

## Worship Team Purpose, History Statement, and Essential Functions

**Purpose & History Statement:** The Worship Team was formed by Rev. Rick Davis in 2002 as a Celebrant-Anchor Team (CAT) to assist Ministry with planning, coordination, facilitation, and evaluation of UUCS congregational worship services. In 2015 the name changed to Worship Team. In 2020 the role of Anchor was incorporated into the Production Team. Members of the Worship Team are selected and invited by Rev. Davis. The team provides trained lay congregants in the role of Celebrant for each Sunday Service and other special services. Our **mission** is to create a welcoming, compassionate, and inspiring spiritual community.

### Essential Functions:

- Assign Celebrants and to the 52 primary services per year, and selected special services, using a sign-up system on *Trello*, filled in 3-4 months in advance. (*Note: Sermon titles/description and centering thought should be posted on Trello before the 1st of each month – this is used for the Newsletter*)
- Train Celebrants to effectively deliver meaningful, welcoming, and inspiring worship services.
- Coordinate with Ministers, Music Director, Production Team, Chalice Players, LRE director, Life-Lines Lay Ministers, Greeters/ushers to assure that service elements are in place.
- Guest ministers are contacted 3-4 weeks in advance to plan the service organization, sermon title/description and centering thought.
- Celebrant works with ministers, staff, and speakers to finalize the Order of Service several days in advance of each Sunday service, and fills in OOS on Trello.
- Team oversees creation of Powerpoint slide presentations for services.
- Celebrant reviews the Powerpoint slide presentations for each service, checks hymns and OOS.
- Chair schedules monthly Team meetings for review and planning of services, conduct of Team business, future development, and Chair or Secretary takes and maintains notes. Ministers, RE, and Music are sent copies of agendas and notes.
- Assure that Team actions, decisions, and meetings are conducted in keeping with the UUCS Mission and Vision statements and UUA principles.

### Suggested Additional Functions:

- Develop a budget for administrative and operational expenses of Worship Team; submit to Budget Committee in March.
- Communicate and coordinate with the Board and other Teams involved in Sunday Services whenever changes are being considered to the structure and organization of services.
- Maintain a record of Orders of Service for reference and planning.
- Provide a list of resources and orientation manual for new Team members.

*7-11-21 revised by Sara Pickett, Chair Worship Team*