

**ELIOT INSTITUTE
EVENING WORSHIP COORDINATOR
(Revised April 2017)**

SELECTION: Selected by and responsible to the Dean.

QUALIFICATIONS: An experienced Eliot camper who has a sense of the traditions and forms of Eliot worship. Values worship as an integral part of Eliot, and has experience in planning and presenting Unitarian Universalist worship services in a variety of formats. Above-average organizational, communication, and inter-personal skills. The ability to recruit volunteers, and to encourage and assist them in planning and conducting worship at camp.

GENERAL RESPONSIBILITIES: Responsible for ensuring opportunities are provided for campers to enrich their spiritual lives through worship each evening. Traditionally, worship at Eliot occurs each evening and on the final morning. The overall objective is quality worship experiences that are carefully planned yet open to spontaneity. Appropriate variety and balance in format, content, formality, and music are desirable, as is the active involvement of campers in the worship experience. It is useful to remember the Evening Worship Coordinator need not be personally involved in every worship service. To a large extent, the job is one of recruiting, delegating, encouraging, advising, and assisting volunteers. The most effective Coordinator will recruit a number of volunteers who, in turn, will offer campers a variety of worship experiences. You may also assist the dean in planning the closing gathering on departure day.

In January 2017 the Eliot Board voted to separate the Morning Ingathering responsibilities from the Evening Worship Coordinator. The board will be interested in having feedback about this change.

PLEASE NOTE: Eliot Institute honors copyrights on music, poetry, books, art and other published works. UUA guidelines on copyright can be found at <http://www.uua.org/worship/copyright>. In particular, we do not photocopy copyrighted materials for distribution. Also note that lyrics may be projected as long as Eliot Institute owns a legal copy of the lyrics and the lyrics being projected are adequately protected from duplication. Read Projecting Lyrics on page 3.

SPECIFIC RESPONSIBILITIES: [See Timeline]

**EVENING WORSHIP COORDINATOR
TIMELINE**

BEFORE CAMP

- ___ Register for camp. Sign contract and Code of Ethics and return to Registrar.
- ___ Regularly check the website job description for a new Revised date.
See www.eliotinstitute.org —> Volunteers —> Camp Jobs

EVENING WORSHIP SERVICES

- ___ Discuss with the Dean any preferences or guidelines they may have regarding Evening Worship Services (e.g. formats, themes, location, personnel). Evening worship should occur daily from approximately 8:30 to 9:00 p.m. This time slot has been specified to accommodate parents who wish to have young children in bed before worship, and to avoid conflicts with other organized evening activities which may occur earlier or later. Normally, no other organized activities are scheduled during evening worship.
- ___ Contact the Chaplain to see if they would like to be involved in worship planning or participation.
- ___ It is strongly recommended that worship for the **first two evenings be planned prior to**

coming to camp, and that they be conducted by people who are experienced in worship services. It is strongly suggested the Chaplain be invited to participate in one of these services so they may be introduced to the camp community sooner rather than later. This will provide effective modeling for new campers who may wish to participate in or coordinate the remaining services. “A Community Credo for Eliot: [see page 3] is recommended as a responsive reading for the first worship service.

___ We recognize every Evening Worship Coordinator will bring their own style of worship planning to camp. Some coordinators like to come with all worship services prepared in advance. Others prefer to ask campers to help with planning each service. And there are those who pre-select topics as a guide.

___ Check with the Volunteer Coordinator for a list of prospective volunteers for worship. Recruit some volunteers before camp to plan and conduct the services.

___ Recruit a volunteer to prepare worship location each evening with regard to worship materials and aesthetics.

___ Bring materials to camp - books, songs, readings, etc. that could be used. Ask the Dean for the Eliot Inventory list which will inform you of worship materials stored at Seabeck.

___ Read the “Worship Manual” located on the website. While some of the material is a repeat of items listed in your job description and timeline, there are other suggestions to make your task easier. See <www.eliotinstitute.org -> Volunteers -> Camp Jobs

ARRIVAL DAY

___ Attend staff meeting.

___ Determine with the Volunteer Coordinator the time and place for worship planning.

___ With the Morning Ingathering Coordinator, get the Eliot Worship Bin from the Storage Closet Manager. Inventory should include: one or more chalices; linens; vases; candles; blue tape; etc. Ensure that the worship paraphernalia are secure, but available to all worship service volunteers. With the Morning Ingathering Coordinator, arrange for the replenishing of worship supplies and equipment as required.

___ At the First night orientation, invite people to participate in worship planning or presenting; inform campers where and when the planning sessions are or how to volunteer.

DURING CAMP

___ Attend daily staff meeting.

___ Continue to invite people to volunteer. Encourage those conducting a service to involve campers in lighting the chalice, presenting music (Choir, individuals), presenting a reading, etc. If needed, ask the Volunteer Coordinator to assist in finding volunteers.

___ Ensure volunteers are familiar with the fire safety rules. As a rule, only the traditional chalice is used for worship services. The use of candles is strongly discouraged, and must be approved by the Worship Coordinator. If candles are used, a fire extinguisher or water must be at hand.

___ Be available to work with those volunteering to do a service.

___ Whenever possible, announce in the camp newsletter the title or theme for the evening’s worship service.

— Early in the week check with the Youth Advisor, MAG Leader, Children’s Program Director, and Young Adult Coordinator to determine if their group wants to coordinate or participate in one worship service. If so, ensure they receive assistance from an adult who is experienced in presenting quality services. .

— The Dean is in charge of planning the final day ingathering/worship service held shortly after brunch. This is an important service with brings the entire community together to say our good-byes. Be available to assist the Dean if asked.

LAST DAY OF CAMP

— Be prepared to participate in closing ingathering/worship service, if asked.

— With the Morning Ingathering Coordinator, ensure all supplies and equipment belonging to Eliot are accounted for, returned to the inventory bin, and packed neatly. Return the bin to Lower Colman and provide the Storage Closet Manager with an updated inventory list. Ask Golf Cart Coordinator for transport assistance, if needed.

AFTER CAMP

— Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.

A COMMUNITY CREDO FOR ELIOT

WE BELIEVE that by joining our minds in thoughtful discussion
we discover together new ways of thinking.

WE BELIEVE that by joining our hearts in worship
we find together new sources of hope and strength.

WE BELIEVE that by joining our hands in play
we experience together joy and laughter that reminds us of why life is worth
living.

WE BELIEVE that by joining our voices in song
we create together harmonies whose beauty inspires us.

WE BELIEVE that by joining our minds, our hearts, our hands, and our voices
we build together a community; a whole that is greater than the sum of its parts.

Andy Simon, 1992

IDEAS, HINTS, AND TIPS

PROJECTING LYRICS

Because our campers come from a variety of backgrounds, there are few songs that are truly universally known. To facilitate inclusive group singing, it is desirable to provide lyrics for those who might not know the songs. Distributing songbooks is cumbersome and time-consuming, so some camps have taken to projecting the lyrics on the screen for campers to see during the songs.

Copyright

Eliot Institute takes copyright seriously, and policy prohibits the use of photocopied lyrics. The UUA advises on its website that projected lyrics are permissible as long as we own a legal copy of the lyrics (i.e. a purchased copy of something that includes a printed version of the lyrics) and the projected lyrics are not available to campers (i.e. the powerpoint files are only handled by creators and projectors).

Projection

The AV Coordinator will arrange for a computer to be at camp. If the morning story or other material will be projected, it is likely that the AV Coordinator will handle that. It has been our experience that slides work better than word processor documents. The latter are harder to get sized and scrolled appropriately. Check in ahead of camp to find out what format of slides can be handled (likely Microsoft PowerPoint).

Preparation ahead of time is key to making transitions between different material smooth and quick. Create all the slides you will need and work with the other providers of projected content to get a single file together. The A/V Coordinator, as an expert in the technology, may be able to offer this service. With enough lead time, a single deck of slides can be created to make the projectionist job simple, which is a real help with the whole camp waiting.

Slide Creation Tips

It can be difficult to see the lower half of the screen in the Meeting House, so it is recommended to use only the top half of each slide. Assume that the projectionist will only move forward, so duplicate any choruses in the position you want them sung. If you've got more than 10 words on a line, your text is probably too small for older eyes to read at distance. Use black text on a white background to maximize contrast.

DIVIDING WORK LOAD

If you wish to share the workload there are many ways to do so. One way might be to invite the Chaplain to be more involved (and receive more camp credits). Feel free to be creative.

WORSHIP PLANNING

- For planning the week, use Worship Schedule found on website at Volunteers – > Camp Jobs
- To help all the participants in each Ingathering, it can be useful to create an outline for everyone to use: speakers, musicians & AV Coordinator
(Sample)
 - Opening Words read by _____
 - Chalice lighting by _____
 - Opening Song # _____ led by _____
 - Accompanied by _____
- Make these outlines are available in advance (since not everyone participating in given service will be at every worship planning meeting). Share electronically while at camp? posted somewhere at agreed central place?.
- Bring creativity, color and imagination into services.
- You might like to try different venues so people don't have to rush from one end of campus to the other.
- **Newsletter and Announcements:**
 - Consider some worship topics and put them in the pre-camp newsletter.
 - Invite campers to bring materials for a particular service. Keep in mind not all workshops need to be planned in advance.