

# Spiritual Life & Worship Team

This section of the Handbook contains information about the Spiritual Life and Worship Team, general information about the routine meetings of the Team and the information contained in this book.

## Purpose of the Spiritual Life & Worship Handbook

This handbook has been prepared to serve as a reference source for the members of the Spiritual Life and Worship (SL&W) Team and to help acquaint new members with the Team's responsibilities and functions. Each Team member should become familiar with the contents of this handbook so that he or she can promptly and effectively serve God, God's church and people.

The handbook will be available on the church website, and may be password protected. The chair of the team will provide team members with the password, which should be changed regularly. It is the responsibility of each team member to update the sections of the handbook, concerning the projects on which they worked, each year. One printed copy of the handbook will reside in the Sacristy (top drawer to the right of the sink). Another copy will be in the possession of the Team chair.

Information that needs to be updated every year is contained in Appendix A, and should be updated by the Chair of the team each year.

## Spiritual Life and Worship Team

From the Bylaws, January 2009, section 6. 2. A:

*“Coordinating with the minister, the Team shall be responsible for the overall spiritual life of the Church, including all aspect of all worship services. It will ensure that there is an active lay visitation ministry and be responsible for all administrative matters pertaining to the reception of new members in the Church. The Team shall be responsible for oversight of the communion, chancel, narthex and music functions.”*

The Spiritual Life and Worship Team meets monthly from September to June, generally on the first Thursday evening of the month.

The Team has a variety of activities that they are responsible for, some of which are covered by the team members and others that are managed by volunteer members of the congregation or committees, with oversight by the Team.

Complementary groups working under the oversight of the SL&W Team are: Acolytes, Greeters, Flower Committee, Music Committee, Narthex Watchers and Ushers. Activities staffed by members of the Team include: Elders selection and Elders Luncheon, management of the North Church Memorial Fund, and Lenten activities including Ash Wednesday breakfast, Good Friday soup supper and the Easter vigil.

We hope that all serving on this team will have a rewarding experience with the monthly meetings and the activities in which you participate. May we all have fun during this journey, and feel that what we have done has been beneficial to our church.

## SL&W Team Meeting Sample Agenda

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### Spiritual Life & Worship Meeting Agenda (date)

#### Call to Order

#### Opening Prayer <sup>1</sup>

#### Approval of past month's Minutes <sup>2</sup>

#### Minister's Moment <sup>3</sup>

#### Items for Discussion

- 1.
- 2.

#### Sub-Committee Reports: <sup>4</sup>

Acolytes

Communion & Sacristy

Elders

Greeters

Memorials

Ushers

#### Other Business

#### Adjournment

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1. It has been our practice to rotate responsibility for the opening prayer among the Team Members
  2. It has been our practice to rotate responsibility for recording and distributing the meeting minutes among the Team Members.
  3. This is the time for the Minister to bring items of interest or concern to the Team, or to propose future plans.
  4. If needed.

## Items to be included on monthly meeting agendas:

### **September**

- Homecoming Sunday - recruit Ushers, Greeters, Acolytes & Narthex Watchers
- Preview Church calendar for the next 6 months
- Confirm Complementary Group Coordinators for the year, or recruit new
- Plan Worldwide Communion Sunday (first Sunday in October)
- Schedule Acolyte Training

### **October**

- Begin Advent planning
- Invite Communion Coordinator to attend for update

### **November**

- Review membership lists - move members to inactive
- Plan budget for next year, and send to church Business Manager
- Discuss Longest Night/Blue Christmas service
- Plan Thanksgiving service

### **December**

- Recruit worship assistance (readers) for Christmas Eve and Christmas services
- Finalize Longest Night/Blue Christmas service.

### **January**

- Review Christmas events - note changes for next year
- Begin planning for Lent depending on date of Easter
- Discuss Ash Wednesday, Palm Sunday, Holy week and Easter events

### **February**

- Complete planning for Palm Sunday, Maunday Thursday, Good Friday and Easter
- Begin work plan for Elders selection and luncheon
- Arrange Sunday announcements - nominations for Elders and deadline

### **March**

- Finalize Holy Week and Easter plans
- Continue Elder planning - choose selection team, recruit luncheon helpers

### **April**

- Review Team roster - who is going off, recruit new members
- Finalize Elder Luncheon plans
- Annual Report to church office by end of month

### **May**

- Confirmation - assist minister if needed

### **June**

- Recruit worship leaders where needed for summer services

## Budget and Expenses of the SL&W Team

	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>2015 Budget</b>
Altar Care & Worship Supplies (7410)	575	600	650
Devotional Booklets (7415)	500	500	550
Advent, Lent & Easter	200	200	200
ASL Signing for Services	650	650	650
Confirmation and Membership (7420)	300	300	300
<b>Total</b>	<b>2225</b>	<b>2250</b>	<b>2350</b>
Note: Current budget or actual amounts are available from the church office, or business manager monthly.			

The SL&W Team has direct responsibility for a very small portion of the annual church budget. Below is a description of each account and its intended purpose:

- Altar Care and Worship Supplies (7410) - pays for the grape juice and bread for communion, as well as candles and other supplies generally thought of as belonging in the sacristy
- Devotional Booklets (7415) - provides “The Upper Room” devotional booklets, and other self-help booklet series for people to help themselves.
- Confirmation and Membership (7420) is used to provide carnations for new members upon joining, and for the reception on Confirmation Sunday. May also be used for class resources if needed.
- Advent, Lent and Easter - funds for supplies for Ash Wednesday breakfast, resources/books for Advent or Lenten classes, palms, etc.
- ASL Signing for Services - funds for providing American Sign Language interpreters for Christmas Eve (7 pm) and Easter morning (9 am) services

In addition, the SL&W Team has oversight for the North Church Memorial fund. This permanent fund is described more fully in another Section of this handbook.