

WESTMINSTER COMMISSION: MUSIC & WORSHIP (Reports monthly to Session)

Responsible for all aspects relating to the central place of worship at Westminster.

- Membership:** Two (2) Elders-one of whom serves as Moderator.
Eight (8) – Ten (10) members-at-large from congregation.
- Staff Resources:** Associate in Ministry for Music and Worship, Worship Team Coordinator, Pastors
- Task Teams:** Sound Crew (Record 8:45 service, operate sound system for 8:45 & 11:00 services.)
-Communion (preparation, schedule serving, clean up)
-Concert Series
-Music & Drama Camp
-Choir, Bells, Worship Team, guest musicians, and special music
-Stateline Saturday service
Schedule worship leaders/musicians for 7:30 am service
- Duties:**
- Attend monthly Commission meeting (first Tuesday of the month, excluding Jan.& July) from 7-8:30 pm
 - Assist with worship planning with staff to create special worship experiences:
 - Advent and Christmas Eve.
 - Ash Wednesday, Lenten, Palm Sunday, Maundy Thursday, Good Friday, Easter.
 - World Communion.
 - Service of Praise and Thanksgiving.
 - All Church Worship Service.
 - Youth Sunday, Confirmation, Teacher Commissioning & Recognition (in cooperation with Education staff & Commission).
 - Pentecost (Church's Birthday).
 - Special member recognition – Mother's & Father's Day, Veterans Day, Memorial Sunday (in cooperation with Caring Ministries).
 - Concert Series.
 - Prepare and clean up communion elements.
 - Arrange for repair / replacement of sound equipment, hymnals, Bibles, friendship pads.
 - Schedule and supervise the serving of communion by Deacons and Elders.
 - Be involved with music staff and volunteer musicians.
 - Work with Music Director on maintenance of instruments.

Suggested Yearly Time-line:

- Jan./Feb. -Find needed Commission members. Sign-up the following:
Communion servers, commission secretary, communion assistants, communion prep
Chair and assistants, and monthly communion preparation.
-Deacon/Elder orientation and responsibilities/instructions for serving communion.
-Plan Lenten Services.
- Mar./Apr. -Plan All Church Worship service.
- May/June -Summer musician schedule.
- July/Oct. -Review and prepare budget for coming year.

- Nov./Dec.
- Review: Opportunity for action options, Christmas service plans,
 - Review Communion preparation and serving description.
 - Determine communion dates for new year and obtain Session approval.