

WOODCLIFF UNITED CHURCH WORSHIP COMMITTEE

*Shout for joy to the Lord, all the earth. Worship our God with gladness,
Come before God with joyful songs. Enter God's gates with thanksgiving and praise.*

Psalm 100:1,2,4

For where two or three are gathered in my name, I am there among them.

Matthew 18:20

Worship is an expression of our faith in a triune God: God, as Creator; Jesus, as the human expression of God's grace and unconditional love; Spirit, as the ongoing source of energy that sustains our faith. The Bible forms the basis of our theological grounding in the conduct of worship.

The Worship Committee (Committee) is a standing committee of the Woodcliff United Church (WUC) Council (Council) that is responsible for providing deeply spiritual, scripturally centered, vibrant and relevant worship experiences that include the whole people of God. Through the spoken Word and spiritually uplifting music, the community of WUC is invited into a deeper relationship with God, as lived through the ministry of Jesus. The Committee is responsible for Sunday worship, weddings, funerals, and all other services both inside and outside of the church setting, excluding the services offered at Wentworth Manor and Cedars Villa Extendicare. These are overseen by the Pastoral Care Committee.

Tasks

The tasks of the Committee include:

- ensuring that WUC adheres to its Baptism Policy, its Policy for the Conduct of Funeral and Memorial Services, its Policy for the Conduct of Weddings, its Full Membership Policy, and its Memorial Fund Policy
- recruiting and selecting the Music Director in collaboration with the Ministry and Personnel Committee
- meeting with the ministry team on a regular basis to aid in the development of worship services
- providing guidance and feedback to the ministry team with regard to the conduct and content of worship, including evaluation of worship services
- evaluating and purchasing preaching, liturgy, and music resources for the conduct of worship
- ensuring that the Sacraments of Holy Communion and Holy Baptism are administered in accordance with the precepts of The United Church of Canada
- setting the guidelines that govern the offering of the Sacraments
- setting the guidelines that govern the conduct of weddings and funerals/memorial services
- reporting regularly to the Property Committee on the effectiveness of the AV systems

- recruiting, training, and scheduling sound system operators, PowerPoint operators, presiders, and proclaimers
- ensuring, in collaboration with the Music Director, that a meaningful music ministry is in place
- ensuring, through its Sacraments and Symbols Ministry team, that:
 - the sanctuary is decorated appropriately, according to the seasons of the church year
 - sacred sanctuary objects such as candelabra, candles, altar vestments, and banners are in place and maintained
 - the Sacraments are prepared and set up for administration
- ensuring that pulpit supply is provided in the absence of the Minister
- ensuring that music supply is provided in the absence of the Music Director
- consulting with the Congregation as to its needs regarding worship
- providing learning opportunities for both the Committee and the Congregation to learn about worship in The United Church of Canada
- regularly reviewing the fees that are charged for the conduct of weddings and funerals at WUC and presenting recommendations to Council for ratification
- preparing a report of the Committee's activities for the Annual Report of WUC
- ensuring that statistical information is collected and an annual report is filed with The United Church of Canada as part of its yearly information gathering
- administering the WUC Memorial Fund
- ensuring through the Historic Roll Ministry Team that:
 - the membership roll is examined and updated every three years
 - members of the church who have been absent from worship and other church activities for three years are contacted to encourage them to maintain their connection to the church
 - the names of members to be removed from the membership roll due to non-participation in the life of the church are brought to the Council for confirmation of their removal
 - a record of baptisms, marriages, and burials is maintained by the Church Administrative Coordinator
- ensuring that volunteers who contribute to the activities and programs of the Committee are recognized
- ensuring, with the assistance of the Duty of Care Committee, that all Committee activities adhere to the WUC Duty of Care Policy and Guidelines
- conducting an annual review of the effectiveness of the Committee

Accountability and Communication

The Committee is accountable to Council. The Committee Chair or a delegate shall be a member of Council.

The Committee shall usually meet on a monthly basis, excluding July and August. Minutes of Committee meetings shall be provided to Council and staff, made available to the Congregation upon request, and archived in the Church Office.

Communication with the Congregation and the wider community regarding Committee matters shall take place throughout the year using communication methods such as:

- the Woodcliff Messenger
- the WUC website
- service bulletins
- printed materials and brochures provided by the church
- information offered during the Sunday morning worship services
- bulletin boards
- forms for services (e. g. request for Baptism)

Human Resources

The membership of the Committee shall include a Chair, the Minister, the Music Director, a representative from the Sacraments and Symbols Ministry, and at least three (3) other people. One of the members of the Committee will act as the recording secretary for each Committee meeting.

In fulfilling its responsibilities, the Worship Committee shall collaborate with all other committees as needed, particularly the Committees of Christian Development, Communications, Congregational Life, Outreach, Pastoral Care, Property, and Stewardship.

The Minister contributes significantly to the Committee by developing the weekly Sunday worship service, providing resources, offering workshops, mentoring, and shared leadership. The Music Director contributes to the Music Ministry of WUC through his/her musical expertise, providing opportunities for members of the Congregation to grow in their musical abilities. The Children's Ministry Coordinator and Youth Ministry Coordinator provide input for, and participate in, portions of the worship service. The Church Administrative Coordinator has an important role in maintaining church records and assisting with numerous other worship related tasks.

Members of the Committee should hold an interest in the conduct of worship, and possess knowledge of scripture, theology, and church music. They also should possess skills in communication, planning, organizing, creativity in worship, coordination, team work, collaboration, and operation of AV equipment.

Financial Resources

The Committee's budget shall be examined on a yearly basis and submitted to Council as part of the WUC budgeting process.

Budget items include:

- pulpit supply
- music ministry
- decorations, flowers, and sacraments
- copyright licenses
- worship supplies
- bulletins

The Worship Committee portion of the WUC Committee Structures document was originally approved by Council on December 13, 2016.

Last revision: _____