



St. Mark's Lutheran Church, Winnipeg

Terms of Reference

Worship Committee

Effective Date: May 25, 2023

Approved by: CC-2023-29

Amended by:

Purpose:

In partnership with the Pastor and the Director of Music Ministry, the Worship Committee oversees the planning and coordination of regular and special worship services.

Accountability:

The Worship Committee is accountable to the congregation through the Congregational Council.

The Worship Committee oversees the work of the Home Communion Ministry Team.

The following volunteers are associated with the Worship Committee:

- Altar Preparation Volunteers (altar, flowers, candles, paraments, decorations, linens, silver etc.)
- Eucharist Preparation Volunteers (bake bread, prepare elements, clean up, ensure sufficient supplies, and stock home communion kits)
- Funeral Ministry Volunteers (attend funerals, act as ushers, support Pastor as needed)
- Greeters/Ushers
- Worship Assistants
- Acolytes
- Lectors
- Musicians and Choir
- Tech Support

Relationships:

The Worship Committee will work most closely with The Pastor, the Director of Music Ministry, the St. Mark's staff, Council and its committees.

Membership:

The membership of the committee shall consist of

1. 2 to 3 people deeply invested in worship at St. Mark's.
2. The Director of Music Ministry (ex-officio and non-voting)
3. The Pastor of the Congregational Council (ex-officio and non-voting)

Responsibilities Specific to the Worship Committee:

1. Provide input and feedback to the Director of Music Ministry and the Pastor on orders of worship, music, and liturgy to be used during different seasons of the church year.
2. Review and approve proposals for artwork to be displayed in the sanctuary (e.g., banners, paintings, photographs).
3. Develop and deliver training for volunteers needed to support regular worship services.
4. Select delegate(s) to attend worship workshops / conferences.

5. Make recommendations to the congregational council on matters pertaining to proposed changes to the scheduling of worship services.
6. Follow the “Responsibilities of All St. Mark’s Committees”, below.

Responsibilities Specific to the Home Communion Ministry Team:

1. Provide training to interested parishioners on how to administer home communion.
2. In conjunction with the Pastor, determine which parishioners would benefit from receiving communion at home.
3. Arrange for trained members of the congregation to attend the member’s residence (home or hospital) monthly and provide communion.
4. Keep the Pastor apprised of relevant information such as requests for a visit from the Pastor, prayer requests, the need for family support, etc.
5. Submit home communion kits to the Eucharist Ministry Team for refilling according to a predetermined schedule.

Responsibilities of All St. Mark's Committees

Finances

1. Prepare a budget request for submission to the Finance Committee during the annual budget preparation cycle (e.g., typical expenses).
2. Regularly review year-to-date expenditures against what has been allocated to the committee in the congregational budget.

Connection to Council & Congregation

3. Delegate at least one member of the committee to be present at the congregational Annual Meeting.
4. When scheduled by the congregational council, provide representation at All Committee meetings.
5. Communicate the ongoing work of the committee and its rationale to the broader St. Mark's community through a variety of media.
6. Make recommendations to the congregational council on matters pertaining to:
 - a) expenditures that exceed the budget allocated to the committee.
 - b) fundraising initiatives.
 - c) amendments to the committee's Terms of Reference
 - d) proposed initiatives that exceed the scope of the Committee's terms of reference or, in consultation with the Pastor, are of a significant nature.
 - e) new initiatives that will place demands on the time of staff beyond what has been budgeted.

Decision-Making

1. Familiarize its members with and follow St. Mark's general Policy on Committees.
2. Ensure that actions taken by the committee are congruent with the mission, vision and values of the congregation and strategic directions identified by the congregational council.
3. Quorum for meetings shall be a majority of appointed committee members. No decisions shall be finalized if a quorum is not attained.
4. The committee shall strive to reach decisions by consensus. If a vote becomes necessary, a majority of members present shall be required to affirm any proposed action.
5. When a proposed action of the committee will intersect or overlap with the mandate of another committee, consultation with that committee must take place before the action is taken.

Committee Roles and Positions

1. Prior to May 31 of each year, the committee shall elect from amongst its members a chair and secretary. The Council Chair and the church office shall be informed of the election results.
2. The committee may make recommendations to council regarding nominees to fill vacant committee positions.

Reporting

1. Electronic copies of committee meeting minutes or notes shall be sent to the office support staff who shall place them into the council meeting document folder for review by the congregational council.
2. Provide a report for inclusion in the Bulletin of Reports for the congregation's annual meeting.

Relationship to Staff

1. Ensure that the Pastor (an ex-officio member) is invited to all meetings.
2. The Committee will not direct the work of the office support staff or the Director of Music Ministry without the knowledge and consent of the Pastor.