

## UUFH Shared Ministry Position Description

Position Title: Sunday Program Committee Member      Cluster: Sunday Morning Services

### **Purpose of Position/Description:**

Committee members create and produce lay-led worship services that both reflect the needs of, and promote the spiritual and intellectual growth of, a diverse group of Fellowship members, friends and visitors.

### **Responsibilities:**

Direct responsibility for creating or coordinating two to three services each year. Development or oversight of program content and recruitment of any participants from outside of SPC. Timely preparation of blurbs for Beacon and the Orders of Service. Attendance at Sunday Services and at monthly meetings to review past services, check on development of upcoming services, provide support, discuss possible topics for future services, and update calendar as needed. Participate in recruiting new SPC members.

*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.*

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

Monthly two-hour meetings (on Centers' Nights, the second Monday of each month), regular Sunday service attendance, and one all-day annual retreat. Each service for which a member is responsible may require as few as five hours, when using an experienced outside speaker or UUFH committee, or up to 30 hours for a self-produced service.

### **Qualifications:**

An interest in exploring diverse spiritual, intellectual, and ethical topics. Writing and public-speaking experience/ability is needed. Must be able to attend services, meetings, attend retreat, and to work with others and with deadlines.

### **Training Provided:**

SPC HANDBOOK provided. Mentoring by chair and other committee members via supportive interaction. Regular Sunday Service and meeting attendance provides an opportunity for critique, feedback assessment and support.

### **Support Provided:**

SPC Chair and Co-chair, other SPC members, UUA website, UUFH Music Coordinator.

**Board-Appointed?** Yes

### **Term:**

Three year term. (First year is informal apprenticeship.)

**Benefits:**

A privilege and a responsibility comprising unique opportunities to:

1. affect others' sense of well-being, meaning and values;
2. to further ones own personal enrichment, intellectual growth and spiritual fulfillment;
3. to "Nurture Our Spirits; Help Heal the World."

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