

Worship Committee
Bethel United Methodist Church
July 2012

The Worship committee, under the direction of a chairperson (or chairpersons), gives assistance to the minister in providing effective, meaningful worship experiences at Bethel United Methodist Church.

Committee members are selected annually by the Committee on Lay Leadership of the church and perform such services as:

1. Preparation of the communion elements for use at all communion services.
2. Servicing of pew racks in the sanctuary to ensure the neatness and proper distribution of hymnals, Bibles, envelopes and other supplies.
3. Maintenance, cleanliness, and proper storage of items (such as communion trays, candle holders, etc.) used in the altar area.
4. Care of and appropriate/timely changing of church paraments.
5. Procurement and proper display of flowers in the altar area (and/or Narthex) during regular services and on special occasions.
6. Providing qualified ushers for all church services.
7. Providing qualified, properly robed acolytes for all church services as needed.
8. Providing assistance and advice to the minister regarding use of music in worship services.
9. Providing assistance to the minister regarding the use of church facilities for weddings.
10. Providing assistance to the minister in the utilization of the sanctuary sound system.
11. Maintenance of the hymn board(s) in the front of the sanctuary.
12. Preparing the Chrismon tree, the advent wreath, and crosses for Lent and Easter.
13. Assisting the minister with the community Thanksgiving service when it is held at Bethel.
14. Providing other appropriate services requested by the minister.

The Worship Committee also serves in an advisory role to the minister regarding worship services, including components of regular worship services as well as additional services the minister considers needed to meet special needs of the congregation.

The Worship Committee Chairperson will be responsible for appointing all leaders of sub-committees. Sub-committees of the Worship Committee assist in carrying out certain duties of the Committee. They are:

1. Secretary of the Worship Committee
2. Head Usher
3. Flowers
4. Acolyte Coordinator (Education Director provides schedule and training)
5. Altar Guild – Paraments/Silver/Holy Communion

6. Music – Choir Director/Organist
7. Weddings
8. Sound and Recording Technicians
9. Special Services
10. Sanctuary Preparation Coordinator – Pew Maintenance
11. For Worship Hour – check cry room off Narthex to ensure safety and cleanliness.

Additional Information on Sub Committees

1. **The Altar Guild.** This sub-committee is responsible for:
 - a) Preparation of the elements for use in all communion services.
 - b) Servicing of pew racks in the sanctuary.
 - c) A coordinator, one appointed for each area, keeps a calendar to assure that duties are performed for all scheduled services. Members of the Guild volunteer to assist in one or both areas under the direction of the coordinator. Printed instructions for each area are prepared by the coordinator and provided to all Guild members. The Altar Guild is represented on the Worship Committee by the coordinators of its two areas.

2. **Music Sub-committee.** This sub-committee, under the direction of a chairperson, serves:
 - a) As an advisory group to the minister regarding the use of music in worship services.
 - b) This group meets as needed and is represented on the Worship Committee by its chairperson.

3. **Wedding Sub-committee.** This sub-committee, under the direction of a chairperson, is responsible for:
 - a) Working with the minister in the preparation and implementation of Wedding Guidelines that govern the use of Bethel facilities for weddings involving Bethel members and non-members.
 - b) Guidelines prepared by this sub-committee are presented periodically to the Worship Committee for feedback. But since these guidelines involve utilization of church property as well as financial obligations, they are subject to approval by the Church Council and the Board of Trustees. The sub-committee meets as needed and is represented on the Worship Committee by the chairperson.

The Worship Committee annually recommends to the Finance Committee a proposed budget for worship related expenditures, to include monies needed for the purchase of printed music for all choirs, and monies needed for the maintenance of the organ, the pianos used in the sanctuary, and handbell equipment.

The Outgoing Chairperson will “Shepherd” incoming chair for at least the last quarter of their term as Chairperson. If possible, the Committee on Lay Leadership team will seek to identify a member who is willing to serve as chair on following years and have them train under current chairperson for up to a year before becoming chairperson.

The Worship Committee meets quarterly on the first Wednesday of January, April, July and October at 6:00 p.m., but may alter the schedule and have other meetings if deemed necessary by the chairperson(s).

The Chair serves on the Church Council which meets 4th Monday, 6:00 PM bi-monthly beginning in January with called meetings as necessary.