

<i>NORTHWOODS UNITARIAN UNIVERSALIST CHURCH</i>	TITLE: SUNDAY SERVICE COMMITTEE		
	DOCUMENT No.	P025	REVISION: A
	ORIGINATOR	Drew Daubenspeck, Sunday service Committee Chair	PAGE 1 OF 2
	COMMITTEE	Sunday Service Committee	APPROVED DATE: March 16 , 2008

1. POLICY:

- A.** While the minister shall have exclusive control of the pulpit, and shall have general direction of the religious activities of the church, the purpose of the Sunday Services Committee is to work with the Minister to provide all the religious services throughout the year.
- B.** Responsibilities may include, but are not limited to:
- 1) Providing services when the Minister will not be in the pulpit.
 - 2) Work with the minister and/or guest speaker to prepare and organize the Sunday worship services.
 - 3) Evaluating Sunday services.
 - 4) Support music, and musical activities – through the Music Coordinator
Responsibilities may include, but are not limited to:
 - a.) Facilitating communication between music professionals and the congregation.
 - b.) Working with the Minister to provide regular evaluation of the music musical activities.
 - 5) Provide and coordinate lay leaders, and provide appropriate instructions and training.
 - 6) Advertise up-coming services weekly in the monthly Beacon and the weekly Beacon Bits.
 - 7) Maintain regular communication with the Office Administrator.
 - 8) Collect suggestions from the congregation for Sunday services, and solicit feedback about the services from the congregation.
 - 9) Consult with the Director of Religious Education and plan for periodic and appropriate intergenerational services.
 - 10) Coordinate with the Program Council as needed.
 - 11) Creating an appropriate atmosphere in the church sanctuary

2. REFERENCED DOCUMENTS: (where you can find the documents):

- Typical order of Service (see appendix)
- Sound System Coordinator

3. DEFINITIONS:

- SSC – Sunday Service Committee

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4. PROCEDURE STEPS:

Step	Activity: Communication	Responsibility
A	Monthly Meetings, or as needed	SSC Chair
B	Arrange for and coordinate lay leaders	SSC Member
C	Arrange for and coordinate lay speakers (Unless this task is assumed by the Minister.)	SSC Member
D	Communicate Order of Service, and expectations of lay speakers	SSC Member
E	Coordinate musical performers with Sunday Service Calendar and speaker's needs	SSC Member
F	Coordinate with Sound System Coordinator to ensure the sound system is working for every service.	SSC Member
G	Coordinate Sunday Service schedule with Program Council, Kitchen Angels, Youth Religious Education, Office Administrator, etc.	SSC Member
H	Work with Building & Grounds Committee on building maintenance	SSC Member
I	Advertise up-coming services weekly in the monthly Beacon and the weekly Beacon Bits.	SSC Member
J	Setup of Sanctuary for Sunday Services	SSC Member

5. OTHER INFORMATION – (Attachments, records, other comments as needed):

Northwoods Traditional Services:

- A. Burning Bowl – First Sunday in January
- B. Gorilla Sunday – Second Sunday in February
- C. Flower Service/ Communion – Easter Sunday
- D. Water Service/Communion – First Sunday of new school year
- E. Breaking Bread Service – Sunday before Thanksgiving
- F. Christmas Eve Candle Lighting – Christmas Eve

6. APPENDIX:

Typical order of service- to be attached