

The Ministry of Worship

Constitution and Bylaws Article VII, paragraph L state the following:

The Ministry of Worship for the Congregation shall be conducted by a Chair(s) elected by the Congregation to be a member(s) - one vote - of the Church Council. Any Member or Associate member who wishes to assist in this Ministry may serve on the committee. Its concern shall be coordinating with the Pastor(s) and Church Musician(s) the form and content of the Worship experience. Responsibilities include, but are not limited to, sanctuary readiness, altar care, and communion. Worship Committee shall convene any necessary search for church musicians.

Duties and Responsibilities

Work closely with Pastor and Council regarding Services to/for the congregation.

Chair/s of Worship to secure supply pastor and supply music director when needed.

Prepare Sanctuary for Worship

- Turn on/off lights on cross at front of sanctuary (switch in Sacristy)
- Change/Display paraments according to UCCEG calendar
- Post hymn numbers, mark Bible for scripture reader
- Coordinate greeters, ushers for collection and communion, acolytes, scripture readers
- Prepare communion elements for first Sunday of the month or as scheduled
- Refill altar candles
- Light altar candles if no acolyte available
- Maintain audio/video system in cooperation w/Building & Grounds
- Refill envelope holders, pencils on back of pews

Follow-up after Worship

- Record number of attendees in office book
- Pick up discarded bulletins, etc. from pews; clean up following communion

Miscellaneous

- Work with acolytes
- Purchase bulletin covers, communion elements, and other supplies
- Water plants in sanctuary

Special services (coordinate w/Pastor)

- Baptism – Baptismal font to front of sanctuary with warm water and white napkin
- Wedding
- Funeral/Memorial Service
- Healing Service
- Lenten and Advent Services
- Pride Worship

Director of Music Ministry

- Provide music for Sunday Services; also for special services if needed; to be

coordinated with Pastor
Arrange to have piano tuned two times a year, as needed
Purchase music, as needed
Rehearse vocal choir/hand bell choir

Schedule W&M meetings; notify Office Administrator and Council President

Chair/s to submit monthly reports, annual proposed budget, Annual Report to Council.
Chair/s - one vote - to attend Council meetings.

Notify Office Administrator of volunteer schedule – greeters, ushers, acolytes, scripture readers, communion servers.

Submit Weekly email updates to Office Administrator

(November 2023)