flaming chalice? by Rev. Lisa Doege

“Why a flaming chalice?” the question comes.

It’s the cup of life, we answer.

A cup of blessings overflowing.

A cup of water to quench our spirits’ thirst.

A cup of wine for celebration and dedication.

The flame of truth.

The fire of purification.

Oil for anointing, healing.

Out of chaos, fear, and horror,

thus was the symbol crafted, …generations ago.

So may it be for us,

…a light to warm our souls and guide us home.

UU Heritage by Rev. Elizabeth M. Strong

Our Unitarian heritage bids us light our chalice in the name of freedom,

In the light of reason, in actions of tolerance.

We gather in community to celebrate a heritage of freedom, reason, and tolerance.

Our Universalist heritage bids us light our chalice

In the name of faith, in the light of hope, in actions of love.

We gather in community to celebrate a heritage of faith, hope, and love.

Let us bring this Unitarian Universalist heritage into our world and our lives today.

Blessed is the fire that burns deep in the soul by Rev. Eric A. Heller-Wagner

Blessed is the fire that burns deep in the soul. It is the flame of the human spirit touched into being by the mystery of life. It is the fire of reason; the fire of compassion; the fire of community; the fire of justice; the fire of faith. It is the fire of love burning deep in the human heart; the divine glow in every life.

O light of life by Rev. Samuel A. Trumbore

O light of life, be kindled again in our hearts as we meet together this morning

To celebrate the joy of human community , seeking a wholeness that extends beyond ourselves.

WORDS FOR EXTINGUISHING THE CHALICE,

BENEDICTIONS AND CLOSING

The Work We Share by Rev. Krista Taves

It is our work, shared with each other in covenant,

That creates and sustains this beloved community.

We extinguish this chalice, but its light lives on

in the directions we have chosen today.

The light of this faith lives on in us, together,

in our hearts, minds, bodies and spirits.

Amen and Blessed Be.

Awesome and gracious God by Rev. Polly Leland-Mayer

Awesome and gracious God—you who are the power that brings us to life and the spirit that sustains us—forgive us for being less than we might be. Guide us to become what is in our power to become, in your service. Send us out from this place of worship and time of celebration, to live lives of hope—to be nurturers of the vision of wholeness—and to serve as healers in this wounded world. All this we ask in the name of those to come, and in the spirit of those who have gone before. Grant us wisdom—grant us courage—grant us your peace. Amen.

Light, Warmth and Fire by Elizabeth Selle Jones  
  
 We extinguish this flame but not the light of truth, the warmth of community, or the fire of commitment. These we carry in our hearts until we are together again.

Go Forth in Simplicity by Rev. Samuel Trumbore

Go forth in simplicity.

Find and walk the path

that leads to compassion and wisdom,

that leads to happiness, peace and ease.

Welcome the stranger and

open your heart to a world in need of healing.

Be courageous before the forces of hate.

Hold and embody a vision of the common good that

serves the needs of all people.

Blessing at Departure by Rev. Robin F. Gray

We call for this blessing on all sheltered here whether in body or in spirit...

May the flame of our community

ignite a love

bold enough to share.

And, in return

May we all be embraced by a love

that remains constant

in times of sorrow

and in days of great gladness.

**Touchstones Themes**

Since 2018 LUF has subcribed to Touchstones, which provides worship materials based on a monthly theme. This material is stored online at the LUF office. If you are looking for material based on a particular theme, it can be shared electronically. Please contact the office at lufship@tbaytel.net for details.

|  |  |
| --- | --- |
| 2018-2019 | |
| September | Vocation |
| October | Formation |
| November | Gratitude |
| December | Peace |
| January 2019 | Grace |
| February | Letting Go |
| March | Truth |
| April | Salvation/Wholeness |
| May | Mystery |
| June | Transcendence |
| July | Freedom and Responsibility |
| August | Prayer |

|  |  |
| --- | --- |
| 2019-2020 | |
| September | Covenant |
| October | Democracy |
| November | Vision and Mission |
| December | Compassion |
| January 2020 | Authority/Leadership |
| February | Generosity |
| March | Forgiveness |
| April | The Divine/God |
| May | Sabbath |
| June | Evil |
| July | Harmony |
| August | Creation |

|  |  |
| --- | --- |
| 2020-2021 | |
| September | Worth and Dignity |
| October. | Emotional Intelligence |
| November | Spirituality |
| December | Kindness |
| January 2021 | Consolation/Desolation |
| February | Mercy |
| March | Respect |
| April | Mindfulness |
| May | Acceptance |
| June | Care of the Soul |
| July | Journey |
| August | Communion |

**ZOOM quick tips**

NOTE - location of Zoom icons may vary from one device to another

**Scheduling a Meeting**: sign in using LUF account

* Set time, date, identify meeting by name and/or description and SAVE at bottom of screen -next screen lets you copy Invitation to send to participants
* At bottom (or right) of the screen click EDIT MEETING
* Settings ( in left margin) let you set preferences for Allowing Chat, allowing Host and Participants to join with video, enabling Breakout rooms ( best to leave this as set by LUF)
* **Remember** to sign out afterward so others can use the account. Go to the Home page for the LUF Zoom account, clock on the Profile image and a drop-down menu offers the Logout option.

**Before meeting or service**

* have your script ready, ideally on another device or printed as it will be difficult to switch between script & Zoom screen
* close all documents and programs not needed for the service, this will make it easier to find relevant items in the Share window
* open any materials you will be sharing (videos, , slide presentations, documents): enlarge the video image to full screen
* open additional videos in separate tabs and enlarge
* if you pre-start a slide show, you may not be able to see your Zoom screen
* Try to have the top of your head to your mid-section showing as this is more like a normal view
* Make sure you have good lighting on your face. Uncovered windows in the background will be too bright unless you have additional lighting for your face.

**Hosting a meeting or service**

* sign in using LUF account (or have someone do that and appoint you co-host )
* if you are host, appoint a co-host once that person has signed in by clicking PARTICIPANTS (bottom menu bar) then next to their name click “….” Or “MORE” for the drop-down menu
* have co-host admit people from waiting room and monitor muting, raised hands, and manage Chat messages about technical problems
* note there is an option to LOCK the meeting once it begins ( see SECURITY icon on bottom of screen), to prevent anyone else joining, especially unwanted guests
* since not all our members arrive on time, this may exclude some people (make your own judgment call)
* Make eye contact with people from time to time by looking into your camera
* MUTE ALL at start of service (does not affect co-hosts, so keep your movement and noise to a minimum when not actively speaking), or hosts and co-hosts MUTE selves when not speaking
* For participation by others (ex. Joys and Sorrows or dialogue), remind participants RAISE HAND by clicking that option in the REACTIONS icon on bottom of screen. PC users can also hold ALT and tap “Y” key, Apple users hold OPTION and tap “Y” key. Phone participants press \*9.
* For participants to speak, ask them to click UNMUTE , as host cannot do that for them. In top right corner of participant’s image, they click blue square with 3 dots, select UNMUTE. Optional – host clicks ASK TO UNMUTE at other’s image, who will receive a message on the screen. Phone participants press \*6. Remind all to MUTE when finished  
   Consider using clear gestures like head nodding to confirm that speaker is being heard
* CHAT function - remind participants to not message “Everyone” and keep chatting to a minimum, as even positive comments can be distracting (after all, we don’t chat with everyone when attending in person)
* CHAT can also be used to post information or an announcement , but people joining late won’t see what was posted before they arrived
* To limit SHARING to hosts and co-hosts - click SHARE on bottom bar of Zoom screen, click on ^
  1. verify default setting that prevents participants sharing to avoid malicious, accidental and irrelevant sharing
* VIEW: top left or right corner of screen : choose between Gallery which shows all participants and Speaker view
* Note: not all devices display these options all the time. You may need to hover your pointer over the screen to find them
* You can SPOTLIGHT one camera view (for instance to highlight a speaker or item for a ceremony for all viewers) by clicking SPOTLIGHT VIDEO next to that name in Participant list or in the “…” menu in top right of their thumbnail. Remember to click it off when no longer needed
* To SHARE during meeting/service click SHARE on bottom menu bar
* in pop-up window locate the item to be shared and click on it
* IMPORTANT - when SHARING audio or video click “Share Computer Sound” option (in lower left corner) to prevent distorted sound
* click SHARE (button on bottom right corner) to start sharing
* SHARE menu bar will appear at top of sharing screen, to pause or stop sharing
* Remember – host’s mic is still on while video is playing. Only a host can mute self without affecting audio sharing. This is not so for co-hosts.
* video sharing: Set Autoplay to off or be prepared to stop video before next video starts. Move cursor away from playback controls for cleaner viewing.
* avoid searching all over screen during video play, as participants will see the cursor/pointer moving around
* pause/stop video or music selection when it’s over (otherwise computer may play the next item in queue, or set Autoplay to off)
* close that tab if video not needed again (otherwise the SHARE menu bar at top may obscure the next tab)
* you can play a video and share a document at the same time ( screen will only show one at a time and participants should be able to toggle between them)
* Encourage movement - during songs for example - to help increase energy in the participants.

BREAKOUT ROOMS

* when ready, click BREAKOUT room on bottom menu bar -this allows you to decide number of rooms
* Zoom auto-assigns participants based on order of entering the meeting
* remind participants to select JOIN when prompted on the screen
* Those with Version: 5.4.7 can move themselves to another room if Host has enabled that option. Otherwise, participants can request to be moved (via CHAT private message) and host can do this from the BREAKOUT room window that pops up.
* phone participants should be able to join as well
* monitor who has accepted the invitation to join, as some may not realize they need to choose JOIN
* click START Breakout rooms then click OPTIONS in next window to set time limit, dis/allow not participants to return to main room and set a countdown reminder to end of Breakout period, if desired
* can’t SHARE in Breakout rooms but can see Chats

END MEETING for all then leave time for device to convert the video to mp4 file. This can take up to 30 minutes, depending on speed of computer. When completed, go to the Home Page, click on the LUF profile image and log out of the account, so others can use it. The Zoom recordings will be saved on the host computer and will have to be sent to the webmaster (David Belrose). A simple way is to share (video, audio, chat files) using Google Drive.

**(**updated Feb 1/21)

**Screen Sharing in Zoom Services**

(Information as of Dec. 31, 2020 - subject to change as Zoom updates)

Sharing music videos

These instructions work using a PC laptop running Windows 10.

Sign in to personal or LUF Zoom account - ensure you have latest update (5.4.7 on Dec. 31, 2020)

Adjust Audio settings

Turn off “Automatically adjust microphone volume”

Turn on “Show in-meeting option to turn on Original Sound”

Set Suppress background noise to: AUTO

Prior to the service place the video(s) on the desktop.

Open the first video using the Film & TV app. Make sure Autoplay and Repeat are turned off in settings. Stop the video, put cursor at start of selection, minimize or reduce size of open app.

[Mac users - open browser and have the video ready. If multiple videos needed for the service, save each in a separate Tab.]

If sharing a YouTube video, make sure Autoplay is turned off in settings. Stop the video, put cursor at start of selection, minimize or reduce size of open browser. If playing more than one, open each one in a different tab.

Check volume for music video (I found 90% worked well, but test)

Open Zoom meeting.

Make sure Original Sound is on

Make sure you are unmuted (unless you are the host)

Share Screen

Click on Use computer sound

Click on Optimize for video clip (if option available)

Highlight video

Click Share

Maximize video and start.

Move cursor away from playback controls, and avoid touching mouse during playback.

Avoid making noise or talking during song

When song ends, end share (minimize video first if necessary to see end share button).

Mute audio in Zoom, unless you are speaking

Cue up next song if needed (right or left arrow in video window).

For PowerPoint, documents, or photos

Open file and minimize

Mute audio unless you are speaking

Share screen

Maximize file - start slide show in PowerPoint  
[Mac users - curser may not show clearly in Share controls (looks like highlighted buttons rather than a pointer). You may need to hit Escape to see the Share menu clearly and choose Stop Share.]

Stop share

**Online Resources**

The Touchstones resources purchased by LUF are an excellent source of service elements including chalice words, readings, stories, sermons, hymns and secular music. This material is stored online at the LUF office. If you are looking for material based on a particular theme, it can be shared electronically. Please contact the office at [lufship@tbaytel.net](./lufship@tbaytel.net%20) for details.

Some service materials related to COVID-19 are available on the Canadian Unitarian Council website [www.cuc.ca/ news/covid-19-information/](www.cuc.ca/%20news/covid-19-information/)

A valuable source of service materials is the Unitarian Universalist Association website [www.uua.org/worshipweb](http://www.uua.org/worshipweb).