

**UUCGL Committee and Ministry Team
Job Descriptions**

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Board of Trustees

Job Description

General Purpose:

The Board of Trustees is comprised of 5 Officer positions (President, VP, Past President, Treasurer, and Clerk), plus 6 At-Large Trustees, one of whom is a youth representative, typically serving for one year. The Board of Trustees is responsible for creating our Vision of Ministry and overarching policies for the Church.

President Responsibilities:

1. All duties of the At-Large Members described below
2. Preside over all meetings of the Parish and of the Board of Trustees
3. Be a member of the Governance Committee and establish the agenda for Board meetings in collaboration with that committee

President Time Commitment:

- Term: 1 year, July 1-June 30 (with the understanding of serving as Past-President during the next fiscal year)
- Meeting Times: 2 hour Board monthly meeting-- currently on the 4th Tuesday of each month (summer schedule will vary depending on Board and congregational needs), plus Governance Committee (2 hour meeting monthly)
- Time Commitment: 10-15 hours/month

Vice-President Responsibilities:

1. All duties of the At-Large Members described below
2. In the absence of the President, presides over meetings of the Parish and of the Board of Trustees
3. Chair of the Governance Committee

Vice-President Time Commitment:

- Term: 1 year, July 1-June 30 (with the preferred commitment of serving as President and then Past-President in the next 2 years)
- Meeting Times: 2 hour Board monthly meeting--currently on the 4th Tuesday of each month (summer schedule will vary depending on Board and congregational needs), plus Governance Committee (2 hour meeting monthly)
- Time Commitment: 6-8 hours/month

Past-President Responsibilities:

1. All duties of the At-Large Members described below
2. In the absence of the President and the Vice President, preside over meetings of the Parish and of the Board of Trustees
3. Additional responsibilities as agreed upon with the President and the Board

Past-President Time Commitment:

- Term: 1 year, July 1-June 30
- Meeting Times: 2 hour Board monthly meeting-- currently on the 4th Tuesday of each month (summer schedule will vary depending on Board and congregational needs)
- Time Commitment: 6-8 hours/month

Treasurer Responsibilities:

1. All duties of the At-Large Members described below
2. Shall receive all funds and securities of the Parish and of any charitable trusts managed by it, and shall also receive all insurance policies of the Parish
3. Funds of the Parish shall be paid out by the Treasurer, subject to any such directions as may be given by the Board of Trustees
4. Except as otherwise provided by any applicable trust or testamentary instrument, disposition of funds of any charitable trusts managed by the Parish shall be subject to the recommendations of a Grants Committee which shall be designated by the Board of Trustees
5. Proper accounts of all receipts and payments shall be maintained by the Treasurer, and within forty-five days after the close of each fiscal year of the Parish, the Treasurer shall present to the Board of Trustees a complete written report showing the financial condition of the Parish at the close of such fiscal year and the details of receipts and expenditures for such fiscal year. This report shall be open to inspection by all members of the Parish at any time.
6. The Treasurer, at the following annual meeting of the Parish shall present a summary of such report.
7. Serve as a voting member of the Finance Committee and Investment Committee as well as a ex-officio member of the Grants Committee
8. Responsibilities described in #2, 3, 4, and 5 above may be delegated to the staff, subject to oversight by the Treasurer

Treasurer Time Commitment:

- Term: 1 year (July 1-June 30), with the expectation of 5 consecutive 1-year terms (maximum)
- Meeting Times: 2 hour monthly Board meeting-- currently on the 4th Tuesday of each month (summer schedule will vary depending on Board and congregational needs), plus quarterly Investment Committee meeting (2 hours), occasional Finance Committee meetings, and regular interaction with the church Business Administrator
- Time Commitment: 15-20 hours/month

Assistant Treasurer Responsibilities:

1. Treasurer may also be elected as one of the At-Large Trustees. If so, all duties of the At-Large Members described below
2. Shall assist the Treasurer in such manner as the Treasurer shall determine
3. Serve on the Finance Committee
4. May also participate in Investment and Grants Committees to learn about their work, in preparation for Treasurer role

Assistant Treasurer Time Commitment:

- Term: 1 year (July 1-June 30) (with expectation of additional consecutive 1-year terms in preparation for transition to Treasurer)
- Meeting Times: 2 hour monthly Board meeting if also a Board member-- currently on the 4th Tuesday of each month (summer schedule will vary depending on Board and congregational needs), plus occasional Finance Committee meetings and optional quarterly Investment Committee meetings
- Time Commitment: 6-8 hours/month

Clerk Responsibilities:

1. All duties of the At-Large Members described below
2. Keep a true record of the proceedings of all meetings of the Parish and of the Board of Trustees
3. Keep, or cause to be kept, a membership book of the Parish in which the name of every member shall be duly listed, indicating those qualified to vote and hold office and showing the date of the commencement and termination of the respective memberships.
4. In collaboration with the Nominating/Leadership Development Committee, make sure that written notice is given to each person chosen to office or appointed to any committee, and that the Chairperson of each committee receives a written list of his or her associates on the committee.
5. Submit a written report at each annual meeting of the Parish

Clerk Time Commitment:

- Term: 1 year (July 1-June 30), with the expectation of 3 consecutive 1-year terms (maximum)
- Meeting Times: 2 hour monthly Board meeting-- currently on the 4th Tuesday of each month (summer schedule will vary depending on Board and congregational needs).
- Time Commitment: 8-10 hours/month.

Useful Skills or Qualifications:

- Possesses capacity to see the big picture
- Able to attend to process and resulting work detail.
- Systems thinker and effective problem solver and decision maker.
- Respects confidentiality and applies discretion pertaining to deliberations of the Board
- Familiarity with Church membership

At-Large Member Responsibilities:

1. Attend Monthly BOT Meetings
2. Participates on at least 1 Board Committee and serves as liaison to the BOT
3. Participates in Board/Leadership Retreat and other leadership development training as appropriate.
4. Attends or lends support to key Church meetings
5. Values meeting Church members and being involved in Congregational life
6. Prepares for Board meetings in advance
7. Maintains email account for Board communications
8. Observe Board covenant

At-Large Time Commitment:

- Term: 3 years
- Meeting Times: 2 hour monthly meeting—currently on the 4th Tuesday of each month (summer schedule will vary depending on Board and congregational needs).
- Time Commitment: 6-8 hours/month, including other Committee obligations

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Social Justice Ministry Team

Job Description

Purpose of Ministry Team:

Social Justice Ministry Team engages the Unitarian Universalist Church of Greater Lynn in social justice work both in the greater Lynn community and the broader world.

Ministry Team Member Responsibilities:

- **Boys and Girls Club** - Building community with young people and their families in Lynn through weekly teen dinners and regular family nights at the Boys and Girls Club of Lynn.
- **St Stevens Food Pantry** – Addressing hunger through the collection and purchase of food for the St. Stevens food pantry in Lynn.
- **ECCO** – Approved financial support and liaisons with ECCO as a member organization.
- **My Brother's Table** – Build community with those in need by planning and orchestrating an annual holiday party for My Brother's Table guests.
- **Scholarships** – Support the educational aspirations of local youth by handing out \$20,000 in scholarships to high school students going on to secondary education.

Chair Responsibilities:

- Plan agenda
- Be point of contact to partner organizations and other committees/ministry teams in the church.

Time Commitment:

- Term: No Term Limits. You are a member of the ministry team if you participant in meetings and / or participate in one of their specific activities
- Meeting Times: one meeting per month, attendance encouraged
- Average Hours of work per month: 3 to 5 for member, 6 to 10 for chair

Useful Skills or Qualifications:

- Interest in social work and community building

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Faith Development Ministry Team

Job Description

Unitarian Universalist Church of Greater Lynn Lifespan Faith Development Mission Statement

Lifespan Religious Education, rooted in our vibrant and diverse community, seeks to provide freedom, support, and resources for discovery, emergence and cultivation of the individual and collective spiritual journey.

Ministry Team Formation

The Chair, or Co-chairs of the Ministry Team, will be appointed by the Parish Minister in consultation with the Faith Development Director, the Nominating/Leadership Committee, and the Membership/Volunteer Coordinator. Other members of the Team will be appointed jointly by the Chair or Co-Chairs and the Religious Educator, in consultation with the Nominating/Leadership Committee and the Membership/Volunteer Coordinator.

The Ministry Team shall have 5 - 7 members.

Ministry Team Responsibilities

- Establish a guiding philosophy and tone for the Lifespan Faith Development Program.
- Support the Faith Development Director in curriculum development, help to identify teachers and recruit when necessary.
- Plan social events throughout the year, both for children and for multi-generational groups, including but not limited to the Christmas ornament making, Teacher Appreciation, Winter Forum, Halloween Party, and Christmas Party – Trimming the Tree.
- The Team will help the Faith Development Director in developing activities for children at the Homecoming and Sunday Picnic in the spring. The Team will be responsible for planning activities after Faith Development Sunday.
- Develop policy proposals as needed. They would be subjected to approval by the parish minister. Develop procedures when needed.
- Collaborate with the Faith Development Director in matters of children, youth and adult programming.

- Address issues throughout the Faith Development Program as they may arise throughout the year.

Ministry Team Chair Responsibilities

- Develop an agenda for each meeting and facilitate that meeting – delegating tasks as needed.
- Track tasks that need to be accomplished between meetings.
- Remain in close contact with the Faith Development Director

Time Commitment

Ministry Team members would serve for two years, and would be eligible for a second two-year term. The Ministry Team Chair or Co-Chairs would serve for one year, and would be eligible for a second one-year term.

The Ministry Team would meet routinely once a month, perhaps taking a break in the summer. The Ministry Team would be committed to at least a 4 hour retreat in August to plan the coming year.

Skills and Qualifications

The Ministry Team Chair, or Co-Chairs, must be members of the church.

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Finance Committee

Job Description

Purpose:

The primary purpose of the Finance Committee is to determine if the minister's proposed budget is realistic and financially prudent. It is also the responsibility of the committee to review financial statements, balance sheets, bank statements and any other items that show the church's income and expenditures.

Committee / Ministry Team Member Responsibilities:

- Attend 3 to 5 meetings a year.
- Review proposed budget submitted by the Parish Minister and determine if it is both reasonable and financially prudent.
- Review the church's balance sheet other financial statements to make sure expenditures and income are in accordance with the budget.
- Advise the Board of Trustees as to the prudence and reasonableness of the church budget and act as check and balance in terms of financial matters in the church.
- Conduct deeper analysis about financial matters facing the church and advise the Board on those issues.

Chair Responsibilities:

- Set up meeting times, draft meeting agenda and facilitate meetings
- Make sure communication happens between meetings
- Be the key communications person between the Finance Committee and the Board of Trustees, Parish Minister and Church Administrator.

Time Commitment:

- Term: At least 2 years
- Meeting Times: 3 to 5 times a year. The schedule of meetings follows the budgeting cycle for that year.
- Average Hours of work per month: 1 to 2 Hours

Useful Skills or Qualifications:

- Experience in accounting or budgetary matters is desirable but not mandatory.
- The Treasurer and Assistant Treasurer serve on the Finance Committee as full voting members.
- All members of the Finance Committee must be members of the church.

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Global Congregation Ministry Team

Job Description

Purpose and Goal: To act as a go-between and advocate for programs in the wider Unitarian Universalist Community.

Ministry Team Member Activities and Responsibilities:

- Attend monthly ministry team meetings
- Collaborate with other groups within the church to sponsor events that engage church members in the wider Unitarian Universalist Community
- Coordinate church's relationship with its partner church in Transylvania
- Collaborate with the Leadership Committee to find delegates for General Assembly, Mass Bay District Meetings and Urban Ministry meetings.
- Periodically organize and host gatherings of local Unitarian Universalist churches around specific themes.
- Sell fair trade products and books from Beacon Press and Skinner House Books during Fellowship Hour each Sunday

Chair Responsibilities:

- Set agenda and preside over monthly meetings
- Point person for communication within the ministry team and with those outside the ministry team
- Coordinate with other ministry teams and committee leaders
- Manage stock and money for the Fellowship Hour fair trade and book sale table

Time Commitment:

- **Term:** The Global Congregation Ministry Team has no term limits. Individuals are free to participate in the group for as long or short a time as they wish.
- **Times:** Meets for 1 ½ hours on the third Thursday of each month.
- **Average Hours of work per month:** 2.5 hours a month for team members and 5 hours a month for the chair

Useful Skills or Qualifications:

- Interest in the wider Unitarian Universalist world
- Willingness to help out

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Governance Committee

Job Description

Purpose of Committee:

The Governance Committee helps the church President set the agenda for Board of Trustees meetings and is the place where Board policies are evaluated, created, or refined. It is also where any other governance issue is discussed. The Governance Committee is comprised of the President, Vice President, Minister, and three other members.

Committee Member Responsibilities:

- Attend Meetings
- Evaluate Organizational Dynamics
- Think Strategically about policies in the church as well as facilitates the review and evaluation process for church policies
- Works to match the Board of Trustee's priorities with the vision of ministry.

Chair Responsibilities:

- Draft agenda and facilitate meetings.
- Collaborate with and support the President of the church in crafting Board of Trustee agendas.

Time Commitment:

- Term: 1 years
- Meeting Times: 1 ½ to 2 hour meeting once a month about a week before Board of Trustee meeting.
- Time Commitment: 4 to 6 hours a month for committee members, 6 to 8 hours a month for the chair.

Useful Skills or Qualifications:

- Must be a Board of Trustee Member
- Capacity to see the big picture while appreciating the detail of the work

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Green Sanctuary Ministry Team (GSMT)

Job Description

Purpose & Goal: Exploring ideas and promoting actions that affirm and uphold the UU Seventh Principle of “respect for the interdependent web of all existence of which we are a part.” Our goal is to build awareness of environmental issues among our fellow UUs and generate an interest for personal lifestyle changes. We are striving to build a sustainable world as well as a connection between spiritual practice and environmental consciousness.

Ministry Team Member Activities & Responsibilities:

- Select a theme for the Church Year. A recent theme was in line with the UUA Congregational Study/Action Issue “Ethical Eating”
- Based on the selected theme ministry team members write church newsletter articles, organize guest speakers and movies showings, and have a book discussion group
- Organize the annual Earth Day Service
- Decisions on which specific actions GSMT undertakes, or who within the team will be responsible for doing what tasks, is made entirely on an *ad hoc* basis, usually during one of the team’s several potluck meetings held during the church year, and is dependent entirely on each individual’s interest, availability, background and skills

Convener Responsibilities:

- Acts as a facilitator, setting up meetings, sending out agendas, drafting follow-up minutes to the potluck discussions, passing along pertinent information, etc.
- Acts as liaison with committees within the church and other entities outside the church (such as the UU Mass Action)

Time Commitment:

- **Term:** The GSMT has no term limits. Individuals are free to participate in the group for as long or short a time as they wish.
- **Times:** Three or so times a year the GSMT meets for a potluck meeting at a parishioner’s house. A significant amount of coordination and meeting follow-up is done by email.
- **Average Hours of work per month:** Dependant on what activities the individual has an interest in working on and how much time he or she has to devote to the activity.

Useful Skills or Qualifications:

- Open to individuals interested in expanding the church’s commitment to living in harmony with the Earth
- Open to anyone who is interested in these issues

Membership/Hospitality Ministry Team

Job Description

Purpose of Ministry Team:

The Hospitality Ministry Team provides Leadership for the congregation on a weekly basis by modeling and practicing effective communication with current and new members of the congregation.

Ministry Team Member Responsibilities:

- Attend meeting agreed upon by the group, once every other or every third month
- Regularly attends church on Sundays
- Makes a point of looking for visitors each Sunday and making sure their questions are answered and they are welcomed
- Introduce them to other members of the congregation who have similar demographics, such as parents of young children, retirees, or choir members
- Work with staff to welcome new members and new visitors
- Support the Membership and Volunteer staff members in management of projects needing assistance
- Model welcoming and respectful behavior towards others

Chair Responsibilities:

- Writes annual Membership/Hospitality Ministry Team report
- Convenes meetings
- Contact person for Hospitality related issues in the church along with church Membership/Volunteer Staff.

Time Commitment:

- Term: One year, renewable
- Meeting Times: Meets as needed
- Time Commitment: 2 hours per month, to attend occasional meetings and to be available before and after church one Sunday per month to meet and greet Members and Visitors

Useful Skills or Qualifications:

- Interest in learning about people and their concerns and interests
- Interested in increasing growth and commitment at UUCGL
- Interest in helping others to feel more at home in our church community

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Investment Committee

Job Description

Purpose of Committee: The core responsibility of the investment committee is to monitor the decisions made by the investment manager who has been hired by the church to manage the endowment.

Committee Responsibilities:

- Currently, Eaton Vance in Boston manages the money and the funds are custodied at State Street Bank. We meet quarterly with Eaton Vance and meetings typically last about an hour and a half. The portfolio manager brings a book that summarizes performance and asset allocation changes and as the manager goes through the book the committee members have a dialogue about the changes. Ideally, there are a lot of questions about why decisions are made; our job is to make sure we are comfortable with the way decisions are made. We might ask questions like: why did you shift out of domestic bonds and into international bonds? Why did you sell these stocks and buy these other stocks? However, it is important to note that we do not make these decisions - we just need to make sure we are comfortable with their process.
- In addition to monitoring the management of the portfolio, there are several other ongoing projects of the committee. The first is giving some attention to maintaining the long-term purchasing power of the endowment. We have begun working with Eaton Vance on various scenarios of the fund for the long term; we have also met with a consultant on this matter.
- The second ongoing matter is monitoring the degree to which the portfolio is socially screened in a manner consistent with the church's values.
- Finally, the committee has the job of picking a new investment manager should the performance of the current manager falter. Regardless of performance, we intend to go through an "RFP" process every five to seven years. Note that Eaton Vance began managing the church's funds in early 2010 so we do not expect to do a manager search for some time.
- Finally, the committee is responsible for approving some of the grants that the grants committee chooses as well as filing an annual report to the Board.

Chair / Convener Responsibilities:

- The chair typically manages communications with the investment manager and coordinates meeting times as well as running the meeting
- The chair generally writes the annual report (though he is happy to delegate!)

Time Commitment:

- Term: 4 years
- Meeting Times: Quarterly
- Work Required: Typically no additional work outside of quarterly meetings, unless there is a project or market turbulence that requires special meetings.
- An RFP process will require extra time; typically the process from beginning to end lasts 6 months.

Useful Skills or Qualifications:

Some knowledge of investments is helpful but not required. Committee members benefit from hearing the views of an experienced institutional portfolio manager and learn a lot about investing by serving on this committee. The key requirement is a desire to learn about investing and a willingness to ask direct questions to the manager.

Committee Composition:

- Four at-large members elected by the Board of Trustees
- Treasurer also holds a full voting seat on the committee

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Music Ministry Team

Job Description

Purpose: To support the Director of Music in:

1. Taking the pulse of the congregation regarding their views on the music program, especially priorities
2. Making changes in the direction of the music program
3. Planning and executing special events
4. Participating in hiring process for any new music personnel
5. Planning yearly budgets
6. Executing occasional project tasks (e.g. assembling caroling booklets)

Ministry Team Member Responsibilities:

- Supervising a choir concert
- Assist with a church-wide musical or other show
- Elect a secretary to record meeting minutes
- Speak with parishioners at fellowship hour or on the phone
- Speak with candidates for any open music positions (during occasional hiring processes)
- Attending summer conference of the UU Musicians Network (if convenient)

Chair Responsibilities:

- Writing or drafting an annual report
- Planning (with Director of Music) meeting agendas

Time Commitment:

- Term: 3 years
- Meeting Times: Every other month (currently September, November, January, March, May on the second Wednesday from 7:30 to 9:00 PM)
- Average Hours of work per month: 2-3

Useful Skills or Qualifications:

- Familiarity with the current music program of the church
- Familiarity with at least one other UU congregation's music program
- Chairs or co-chairs should be members of the congregation
- Ability to speak with both visitors and members on a fairly regular basis

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Personnel Committee Job Description

Purpose of Committee: The Personnel Committee is a committee of the Board of Trustees. It is responsible for assisting the board in developing personnel policies, ensuring compliance with applicable laws, and carrying out the staff grievance process as defined by these policies. Under our governance model, the committee does not have staff management authority, and shall not participate in day-to-day personnel decision making. The committee is appointed by the Board.

The committee provides guidance and advice, as outlined by Board policies, for the Minister in his role of staff leader including:

1. The Minister consults with the Personnel Committee prior to changing the compensation of any staff member. When these changes are part of the annual budget process, the Minister consults with the committee prior to January 31 or before the release of any budget proposals.
2. The committee assists the Minister in preparing letters of agreement, contracts and terms of offer for all senior staff positions.
3. Prior to discharging a staff member, the Minister consults with the Personnel Committee to ensure that the proposed decision adheres to accepted personnel practices and complies with applicable laws, board policies, and church bylaws.

The committee advises the board on several key issues including the Minister's compensation and evaluation:

1. The committee reviews any requests for changes to the Minister's compensation not covered by contract provisions. The committee makes its recommendation to the Board of Trustees, which makes the final decision.
2. The committee is responsible for designing and overseeing the Minister's triennial performance review. The Board then appoints the members of the Triennial Review Committee which may include one or more members of the committee

Committee Member Responsibilities:

1. Adhere to committee covenant
2. Attend and participate fully in meetings
3. Read pre-meeting materials, as requested
4. Maintain strict confidentiality

Chair Responsibilities:

1. Schedule meeting
2. Develop and distribute agenda in advance of meeting
3. Facilitate meetings that encourage openness and respect
4. Ensure that a committee covenant is developed and followed
5. Ensure that records of committee decisions are maintained
6. Point of contact for the Minister and the Board

7. Work with Board President to coordinate meetings when an employee grievance is submitted

Time Commitment:

- Term: Members serve a three-year term. Chair terms may span 1-3 years.
- Meeting Times: Meeting times are determined by various issues. Typically, the committee meets quarterly, as determined. Meetings may be requested by the board or the Minister.
- Average hours of work per month: Dependent on the issue. May include a group meeting of two hours, consulting phone calls, and advisory conversations with the Minister or the Board.

Useful Skills or Qualifications:

- Church membership
- One committee member should be a member of the Board
- HR experience
- Legal background
- Experience supervising, supporting and evaluating staff
- Background in negotiation and conflict management
- Ability to keep issues and conversations confidential
- Good listening and verbal communications skills
- Openness to a variety of perspectives

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Religious Services Ministry Team

Job Description

Charge of Ministry Team: Recruit people to lead 10 to 20 services throughout the year

Ministry Team Member Responsibilities:

Recruit people to lead summer services and to read the welcome and announcements for these services. Recruit people to lead approximately 8 services during the regular church year and to read welcome and announcements for these services. Recruiting Steps:

- Recruit People
- Send Confirmation Email
- Submit Check Request 2 weeks ahead (only applicable for non-church staff and non-church members)
- Ask for music and theme three weeks ahead of service
- Send reminder email two weeks ahead of service
- Recruit someone for welcome and announcements
- Arrive 30 minutes before service
- Repeat 18 to 20 times
- Submit annual report (around May 15)
- Write articles for Times (usually 15th of month)
- Coordinate with Director of Music, Worship Arts Team, Minister and others as needed.
- Make sure someone arrives at least 30 minutes before service to welcome guest minister, go over any last minute details, put on lapel microphone, get hand-held microphones, and turn on sound system (if needed).
- Submit budget request (around Feb 1) and manage budget.
- Maintain list of guest worship leaders with contact information.

Chair Responsibilities: This is currently a one person Ministry Team. The chair does all the above tasks.

Time Commitment:

- **Term:** The team has no term limits. Individuals are free to participate for as long or short a time as they wish. Approximately 3 years is the norm.
- **Times:** Most of the work is done by email or phone.
- **Average Hours of work per month:** Most of the work is in the spring to prepare for all the summer services. 10 hours in early May to recruit people for summer services. 5 hours a month when not recruiting for summer services.

Useful Skills or Qualifications:

- Well organized and excellent attention to detail
- Comfortable asking people to do things
- Grateful (i.e. express thanks to people)
- Flexible (to accommodate schedule changes or having service leaders drop out at last minute) and pretty nice.

Unitarian Universalist Church of Greater Lynn

Ushers Duties

Some Tips to Aid in our Role as Ushers

Please contact your team if you are unable to usher on your assigned Sunday. Captains, please assign someone to replace you if you will not be in attendance.

Preparation for the service

1. The usher Captain should arrive at church 30 minutes prior to the start of the service. Others should arrive at least 15 minutes prior to the start of the service.
2. Wear your name badge.
3. Please place a glass of water next to the lectern for the minister.
4. By your example, help to create a quiet atmosphere in the sanctuary prior to the service.
5. Remove the four collection plates from their storage bags and place on the ushers' table. The plates are located in the left draw of the ushers' table.
6. Preparation of the hearing aids: Remove the batteries from the charging receptacles and install them on each hearing aid. Test each hearing aid before placing them on the ushers' table.
7. Check to ensure that there are hymnals on the front row of seats.
8. Check to assure that the sanctuary is adequately lighted. (The main lighting is controlled by dimmers in the panel next to the minister's office door, the recessed lighting at the edge of the balcony by a switch adjacent to this panel, and the fluorescent lighting for the narthex by switches near the entrance to the narthex.)
9. Check in with the minister or worship leader before services as needed to set up fans or open windows in hot weather. Adjust the speed of the two overhead fans as needed using the wireless controllers in the ushers' table. Do not operate faster than "3" as it may blow out the candles.
10. Station two ushers outside the glass doors to distribute Orders of Worship.
11. At the beginning of the prelude, light the pilot candle on the altar and the candles on the ushers' table.

12. If the sanctuary is crowded, **assist folks in finding seats**. Don't hesitate to ask someone to move over a seat if that would allow a family to be seated together.

During the Service

1. Monitor and manage entry into the service by latecomers, especially during prayers or meditations. **PLEASE ASK LATECOMERS AND PERSONS RE-ENTERING TO WAIT UNTIL PRAYERS OR MEDITATIONS ARE CONCLUDED.**
2. Be attentive to human needs and be prepared for emergencies. **KNOW THE LOCATION OF THE FIRST AID KIT, FIRE EXTINGUISHERS, FIRE BLANKETS AND EMERGENCY EXITS. THERE IS A FIRE DEPARTMENT ALARM IN THE NARTHEX. FOR MEDICAL EMERGENCIES OR ANY SITUATION INSIDE OR OUTSIDE OF THE CHURCH THAT THREATENS THE SAFETY OF OUR CONGREGATION, CALL 911 AND BE PREPARED TO MEET THE FIRST RESPONDERS AT THE FRONT DOOR.**
3. Be attentive to conditions such as noise and crying children that can hinder worship. We welcome children and ordinary levels of child and baby-related noise, but if the noise level warrants it, approach the parent in a friendly way to remind them that their child "might have an easier time" in the Parish Hall where the service is broadcast. Attend to noise outside the sanctuary and, as needed, ask for quiet. If there is ever a question of congregational safety, do not hesitate to call 911 in the event of disruptive or suspicious behaviors.
4. Take a count of the congregation **before** the children have left the sanctuary and record the total on the attendance slip. The count should include musicians, ushers, and service participants.
5. Collect the offering using four ushers. Upon completion of the collection, at least two ushers should withdraw to the parish hall, count the loose cash (excluding checks), and write the amount on the attendance slip. Place the collection and the slip into the zippered bag and give to the church employee for delivery to the office. If there is a special collection, put this collection in a separate envelope before placing in zippered bag.

After the Service

1. Extinguish the chalice and all lighted candles. Please keep an eye on candle supplies. Report shortages to the minister.

2. Disconnect all batteries from the hearing aids, return them to the ushers' closet, and plug the batteries into the charging receptacles. Hang the hearing aids on their hooks.
3. Put the collection plates into their storage bags and place them in the left drawer of the ushers' table.
4. Check that the wireless microphones are turned off and return them to the box next to the sound system in the music room closet.
5. Please collect orders of service, crayons, etc. that have been left on the seats. Place hymnals under chairs.
6. Shut off lights and fans. Make sure all windows are closed.

Revised 2/11/14