

Chapel Service Handbook

August 2010



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With appreciation to the following people for their help: Lauri Boyd, Lou Freeman, Deborah Frownfelter, Kelly Isola, Diana Kennedy, Elizabeth Mora, Crystal Muldrow, Rachel Simpson and the faculty of Unity Institute.

EDITOR'S COMMENT: Have fun with your Chapel Service. Find joy in the process and reduce stress when possible. Dedicate this important event in your life to the will and work of Spirit working in, as, and through you. You are the Chalice, the empty vessel. Let Spirit fill you.

INTRODUCTION

The worship service is the most visible and significant cornerstone activity of any faith or denomination. It's a wonderful opportunity to learn how to create and conduct a service and to practice the act of service.

Students on a ministry path are required to complete at least two chapel services. Students are expected to prepare, manage, and lead the services as they would in a church. Unity students are to design the services for a general Unity audience; students of other denominations are to design the services for a general audience in their faith/denomination. Students are to meet with the Communication faculty in advance of the chapel service to discuss how the elements of the service and the technical requirements will be met, as well as afterwards to assess the service.

The first chapel service is to be a traditional service. For the second chapel service, students may choose between doing another traditional service and creating an alternative service.

Prerequisites for the first service (traditional service):

HTS 551 Metaphysical Theology I
MAS 531 Homiletics I & MAS 532 Homiletics II
SPD 501 Prayer and Meditation
Completion of 30-60 credit hours or 42-84 continuing education units.
(Transferred credits in these areas are considered on a case by case basis.)

Prerequisites for the second service (traditional or alternative):

MAS 533 Creating Special Services
Completion of 60+ credit hours or 84+ continuing education units.

Here is some additional information:

- Chapel service dates are scheduled by the UISA (Unity Institute Student Association) in collaboration with the Communication faculty.
- Students who wish to be reimbursed by the Unity Institute Student Association are to submit a Check Request Form at least **two** weeks before the checks are needed. The form is included in this handbook (see "Forms") and can also be found in the student lounge.
- Each student has a three-faculty evaluation team. The Communication faculty member is your primary support for your chapel service, and will work with you throughout the preparation. Your advisor and at least one other faculty member will complete the team. You will arrange a time to work with the team in a talk practice-session at least **two weeks** prior to the service. This will give you time to pray, make any needed changes and prepare for the service.

Enter into this experience as the minister who serves both those on your service team and the congregation. Know that everyone at Unity Institute supports you in prayer and consciousness. You will be blessed by this experience, just as you are a blessing to all you serve.

TRADITIONAL CHAPEL SERVICE

A traditional service, as the name suggests, has a traditional structure and feel: music, prayer, additional music, message, offering, closing prayer and closing music. The purpose of the service is to worship together, build community, offer a spiritual lesson, and to inspire individuals to lead a life based in Unity principle.

Students are required to include, at the minimum, the following elements:

- Welcome
- Opening prayer
- Music
- Meditation
- Message
- Offering blessing
- Closing prayer

The student minister is required to lead all of the required elements except music. The order and frequency of these elements are up to the student.

Details:

- Services are held on Wednesdays at 4 p.m. in the Fillmore Chapel
- The service is to be 40-50 minutes in length. (To add something, other parts may need to be trimmed or eliminated to meet the time limit.)
- The lesson portion of the service is limited to 20 minutes.
- If announcements are made, brevity and pertinence are encouraged.

One Possible Template for a Traditional Unity Service:

- Pre service music (5-15 minutes)
- Welcome (1-2 minutes)
- Opening prayer (1-2 minutes)
- Congregational song (2-4 minutes)
- Declaration of faith (1 minute)
- Greet your neighbors (2-3 minutes)
- Special music (3-6 minutes)
- Message (15-20 minutes)
- Meditation (3-5 minutes)
- Special music (3-6 minutes)
- Offering (affirmation, collection, blessing) (5-7 minutes)
- Closing prayer (1-2 minutes)

ALTERNATIVE CHAPEL SERVICE

If you choose, you may create an alternative service for your second chapel service. In ministry, an alternative service is frequently done as a mid-week, special service or as a more contemporary form of worship. It is different from a traditional service in many ways:

- There is no ONE model, but thousands of potential models
- It may be more experiential, sensory-rich and participatory
- It may have more emphasis on the values of connection and building community
- There may be a focus on a global outlook
- It may involve engagement of the whole self – body, feelings, thoughts, spirit
- It may have a radical shift in structure – re-imagining our preaching, our outreach and our worship services
- There is a collaborative process: the student minister is the initial vision-holder and groups/teams work together with the student minister to manifest the vision.
- The student minister leads major elements of the service, and may have the team lead elements as well.
- Some services move from clergy-centric to community-centric ministry.

Presbyterian minister and author, Rev. Jim Kitchens states:

The context in which we do ministry today is radically different from the prevailing context at the time some of us entered ministry a couple of decades ago. Once we catch on to that fact, we begin to see why what we've "always done before" no longer works.... To do anything more than guess at what might replace these older models...we need to step out intuitively and cautiously into the future until we can see more clearly.

Kitchens, Jim. *The Postmodern Parish: New Ministry for a New Era*. Herndon, VA: Alban Institute, 2003.

Here are some things to think about as you plan an alternative service:

- Even though the structure may change, for students on the Unity Ministry Path, this is still a Unity service. Make sure that your theme, focus and message is based on Unity principles, as an adapted application.
- How and to what extent will congregants participate, and provide a way for them to simply observe?
- Give participants a choice to participate or opt out.
- If there are no bulletins, be clear about what is happening and/or what is about to happen. Find other ways to make sure the team is acknowledged and congregants know the words to songs, blessings and prayers.
- Balance the personal and the communal.

Examples

Here are some examples that a student may want to consider. The bibliography, in the back of this handbook, offers other ideas.

- Blessing ceremony: people, animals, events, sacred objects, ceremonial foods
- Creating sacred objects – painting, sculpture
 - Letters to/from God – People can write letters to God, or write letters to themselves or others from God. Provide a few questions or statements to get them started.
- Recitations including:
 - Readers theatre
 - Reading/interpretation of scripture, classical texts, poetry, literature
 - Storytelling
- Dancing, including circle dances, spiral dances and freeform dancing. If some of your guests are not able to dance, provide an alternate activity they can do while seated, such as drumming.
- Prayers and blessings, both familiar and newly created – spoken by the minister, chaplains and/or congregants
- Guided meditation or visualization – perhaps with visual elements like slides or video
- Silence. Don't be afraid to use silence as it can be very powerful.
- Music/Songs including chanting, drumming, singing bowls, gongs
- Symbolic/ritual activities:
 - Planting seeds or plants symbolizing rebirth
 - Four elements of wind, water, earth and fire
 - Prayer flags - write prayers on strips of cloth and hang them outside on a twine strung between two trees.
 - Burning bowl ceremony: write things to release on paper, flash paper works best, then release into the fire in the bowl. This type of activity works best outside for safety reasons.
 - Making a vow of service or good deeds – may be written, oral or symbolic
 - Hand washing
- Partner work may involve many things:
 - Discussion of the message, a video clip, the experience of a particular ritual, etc.
 - Performing a ritual
 - Being in the silence with each other
 - Be careful to avoid any activity that may be too personal or assume too much familiarity

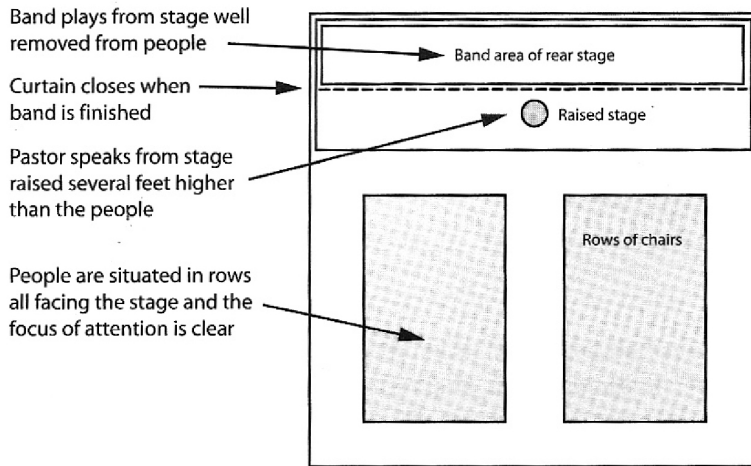
Venues other than the Fillmore Chapel may be used, including:

- Spiritual Life Center
- Fillmore Hall
- Silent Unity Chapel
- Activities Center
- Chapel in the Woods

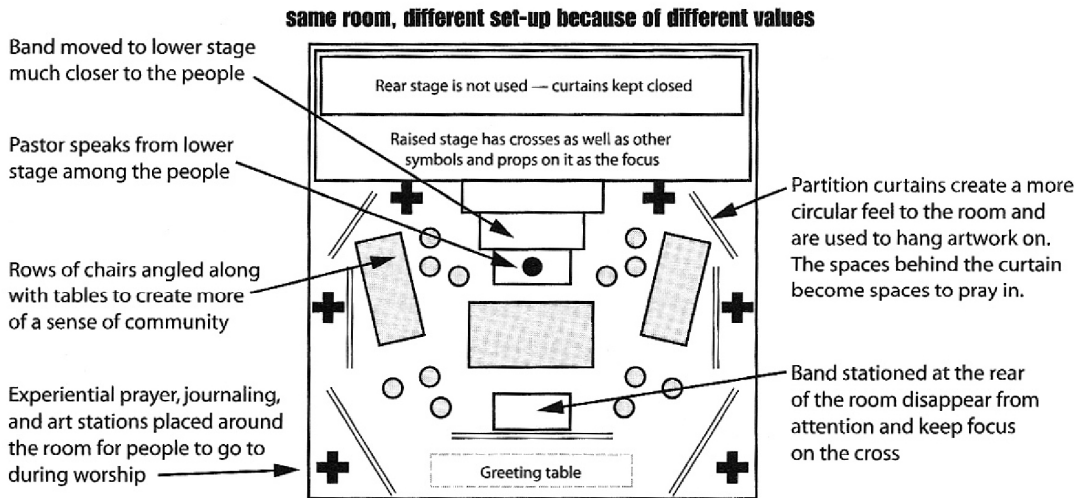
If you plan to have a service in a space other than the Fillmore Chapel, consider the following:

- Visual Display. PowerPoint can be effective in most of these locations, but it probably will not be effective outdoors.
- Sound. Many spaces have poor acoustics and many spaces don't have built-in sound capabilities. Lane's department The Audio-Visual Department has a portable PA system with limited options -- contact Lane Turner # 2750 for more information. Capturing good sound outdoors is challenging.
- Seating. Special Services is in charge of providing folding chairs for indoor locations, while Maintenance is in charge of seating outside. Remember that they may not be available during wedding season.
- Recording the Service. You'll be limited to a one-camera shoot anywhere outside of the Fillmore Chapel. Shooting outdoors has its own challenges. The video crew will need some training.
- Outdoors venues. Issues to think about with an outdoor service include temperature, precipitation, cover/shade, bugs, to name a few. People with special needs may find it difficult to get to an outdoor location, or to participate once there. If your service is outdoors, let people know to dress appropriately.
- Marketing. Make sure that the alternate location is clearly communicated in many ways. Place reminders and directions outside Fillmore Chapel the day of the event.

A traditional approach to set-up a church service



A community-centric approach to set-up of a gathering



This set-up is NOT intended as a model. It is intended to stimulate creativity as you consider changing the set up of a meeting place to incorporate the values of the emerging church in worship gatherings.

Kimball, Dan. *Emerging Worship: Creating Worship Services for New Generations*. Grand Rapids, MI: Zondervan, 2004.

ELEMENTS OF A SERVICE: FLOW OF ENERGY

How energy flows in a service can impact how congregants experience the time and retain the lessons being offered. A gradual flow of energy creates smooth transitions between parts of the service and can be used to augment the lesson/action of each section. Music can be helpful but energy also involves movement, vocal change and focus from pulpit to pews, to name only a few. In general, you will need to strike a balance between helping people understand the lessons of the service and letting the service speak for itself.

Here are some things to think about:

- Intention for the service: inspirational, instructional, motivational, healing, joyous, tranquil, etc.
- Beginning the service: use the intention to determine how the service will begin
 - Start quietly and meditatively
 - Start with BIG music
 - Start with joy songs or an invocation like “Surely the Presence”
 - Start with little if no music at all
- Throughout the service: where is the focus and does it shift?
 - At the pulpit
 - With the musicians
 - In the congregation
- Transitions in the service: moving between one activity to another
 - Prepare everyone involved to move into position as the previous activity (reading, song, message, offering, etc.) is concluding to make a smooth transition
 - Use music to provide transitional bridge between activities
- Ending the service: the congregants’ last memory of the service
 - Joyfully, remembering the camaraderie
 - Thoughtfully, remembering the message
 - With children present
 - Singing a song
 - With an affirmation from the message
 - With the Peace Song and “Prayer for Protection”
- Bulletin:
 - A bulletin is very useful to congregants as it provides information about:
 - Order of service and satisfies their need to know what to expect in the service
 - Title/theme of the service
 - Words to congregational songs, blessings, prayers
 - Names of people involved in the service
 - Students will create and distribute a bulletin for the first (traditional) chapel service.
 - For the second service, if a bulletin is not used, the information needs to be provided by other means (spoken, on a screen, etc.)
 - One hundred bulletins are needed for each service. You may purchase bulletin covers from church supply stores, UWM; some students prefer to design their own.

ELEMENTS OF A SERVICE: MUSIC

Music sets a mood and opens people up in a way that words alone cannot. Many people start and end services with music as a way to delineate the start and end of the service. You may use music to move and shift energy. There are all sorts of possibilities. Approach this as a collaborative process with the musicians -- they probably have a lot of experience and will appreciate being given the chance to be creative.

Use Music for Transitions in the Service

- If you have people coming onto the platform from the congregation during the service
- Music can also be played behind a prayer, a Bible reading, a Daily Word reading—very, very softly.

Congregational Songs

Many people like to sing in services so it is nice to include at least one congregational song. If you do so, remember:

- A song leader is needed to lead the congregation.
- To think about having the congregation stand so they can stretch, but also “invite” so that they may comfortably stay seated
- Song lyrics are necessary for *every* song --- bulletin or overhead projection. It can be very uncomfortable for someone who doesn't know the words.
- To be mindful of copyright restrictions. Always cite the composer/lyricist or copyright owner when reproducing lyrics, either in a bulletin or on overhead.

Meditation Music

Use music to go into meditation and to come out of meditation.

- Going into meditation, the music should be quiet and contemplative.
 - Use words over the music to prepare the congregation for meditation
 - Songs leading into meditation are more effective if they are sung by soloists or are a simple chant.
 - Music should lead into and overlap with the words that guide people into meditation, as opposed to a “big finish” that may stop the flow of energy.
- During meditation, you can choose whether to use music
 - If using music, many people suggest using music with no distinct melody and no distinct rhythm.
 - You may want to ask the percussionist to drop out, and you may want to focus on a single instrument.
 - If you have a time of silence, say so explicitly in the meditation and have the musicians stop playing at this point.
- Coming out of meditation, the music should start quietly and then build in energy.
 - When you say ‘Amen,’ the music should immediately transition without pause into the song following the meditation.
 - Songs can be either solo or congregational.

Offering Music

Music is almost always used during the offering:

- If a soloist is used, know that the audience will be slightly distracted with the offering, so don't make this song the main showpiece of the service.
- If it is a congregational song, make it simple since the congregation will also be busy with the offering.
- Consider using a prosperity song/chant to reinforce the spiritual practice of giving and receiving.

Music Director and Collaborative Efforts

If you have more than one musician, designate one of them as your music director. Work with that one person and let him or her work with the others. Before you meet with the music director, have these things in mind:

- Message title and theme of the service
- How much music you want and where you want it
- Order of service
- Quotations you are likely to use

The more information you give, the more successful he or she will be at choosing (or even composing) music that supports your service. You will also be better collaborators. Be flexible if the music director has ideas -- they may have a lot of experience and can work creatively with you to determine the best music to support the service.

As the music director picks (or writes) songs for your service, ask to have the lyrics sent to you. First, you don't want to be surprised with songs that don't reflect Unity beliefs or that go in the wrong direction for your talk. Second, you can take ideas or lines from the lyrics and incorporate them into your message, prayer or meditation to create a seamless service.

Musicians

- Musicians are available from within the Unity Institute community and from the area at large.
- It is important to ask if the musician has a set fee or will receive a love offering.
 - Musicians expect to be and should be paid the day they perform.
 - If a check request needs to be submitted to the Student Association finance coordinator, do this 2 weeks in advance so that you can pay the musicians the day of the service.
 - For payment, think in terms of at least \$100 per musician, with more going to the music director.
- Make sure that the musicians run a sound check with the sound folks before the service.
- Most musicians are used to wearing black when they perform. If the musicians wear black in the Fillmore Chapel, they may be lost on the DVD recording. So, you might ask them to wear somewhat lighter colors or colors appropriate to the theme of the service.
- If you plan to use professional musicians:
 - Know that they are booked far in advance
 - Give them at least six weeks lead time

- You might consider checking whether there is a special guest musician at the Village for a retreat during the week of your chapel service. He or she might be willing to play at your service.
- They usually will need a rehearsal only the day of the service. Ask them to come early on the day of the service (e.g., 2 p.m.) and just consider it part of the service. You can practice the flow with them at this time, if you feel you need to, but know that this is primarily a *music* rehearsal.

Technology

The Room Request form has a section for technical requirements that contain questions about technical needs. Have your music director fill this out for you and give it to Audio-Visual at least two weeks before the service so they have time to schedule and set up.

If you use recorded music, designate one person to be responsible for creating a CD with all the music you will use. This person will also be responsible for playing the CD during the service.

Alternative Service Music

Music in an alternative service can be different from music in a traditional service in many ways:

- You may want to use recorded music, where in a traditional service you will use live music primarily.
- You may include long segments of music in which participants are encouraged to dance or move as a way of bringing their bodies into the experience.
- There may be high energy segments, with lighting effects and video displays going on at the same time.
- You may want to include music to underscore video segments in order to bring forth more of an emotional response. This could include softer music, or even music that expresses grief or mourning.

You may choose to have activity stations around the room:

- Allow about 20 -30 minutes for participants to take part in the activities.
- Have continuous music playing to keep the energy moving.
- If you use musicians, you might want to designate the ‘band’ as an activity station itself.

Music could also have a more integrated role in the service, for instance:

- Service as opera, with specific pieces chosen to deliver the lesson.
- Be sure the musicians understand that an alternative service is *not* about putting on a performance but about having a spiritual and participatory experience.

ELEMENTS OF A SERVICE: MESSAGE

The message is the linchpin of the service; the theme of the message connects all other aspects of the service into a cohesive whole. While Unity Institute students who are of other denominations are to design the services for a general audience in their faith/denomination, Unity students are to design the services for a general Unity audience, using the following guidelines:

- **Purpose:** An opportunity for *inspirational teaching* of practical Christianity
 - Offer information and tools to help congregants use Unity principles in their lives
 - Meet the needs of the congregation (rather than create a performance)
 - Offer a final take-home and/or how-to message to apply to everyday life
- **Core message:** Based *primarily* on Unity principles including evidence and supporting materials, such as:
 - Bible/Scripture and metaphysical interpretation
 - Quotations/stories from Unity and other authors
 - Personal stories showing how principles are used. Your story, however, should not be a significant element of the message. Your story can supplement, but ought not substitute for, a strong message around a core theme.
- **Structure:** Logical and easy for the congregation to follow
 - Remember that the congregation doesn't have your notes and doesn't know where your ideas are going
- **Elements of delivery:** Use to connect with the congregation
 - Eye contact
 - Appropriate gestures, appropriate movement
 - Silence/pauses
 - Vocal variety
- **Elements of power and inspiration:** Include some of these to provide more texture to the message
 - Creativity and depth in the development/expression of ideas
 - Passion for the subject with energetic expression
 - Balance between head and heart
 - Balance of seriousness and lightness
 - Expression of optimism and joy in living
 - Be warm, approachable, centered and relaxed
- **Wardrobe:** Platform clothes are a step above business casual. Do not wear anything that could communicate that you do not care. Avoid wearing anything that might be distracting to the congregation. Practice in these clothes to make sure they work. See other wardrobe suggestions under "Technology."

Message for an alternative service

While the message in an alternative service has all of the purpose and qualities as discussed above, these may be delivered in a slightly different way:

- It may be brief to accommodate other activities such as music or movement.
- It may be split into several segments given at various times during the service.
- The form might include discussion, drama and/or poetry.
- Student minister provides the majority of the message; other speakers may participate.

ELEMENTS OF A SERVICE: PRAYER AND MEDITATION

Both prayer and meditation can be powerful and insightful moments of a service, and are important parts of the Unity beliefs and tradition.

Prayer ... is to change our minds and hearts so that God's omnipresent good may fill our minds and hearts and manifest in our lives. Myrtle Fillmore, *Healing Letters*, page 18.

The purpose of meditation is to expand the consciousness Christward; to bring into realization divine Truth; to be transformed in spirit, soul, and body by the renewing of the mind. Charles Fillmore, *The Revealing Word*, page 131.

You can use prayer and meditation to support the theme of your service. This technique provides multiple opportunities to reinforce the take-home message of the service and also makes the experience even more meaningful to the congregation.

The student may choose the type of prayer used for the service:

- Unity prayer
- Denials and affirmations
- Call and response
- Silence
- Chaplains praying with members of the congregation before and after the service

Elements of Unity Prayer in the context of public prayer with a Unity audience

Intention:

- Affirm one presence and one power
- Affirm our connection with/to/as God

Tone:

- With authority

Content:

- Open with an acknowledgement of God as Presence. Be mindful to avoid creating God in our image.
- Affirm statements of spiritual Truth (Divine presence/ideas in every situation) --- may be preceded by release of unproductive thoughts (denial)
- Gratitude

Similarly, the student may choose the type of meditation used for the service:

- Traditional type with a few minutes of speaking and then a minute or more of silence
- 5-step Unity prayer(meditation) method
- Guided meditation
- Visualization
- Multi-sensory meditation perhaps with eyes open watching visuals on a screen

Other aspects of meditation:

- It can introduce the talk and prime the congregation for the lesson in the message; it can come after the talk and put to practice the material from the message.
- For a traditional service, 3-5 minutes are sufficient. Each meditation should include a period of Silence. A student may choose a longer meditation in an alternative service.
- Avoid any prayers/meditations/activities where the congregation is asked to “stare deeply into your neighbor’s eyes” or words with that intent. This is very uncomfortable for some people (even those who know each other well) and will tend to undermine the overall impact of the service for those people.

ELEMENTS OF A SERVICE: OFFERING

The acts of giving and receiving are the same energy. When we give unconditionally we open the door for abundance to flow. Some students like to use this section of the service for a mini-message on the law of circulation. Note: we “receive” offerings rather than “take” offerings.

Things to consider:

- How the offering will be collected, such as:
 - Basket passed person-to-person
 - Vessel placed near the door out of the sanctuary
- Music
 - Type of music used
 - Who will sing: soloist, congregation
- When in the service
 - Most often the offering is taken and received toward the end of the service. However, some people like to place the offering early in the service so that the end is concentrated with the lessons and energy of the theme
 - The minister may choose to give a personal offering after the initial blessing or after the collection if the offering is brought forward for a 2nd blessing.

Offerings given during student chapel services go to the Unity Institute Student Association. Refer to the “Service Team” section of this handbook for specific instructions on how to handle those gifts.

LOGISTICS OF A SERVICE: CREATING SACRED SPACE

Here are some things to consider when creating a sacred space:

- Only a Christ candle may be lit during a service, unless a special permission form is filed.
- *Nothing* can be placed on the painted columns and walls of the Fillmore Chapel.
- Food and drink is not permitted in any of the indoor chapels, even during rehearsal, with the exception of water for the musicians and speakers.
- Unity is an environment that pays close attention to those with allergies to scents, so scented material is not recommended.
- Choose décor that can be easily set-up and torn-down. If there is a need for assistance, Special Services can help --- include your needs on the Meeting Room Request Form (see Forms) and return the form to Camille O’Brien.
- Select flowers, fabrics, music, etc. that support the intention and theme of the service.
- Consider the time of day when choosing lighting.

LOGISTICS OF A SERVICE: SERVICE TEAM

All members of the service team are selected by the student minister or by a person designated by the student minister. At least four weeks before the service, the student minister meets with the leaders of all the teams to discuss the chapel service plan and the timeline. The student minister may choose to have a service coordinator, and they should work together to ensure that all of the details are understood and assigned.

Guidelines for a service coordinator

At least four weeks before the chapel service, meet with the student minister and the support teams to go over the job description, in writing, of each support team. Be clear that everyone understands each other, and that the whole chapel service team understands the chapel service plan and how you will work together.

Coordinate and manage:

- Timeline for all the support teams throughout the process
- The rehearsal
- The chapel service the day of the service
- Time throughout the process
- Safety practices throughout the process --- especially if any candles are used
- Clean-up of *both* the sanctuary and refreshment area (don't forget to look for discarded bulletins)

Guidelines for chaplain coordinator

The student minister assigns a chaplain coordinator and they agree on the responsibilities of the chaplain coordinator before, during, and after the service.

Duties:

- With the student minister, select a team
- Review the student minister's plan for the chaplains with each chaplain
- Be the spiritual guide for the team and the chapel service
- Coordinate the activities of the chaplain team
- Chaplains should never serve in any other capacity during the service.

Guidelines for ushers and greeters

If the student minister has not appointed a head usher, the service coordinator should appoint one to ensure a smooth flow of tasks.

Duties:

- Head usher is responsible for coordinating greeters and overseeing the recording and safety of the offering.
- Welcome those as they enter and distribute bulletins.
- Offer anyone who is hard of hearing a receiver (kept on the table on the left side of the entrance stairs in the Fillmore Chapel.
- Collect the offering.

- Take care of the offering (recording and safety).
- Clean any bulletins and/or paper left behind in sanctuary (hymnal racks, floor, tables).

Handling of money:

- **Two** ushers count and account for the money collected. These two people should be present through the entire process.
- Use the Collection Worksheet (see “Forms”) to count and account for the money collected.
- Once the money has been counted and accounted for, provide the funds to the finance coordinator or the person designated by the finance coordinator to receive the funds.

LOGISTICS OF A SERVICE: TECHNOLOGY

Technology is a useful tool for ministry and it is available for chapel services. Care should be taken to ensure that technology supports, rather than overwhelms, the service. The technology that is available in the Fillmore Chapel includes:

- Audio
 - Four wired, handheld or stand-mounted microphones
 - Two wireless handheld or stand-mounted microphones
 - Two wireless lavalieres (clip-on) or one headset microphone and one lavaliere
 - CD and cassette player
 - Grand piano and basic Yamaha keyboard
 - Four stage monitors for musicians
 - Receivers for the hearing-impaired audio system are located on the table to the left side of the entrance stairs.
- Lighting
 - There are limited lighting options, but some adjustments can be made.
 - Extreme low lighting can impact the video recording quality.
 - The controls are in the sound booth.
- Large rear projection screen video display
 - A laptop is available as are a DVD and VHS player.
 - The laptop is located in the sound booth.
 - A sound technician is provided who can run video applications or students can provide their own operator.
 - Any copyrighted material displayed must credit the author, composer, lyricist and/or owners of publishing rights and public display copyright laws must be observed.
- Broadcasting the service over the internet
 - Currently, this capability does not exist in the Fillmore Chapel.
- DVD recording of the service
 - The M&RS video team will make a DVD recording of the service.

The technology at other Unity venues varies. Students may talk with the Audio-Visual Supervisor, Lane Turner (#2750) to determine the technological capabilities at the other sites.

There are many things to consider when using technology:

- Attire: because chapel services will be filmed, care needs to be taken when determining what to wear.
 - Be aware of background colors and avoid clothing that matches those colors.
 - Avoid jingling noises and dangling earrings that interfere with sound. Also avoid:
 - Neon-bright colors that do not translate well onto video
 - Busy patterns, including herringbone, because tend to shimmy
 - Pure white and black clothing which give a harsh look
 - Colors that work well
 - Earth tones
 - Medium bright solid colors

- **Audio**
 - The headset works better than the lavalieres in the Fillmore Chapel.
 - Use either the headset or handheld microphone for your message.
 - Body pack transmitters that are used for lavalieres or headset microphones must be worn near the front of your body and not behind you, due to the placement of the receivers in the Fillmore Chapel. Make sure your clothes accommodate for this.
 - Speak directly (not at an angle) and closely into the handheld microphones in the Fillmore Chapel to achieve the best sound and clarity. Singers should do the same except during loud passages.
- **PowerPoint/Slides**
 - For easiest reading, use good contrast between your backgrounds and your graphics.
 - You can lose contrast and brightness with the projector, so testing in advance is important.
 - Make sure the pictures/slides support what is happening in the service.

Technical Support

Students do not need to work out the technological angles on their own!

- Contact Lane Turner, Audio-Visual Supervisor, ext. 2750. He is very knowledgeable, helpful, and willing to answer questions.
- Assign one person on the service team to work with technology and to be the contact with Lane.
- Contact Lane Turner, ext. 2750, to receive extra DVDs of a chapel service.
- **Technical rehearsals**
 - A technical rehearsal has been pre-scheduled for Wednesday, the day of the service, from 12-4 p.m.
 - You have the option of having an additional technical rehearsal(s) by requesting time on the Meeting Room Request Form (see “Forms) and give the form to Camille O’Brien.
- **Sound checks**
 - These are pre-arranged at 2 p.m. on Wednesday, the day of the chapel service.

LOGISTICS OF A SERVICE: HOSPITALITY

One element of chapel services is to provide an opportunity to build relationships within the congregation. One way to do this is with a time of hospitality after the service. Remember that hospitality does not have to be expensive or elaborate to serve the purpose of the service. You might even want to extend the theme of the service into the hospitality time.

- The purpose of hospitality is to facilitate fellowship, friendship and fun within the chapel service community.
- The student minister should designate one person as the hospitality coordinator.
- The hospitality coordinator will work with the minister to create hospitality that supports the theme, purpose and mood of the service.
- The student minister may ask the hospitality coordinator to gather a team of volunteers to assist in preparation, setup and cleanup for the event. Or the minister may ask the hospitality coordinator to work with Unity Inn to provide the hospitality.
- The hospitality coordinator will establish a budget with the student minister. Develop a plan within the budget that will achieve the purposes of the celebration. This budget must include refreshments, decorations and any other expenses necessary, including setup and cleanup.
- UISA provides a budget for purchasing supplies that can be shared amongst all chapel services – cups, plates, napkins, flatware, etc. If you want to use custom supplies, the cost will have to come out of your chapel service budget.
- **KEEP IT SIMPLE.** This is not a meal but a reception. Less is more – do it with ease and grace.

LOGISTICS OF A SERVICE: PUBLICITY

Publicity is important so that people can join us at the chapel service. Five key things need to be covered in your publicity:

- Who: name of the student minister, and perhaps the musicians
- What: student chapel service, include title of service
- When: day and time of service
- Where: location of service

There are many avenues of publicity at Unity:

- Bulletin Boards
 - Flyers (8.5x11) can be placed on the Unity bulletin boards. At least ten days before the service, give 15 copies to the Human Resource Dept. to be distributed.
 - Posters (11x17 or larger) can be displayed in Unity Inn and Unity Bookstore; please make contact with the persons in charge of these areas. Use the easel on the first floor of the education building by the elevator to display a poster at Unity Institute.
- Monday Bulletin
 - Provide the day, date, time, location, and talk title to the Monday Bulletin Editor a minimum of four weeks prior to the date of the chapel service. The contact information is always available at the bottom of the Monday Bulletin.
- Other Venues
 - At least two weeks in advance, send your flyer to as many people as possible, including local ministries and the Association of Unity Churches International.
 - Post the information on the Unity.FM Community website, <http://unityfm.com>.
 - Send information to Silent Unity as many of the employees love to support ministerial students.
 - Remember to inform your home community or home church, as it gives congregants the chance to appreciate and support you in a myriad of ways.

FORMS:
Faculty Evaluation Form

Minister _____ Date _____
Faculty Evaluator _____

Welcome/Opening of service/opening prayer:

Music:

Meditation:

Message:

Offering/offering blessing:

Closing prayer/closing of service:

Energy flow of the service:
Smooth transitions, abrupt changes, etc.?

What was your overall impression? Were you inspired/motivated?

Suggestions:

Minister Self-Evaluation Form

Minister _____ Date _____

Choose three words that describe your feelings about your chapel service:

Expand on these words (use another sheet if necessary):

Did your service achieve what you envisioned in terms of content and overall design? Explain.

What qualities did you model in rehearsals?

What qualities did you model in the service?

What qualities do you want to improve?

How did you and your service minister to the congregation?

What did you learn?

Timeline for the Chapel Service

Six Weeks before the Chapel Service

- Read the Chapel Service Handbook.
- Develop intention and core message --- this can be done alone or with members of the worship team. The Chapel Service Worksheet may be useful (see “Forms”).
- Contact Communication faculty to schedule first appointment to discuss service and outline of message three-four weeks in advance.. Also schedule rehearsal with Communication faculty two weeks in advance, and feedback session 1-2 weeks after the chapel service.

Five Weeks before the Chapel Service

- For an alternative service, arrange venue if the Fillmore Chapel is not being used.

Four Weeks before the Chapel Service

- Invite advisor and a faculty member of your choice to serve on the evaluation team (with the Communication faculty). Schedule rehearsal so that all can be there.
- Meet with worship team and provide each with their “job description.”
- Meet with Communication faculty to review outline of message and service.

Two Weeks before the Chapel Service

- Rehearse the message with your faculty evaluation team (advisor, faculty of choice, and Communication faculty).
- Submit final check requests to the UISA Finance coordinator.

Day Before the Chapel Service

- Rehearsal time for your entire service is scheduled for Tuesday 5-9 p.m. If you want another rehearsal time, complete the Meeting Room Request Form (see “Forms”) and submit to Camille O’Brien.

Day of Chapel Service

- Tech rehearsal is scheduled for 12-4 p.m.
- Sound check is scheduled for 2 p.m.
- Let your coordinator take charge of all the little details and last minute things.
 - Give all team leads and musicians an “order of service”
- Minister is to focus on being spiritually centered and a calm, non-anxious presence.

One-Two Weeks after the Chapel Service

- Complete the Self-Evaluation Form (see “Forms”) and bring to Feedback Session.
- Have Feedback Session with Communication faculty.
- Give DVD to UISA Coordinator if you want the audio of your service to go on-line.

Chapel Service Worksheet

Date of service _____ Title _____

Core Message _____

Supporting material/principles _____

Coordinator, if used: _____

Music Director _____

Additional Musicians _____

Chaplain Coordinator _____

Chaplain Team _____

Ushers/Greeters Coordinator _____

Ushers/Greeters _____

Promotion Coordinator _____

Poster _____

Bulletin (optional) _____

Online Monday Bulletin _____

Décor _____

Hospitality _____

Hospitality Team _____

Venue (if 2nd chapel service) _____

Rehearsal Schedule _____

(One rehearsal is already scheduled Tuesday before your Chapel Service, 5 to 9 p.m.

You may schedule others by filling out a Meeting Room Request Form.)

(Tech rehearsal is scheduled with musicians the day of the service, at 2 p.m.)

Check Requests _____

Faculty evaluators: communication faculty, your advisor and _____

Meeting Room Request Form

E-mail or Interoffice Mail to Unity Inn 14 days prior to event.

Event Name _____ Number of Guests _____

Event Date _____ Time From _____ to _____

Requester Name _____ Ext #: _____ Charge #:

<p>_____</p> <p>(Rooms requested are not guaranteed; we will contact you with the room that is assigned.)</p> <p>Room Setup:</p> <p>Existing Setup</p> <p>Banquet Rounds</p> <p>Rows of Chairs</p> <p>School Room</p> <p>Theater</p> <p>U-Shape</p> <p>1/2 Rounds</p> <p>Chairs in a Circle</p> <p>Chevron</p> <p>Conference</p> <p>Hollow Square</p> <p>Other/Describe: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Technical Setup:</p> <p>Sound System</p> <p>Microphones</p> <p style="padding-left: 20px;">Wired Handheld Mic # _____</p> <p style="padding-left: 40px;">on boom yes/no</p> <p style="padding-left: 20px;">Wireless Handheld Mic # _____</p> <p style="padding-left: 40px;">on boom yes/no</p> <p style="padding-left: 20px;">Wireless Lav Mic # _____</p> <p>Live Music</p> <p style="padding-left: 20px;">Piano/Organ</p> <p style="padding-left: 20px;">Keyboard</p> <p style="padding-left: 20px;">Music Stand # _____</p> <p style="padding-left: 20px;">Direct Box</p> <p>Visual Display</p> <p style="padding-left: 20px;">Big Screen Projection</p> <p style="padding-left: 40px;">Laptop</p> <p style="padding-left: 40px;">LCD Projector</p> <p style="padding-left: 40px;">Screen</p> <p style="padding-left: 40px;">DVD Player</p> <p style="padding-left: 40px;">Slide Projector</p> <p style="padding-left: 20px;">Small Screen Projection</p> <p style="padding-left: 40px;">TV/DVD</p> <p style="padding-left: 40px;">TV/VCR</p> <p>Audio Player</p> <p style="padding-left: 20px;">CD Player (over sound system)</p> <p style="padding-left: 20px;">UI Boom Box</p> <p>Recording</p> <p style="padding-left: 20px;">To CD</p> <p style="padding-left: 20px;">To DVD/Videotape</p> <p style="padding-left: 20px;">Stream to Internet (in AC only)</p> <p>Other/Describe:</p> <p>_____</p> <p>_____</p>
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UISA Check Request Form

UISA provides an allowance to each Student Minister for their use for Chapel Service expenses. For the 2010-11 academic year the amount is \$400 per Chapel Service. The Student Minister may either request one advance check for the full amount or submit for one reimbursement check of actual expenditures up to the allowance. Check requests are to be submitted to the UISA Finance Coordinator; procedures are shown on the UISA Check Requisition Form. Allow a minimum of two calendar weeks for processing of the advance or reimbursement request. Receipts of expenditures are required; check advance reconciliation is due two calendar weeks following the event.

Date: _____ Person making request: _____

Event date: _____ Event: _____

Make check payable to: _____

Amount of request: _____

Purpose/explanation of expense: _____

Requested checks will be returned to the person making the request unless otherwise requested and agreed to.

Special Instructions: _____

Finance Coordinator Notes

UISA Collection Worksheet

We give thanks to God, the Source of our supply, and we bless the outflow of our abundance.

Date: _____ Event: _____ Lead Person: _____

CASH			CHECKS		
# Bills	Denomination	Total	# Checks	Amount	Total
_____	\$1	\$ _____		@ \$5	\$ _____
_____	\$5	\$ _____			
_____	\$10	\$ _____		@ \$10	\$ _____
_____	\$20	\$ _____			
_____	\$50	\$ _____		@ \$15	\$ _____
_____	\$100	\$ _____			
TOTAL BILLS		(A) \$ _____		@ \$20	\$ _____

# Coins		Total		@ \$25	\$ _____
_____	Pennies	\$ _____			
_____	Nickels	\$ _____		@ \$30	\$ _____
_____	Dimes	\$ _____			
_____	Quarters	\$ _____		@ \$35	\$ _____
_____	Half-dollars	\$ _____			
_____	Dollars	\$ _____		@ \$40	\$ _____
TOTAL COINS		(B) \$ _____		@ \$50	\$ _____
TOTAL CASH (A+B)		\$ _____		@ \$60	\$ _____
TOTAL CHECKS (C) +		\$ _____		@ \$70	\$ _____
TOTAL DEPOSIT =		\$ _____		@ \$80	\$ _____
Total in Attendance _____				@ \$90	\$ _____
COUNTER'S SIGNATURES:				@ \$100	\$ _____
			TOTAL CHECKS (C) \$ _____		

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