

Worship Committee Responsibilities

Mission Statement:

The Worship Committee schedules all services that take place in the sanctuary of the Providence Forge Presbyterian Church and coordinates oversight of speaker; music; Paraments; flowers and care of the sanctuary.

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Responsibilities:

1. In coordination with the Pastor, to provide a lay speaker or substitute pastor, as needed.
2. To assure that music (organist and/or vocal) is available for every 11:00 a.m. service, and to provide a substitute musician in the case of Music Director's absence.
3. To prepare the Communion table, including providing the bread and juice, as well as care of the elements and cleaning of the linens and to schedule Elders for Communion service.
4. To prepare the Baptism Font upon notification by the Pastor.
5. To display flowers at the altar for every Sunday morning service, coordinating volunteers who have donated flowers for each Sunday. To coordinate altar flowers for any special events such as Easter and Christmas.
6. To care for the furniture and fixtures in the sanctuary, including cleaning and maintenance of the pews and to ensure that appropriate materials such as hymnals and bibles are maintained in the pews. To advise the chair of the Buildings and Grounds Committee of any necessary cleaning or repairs to pews and to advise session if additional materials are required.
7. To provide two Elders on Duty for each 11:00 a.m. service.
8. To recommend to the Pastor any special services such as Maundy Thursday; Good Friday, etc., and to provide needed materials for special services such as Advent Wreath, Christmas; Lenten Wreath; Palm Sunday; and Easter.
9. To assist the Pastor with any special request to aid in worship.

10. To organize the schedule and training of Greeters.

11. Committee Chair (appointed by session) will contact all volunteers (as provided by the Stewardship Committee from the annual Stewardship Campaign) and welcome them to serve on the committee. If the committee is not available to new members, that information should be provided to the Chair of the Stewardship Committee so that such committee is not listed as an option on the Annual Stewardship Pledge Card.

12. Committee Chair (or designee) will maintain a roster of active members on the committee and will provide roster to the Web Team for inclusion on the pfpc.org web site by February of each year. Chair will work with the Policy and Personnel Committee to develop a synopsis of the committee's duties to include on the PFPC web site.