

## **BMOD: Before the Service**

- Check emails sent to the Board distribution list for announcement requests.
  - We prefer to only have the BMOD make announcements, however requests from folks to make the announcements themselves can be approved at the BMOD's discretion.
- Make yourself available roughly 30 minutes before the service for last minute announcement requests. It is good practice to let the Welcome Table attendant know where you will be, so they can direct folks in your direction.
  - Good locations are near the Welcome Table, in the Fellowship Hall near the Board bulletin board, or the art gallery across from the RE table.
- Check with the DFO (Claudia) or Office Admin (Michael) about what type of offering is being made and who will be making that portion of the announcements.
- Make sure the bell is rung about 5 minutes before the start of the service. This is usually done by the greeters, but can be done by the BMOD as needed.
- Make your way to the staging area beside the pulpit (front right corner of the sanctuary, in front of Mark's office). It is usually best to stay in front of the curtain for the last few minutes in case someone needs to find you.
  - If there are folks making their own announcements, be sure they know when they will be speaking and where they will be waiting for their turn.
- Ring the bell (gently) behind the pulpit at 11am and allow folks to settle into their seats for a minute before starting announcements. Feel free to adapt the script into your own style once you're comfortable with the content and flow.