

**First Unitarian Universalist Church
Worship & Music Committee Charter
Spring 2014**

Inspire Care Act . . .

The First Unitarian Universalist Church of Indiana, PA is a religious community grounded in love, support and acceptance. We commit to

- Inspire and nourish the personal spiritual journey
- Apply the values and principles of Unitarian Universalism in our living
- Promote compassionate and responsible thought and action in the world

The Board asks that all committees keep the mission of the church in the forefront of all they do. In order to ensure that our mission is the focus of our work, we ask that the mission is used in all reports to the Board. For instance, since your committee's last report to the Board (month, quarter, annual) how has your committee inspired the congregation, how are our principles guiding your work, how have you cared for each other or the larger community, what actions have you taken.

All non-elected committees are originated by the Board of Trustees and are accountable to the Board. A Committee Chair is appointed bi-annually by the President of the Board. In accordance with church bylaws, Committee Chairs may not serve more than two consecutive two-year terms (although may remain on a committee indefinitely).

As stated in the bylaws, the committee shall:

By two weeks prior to the annual meeting, provide a written summary report (using the above-mentioned reporting format) of all activities of the committee over the past year and major plans for the upcoming year. These reports will be included in the Board's Annual Report to the Congregation.

Annually, provide the Finance Committee with projected budgetary needs for the upcoming year.

- **It is the responsibility of outgoing Committee Chair to give this charter to the new incoming Chairperson along with all files (paper and computer) which may assist them in their responsibilities**
- **Assist the new Chairperson, with help from with transition**
- **Share all committee activities that may have positive PR news with the Membership Chair**

Purpose: The Committee is charged by the Board to work with the Minister in developing and assuring leadership for year-round worship services.

Duties and Responsibilities:

- Coordinate and implement support as needed, particularly by the Minister, through scheduling a Worship Associate for each Sunday service

- Coordinate and implement services on those Sundays when the Minister is not leading services (approximately once a month and six weeks in the summer)
- Meet with the Minister to make decisions on themes, guest speakers, lay led services and other planning necessary to provide inspiring services for our congregation each Sunday
- Interface with other committees in preparing specific Sunday morning services
- Report to the Board regularly through the Board Liaison and through summary reports as requested by the Board
- Evaluate the Sunday morning services and accept feedback from the congregation.
- Adapt and modify the Sunday worship experiences as necessary
- Submit a written annual report to the Board by the announced deadline
- Coordinate with the DRE or a representative from the Religious Education Program to offer a “Story for All Ages” weekly and intergenerational services throughout the year
- Coordinate with the Membership Committee regarding greeters, new member recognition and other coordination necessary to welcome visitors and guests into our church community
- Work with the IUP Student Choir Director, who is supervised by the Minister, to provide choir music approximately six-times a year and hymn singing at all services.
- Coordinate music (hymn accompaniment and special music) for each Sunday service
- Continually seek opportunities for diverse musical expressions for the congregation.
- Approve the purchase of music for the choir when requested by the Choir Director
- Ensure that the piano remains in good working condition and approve fee for tuning when necessary
- A member of the Worship & Music Committee will be selected to represent the committee on the Building & Grounds Steering Committee
- Work within the budget allocated by the Board