

## Worship Services Committee Responsibilities

01/15 LS

Motivated by the goal to provide programs and services that are thought provoking, spiritual, or informational, members of the worship services committee work, either independently or with the minister, to plan and present Sunday morning (and some evening) services during the regular church year, September-June, and to coordinate services in summer months. Committee members rotate Worship Associate and Program Assistant responsibilities.

Program Assistants are responsible for service set-up, technology interface, and post-service shut-down of electronic devices and other duties as outlined on the Program Assistant checklist. Worship Associates assume various degrees of responsibility for different kinds of services. For a service entirely planned by the minister, the Worship Associate may take responsibility for only some parts of the service. For services featuring a guest speaker or presentation by a congregation member, the worship associate plans the format for the service, selects readings and readers, and consults with the music director regarding hymns and special music.

For each service that is not conducted by the minister, the worship associate works in consultation with the guest speaker, to do the following:

- Communicate within six weeks of the service to find out the sermon topic and title.
- Submit a description of the service to the Office Manager by the 18<sup>th</sup> of the month preceding the service, for inclusion in *The Herald*.
- Select readings (or ask the speaker to choose readings) and identify readers.
- About a month before the service, send the sermon blurb to the music director and ask for hymn suggestions. Also, discuss special music ideas which you have or which the directors may have planned.
- If the sermon will be given by a speaker who is NOT a member of the UUC, send a note to the Worship Committee person responsible for press releases to remind her/him to send a notice out about the program. Also, contact Kris a couple of weeks prior to the service to confirm that the honorarium check will be ready on the day of the presentation.
- Plan the format of the service.
- Turn in the order of service (OOS) to the office manager for typing and copying by the Tuesday preceding the service. (Worship associates who miss the deadline will need to type and copy the OOS.)
- Help to lead the service on Sunday.
- Following the Worship Associate Sunday Checklist, prepare the church for service by 9:30 am the day of your service. After the service, follow the checklist to put things back in order.
- Send thank you note to the speaker (may be email or handwritten)

Children are in the service for the first ten minutes before they leave for Children's Chapel. Most programs are designed for adults while the children are in Children's Chapel. However, for seven or eight programs during the year, the committee plans multigenerational services for adults and children. Examples of these programs are Gathering of the Waters (early September), Fallen Leaves (end of October), and Solstice (December). The worship associate collaborates with the minister in planning and presenting these programs.