

Worship Services Committee Responsibilities

3/10 WC/KH

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 through early June. Committee members rotate so that each Sunday one of them serves as a worship associate for the service.

Worship associates assume various degrees of responsibility for different kinds of services. When the minister is in charge, the minister may essentially plan the entire program, with the worship associate taking some parts in the service. On the other hand, 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 with the speaker about six weeks before the service to find out the sermon topic and title.
- Submit a description of the service to the Office Manager by the 18th 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)

When the minister is the speaker, children are in the service for the first ten minutes before they leave for their classes. Most other programs are designed for adults while the children are in their religious education classes. However, for seven or eight programs during the year, the committee plans intergenerational services for adults and children. Examples of these programs are Gathering of the Waters (early September), Fallen Leaves (end of October), and Solstice (December). For these programs, the worship associate plans and coordinates the entire program. Worship associates sometimes work in pairs to prepare and present intergenerational services.