

UUFH
Shared Ministry Position Description

Position Title: Centers Night Chair

Cluster: Member Services

Purpose of Position/Description:

To provide a comfortable and welcoming environment for a potluck dinner once a month at the Fellowship. To enhance the sense of community in the Fellowship.

Responsibilities:

- Establish a schedule of Cluster assignments to host Centers dinners
- Write a monthly “blurb” in the Beacon to invite/remind Fellowship members of the date, time and who hosts the event
- At the end of every month, provide the assigned Cluster, with instructions for set-up and clean-up of Social Hall and Kitchen
- Give support to monthly hosts

When is this ministry performed/Amount of time required:

About 5 hours/month

Qualifications:

- Organization ability necessary to perform duties in a timely manner
- Have a working knowledge of kitchen operations

Responsible To:

Cluster Coordinator

Training Provided:

Predecessor

Support Provided:

Cluster Coordinator, Board

Board-Appointed?

No

Length of Commitment (or Term if Board-Appointed):

Two years (renewable)

Note: In order to ensure effective succession planning, included herein is the responsibility to have a “trainee” in line for this position who is mentored in the role and to participate in recruiting successors, as necessary.

Benefits:

Personal satisfaction of meeting new people and knowing Fellowship members have an informal time to socialize before Fellowship business

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Approved by BOT on: [date]