

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Religious Services Team Chair

Service Opportunity Brief Description:

The Religious Services Team works with the Minister to plan all Sunday Services. We arrange guest speakers when the Minister does not preach, and at all summer services.

Service Opportunity Detailed Description:

The Chair leads and coordinates the activities of the Religious Services Team. The committee is comprised of six members, who meet with the Minister at least monthly (Sept – June) to set the broad plans for the structure and content of Services, and to ensure that Services provide an intellectually and spiritually enlightening and interesting experience.

The Committee is responsible for identifying and arranging for suitable speakers for services at which the minister does not preach (about once per month), and for all the Summer Services. The Committee secures the services of a paid Summer Services Coordinator, who handles outreach to selected presenters and coordination of weekly logistics.

All aspects of the flow and logistics of Sunday services are overseen by this Team. The Team is responsible for drafting and maintaining up-to-date instructions and scripts for service-related positions, including Announcers, Service Associates, Lead Ushers, and Ushers.

Length of Service Commitment: 2 years

This opportunity will enable you to have a direct hand in shaping Sunday Worship Services, which are the *sine qua non* of this religious institution. They are the principal unifying activity involving everyone, and the public face of the Society. It is satisfying to have a role in assuring their success and meaning. It is important that these Services have a balance among the diverse views and expectations of the members, and helping to ensure that balance is a critical role in assuring the health of the Society.

Skills Needed:

The Chair should have an interest in effective and inspiring Sunday services, and for greatest effectiveness, probably should regularly attend services. The main responsibility for service quality is the Minister's, but the Team advises, suggests and facilitates the Minister's work. The Chair should be good in attending to details and in delegating tasks and supporting committee members in their work. Tact and consideration in interactions with the many people who have a hand in our Sunday services is essential.

Training, assistance, and safety requirements:

Service on the committee is the best training for being Chair, and gives the opportunity to learn the ropes and be involved in the work of the committee. The Team is generally perceived in the congregation, by the nature of its duties, to be a "working" team, rather than simply advisory, so members tend to offer good support for the Chair. The Chair works hand-in-hand with the minister, who provides key consultation and support.

Number of positions available: 1

Key words: work at home, write, edit