

UUFH
Shared Ministry Position Description

Position Title: Seder Co-chair

Cluster: Ministry

Purpose of Position/Description:

Plan and coordinate UUFH Seder

Responsibilities:

Choose other committee members for the following tasks:

- Select date and coordinate with UUFH calendar
- Plan committee calendar considering tasks to be done
- Count and inspect Haggadahs for condition
- Review Haggadah for relevance and possible ties with current events
- Plan program and contact RE parent for children's skit
- Publicity – Provide Beacon and Mid-Week News blurbs
- Create opportunities for people to sign up to attend
- Shop for paper and plastic goods, flowers and wine
- Food shopping and cooking
- Set up for dinner, and clean up

When is this ministry performed/Amount of time required:

- Selection of date early (preceding Fall)
- 6 weeks preceding date with planning meetings
- Intense last week preparation

Qualifications:

- Knowledge of the Holiday and its many traditions
- Ability to plan an appropriate program for all those attending including children and those of other religious faiths

Responsible To:

Congregation

Training Provided:

Culinary skills presumed, share information with other cooks involved

Support Provided:

Cluster Committee

Board-Appointed?

No

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

One year, 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:

Reinforcing and sharing spiritual traditions

Prepared by:

Approved by BOT on: [date]