

Worship Committee

Table of Contents

Purpose and Responsibilities	W-2
Monthly Agenda Items	W-4
Subcommittee Coordinators	W-7
Columbarium Subcommittee	W-7
Sound System Coordinator	W-12
Wedding Coordinator	W-13
Preparation of Communion Elements	W-15
Sanctuary Enhancement Volunteer.....	W-17
Display of Christian and United States Flags in Church	W-18

Worship Purpose & Responsibilities

Purpose:

To provide for the Christian "worship of the people of God" (G-10.0102d) that "joyfully ascribes all praise and honor, glory and power to the triune God" (W-1.1001) in a way that will offer spiritual meaning, comfort, challenge, and a sense of community and in keeping with the Reformed Tradition and the Book of Order of the Presbyterian Church (U.S.A.).

Responsibilities:

1. Fulfill the responsibilities set forth in the General Guidelines for All Standing Committees.
2. Provide for, in consultation with the pastor/s, Sunday worship services as well as any special worship services and provide for appropriate experimentation with form, mode and method of worship.
3. Oversee the sanctuary, narthex areas, and the atmosphere of worship services, through physical aids, furnishings, enhancements, and lighting, partnering with the property committee.
4. Approve and fund the projects from the liturgical arts subcommittee, a member of which would sit on the worship committee.
5. Assist and support the musical program of the Traditional Worship and Contemporary Worship.
6. Assist and support the Handbells, and Men's Chorus (took out Contemporary Music Team).
7. Oversee the maintenance of the organ, piano, and other worship instruments.
8. Provide, train, and schedule ushers for worship services in consultation with the pastor/s.
9. Provide, train, and schedule sound system operators for the worship services and oversee any audio or taping of services, all in consultation with the pastor/s.
10. Provide, train and schedule liturgists for worship services in consultation with the pastor/s.
11. Provide, train and schedule elders to serve communion in consultation with the pastor/s.
12. Communicate with the Christian Educator for Children and Youth (will need to change with anticipated upcoming staffing changes) and the Children and Youth Committee regarding the participation of acolytes in the worship services.
13. Assist the Pastor in recommending to the Session the annual communion schedule.
14. Assist other committees and pastor/s with special worship services such as commissioning and confirmation and those led by youth, laity, and mission participants.
15. Provide palms, lilies, poinsettias, outdoor crosses during Lent and Easter, and other needed and appropriate items for special worship services in order to enhance the worship experience.
16. Work with the chair and members of the Columbarium Subcommittee.
17. Provide, whenever necessary, a nursery for special worship services in consultation with Children and Youth Ministries Committee.
18. Approve the Guidelines for weddings and funerals in consultation with the Pastor.

19. Upon request, provide input to the Personnel Committee concerning the work of the Pastors and Staff, in order to facilitate the annual evaluation of the Pastors and Staff.
20. Follow monthly agenda items guidelines to evaluate all work, activities, events, programs, and materials for which the committee is responsible, with the overall goal to strengthen successful ministries and eliminate or change those not successful. Make time to envision new worship ministries and goals.

MONTHLY AGENDA ITEMS

JANUARY

- Appoint a vice-chair and secretary.
- Acquaint committee with its Purpose and Responsibilities.
- Acquaint committee with General Guidelines for All Standing Committees.
- Acquaint committee with Responsibilities of Chairpersons and Committee Members.
- Review budget for the year.
- Review the committee's Annual Report of the previous year.
- Review Annual Church Calendar.
- Evaluate Advent and Christmas services, activities, and enhancements.
- Appoint coordinators. (see Church Manual)
- Discuss the liturgical church calendar and note important dates.
- Discuss special Sundays: Youth, Confirmation, etc.
- Establish Annual Goals and review any the Session has presented.
- Begin plans for Ash Wednesday and Lent.
- Discuss with usher coordinator: usher badges, condition of sanctuary, etc.

FEBRUARY

- Finalize plans for Ash Wednesday and Lent.
- Begin plans for Holy Week and Easter (see previous year's evaluation).

MARCH

- Evaluate Ash Wednesday and how Lent is going.
- Finalize plans for Holy Week and Easter.
- Post sign-up sheet for Easter lilies.
- Order lilies and palm fronds for Palm Sunday.
- Arrange to have flower cross and cross on Lawndale erected.
- Evaluate Senior High Youth Sunday.
- Begin plans for Pentecost and Confirmation (see previous year's evaluation).

APRIL

- Evaluate Lent, Holy Week, and Easter.
- Continue plans for Pentecost and Confirmation.
- Senior High Youth Sunday on calendar.

MAY

Evaluate Holy Week and Easter (if not done in April).

Upon request, provide input to the Personnel Committee concerning the work of the Pastors and Staff, in order to facilitate the annual evaluation of the Pastors and Staff.

Finalize plans for Pentecost and Confirmation.

JUNE

Evaluate Pentecost and Confirmation.

Review committee responsibilities and evaluate effectiveness in fulfilling them.

AUGUST

Finalize plans for Rally Day worship.

Begin planning for Laity Sunday.

Begin discussing next year's budget proposal.

Begin planning World Communion (1st Sunday in Oct.) (see previous year's evaluation).

SEPTEMBER

Evaluate summer worship.

Evaluate Rally Day worship.

Finalize and submit next year's budget proposal.

Continue planning for Laity Sunday and World Communion Sunday.

Begin plans for Reformation Sunday (last Sunday in Oct.) (see previous year's eval.).

Begin plans for All Saints' and Remembering the Saints (1st Sunday in Nov.)

Begin plans for recruiting stewardship talents for the committee.

Begin plans for Advent and Christmas worship and sanctuary enhancements (see previous year's evaluation).

OCTOBER

Evaluate World Communion.

Finalize plans for All Saints'.

Children's Sabbath on Calendar.

Laity Sunday on calendar.

Continue plans for Advent and Christmas worship and sanctuary enhancements (see previous year's evaluation).

NOVEMBER

Evaluate World Communion (if not done in October).

Evaluate All Saints'.

Evaluate Laity Sunday.

Middle School Youth Sunday on calendar.

Finalize plans for Advent and Christmas worship and sanctuary enhancements.

Make plans for Hanging of the Greens activities and ordering poinsettias.

Recruit Advent candle lighters- 4 Sundays, 2 Christmas Eve services.

Evaluate worship in general.

Begin Annual Report.

DECEMBER

Evaluate All Saints' and Remembering the Saints (if not done in November).

Evaluate recruiting stewardship talents for the committee.

Finalize and submit Annual Report.

Finalize plans for Christmas.

Receive Pastor's recommendation for next year's communion schedule

Recommend to Session a communion schedule for coming year.

Revise schedules for ushers, greeters, communion servers and preparers, make copies, and mail.

Get choir robes dry cleaned.

COLUMBARIUM SUBCOMMITTEE

Approved by Session: 11-19-06

Purpose

To provide oversight for the Columbarium and Memorial Garden on the premises of Guilford Park Presbyterian Church.

Membership

The subcommittee is led by a chair. It is the responsibility of the chair to recruit the members of the subcommittee. The chair and subcommittee members, ordinarily ten in number, shall be approved by the Worship Committee. It would be helpful for one member to have legal expertise.

Responsibilities

1. Sell, open and close niches and sell name plated to be placed on the memorial plaque.
2. Maintain all Columbarium records.
3. Maintain, manage, and oversee the Memorial Garden, in consultation with the Property Committee.
4. Oversee all financial records and monies of the Columbarium and Memorial Garden.
5. Oversee any future expansion of the Columbarium.
6. Maintain the Rules of Operation and Use of the Memorial Garden and Columbarium of Guilford Park Presbyterian Church
7. Provide an annual report to the Worship Committee.

Rules for the operation and use of the memorial garden and columbarium

The Columbarium and Memorial Garden have been created as a part of the total ministry of this church to its members and their immediate families. It will provides an area, on the church premises, for the inurnment or scattering of the cremated remains of deceased persons.

The Columbarium will, initially, consist of approximately ninety (90) double niches, each capable of containing one or two urns holding cremated remains. When remains are inserted into any niche, a bronze plaque will be affixed to the front of the niche, bearing the legal name(s), date(s) of birth, and date(s) of death of the person(s) whose remains are contained therein. For those whose remains are scattered, a large bronze tablet will be placed in the upper center of the Columbarium to which bronze plaques, similar to those specified for the niches, will be affixed bearing the legal name, date of birth, and date of death of the person.

The following rules of operation are proposed to assure that procedures followed in the inurnment or scattering of cremated remains are carried out in a consistent, reverent and orderly manner and to describe the services to be provided by and the obligations of the church in that connection. These rules of operation supersede all prior versions of such rules, all such prior versions of these rules are hereby revoked.

Supervision

The Session shall appoint a committee of church members which shall be responsible for the general supervision of the Columbarium and the Memorial Garden. This shall be a permanent committee with members retiring from the committee at their request. The Committee shall consist of at least seven members and no more than ten. A quorum consisting of any four (4) member of the committee is required to conduct business.

Who Can Use the Columbarium or Memorial Garden?

The Columbarium and Memorial Garden shall be for use by

1. Members of the congregation (including inactive members) and their spouses
2. Children, step-children, or adopted children of members
3. Parents or step-parents of members
4. Current or former minister of the church, their spouses and children (as described in (b) above)
5. Exceptions to the above items may be approved by the Session

The foregoing shall hereafter be referred to as "eligible persons."

Memorial Tablet

The Memorial Tablet on the Columbarium shall be used by the eligible persons whose remains have been scattered within the Memorial Garden or elsewhere, after January 1, 1991.

Reservation of Niches

The Columbarium Committee shall maintain a plan of the Columbarium on which all niches for current or future use by paying persons may reserve a niche for current or future use by paying the fees approved by the Session and in effect at that time. Such reservation only permit the right to use a niche in accordance with these rules for operation and use, or any subsequent amendment thereto. Such reservation does not convey any title or right of ownership to the niche.

The payment of a reservation fee is separate from those fees, established by the Session and revised from time to time, for the actual inurnment or scattering of remains. These fees, as well as the niche reservation fee, are shown in Attachment A to these rules.

Eligible persons may reserve any specific niche not previously reserved, by completing the appropriate documents and payment of the reservation fee to the church. Then the reservation fee has been paid in full, the church shall issue a Certification of Reservation to the eligible person indicating the specific niche(s) reserved. Such reservation shall be indicated on the plan of the Columbarium.

Cancellation of Niche Reservation

Cancellation of a niche reservation may be made by written notice to the Committee or ministers of the church. Upon cancellation, the church will refund the reservation fees paid, without interest.

A reserved niche may be transferred from one eligible person to another, but only with approval of the church. Such a transfer shall be effective only when duly documented and entered upon the Columbarium records, as maintained by the Committee.

If a reserved niche is unused two (2) years after the death of the eligible person who originally made the reservation or that person's spouse, whichever occurs later, the church shall have the right to cancel the reservation and refund any fees paid, without interest.

Operating Fees

Operating fees, as approved from time to time by the Session and shown in Attachment A hereto, will be charged for the following services:

1. Inurnment– A fee, as shown in Attachment A, will be charged for opening and closing of each niche and acquiring and placing a bronze plaque on the niche indicating the legal name(s), date(s) of birth, and date(s) of death of the person(s) whose remains are contained therein. Should a second opening and closing be performed to inurn the remains of a second person, a second fee will be charged, similar to the first, but in accordance with the schedule of fees in effect at that time.
2. Scattering– A fee, as shown in Attachment A, shall be charged for acquiring and placing a bronze plaque on the Memorial Tablet commemoration one whose remains have been scattered. Such plaque shall indicate the decedent's legal name, date of birth, and date of death.

The costs of cremation are not covered by any of the fees paid to the church under these Operating Rules, as such costs are the responsibility of the survivor(s) or legal representative(s) of the deceased.

Urns

Urns shall protect the cremated remains from the elements should it ever be necessary to remove or transport the remains. The cost of the urn is the responsibility of the survivor(s) or legal representative(s) of the deceased. The minimum interior dimensions of the niches are eight (8) inches in height, by seven (7) inches in width, by eleven and one half (11 1/2) inches in depth. It is the responsibility of the survivor(s) or legal representative(s) to select urns which will be accommodated within these minimum dimensions.

Plaques

The Committee shall specify the size, type and composition of plaques to be affixed to each niche and to the Memorial Tablet, and these plaques shall be obtained from the church upon payment of the appropriate operating fee. The Committee shall ensure that all plaques are of uniform appearance as to material, design, size (allowing for the placement of two names on one plaque), style of type, and actual inscription. Nothing other than these plaques shall be affixed or in any way attached to the Columbarium or the Memorial Tablet.

Plaques shall be inscribed only with the decedent's legal name, date of birth and date of death. Plaques on niches containing the remains of two persons shall show such inscription for both. Should the remains of the second deceased person be inurned in a niche containing another's remains, a new plaque shall be affixed to the niche bearing the stated inscription for both deceased persons. Nothing shall be affixed or in any way attached to the plaques.

Plaques on the Memorial Tablet shall be placed in chronological order, as determined by the date of death, beginning in the upper left-hand corner of the tablet and proceeding from left to right on each line, and from top to bottom.

Memorial Services

Memorial services for the inurnment or scattering or cremated remains will be left to the discretion of one of the ordained ministers of the church. No fee will be charged for such services.

Maintenance

The church will maintain the Memorial Garden and the Columbarium in perpetuity in order to preserve both as places of reverence and for meditation. The Session will have overall authority for such maintenance.

Plantings and Flowers

The selection of plantings and flowers and their location within the Memorial Garden shall be determined by the Columbarium Committee. The placement of flowers, cut, potted, or artificial, will be allowed only during memorial services at the discretion of the minister, but must be removed promptly following the service.

Rights of Removal

Each person reserving a niche, upon their purchase of the certificate of reservation, shall grant the church, in writing, the right to remove cremated remains inurned in the Columbarium should the Columbarium be relocated for any reason.

Also, inurned remains may be removed by persons authorized by law to do so upon compliance with the requirements of all state, municipal and other laws. If, upon such removal, there are no other remains inurned in the niche and the removal is determined to be permanent, all rights to the use of that niche shall revert to the church. No refund of any fees shall be made for such reversion.

Records

The Columbarium Committee shall maintain records of each inurnment in the Columbarium, each scattering of remains in the Memorial Garden, each niche reservation, and any contributions made toward the construction, maintenance, and/or operation of the facility. Records of deceased persons whose remains have been inurned or scattered shall include the deceased's full name, date of birth and next of kin. The Columbarium Committee shall also maintain records of all persons who have reserved niches, together with the number of the specific niche reserved and the name(s) of the person's next of kin.

Accounting

All fees, donations, contributions or bequests received by the church in connection with the Columbarium, the Memorial Garden and the Memorial Tablet are to be maintained by the Columbarium Committee in a segregated bank account. Any disbursement from that account must be approved by the Session or, if so authorized by the Session, the Columbarium Committee. Appropriate audits of this account will be conducted at least annually in accordance with the church's regular accounting practices.

Amending or Waiving Operating Rules

The Session may, at any stated meeting, modify, amend, repeal, suspend or waive any or all of the rules and requirements stated herein, by majority vote.

SOUND SYSTEM COORDINATOR

Purpose

To provide coordination for the amplification and recordings for Sunday morning worship on behalf of the Worship Committee.

Accountability

Accountable to the Worship Committee.

Relationships:

Work with the pastor/s, worship leaders, and choirs.

Responsibilities

1. Recruit volunteers to operate sound system for any events that take place in the sanctuary.
2. Instruct volunteers on how to operate system.
3. Develop a schedule of operators, and remind them of their responsibilities.
4. Inform church office of schedule for inclusion in bulletin.
5. Maintain equipment and supplies.
6. Maintain inventory of all past and current recordings.
7. Make copies as needed for any who desire, especially shut-ins.
8. Assist the committee with evaluation.
9. Assist the committee with training the next coordinator.

Needed Talents Skills, and Knowledge

Knowledge of the operation of the sound system and willingness to fulfill scheduled requests.

Benefits

The joy of serving God through the mission and ministry of your church.

Evaluation

Periodically and/or as needed by the Worship Committee.

Approved by the Worship Committee:

WEDDING COORDINATOR

Revised 9/16/15

Purpose

To provide coordination for the services of Christian marriage (weddings) at Guilford Park Presbyterian Church, and, under the supervision of the pastor conducting the service, serve as a liaison between the church and the wedding couple and as a guide in the planning and carrying out of the marriage worship service.

Type

Contracted position hired by the Pastor in consultation with the Associate Pastor and Worship Committee.

Accountability

Accountable to the pastor conducting the wedding.

Relationships

Work with the pastor/s, music staff, and wedding couple.

Responsibilities

Before the wedding:

- Meet with the bride and/or groom for initial planning conference and review and explain the Wedding Guidelines brochure in particular all the policies, fees, etc.
- Communicate with florist the policies, found in the Wedding Guidelines, regarding flowers, candles, methods of decoration, etc.
- Work with caterer, if reception or rehearsal dinner is to be held at the church; oversee church facility and equipment before and after events to insure all church property remains secure and is left in good, clean condition.
- Confirm all church related fees, found in the Wedding Guidelines, have been paid on time by the day of the wedding rehearsal.

At the Rehearsal:

- Under the direction of the pastor, assist with the wedding rehearsal, usually the evening before the wedding. Instruct the ushers and attendants on their functions.
- Wedding Day:
- Coordinate time for florist's arrival and decorating.
- Communicate to photographer the church policy regarding photography and videos (as stated in wedding guidelines brochure) and the appropriate times for photographs to be taken.
- Open all areas of the church building to be used.
- Change paraments on pulpit and lectern to white, if needed place appropriate cloth on Lord's Table, and remove following the wedding.

- Oversee the functioning of ushers and attendants, seeing that they are in place at the appropriate time.
- Secure the church building following the service, including inspecting all areas used to see that they are neat. See that chancel and sanctuary are returned to normal.
- Close and lock all areas of the building.

Needed Talents Skills, and Knowledge

Organizational and people skills, knowledge of wedding etiquette and the operation of the sound system, and willingness to fulfill scheduled requests.

Evaluation

Periodically and/or as needed by the pastors.

Approved by the Pastor, in consultation with the Worship Committee: 9/16/15

PREPARATION OF COMMUNION ELEMENTS

Revised 9/16/15

Preparation of the elements for Communion is normally required for the first Sunday of each month. This function is performed by members of the congregation who are scheduled for service by the Worship Committee.

Bread will be provided by a volunteer and bottles of grape juice can be found in the sacristy.

Bread Preparation

The bread for communion must be cut up in bite size pieces. Also a small loaf needs to be provided for the pastor to break. It should be scored down the middle so the ministers can break it more easily during the words of institution.

Set Up For Communion By Intinction

- Pottery plates and cups are used for intinction and can be found in the sacristy, the small room behind the organ and on the left side of the chancel. The pottery is in the cabinet to the right of the sink. If it is locked the key can be found on the nail on the right side of the pulpit behind the electrical outlet.
- Bring the table from the back of the church to the front of the sanctuary and place in front of the steps leading to the chancel.
- Place a cloth over the table and get the piece of plexi-glass that is kept behind the pew next to the organ and place it on top of the cloth. Tablecloths can be found hanging on the door in the sacristy.
- 2 stations are set up for the 9:00 service and 3 stations for the 11:00 service.
- For the 9:00 service, put two plates to the sides and one plate in the middle, fill the two plates with the cut up bread and put the small loaf on the third plate in the middle of the table for the ministers to break.
- For the 9:00 service put out 2 cups. Fill one cup with juice and leave the other one empty. Fill the small pitcher with enough juice to fill the other cup.
- For the 11:00 service put out the same plates as for 9:00 and add one more in the middle at the front of the table. Put the cut up bread on all three plates and the small loaf on the plate in the middle at the back of the table.
- For the 11:00 service put out 3 cups. Fill two cups with juice and leave the third one empty. Fill the small pitcher with enough juice to fill the third cup.
- Put napkins by each cup.
- Clean up by throwing away any unused bread and washing and drying the cups and plates and returning them to the cabinet. After the 9:00 service, leave the remainder of the grape juice for the 11:00 service. After the 11:00 service, dispose of any left-over grape juice or take it home.
- After the 11:00 service put the plexi-glass back and hang up table cloth. Move the table back to the back of the sanctuary.

Set Up For Communion By Trays

Supplies and silver are kept in the sacristy in the far right cabinet. The key to unlock the cabinet is found as outlined above in set up for intinction. Approximately 45 minutes of preparation time and one hour of clean-up time is required.

Bread

A loaf of bread cut into bite size pieces will be provided and will be in the sacristy each month. A small loaf or part of a loaf will be provided too and should be cut about half way through so the minister can easily “break the bread” during the service. The bite size pieces of bread can be distributed among the trays or plates.

Juice

A bottle of grape juice will be in the sacristy. Some of it will have been used for the 9:00 service since they always have communion by intinction. Using the squeeze bottle stored in the sacristy, fill the glasses and place in trays. Prepare about 150 glasses. More will be needed if Communion Sunday is on Easter Sunday or a Sunday that there is a combined service (no early service). Then prepare about 250. You do not need to put any juice in the silver cup. Put any leftover juice in a pitcher for the minister to pour during the words of institution.

Communion Table

- Remove the cross from the Communion table and place it in the room behind the choir or in front of the Lord’s Table.
- Place the Communion cloth on the table, which is stored behind the door in the sacristy.
- Place four bread plates around each candle, and one plate in the rear center for the choir. Cover each plate with a paper doily which is stored in the cabinet drawers. If the doilies are not soiled, replace them in the drawer to use again.
- Place silver trays containing the juice in two stacks in the center of the table. The stack closest to the choir should have 5 trays with the bottom tray having only about 20 glasses of juice to be given to the choir by the minister. The other stack should have only 4 trays. Place the silver cup at the front center of the table between the stacks of trays. Place a small silver tray with doily on the organ bench.

Clean-Up

- After services are complete, the juice glasses are to be picked up in the sanctuary with the help of the ushers. Plastic buckets are in the sacristy for use in the collection of the glasses.
- Cleaning of the glasses can be done in the sacristy or you can take them home, clean them and bring them back the next Sunday. Please wipe off the silver trays and replace them in the protective bags and return to the cabinets.
- Dispose of any leftover juice by pouring it out in the sink or taking it home with you. It cannot be stored until the next month. Dispose of any leftover bread by putting it in the trashcan in the kitchen or take it home. Do not leave any bread in the trashcan in the sacristy.
- Remove table cover and replace the cross.

- Please take any towels that you use to clean glasses home and wash them and return next week. If there are no towels in the sacristy, get some from the kitchen. Also, wipe down the counter top and remove any trash and straighten the countertop. Please lock all cabinets and drawers and return the key to its place.

Home Communion Kits

The kits for the homebound communion are stored in the sacristy. These kits are prepared before the first service. Any kits found in the sacristy when you are preparing communion are extra. You do not need to do anything with them.

Sanctuary Enhancement Volunteer

1. Check Friendship pads: make sure pads have paper and sharpened pencils.
2. Make sure pews are free of leftover bulletins.
3. Replace candles on the Lord's Table when needed.
4. Remove flower vases on communion Sundays.
5. Empty water from Baptismal Bowl and fill the pitcher with water for the following Sunday.
6. Add Sunday's hymns to the hymn board (a small box with numbers is located on the shelf on the lectern side of the chancel).
7. Check the piano to see if it needs water, there is a light below the keys on the right side of the piano. If water needs to be added it will flash. The pitcher and liquid to add are under the sink in the sacristy. The tube that delivers the water is under the piano.
8. Check the Liturgical calendar for which paraments are to be used.

Display of Christian and United States Flags in Church

Guidelines for Ushers

At a Session meeting on February 19, 1995 the Session approved the following guidelines submitted by the Worship Committee:

- As a general rule the flags will be on display at the front of the sanctuary, with the Christian flag to the right of the pastor in the pulpit and the United States flag to the left. They should be near, but not touching each wall and with the flagstuffs approximately under the sound amplifiers as they are currently located. After they have been placed, the ushers should cross check to make sure the flags are directly across from each other. The ushers may make an unobtrusive mark with a piece of tape or a marking pencil to assist in proper positioning of the flags.
- During the Easter and Christmas seasons, when banners and other decorations are placed in the sanctuary, the ushers may remove the flags and store them behind the door nearest the pulpit, since there is less traffic through this door. The flags should be placed as nearly upright as possible when stored.
- This seasonal removal of the flags should be done the same day the banners are installed and they should be put back in place on the same day the banners are removed.
- There may be other occasions when the flags might create a traffic/space/décor problem and the ushers may remove them in such cases. The ushers will be responsible for putting the flags back in place as soon as the special occasion/event is over.

The intent of these guidelines is to avoid the excessive handling of the flags that would be required if they were shuttled in and out for the many applicable holidays...and to assign responsibility to the captain of the usher team for the removal and reinstallation of the flags.