

Prairie Circle UU Congregation
Chancel Decoration Procedure

- 1) We should set up an email address for this function: flowers-worship@pcuuc.org
- 2) When a member of the congregation requests to donate flowers in memory of someone or just as a commemoration of an event, the member will contact by email a member of the worship committee.
- 3) The email address should go to a designated member of the worship committee and a designated member of the caring committee.
- 4) The worship committee member is then responsible for contacting the office administrator for putting a listing in that order of service so that the community knows who is dedicating the flowers and for whom. Possible language:

Blank Blank is sharing flowers today in memory of Blank Blank, his/her family member/good friend/etc.

- 5) The caring committee member is responsible for collecting the information about the member and who the flowers dedicated to and putting that information in the next month's newsletter.
- 6) The member of the congregation is responsible for bringing the flowers on the Sunday chosen by the member.
- 7) The worship committee member is responsible for communicating the chosen week to the Service Leader and coordinator so that during set up the Service Leader may assist the member in placing them in an area where the flowers are visible to the community.
- 8) The caring committee member is responsible for a follow-up with the member who chose flowers and making an offer of caring (sending a card, phone call) towards that member if the member indicates a recent loss.
- 9) Once the worship service is over, the Service Leader and the member who chose the flowers is responsible for deciding who will care for the flowers after the service.

CC: Worship and caring committees