

SUNDAY SERVICES COMMITTEE

Dec 2015

Role: To work with the minister to plan for and carry out Sunday services of consistently high quality, as well as any special services that are deemed appropriate (e.g., Christmas Eve).

Responsibilities:

- Organize and promote the Sunday service topics throughout the year (July-June).
- Assist in ensuring a spiritual and aesthetic climate which encourages excellence and diversity in Sunday morning and special services
- Assist in revision and standardization of order of service, while welcoming well-thought-out modifications on case-by-case basis.
- Locate and engage speakers for Sunday services when the minister is not scheduled.
- Recruit, coordinate, schedule and train conveners.
- Review and evaluate Sunday services with the objective of continuing attention to quality. Include congregational feedback in such evaluation. Provide constructive input and feedback to minister and other participants in services.
- Ensure that accurate, timely information about services is distributed through newsletter and other congregational communications structures.
- Communicate with other committee chairs, as needed, regarding services and coordination of Sunday morning activities.
- Submit expenditures to the Treasurer within 30 days.
- Keep Sunday Service expenses within budget.
- Provide input for annual budget development.
- Orient new Sunday Services Committee Chair as needed.
- Transfer materials to new Sunday Services Committee Chair as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.