

WORSHIP COMMITTEE ORGANIZATIONAL GUIDELINES

PROGRAM YEAR

- The CCCH Program Year is from July 1 – June 30.

PURPOSE

- The Worship Committee's purpose is two-fold:
 1. Provide an open forum for active reflection and discussion on how the power of God is experienced by the congregation through regularly scheduled worship services (Sundays, Weekdays and Seasonal) – in order to consult with the Rector and other Clergy on ideas for continuous improvement;
 2. Thoroughly explore the feasibility of – and in some cases plan and implement – new opportunities for Christian worship by the congregation, to enrich the worship experience of parishioners and to reach out to the “unchurched.” This will be accomplished through Sub-Committee activity:
 - Alternative Worship Sub-Committee
 - Spiritual Formation Sub-Committee (quiet days 2x/year)

LEADERSHIP POSITIONS

- A Chair and Co-Chair will lead the Committee.
- The Chair and Co-Chair serve defined terms of two (2) Committee Years, serving the first year as the Co-Chair and second year as the Chair.
- The Chair's primary responsibilities are to recruit members and lead the Committee, plan and prepare agendas, lead meetings, send out timely meeting reminders, and represent the Committee to the clergy, Vestry, and parish. The Chair shall also have fiduciary responsibility for the Committee, including making an annual budget request and working with the Parish Business Manager to track all income and expenses for the Committee. Chair is expected to maintain an updated committee list.
- The Co-Chair assists the Chair with planning and meetings, records and distributes the minutes and all relevant attachments, runs the meetings in the Chair's absence, and ensures that all Committee communications to the parish and community are timely and complete, including a monthly note in the Communicator (by the 18th of the previous month) and regular Bulletin Announcements for general committee and sub-committee meetings (2 weeks in advance).
- As the Co-Chair becomes the Chair for the following committee year, a new Co-Chair is elected by majority vote of Committee members no later than the last Committee meeting of the Program Year.

GENERAL COMMITTEE MEMBERS – ROLES & EXPECTATIONS

- **Prayer** – Committee members are encouraged to pray regularly for the work of the Committee and its programs. Committee members are expected to regularly participate in Sunday worship. Each meeting will begin with prayer and/or worship.
- **Meetings** – The goal is to meet about 6 times per year in alignment with the CCCH liturgical planning calendar and/or seasons of the Church year. Notes of each meeting will be kept by the Co-Chair and circulated within a timely manner.

Alternative Worship and Spiritual Formation Sub-committees will be scheduled separately and need not be held in conjunction with the overall Worship Committee meetings. Notes of each Sub-Committee meeting will be kept and circulated within a timely manner.

The Worship Committee will also communicate and coordinate activities with these related activities:

- Liturgical Ministries (Altar Guild, Acolytes, Greeters, Eucharistic Ministers, Ushers)
- Music Committee
- Children’s Liturgy

Worship Committee Calendar Alignment with the Church Seasons

Season	Pre-Season consultation	Post-Season consultation
Advent (Nov-Dec)	September	January
Christmas (Dec)	October	January
Epiphany (Jan-Feb)	October	March
Lent/Holy Week (March-Apr)	November/December	May/June
Eastertide (Apr)	January	May/June
Pentecost (May-Nov)	March	September

- **Participation** – Committee members shall, as they are able, attend, participate in, and volunteer to support the Committee programs. The expectation is that at least one member of each sub-committee will participate in the overall Worship Committee meetings. Committee members should have sufficient familiarity with CCH services and history in order to provide proper context for meaningful conversation. It is recommended that the committee be demographically diverse with representation from every “life-stage” and regularly scheduled Sunday service time (8, 9, and 11 AM) and that each member serve for at least one full year.

Clergy/Staff support to the general committee includes:

- *Associate Rector* – liaison with the entire staff – will provide enrichment reference materials and resources for reflection/learning about worship in addition to providing input on the direction for the upcoming season. Will also suggest names for committee members
- *Rector* – defines “non-negotiable” or givens for each liturgical season and consults on ideas for continuous improvement
- *Organist/Choirmaster* – periodic consultation
- *Minister for Children & Youth* – periodic consultation

All Committee members shall be members (or staff) in good standing of CCH

- **Committee budget/resources:**
 Budget needs are nominal – maybe a research tool or retreat weekend
 Reference Materials – publication: *In God’s Presence, Liturgy for Living*