

SUNDAY SERVICES
Program Council Member
Greenville Unitarian Universalist Fellowship
1135 State Park Road • Greenville, SC 29609

MISSION STATEMENT:

Sunday Services Committee strives to coordinate and present services that regularly touch and affirm us individually and as a Fellowship and serve to renew and restore existing beliefs and values and create new beliefs and values consistent with the seven UU principles.

QUALIFICATIONS:

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.

OVERALL RESPONSIBILITIES:

Makes decisions in collaboration with the minister (except in the case of a lay-led service) including: selecting music & readings, providing speakers, musicians, flowers, ushers, greeters, welcomer, chalice lighter and story reader for children's story time. Represent the committee in monthly Program Council meetings, handles budget & finances, including payment to guest speakers and musicians, plans & delegates as appropriate the various functions to committee members. Responsible for assisting the minister, organizing the lay-led services when the minister is not present. Also, assists with supplementary services for the programs & denominational affairs.

FUNCTIONS:

1. To act as (or provide a Committee member to act as) the official welcomer to the congregation at the beginning of each Sunday Service: make announcements, welcome visitors, etc.
2. To seek and retain volunteers for Sunday Services Committee.
3. To represent Sunday Services Committee at the monthly Program Council meetings.
4. To work in conjunction with the minister to assure a smooth service each Sunday morning.
5. To work with Sunday Services Committee to plan & facilitate lay-led services for the fourth Sunday of each month, summer services and any scheduled minister's absence.
6. To identify and invite speakers (including speaker for "This I Believe," every third Sunday).
7. To oversee committee/individuals who accomplish these functions:
 - a) Music coordination - assure that pianist is available.
 - b) Flower coordination - assure that flowers are ordered and available.
 - c) Coffee coordination - assure that coffee person is assigned.
 - d) 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.
 - e) Chalice lighter coordination - assure that chalice lighters are available for each Sunday service; maintain chalice and supplies.
8. Develop annual budget for Sunday Services area and control expenses available to that budget.
9. To decide if the Sunday Services is to be canceled due to inclement weather.

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HUMAN RESOURCES:

Sunday Services Committee
Chalice Lighters
Coordinator of Ushers
Coordinator of Flowers
Coordinator of Music

OTHER RESOURCES:

Board/Program Council Working Materials Notebook
UUA Congregational Handbook