

## Worship Chair Responsibilities (Anderson, 3/2018)

### **Ensure Annual Planning**

- Maintain list of speaker suggestions
- Coordinate contacting speakers to schedule them - the minister has the prerogative of contacting other UU ministers, though s/he may defer that in some cases. Assign contacting to whoever has the best relationship or most interest, but ultimately the chair is responsible.
- Plan speakers at least 4 months out
- Maintain roster of worship leaders and when they have served. This enables us to notice if we have over-used a leader, or left someone out
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**Conduct Meetings** of interested worship leaders to reflect on past services, record “best practices” and be sure future services are coming together on schedule

- Build agenda and facilitate monthly meetings
- Write minutes (or ensure someone else does)
- Communicate agenda, last month’s minutes, and current calendar at least monthly to all the worship leaders
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**Maintain Calendar**, ensuring services are scheduled, volunteers identified, details coordinated well in advance

- Maintain annual calendar, including details about speaker, worship leader, special musicians, accompanist, sound tech, room set up, attendance, dedicated offerings
- Keep the balance of services in mind as the calendar is planned
- Be sure the calendar is sent to appropriate Internet/Website people to be posted on the web and UUCWI FB page

**Maintain good communications** between worship leaders, especially for those who do not get to attend the monthly meetings

- Weekly attention to coordination between worship leader, administrator, room set-up and technical folks
- Ensure worship leaders for every service are prepared and have necessary resources
- Monthly reminder to Dennis, speakers and worship leaders for need of service descriptions to the Administrator for Friday e-news, newspaper and look-ahead in each week’s order of service
- Ensure fresh prospective toward services – invite new ideas, experiment
- Encourage new worship leaders every year join the team

- Check in with worship leaders at least annually to ensure they are feeling supported and heard, especially if they do not attend the committee meeting
- Plan at least one annual training session. In 2016 we experimented with more frequent, shorter, trainings. I'd say the "jury is out" regarding the success of that vs annual

#### **Coordinate budget with Treasurer**

- Develop and monitor budget
- Keep treasurer apprised of checks that need to be written for speakers

#### **Interface with other groups in UUCWI**

- Sounding board for the Administrator, especially in regards to weekly orders of service
- Work with room set-up people and technical folks as liaison to worship leader team
- Work closely with the minister to ensure his/her ideas are heard, "exercised", supported
- Work with SEJC to coordinate dedicated offerings that are coherent with any monthly worship themes
- Work with Music committee to schedule monthly choir dates, as well as weekly special musicians and accompanists