

## ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

**Service Opportunity Name/Title:** Sunday Service Announcer

**Service Opportunity Brief Description:**

The Announcer will introduce “administrative” topics while maintaining the appropriate mood during Sunday Services.

**Service Opportunity Detailed Description:**

The Announcer will perform the following duties verbally during the Sunday Service: introduce him/herself and welcome the congregation, welcome guests and visitors, introduce the congregational greeting, and read paper announcements. It is important for the Announcer to arrive 15 minutes before the scheduled service in order to collect the written announcements.

When there is need for Committee outreach or promotion of events, the Committee representative will serve as Announcer in addition to presenting the Committee Focus components during the service.

**Length of Service Commitment:** one Sunday service

**This opportunity will enable you to** volunteer where your name and face will be introduced to congregation members as they enter for the service. So if you are new(er), shy, or want an informal introduction to others, this is the “job” for you. On the other hand, if you are gregarious and like to be a “ham”, this job is for you too.

**Skills Needed:**

Be able to use a microphone effectively and enunciate clearly. Communicate/present in a welcoming manner. Prompt arrival. Follow script in organized manner.

**Training, assistance, and safety requirements:**

The FUUSA (Albany UU) office will send a script template to the Announcer well ahead of his/her designated service opportunity. Observation of other Sunday announcers will allow a potential Announcer to get a feel for the job. In addition, the FUUSA office staff or the Religious Services Team chair can assist in helping an Announcer be successful in this position.

**Number of positions available:** Multiple

Key words: public speaking