



CENTRAL UNITED CHURCH



WORSHIP TEAM

*Make a joyful noise to the Lord, all the earth.
Worship the Lord with gladness; come into his presence with singing.
Psalm 100:1-2 (NRSV)*

*For where two or three are gathered in my name, I am there among them.
Matthew 18:20 (NRSV)*

THEOLOGICAL RATIONALE

Worship is an expression of our faith in a triune God: God, as Creator; Jesus, as the human expression of God's grace and unconditional love; Spirit, as the ongoing source of energy that sustains our faith. Central United Church (Central), as a member church of The United Church of Canada (UCC), is part of the Protestant Reformed Tradition that emerged historically in the 16th Century. Within that tradition, the Bible serves as the primary source of inspiration for our worship and praise of God today.

The mandate of the Worship Team (Team), working in collaboration with the paid, accountable ministry staff of Central, is to provide deeply spiritual, scripturally centred, vibrant, and relevant worship experiences that include the whole people of God. Through scripture, prayer, the Sacraments and music, the community of Central is invited into a deeper relationship with God, lived through the ministry of Jesus.

The work of the Team is specifically focused on Sunday worship services, special worship services (e.g., Ash Wednesday, Maundy Thursday), the administration of the Sacraments (e.g., Baptism and Communion), the conduct of weddings and funerals and all other matters pertaining to the worshipping life of the Community of Faith (COF).

The Team recognizes that the worship of God takes many forms. Walking in nature, viewing a beautiful painting or engaging in meditational practices outside of a church setting are all forms of meaningful worship.

The Celebrate Life Recovery gathering on Sunday evenings offers a program which incorporates the 12 Steps and 12 Promises of Alcoholics Anonymous (AA) along with a special blend of spirituality and rocking music. This ministry is overseen by a paid leadership team which is accountable to the Worship Team and the Ministry and Personnel (M&P) Committee.



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TASKS

The tasks of the Team include:

- (a) Collaborating with the Board in implementing and maintaining the Baptism, Communion, Funeral/Memorial, Wedding, and Alcohol and Drug Use policies established by Central.
- (b) Implementing the Membership Policy established by Central and the UCC.
- (c) Meeting with the Minister and the Music Director on a regular basis to aid in the development of worship services, while providing guidance, feedback, and evaluation.
- (d) Ensuring that a meaningful and varied music program is offered to worshippers, working in collaboration with the Music Director.
- (e) Purchasing resources (e.g., sheet music) for the conduct of worship.
- (f) Ensuring the church organs and pianos are adequately insured, regularly tuned and maintained, working in collaboration with the Music Director and Trustees.
- (g) Ensuring that the Sacraments of Communion and Baptism are administered in accordance with the established policies of Central and the UCC.
- (h) Ensuring that all copyright licences are purchased and that all copyright laws are upheld according to the Copyright Policy.
- (i) Recruiting and training scripture readers for Sunday morning services.
- (j) Developing Welcome Team protocols, working with the Congregational Care Team to ensure that volunteers are trained and recognized.
- (k) Ensuring the sanctuary is decorated appropriately according to the seasons of the church year.
- (l) Purchasing and maintaining sanctuary and chapel objects (e.g. candelabra, candles, altar vestments, banners).
- (m) Ensuring that the equipment and software used in worship is maintained and upgraded as needed.
- (n) Consulting with the Congregational Care Team about the purchase of flowers used to decorate the sanctuary (e.g., Christmas poinsettias, Easter flowers).
- (o) Hiring a Music Director when a vacancy exists, working in collaboration with the Ministry and Personnel (M&P) Committee.
- (p) Hiring an accompanist when a vacancy exists, working in collaboration with M&P.
- (q) Hiring audio/visual staff, working in collaboration with M&P.
- (r) Working with the Tech Team in recruiting, training, and setting up a roster of sound system/media shout operators for Sunday morning and evening services, and for special worship services.
- (s) Periodically seeking input from the COF regarding worship service content by using tools such as surveys, interviews and focus groups.

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- (t) Annually reviewing the fees that are charged for the conduct of weddings and funerals at Central and making recommendations to the Board regarding changes.
- (u) Ensuring pulpit supply is provided in the absence of the Minister.
- (v) Ensuring music supply is provided in the absence of the Music Director and/or Accompanist.
- (w) Implementing the Emergency Action Plan, working in collaboration with the Duty of Care Officer.
- (x) Overseeing and administering Central's Memorial Fund, working in collaboration with the Finance Team and the Board (*see Appendix A*).
- (y) Ensuring the paid, accountable staff are given an opportunity to plan the yearly cycle of worship (e.g., a yearly planning retreat).
- (z) Preparing a report of the Team's activities for inclusion in Central's Annual Report.
- (aa) Working with the Celebrate Life Recovery leadership to ensure that:
 - a. a weekly Alcoholics Anonymous gathering is offered on Sunday evenings, melding the 12 Steps of AA with scripture, stories, and uplifting music.
 - b. the Sacrament of Communion is offered on a bi-monthly basis.
 - c. the Sacrament of Baptism is offered on Easter Sunday.
 - d. that volunteers (Trusted Servants) are trained and recognized.
 - e. the staffing needs for the conduct of the Celebrate Life Recovery service are brought to M&P as required.
- (bb) Ensuring that any Police Information Checks required by the Duty of Care Policy and Procedures are obtained as deemed necessary.
- (cc) Working with the Office Administrator to ensure that:
 - a. statistical information is collected, and the annual statistical report is filed with the UCC.
 - b. the Historic Roll is reviewed once every two years (*see Appendix B*).
 - c. the Baptism Register, the Marriage Register and the Burial Register, as well as the Membership Roll are kept up to date, working in collaboration with the Administration Team.
- (dd) Evaluating the work of the Team on a yearly basis, using the following guidelines:
 - a. Setting goals for the Team (e.g., using one Team meeting to set goals and another Team meeting for evaluation).
 - b. Setting goals for Team members (e.g., Development of leadership skills).
 - c. Developing questions/surveys/feedback opportunities that target and evaluate outcomes.
 - d. Celebrating achieved goals, both Team and the Team members.
 - e. Deliberating on areas of concern and providing positive solutions.

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ACCOUNTABILITY

- The Team is accountable to the Board and shall report to the Board as required.
- The Chair of the Team is a Voting Member of the Board.
- The Team shall meet monthly, excluding July and August.
- The Team shall submit a written report of their activities to the Board whenever the Board meets. Such reports will be attached to the Board minutes.
- Approved minutes of Team meetings shall be submitted to the Office Administrator to be housed in the Church Office and made available to the congregation and other church bodies upon request.

HUMAN RESOURCES

The membership of the Team shall include a Chair, a Recording Secretary, the Minister, the Music Director, Office Administrator, Sacraments Coordinator, a representative from the Celebrate Life Recovery evening service and at least two other members.

FINANCIAL RESOURCES

The budget of the Team shall be prepared on a yearly basis, submitted to and examined by the Finance Team as part of Central's budgeting process.

Budget items include:

- fees for pulpit and music supply
- sanctuary decorations and flowers
- Sacrament supplies
- copyright licenses
- worship supplies (e.g., candles)

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February 27, March 5, and May 8, 2019.
June 16, 2021.
March 14 and March 18, 2022.
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APPENDIX A

MEMORIAL FUND

Memorial funds are designated funds given to a church as love offerings, honouring both living and deceased persons. Memorial funds are held in trust by Central United Church (Central) until a decision for disbursement is made.

The Memorial Fund (Fund) is overseen by the Finance Team and administered by the Worship Team. The Team consults with families about funds that have been donated in the name of their loved ones and makes recommendations to them for purchases. The Team then makes recommendations to the Finance Team for specific purchases. All disbursements from the Fund over \$500 must be ratified by the Board.

Memorial funds are not to be used for the day-to-day operation of the church, but for special gifts or projects, according to needs established by the Board.

TASKS

The Worship Team shall:

- (a) Receive quarterly updates from the Treasurer as to the amount of money available in the Fund and the amount of money received into the Fund during the preceding quarter.
- (b) Receive from the Treasurer an itemized list of donations to the Fund, the names of individual donors and the names of the persons for whom the funds have been donated.
- (c) Meet with families to share with them the total amount donated in the name of their loved ones. To protect the privacy of donors, individual donor amounts must not be shared with families without the expressed consent of the donor.
- (d) Inform the congregation about all memorial funds donated and gifts purchased for the church from the Fund.
- (e) Acknowledge and thank individuals for their donations to the Fund.
- (f) Provide to the families a list of the names of individuals who have made donations to the Fund in the name of their loved ones.
- (g) Create a Wish List of special gifts or projects, in consultation with the Board.
- (h) Consult with families as to suggestions they may have for the disbursement of funds donated in memory of their loved ones, recognizing that the needs of the church as determined by the Board take precedence.
- (i) Bring recommendations to the Board for purchases using memorial funds. The Worship Team may approve purchases up to a maximum of \$500. Purchases over \$500 must be ratified by the Board.

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- (j) Conduct a service of worship once a year, or as required, to dedicate memorial gifts.
- (k) Maintain a Book of Memories, listing the gifts purchased for Central and the names of the persons to whom gifts have been dedicated.
- (l) Purchase memorial gifts for the church.
- (m) Prepare a report about the Memorial Fund to be included in the Annual Report of the Worship Team.
- (n) Make the congregation aware of the existence of the Memorial Fund and encourage its use.

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APPENDIX B

LETTER REGARDING MEMBERSHIP STATUS *(sample)*

Dear _____

We, as members of the Worship Team at Central, are seeking to be in touch with you because you have not been actively involved in the ministry of the church for quite some time now.

We know that life takes us in many different directions. We find another church home. There are events in our personal lives that keep us away from the church. We work in another city. Central no longer meets our spiritual needs.

As we write this letter, the first thing we want to say is that you are missed. Your presence in the community has been a gift and we want to express thanks to you that, at a certain moment in time, Central was your spiritual home.

We cannot know why you are no longer present with us; however, we are sending you this letter as a personal invitation to re-connect with us and to find your faith renewed by meeting again with a group of people who are devoted to serving as the hands and feet of Christ in the world. We want you to know that you are always welcome at Central, no matter how long it has been since you last spent time with us.

However, if you no longer wish to be a member of Central, we are asking you to indicate that to us, via ordinary mail, an e-mail, or a telephone call to the church (403-269-3701). At your request, we will remove your name from our Membership Roll. Or your Certificate of Membership can be presented to any other United Church that will receive you into membership. Or you can choose to have your membership retained by us until such time as you find another church home.

We hope you will prayerfully consider our request and be in touch with us at your earliest convenience.

Yours in Christ,

The Worship Team of Central

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