

MUSIC & WORSHIP TEAM  
CHARTER, POLICIES and PROCEDURES

MISSION:

The Music & Worship Team, hereafter called the Team, shall serve in an advisory capacity to the Music and Worship staff, and shall provide input for Music and Worship related activities to enrich the worship experience and to glorify God through variety and excellence in all worship activities.

DUTIES AND RESPONSIBILITIES:

The duties of the Team shall include the following:

1. Coordination: Assist the Music and Worship staff in planning worship services and related worship activities.
2. Evaluation: Use appropriate formal and informal evaluation tools for improving all aspects of the worship service. Formal evaluation gathers information from numerous sources and relies less on vocal criticism.
3. Communication: Be available to the congregation (including visitors) for suggestions about their worship experience and improvements that could be considered. Work closely with the communication team for dissemination of information about programs, events, and education as well as changes to the worship program.
4. Decision-making: Be proactive in improving worship services through recommendations to the Music and Worship staff and leadership to include recommending themes for special worship events and services throughout the church year.
5. Annual Ministry Planning: Recommendations on ministry planning, goals, budget and capital outlay for worship needs for each upcoming Church year will be made in coordination with the music and worship staff.
6. Education: Continue worship education for the congregation.
7. Audio/Visual: Continue monitoring and evaluating the needs for audio and visual enhancement of the services.

TEAM PERFORMANCE;

Review the Team policies and procedures as needed but not less than once a year and recommend additions and changes, if applicable, for approval by the Governance Team, Trustees and the Church body.

DURATION:

The Team shall continue in existence indefinitely or until terminated by the Church body.

#### TEAM LEADER:

Team Leader. The Team Leader shall be nominated by the Ministry Matching Team and approved by the Church body.

If the Team Leader is unable to attend a Team meeting, the Team Leader shall designate another member of the Team to lead the meeting.

#### TEAM MEMBERSHIP:

To effectively carry out the mission of the team, it is recommended that the team have at least 9 and no more than 15 members to serve on the team. If possible, the Team should represent a cross section of the congregation rather than exclusively those involved in music and worship areas; however, effort should be made to include the president of the Chorale and the president of Mainstream on the Team each year. The assigned staff liaison shall be a non-voting member. Members may be divided into sub teams for specific projects in accordance with goals for the year. All sub teams are responsible to the entire Music and Worship Team for any recommendations or actions.

#### MEETINGS:

A meeting of the Team may be called at anytime by the Team Leader or any other two members. Notices of Team meetings shall be delivered to the Church office by the Team Leader or Team Members calling the meeting to be placed on the master church calendar at least five days prior to the meeting. A majority of the members of the Team shall constitute a quorum for the transaction of Team business. All Team meetings shall be open to Church members and invited guests, except for those matters which may require an executive session. Participation in Team deliberations, however, shall only be by invitation of the Team.

#### MINUTES & REPORTS:

The Team may designate a person to summarize the proceedings of the Team's meetings. The records of the Team shall be delivered to the Church Business Administrator to be retained in accordance with the retention policy established by the Church.

#### EFFECTIVE DATE:

This Charter was approved by the Church to be effective \_\_\_\_\_, 2008, and shall govern the operation of the Team hereafter.

MUSIC AND WORSHIP TEAM  
MEETING SCHEDULE AND PRIMARY AGENDA ITEMS  
ADDENDUM

The annual meeting schedule and primary agendas for such meetings are described below. **Meetings times will be determined at the first meeting of the year and the number will be determined by the Team Leader as needed.**

<u>DATE</u>	<u>PRIMARY AGENDA</u>
All meetings	Assessment of worship services and planning
October	Organization and goals for year
November	Continue refining goals
December	No meeting unless necessary Sub-team meets if necessary
January	Planning for specific themes
February	No meeting unless necessary Sub-team meets if necessary
March	Progress on goals and themes
April	Budget recommendations for upcoming year
May	Meeting with Financial Team representatives
June	Finalize Budget requests
July	No meeting
August	No meeting
September	Review of year and evaluation of goals.