

UUCSC Worship Chair/Committee - Job Description (approved 2/20/01)

To work with and assist the Minister in the planning of Sunday services and to serve as a liaison between the Minister and the congregation in regard to worship services.

General Duties:

- ! Develop, in conjunction with the minister, worship service topics to meet the needs of the congregation.
- ! Chairperson to attend all Board meetings. (note: no longer applicable).
- ! Chairperson to provide reports of committee accomplishments, as well as any issues, which require Board input, to all Board members prior to the monthly Board meetings, and to the congregation prior to the Annual Meeting.
- ! Discuss and make decisions regarding larger issues pertaining to the worship experiences of the congregation.
- ! Communicate and coordinate with the Director of Music.
- ! Project expenses for planning the budget for the coming year.
- ! Engage in conversation with congregation members to seek out their needs and desires.

Task Specific to the Conduct of Lay-led Services:

- ! Contact and book speakers. Let the speaker know what our standard honorarium is, as appropriate. The speaker can be responsible for any combination of the following: Opening Words - Sharing with Children - Announcements - Candles of Joy and Concern - Readings - Meditation - Sermon - Discussion - Closing Words. A member of the Worship Committee or the congregation will fill in as "worship leader" to conduct those parts of the service which the speaker will not.
- ! Mail an old Order of Service and guide map to prospective speaker, if requested.
- ! Provide list of upcoming speakers, sermon titles, and description to Publicity for inclusion in newspapers, the newsletter editor, *and our webmaster* (note: added 2005) for inclusion in our newsletter and our web page in a timely fashion.
- ! Obtain all pertinent information for the Order of Service and get it to the person who prints those programs.