

**Eastminster Presbyterian Church
Worship Committee**

Policies and Procedures

The Session, through the Worship Committee, shall provide for worship and shall encourage the people to participate fully and regularly in it. The Session shall provide for the regular preaching of the Word, celebration of the sacraments, corporate prayer and offering of praise to God in song. (Book of Order: W-1, 4004)

Administrative Policies

The Worship Committee is responsible for the planning and oversight of worship opportunities for the congregation/community. In executing this responsibility, the following standards shall be followed:

A. Authority

- a. The committee shall function under the oversight and approval of Session.
- b. Session approval is required for the implementation of all policies, procedures, fundraising and events.
- c. A Ruling Elder shall serve on the Worship Committee as moderator and shall be the spokesperson/advocate to the Session.
- d. All committee members are to be familiar with, and trained in the use of Section 2 of the Book of Order, the Directory of Worship, and Book of Common Worship.

B. Duties

- a. In coordination with the Pastor and related staff, the Worship Committee shall schedule and develop all worship services including, but not limited to, the following:
 - i. Regular weekly and all special services
 - ii. Holy Week and Easter services
 - iii. Advent, Christmas (as needed) and Christmas Eve services
 - iv. Monthly and special observances of Communion
 - v. Outdoor summer services
- b. In coordination with the Pastor, the Director of Music shall schedule all choirs and special music.

- c. The Worship Committee shall provide guidance with drama, dance and other arts in consultation with the Pastor for incorporation into service of divine worship, as coordinated with this committee.
- d. The Worship Committee shall obtain substitute clergy for pulpit supply when and as necessary.

C. Gift Policy

- a. When a prospective donor indicates a desire to make a gift to the church's worship ministry, the Worship Committee shall suggest that the donor make the gift to one of the following areas:
 - i. Music ministry to include music, instruments, hymnals, etc.
 - ii. Sanctuary enhancements for regular and/or special services.
 - iii. Undesignated gifts to be used as needed, and as determined by Session.
- b. When a donor indicates a desire to donate a specific item to the worship ministry, the Worship Committee, along with appropriate staff members, shall first decide if the item is needed and appropriate, and, if not, the Worship Committee shall direct the donor to a more appropriate use of the donation.
- c. Gifts accepted by Session for use in the Sanctuary shall not be identified as to the giver by attaching a nameplate, or other identifying marks to the gift. Identification of the giver shall be made in the Memorial Book, which is maintained for view in the narthex. With each gift received, the Session shall stipulate the duration of the time in which the gift shall be used and/or shall record in its minutes the terms of use and the circumstances by which such gift shall be maintained and under what condition the gift may be considered no longer appropriate for use in the sanctuary and stipulate an appropriate manner of future disposal of the gift.
- d. The Worship Committee, in conjunction with the Historian, will maintain the Memorial Gift Book.

D. Budget

- a. The expenses and programming expenditures of this committee other than expenses and expenditures of staff, shall be authorized in the general budget by line item.

E. Non-Budgeted Expenses

- a. When the Worship Committee determines that there is a need or desire for an unbudgeted item, it will be posted as a "wish list" and/or recorded in the committee minutes.

F. Affiliated Staff for Worship Committee

- a. Pastor
- b. Director of Music

Operational Procedures

A. Music Ministry

- a. The Worship Committee shall assist the Director of Music in the following specific matters:
 - i. Promotion, encouragement and guidance of all choirs.
 - ii. Providing for volunteer choir directors and accompanists.
 - iii. Assistance in arranging for the Chancel Choir picnic.
 - iv. Making arrangements for the maintenance of choir robes, folder, bells, chimes and related materials, as well as maintenance service for the organ and pianos.

B. Communion

- a. The Worship Committee shall be responsible for the following specific matters:
 - i. Purchase and preparation of elements.
 - ii. Set-up, clean up and placement in storage of communion equipment and linens.
 - iii. Scheduling of Deacons and Elders to serve communion.
 - iv. Providing for Home Communion to home-bound/sick.

C. Ushering

- a. The Worship Committee shall be responsible for the following specific matters:
 - i. Recruiting and training usher teams.
 - ii. Scheduling ushers for regular and special services.
 - iii. General oversight of the execution of the duties of the ushers.

D. Decorations

- a. The Worship Committee shall be responsible for the following specific items:
 - i. Flowers
 - 1. Preparation and posting of the sign-up chart.
 - 2. Verification of information placed on the sign-up chart.
 - 3. Receive from and ensure correct processing of payment(s).

- ii. Obtaining special supplies, materials and equipment for services when needed, including special bulletin covers.
- iii. Obtaining and placement of Sanctuary decorations for special and seasonal services of Divine Worship, including, but not limited to, candles and banners.

E. Audio/Visual Recording of Services

- a. The Worship Committee will ensure appropriate placement and maintenance of all Audio-visual devices to ensure appropriate recording, use and publication of all services of Divine Worship and/or other programs (such as VBS).

F. Summer Outdoor Services

- a. The Worship committee shall be responsible for the following:
 - i. Setting up all items required for the outdoor services, including audio/visual devices.
 - ii. Obtaining ushers for the services.

G. Receptions

- a. The Worship Committee shall be responsible for providing for receptions following special music events and services as appropriate and in consultation with other committees of Session and the Board of Deacons.

Revised by the worship Committee August, 2010

The following addition was approved by Session on April 18, 2016:

Announcements in the bulletin shall be limited to items informing the congregation of dates, times, places and contact persons for programs put on or sponsored by Eastminster Presbyterian Church. The purpose of announcements is to inform the congregation of the opportunity to participate in those programs. Details of the programs related to results thereof and other items not directly related to providing the congregation the opportunity to participate in such programs shall not be included in bulletin announcements. The Worship Committee suggests that such detailed information be provided in articles to be printed in the monthly newsletter.