

WORSHIP MINISTRY GROUP

GUIDING PRINCIPLES:

- We glorify God through the spoken word and music, remaining faithful to our Reformed Tradition
- We reach out to the community and welcome all at every stage of their faith journey
- Through worship we are transformed as we grown intellectually and spiritually in the knowledge and practice of our faith.

MISSION

To plan and provide for congregational worship through music, prayer, and the spoken word.

COMPOSITION:

The Worship Ministry Group shall have a layperson Chair, a layperson Vice Chair, one Session Liaison, at least four (4) members from the congregation at large, and a staff member designated by the moderator of the Session, serving *ex officio*, without vote. The Session Liaison shall be responsible for recruiting volunteers to serve communion whenever scheduled.

MEETINGS:

As provided in the Organization & Operation of Session and Ministry Groups document (see Tab 02), the Worship Ministry Group shall meet regularly at the call of the chair – at least every other month.

RESPONSIBILITIES:

The Worship Ministry Group:

- Facilitates and plans such worship at Lewinsville Presbyterian Church, working collaboratively with the Pastor and Director of Music Ministries
- Encourages the involvement of congregation members in worship leadership, including children and youth
- Provides support for the worship life of the congregation through recruitment and training of lectors, communion and baptism preparation, communion servers, sanctuary preparation, flowers and other decoration, ushers, banners and sound system operation
- Working closely with the Director of Music Ministries, provides opportunities for children, youth and adults to lead in worship and other aspects of the congregation's life through music: choral, handbell and other instrumental.
- Works with the Family Ministry Committee of the Christian Education Ministry Group to provide worship experiences for families and children.

STRUCTURE

Ushers Coordinator - The Ushers Coordinator recruits and trains teams of ushers to serve at each service of worship. Ushers hand out bulletins, help in seating people, take the collection, collect the pew pads, and clean up the sanctuary after the service. They are also on stand-by to help with any emergencies.

Lay Readers Coordinator: The Lay Reader Coordinator recruits and trains lay readers to participate in the worship service by reading the assigned scripture passage(s). Once they've received the passage early in the week, they practice reading it aloud and compose a prayer for illumination. If possible they prepare a very brief introduction to the passage, putting it in a biblical context. If only one pastor is doing the service, the lay reader may also be asked to lead the liturgy, using selections available from the church office. The lay reader schedule is generally filled every two months.

Communion Preparation Coordinator: The Communion Preparation Coordinator recruits and trains communion preparers to assure that the elements and service items are in place for each communion service of worship. Preparers are also responsible for clean up after the service. The Coordinator prepares communion serving instructions and emails them to the servers as a reminder prior to the Sunday service of worship. The pastors and committee set the calendar of when communion will be served each year and instructions are updated as needed.

Sanctuary Preparation Coordinator – The Sanctuary Preparation Coordinator recruits and trains people to tidy up the sanctuary weekly, making sure that the pew racks have hymnals and Bibles in place, all trash is removed, pencils are sharpened, and new visitor tags, offering envelopes, and name tags are in place.

Audio-Visual Coordinator - The A/V Coordinator recruits and trains the Audio Video team members, teaching them how to operate the audio and video systems in the sanctuary. The A/V Coordinator schedules team members to cover each of the worship services. He or she converts video recordings of the worship services into DVD recordings, which will be sent to shut-ins. The A/V Coordinator also creates audio and video operations manuals for the team.

Flower Committee: The Flower Committee provides floral arrangements on a weekly basis in support of the worship service and liturgy as well as in social areas outside of the sanctuary. The flower ministry is supported by memorial gifts.

Special Services Coordinator: The Special Services Coordinator invites a diverse representation of the congregation to participate in the worship services during the four Sunday's of Advent and Holy Week. Their roles, such as lighting candles, stripping the church, and feet washing, illuminate the significance of the liturgies of Advent, Lent, and

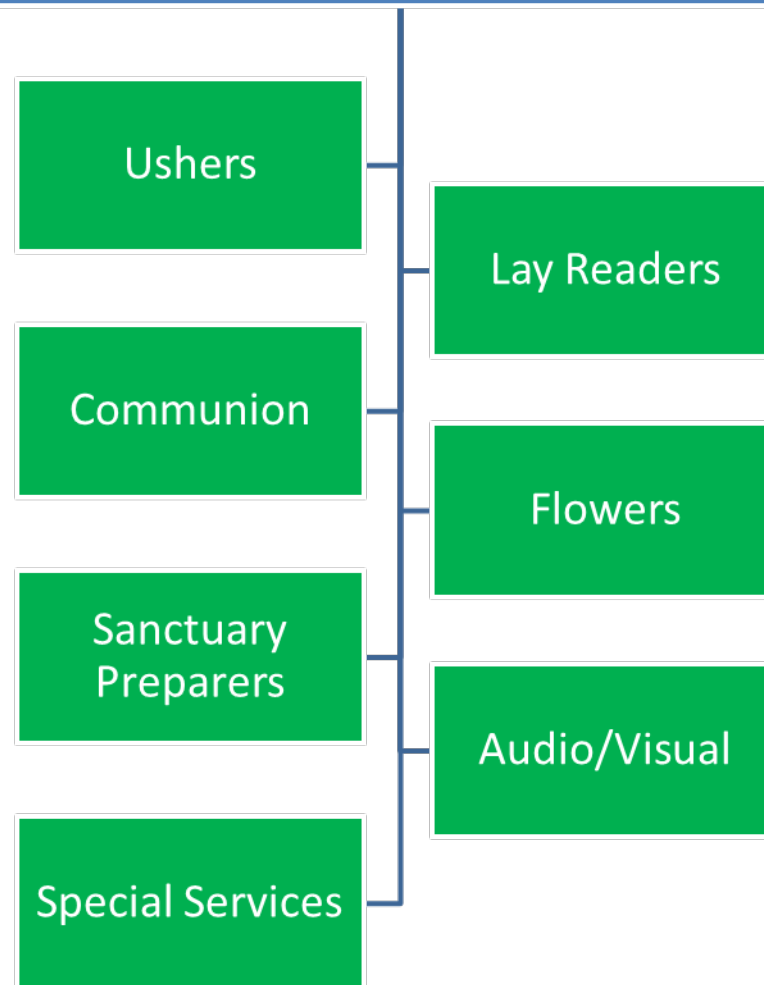
Easter.

RELEVANT CHURCH POLICIES:

See *Tab 04 – Policies* for all policies, including these associated with Worship:

- Policies pertaining to Children & Youth
 - Child Protection Policy
 - Youth Off-Site Events Policy
- Policies pertaining to Facilities:
 - Chimes Ringing Schedule
 - Inclement Weather and Emergency Closing Policy
- Policies pertaining to Finances:
 - Responsibilities for Budgeted Funds
 - Signature Authority for Budgeted Funds
- Policies pertaining to Worship:
 - Extended Communion
 - Post-Easter Vigil Celebration
 - Wedding Brochure Fees

Worship Ministry Group



2016-2017 PROGRAM YEAR GOALS: