

INTERDENOMINATIONAL CHURCH USHERS  
ASSOCIATION OF VIRGINIA, INC.

[www.icuaofva.org](http://www.icuaofva.org)



# NEWSLETTER

# ICUA OF VIRGINIA, INC. NEWSLETTER

# FEBRUARY 2021

**Jerdleen E. Boffman**  
**State President**



# INTERDENOMINATIONAL CHURCH USHERS ASSOCIATION OF VIRGINIA, INC.

[www.icuaofva.org](http://www.icuaofva.org)



## Newsletter

### Included in this Newsletter:

- Page 3** – State President's Greeting
- Page 4** – Request for Committees & Departments Reports – Due by April 17, 2021
- Page 5** – Upcoming Events
- Page 6-7** – ICUA of VA Board of Directors Update – January 15, 2021
- Page 8** – Registration Form – Due by April 30, 2021
- Page 9** – Online Meeting Etiquette
- Page 10** – Dress Code – ICUA of VA, Inc. 64<sup>th</sup> State Convention
- Page 11** – School of Ushering Workshop – May 15, 2021
- Page 12** – Outreach Project – Request for Monetary Donations
- Page 13** – Unity Prayer/Fellowship
- Page 14** – NUCUAA Condolences/Resolution Form (Revised August 2020)
- Pages 15-16** – NUCUAA Board of Directors Update – December 21, 2020
- Pages 17-22** – Announcements
  - NUCUAA President Emeritus
  - NUCUAA IT Committee Name Change
  - Amanda Gorman, Inauguration Poet
  - Mother, ICUA of VA, Inc.
  - Master's Degree Program Graduates
  - Corresponding Secretary, ICUA of VA, Inc.
- Pages 23-30** – ICUA of VA State Officer Positions – Nominating Committee Candidate Solicitation Resume Form – Forms Due by March 20, 2021
- Pages 31-36** – Eastern Region Officer Positions – Nominating Committee Nominee Consent & Resume Forms – Due by February 13, 2021

**Resumes for the Eastern Region Officer positions are due by February 13<sup>th</sup>. State Officer positions Resumes are due by March 20<sup>th</sup>.**

**Committees and Departments Reports must be received by April 17<sup>th</sup>. Email your reports to Charisse Tolson at [ct2139@aol.com](mailto:ct2139@aol.com).**



# INTERDENOMINATIONAL CHURCH USHERS ASSOCIATION OF VIRGINIA, INC.

[www.icuaofva.org](http://www.icuaofva.org)



**ENOMWOYI "NOE" WOODS**  
YOUNG ADULT PRESIDENT

**TIANA MINOR**  
JUNIOR & YOUNG PEOPLE PRESIDENT

*Jerdleen E. Boffman*

State President

14219 Ferndale Road

Dale City, Virginia 22193

(703) 680-4720 (H) or (703) 615-5126 (C)

[Jerdleen@msn.com](mailto:Jerdleen@msn.com)

**IRENE J. WASHINGTON**  
CHAIRMAN, BOARD OF DIRECTORS

*Trust in the Lord with all your heart, and do not lean on your own understanding. Proverb 3:5*

*Greetings,*

*Sister Irene Washington, Board of Director, Chairman, Sister Noe Woods, Young Adult President, Sister Tiana Minor, Junior and Young People's President, All Past, Present State Officers and Ushers!*

*As we recognize the critical times we are living in with National Pandemic, COVID 19 with postponement/cancellation of 2020 State Convention and Mid-Year Conference. I wish to express my sincere gratitude to each of you for your commitment and dedication to this organization of church ushers.*

*Things may not be the way we want. Many of our love ones have gone home to be with Lord. We thank God for the precious memories of them and that they will always remain in the chambers of our hearts. Although we may not be able to reach out and touch each other, or we may not be employed, and many of our students are virtual learning. Yet, we are still blessed, and God is still on the throne. Let us pray for God continuous grace and mercies on this respected body of Ushers. Let us continue to pray for our country and frontline workers.*

*Ushers! Let us remain steadfast that God is in control.*

*Jerdleen E. Boffman*

Senior President  
I.C.U.A. of Virginia, Inc.

*Many are the plans in the mind of a man, but it is the purpose of the Lord that will stand.  
Proverbs 19:21*



# INTERDENOMINATIONAL CHURCH USHERS ASSOCIATION OF VIRGINIA, INC.

[www.icuaofva.org](http://www.icuaofva.org)



**ENOMWOYI "NOE" WOODS**  
YOUNG ADULT PRESIDENT

**TIANA MINOR**  
JUNIOR & YOUNG PEOPLE PRESIDENT

*Jerdleen E. Boffman*

**State President**  
14219 Ferndale Road  
Dale City, Virginia 22193  
(703) 680-4720 (h) or (703) 615-5126  
[Jerdleen@msn.com](mailto:Jerdleen@msn.com)

**IRENE J. WASHINGTON**  
CHAIRMAN, BOARD OF DIRECTORS

Greeting Appointed Officers, District Presidents, and Finance Team:

It is that time again! Please provide your report for the 64<sup>th</sup> Annual Virtual State Convention. Your report should include activities or upcoming activities since the last convention. Printed copies of your reports will be provided to those delegates who pre-register. **If you will not be providing a report, please let me know. COMMITTEES AND DEPARTMENTS REPORTS ARE DUE NO LATER THAN APRIL 17, 2021.** EMAIL YOUR REPORT TO CHARISSE TOLSON AT [CT2139@AOL.COM](mailto:CT2139@AOL.COM).

Also, if you are planning a meeting during the Virtual State Convention, please let me know so adequate arrangements can be made.

#### DISTRICT PRESIDENTS:

- #1 – Dennis Freeman
- #2 – Charlotte Aylor Johnson
- #3 – Diane Washington
- #4 – Louetta Newman
- #5 – Sheila Smith
- #6 – Shaneequa Graham
- #7 – Ronald Gayle

#### FINANCE TEAM:

Budget & Finance: Susan Kelly-Bing & Mary Ann Carr

#### DEPARTMENTS:

- Alumni:** Pauline Johnson
- Arts and Crafts:** Joann Jackson
- A.W. Briggs Health Unit:** Linda Lovelace
- Condolences:** Shirley Davis
- Constitution & Bylaws:** Cheryl Allen
- Doorkeeper:** Charisse Tolson
- Drill Master:** Phil Chambers
- Education:** Rose Holley
- Field Secretary:** Mary Ferris
- Historical:** Leslie Williams

- Issac N. Nelson Chorus:** Donna A. Hines
- Junior & Young People Supervisor:** Cathy Moore
- Memorial:** Gena Randall
- Men's Fellowship:** George Tinner, Jr.
- Outreach:** Charlene Eberharant
- Past State Officers Chairperson:** Gloria Greenhow
- Public Relations:** Janas Howard & Gena Randall
- School of Ushering Chairperson:** Diane Reid
- Transportation:** A. Jeannette Devins
- William H. Davis Honor Club:** Diane Washington

Please adjust your schedule to attend the 64<sup>th</sup> Annual Virtual State Convention scheduled for May 14-15, 2021. For questions, please contact me.

*Jerdleen E. Boffman*

State President



INTERDENOMINATIONAL CHURCH USHERS  
ASSOCIATION OF VIRGINIA, INC.



---

# Upcoming Events

**Eastern Region Mid-Year  
Virtual Meeting  
March 20, 2021**

**ICUA of VA Annual  
State Virtual  
Convention  
May 14-15, 2021**

---



# INTERDENOMINATIONAL CHURCH USHERS ASSOCIATION OF VIRGINIA, INC.

Irene J. Washington, Chairman, Board of Directors  
301-906-1743

Jerdleen Boffman, State President  
703-680-4720

January 15, 2021

From the Board of Directors:

This newsletter is provided on behalf of the Board of Directors. We are grateful to God for blessing us to see another year. We are very thankful that He kept us during the unprecedented year of 2020. God is always in control and through the various technology platforms He provided, we have been allowed to stay connected and continue to conduct the important business of the ICUA of VA, Inc.

During 2020, the Board of Directors accomplished much. We:

- provided guidelines for selecting Mother and/or Father of the ICUA of VA, Inc. and Lillian Butler Prayer Breakfast Honorees;
- established a Strategic Planning Committee to brainstorm and discuss mechanics to host virtual meetings, voting process and training;
- purchased a Zoom platform; and
- approved the nomination of Sis. T. Jean Horace. Usher Horace was awarded the esteemed honor and recognition to serve as Mother of the ICUA of VA, Inc.

We presented a Resolution to address the areas in our Constitution and Bylaws that were silent regarding how to proceed whenever the meetings of the ICUA of VA, Inc. cannot be conducted in-person. On Saturday, January 9, 2021, the Executive Committee adopted the Resolution. The Resolution will allow the ICUA of VA, Inc. to conduct virtual business meetings, to include a telephone dial-in option, and to provide an annual election option as viable alternatives to holding in-person meetings.

In accordance with the Constitution and Bylaws and the newly-adopted Resolution, the Board of Directors is moving forward with making adequate plans and preparations for a **VIRTUAL** 64th Annual State Convention on May 14-15, 2021. The hosts are District 7 and Bro. Ronald Gayle, Host President. You will be sent a link via text or email or provided a telephone number in order to join the Virtual State Convention.

Your Registration Form with Payment **MUST** be **RECEIVED** by Assistant Financial Secretary, Sis. Joyce Parson no later than Friday, April 30, 2021 to ensure registration validation. Her address is: 6635 Hunter Creek Lane, Alexandria, VA 22315. The State Convention Registration Form is attached.





# INTERDENOMINATIONAL CHURCH USHERS ASSOCIATION OF VIRGINIA, INC.

Irene J. Washington, Chairman, Board of Directors  
301-906-1743

Jerdleen Boffman, State President  
703-680-4720

**January 15, 2021**

The 2021 State Assessment Church Information has been provided to each District President. Please ensure that your ICUA of VA, Inc. State Assessments for 2021 have been paid in full. In accordance with our Constitution and Bylaws Chapter III, Section 3 - Membership Dues -Annual membership dues in the amount of \$8.00 are due by each Senior usher board member, \$5.00 by each Young Adult usher board member and \$3.00 by each Junior & Young People usher board member, **on or before April 30, 2021**. Each Senior Usher Board President and/or Associate member of this organization shall furnish the Financial Secretary with a list of all paid ushers names, addresses, and phone numbers for mailing information and voting purposes. Please contact your District President if you have concerns or need additional information; or contact Financial Secretary, Sis. Mary Ann Carr at 703-660-1227. Her new address is: 17074 Four Seasons Drive, Dumfries, VA 22025.

ICUA of VA, Inc. State Officers elections, as well as, Proposed Constitution and Bylaws recommendations/changes, will be voted on during this Virtual 64th Annual State Convention. Delegates will be eligible to vote if their churches have fully met their ICUA of VA, Inc. State assessment responsibilities. The forms for Nominating Committee Solicitation for Candidates for State Officer Positions are attached. The Resumes **MUST** be **RECEIVED** no later than **March 20, 2021**. Mail to: Sandra C. Johnson, 5840 Cameron Run Terrace #233, Alexandria, VA 22303.

Please contact Board Chairman Washington if you have concerns or need additional information at 301-906-1743 or email [ijwashington5@gmail.com](mailto:ijwashington5@gmail.com).

In Christian Service,

Irene J. Washington, Chairman, Board of Directors  
Phil Chambers, Vice Chairman, Board of Directors  
Jerdleen E. Boffman, State President



**INTERDENOMINATIONAL CHURCH USHERS  
ASSOCIATION OF VIRGINIA, INC.  
REGISTRATION FORM**



**(VIRTUAL) 64<sup>th</sup> ANNUAL STATE CONVENTION  
MAY 14-15, 2021**

**Registration RECEIPT Deadline: April 30, 2021 (FRIDAY)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Church Name: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_ District #: \_\_\_\_\_

**REGISTRATION (check all that apply)**

I Am A...	✓	Department	✓	Registration Fee
State Officer		SENIOR		\$12.00
Delegate		YOUNG ADULT		\$12.00
First Timer		JUNIOR		\$10.00

PRE-REGISTRATION FEE PAID: \_\_\_\_\_



**IMPORTANT - PLEASE READ:**

- Your registration form with payment must be received no later than Friday, April 30, 2021, to ensure registration validation.
- You will be sent a link via text or email OR provided a telephone number in order to join the virtual convention. **CAUTION: Be sure your church is in good financial standing with its 2021 ICUA State assessments.**
- Your registration checks or money orders should be made payable to ICUA of VA, Inc. and mailed to State Assistant Financial Secretary:

**Joyce Parson      6635 Hunter Creek Lane      Alexandria, VA 22315**

**Email: japarson0315@gmail.com      Phone: (703) 339-4411**



# INTERDENOMINATIONAL CHURCH USHERS ASSOCIATION OF VIRGINIA, INC.

## 64<sup>th</sup> Annual State Virtual Convention May 14-15, 2021

### ONLINE MEETING ETIQUETTE

To have meetings wherever you are does not mean there aren't basic guidelines you should follow. Here are some meeting etiquettes everyone should observe

#### JOIN EARLY



Make sure your microphone and camera are working properly.

#### DRESS APPROPRIATELY



You'll also put yourself in the right headspace to be productive.

#### BE AWARE OF YOUR SURROUNDINGS



Make sure your background is tidy, professional and work appropriate.

#### MUTE YOUR MICROPHONE WHEN YOU'RE NOT TALKING



Avoid noisy distractions while others are speaking.

#### STAY SEATED AND STAY PRESENT



Sit up straight, don't make big extraneous movements and always give your attention.

#### MINIMISE DISTRACTIONS



Avoid rustling papers, eating or making other distracting noises in the background.

#### GIVE GRACE



Be patient with participants and allow some grace to any miscommunications.

#### PLAN FOR AN EFFECTIVE WRAP-UP



End with a quick recap providing decisions made and actions agreed on.

# **DRESS CODE**

---

## **64<sup>th</sup> Annual State Virtual Convention**

**Friday, May 14, 2021  
National Uniform**

**Saturday, May 15, 2021  
Appropriate Dress**

---



# INTERDENOMINATIONAL CHURCH USHERS ASSOCIATION OF VIRGINIA, INC.



*KENSEY M. LEWIS SCHOOL OF USHERING DEPARTMENT  
AN AFFILIATE OF THE NATIONAL GEORGE T. GRIER SCHOOL OF USHERING*

## **ICUA of VA, Inc. 64th STATE CONVENTION VIRTUAL School of Ushering Workshop**

**DATE:**

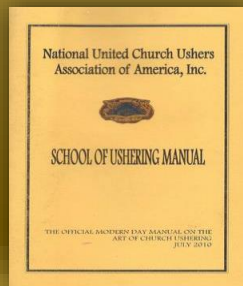
**Saturday, May 15, 2021**

**TIME:**

**To Be Determined**

### **School of Ushering**

Is committed to teaching Church Ushers the National Silent Uniform System of Church Ushering as described in the National United Church Ushers Association of America, Inc. School of Ushering Manual.



**Diane Reid, School of Ushering Chairman**

**Sheila E. Smith Vice-Chairman**

**Kensey M. Lewis School of Ushering Department**

**Jerdleen E. Boffman, State President**

**Irene J. Washington, Chairman, Board of Directors**

# Interdenominational Church Ushers Association of Virginia, Inc.

*64th Annual State Convention — Outreach Project*

## **PENINSULA RESCUE MISSION, INC**

3700 Huntington Ave., Newport News, VA 23602

### **MEN'S SHELTER**

Since 1966 Peninsula Rescue Mission's doors have been open to receive men with no place to live. This Mission offers safe and clean shelter, hot meals and showers, and most importantly steady and consistent teaching from the Word of God.

*To help support this shelter, ICUA of Virginia, Inc. is requesting monetary donations. The mission will purchase the items listed below. Please make your check payable to ICUA of VA.*

**Forward Donations To: Mary Ann Carr, Financial Secretary  
17074 Four Seasons Drive, Dumfries, VA 22025  
Checks Should be Received by April 17, 2021**

- **Men's Underwear (Size Small-XXL)**
- **Men's Under Shirt (Size Small - XXL)**
- **Socks**
- **Hoodies (Size Med-XXXL)**
- **Belts**
- **Travel sized lotion**
- **Travel sized hand sanitizer**
- **Disposable Razors**
- **Soap**
- **Toothbrush/ toothpaste**
- **Travel sized deodorant**
- **Shampoo**
- **Wash Clothes**



**Jerdleen Boffman, President**

**Irene J. Washington, Chairperson, Board of Directors**

**Charlene Eberhardt, Outreach Committee Chairperson**



# INTERDENOMINATIONAL CHURCH USHERS ASSOCIATION OF VIRGINIA, INC.



## ICUA of Virginia, Inc. Unity Prayer Line

Free Conference Call number  
515-604-9711 access code 54611#

**3:00pm EVERY Sunday (3:00pm – 3:45pm)**

In-lieu-of our normal "Annual Day" Celebrations we are gathering via phone lines together for unity prayer, scripture readings, songs, testimonies, poems... just to name a few things to up-life each during this COVID-19 Pandemic.

{2<sup>nd</sup> & 4<sup>th</sup> Sundays' at 2:30 for our "Chat & Chew"}

We ask for participants to PLEASE mute your phone during the prayer time to keep out background noise ...You can mute your phone(s) via...

- 1) Click mute on your phone
- 2) \*6 to mute or when you wish to share \*6 to unmute

"Looking forward to hearing each of you on Sunday ---  
ALL ARE WELCOME"

Bro. Alfred Lewis, Chaplain & Sis. Cindi Poole, Asst. Chaplain



# National United Church Ushers Association of America, Inc.

## Condolences/Resolution Form

**Name of the Deceased** \_\_\_\_\_

Was the Deceased an Usher? \_\_\_\_\_ If yes, list Local, State, Region, and/or National position(s) held.

---

**Who is the Deceased related to? Write name(s).**

Mother  
Father  
Brother  
Sister  
Husband  
Wife  
Daughter  
Son  
Other

**Name of Mortuary or Funeral Home:**

Address  
City, State Zip Code  
Phone Number  
Fax Number  
Email

**Home going Celebration:**

**Where will the viewing services be held?**

Day, Date, Time  
Address  
City, State Zip Code  
Phone Number  
Email Address  
Fax Number

**Where will the home going services be held?**

Day, Date, Time  
Address  
City, State Zip Code  
Phone Number  
Email Address  
Fax Number

**Cards of Condolences sent to:**

Name  
Address  
City, State Zip Code  
Phone Number  
Email Address





## NATIONAL UNITED CHURCH USHERS ASSOCIATION OF AMERICA, INC.

### BOARD OF DIRECTORS UPDATE

Melinda H. Wilkins, Chairman  
Ruth I. Jones, National President

December 21, 2020

Greetings Fellow Ushers:

On behalf of the National Board of Directors, thank you, for your continued support and faithfulness to our Organization. We pray that each of you have been wearing your masks and continue to be safe as we pray for those among us who have lost loved ones to COVID-19. This virus has taken hold of many of our friends and family and does not seem to want to let go. Please continue to pray daily for each other.

Because this disease has had a long-lasting effect on our nation, NUCUAA was not able to hold its 101st National Convention in Orlando, Florida and it appears that our next scheduled convention in Phoenix, Arizona in 2021 is in jeopardy of cancellation or rescheduling as well. The Board of Directors and the Attorney are still negotiating the contract prayerfully, to our benefit. With that said, there are business issues that need to be put in place, so that when the opportunity presents itself, we will be ready to conduct official business.

[One very important issue that we must address now is an official vote which will allow NUCUAA to host virtual meetings to conduct Official National business. In addition, we will vote to allow the Board to put in place a virtual/electronic process for conducting an election of officers at the time of our National Convention only. Our bylaws currently only address "in-person" meetings, conventions, and elections. This change will eventually become an amendment to our bylaws.](#)

Those whose names have been submitted as delegates by your State will receive an e-mail or cell phone notification, from a software called *Election Buddy*, inviting you to vote on these two issues. You may vote on **December 28<sup>th</sup> between the hours of 9:00 AM and 11:59 pm.** The results will be shared as soon as possible after the end of the voting period. We would appreciate your approval so that we can officially move forward with planning for a potential virtual National Convention. If you have any questions, you may contact Chairman Wilkins at [Melinda.wilkins3@verizon.net](mailto:Melinda.wilkins3@verizon.net), Director Donna A. Hines at [donna.a.w.hines@gmail.com](mailto:donna.a.w.hines@gmail.com) or Director Sadie Boles at [spbolesaa04@sbcglobal.net](mailto:spbolesaa04@sbcglobal.net).

Yes, we are admittedly behind the ball with moving forward under the circumstances, but this is all new to us and we wanted to make sure everyone had a clear understanding of what needs to be done and the process required to get it done. Please be assured that we are working out the kinks and looking forward to what is yet to come.

Once again, thank you for your patience and support. Please visit our website for President Jones' video Holiday greetings at [www.nationalchurchushers.org](http://www.nationalchurchushers.org) and we pray that God will continue to richly bless you during this Holiday Season, throughout the New Year and always.

Melinda H. Wilkins  
Chairman, Board of Director

Ruth I. Jones  
National President

**Melinda H. Wilkins**  
Chairman, BOD

**Antoinette Guerrero**  
President, Young  
Adult Department

**Ayanna Clay**  
President, Junior & Young  
People's Department

**Willie J. Minnifield**  
President Emeritus

[www.nationalchurchushers.org](http://www.nationalchurchushers.org)



# CONGRATULATIONS FILMORE F. GREGORY, PRESIDENT EMERITUS



Filmore F. Gregory, President Emeritus

# NUCUAA

National United Church Ushers Association of America, Inc.  
National Board of Directors

Please join the National Board of Directors as we extend

*Congratulations*

to our 20th Past National President  
Filmore F. Gregory  
on being elected  
**President Emeritus.**

President Gregory's many contributions and achievements make him truly worthy of this distinguished recognition and title.



**NUCUAA, BOARD OF DIRECTORS  
APPROVE TO RENAME THE  
IT COMMITTEE TO THE  
*Donna A. Hines IT and Marketing  
Strategies Committee***



**LET US EXTEND CONGRATULATORY  
SALUTATIONS TO OUR VERY OWN  
DONNA A. HINES**

# Inauguration Poet Takes Wing

Amanda Gorman of L.A. is the youngest to hold this honor. Words are her uplift.



“AMERICA is messy,” says Amanda Gorman, 22. “It’s still in its early development of all that we can become.” Her poem sees the scars but embraces hope. (Stephanie Mitchell Harvard University)

By Julia Barajas

**Click link for the full story:**

[http://enewspaper.latimes.com/infinity/article\\_share.aspx?guid=a7e79529-6fcb-4007-91ca-922dfef768b3](http://enewspaper.latimes.com/infinity/article_share.aspx?guid=a7e79529-6fcb-4007-91ca-922dfef768b3)

## **ATTENTION USHERS!**

We extend hearty congratulations to recent Harvard University graduate Amanda Gorman who was selected to recite her poetry at the January 20, 2021 inauguration. Ms. Gorman was awarded a \$2,000.00 McAlpin-Draper-Gordon Scholarship (William “Bill” Thomas, State Chairman) by the Union Usher Board of California in 2016. She is a member of St. Bridget Catholic Church, Los Angeles, CA. Father Kenneth KeKe is her Pastor.





## **T. Jean Horace** **Mother** **ICUA of Virginia, Inc.**



**Congratulations to Sister T. Jean Horace, Mother of the Interdenominational Church Ushers Association of Virginia, Inc.!** A person who is more than worthy of receiving this honorary title. She has served as a church usher for 40 years. She has previously and currently supported the ICUA of Virginia, Inc. by serving in several capacities in the District and State. She has served as chairman for the State and Eastern Region Alumni Department and a member of the National Alumni Department.



Sister Horace has represented the ICUA of Virginia, Inc. by serving on the award-winning Floor Demonstration Team at the National Convention for several years. Sister Horace is one of the original members of District #1 Ritualistic Team and is very faithful and committed to the team.



T. Jean Horace is a member of the Ebenezer Baptist Church in Alexandria, Virginia. She is an active member of the Usher Ministry. Sister Horace is kind, caring, peaceful, spiritual and she loves the Lord!

**Congratulations Sister T. Jean Horace! Mother of the ICUA of Virginia, Inc.** We appreciate you for your service, devotion, and commitment in God's Army as a church usher!



# *National George T. Grier School of Ushering Department Master's Degree Program Graduates*



*Cheryl D. Allen*



*Shadonna Bartholomew*



*Phil Chambers*



*Gwendolyn Haight*



*Congratulations*



*Diane K. Reid*

---

*National George T. Grier School of Ushering Department Master's Degree Program.*

*The program is a three (3) consecutive year program. Congratulations to:*

*Cheryl D. Allen • Shadonna Bartholomew • Phil Chambers*

*Gwendolyn Haight • Diane K. Reid*

*For completing and passing the Master's Degree Test.*

# INTERDENOMINATIONAL CHURCH USHERS ASSOCIATION OF VIRGINIA, INC.



*Gwendolyn "Gwen" Jackson  
Corresponding Secretary  
ICUA of Virginia, Inc.*

---

**Congratulations to Gwendolyn "Gwen" Jackson newly appointed Corresponding Secretary to Jerdleen E. Boffman, State President of the Interdenominational Church Ushers Association of Virginia, Inc.** She is a member of the Mount Zion Baptist Church in Arlington, Virginia. In 2013 she joined the Usher Ministry and is an active member in the ministry.

Sister Jackson enrolled in the George T. Grier School of Ushering to learn the signs and signals of church ushering. In 2014 she successfully completed the class requirements and passed the National Student Test. After graduating and receiving a certificate in 2014, she joined the Interdenominational Church Ushers Association of Virginia, Inc.

She continued her education in the School of Ushering to become a certified Instructor. In 2017 she successfully passed the National Instructor's Test. Graduated and received her first Instructor's assignment in the Fall of 2017 to present.

Over the years she has attended several conventions and events held by the Interdenominational Church Ushers Association of Virginia, Inc., Eastern Region, and the local Districts.

Sister Jackson have faith in the Lord and believes that her calling is to serve!





## **INTERDENOMINATIONAL CHURCH USHERS ASSOCIATION OF VIRGINIA, INC.**

### **Nominating Committee Solicitation for Candidates for State Officer Positions**

The Nominating Committee is seeking qualified candidates interested in serving as officers of the organization. Based on the resumes received from this solicitation, the Nominating Committee will present a slate of qualified candidates for officer positions on Friday, May 14, 2021, the first day our Annual State Convention convenes. After the Nominating Committee report is given, the President will open the floor for additional nominations. Then elections will be conducted by the Election Committee.

The slate of available positions is based on the positions that were to be elected at the May 2020 Convention and positions becoming vacant as of the May 2021 Convention. The following officer positions are eligible for election at the 2021 State Convention:

**State President**

**First Vice-President**

**Second Vice-President**

**Recording Secretary**

**Assistant Recording Secretary**

**Financial Secretary**

**Assistant Financial Secretary**

**Treasurer**

**Sergeant-at-Arms**

**Chaplain**

**Assistant Chaplain**

**Board of Directors** (seven positions)

**Nominating Committee** (each District, up to two positions)

*\*Note: All candidates must submit a resume form, to include those who submitted a resume form in response to last year's solicitation. The Nominating Committee requires current resume forms for all candidates.*

Interested candidates should possess and/or meet the following criteria:

- Must be financial in the State obligations, i.e., dues;
- Must be active in your church ushers ministry/board;
- Must exhibit faithfulness, honesty, sincerity and understanding;
- Should be dedicated, committed and dependable; and
- Understand the meaning and qualifications of the position for they are seeking.

The excerpt from the Constitution & Bylaws of the Interdenominational Church Ushers Association of Virginia, Inc. (ICUA of VA, Inc.) (Revised May 2014) describing the duties and responsibilities of the above positions is included on the enclosed Attachment.

In accordance with the Bylaws, Chapter I, Sub-Chapter C. – Nominations, Election & Tenure of Officers and Directors, Section 2 – Term of Office, The Board of Director positions are for a three-year term; all other positions are for a two-year term, unless otherwise noted above. Elected individuals are not to exceed two consecutive terms. Some individuals currently holding the above positions are eligible to run again for their current position. However, this should not discourage or prevent anyone from submitting their resume for any officer position.

#### Board of Directors

In accordance with the Bylaws, all Districts must have representation on the Board of Directors. Of the eleven Directors on the Board, no District shall be allowed to have more than three positions on the Board. There are seven Board positions becoming vacant. Some of the Directors are eligible to run for a second term. The four Directors remaining on the Board represent Districts 1 (two), 2 and 6.

With the upcoming vacancies, Districts 3, 4, 5, and 7 will not have any other representation on the Board. Therefore, four of the seven upcoming vacancies must be filled with at least one representative from Districts 3, 4, 5 and 7. District 1 will have two Directors remaining on the Board with time to serve. District 1 may possibly elect only one additional person to the Board. However, this will be determined by the overall final vote count after each District has representation on the Board.

#### Nominating Committee

In accordance with the Bylaws, each district shall have representation on the Nominating Committee. Each District shall be represented by no more than two members. All positions on the Nominating Committee are becoming vacant.

The attached Resume Form must be completed by each individual interested in being considered for any of the above elected officer positions. The Resume Form must be **received** by the Nominating Committee Chairperson via email or mail **no later than March 20, 2021**. Each candidate submitting a resume is reminded to sign and date the form prior to submittal (see page 2 of the resume form). All Resume Forms received by email will be acknowledged with an email. Resume forms should be emailed to the following email addresses:

icuaofvanominatingcommittee@gmail.com  
sandrajohnson747@verizon.net



If your Resume Form is mailed, please allow sufficient time for delivery and mail to:

Sandra C. Johnson  
5840 Cameron Run Terrace #233  
Alexandria, VA 22303

**All mailed resumes forms must be received by March 20, 2021, not postmarked by March 20, 2021.** All resume forms received by mail will be acknowledged with a phone call. If resume forms are received after March 20, 2021, the candidate will be notified with a phone call and the resume form cannot be considered by the Nominating Committee.

The Nominating Committee encourages circulating this resume package throughout our membership to encourage qualified individuals to submit their resume forms for the above officer positions. If you require additional information or clarification, please contact:

Sandra C. Johnson  
Nominating Committee Chairperson  
Emails: sandrajohnson747@verizon.net & icuaofvanominatingcommittee@gmail.com  
Telephone: Home (703) 960-4508; Cell (703) 342-8859

In His Service,

The Nominating Committee

Sandra C. Johnson, District 1  
Andrew Lewis, District 1  
Pearly Davis, District 2  
Gloria Kenny, District 2  
Gloria Greenhow, District 3  
Loretta Hill, District 3

Elaine Tibbs, District 4  
Roberta Tracy, District 4  
Linda Brown, District 5  
Barbara Cary, District 5  
Marilyn West, District 6  
Robert Clayton, District 7  
Joyce Zollicofer, District 7

ATTACHMENT

Interdenominational Church Ushers Association of Virginia, Inc.  
Nominating Committee Solicitation for Candidates for State Officer Positions

---

**EXCERPTS FROM  
CONSTITUTION & BYLAWS OF THE  
INTERDENOMINATIONAL CHURCH USHERS ASSOCIATION OF VIRGINIA, INC.  
(ICUA OF VA, INC.)  
REVISED MAY 2014**

**Chapter I – General, Officers, and Directors**

**Subchapter B. Officers**

**Section 1. Elected Officers**

**Sub-Section (a) Duties of the State President** – It shall be the duty of the President to preside at all meetings of the Association, conduct same according to parliamentary rules, and examine all documents requiring his/her signature. He/she shall have authority to fill any vacancy occurring during the year by appointment except members of the Board of Directors. Should a vacancy occur among the Board between the time of the election, a majority of the Directors of the Board with the advice and cooperation of the President shall appoint one of the Association members to serve for the remainder of the term created by the vacancy.

**Sub-Section (b) Duties of the Vice Presidents** – It shall be the duty of the Vice Presidents to attend all meetings of the Association, to preside over the same when called on to do so in the absence of the President, and while occupying the chair, he or she shall have the power of the President. In the event of inability of the President to serve for any cause, the First Vice President shall perform all duties of the office. The Vice Presidents shall also supervise activities of Districts, Departments, Committees assigned to him/her, and establish new church usher boards in their respective district.

**Sub-Section (c) Duties of the Recording Secretary** – It shall be the duty of the Recording Secretary to attend all meetings and commit to paper all that may be done in the meeting of the Association and keep same in a proper book for information of members. The Recording Secretary will provide a copy of the “draft” State convention minutes and Mid-Year Conference minutes to the State President and Board of Directors Chairperson by no later than 45 days after the meeting. He/She will provide a “final” copy of the State Convention and Mid-Year Conference minutes to the State President and the Board of Directors by no later than 60 days after the meeting. The Board of Director will distribute copies of the State Convention and Mid-Year Conference minutes within 75 days after each meeting. Perform any other duties in keeping with the office. Submit books to the Board of Directors and at end of term, turn over to successor all record entrusted in his/her keeping.



## ATTACHMENT

Interdenominational Church Ushers Association of Virginia, Inc.

Nominating Committee Solicitation for Candidates for State Officer Positions

---

**Sub-Section (d) Duties of the Assistant Recording Secretary** – It shall be the duty of the Assistant Recording Secretary to assist the Recording Secretary in attending all meetings and perform duties identical to the Secretary and all such other duties in the absence of the Secretary.

**Sub-Section (e) Duties of the Financial Secretary** – It shall be the duty of the Financial Secretary to receive all money due the Association, keep an accurate record of same, turn over to the Treasurer and obtain a receipt for the same. The Financial Secretary shall be bonded or insured at the expense of the Association. All records of receipts and disbursements shall be kept in a proper book. Furnish the Recording Secretary with records of receipts and disbursements. The Financial Secretary shall co-endorse all checks along with the Treasurer. At the close of his/her term of office, turn over to the successor all property of the Association. Notify each member and/or church organization when dues and assessments are payable, and perform other duties in keeping with the office. The Financial Secretary shall prepare Income/Balance statements for presentation to the Board of Directors, Departments and Committee Chairperson, the State body and Auditors. The Financial Secretary shall prepare and maintain a membership register in alphabetical order and maintain the membership book. He/she shall prepare for the Credential Committee a list of persons whose financial qualifications are questioned and report that fact to the Credentials Committee, Elections Committee, Board of Directors, and state body.

**Sub-Section (f) Duties of the Assistant Financial Secretary** – It shall be the duty of the Assistant Financial Secretary to assist the Financial Secretary and in the absence of the Financial Secretary, to perform such duties that are required and feasible. The Assistant Financial Secretary shall handle all pre-registrations for conferences and conventions that the Association requires, and perform any other duties in keeping with the office.

**Sub-Section (g) Duties of the Treasurer** – It shall be the duty of the Treasurer to receive all money from the Financial Secretary and keep a just and accurate record of same. The Treasurer shall be bonded or insured at the expense of the Association. He/She shall pay money out on order of the Chairperson or Vice Chairperson of the Board of Directors, co-endorse all checks along with the Financial Secretary and prepare Income/Balance Statements for presentation to the body and for audit review.

**Sub-Section (h) Duties of the Sergeant-at-Arms** – It shall be the duty of the Sergeant-at-Arms to maintain order at all State meetings and to carry out any assignments given by the State President or the presiding officer.

**Sub-Section (i) Duties of the Chaplain** – It shall be the duty of the Chaplain to conduct devotions (not to exceed 15 minutes) at the opening of meetings, closing with prayer and stand ready to offer prayer for any other occasion when called upon.

## ATTACHMENT

Interdenominational Church Ushers Association of Virginia, Inc.

Nominating Committee Solicitation for Candidates for State Officer Positions

---

**Sub-Section (j) Duties of the Assistant Chaplain** – It shall be the duty of the Assistant Chaplain to assist the Chaplain in any manner deemed appropriate and to act in the absence of the Chaplain.

### **Chapter I – General, Officers, and Directors**

#### **Subchapter B. Officers**

##### **Section 3. Board of Directors.**

**Sub-Section (b) Duties of the Board** – It shall be the duty of the Board of Directors, with assistance and advice from the President to (1) manage the business of the Association when the Association is not in session; (2) Notify each member and/or church organization when dues and assessments are payable; (3) adopt rules and regulations for conducting the business of the Board in compliance with the policy of the Executive Committee; these rules and regulations are to be reviewed and approved annually by the Association upon recommendation of the Executive Committee; (4) keep a complete record of the acts and proceedings of its meeting; (5) present to the President for the annual report a full statement of the conditions and affairs of the Association; (6) supervise all officers, agents and employees and see that their duties are properly performed; (7) issues charters or certificates of membership and has authority to approve applications for membership filed between state meetings; (8) select one or more financial institutions as the depository of the funds of the Association; (9) secure by adequate bond or otherwise at the expense of the Association, the fidelity of all officers and employees handling Association funds; (10) approve bills for payment and authorize issuance of checks by the Financial Secretary/Treasurer; (11) the Board shall appoint a legal advisor of General Counsel as may be deemed necessary; and (12) the Board shall be responsible for all report blanks, credentials, and badges; (13) elect honorary members of the Association.

### **Chapter II – Organizational Structure**

#### **Subchapter C - Committees**

**Sub-Section (k) Duties of the Nominating Committee** – This Committee shall be elected at the State Convention. Each district shall be represented by no more than two members, the President shall appoint the chairperson. The duties shall be to seek out qualified individuals to fill elected positions and its report should be sent to the President, the Board Chairperson, and the District President, the Board Chairperson, and the District Presidents at least (30) days in advance of the convention. The committee will present a proposed slate of officers to the body at the state convention.



**INTERDENOMINATIONAL CHURCH USHERS ASSOCIATION OF VIRGINIA, INC.  
RESUME FORM**

**Please complete and email or mail so it will be received no later than March 20, 2021**

Email to: [icuaofvanominatingcommittee@gmail.com](mailto:icuaofvanominatingcommittee@gmail.com) **AND** [sandrajohnson747@verizon.net](mailto:sandrajohnson747@verizon.net)

OR

Mail to: Sandra C. Johnson, 5840 Cameron Run Terrace #233, Alexandria, VA 22303

Phone Numbers: Home: (703) 960-4508 Cell: (703) 342-8859

Name: \_\_\_\_\_ District \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No: Home \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_ Church: \_\_\_\_\_

Position Desired: \_\_\_\_\_

**Positions Held in Your Church Usher Ministry and District, State, Regional and National Organizations:**

*(Please specify the level the position is held)*

**What other qualifications do you have that you feel make you the best candidate for the position?**

**Skills/Activities:**

**Other Information for Consideration: (i.e. special skills, specialized training/experience, hobbies, background, etc.)**

*If additional space is needed, you may attach or expand to additional sheets.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# EASTERN REGION CHURCH USHERS ASSOCIATION

An Affiliate of the National United Church Ushers Association of America, Inc.

October 26, 2020

## TO ALL EASTERN REGION STATE PRESIDENTS:

The Eastern Region Nominating Committee would like to thank all of you in advance for your cooperation and timely response to submitting names of those Ushers in your respective States who would like to be considered for an Eastern Region Officer position in 2021. The positions are as follows: Assistant Regional Director, Recording Secretary, Assistant Recording Secretary, Financial Secretary, Treasurer, Chaplain, Sergeant-at-Arms, and Assistant Sergeant-at-Arms. We have enclosed Position Descriptions (Enclosure 1) for your reference. The current Assistant Regional Director, Recording Secretary, Assistant Recording Secretary, and Sergeant-at-Arms are ineligible to seek re-election.

A completed consent form, which includes the Usher's name, position they are seeking and signature of the State President, along with a resume must be submitted to the Nominating Committee. We have enclosed a Nominee Consent Form (Enclosure 2) and Resume Template (Enclosure 3). The Nominating Committee must receive these documents no later than February 13, 2021. Please mail these documents to Naomi Morgan, Nominating Committee Chairperson at 7965 Elvation Road, Glen Burnie, Maryland 21061, or e-mail the documents to Naomi Morgan at [cierra7965@live.com](mailto:cierra7965@live.com)

Due to the current COVID-19 Pandemic, all of the required documentations to be considered for the 2021-2022 Eastern Region elected positions are being forwarded. We will gladly collect any consent forms and Resumes whenever they are available.

The election will take place at the 65<sup>th</sup> Eastern Region Conference, which will be held on March 20, 2021. The 65<sup>th</sup> Eastern Region Conference will be a virtual conference. If you have any questions or need any assistant please call Naomi Morgan at 410-787-9268 or send an e-mail to Naomi Morgan at [cierra7965@live.com](mailto:cierra7965@live.com).

In His Service,  
Eastern Region Nominating Committee  
Sister Naomi Morgan (MD) Chairperson  
Sister Rose Johnson (CT)  
Sister Delia Smith-David (MA)

### Enclosures:

- (1) Position Descriptions
- (2) Nominee Consent Form
- (3) Resume Template

Charles J. Brown  
Eastern Region Director  
National 1<sup>st</sup> Vice President  
13015 Fox Bow Drive  
Upper Marlboro, MD 20774  
(H) (F): 301-390-7416  
(C): 301814-4823  
[ercuadir@verizon.net](mailto:ercuadir@verizon.net)

Jessie M. Cole, Assistant Region Director  
617-298-7606  
Jamal Edwards-Frayer, Young Adult  
Director  
347-446-8954  
Jordan Paige, Jr. & Young People Director  
718-938-2773  
[www.EasternRegionUshers.org](http://www.EasternRegionUshers.org)

Ruth I. Jones  
National President  
Melinda Wilkins National Board  
Chairman  
Antoinette Guerrero  
Young Adult President  
Ayanna Clay  
Jr. & Young People's President



# EASTERN REGION CHURCH USHERS ASSOCIATION

An Affiliate of the National United Church Ushers' Association of America, Inc.

## 2021 NOMINEE CONSENT FORM

I, \_\_\_\_\_, hereby give my consent to have my name placed in nomination for the office of \_\_\_\_\_ of the Eastern Region Church Ushers Association and will comply with the Nominating Committee for application to said office in accordance with the Bylaws of the Eastern Region. I will do my best to serve the Association in this capacity if elected.

### APPLICANT

Date:

Name:

Signature:

Street Address:

City:

State:

ZIP Code:

Day Phone Number:

Evening Phone Number:

Email Address:

### STATE PRESIDENT

Name:

Signature:

**Charles J. Brown**  
Eastern Region Director  
National 1<sup>st</sup> Vice President  
13015 Fox Bow Drive  
Upper Marlboro, MD 20774  
(H) (F): 301-390-7416  
(C): 301-814-4823  
ercuadir@verizon.net

**Jessie M. Cole**, Assistant Region Director  
617-298-7606  
**Jamal Edwards-Frayer**, Young Adult  
Director  
347-446-8954  
**Jordan Paige, Jr.** & Young People Director  
718-938-2773  
[www.EasternRegionUshers.org](http://www.EasternRegionUshers.org)

**Ruth I. Jones**  
National President  
**Melinda Wilkins** National Board  
Chairman  
**Antoinette Guerrero**  
Young Adult President  
**Ayanna Clay**  
Jr. & Young People's President





# EASTERN REGION CHURCH USHERS ASSOCIATION

An Affiliate of the National United Church Ushers Association of America, Inc.

## 2021 RESUME

**DATE:**

**NAME:**

**POSITION DESIRED:**

**OBJECTIVE (SUMMARY):**

**EDUCATION:**

**OCCUPATION:**

**CHURCH AFFILIATIONS:**

**USHER AFFILIATIONS:**

**SKILLS:**

**CIVIC ACTIVITIES:**

**(Please attach additional page(s) if required.)**

**Charles J. Brown**  
*Eastern Region Director*  
*National 1<sup>st</sup> Vice President*  
13015 Fox Bow Drive  
Upper Marlboro, MD 20774  
(H) (F): 301-390-7416  
(C): 301-814-4823  
[ercuadir@verizon.net](mailto:ercuadir@verizon.net)

**Jessie M. Cole**, *Assistant Region Director*  
617-298-7606  
**Jamal Edwards-Frayer**, *Young Adult Director*  
**347-446-8954**  
**Jordan Paige, Jr.** & *Young People Director*  
718-938-2773  
[www.EasternRegionUshers.org](http://www.EasternRegionUshers.org)

**Ruth I. Jones**  
*National President*  
**Melinda Wilkins** *National Board Chairman*  
**Antoinette Guerrero**  
*Young Adult President*  
**Ayanna Clay**  
*Jr. & Young People's President*



## POSITION DESCRIPTIONS

**Assistant Regional Director:** The Assistant Regional Director shall be in charge in the absence of the Director and assist the Regional Director upon request.

**Recording Secretary:** The Recording Secretary shall maintain a written record of all actions taken by the Eastern Region and its Executive Board. In addition, the Recording Secretary shall have access to a computer for submitting typed minutes.

**Assistant Recording Secretary:** The Assistant Recording Secretary shall perform all the duties of the Recording Secretary and assist the Recording Secretary upon request. In addition, the Assistant Recording Secretary shall have access to a computer for submitting typed minutes.

**Financial Secretary:** The Financial Secretary shall maintain accurate and complete financial records of all transaction by the Eastern Region. The Financial Secretary shall receive all finances (including but not limited to fees, donations, project monies, offerings); credit all receipts to the proper account by department or committee source and forward all receipts promptly to the Treasurer. The Financial Secretary shall also sign all orders for disbursements and maintain an accurate record of all expenditures authorized. In addition, the Financial Secretary shall provide a financial accounting to the membership at the annual meeting.

Moreover, the Financial Secretary shall have an aptitude for handling figures and finances and be proficient in Microsoft Excel.

**Treasurer:** The Treasurer shall be the custodian of all funds and securities keeping an itemized account of all receipts and disbursements. The Treasurer shall promptly deposit all funds in such banks or other financial institutions approved by the Executive Board. The Treasurer shall disburse the funds, only upon receipt of an approved draft. The Treasurer shall make, sign and endorse in the name of the organization, with the Regional Director or Financial Secretary, all checks, notes, drafts and orders for the payment of monies. In addition, the Treasurer shall have an aptitude for handling figures and finances, and be proficient in Microsoft Excel.

**Chaplain:** The Chaplain shall be in charge of all devotional services, closings and other religious affairs of the Eastern Region as designated.

**Sergeant-at-Arms:** The Sergeant-at-Arms shall be responsible for maintaining order at all meetings and functions of the Eastern Region and carrying out any assignment given out by the Regional Director. To accomplish these tasks the Sergeant-at-Arms may designate as many persons to assist as may be required.

**Assistant Sergeant-at-Arms:** The Assistant Sergeant-at-Arms shall assist the Sergeant-at-Arms and be in charge in the absence of the Sergeant-at-Arms.

**Charles J. Brown**  
*Eastern Region Director*  
*National 1<sup>st</sup> Vice President*  
13015 Fox Bow Drive  
Upper Marlboro, MD 20774  
(H) (F): 301-390-7416  
(C): 301-814-4823

[ercuadir@verizon.net](mailto:ercuadir@verizon.net)

**Jessie M. Cole**, *Assistant Region Director*  
617-298-7606  
**Jamal Edwards-Frayer**, *Young Adult Director*  
347-446-8954  
**Jordan Paige, Jr.** & *Young People Director*  
718-938-2773

[www.EasternRegionUshers.org](http://www.EasternRegionUshers.org)

**Ruth I. Jones**  
*National President*  
**Melinda Wilkins**  
*National Board Chairman*  
**Antoinette Guerrero**  
*Young Adult President*  
**Ayanna Clay**  
*Jr. & Young People's President*

# Nominee Consent Form 2021

I, \_\_\_\_\_ hereby give my consent to have my name placed in nomination for the office of \_\_\_\_\_ with the National United Church Ushers Association of America, Inc. and will comply with the Nominating Committee's recommendation(s) for application for said office, in accordance with the bylaws of the N.U.C.U.A.A., Inc.

I will do my best to serve the association in the capacity, if elected.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City/State/ZIP)

\_\_\_\_\_  
(Name of State President)

\_\_\_\_\_  
(Signature of State President)



# RESUME FORM

---

---

**DATE:**

**NAME:**

**POSITION DESIRED:**

**OBJECTIVE (Summary):**

**EDUCATION:**

**OCCUPATION:**

**CHURCH AFFILIATIONS:**

**USHER AFFILIATION:**

**SKILLS/CIVIC ACTIVITIES:**

---

---