


First Unitarian Universalist Church Columbus, Ohio		
Chapter: II. Congregational Responsibilities		Source: Worship Committee
Title: Worship Committee		
Approved by: Board of Trustees		Date Approved:
Effective Date:		Date of Last Review:

A. Policy:

The Worship Committee and the ministers shall cooperate in creating and enlarging opportunities for religious experience for the congregation. In the absence of the ministers, the committee is fully responsible for the Sunday Service. It shall be concerned with, but not limited to: the planning of Sunday Services, ordination, installation, and other occasional services; and the physical setting of the Worship Center, including the chancel and flowers. The committee shall ensure the recruitment, training, and scheduling of ushers.

B. Definitions:

1. Ushers are those responsible at Sunday Services for distributing Orders of Service, finding seating for latecomers, collecting the offerings and delivering them to the bookkeeper, and any other duties asked of them by the ministers or coordinator.
2. Coordinator is the member of the Worship Committee to represent the congregation on the Chancel at each Sunday Service. They take part in the service and assist the ministers by providing any support needed.
3. Storyteller coordinator provides a team of trained people to provide and present children's stories at Sunday Services.
4. Flower coordinator provides flowers for the Sunday Services.
5. Physical setting of Worship Center is the way the Worship Center looks, including such things as candles, special papers, and the condition of the Chancel stairs and boxes.

C. Procedure:

- A. Meet on a monthly basis to assign coordinators and proceed with any current projects.
- B. Provide guidelines to the ushers.
- C. Provide guidelines to the storytellers
- D. Provide guidelines to coordinators.
- E. Provide guidelines and budget to flower coordinator.
- F. Provide guidelines to maintain physical setting of Worship Center.
- G. Provide guidelines to Sound coordinator.