

Unitarian Universalist Congregation of South County

UUCSC Worship Chair/Committee Job Description

To work with and assist the minister in the planning of Sunday services and to serve as a liaison between the minister and the congregation in regard to worship services.

General Duties: develop, in conjunction with the minister, and the Worship Committee, worship service topics to meet the needs of the congregation. Develop an agenda for a monthly meeting and run the meeting itself.

Chairperson to provide report of Worship Committee accomplishments, as well as budget, to all Board members prior to the Annual Meeting.

Chairperson to bring larger issues pertaining to the worship experiences of the congregation to the Committee for discussion.

Communicate and coordinate with the Director of Music, when necessary.

Project expenses for planning the budget for the coming year, with the advice and consent of Worship Committee.

Engage in conversation with congregation members to seek out their needs and desires.

Be in charge of finding guest speakers or taking suggestions of speakers from committee members or assigning a committee member to contact a guest. The person contacting the speaker will let him or her know what our standard honorarium is, as appropriate. The speaker can be responsible for any combination of the following: Opening Words - Story for all Ages - Readings - Sermon - Closing Words.

The Worship Committee is responsible for recruiting and training Worship Associates. Worship Associates conduct those parts of the service that the minister or the speaker does not.

The Worship Associate will send an Order of Service and

directions to the prospective speaker for the service she or he is leading. The Worship Associate will work with the office administrator to create the OOS and with the newsletter editor to solicit bios and sermon descriptions from the speaker for the service he or she is leading. The WA will meet deadlines of the 20th of the month for the newsletter editor and the Tuesday before the Sunday service for the office administrator.

The Chair of the Worship Committee is often called upon to oversee those deadlines and make sure they happen. The Chair must also be mindful of Spiritual Journey Sundays, Share the Plate Sundays or any other "special" Sundays that may change the way the OOS works. The Chair is also responsible for emergency changes to the service, i.e. the minister or a guest speaker cannot, at the very last minute, make it to the service.

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