**Preparing for services**

Bear in mind that we live-stream all our services via Zoom. This has some implications for how we prepare them.

**1. Theme**

Choose a theme and let Kat/Sheila know what it is as soon as possible. Kate Snewin will be able to put the details on our social media accounts.

**2. Hymns***We use videos for all our hymns so people online can see the words.*

*Relevant lists can be found here:* [*https://plymouthunitarians.org.uk/notes-for-blended-worship/*](https://plymouthunitarians.org.uk/notes-for-blended-worship/)

i) First check our Hymn video list. You can use any hymn on this list.

ii) If you want a hymn that’s not on the list, check to see if it is on the relevant CD list. If it is, then a video can be ordered. You will need to type up the words on a word file. Kat or Sheila can then send the words and the audio file to John Wilkinson, who will create the video. You should allow at least a week for this.

iii) If the hymn is not on the video list or the CD list then unfortunately you will need to choose another hymn.

**3. Music**

We usually include intro music, interlude music and closing music.

The closing music is typically a video.

Please choose entire pieces – it is awkward to fade in and out.

Provide Kat with **YouTube links** for the music/videos you require. She will download the files (without the ads!) Make sure you include the title of the piece with each link, and also make it clear which one is which. Eg…

Intro music: ‘Sparkle’, Daniel Jang
<https://youtu.be/5XcC00Vha_Y>

Hymn 1: 188 (G) Let love continue long

Hymn 2: 184 (G) The best things

Interlude: ‘Another fairytale’, Faolan

<https://youtube.com/watch?v=1SbJc7W0-JI&feature=share>

Hymn 3: 26 (P) Dancing sweet heart

Closing video: ‘Angry again’, Stuey

<https://youtube.com/watch?v=jIWHZ1W-v6I&feature=share>

**4. Order of service**

On the day you should bring an order of service for the person running the tech. This should just be a **list** of each element in the service, in the order it will be used, including the music and hymns.

*Please also* *include the length of the intro music so they can work out when to start it.*

**Eg…**

**Sunday 2nd April: The place to be…**

1. Intro music: ‘Come’,  (3’46”)

2. Welcome and chalice lighting

3. 1st Hymn 33 (P) Enter, rejoice and come in

4. Prayer

5. Story

6. Reading

7. 2nd Hymn 109 (G) Life’s rebirth

8. Reading

9. Reflection

10. Silence and candle lighting

11. Interlude: ‘Mercy’, Max Richter

12. Address

13. 3rd Hymn 44 (P) Give thanks for life

14. Closing words

15. Extinguish chalice

16. Closing video – ‘Morning has broken’, Cat Stevens

17. Notices

**5. Script**

We upload a copy of the script of your service on to our website. This should include all credits for hymns, music and readings. Ideally it should also include the words of the hymns, though this is not essential. Please send this to Kat as soon as possible after the service. She will send it to John Wilkinson to upload to the website.

Thank you.

If you have any questions please ask Kat or Sheila