

<b>Document #:</b>	<b>Operating Committees – C-19</b>	Created:	8-12-2013
<b>Title/Subject:</b>	<b>Worship Committee</b>	Revised:	6-3-2018
<b>Purpose:</b>	Define committee function, duties, organization	Reviewed/Unchanged:	
<b>Operational Authority:</b>	Worship Committee, Minister		

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## Policy

### Function:

To work with the Minister in the coordination, creation, and implementation of worship services.

### Duties:

1. Serve as Worship Associates, coordinating service preparation and assisting the Minister/presenter and Director(s) of Music/musicians in presentation of the service.
2. When the Minister is absent from the pulpit, schedule, plan, and execute Sunday morning services.
3. Work with Ushers and Audio Technicians during Sunday services.
4. Support the Director(s) of Music with the Church music program.
5. In consultation with the Minister and Director(s) of music, prepare and oversee the Worship Arts Committee budget.
6. In the event of an emergency during a service, the assigned Worship Associate and all other Worship Associates present will assist as needed.

### Organization:

1. The Committee will be comprised of participants in the Worship Associate program. The Minister and Chair will recruit no fewer than five (5) and up to ten (10) Worship Associates.
2. The Chair is appointed by the Committee from among the members of the Church and approved by the Board for a term of one (1) year, with up to three (3) consecutive terms.
3. The Minister and Director(s) of Music will meet with the Committee.

## Procedure

### Meetings and Reports:

1. A list of Committee members is submitted to church office each September.
2. The Committee determines its meeting frequency.
3. Minutes of each meeting are distributed to members of the Committee and the church office.
4. The Committee regularly reports its activities to the Program and Administrative Council.

5. The Committee submits an annual budget to the Program and Administrative Council at the start of the budgeting process.
6. The Committee submits an annual report to the church office when requested.

## Associated Documents

### Bylaws Article VIII. Committees and Councils (6-3-2018)

#### Section 8.2 Operating Committees and Councils

The Board may create or dissolve any operating committee or council to meet the needs of the Church. Each operating committee and council will have a mandate approved by the Board that defines in writing that body's duties, organizational structure, and reporting requirements. The mandate will be reviewed at least every three years to ensure that it remains relevant to the evolving vision of the congregation.

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