

## **UUCWI Worship Committee Role Description**

Approved by BOT May 9, 2005

**Purpose:** To plan and implement Sunday Worship services, embodying Unitarian Universalist Principles, that nourish the mind, and spirit of diverse congregants. Services will seek to provide a range of experiences including reflection, community-building, intellectual stimulation, spirituality, singing, and real-life issue discussions. The goal is to help each congregant in his or her personal journey towards an ethic that is intellectually honest, personally meaningful, socially responsible and spiritually enriching.

**Nature:** This is a standing committee.

### **Key Responsibilities:**

- Plan and execute Sunday Worship Services during the church year including summer if so scheduled that are of consistently high quality. Before September the Committee should have a substantial part of the year's calendar scheduled.
- Ensure that a high quality music program for UUCWI is planned, implemented, and integrated into the worship program (*see attached Music Subcommittee Role Description*).
- Include children in services at least once per month, coordinating with the CRE program.
- Book speakers within the constraints of the annual budget of UUCWI, and set fees for speakers, observing any PNWD rules for stipends.
- Engage, train, and supervise persons for supporting roles such as lay leader, usher, and refreshment provider. Maintain role descriptions for these positions.
- Seek guidance from the Consulting Minister.
- Provide input to the Church Coordinator
- Seek input of congregation members, and their feedback on the effectiveness of the worship program.
- Prepare the Worship and Music budget annually with input from the Music Subcommittee.
- Recommend compensation rates for paid positions.
- Authorize and Monitor Worship expenditures.
- Review the positive and negative aspects of the preceding month's services at each meeting.
- Ensure that contributions of paid and volunteer persons are recognized appropriately.

**Meetings:** The Committee will meet monthly under the guidance of the Chair, who is recommended by the Committee and confirmed by the Board. The Church Coordinator will attend the monthly meetings, take minutes, update the schedule of speakers, maintain an archive of services and assist the Committee in providing support services, including providing the Order of Service, coordinating hymns, readings, and sermon topic with the speaker and lay leader, and advertising the services in local media.

### **Ex officio Members:**

Music Subcommittee Chair

Music Director (non-voting)

Church Coordinator (non-voting)

Minister