

POLICY NAME: Worship Committee Terms of Reference

1. Purpose

- 1.1. To provide guidance to the Worship Committee of Deer Lake United Church regarding meetings and business.

2. Scope

- 2.1. These policies are primarily Worship Committee business. They define what the Worship Committee is and does. Deer Lake has a rich history of a liturgical arts ministry, which falls within the scope of this committee.

3. Policy Statement

- 3.1. Composition:** The Worship Committee will consist of not less than three members or adherents of the church congregation. The Minister is an ex-officio member. The Minister will meet with the Worship Committee whenever possible and the Treasurer will be consulted in regards to financial matters and budget compilation. The Worship Committee has responsibility for coordination and oversight of all aspects of the worship life of the congregation. While many events and practices are under the direct oversight of this committee, such as the planning of worship services, other areas require liaising with other committees and are set out in this document.
- 3.2. Meetings:** The Worship Committee meets on the second Tuesday for the months of September, November, January, March, and May from 7-9 p.m. Dates may change to suit the availability of the Committee Members. Additional meetings may be called subject to need.
- 3.3. Meeting Content:** The following sets out the general content and chronology of the Worship Committee's work.

September

- correspondence and ongoing items
- Sept to Dec worship overview
- initial Xmas discussions
- budget finalization for following year

November

- correspondence and ongoing items
- fine tune Xmas items
- January and February worship overview
- February Marriage Workshop
- review worship evaluation forms

January

- correspondence and ongoing items
- January to Easter Sunday overview
- board installation service
- Service of Ashes service
- AGM report writing

March

- correspondence and ongoing items

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Authorized by: DLUC Board

Staff position or organization responsible for authorising the policy

Maintained by: [Worship C'tee Chairperson]

Staff position responsible for keeping the policy up to date and error free

Approval Date: [2006/12/19]

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- Easter season through Pentecost overview
- fine tune Holy Week and Easter plans
- Sunday school graduation

May

- correspondence and ongoing items
- review of bulletins, liturgy, PowerPoint for the year
- June – September overview
- fine tune summer pulpit supply
- review worship evaluation forms

3.4. **Liaising with Committees:** The Worship Committee will consult and work cooperatively with other Committees when activities, events or issues impact those Committees. Examples include:

- 3.4.1. **Christian Education** in the case of the Sunday School Pageant or an intergenerational service.
- 3.4.2. **Finance** in the case of a Stewardship Sunday.
- 3.4.3. **Pastoral Care** in the case of follow up pastoral care requested from Prayer requests.

3.5. **Planning of Sunday Theme:** The worship gathering is thematically centred. The Minister will develop themes for Sunday worship in consultation with the Worship Committee. Each Sunday will have a unique focus. This is derived predominantly from the Revised Common Lectionary readings following the liturgical calendar through the Christian year. Special events (for example, Marriage Enhancement Workshop) may provide contextual considerations for the theme of the day. To aid the collaborative preparation of our various ministries, a “*Worship Outline*” document is prepared in three-month blocks by the Minister and shared with:

- Choir directors
- Church Organist
- Christian Education
- Sunday School
- Youth leader
- Prayer writers
- Secretary
- Communion coordinator

4. Definitions

- 4.1. **DLUC:** Deer Lake United Church
- 4.2. **Ex-officio member:** A person who is a member of a committee by virtue of office or position. Ex-officio members have exactly the same rights, privileges and responsibilities as do all other members, including, of course, the right to vote

5. Responsibility / Owner

- 5.1. The Worship Committee Chair is responsible for the review and maintenance of these policies for the Board.

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6. Legislative Context / External References

6.1. None

7. Associated Documents / Internal References

7.1. Revised Common Lectionary

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