

ELIOT INSTITUTE
MORNING INGATHERING 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 the morning ingathering experience. The overall objective is an informal worship experience that is 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. It is useful to remember you do not need to be personally involved every morning. 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 would like to share during ingathering. 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 4.

SPECIFIC RESPONSIBILITIES: [See Timeline]

MORNING INGATHERING COORDINATOR
TIMELINE

MORNING INGATHERING

The components of the daily morning multi-generational ingathering (9:00 to 9:20 a.m.) usually include a call to worship, chalice lighting, participatory music, and a related story or reading (could substitute dance, movement, etc.). Normally an attempt is made to appeal to – and to include – children, youth, and adults in the ingathering activities. The ingathering ends as the children leave for their program and the adults stay for theirs.

Decisions regarding these components are usually made in consultation with the Music Coordinator and Accompanist. Ideally, there is a story related to the camp theme or speaker's topic. The Music Coordinator selects related music or songs. The Morning Ingathering Coordinator recruits volunteers to create or find opening words, light the chalice, and tell a story. Inviting youth and children to participate is encouraged.

Given their proven value in building community, it is recommended that responsive readings, familiar music and group singing be included. Repeating specific readings and music as the week progresses also helps strengthen community bonds.

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
- ___ Discuss with the Dean the extent to which the Speaker may be involved in the daily multi-generational ingathering.
- ___ Check with the Volunteer Coordinator for a list of prospective volunteers. Recruit some volunteers before camp for the first morning ingathering.
- ___ It is helpful to have the first day's ingathering planned in advance. After that you might ask campers to help plan the ingathering.
- ___ Recruit a volunteer to prepare the ingathering location each morning 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.
- ___ Work with the Music Coordinator to select songs for each day. If you know in advance, inform Accompanist of music selected.
- ___ At some camps there is a slide show preceding ingathering. Check with the Slide Show Creator to be sure they have arranged for AV assistance and musical accompaniment.

ARRIVAL DAY

- ___ Attend staff meeting.
- ___ Determine with the Volunteer Coordinator the time and place for planning.
- ___ At the First night orientation, invite people to participate in planning or presenting; inform campers where and when the planning sessions are or how to volunteer.
- ___ With the Evening Worship 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 Evening Worship Coordinator, arrange for the replenishing of worship supplies and equipment as required.

DURING CAMP

- ___ Attend daily staff meeting.
- ___ Continue to invite people to volunteer. Encourage campers in lighting the chalice, presenting music (Choir, individuals), presenting a reading, sharing insights or stories from their own experiences, etc. If needed, ask the Volunteer Coordinator to assist in finding volunteers.
- ___ Work with Music Coordinator and Accompanist in selecting music for each day.
- ___ Audio Visual needs: Slides are sometimes used at Ingathering to help with songs, provide visuals for stories, etc. If you are not comfortable creating your own slides, you may get

help from the Audio Visual Coordinator or find someone at camp who enjoys doing this. See section “Ideas, Hints, and Tips” on page 4.

- ___ Ensure volunteers are familiar with the fire safety rules. As a rule, only the traditional chalice is used for ingathering. The use of candles is strongly discouraged, and must be approved by the Ingathering 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.
- ___ 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 Evening Worship Coordinator ensure that 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.
- ___ The final day morning ingathering/worship service is held shortly after brunch.

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(s) will arrange for a computer to be at camp. If the morning story or other material will be projected, it is likely that the A/V 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.

INGATHERING 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)
Slide Show--music by _____
Opening Words read by _____
Chalice lighting by _____
Opening Song # _____ led by _____
Accompanied by _____
Story _____
Read by _____

Make these outlines 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?

- Do PowerPoint for the stories. Ask for an AV Assistant to help with the PowerPoint presentation.

- Make arrangements prior to camp for people to light the chalice. Have words printed out in large font for easy reading.
- Music: Confer with Music Coordinator and Accompanist or musicians
- Bring creativity, color and imagination into ingathering services.