

WORSHIP SERVICES COMMITTEE CHARTER
(Effective Date: February, 1996)

I. NAME OF COMMITTEE: Worship Services Committee

II. GUIDING RATIONALE:

The church seeks to provide consistent and meaningful worship services throughout the year and to insure a continuity of form and regular support services. A large number of volunteers and professional staff must work together to accomplish this goal. The Worship Services Committee (WSC) serves as a communicating and organizing body to assure that worship services, whether they are led by the Minister, church members, or outside speakers, serve the needs of the congregation.

III. PURPOSES OF THE COMMITTEE

The purpose of the WSC is to support and maintain the high quality of our worship services by:

A. Coordinating the activities and ideas of individuals and committees within the church regarding the content and format of worship services (these individuals and committees include the Minister, and the Director of Religious Education, and the Religious Education, Social Action and Music Committees);

B. Providing worship service programs and speakers on the Sundays that the Minister is not in the pulpit;

C. Selecting speakers and service themes that address our congregational goals and concerns, and integrating all parts of the church community and programming into worship;

D. Providing practical support for all Sunday services;

E. Providing a wide range of opportunities for member participation at all levels of commitment.

IV. MEMBERSHIP, APPOINTMENTS, AND TERMS OF SERVICE:

A. The Committee is headed by a Chair appointed by the Vice President (Programs) and ratified by the Board of Trustees, to serve a two-year term. An Assistant Chair is selected by the WSC to work with the Chair for a two-year term. A Committee Secretary is also selected from within the WSC.

B. The following committees appoint liaisons to the WSC: Religious Education, Music, and Social Action.

C. The Chair may appoint additional members as needed. WSC meetings are open to any interested person within the church community.

D. The committee recruits the following Worship Services Support Coordinators: Announcers, Book Store, Christmas Eve Services, Flowers, Recorded Music, Ushers, and Sign-Language Interpreters as needed. These coordinators are not necessarily members of the WSC.

E. The Minister, the Director of Religious Education, and the Choir Director are ex officio members of the WSC.

V. FREQUENCY OF MEETINGS

The WSC meets monthly from September to May and at least once during the summer.

VI. SPECIFIC TASKS AND REPORTING SCHEDULE:

A. Providing speakers and service coordination for all services when the Minister is absent from the pulpit;

B. Working annually with the Social Action Committee to provide the Rowe Lecture;

C. Coordination of summer services which includes recruiting leaders and support people (Live and Recorded Music, Child Care, and Ushers/Greeters) and publishing a schedule of the services;

D. Coordination of Christmas Eve services;

E. Providing information about upcoming committee-sponsored services to the Uniter Editor, the Administrative Assistant of the church, the Treasurer, and the Music Coordinator;

F. Ensuring support services (announcers, book store, flowers, recorded music, ushers, and sign-language interpreters as needed) for all worship services throughout the regular church year;

G. Evaluating all services and soliciting feedback from the church community as to the quality of services, format, and desired themes for services;

H. Providing training, procedural guidance and experienced support to participants.

I. Attending the monthly Program Council meetings by the Chair of the WSC or a substitute from its membership;

J. Participating in the Program Council calendar-setting meeting in the spring for the following church year;

K. Submitting a grass roots budget in the spring for the following calendar year which includes honoraria for speakers, and miscellaneous worship related expenses such as candles and flowers for baby dedications;

L. Preparing an annual report to the congregation for the December Annual Meeting;

VII. RESOURCES:

A. Congregational Handbook, UUA, Boston, MA, UUA, 1981.

B. Celebrating Christmas: An Anthology. Ed. by Carl Seaburg. Boston: Unitarian Universalist Ministers' Association (UUMA), 1993.

C. The Communion Book, Ed. by Carl Seaburg. Boston: UUMA, 1993.

D. Cries of the Spirit: A Celebration of Women's Spirituality. Ed. by Marilyn Sewell. Boston, Beacon Press. 1991.

E. Great Occasions: Readings for the Celebration of Birth, Coming-of-Age, Marriage, and Death. Ed. by Carl Seaburg. Boston: The Beacon Press, 1968.

F. Handbook of Religious Services, CLF. Boston, CLF.

G. Leading Congregations In Worship - A Guide. By the Commission on Common Worship of the Unitarian Universalist Association. Boston: Unitarian Universalist Association, 1983.