

Before the service

- Check the bulletin board for last minute announcements. If there are people who want to make announcements personally, please check with them.
- Check to see that the red “board book” is on the mantle, or the board table, in the fellowship hall. If not, it is probably in the board mailbox in the work room. Make sure there is a pen available.
- Find out who is staffing the religious education table in the hallway, so you can announce the name.
- Ring the bell in the hallway **about 5 minutes prior** to the start of the service.

When you feel comfortable with this, please try not to read it, but instead to speak more in a spontaneous way, stating it in different and, perhaps, creative ways. Your audience, in large part, has heard all this before and appreciates a slightly different version of it every week. That having been said, make sure you cover all the basic topics. AVOID acronyms: e.g. TVUUC, RE etc. Speak clearly and occasionally make eye contact with the congregation.

- NOTE: Replacement Covid-19 words if we go to **MEDIUM** level:

Per the [CDC](#), Knox County’s current risk level is now MEDIUM. At this level, masks are required in all indoor spaces at TVUUC for those ages 2+, and there will be no congregational singing during services and no food or drink served inside the building. During Sunday services, the Lizzie Crozier French room will be available as a designated viewing space for those who would prefer to be in a smaller group. Room A will also be available for families with children who prefer an area where children may play during the service. Our full COVID-19 policy may be viewed on the church website.

BOARD-MEMBER-ON-DUTY script

- RING THE CHIME before you begin [chime to the side of the dais].
- Good morning! My name is **[Insert Name]** and I'm a member of the Board of Tennessee Valley Unitarian Universalist Church. I would like to welcome you on behalf of the Board and Program Council.

You are welcome here, whoever you are, wherever you are from, and wherever you are on your journey.

- If you would like more information on TVUUC, please fill out the visitor information card found in the seatback or pew in front of you and drop it in the collection plate.
- Regarding Covid-19 (low):

*Per the CDC, Knox County's current risk level is **LOW**. At this level, masks and vaccination are encouraged but no longer required in indoor spaces, and there are no other COVID-related restrictions in place. The full policy can be viewed online via the TVUUC website. The Lizzie Crozier French room is a designated viewing space for those who prefer that they and others be masked. Room A is designated for families with children, with masks required for all over the age of two. You may also watch our services online.*

As we move forward together, please remember that we are each other's keepers.

- If you, or your family, are interested in Our Youth Religious Education Program, visit the education table in the Lobby to answer any questions.
- ????? OTHER ANNOUNCEMENTS HERE: ?????
- Now please silence your electronic devices as we enter into worship.