

**Living Word Lutheran Church  
Worship Committee  
December 11, 2014**

**Members Present:** Jim Nelson, Louie Seesz, DiAnn Zimmerman, Pastor AJ Kluver, Gayle Nemmers (Altar Guild), Carolyn Moeller (Music Guild), Doyle Polson (Ushers/Council Liaison)

**Members Absent:** Connie Berghuis, Gretchen Nelson, and Dan Haglin

Pastor AJ Kluver opened the meeting with prayer.  
Jim Nelson conducted the meeting in place of Dan Haglin.  
Louie Seesz made a motion to accept the minutes as printed.

**Worship Committee duties:** The Church Council accepted the revised duties for the Worship Committee.

**Praise Band music binder:** Pastor AJ has a list of the songs chosen for the binder. He has recommended 2-3 of the songs be eliminated as they do not express the church's theology. There are 34 songs in the book, some are familiar songs and some will be new songs. Pastor AJ has checked with CCLI and we have permission to print the songs for the binder.

The motion was made to ask Dave Anderson to make up a first draft for the Worship Committee to review. Motion made by DiAnn Zimmerman and seconded by Jim Nelson. Motion approved. The draft of the music binder will be made available for the committee members to review and note their approval. before the congregation copies are printed.

**Christmas Services:** A Christmas Eve service will be held at 4 PM on December 24. Pastor AJ had last year's bulletin for review. The scripture will remain the same but a few songs will be replaced with familiar Christmas carols.

A women's choir will sing as well as the regular choir. Prelude will be offered by Chelsea Nelson on violin and Jane Haglin on cello. Readers from the Time and Talent list will be asked to read scripture. Youth will be used to light the Advent Candle and distribute candles.

**Piano Tuning:** Stephen Krueger tuned the pianos in December. They are tuned twice a year. The cost is \$75.00 for each piano.

**Poinsettias:** The poinsettias have been ordered from Anderson Floral. Sixteen red and white poinsettias have been ordered and will be placed on December 23<sup>rd</sup>.

**Music Guild: The Duties of the Music Guild** were reviewed and revised. The revisions are in italics and underlined.

1. Assist the pastor in yearly worship planning. (yearly was eliminated)
2. Assist in planning all special and festive worship services.
3. Coordinate and secure special music for worship services. (and secure was eliminated.)
4. Give direction to the choir ministries of the congregation. Form new choirs as needed.
5. Coordinate (provide) tuning and maintenance of the congregation's musical instruments. (Change the word provide to coordinate)
6. Assist in the selection and purchase of music.
7. Eliminated – Coordinate worship music leadership for all services.
8. Work in close cooperation with the Worship Committee, reporting monthly expenses, etc.
9. Submit a proposed annual budget to the Worship Committee.
10. Accept additional assignments from the Church Council.

**Membership** – LWLC musicians representing choir, Praise Band, Chordsmen, and pianists with a minimum of two Coordinators will be appointed annually by members of the Music Guild and approved by the Worship Committee.

**Meetings** – On call as determined by the Coordinators or at the request of the pastor.

**Altar Guild: The Duties of the Altar Guild** were reviewed and revised. Gayle Nemmers presented the changed wording. The members of the Worship Committee discussed the changes and made some additional changes. The revisions are in italics and underlined

1. The Coordinators will work in close cooperation with the Pastor and Worship Committee as follows:
  - a. At least one of the Coordinators will attend the Worship Committee meetings.
  - b. Work with the Pastor and Worship Committee in choosing and purchasing the worship paraments as well as banners to decorate the chancel.
  - c. Report monthly expenses.
  - d. Submit a proposed annual budget to the Worship Committee.
  - e. Submit a year-end report for the Church Annual Report.
2. The Coordinators will also:
  - a. Train new Altar Guild volunteers.
  - b. Schedule needed volunteers for altar/communion set-up.
  - c. Supervise Altar Prep and Communion Prep.

- d. Purchase altar and communion supplies when needed, including candles, wine, grape juice, communion wafers, gluten free wafers, communion cups, and cleaning supplies.
3. Altar Guild members will:
  - a. Clean robes, vestments, and other chancel furnishings as necessary.
  - b. Prepare the altar, bread and wine for communion.
4. Accept additional assignments from the Church Council.

**Membership:** Altar Guild volunteers and a minimum of two Coordinators The Coordinators will be appointed annually by the members of the Altar Guild and approved by the Worship committee.

**Meetings:** On call as determined by the Coordinators.

**Ushers Report:** Discussion about using two stations for communion without having the people sitting in the side areas move across the middle seats to come to the center aisle. Suggestions were made to use two stations and serve outer sections first and then servers will move to serve center aisle. Later it was suggested that we serve the outer sections and then the middle sections move to the side aisle to move forward. Changes will be used next communion Sunday.

**Path to Bell Tower:** It was suggested that in the spring a path be made for the person who goes out to ring the bell.

**Goals for the Worship Committee for 2015.**

1. Offer a Saturday evening service from Memorial Day to Labor Day.
2. Involve use of youth in summer worship services.
3. Use an alternate liturgical setting (setting two).

**Next meeting:** January 8, 2015 at 6:30 PM.