

Greenville Unitarian Universalist Fellowship

Committee Charter

Sunday Services Committee

Replaces "Sunday Services" dated April, 2003
Approved by Program Council April 1, 2015
Submitted to Board of Trustees April 8, 2015

Mission:

To coordinate and present services that regularly touch and affirm us individually and as a Fellowship, renew and restore existing beliefs and values, and create new beliefs and values consistent with the seven UU principles.

Qualifications for Chair:

Strong knowledge of conduct and content of Sunday Services programs. Ideally should be someone who has attended Sunday Services for 2-3 years and has a strong commitment to GUUF and the UU principles.

Qualifications for Vice-Chair and Members:

Interest in the conduct and content of Sunday Services programs and a strong commitment to GUUF and the UU principles.

Overall Responsibilities:

In collaboration with the minister (except in the case of a lay-led service), plan, coordinate and assist to execute all Sunday services. Tasks include: selecting music & readings, providing speakers, arranging for musicians, flowers, ushers, luminary, and story teller for children's story time, notifying the Fellowship Administrator by the deadline for information to create the Spark/Order of Service.

Functions:

1. Committee chair is a member of the Program Council and participates in their monthly meetings..
2. Recruit, select, train and work with committee members
3. Work closely with other committees, leadership and staff as appropriate to coordinate efforts.
4. Submit article/notice/announcements to the Spark and/or Flame as appropriate to publicize the work and needs of the committee.
5. Develop and recommend an annual budget to accomplish the committee's work.
6. Work within the allocated budget to be a good steward of the resources, ensuring the timely payment to guest speakers and musicians.
7. The Worship Associate will work in conjunction with the minister to ensure a smooth service each Sunday morning.
8. Plan & facilitate lay-led services in the pastor's absence.

9. Flower coordination - assure that flowers are ordered and available.
10. Usher coordination - assure that ushers are available to hand out the Order of Service and to collect the offerings. Ushers will also count the cash money and sign the collection as requested by the Finance Committee, as well as count adult attendees and record the number in the book and on donations envelope.
11. Maintain chalice and supplies.
12. Luminary coordination - work with CYRE to encourage the use of children as luminaries for services.

Refer to the Worship Associate Job Description and the Details for Sunday Service for more information.