

Greenville Unitarian Universalist Fellowship

Charter: Sunday Services Committee

Replaces “Sunday Services” dated 2015

Approved by Program Council (December 2, 2025)

Submitted to Board of Trustees (December 13, 2025)

REVISION IN PROCESS January 2022-May 2022 , October 2025

Final Revision Submitted to Board June 1, 2022

Mission:

The purpose of the Sunday Services Committee (“the Committee”) is to ensure high quality worship experiences for the Fellowship. To accomplish this end, the Committee works collaboratively with the minister, staff, and volunteers to coordinate and present Sunday services that educate on UU values and various theologies, inspire reflection and transformation, celebrate traditions and rites of passage, and support connection and care within the Fellowship community.

Applicable staff will work collaboratively with the Sunday Services Committee, honoring the Fellowship’s long held tradition of lay participation in worship, including lay-led services. The Minister has the ultimate authority over and overall accountability for the quality of worship services, although service leadership is delegated when the Minister is not present.

Chair:

Must have a strong knowledge of conduct and content of Sunday Services programs. Ideally should be someone who has attended Sunday Services for 2-3 years, has a strong commitment to the Fellowship and our UU identity. Note: Committee chair is a member of the Program Council and participates in their monthly meetings (first Wednesday of each month)

Members:

Must have interest in the conduct and content of Sunday Services programs and a strong commitment to GUUF, UU identity, and the ability to fill in for and support the Committee Chair as needed. Will be provided regular training and support. Ideally, a new chair would be recruited from currently serving committee members and mentored by the minister and the sitting chair prior to assuming chair duties.

Note: In addition to the minister, the Music Director and Director of Religious Education are also part of the worship team and may attend meetings if needed to facilitate collaboration and communication. The Fellowship Administrator is included in SSC communications as necessary to support the committee in preparation of the order of service and other publications.

Overall Responsibilities:

In collaboration with professional staff, plan, coordinate and assist in the smooth execution of Sunday and special services. Committee members also serve as Worship Associates on Sunday and special services. This includes maintaining the integrity of the agreed upon liturgy and service elements, understanding the purpose of each service element, setup of the space prior to the service, and keeping the liturgy moving smoothly. Worship Associates will also serve as support/liaison for guest speakers/ministers.

Committee Functions:

- Communicate and collaborate as needed with the minister and staff, both prior to service and on Sundays to deliver smooth and efficient service experience; coordinate with other committees regarding themed services; ensure communication and collaboration with the technical team in the week prior to each service
- Coordinate with the technical team (Sound Booth crew) to develop and refine procedures and deadlines to ensure smooth and effective

presentation of multi-platform/streamed services. This includes obtaining necessary permissions to stream copyrighted media.

- Meet monthly with the minister to make decisions on themes, guest speakers, lay-led services and other planning.
- Attend or view the Sunday morning services regularly and share reflections and observations, including congregant response to service elements.
- Provide input on budgetary spending related to services and assist in setting budget priorities. Work within the allocated budget to be a good steward of the Fellowship's financial resources. The minister and chair will work with administrative staff to make timely requests for payment to guest speakers and musicians, including obtaining proper documentation prior to payment.
- Recruit, select, train and work collaboratively with other Sunday Services Committee members.
- Submit articles/notices/announcements to the Fellowship publications as appropriate to publicize the work and needs of the committee.
- Plan & facilitate lay-led or guest-led services in the Minister's absence.
- Maintain chalice and supplies.
- Additional functions as assigned by the Board of Trustees.

Additional Responsibilities: (which may be delegated or partially delegated to other SSC members, subcommittees, or other committees)

Flower Committee: Assures that flowers are ordered, available and arranged for each Sunday Service.

Ushers: Assure that ushers are recruited, trained and available to hand out the Order of Service and to collect the offering. Ushers will also count the cash money and sign the collection in a manner consistent with the policies and practices established by the Finance Committee, as well as count attendees and record the number in the Fellowship's records and on the donations envelope.

Please also refer to the Worship Associate Job Description and the Details for Sunday Service for additional information.
