

**UUFSD Policy and Procedure Document****Policy ID: 410****Title: Worship Committee****Revised: November 21, 2020****Purpose**

The Worship Committee is the lay group of UUFSD members, under the direction of the Minister, that is responsible for working with professional staff (e.g. Director of Religious Education, Music Director and Audio-visual staff) to develop the worship programs. The goals of our worship program include providing for the spiritual and intellectual needs of the congregation and being welcoming to visitors and non-members.

**Policy**

Responsibilities of the Worship Committee:

- Planning for and executing the weekly worship services and special worship services that may be scheduled, (for example, a Christmas Eve service). This includes, but is not limited to: recruiting, scheduling and training of Worship Associates, coordinating with the Music Director, and producing and distributing the Order of Service.
- In the absence of the Minister, usually one Sunday per month and during the summer months, the Worship Committee is responsible for obtaining speakers for the services and being available to review services with Worship Associates and speakers as needed.
- Work with UUFSD's "Generosity Sunday" program coordinator to select Sundays throughout the year for Generosity Sundays. Ideally, the selection will coincide with the monthly theme or sermon topic. This program, under the purview of the Social Justice/Action Committee policy, states that once a month the Sunday collection is donated to an outside non-profit 501C3 organization selected by the Social Justice/Action Committee.
- Working with the Communications Committee to publicize worship services in the larger community.
- Submitting articles/information monthly, or as needed, for the newsletter regarding committee activities and upcoming services.
- The Worship Committee will coordinate any special giving or fundraising projects (other than the monthly Generosity Sunday program) with the Stewardship Commission.

**Procedure**

The Worship Committee maintains all documents necessary for the smooth operation of the services on the Worship Spreadsheet, WorshipGoogleSpreadsheet UUFSD.xlsx. This includes the Worship Associate Guidelines, the Order of Service and service script formats, sermon themes and titles, speakers, and staff or volunteer areas of responsibilities, as well as schedules to track each service's coordinator, speaker, music, and other important details. These documents serve as good planning tools and also provide a historical record.

The Worship Committee welcomes feedback and suggestions to improve worship from UUFSD members. Congregation members may contact the committee by emailing [worship@uufsd.org](mailto:worship@uufsd.org), or by speaking directly with the Minister.