

UUFA Worship Arts Committee Charter

Charter submitted by: Herb West, Lay Minister for Spiritual Arts

Updated 10/3/2017

1. Name of Committee or Group: **Worship Arts Committee**

2. General Purpose:

The Worship Arts Committee (WAC) works closely with the parish minister to promote high quality worship services whenever they occur by

- reviewing and evaluating services for quality control, including but not limited to message, meaning, and music.
- working with the Music Director and the Worship Leader to plan music for services.
- giving input on all aspects of the service.
- maintaining the calendar, which holds the moving parts together.
- planning and coordinating services that the minister does not do, such as summer services.

3. Membership:

- There is no set number of members.
- Membership is voluntary.
- Anyone can join the committee and attend meetings.
- There is no term limit for membership.
- Committee members sometimes solicit other interested congregants to join the committee
- WAC periodically recruits and trains interested congregants to become Worship Assistants.
- Non-members of UUFA may become WAC members.
- There is no selection process.

4. Leadership:

- The **Parish Minister** is ultimately responsible for all worship services.
- The **Lay Minister for Spiritual Arts** is the go-to person for questions, problems, concerns, etc.
- The role of **note taker** rotates among members and is different for each meeting. The note taker becomes the facilitator of the next meeting.
- The role of **facilitator** rotates among members and is different for each meeting. The note taker becomes the facilitator of the next meeting.
- The Worship Arts calendar is a document on Google drive, maintained by the parish minister, but which can be updated by any member of WAC.
- The Worship Assistant (WA) works with the minister or other speaker to present the Sunday Worship service. The WA also forwards information regarding services not led by the minister to the Congregational Administrator and other appropriate paid and unpaid staff.

5. Meetings:

- The WAC meets the first Tuesday of every month and holds an annual retreat.
- Reminders of the meetings and retreat are posted on the calendar on the Fellowship website, on the easel in the foyer, in the order of service announcements, on the weekly E-News, and in the *Tapestry*.
- Rotating leadership of the monthly meetings and shared leadership of the retreat help make the committee's work both creative and community-building. Decisions are most often consensual, with only occasional formal votes.
- Committee meetings are open to anyone interested in the group's work.
- Members of the congregation are invited to attend portions of the annual retreat to offer input into the functions, topics, components, etc. of the Sunday worship services.

6. List the specific duties and responsibilities of the committee/group:

- The WAC assists the minister and music director in planning and executing the Sunday Worship services and other services.
- The WAC assists with planning and execution of the Christmas Eve service.
- The WAC contributes to the evaluation of worship services and on-going worship needs of the congregation.
- The WAC serves as a conduit of communication between the congregation and the worship experience.
- A Philosophy of Worship guides the committee in creating a safe and sacred space in the services.

7. Annual Goals, Objectives:

- The WAC holds an annual retreat at which it reviews its functions and duties, and holds “big picture” discussions.
- At monthly meetings, the committee reviews the previous month’s worship services to determine what works and doesn’t work and to contemplate/implement changes.

8. Accountability:

- The WAC is accountable to the minister and also to the Ministry Council via the Lay Minister for Spiritual Arts.

9. Reporting requirements

- The WAC posts minutes of monthly meetings on the UUFA Worship Arts folder on Google drive.
- The WAC sends action items and requests to the Ministry Council, as well as the Board of Trustees, as needed.
- The WAC creates annual or monthly reports, as needed.

10. Relationship to professional staff and other committees/groups of UUFA:

- The Minister is a permanent member of the WAC.
- The Director of Music is a permanent member of the WAC.
- The Coordinator/Director of Religious Exploration, Pianist, and Congregational Administrator may attend meetings, as needed. The committee communicates frequently with these other staff members.
- Other committees/groups whose activities have an impact on the worship services are periodically invited to monthly meetings, as the need arises.
- The Ushers, the Audio Visual Team, and the Sanctuary Enhancement Team (SET) are subgroups of the WAC.

11. Communications:

- The topic and a blurb for the worship services are posted on the web site, in the weekly E-News, in the monthly Tapestry, in the weekly Order of Service announcements, and in the *Athens Banner-Herald* by someone designated by the minister and/or the WAC.
- WAC Calendar changes are available on Google drive to the Congregational Administrator.

12. What decision-making authority does the committee/group have?

- Together with the Minister and Music Director, the WAC has the authority to conduct worship services on Sundays and at other times.

13. Spending authorities:

- The WAC has the liberty to spend monies within its budget only.
- The Minister is authorized to approve expenditures and to authorize others to do so in her absence.