

## **Worship and Music Committee Terms of Reference**

### **Purpose**

The purpose of the Worship and Music Committee (W&M) is to work with the clergy and laity of Rideau Park United Church (RPUC) to coordinate the overall conduct of worship and musical ministry and related events of a vibrant faith community that seeks to embody a loving God as revealed in Jesus Christ.

**Structural accountability:** The Committee is a committee of, and accountable to, the Council of Rideau Park United Church. The Committee Chairs report to the Council.

### **Core Responsibilities of the Committee**

- 1) The Committee is responsible for working with the Minister(s), and the Music Ministry staff:
  - To vision and plan how best to meet the ever changing worship and music needs of a vibrant congregation;
  - To assess, on an ongoing basis, the vitality of current worship services and other related group programs;
  - To have a general oversight function in relation to worship services, musical events and other related activities;
  - To ensure that the overall planning, communication, feedback and evaluation of the worship and music experience at Rideau Park are carried out effectively.
2. The Committee is responsible for preparing an annual report on its activities to the Congregation;
3. The Committee is responsible for establishing the annual worship and music budget in collaboration with the Finance Committee and for reporting on the activities of the Committee and its reporting groups;
4. The Committee participates in the recruitment of volunteer leaders, approves terms of reference and budgets and provides guidance to its reporting groups.

### **Groups Reporting to the Committee:**

A significant portion of the worship and music mandate will be fulfilled by various organized groups within the Church that are responsible to the Committee. Members and leaders of these groups may or may not be members of the Committee. The groups are responsible for their own recruitment, organization and membership. Groups may be added or deleted from time to time and where a Group ceases to function, its mandate reverts to the Committee. Groups and Leadership:

- Chancel Choir – President
- Children and Youth Choir(s) – Director(s)

- Handbell and Chime Groups – All Handbell and Chime Group Directors
- Communion Preparation Team – Communion Coordinator(s)
- Lay Readers – Lay Reader Coordinator
- Ushering Teams – Head Usher and Assistant Ushers
- Sound and Audio System Operations- co-chairpersons of W&M
- Coffee Rosters – Roster coordinator
- Sunday Morning Duty officers – Roster Coordinator

### **Specific Responsibilities of the Committee**

1. Pulpit supply and organist supply during regular absences of the Minister(s) or Music Staff;
2. Special Services for the Christian year (Good Friday, Christmas Eve, etc.), Special Occasions (Anniversary, Dedications, etc.) and Communion Services;
3. Organizing any mid-week services (e.g. Advent, Lent, etc.) and ensuring leadership is in place;
4. Identifying the need for special musical and worship events, receiving and approving requests for hosting such events and recruiting volunteer leaders as needed;
5. Approving use of the sanctuary for purposes other than worship;
6. Recommending fees for weddings, funerals and rehearsals etc.
7. Approving of the use, maintenance and improvement of the music assets of the church including instruments, sheet music and other related supplies; organ and pianos
8. Considering and, if appropriate, approving financial commitments related to the worship and music mandate not foreseen in the establishment of the annual budget;
9. Hospitality for occasional events related to worship and music, e.g., Linger lunches, special services;
10. Decorating the church for special events and seasons.
11. Overseeing and encouraging “second hour” programs on Sunday morning
12. Overseeing Memorial Funds and their use

### **Membership: The committee will include**

- Two co-chairpersons, elected at the Annual Congregational Meeting; usually for a term of three years; the terms of the co-chairpersons should not expire in the same year;
- Minister(s) and Ministry of Music staff;
- Members and adherents of the Congregation representing all facets of the worship and music experience.

1. The co-chairpersons are responsible for liaising with the major reporting groups, and for overseeing the specific activities of the Committee between meetings, and in general for the fulfillment of the core responsibilities of the Committee;
2. The co-chairpersons will share in the chairing of the meetings of the Committee.
3. The co-chairpersons are jointly responsible for all coordination of activities however they may mutually agree on areas of individual emphasis in liaison and oversight;

**Frequency of Meetings:** The Committee will meet a minimum of three times per year, or when necessary as determined by the co-chairpersons.