

Committee	Worship & Music	
Membership	Elders	Lorrie Heuser, Karen Mazak, Candace Lowden
	Congregation	
	Staff	Pastor, Music Director, Organist, Bell Choir Director
Regular Meetings	1st Monday 7p	
Mission Statement	To provide the congregation and community with meaningful opportunities to worship God in the Reformed theological tradition, making full use of the many means of expression with which God has blessed us including online and other communications strategies.	
General Tasks	<ol style="list-style-type: none"> 1) Insures weekly pulpit supply when pastor is not available; 2) Arranges weekly lay reader supply; 3) Develops rotation of candlelighter and family groups for Advent 4) Organizes flower and greeter rosters; 5) Organizes prayer card-receiving, offering-receiving and communion-serving rosters; 6) Works to develop means of identifying newcomers and making them feel welcome; 7) Works with Pastor to study basics of Reformed worship, visits other churches for ideas, and keeps weekly service fresh and vibrant; 8) Works with Pastor to create and maintain online worship experiences; 9) Works with CE to incorporate youth and children into worship; 10) Serves as liaison between Pastor and choir; assists music director in providing a quality music program; 11) Responsible for production and editing of weekly bulletin, obtains notices from other church and community groups for publication, contact for outside ministries for bulletin inserts; 12) Works with Mission Committee to provide Mission speakers during worship; 13) Decorates sanctuary, insures banners and other worship aids (e.g. candles, paraments, communion elements) are produced and maintained, reorganizes pew bibles hymnals and other materials; 14) Sets up communion services and works with Deacons to persons for home communion (accompanying Pastor when possible); 15) Insures Prayer Cards and other requests are a) forwarded to Deacons, b) listed in bulletin and c) included in Prayers of the People 16) Meets regularly with Pastor as a committee outside of Session to review progress and assignments; 17) Takes on other projects as Pastor and Session may designate. 	
Resources	Book of Common Worship, Directory for Worship, Worship Handbook for Officers, Reformed Worship Magazine, Pres. Assoc. of Musicians, Workshops	
Learning Projects	What is Worship? What is our Order of Service? What is the Lectionary? What is Service Music? What styles of communion/baptism are appropriate? Are there alternatives to Sermon presentation? What is contemporary worship? What is Morning Prayer? What is Taizé? How can we make better use of art and music in our worship?	
Overall Goals	<p>Increase understanding of Presbyterian Worship</p> <p>Increase congregational participation in worship</p> <p>Obtain new ideas by making contact with other churches and outsider resources</p>	

Specific Projects

Increase Lay participation in worship by introducing readers and acolytes; Add more special worship days and services throughout the year; Annually attend two workshops and visit three churches for ideas.

Chairperson Responsibilities

- 1) Develop agenda in conjunction with Pastor;
- 2) Call and preside over committee meetings;
- 3) Insure minutes are taken and distributed as needed;
- 4) Oversee task list, securing committee members and volunteers (especially for quick tasks below);
- 5) Help recruit and train committee members and volunteers as needed.

Committee Member Responsibilities

- 1) Attend committee meetings;
- 2) Review agenda and other materials in advance of meeting as much as possible;
- 3) Participate in regularly performing several of the General Tasks listed above;
- 4) Help recruit and train committee members and volunteers as needed;
- 5) Be prepared to ask questions and offer ideas at meetings.

Quick Tasks - That can be done on an as needed basis by congregation

- 1) Prepare sanctuary for worship and/or clean up (bulletins, hymnals, chancel area)
- 2) Prepare Communion elements
- 3) Read or recruit readers for worship
- 4) Assist with preparing online worship
- 5) Assist with paraments and other decorations; post hymn numbers on board
- 6) Volunteers as Greeter, Prayer Card Collector, Offering Collector