

## 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.
- Determine the CDC covid-19 risk level, low/medium/high.
- \* 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.*

## BOARD-MEMBER-ON-DUTY script

- 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:

Share **LOW, MEDIUM, HIGH** message (see next page).

**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**

- Join us after the service for coffee and conversation in the Fellowship Hall, on the Patio, or in our online Coffee Hour.
- Now please silence your electronic devices as we enter into worship.

Lastly, **RING THE CHIME** [chime to the side of the dais].

Appropriate covid words depend on CDC Level:

**LOW**: Per the [CDC](#), Knox County's risk level is **LOW**. No COVID-related restrictions are in place, though masks and vaccination are encouraged. The Lizzie Crozier-French room is designated for remote viewing with masks required for all over the age of two. Room A will also be available for families with children, with masks required for all over the age of two. You may also watch our services online. The full covid policy can be viewed online via the TVUUC website.

**MEDIUM**: Per the [CDC](#), Knox County's risk level is **MEDIUM**. At this level, masks are required in all indoor spaces at TVUUC for those ages 2+. Speakers and singers may choose to unmask while speaking or performing; the congregation may join in singing while masked. Food and beverages may be served in the Fellowship Hall and kitchen. The Lizzie Crozier-French room is a designated viewing space for those who prefer to be with a smaller group. Room A will also be available for families with children, with masks required for all over the age of two. You may also watch our services online. The full covid policy can be viewed online via the TVUUC website.

**HIGH**: Per the [CDC](#), Knox County's risk level is **HIGH**. At this level, masks are required for all indoor spaces for those ages 2+. Masks are voluntary for speakers when at a microphone. Singers will remain masked and there will be no congregational singing. There will be no food or drink served inside the building. The Lizzie Crozier-French room is a designated viewing space for those who prefer to be with a smaller group. Room A will also be available for families with children, with masks required for all over the age of two. You may also watch our services online. The full covid policy can be viewed online via the TVUUC website.