

TennesseeValleyUnitarian UniversalistChurch	Charter:WorshipCommittee PrincipalAuthor:N.Pakianathan	DocumentNo:CH.013.00 Page 1 of 3
Approvedby: BoardofDirectors, Linda Randolph Signature: Date:		
Approvedby:ChiefofStaff, Rev.Chris Buice Signature: Date:		

Revised and Board approved 6/21/15

- A. Purpose of the Charter** - This charter describes the membership and responsibilities of the Worship Committee of TVUUC that will, in concert with the Senior Minister, drive the development and implementation of a year round program of Sunday morning worship services.
- B. Authority** - The Worship Committee operates under the authority of the Executive Team (ET).
- C. Scope** - The Worship Committee task is to provide assistance and input for the creation of excellent Sunday services, assisting the Senior Minister in implementing all plans, programs and activities for that purpose.
- D. Membership** – Membership in the Worship Committee is as follows
1. A chairperson selected from among the Committee’s members.
 2. At least two other members of the congregation representing a blend of talents and points of view.
 3. The Senior Minister, who shall also appoint members as needed
- E. Responsibilities of the Worship Committee** – The Worship Committee is responsible and accountable to the ET for all aspects of the described activity including the following
1. Program Planning
 - a. The Worship Committee will assist the Senior Minister in planning a year round program of excellent Sunday services, consistent with budgetary realities.
 - b. As a part of annual program development, the Committee and the Senior Minister will set goals to be attained during the year, and monitor their attainment The Worship Committee chair and the Senior Minister will prepare an annual report to be presented to the Executive Team, detailing Program accomplishments, including attendance data for Sunday morning worships.

F. Budgeting/Funds Allocation

1. The Worship Committee will develop an annual budget request to be submitted to Program Council for inclusion in Program Council requests as the budget development process begins.

G. Congregational Input

1. All members of the Worship Committee will be attentive to congregational comments regarding worship services, and passing those comments, favorable or otherwise, to the Senior Minister and Worship Committee when appropriate.
2. The Worship Committee will conduct a survey periodically to collect congregational opinions regarding the worship experience.

H. Policy Making

1. The Worship Committee will assist the Senior Minister in preparing policies and procedures that affect the implementation of the Worship Program, and seek approval from the Board of Directors and the Executive Team as appropriate.

I. Event/activity organization/coordination

1. Worship Committee members will assist the Senior Minister in ensuring that all worship services and related activities are organized and implemented successfully. This means that members will need to take on occasional roles as a worship coordinator and/or worship assistant.
2. The Worship Committee will recruit and train worship coordinators to lead or assist in leading services when the Senior Minister is on vacation, sabbatical or has a Sunday off.

J. Responsibilities of Worship Committee Members

1. To attend all meetings or, if unable to attend, inform the chairperson in advance. Arrive on time and be prepared for any previously assigned action items or assignments.
2. To participate in open and candid debate.
3. To accept assignments as necessary to advance the work of the Worship Committee
4. To speak in one voice outside of the Worship Committee meetings.

K. Direction and Control

1. The Worship Committee operates under the direction of the Senior Minister and, as such, will provide periodic updates as to progress including the identification of any barriers or challenges that have arisen.

L. Decision Making Process

1. The Worship Committee will utilize consensus as the primary decision making method.
2. No critical decisions will be made without every member having the chance to weigh-in.
3. The Senior Minister is recognized as the person who is ultimately accountable for the Worship Committee, and thus will make final decisions regarding its development and implementation

M. Meeting Frequency and Duration

1. The Worship Committee will generally meet monthly but can meet more or less frequently if it is deemed necessary.