

WORSHIP TEAM

WORSHIP TEAM – minimum of 6 voting members

Beth Sullivan	Membership Co-ordinator
Anne Brooks	Representative, First United Church
Shirley Gammon	Representative, First United Church
Pat MacIntosh	Representative, First United Church
Sharon McKinnon	Representative, First United Church
Betty-Lou Matchett	Representative, First United Church
Elna Scott	Representative, First United Church

From the names listed above, the following shall serve as

Beth Sullivan	Chairperson (2013)
Sharon McKinnon	Secretary

Revised 01/11

Constitution of Team:

In accordance with an open process for nominations, members of the Worship Team shall be elected at the annual meeting of the Bathurst Pastoral Charge. There shall be a minimum of six (6) voting members serving on the Worship Team including:

- the membership co-ordinator
- five (5) representatives from First United congregation

Constitution of Team Leadership:

In accordance with an open process for nominations, the Chairperson and Secretary of the Worship Team shall be elected at the annual meeting of the Bathurst Pastoral Charge.

Staff Support:

Office Secretary:

1. not required to attend regular meeting of the Team;
2. types all minutes or agendas as requested;
3. prepares all certificates requiring signature;
4. records all marriages, baptisms and deaths in their respective registers.

Choir Director:

1. required to attend all meetings as resource without a vote;
2. co-ordinate all music with clergy.

Ministry Personnel:

1. required to attend all meetings as resource without a vote;
2. receives feedback on worship services for team discussion;
3. informs the Team of all requirements for worship.

Duties and Responsibilities:

1. establish a worship format that continues to nurture Christian community within the Pastoral Charge;
2. recognize and schedule special services of worship as they arise throughout the church year (*e.g. Remembrance Sunday, Thanksgiving Sunday, Anniversary Service, Graduation Service, etc.*) The chairperson of the Worship Team shall consult with the Chairperson of other Teams or Sub-teams as the planning of such services dictates (*e.g. Intergenerational Services, Confirmation Service, etc.*);
3. establish a suitable schedule for *Services of Word and Table* and coordinate the recruitment of all communion servers. This includes consulting with the Superintendent of Church School to secure a minimum of four youth participants for each service;

prepare and circulate a monthly roster for those greeting worshippers to all regular and special services. The Team shall consult with the Co-ordinator(s) of the Church School to secure youth participation each week;

4. review all requests for the *Covenant of Marriage* and *Sacrament of Baptism*;
5. promote a ministry of music within the Pastoral Charge providing resource support to the Choir Director(s), as required, to fulfill their leadership roles;
6. receive from the Membership Co-ordinator regular reports concerning the official roll and the current list of adherents and members associated with the Bathurst Pastoral Charge, including but not limited to
 - a. the recording of individuals confirmed;
 - b. the tracking of changes for adherents and members.
8. submit by November 1st of each calendar year, to the Financial Management Team a summary of projected revenues and expenses for the subsequent calendar year.

Frequency of Meetings:

The Worship Team shall schedule at least nine (9) meetings each year at the call of the chairperson.

Reporting and Accountability:

The use of sanctuary space, the placement of symbols, flowers or decorations and the order of all services within the Pastoral Charge shall be entrusted to the Worship Team.

The Worship Team reports in writing to and receives direction from the Pastoral Council at each meeting of the Council.