



Worship Chair Responsibilities

(Anderson, 3/2018; updated Richards, 4/2020)

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.*

Conduct Monthly Meetings

- Assign a secretary to keep minutes (annually)
- Conduct monthly Worship Committee meetings *This includes any worship leaders able to attend. Meeting goals: to reflect on past services, record 'best practices' and be sure future services are coming together on schedule.*
- Record 'best practices' - revise WL Guide on Yammer as needed, with help from Internet Committee to revise the UUCWI website version in 'WC Documents'
- Prepare and distribute agenda with any appropriate information, last month's minutes, and current calendar 4 days prior to monthly WC meeting

Maintain Calendar

- Maintain annual calendar, including details about service blurb, 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
- Send the calendar 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

- Ensure worship leaders for every service are prepared and have necessary resources
- Support worship leader's attention to coordination between administrator, room set-up and technical folks as they finalize their service
- Ensure fresh perspective toward services – invite new ideas, experiment
- In collaboration with our minister, and with input from the worship cmte, encourage new worship leaders every year to join the team
- Check in with worship leaders at least annually to ensure they are feeling supported and heard, especially if they cannot attend worship committee meetings
- 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 - Terra*

Coordinate Budget with the Treasurer

- Coordinate and monitor budget development
- Keep treasurer apprised of checks that need to be written for speakers' payment and travel reimbursement

Coordinate With Other Groups In UUCWI

- Be a sounding board for the administrator, especially concerning weekly orders of service
- Work closely with the minister to ensure his/her ideas are heard, "exercised", supported
- Work with SEJC chair 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

Task Checklist

On-Going

Maintain list of speaker suggestions

Check in with worship leaders annually, especially leaders who cannot attend meetings

Monthly

Download worship calendar from Yammer

Maintain roster of Worship Leaders with their dates of service. Track for over-or under-usage of people

Work with SEJC on dedicated offering

Work with choir director on choir scheduling

Weekly

Update annual calendar - *be sure to include attendance numbers!*

Send service info to administrator on Tuesday with two-week lead time

Send service info to IT for posting on website

4 Days Before Monthly Worship Committee Meeting

Assemble agenda, last month's minutes, and current calendar, with any additional communication needed