McClure United Church
Worship Committee
Terms of Reference

Last revised:

- **May 2025**

A. Ministry Statement

Works in co-operation with the ministerial staff and music personnel to make all services meaningful and worshipful, reflecting the Church's vision, mission and core values.

B. Membership of Committee

1. Members at Large (at least four), adherents or full members of McClure United Church.
2. Audio-Visual Coordinator and/or representative.
3. Chair and Chair-Elect (ex-officio) of the Church Board.
4. The Music Coordinator and/or representatives of the music staff (ex-officio).
5. Ministerial Personnel (ex-officio).

Two members of the committee will be members of the Church Board (full members of McClure United Church).

The Chair of the Committee may or may not be a member of the Church Board. The Chair shall be elected for a three year, once renewable, term.

Membership on the committee shall be a three-year term, once renewable, with a recommended one-year break prior to returning to the committee.

C. Meetings

- Meet monthly (except June, July, December) with at least eight meetings per year.
- A Ministry Personnel shall be present.
- Quorum is three members.

D. Responsibilities of the Committee

- **Worship Services**
    - Participate with the ministerial staff in planning and presenting services of regular worship, the Sacraments, reception of members, and services associated with special events.

- **Music**
  - Receive the report from the music coordinator and ensure that music ministry is supported.
- **Pulpit Supply**
  - Arrange for pulpit guests as required and provide hospitality. Arrange for payment of honoraria.
- **Memorials and Gifts**
  - Memorials and gifts shall be entered into the appropriate Memorial Book in accordance with the policy prepared by the Worship Committee. Acknowledgement, receipting and disbursement of the above will follow the guidelines stated in the Memorial Donations Policy.
- **Hymn Books**
  - Provide care and maintenance of hymn books.
- **Greeting/Ushering**
  - Ensure greeters (and ushers when needed) are present at all worship services and that they receive the guidelines that outline their duties and responsibilities.
- **Worship Space**
  - Ensure worship space is appropriately decorated for services of worship including acquisition, care and use of flowers, banners and guest book.
  - Care of items such as pulpit, communion table, communion ware, candles, baptismal accessories and other items of worship stored in the communion table and cupboards.
- **Audio-Visual Coordinator**
  - Organize volunteers to cover all regular services where an audio technician is required.
  - Liaise with the relevant person on the Property Committee to address any hardware or software needs of the audio system.
  - Liaise with the Rural Connect coordinator to manage service delivery to the Rural Connect Partners and the live stream.
  - Train volunteers and provide them with a list of duties.
- **Other:**
  - Report monthly to the Board
  - Provide input to the annual operation budget prepared by Stewardship.
  - Provide input to the annual capital budget prepared by Stewardship.
  - Report to the congregation, annually, through a submission to the Annual Report.

E. Policies

The Worship Committee is responsible for the following policies, with date of last update where applicable, and status:

1.	Funeral and Memorial Services	2025	Revised 2025 & accepted by Board
2.	Baptism	2025	Revised 2025 & accepted by Board
3.	Ministers Emeritus	2025	Revised 2025 & accepted by Board
4.	Memorial Donations and Gifts	2025	Revised 2025 & accepted by Board
5.	Marriage	2025	Revised 2025 & accepted by Board
6.	Communion	2025	Revised 2025 & accepted by Board
7.	Guest Books	2025	Revised 2025 & accepted by Board