



INTERDENOMINATIONAL CHURCH USHERS
ASSOCIATION OF VIRGINIA, INC.

www.icuaofva.org



NEWSLETTER

ICUA OF VIRGINIA, INC.

NEWSLETTER

MARCH 2021

Jerdleen E. Boffman
State President

Irene J. Washington
Chairman, Board of Directors



Newsletter

Included in this Newsletter:

- Page 3 – Deadline Reminders (plus links for printable forms)
- Page 4 – State President's Greeting
- Page 5 – Request for Committees & Departments Reports – Due by April 17th
- Page 6 – 2021 ICUA of VA State Assessments – Due by April 30th
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- Page 16 – Easter Story – Happy Easter
- Page 17 – NUCUAA Condolences or Resolution Form (Revised August 2020)
- Pages 18-25 – ICUA of VA State Officer Positions – Nominating Committee
Candidate Solicitation Resume Form – Due by March 20th

Resumes for the ICUA of VA State Officers Positions – Due by March 20th.

Committees and Departments Reports must be received by April 17th. Email your reports to Charisse Tolson at ct2139@aol.com.



INTERDENOMINATIONAL CHURCH USHERS
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REMINDERS

Due March 20, 2021

ICUA of VA State Officer Positions Nominee Resume Forms

Due April 17, 2021

ICUA of VA Committees & Departments Reports

Due April 17, 2021

Outreach Project Monetary Contributions

Due April 30, 2021

ICUA of VA 2021 State Assessments

Due April 30, 2021

ICUA of VA 64th State Convention Registration Forms



INTERDENOMINATIONAL CHURCH USHERS ASSOCIATION OF VIRGINIA, INC.



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ENOMWOYI "NOE" WOODS
YOUNG ADULT PRESIDENT

TIANA MINOR
JUNIOR & YOUNG PEOPLE PRESIDENT

IRENE J. WASHINGTON
CHAIRMAN, BOARD OF DIRECTORS

Jerdleen E. Boffman

State President
14219 Ferndale Road
Dale City, Virginia 22193
(703) 680-4720 (H) or (703) 615-5126 (C)
Jerdleen@msn.com



According to his great mercy, he has caused us to be born again to a living hope through the resurrection of Jesus Christ from the dead, 1 Peter 1:3

Greetings,

Blessed be the God and Father of our Lord Jesus Christ!

Let us be reminded of the reason for the Easter Season, reflect on Jesus Christ and His resurrection.

As we know this coronavirus is real. Let us continue to be grateful and remember all those who sacrificially serve others, i.e. health care workers, teachers, arm forces and all others. If you are giving the opportunity to be vaccinated, I encourage you to take the COVID-19 vaccine. Let us continue to wash our hands and wear our face mask.

Please know that I am thinking of you and praying that God's guiding light continue to shine over you and your family. We may not know why this is happening, but God is working and there are blessings in the midst of this pandemic. As songwriter wrote: Be Encouraged no matter what's going on. He'll make it alright. But you gotta stay strong.

Be Blessed,

Jerdleen E. Boffman

State President

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

"I have told you these things, so that in me you may have peace. In this world you will have trouble. But take heart! I have overcome the world." John 16:33



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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 64th Annual State Virtual 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.

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 64th Annual State Virtual Convention scheduled for May 14-15, 2021. For questions, please contact me.

Jerdleen E. Boffman

Senior State President
ICUA of VA, Inc.



INTERDENOMINATIONAL CHURCH USHERS ASSOCIATION OF VIRGINIA, INC.

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STATE ASSESSMENTS REMINDER

ICUA of Virginia, Inc. 2021 State Assessments Due by April 30, 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.



INTERDENOMINATIONAL CHURCH USHERS
ASSOCIATION OF VIRGINIA, INC.



Upcoming Events

**64th Eastern Region Virtual
Conference
March 20, 2021**

**64th ICUA of VA
Annual State Virtual
Convention
May 14-15, 2021**

**102nd NUCUAA Convention
Will Be Held Virtually
July 29-31, 2021**

Website: <https://www.nationalchurchushers.org>



National United Church Ushers Association of America, Inc.

February 26, 2021

SAVE THE DATE – 102nd NUCUAA Convention – JULY 29-31, 2021

Greeting and Good Evening National State President of NUCUAA,

I truly hope all is well with each of you and your families, and that everyone is being safe and well, and wearing your mask. National Board Chairmen Sis. Melinda Wilkins ask me to send this National Convention update information to all National State Presidents.

Due to COVID-19 and the extreme challenges of the pandemic the 2020 101st National Convention which was to be held in Orlando, Florida was postponed.

The 2021 102nd Convention will be held Virtually July 29-31, 2021. Additional information will be forthcoming.

**Warmest regards,
Melinda Wilkins, Chairman**

**Yours truly,
Bro. Bryan London
NJ State President / National President Council Chairmen**

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

Save the Date

**Virtual Memorial Service
Honoring Virginia's Deceased
Ushers From 2017 To Present**

Sunday, April 25, 2021

GUEST PREACHER

Rev. Dr. Robert Cheeks

Shiloh Baptist Church

McLean, Virginia

MORE INFORMATION COMING SOON!

Memorial Committee

Jerdleen E. Boffman, State President

Irene J. Washington, Chairman, Board of Directors



INTERDENOMINATIONAL CHURCH USHERS ASSOCIATION OF VIRGINIA, INC.



REGISTRATION FORM

(VIRTUAL) 64th 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.

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

DONNA A. HINES REQUEST YOUR SUPPORT

Endorsement for NUCUAA 4th Vice President and Eastern Region Director

DAW Hines

Donna A. White Hines
18512 Kerill Road | Triangle, Virginia 22172
703.981.3276 | donna.a.w.hines@gmail.com



Dear President Boffman,

I pray all is well with you and your loved ones.

This letter is to share with you that after prayerful consideration, I have decided to run for the position of 4th Vice President of the National United Church Ushers Association of America, Inc. I am respectfully and sincerely, requesting your support and vote for me in this endeavor.

My overall goal in this position will be to utilize my recognized management skills, creative abilities, extensive experience and knowledge gained from many years of service on each level (state, region, national) of our National organization. It is also my hope to support the vision of the National President, help continue the organization's historical journey and focus on the growth and development of the Region I represent. Please accept the following as an overview of my Usher Ministry related qualifications:

Church - Active member, twice served as Ministry President

State - ICUA of Virginia, Inc. – Current/active Member, Past State President, Past Board Chairman and Board member, served as Chairman of several committees/departments, George T. Grier School of Ushering Certified Instructor

Region – Eastern Region Church Ushers Association - Served as Conference Planner, Regional Organizer, Chair, Strategic Planning, member of Audit Committee and provide graphic support where needed

National - National United Church Ushers Association of America, Inc.

Currently serve as an elected member of the Board of Directors, Served as Chairman of the Board of Directors, Served as National Treasurer, Served as National Assistant Financial Secretary

Honored - The Information Technology & Marketing Strategies Committee was recently named the Donna A. Hines Information Technology & Marketing Strategies Committee

Once again, I would sincerely appreciate your consideration, your vote and, that you would please share this request with your state membership.

Thank you, God's continued blessings, and please, continue to be safe until we meet again!

Donna A. Hines

Donna A. Hines

THANK YOU EASTERN REGION FOR YOUR CONTRIBUTIONS

Saturday, March 6, 2021

RE: Thank You: 2021 Southern Region Outreach Relief Funds

Hello Director Brown,

On behalf of the Southern Region, we thank the Eastern Region for your thoughtfulness and kindness shown to Arkansas, Louisiana, Mississippi, and Texas in assisting the members affected by the winter storm.

Your outreach is greatly appreciated!

Blessings!

Linda Pates
Southern Region Director

NOTE - The I.C.U.A. of Virginia, Inc. contributed \$200 to the 2021 Southern Region Outreach Relief Fund.

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.

{2nd & 4th 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

*** FEMA ANNOUNCEMENT ***

HUNT VALLEY, Md. (SBG) - The Federal Emergency Management Agency will soon begin reimbursing Americans for funeral expenses of family members who passed away due to COVID-19.

Congress passed the \$2 billion funding in December as part of a \$900 billion stimulus bill. The funding was promoted by Senator Majority Leader Chuck Schumer and Rep. Alexandria Ocasio-Cortez, D-N.Y., and \$260 million will be allocated to their home state of New York, which was hit hard by the pandemic last year. The two representatives want to keep the program in place for the rest of the pandemic.

Families can be reimbursed up to \$7,000 for funeral expenses, retroactive to Jan. 20, 2020. Those who apply will need to submit identifying documentation of the person who died, as well as a death certificate. According to the National Funeral Directors Association <<https://nfda.org/news/statistics>>, the national median cost for a funeral in 2019, including viewing and burial, was \$7,640.

Ocasio-Cortez said <<https://www.cnn.com/2021/02/08/politics/schumer-aoc-funeral-covid-funds/index.html>> her family struggled with funeral funds for her father when she was 18 years old, saying the expenses "haunted and followed my family, along with many other families in a similar position, for years."

HAPPY EASTER HAPPY RESURRECTION



The Easter Story

Jesus came to compensate
For all the wrongs we do.
He came to earth to die for us,
So we'd be born anew.

"This bitter cup, let it pass from me,"
He cried, in a plaintive voice;
"Yet not My will, but Thine be done;"
He said, in His faithful choice.

The Judas kiss would seal his fate;
He faced a hostile crowd;
The governor, Pilate, saw through it all;
Jesus' guilt he disavowed.

"I wash my hands of all of this,"
Said Pilate, "Let Him be."
But the crowd yelled "Crucify him now,
And set Barabbas free!"

Pilate yielded to their wish;
And Jesus was led away.
The soldiers beat him, and mocked Him, too,
Yet He continued to obey.

A crown of thorns lay on His head,
As His sentence was carried out;
His hands and feet were pierced with nails,
But He did not scream or shout.



"Father, forgive them for this crime;
They know not what they do."
He said this despite His torment, because,
He was thinking of me and you.

"It is finished," he sighed in His anguish and pain,
As His body gave up to death.
The curtain tore, and darkness fell,
After He took His last breath.

The best of the story is the very last part;
It's why on Easter we're filled with pleasure:
Death could not our Savior hold;
His power is beyond all measure.

He rose from the grave, and was seen all around;
Ever since, He's inspired devotion,
And we'll be with Him for eternity,
When we get our heavenly promotion.

That's why Easter is a major event:
He suffered and died in our place.
He rose and forgave us and loves us still,
Our Savior of unparalleled grace.





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



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 **AND** 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** _____

**ICUA OF VIRGINIA, INC.
NEWSLETTER
MARCH 2021**