

2018



Guidelines for Guest Preachers in the Universalist Unitarian Church of Joliet Pulpit*

*Based on a compilation of UUA Best Practices by Rev. Erika Hewitt, UUA WorshipWeb Curator, with input from Unitarian Universalist ministers on social media



Intentions & Purpose

These guidelines were assembled to provide clarity about the mutual expectations that guest clergy and the UUCJ congregation bring to guest preaching experiences. In the past, these respective responsibilities have not always been outlined clearly, leading to assumptions that create confusion or even conflict. The practices outlined in this document reflect the collective experience of UU clergy in different ministerial settings, the wisdom encapsulated by the Unitarian Universalist Ministers Association (UUMA) Code of Professional Practice, and input from the UUCJ Music & Worship Committee.

Responsibilities of the host congregation

Worship planning — not just leading the service — is an act of hospitality. Set that tone through collaboration: you're the essence of hospitality to, and for, guest ministers (and other guest speakers). You're also the ambassador for the entire congregation.

Honorarium

The UUCJ preaching honorarium is \$250 for guest UU ordained ministers and \$100 for guest speakers. Volunteer speakers are not given honoraria. Mileage is not included except under exceptional circumstances. If home hospitality, long-distance mileage, or any other compensation beyond the honorarium are expected, those expectations and requests should be made clear before accepting the preaching date. The guest preacher's honorarium check is presented on the day of the service.

Liaison & Process

The worship liaison to the religious education professional, music professional, office administrator, and guest minister is the chair of the music and worship committee. A worship assistant will also be assigned to your service and will be there to greet you on the day of your service. The worship assistant will acquaint you with the layout of the building including the restrooms and a quiet place to prepare if needed. Before the service begins a member of the sound team will fit you with a microphone.

The worship assistant can provide you with a glass of water, review the flow of the order of service with you, and provide your honorarium.

Order of Service

The current sample order of service can be found on our web site at <http://www.uujoliet.org/> under the Worship category, click on Presenters Tools.

Elements of the service that are generally required are chalice lighting and extinguishing, covenant, joys and concerns, and offering. The placement of these elements and other parts of the service are elements the guest preacher can be creative with. (See due date for OOS below.)

Worship Elements at UUCJ

- Generally, the service runs a total of 60 minutes starting at 10:30am on Sunday morning. The sermon itself should be 15 to 20 minutes in length. If we happen to run over by a few minutes due to some additional participation, this is not a problem. If you plan to run over the hour, please advise your Worship Assistant and Sound Technician so the recording can be adjusted.
- Guest preacher/speaker generally delivers the sermon, opening and closing words. Some ministers prefer to do all elements of the service, while speakers less familiar with a UU service can work with their music and worship chairperson or worship assistant to develop the order of service to allow the speaker responsibility for the sermon/talk only.
- The worship assistant generally welcomes the congregation, leads the unison chalice lighting and covenant as well as the sharing of joys and concerns and the offertory.
- The **chalice lighting** can be selected by the visiting preacher/speaker. A list of chalice lightings provided by Touchstone and aligned with the monthly theme can be found in a separate document on the web site for UUCJ listed above. Another resource for chalice lightings is the UUA web site under Words for Worship, https://www.uua.org/worship/words?author=All&title=&text=&items_per_page=50
- The introduction of the hymns during the service can be negotiated between the worship assistant and the preacher/speaker.
- We general have the children leaving for religious education very soon after the service starts (generally just after the board member

announcements). If there is a **story for all ages** that you would like to include, we will schedule that on the order of service just after board announcements and before we sing the children on their way.

Process for Choosing Hymns

Music copyrights must be observed. A wide variety of hymnody is available in the UU hymnals and is the simplest road to avoiding issues in this area. If the presenter has copyright questions, guidelines can be found on the various church websites below.

<https://www.uua.org/worship/copyright>

<http://www.ucc.org/music-arts/copyright-and-the-church>

<https://www.umcdiscipleship.org/resources/hymns-public-domain-and-copyright>

Please provide your selections at least two weeks before the service to Angela Salvaggione (angelapiano@comcast.net) and copy Laurie Garland (lgarland7@sbcglobal.net) and our office administrator at (uucjoffice@att.net).

“Rubrics” of worship that are not evident in the order of service:

Transitions – usually worked out with the WA before the service.

Stand & Sit—Request standing for those willing & able in body or spirit.

Guide congregation to readings in Order of Service (for new people and those unfamiliar with our service).

After the Service is Complete

- After the benediction the preacher/speaker should proceed to the back of the church during the postlude to indicate the service is over and congregants may engage the preacher/speaker.
- At UUCJ, most weeks we see congregants approach speakers individually and thank them for their service. Some may have a question or comment, but a formal sermon discussion is not required.

Responsibilities of the guest preacher/speaker

- If you plan to bring young children with you, communicate that to the worship associate and the religious educator in advance.

- Respect the worship practices of the host congregation, and read the guide you are sent.
- If you wish to use a specific kind of music, technology, or other equipment, request it well ahead of time. Be willing to arrive early in order to test or troubleshoot that equipment. (UUCJ is not currently equipped with multimedia equipment.)
- Complete requests for the order of service in a timely manner.
- Arrive at least 30 minutes early on the morning of the service. (10:00 am)

Due three weeks before your service:

1. Your biography, usually one paragraph which will serve as a brief synopsis about who you are, basically introduce you to the congregation before the service. Please include how you wish to be addressed as part of your bio, i.e., pronoun and title.
2. The title and overview of your sermon, again this is generally just a title and a few sentences that will provide the overall concept of the service that will be provided to the congregation before the service.

Due two weeks before your service:

1. Hymn selections for your service. This allows our pianist time to review the request or call out suggestions that might better suit the congregation.

Due one week before your service:

1. Completed order of service.

Special Accommodation Requests

- Our building is fairly accessible with a single story and an alter that requires a single step up to the podium. We can easily make arrangement for accommodation if needed. Please let us know if you have any accessibility requirements.
- If accommodation is needed for an elevated stand behind the pulpit, please inform us and this can be cared for as well.
- There is no dress code for visiting preachers other than appropriate attire. A robe or stole can and often is worn by those who are comfortable in them, but none is required.
- UUCJ records audio of every service so that members can listen to services they have missed and we ask guest preachers for permission ahead of time.
- This congregation does not typically use multimedia in services. We can set up your multimedia equipment upon request. The guest preacher is in charge of organizing media content. The guest preacher is expected to work with their worship assistant or through the music and worship committee chairperson to care for any multimedia requests with enough lead time to make accommodation feasible. (A minimum of three weeks lead time is required.)

Inclement Weather/Closure Policy

The Executive Committee will make the decision about cancelling church due to inclement weather. The guest preacher will be paid if the service is cancelled. The office will send a check by mail the Tuesday after the canceled service.

Travel & Parking

There is a large parking lot behind the church with ample parking. A parking space two spaces west of the door is marked for the visiting speaker.

Remember: Worship isn't about conveying information or having enough candles. Worship Associates, clergy, and other worship leaders are preparing a table for beloved people with deep longings, invisible hurts, and a need to be buoyed by the community's hope. Together, you're creating a space that will hold them — and Spirit, who often drops in for a visit.