

## UUFH Shared Ministry Position Description

**Position Title:** Sunday Program Committee Chair      **Cluster:** Sunday Morning Services

**Purpose of Position/Description:**

To lead, foster skill development, and provide support for SPC committee members in the production and presentation of high quality, lay-led services. The chair maintains a focus on the committee's mission to fulfill and nurture the spiritual and intellectual needs of diverse Fellowship members, friends and visitors.

**Responsibilities:**

In addition to being a participating member of the committee, the chair prepares the agenda and runs SPC meetings to review past services, support upcoming services, develop future services, and update calendar. The chair keeps committee members on task and maintains schedule of services for the year.

Together with the minister, the chair plans and facilitates an annual retreat to provide spiritual support to the committee and develop themes and topics for future services. The SPC is responsible for one-third of the Sunday services during the academic year, and Summer Sundays.

**When is this ministry performed/Amount of time required:**

In addition to regular SPC duties (see SPC member job description), the chair is responsible for agendas, minutes, and facilitating monthly meetings, which requires an additional one to two hours per month. Provides support and assistance to SPC members as needed. Typically, the chair takes the lead in the third year, after serving as co-chair in their second year. (This ensures training and continuity.)

**Qualifications:**

Third year SPC member. Leadership skills. Ability to listen, process and provide sensitive and constructive feedback. Good communicator. Ideally, the chair and co-chair combine have creative and administrative skills.

**Training Provided:**

Second year SPC member serves as co-chair, is mentored by chair, and becomes chair in their third year.

**Support Provided:**

Mentoring by previous chair, SPC Handbook, Cluster Coordinator and Minister.

**Board-Appointed?**

Yes

**Term if Board-Appointed):**

One year as chair, following one year as co-chair.

**Benefits:**

The opportunity to provide leadership in shared ministry, while working closely with others to fulfill our Fellowship's mission. Opportunity for personal enrichment and growth.

**Prepared by:** Zoe Taylor

**Approved by BOT on:** [date]