

## **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.

### **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 11AM 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 advise the chair of the Buildings and Grounds Committee of any necessary cleaning or repairs to pews and to advise the Session if additional materials are required;
7. To ensure that appropriate materials such as hymnals and bibles are maintained in the pews. Session will be advised if additional materials are required;
8. To decorate the sanctuary for special services, such as Advent, Christmas, Lent and Easter;
9. To assist the Pastor with any special request to aid in worship;

10. To coordinate nursery coverage;
11. To oversee the adherence by those working in the nursery to the requirements of the Children and Youth Protection Policy (Chair);
12. Committee chair (appointed by the 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.’
13. Committee Chair (or designee) will maintain a roster of active members on the committee and will provide the 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.
14. To secure Lay Readers for weekly worship service and for Lent and Advent.
15. To maintain sanctuary sacks (containing religious items, as well as small toys) for use by children in the sanctuary during worship service.