

EMMANUEL LUTHERAN CHURCH

THE WORSHIP COMMITTEE

DESCRIPTION OF DUTIES

APPROVED BY THE CONGREGATION COUNCIL

APPROVED JANUARY 12, 2020

ESTABLISHMENT

This Committee was established by the Emmanuel Lutheran Church Constitution, Bylaws & Continuing Resolutions, paragraph C13.07.01b

COMMITTEE RESPONSIBILITIES

This document is a more specific description of those duties outlined in paragraph C13.07.01b of the Emmanuel Lutheran Church Constitution, Bylaws & Continuing Resolutions.

The Worship Committee is responsible for overseeing the elements of weekly worship, as well as special seasonal and festival worship. Specific functions include:

- planning seasonal changes and decorations
- recruiting lay participation in worship including ushers, readers and Communion assistants
- overseeing the music program
- evaluating the worship climate
- evaluating the physical surroundings of worship
- discussing and implementing worship trends and changes
- providing worship education and interpretation

The committee also oversees the work done for Communion preparation and clean-up, maintenance of paraments and the use of banners and decorations.

Worship Committee Mission Statement

The mission statement of the Worship Committee is to promote the centrality of worship in the life of the church, utilizing and coordinating the talents and services of our members and friends in providing worship experiences on Sundays and special occasions that glorify God in liturgy and music and celebrate God's gift of forgiveness and acceptance in Word and Sacrament.

AUTHORITY

To accomplish this task, this Committee is empowered to request from all other current or future committees of Emmanuel Lutheran Church to cooperate and support the work of the Worship Committee. This Committee may also make requests to employees of Emmanuel Lutheran Church in the performance of its work. To the extent that a budget

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has been provided for the Worship Committee to perform its work, the committee may expend the budgeted funds as it determines necessary per the monthly budgeted allocation or has been accumulated at the time expenditures are made. The Worship Committee must follow the policies and procedures set for expenditures by the Congregation Council and administered by the Finance Committee.

The Worship Committee is subject to the direction of the Congregation Council. This committee has no authority to make changes to its primary tasks or mission without the approval of the Congregation Council. The Congregation Council may revise, add to or withdraw any authority bestowed upon this committee at any time.

COMMITTEE MEMBERSHIP

The Worship Committee will have no maximum number of members with one Worship Committee member acting as Chairperson for the committee and with a minimum of one member being a member of the Congregation Council.

Initially, the Congregation Council shall appoint members to the Worship Committee. Worship Committee members may serve on this committee until she/he wishes to resign her/his membership. The Congregation Council may also remove a member(s) from this committee as it deems necessary. Vacancies on the Worship Committee may be filled by recommendations from committee membership or by signing the volunteer sheet for the Worship Committee during Commitment Week.

COMMUNICATION

On a monthly basis, or as otherwise requested by the Congregation Council, the Worship Committee Congregation Council representative is requested to provide an oral report of the Worship Committee's work during the previous month. During this report, the Congregation Council representative may include requests for changes with the committee's work, mission, or budgetary needs. New committee members are oriented into this committee by receiving a copy of this committee description and other information specific to the work of this committee.

DUTIES AND RESPONSIBILITIES

Develop a planning calendar for your committee's work and responsibilities, at a minimum, annually update this planning calendar and submit an informational copy of your planning calendar to the Congregation Council. By giving the Church Secretary a copy of your committee's planning calendar, this will ensure that a copy will be placed into the Congregation Council's meeting information packet.