

**CHRISTIAN DEVELOPMENT TEAM**  
**(Worship, Music & Programs)**

**CHRISTIAN DEVELOPMENT (WORSHIP, MUSIC & PROGRAMS)**

**– minimum of 8 voting members**

Jennifer Lavigne	Church School Coordinator
Chelsey MacLaggan	Church School Leader & Coordinator
Anne Buzas	Member-at-large
Cheryl Brewster	Member-at-large
Anne Brooks	Member-at-large
Betty-Lou Matchett	Member-at-large
Nora McLean	Member-at-large
Brenda Parrott	Member-at-large

From the names listed above, the following shall serve as

Brenda Parrott	Chairperson (2022)
Cheryl Brewster	Secretary

**Structure of Team:**

There shall be a minimum of eight (8) voting members, as follows

- Church School Coordinator
- One (1) Church School leader
- Six (6) members-at-large

**Staff Support**

The Office Administrator (not required to attend the meetings) shall:

- prepare certificates requiring signature
- record all marriages, baptisms and deaths in their respective registers
- record receipts for Church School and all other program revenues
- maintain computer records for Church School and Weekday Programs

The Choir Director shall:

- attend all meetings as resource, without a vote
- co-ordinate all music with minister

The Minister shall:

- attend all meetings, without a vote
- receive feedback on worship services for team discussion
- inform the team of all requirements for worship

- serve as a resource to guide, enrich and support those who desire to fulfill the duties and responsibilities of the Team and to advise the members of opportunities for continuing education

### **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 year (*e.g. Remembrance Sunday, Thanksgiving Sunday, Anniversary Service, Graduation Service, Intergenerational Services, Confirmation Service, etc*). The chairperson of the team shall consult with the Chairperson of other teams or Sub-teams as the planning of such services dictates.
3. Establish a suitable schedule for *Services of Word and Table* and coordinate the recruitment of all communion servers, involving all age groups.
4. Prepare and circulate a monthly roster for those greeting worshippers to all regular, special and funeral services.
5. Review all requests for the covenant of marriage, sacrament of baptism and transfer of membership.
6. Promote a ministry of music within the Pastoral Charge providing resource support to the choir director(s) as required, to fulfill their leadership roles.
7. Plan and coordinate the recruitment of leaders for Church School and infant care.
8. Study and promote a Church School curriculum that is embraced by the United Church of Canada.
9. Support the work of the Church School Coordinator in all facets of duty – while focusing on appropriate and effective classroom instruction.
  - Encourage the Church School Coordinator to meet regularly with the Church School leaders for the purpose of program development and problem solving
  - Ensure that all curriculum and material needs for the church school are met
10. If required, assign a working group to develop, coordinate and implement programs for youth.
11. Promote multi-age Christian Education programs that are embraced by the United Church of Canada.