

Summer Services Committee Responsibilities

6/11 KH

The Summer Services Committee is responsible for planning a slate of Sunday morning programs beginning the Sunday after the regular church-year is finished in June through the Sunday before the new church-year begins in the fall (typically about 13 forums). On one Sunday, usually around July 4, the regular forum is replaced with a bike ride led by a member of the congregation. The forums are less formal than the services during the regular church-year, but include Joys and Concerns, Lighting and Extinguishing the Chalice, Offering, music, and Congregational Dialogue. Childcare for young children and special activities for school age children are arranged by the RE Committee. Greeters/ushers are arranged by the Membership Committee.

Worship Leaders and Program Assistants for the summer services are arranged by the Summer Services Committee. A Worship Leader Guide is available in a plastic sleeve on the pulpit. There are task-lists for the Worship Leader and the Program Assistant to get the church ready for a service and to close up when the service is finished. The order-of-service is the same every Sunday, and recycled all summer. Services begin at 10:00 am and last about one hour. A folder marked Summer Services Committee is located in the Worship Committee drawer of the file cabinet in the Buddha Room. The folder contains all the documents the Summer Services Committee has used since summer, 2009.

The forums may cover a wide range of topics, and you may check with Kris Simpson, or look at the folder, to see a list of the programs from past years. Programs may be presented by members of the congregation or by community members. The first service of the summer is traditionally a plant exchange and discussion of what gardening means to people. In 2009 we had a Blessing of the Animals (in Phoenix Park) for the last summer forum. You may want to continue this tradition.

An outline of committee responsibilities follows:

- Committee chair will submit an article for the February issue of The Herald to generate interest in being part of the Summer Services Committee, either as a committee member or as a presenter. People may also sign up to be a committee member during the Committee Sign-Up Fair.
- Meet early in March to brainstorm ideas for the summer services. Committee members start asking specific people if they will do programs.
- Meet again, as often as needed, in March or early April to firm up the speakers, topics, and dates.
- Submit an article to The Herald by April 15, listing the dates, programs, and speakers for the summer services. At this point you do not yet need a complete description of the programs.
- Submit another article to The Herald by May 15, listing the dates, titles of presentations, speakers, and a description of each program.
- Check with RE to see if they have childcare for young children and activity leaders for school age children for each Sunday except the bike-ride Sunday and the Blessing of the Animals Sunday. Check with Membership to see if they have greeters/ushers lined up.
- Check that the Summer Worship Leader Guide is in the plastic sleeve in the pulpit. Check that the task lists for the Worship Leader and the Program Assistant are there also. The week before services begin, place both the Guide and the task lists on top of the pulpit.

- Find a Summer Worship Leader and a Program Leader for each Sunday and orient them, as necessary, to their duties.
- Ask Kris to prepare the order-of-service to be used every Sunday.
- In May, prepare a press release with a listing of the programs, speakers, dates, and program- descriptions. Submit to Kris, who will send the release out to the Leader Telegram and Volume One.
- On Monday of each week of summer forums, send a message to the next Worship Leader to remind him/her of his/her responsibilities. Send along a copy of the Worship Leader Guide and the Task List. Send a reminder to the Program Assistant also, including a task list. Send a reminder to the greeter also.
- Also on Monday of each week of summer forums, send a message to the next presenter to remind him/her of his/her upcoming program. Also mention who the Worship Leader is and that he/she will be at the church by 9:30 am on Sunday.
- If the speaker is from outside the congregation, you may send a press release to the Leader-Telegram one week before the service so that the article is in the paper the day before the program.

