

**WHITE BLUFF CHAPEL
ORGANIZATION AND PROCEDURES MANUAL**

4.4.3

WORSHIP COMMITTEE

2/15/2016

Purpose:

The purpose of the Worship Committee shall be to honor the Lord by helping to create an atmosphere conducive to reverent and rewarding worship. The Worship Committee serves to enhance the worship experience and is responsible for the accoutrements necessary for WBC worship.

Responsibilities:

- Exercise deliberate and continuing care in maintaining the interdenominational nature of the WBC. It is important to provide programs, traditions, speakers, and teachers that are diverse with different denominational backgrounds.
- Join in the creative process by supporting the ministerial staff with prayer, ideas, and suggestions to contribute to the message, beauty, and atmosphere of WBC worship services.
- Ensure that all worship events will be consistent with and support the [WBC Statement of Faith, Statement of Purpose and Mission Statement](#).
- Recruit, train, communicate with, and supervise persons to provide and prepare the elements for communion (monthly and special).
- Recruit, train, communicate with, and supervise persons to serve as ushers/greeters.
- Coordinate and promote the fine arts in and through worship.
- Evaluate the various forms and components of worship, their symbolic meaning from the Bible and church history, and the various faith expressions with which the WBC has been blessed, with a view toward incorporation in the worship activities.
- When appropriate with approval of the Pastor(s), Invite pastors of different denominations to present sermons
- Arrange and decorate the WBC for worship services giving special attention to times, seasons, and lexical components. Manage flower arrangements. Recruit, train, communicate with, and supervise persons to serve as Flower Coordinator.
- Meet no less than semi-annually with the Pastor(s) for evaluation, dialogue, and input to enhance the WBC's devotion to Christ.
- Be available to the Music Director and/or Pastor to help plan special services as needed.
- Continue to evaluate adding more diversity to the music program.
- Continue to offer variety in communion options.

Administrative:

- The Chairperson for the Worship Committee is elected annually by the WBC membership in accordance with the procedures in Article 6.5 of the WBC By-Laws.
- Other Worship Committee members shall include the Music Director, Usher Coordinator, Communion Coordinator(s), Flower Coordinator(s), and two "at-large" members of the WBC (selected by the Chairman of the Worship Committee). Additional persons may also be members at the discretion of the Chair of the Worship Committee.
- The Pastor(s) and the Chair of the Board of Trustees will serve as ex-officio members.
- Committee Chair attends or sends representative to the Council of Ministries meetings.

- Bring any committee policy, procedural, financial, or functional related issue(s) to the attention of the Board of Trustees for consideration.
- Keep Office Administrator informed of plans for meetings, activities, or events.
- Obtain Board of Trustees prior approval for any unbudgeted capital expenditure over \$500.
- Prepare and submit a budget request for the next fiscal year in accordance with the instructions and schedule provided by the Treasurer.

Related Documents in Organization and Procedures Manual:

[2.2 By-Laws Article 6: Board of Trustees](#)

[4.4 Council of Ministries Committees](#)

Related Documents in Committee Policies and Procedures Manual:

[1.1 Usher Duties](#)

[1.2 Communion Coordinator Responsibilities](#)

[1.3 Flower Coordinator Responsibilities](#)

[1.4 Policy for Purchasing Flowers](#)