

WORSHIP MINISTRY DESCRIPTION

Mission Statement-Purpose in the life of the church:

The Worship Ministry supports the congregation, pastor, and staff by ensuring that the worship experience pays reverent honor and homage to God, as well as providing a meaningful worship service each week for its members and guests.

Responsibilities of Committee:

- Provide support to the pastoral staff in preparation for weekly worship and other special services.
- Provide support to other ministries who need time during worship for presentations, announcements, ordinations and installations, Time with Young Disciples, Mission reports, etc.
- Provide support of the worship service at Mo Ranch during the annual all-church retreat.
- If recognizing 5th Sundays, work with Congregation Life committee, pastoral staff and music teams to provide special Sunday services.
- Hang paraments and banners in the sanctuary according to the liturgical calendar.
- Help coordinate weekly flowers.
- Obtain annual approval from Session for dates throughout the year for serving communion at worship services.
- Obtain approval from Session for the collection of the 4 special offerings of the Presbyterian Church.
- Solicit communion servers.
- Prepare and clean-up of communion elements.
- Solicit liturgists / readers on a weekly basis to assist with worship.
- Solicit ushers on a weekly basis to assist with worship.
- Participate in preparation of Hanging of the Greens activities to adorn the church during Advent and Christmas.
- Participate in preparation for Lent, Holy Week, Easter, Advent and Christmas activities and services.
- Select individuals or families from the congregation to light Advent candles.
- Order special flowers for Christmas and Easter.
- Order special bulletins for Christmas and Easter.
- Help with collection of names and preparation of bulletin inserts for Christmas poinsettias, Easter lilies, and All Saints' Day recognitions.
- Prepare annual worship report for the congregation.
- Prepare worship ministry annual budget proposal.

- Prepare vouchers and payment requests for worship items and services provided as needed.
- Work with both music programs for coordination of music for services and for budget requests.
- Work with the tech team for coordination and support of worship services and for budget requests.
- Schedule substitute pulpit supply as needed when pastor is out.
- Work with property on deep cleaning of the sanctuary once per year.
- Work with music coordinators on organization and maintenance of the 2 worship storage rooms off the sanctuary.

Adopted 8.30.2021