

Worship Committee

Purpose:

The purpose of the Worship Committee is to serve and support the pastors as they plan and implement worship for the congregation. The elements of worship are designed to provide an atmosphere and place for each of us to meet God in worship, praise and contemplation.

Term: 2 years for team leader; team members can serve indefinitely

Meetings: Monthly

Worship Team Leader attends Administrative Council

Duties (as governed by the Book of Discipline): NA

Duties (as established by the UMCL Lay Leadership and Administrative Council):

1. **Team Leader:** Schedule the monthly meetings. Create agenda and lead the meeting.
2. **Team Leader:** Responsible that the meeting minutes are taken.
3. **Team Leader:** Maintain the ministry binder with meeting minutes and other activity information as necessary.
4. **Team Leader:** Collaborate with the pastor to determine worship needs for each Sunday; follow the season / theme / sermon series for all functions of worship to create a cohesive worship service.
5. **Team Leader:** Collaborate and coordinate with each steward.
6. **Team Leader:** Communicate with the congregation as necessary
7. Operate within the means of the established budget.
8. Collaborate with stewards for scheduling congregation servants (Ex: acolytes, Choir directors, ushers / greeters, etc.)
9. **Stewards:** Schedule and train the congregation servants in particular worship areas.
 - a. **Worship Steward:**
 - Fill out a Worship planner sheet for the year, which comes from Jane. Complete at least 3 months at time or for the whole year. Jane will type in the slots, just have to write them in. Jane will provide the list from the previous year and a list of new members to add. Use that as the guide.
 - Fill in the greeters and ushers, randomly or by a family's preference. Jane sends out an email asking for the best times for families to serve. Most families are flexible. If a scheduled greeter / usher cannot serve, they should find their own subs first or trade with another family.
 - Fill in Liturgist, Projector and Audio servants. They are on a rotation and some have schedule preferences. Jane has a sheet with the rotations.
 - Communion Servers, Accompanist, Music and Acolytes and Pew Pads will be scheduled and filled in by another steward.
 - Set up training times for new Servants. Training is especially needed for Audio and Projector servants, which is usually done by the Pastor. After training, audio and projector servants should shadow an experienced servant until they are comfortable to operate independently.
 - b. **Communion Steward:**
 - Call and assign two people (can be a couple) each month to be communion servants on communion Sunday. Fill in the schedule for the entire year. Communion Servers hold the juice and bread, along with the pastor and liturgist. Give servant names to Jane for each month to put on the Master Worship Servant Worship Schedule.
 - Go to store, get juice and bread for communion. Juice can be bought 6 months ahead, bread monthly.
 - Set up communion table at least 30 minutes before worship starts. Can be done day or two before communion Sunday, if nothing is scheduled for the sanctuary. On communion Sunday, take silver plate with 2-3 plastic cups of juice and 2-3 pieces of bread for upstairs for audio, projector and organist (if there is one) - put it on piano so they can take communion during the service. When church is over remove all elements from the communion table. Leftover juice in chalices is thrown outside in grass. Any remaining juice in the pitcher is poured back into juice container, put in refrigerator. Wrap leftover bread up and put in refrigerator. The 2 x 2 team will use it on Monday for visitation. Rinse out all dishes and put back in prayer room under counter. Take color linen off table fold put away along with white napkins used for bread. Move table over by wall.
 - c. **Sanctuary Care / Pew Pad Steward:**
 - Assign pew pad servants for each month.
 - Check children's blue bags so they have clean folder sheets and colors 1x/month.
 - Check wicks of candle lighters.
 - Train new servants how to do pew pads. Make sure there are pencils & prayer request cards in drawer in prayer room.
 - Check oil in alter candles (every other week)
 - Check acolyte candle lighter wicks
 - d. **Atmospheric Steward:**
 - Collaborates with Pastor to provide decorations, props, and other art forms to enhance worship.
 - Changes paraments and seasonal decorations.
 - Operates within the means of established budget.
 - e. **Music Steward:**
 - Selects music and collaborates with Leader and Pastor.
 - Gets schedule to Jane for Master Worship Servant Schedule.

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10. Congregation worship Servants:

- a. Sanctuary Care / Pew Servant:
 - Sometime before Sunday worship, prepare the pew pads and, if any music sheets are needed, place in the pews. The pew pads are kept in blue tub in the prayer room, found under the counter by the door. Put clean attendance sheet in each pad. Jane has these sheets in the prayer room usually by Thursday afternoon.
 - After worship, the assigned pew pad servant will gather pads and song sheets. Please remove attendance sheets from pew pads, leaving those with names on counter in prayer room, along with song sheets. Put pads back into blue tote and under counter.
 - Make sure there are pencils and prayer request forms in each pew. (Pencils and prayer request forms are in drawer in prayer room).
 - Make sure the sanctuary looks nice before you leave; straighten the hymnals and pick up all trash in pews.
 - b. Communion Servant:
 - Served monthly
 - When Communion is to be served, the Pastor calls for Communion Servants to come forward. They will hold goblet with juice and break bread, along with liturgist and Pastor.
 - If they are breaking the bread, they may say, "The Body of Christ, broken for you". If they hold the goblet with juice, they may say, "The Blood of Christ, shed for you."
 - May need to take communion to person in pews if need be.
 - c. Acolyte Servant:
 - Arrive 10 minutes early.
 - Use fire stick to light candle lighters, walk to alter during opening song, light the candles, blow out the candle lighters, and walk to back of the sanctuary
 - Walk to alter during the last hymn, use candles to light the candle lighters, gently snuff out candles, carry out "the light of Christ", walk to back of the sanctuary and blow out candle lighters.
 - d. Greeter Servant:
 - Arrive 30 minutes before church.
 - 1st set of greeters stand in the hall of the new addition by the bench / coat room / near the doors to the fellowship hall.
 - 2nd set of greeters (primarily at the holidays), stand in the entrance by the north doors.
 - Welcome families as they enter church. If there is a new family, make their acquaintance and let the Pastor know.
 - e. Usher Servant:
 - Arrive 30 minutes before church.
 - Make sure all lights are on and sanctuary doors are open. Ensure bulletins/collection plates/attendance form/prayer request baskets are ready on the table in the back of the sanctuary.
 - Hand out bulletins. Greet people entering from the north doors, as there are only greeters at that door on holidays.
 - During announcements, count and record attendance.
 - Collect offering and prayer requests, separate prayer requests from offering and place in small basket. During Doxology, bring offering forward and place upon alter and give prayer request basket to Pastor. Remain at alter until prayer of dedication is over.
 - On Communion Sunday, guide families from pews up to communion. If someone is unable to go forward, ask if they would like communion brought to them and then inform Pastor.
 - Tidy up the sanctuary before you leave.
 - f. Liturgist Servant:
 - Arrive 10 minutes before church to visit with the Pastor, in case there are any changes he may want.
 - Proceed in with Pastor, remain in chancel for the service. Assist with worship (Call to worship, opening prayer, Prayer of Dedication, announce hymns, read scripture, and serve communion when necessary)
 - Write own Prayer of Dedication. Try Google or www.gbod.org/stewardship. There should be a link for Offertory Prayers by month.
 - g. Atmospherics Servant: Decorations and other visual displays to enhance worship
 - h. Bell Choir: Performs monthly September – April/May
 - i. Children's Choir: Performs monthly September – April/May
 - j. Adult Choir: Performs monthly September – April/May
 - k. Special Music: Scheduled throughout the year
11. Spend allocated funds designated through the budget and as it aligns with the Finance Team.

Limitations & Collaboration:

1. Music employees (pianist & organist) are communicated with by the Pastor regarding the schedule.
2. Music employees (pianist & organist) are lead and managed by SPRT.

Skills, Character, Spiritual Gifts:

Skills:
Character:
Spiritual Gifts: