

## **WORSHIP COMMITTEE COMMUNICATIONS PROCEDURES:**

### **1. SUBMITTING A SERVICE PROPOSAL:**

If you have an idea for a worship service you would like to give, are a church committee or group who would like to present a worship service, or have experienced an inspiring local speaker in the wider community who you feel would make an amazing guest speaker for a Sunday worship service please fill out a service proposal form and submit it to the Worship Committee (WC) for review. Downloadable Worship Service Proposal Forms can be found on-line at <http://www.firstunitarianhamilton.org/worship/worshipdocs.htm>

### **2. NEWSLETTER CONTENT:**

All service titles, descriptions, speaker names, service leader names, storyteller names, speaker bios and speaker photos are submitted to the Newsletter Editor by the Co-Chair of the WC. If you have a post-service activity scheduled immediately after a Sunday Worship Services such as a Circle Meeting, Pot Luck, or Event Fair please e-mail the Worship Committee at [worship@firstunitarianhamilton.org](mailto:worship@firstunitarianhamilton.org) with your event details so they can be included in the service description for that week.

### **3. ANNOUNCEMENTS:**

The WC recognizes that announcements are an important part of the life of the First Unitarian Church of Hamilton, as announcements bring into our formal worship all the other aspects of our life as a church community. The WC also recognizes the importance of the Sunday morning service and keeping it within the appropriate time frame.

Therefore, during the regular church year (September to June) all announcements should be submitted to office administration, at [ooos@firstunitarianhamilton.org](mailto:ooos@firstunitarianhamilton.org) by 9am the Wednesday before the service so that they can be included in the Order of Service. This gives congregants the opportunity to take this information home and better remember it.

Occasionally there are announcements that need to be shared, but due to timing cannot be included in the Order of Service. These announcements must be written up and given to the Service Leader at least 20 minutes before the service starts. The Service Leader will read these announcements at their discretion and is also at liberty to edit them for length. We respectfully ask all congregants to keep their oral announcements under 30 seconds or 50 words in length.

Oral announcements will only be made by the Service Leader and not by individual congregants. Exceptions will be made when the announcement is about the integral workings of the church such as the Board or Canvass Committee. The Service Leader must be notified of these a few days before the service so they have an opportunity to adjust the service accordingly. The WC kindly asks that no announcements be made from the floor during a Worship Service. If a Service Leader has forgotten to read an oral announcement that you submitted they will read it at the end of the service just before the closing words and the extinguishing of the chalice.

#### **4. ORDER OF SERVICE:**

Worship Cluster Departments Heads are asked to send the names of all Partners in Ministry to the WC at [worship@firstunitarianhamilton.org](mailto:worship@firstunitarianhamilton.org) by no later than the newsletter deadline for that month, so all names can be passed on to Service Leaders and included in the Order of Service.

It is the responsibility of the Service Leader to send in all information (excluding announcements) to go into the Order of Service for their Sunday worship service to office administration, at [oot@firstunitarianhamilton.org](mailto:oot@firstunitarianhamilton.org) by 9am the Wednesday before the service. The Service Leader is responsible for sending in the title of the service, service description, graphic to include on cover, names of all Partners in Ministry, hymn numbers and titles, titles and authors of readings, titles and composers of musical pieces, and any supplemental worship information that needs to be included as an insert.