

## ALUMNI

### The National Alumni Department The Union Usher Board \* State of Ca. Inc. Alumni Department

The National Alumni gives assistance to ushering at the National Meetings. This department consists of graduates from the School of Ushering. The department was founded by George T. Grier in July 1958 in Cleveland, Ohio They were first called the National Alumni Congregation. Name was changed at the 1962 convention in Dallas, Texas to National Alumni Department. The Biblical names previously used was changed to Chairman

#### Purpose:

The purpose is to keep all the graduates together after finishing the School of Ushering. It is now the responsibility of the department to train and judge the floor demonstration, drill competition, also train judges and tallies.

The state department is an arm of the national.

**Responsibility:** Notify Instructors and Ushers of any information received from National. It is also the responsibility to oversee the judging process and to ensure that all judges know the drill and aisle demonstrations.

#### Assessments:

**State** \$25.00 donation to state per district  
\$10.00 for team registration  
(same information listed under School of Ushering)

**National** Special Donation (\$125.00) Presently  
Head Tax (\$33.00) Presently

## ARTS & CRAFT

### National – Jessie A. Burnett Arts & Craft Department State- Arts & Craft

The department was presented to the National in 1919.

**Purpose:** To give an opportunity to the many ushers who have other interest in the arts and craft. It was a means by which to share their talents and display some of the beautiful objects that they made. Each year a project is given to the states and each is judged. It has proven to be not only a fun thing to do, but in some cases, they have brought needed revenue to the National.

**Responsibility:** As the national chairman to given the project and the state chairman to pass on to others for participation. At the national and state levels a prize is given to the winners. They are first, second and third.

#### Assessments:

**State** \$25.00 donation to state per district

**National** To be determined as needed

## Doorkeeper

## MEMORIAL

**First Name: "Reading Matter for the  
N.U.C.U.A of America"  
Name Change 1945: "The Doorkeeper"  
State- Doorkeeper**

**NATIONAL**

**Memorial Committee**

**STATE**

**Memorial Department**

**Purpose:** The purpose is to distribute news from the various states throughout the National to let others know what is going on in their neighboring states. Information is submitted by the state chairman to the national chairman and then is printed in a news release.

**Purpose:** To plan a memorial service for deceased ushers.

**Responsibility:** It is the responsibility of the state chairman to collect information from the various district, communities, or vicinities and compile and send to the National Chairman. Any person who wishes to receive a copy should pay the subscription fee along with their name and mailing address.

**Responsibility:** To gather the number of deceased ushers from each district. During the memorial period a short program with the calling of the names/numbers of deceased is held and the Usher Ritualistic Service is performed. Flowers, candles, or flashlights are used for the processional. The over-all design of the service is left up to the state chairman.

**Assessments:**

**State** None determined presently

**Assessments:**

**State** \$25.00 per district

**National** Subscription rate for national is presently \$20.00 per person

**National** To be determined as needed

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## LEROY JOHNSON BUILDING FUND

**NATIONAL – The Leroy Johnson Building Fund was named for the 6<sup>th</sup> National President**  
**STATE – Leroy Johnson Building Fund**

**Purpose:** The purpose of this department is to raise funds for a national head quarters. A new era was born during the time of his administration and the vision for a greater National.

**Responsibility:** The vision of the national chairman is given to the states that we may be able to support this all important project.

**Assessments:**

<b>State</b>	\$25.00 per district (a certain amount to remain in the state treasury for our own building fund)
<b>National</b>	To be determined – special donations are also welcomed (\$221.00 presently)

## Outreach/In Reach

**National – Outreach Committee**  
**State – Out Reach/In Reach**

**Purpose:** The committee was organized in 1993 under the administration of Pres. Willie Minnifield as a means to look within the usherdom kingdom to be an assistant to a needy family or families. Not only are we to provide support thru the donations of many, but in a very pertinent way be able to guide families to public and private sectors for help and assistance.

The state department has an Outreach/In Reach phase to this department. It was decided that we would do something for a needy family in the area where the state convention is being held. The host district would be responsibilities for the submission of the family who needs assistance. In-Reach is a way to do something for a person/family in our own group who needs some assistance, to be decided on by the department with the approval of the parent body.

**Assessments:**

<b>State</b>	Each District is to give \$75.00 or more Towards this project.
<b>Amount for State</b>	Donation to a needy family amount determined according to what is reported
<b>National</b>	To be determined by special project and other information which may be received from the national chairman

**PUBLIC RELATIONS DEPARTMENT**  
**NATIONAL – ALMA HAWKINS PUBLIC**  
**RELATIONS**

**STATE – VIVIAN GILNER PUBLIC**  
**RELATIONS DEPARTMENT**

**Purpose:** To keep the public informed of the goings on of the National Organization when and where we are meeting. The department informs the churches of our presence in their city and issues an invitation to all ushers and friends to be a part of our meeting. Additional activities of this department is to recognize those ushers who have reached the golden age. Awards and certificates are given to the oldest usher.

**State:** The state is an arm of this department and also performs some of the same duties as outlined by the national. They have a recognition luncheon at the state convention honoring those ushers who have performed well within their districts. Raffle prizes are given and flowers pinned the oldest ushers in attendance.

**Assessments:**

**State** Each person in attendance to purchase a luncheon ticket to defray the cost of the meal. Amount to remain in State are the proceeds from luncheon after expenses

**National** To be determined according to proceeds from luncheon ticket purchased for that purpose (\$25.00 donation is presently sent)

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**School of Ushering**

**NATIONAL – GEORGE T. GRIER SCHOOL**  
**OF USHERING**

**STATE – NAME IS THE SAME**

**Purpose:** The School of Ushering was presented to the national in 1951 by Mr. George T. Grier of the state of Illinois. It is the idea of the school that all ushers would usher the same way at their various churches throughout the States. The Usher manuals were given as guides for ushering also written by Mr. Grier. It is still the objective that each usher would usher as best they can under the instructions of capable instructors trained in the art of ushering. In 1961 the name of the school was changed to the George T. Grier School of Ushering in honor of the many contributions made by Mr. Grier. For added incentives, "the Review" the competition from states was added. This was done through a drill and floor demonstration. Even though it is a competition, more importantly it is a means by which to know if every usher is ushering the same way. Other incentives King/Queen Contest

**State:** Our night of competition is called the "Wattie F. Moore" night for his great and consistent dedication to the department and the plagues and awards was named the "Elmer R. Buchanan Awards" for his dedication to the school and for presenting a means by which to perform the ritualistic service. We are very proud of the many achievements presented by representatives from the state of California.

**Assessments:**

**State** King and Queen Contest as much as you can from each district. This is the means by which to make our quota to the national and the state.

Registration for district is \$25.00. Team Registration is \$10.00.

**National** Determined by proceeds. Donation to the Chairman and King/Queen Contestant and others as deemed necessary

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## EDUCATION DEPARTMENT

### NATIONAL - ALLAN A. C. GRIFFITH SR. EDUCATION /SCHOLARSHIP DEPARTMENT STATE - EASTER D. GILBERT EDUCATION DEPARTMENT

The department was brought to the National in the year 1919. The first contest was called the "Star Contest" and was in the field of music. Two young women presented themselves through voice. In 1937 the "Speakers Bureau" was presented to the National body Mr. Charlie Jones. and greatly accepted. Mr. Jones brought the department alive with much work and dedication. The fields of competition is Oration, Vocal, Essay and Piano. It has been changed to Oration, Vocal, Essay, Musical and most recently the Spelling Bee. Guidelines and procedures for each field have been developed. It is a well run department.

Purpose: A means by which our young people can compete for a scholarship to help with the furtherance of their education. Even though in years past the contests were very long because of many participants, it has now been revised where each region would have an elimination and so at the national level would be only two from each region. This is a formal affair.

Assessments:

**State** Each district to report at the **mid-winter session \$100.00** and at the **state convention \$200.00**. These are necessary funds for the many expenses of department, which includes travel, hotel, for contestant, stipend for judges, awards and certificates, other necessary expenses. The state 52 cents goes into the scholarship account.

**National** To be determined according to what is received from the districts. Donation for Chairman and Contestant to the national for competition. ("Ms Penny Bucket" presently reporting \$160.00)

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## HEALTH DEPARTMENT

### National – A. W. Briggs Health Department State – Health Unit

The Health Department was organized on July 25, 1946 in Philadelphia under the Administration of President Griffith. The department is named for the First Vice president in 1948 Mr. Albert W. Briggs

Purpose: This department consists of Ushers who have had some training in the work of First Aid. They are also nurses, first-aiders and practical nurses, and have the training to setup and maintain a first aid station at the seat of the convention. They give demonstration and lectures in the art of First Aid. They assist those persons who may get ill during the convention and attend to them until professionals arrive.

Responsibility - The Health Unit provides topics on various subjects. In the area where the convention is being held, a representative from the chosen field of concern is brought in to speak and pass out literature. It is their responsibility to assist any ill person until professional help arrives. A first aid kit is always available, a place or station area should be designated.

Assessments:

**State** \$25.00 per district

**National** To be determined as needed

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## William H. Davis Honor Club

**National – Presented to the National in  
1952  
Medal of Honor was added in 1953  
State – Name is the same**

Purpose – To perpetuates the name of William H Davis who served as National Chairman for over twenty-five years. Honor is given to ushers who have served the national for more than 15 years or more. With special emphasis on increasing growth, increasing units in their states, bringing in new states. Each state can submit a name by filling out the application and getting all the necessary signatures. There is a point system that is used and the decision of the panel is final. The applicant can re-apply under certain guidelines if they do not get the medal the first time around.

Responsibility - The state department recognizes deserving ushers at the annual breakfast held during the state convention and from the hosting district. It is a chance to let devoted ushers know that their efforts are recognized and appreciated. A medal is also given.

Assessments:

**State** Each person in attendance to purchase a breakfast ticket and the proceeds after necessary expenses are put in the state treasury.

**National** \$10.00 membership fee per member of the club  
\$ 2.00 dues per member

The dues are reported to the national and a donation (\$200.00 presently reported). The amounts are determined by proceeds and a certain amount to remain in the state treasury.

## SCHOLARSHIP

**National - The Scholarship Department of the National is part of the Education Department.  
The R. E. Harshaw Foundation "Scholarship Trust Fund"**

**State - McCalphin, Draper, Gordon Scholarship**

Purpose – The Scholarship was established for the exclusive purpose of enabling the association to grant under graduate tuition scholarships and graduate or professional fellowship stipends to qualified applications. It is the responsibility of the Foundation to disburse funds to the winners of the Allan A. C. Griffith Education Contest.

Awards are \$5,000, \$4,000, \$2,500, and \$1,500

Purpose – The State Scholarship was established to award students for academic achievements. The awards are for students with a grade point average of 3.00 and above. The deadline for the application is May 1<sup>st</sup>, (no exception). An Application is available upon request. The awards are \$2,000 and \$1,000.

Assessments:

**State** The \$2.00 collected from per capita goes to the scholarship fund. The fund is a separate account in the state of California.

**National** The \$.52 cents collected from the per capita is forwarded to the national.

## Other Departments/Committees

**Junior Department** Composed of juniors from the various districts along with their supervisors. The department has its own set of officers, guidelines and procedures. Age 8-14

**Youth Department** Composed of youth from the various districts along with their supervisors. The department has its own set of officers, guidelines and procedures. Age 15-17

**Young Adult Department** Composed of YA's from the various districts along with their counselors. The department has its own set of officers, guidelines and procedures. Age 18-35

**Audit** Review the financial records of the Juniors, Youth and Young Adults. Books are to be ready for audit at the Mid-Winter Session and will be returned. Seniors is done by an outside audit.

**By-Laws/Resolutions** Review the bylaws of the organization and update the changes. Resolutions are submitted 90 days before the convention for review.

**Historian** Keep a record of events of the organization. Display as needed. Programs, Pictures, Articles, ETC.

**Host & Hostess** Serves when and where needed. Donation \$10.00 per district

**Past Officers Council** Composed of all past officers. They are to assess, assist and advise where and when needed.

**Social** Entertainment at the Convention on Tuesday evening \$25.00 per district

**Souvenir Book** This book is printed with ads from various districts by the district hosting the convention. The cost of material input should pay for the book. Must keep in mind the free pages. Deadline is usually Mid-April. Price varies according to area and printer.

**Special Activity** Fund-Raiser for the organization – Donation \$100.00 per district

**Training & Development** Workshops/Seminars for additional training of officers and members.

**Ways & Means** Ideas for raising funds for the organization. Project is selected and voted on by the body.

## PROCEDURES

**Board of Directors:** The Board of Directors is responsible for the organization at all times. The board handles all matters pertaining to the up-keep of the organization.

**Committees and Departments:** Contact should be made with those persons who are a part of your group through some form of communication. There should be at least **one** contact before the Mid-Winter and at least **two** contacts before the Convention. **COMMUNICATION** is the key to success.

**Finances:** All finances being paid to the organization must be sent to the Financial Secretary. It should be on the proper forms and should be plainly stated as to the purpose. Checks, Money orders are preferred payments.

**Vouchers:** All vouchers (request for payment) should be sent to the Board of Directors for review and authorization. There are no exceptions. Cooperation in this matter is highly appreciated and the process will be a smooth one.

**Credential & Registration:** All persons attending the Mid-Winter and Convention should be registered.

The fees are as follows:

Mid-Winter: Senior/Young Adult **\$2.00** \* Youth & Junior **\$1.00**  
Convention: Senior/Young Adult **\$15.00**/Youth & Junior **\$10.00**  
(Please see form for appropriate deadlines)

**Per Capita:** Senior & Young Adult **\$7.52 per usher**  
Youth & Junior **\$3.00 per usher**

**Tickets:** **All Prices of Breakfast, Luncheon and Banquet** are set by each responsible group. It also includes (tax & gratuity). All monies from breakfast and luncheon goes to State Treasury. Raffle and other drawings are also set by each responsible group and reported to State. We appreciate your support.

This information is for your use as an officer, committee chairman, committee member or just need to know.

Please use it as a means to help you better yourself as a leader and a vital usher in this our organization.

This handbook is not limited to other information that you may already have and is presently using. This information is to assist and help in whatever way it is useful for you.

**Union Usher Board  
State of California Inc.**  
*An Interdenominational Church Ushers Organization*

# **HANDBOOK**

## **Reference Material for Committees and Departments**



Compiled by Maggie R. Bullocks

Board of Directors, First Vice Chairman  
(2010)