

Dorchester Presbyterian Church
Worship Committee Responsibilities
Session Approved: February 20, 2018

1. Initiate whatever means are necessary to develop a sense of reverence and worship among the congregation.
2. Coordinate placement of flowers in the sanctuary on a volunteer basis to celebrate or honor special occasions.
3. Coordinate decoration of the sanctuary to denote seasonal celebrations (Christmas, Easter, etc.)
4. Arrange for an Elder-of-the-Month to see that facilities are open and ready for use.
5. Be responsible for recruiting and training greeters/ushers for each service as appropriate.
6. See that all members and visitors to the church are welcomed and bulletins are distributed.
7. Be responsible for reminding members and visitors to wear Name Tags. Coordinate supplies with the church office.
8. Provide for the receiving of offerings at each service.
9. Arrange for the distribution of Attendance Registration pads throughout the sanctuary (notify the church office when additional supplies are needed).
10. Accurately determine the number of worshippers at each service.
11. Have charge of arrangements for preparation of the elements for use in communion services. The committee will prepare a schedule and issue reminders to those with responsibility for such preparation.
12. Place water in the baptismal font as needed.
13. Arrange for lay readers to assist in worship.
14. Be responsible for supply pastors for special occasions and for times when the minister will be absent as well as seeing that appropriate hospitality is extended to those guests.
15. In conjunction with the pastors, coordinate and supervise the work of all personnel concerned with the music of the church.
16. Secure assistant or substitute musicians in co-operation with the Director of Music.
17. Oversee the maintenance and tuning of musical instruments owned by the church.
18. Arrange for maintenance/cleaning/replacement of choir robes.
19. Develop and maintain necessary rules and regulations to govern the conduct of weddings; publish those rules and regulations in a booklet which can be distributed to those interested in a wedding at Dorchester Presbyterian.

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20. Develop and maintain necessary rules and regulations to govern the conduct of funerals which shall serve as an aid to those who are bereaved.
21. Upon request, insure that ushers are provided for funerals and special services.
22. Be responsible for providing names to the Presbytery's Commission on Ministry of those members willing to provide pulpit supply.
23. Develop an annual budget for submission to the Finance Committee to include the work of the Committee as well as recommendations concerning funding for expenses related to the worship and music programs of the congregation.
24. Make recommendations to the Session concerning revisions of the committee's areas of responsibility to be reflected as standard operating procedure in the church manual.