

# UUFA Ushers Charter

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## 1. Name of Committee or Group: UUFA Ushers

## 2. General Purpose: to perform the duties of ushering.

**3. Membership:** Specify the size (number of members). How is the committee/group formed (e.g. elected or appointed, and if so, by whom?). What are the requirements for committee membership? What is length of a committee member's service (e.g., can members serve only a set number of years)? How are vacancies filled? Is the minister, or other staff, or other leaders, involved in the committee/group (e.g., as *ex officio* members)? Can non-members of UUFA be members of the committee/group? Is there a fixed and/or maximum number of committee members? What is the selection process if more people are interested than there are slots available?

- a. Membership varies; should be close to 30, as that is how many slots are necessary on a 5-Sunday, 2-service month.
- b. The ushers are recruited by the coordinator
- c. The requirements are: Coming to the Fellowship for a few months; a commitment to being at services; a nice smile and friendly attitude; being willing to attend a training session.
- d. Ushers have no set length of service.
- e. The coordinator fills the vacancies and is the only leader involved.
- f. Non-members of UUFA may serve as ushers.
- g. If more folks want to be involved than slots are available, HURRAY!

**4. Leadership:** What are the leadership roles in the committee/group? E.g., chair, secretary, others? How is/are the leader(s) chosen? What are the responsibilities of the leader(s)?

- a. There is one coordinator who sets up the schedule each month and recruits the ushers.
- b. The coordinator is selected annually by the Worship Arts Committee, WAC, and is a member of that committee.
- c. There is one usher who serves as the lead for each service, making sure all the tasks are completed.

## 5. Meetings:

How often does the committee/group meet? How, when and where are committee meetings announced and to whom, e.g., Board, Leadership Council, Congregation? How are committee meetings run, insuring that they are effective, creative, and community-building? How are decisions made (e.g. majority vote or consensus)? Are committee meetings open?

There are no committee meetings; the main usher training occurs at the beginning of each program year, and separately for those who join the team during the year.

## 6. List the specific duties and responsibilities of the committee/group:

### During services:

- a. To greet everyone who attends
- b. To provide orders of service to those attending
- c. To seat people in appropriate places
- d. To take up the offering and assist the Finance Committee member present to count and record the offering.
- e. To count the people present and record attendance.
- f. To assist in whatever portions of the service the leader wishes (water communion, etc.)
- g. To help in the evacuation of people in the sanctuary during an emergency or drill.

**7. Annual Goals, Objectives:** (State how and when the committee will develop a set of goals for itself. Will the committee annually review its functions and duties?)

- a. To welcome each person who comes to a service.

- b. To answer newcomers' questions and to help them with any needs.
- c. To be attentive to the needs of the service leaders, and to follow instructions given.

**8. Accountability:** (To whom is the committee or group accountable or answerable? The congregation, the Board, another committee, or perhaps the committee's/group's members only?)

The group is accountable to the Worship Arts Committee.

**9. Reporting requirements** (e.o.g., To whom does the committee/group provide reports? How often does it report?):

The coordinator reports to the Worship Arts Committee. The ushers provide attendance information for reporting to WAC.

**10. Relationship to professional staff and other committees/groups of UUFA:** (State the explicit relationship of the committee/group to each member of the professional staff, and to any other committees/groups with which it has an important relationship.)

The ushers perform the duties the worship leader, usually the minister, requests of them. The Worship Arts Committee lets the ushers know its wishes in terms of their duties.

**11. Communications:** List in what ways the committee/group communicates regularly with other committees/groups, the congregation, and the wider Athens community. State what presence the committee/group has or would like to have on the Fellowship's web site.

The usher coordinator posts the schedule on the Sunday Volunteer google doc.

The ushers post the attendance on the attendance form in the office.

**12. What decision-making authority does the committee/group have?** (e.g., communicate with groups outside UUFA, represent UUFA outside, create policies, etc.)

None.

**13. Spending authorities:** Does the committee/group have to request approval for any expenditures within its budget? Who will be authorized to sign for committee/group expenditures against the budget?

The ushers have no budget.