

Worship Committee

GENERAL

It is the job of the Session to provide for regular worship for the community, as well as administration of the sacraments.

- Create Sign-Up sheets for greeters and ushers
- Provide for floral decorations as needed, arrange in sanctuary and take care of after service, including watering of plants.
- Make suggestions for worship events/observations that fit with the liturgical calendar

COMMUNION

The 1st Sunday of the month is communion. Other communion events include Maundy Thursday and Christmas Eve or as decided by session.

- Obtain gluten free bread, juice, and wine and prepare these elements to be served and submit receipts for reimbursement.
 - Gluten free bread can be purchased or baked. King Arthur's gluten free bread and muffin mix are recommended and there is a special loaf pan for baking
 - The juice is red grape juice purchased in small bottles, a 6 pack, as it takes one for each service.
 - The red wine can be purchased in a 4 pack of small bottles; no specific variety of wine needed.
- Get two current or past ruling elders to serve, and one elder for home communion during the week if needed. The servers will set up and clean up after communion (see below).
- Reserve left-over bulletins for home communion to shut-ins and the ill.
- Bread, Juice and Wine Set-Up
 - The equipment for setup is in the tall display cabinet in the dining room. The key to the glass door is in the bottom drawer.
 - The tablecloth and napkin for communion are kept in the lower cupboards on the very right side of the dining room.
 - Cut 1" pieces of bread, about 4 slices of bread with the crust cut off and divide between the two plates.
 - Place a larger piece of bread (can be the heel of the bread loaf) in a napkin on the communion plate for breaking by pastor during communion and grape juice in the chalice (glass cruet).
 - Two outer rings in the wine plates are reserved for wine; the inner circle is reserved for grape juice. Usually do one ring of wine and one of juice for each tray. The cups used are plastic disposable and thrown away at the end of the service.
- Communion held outside will be set up similarly, but servers should be able to walk on uneven ground so as to deliver to people in chairs and in cars.



Wine and juice

bread

SEASONAL

- Change paraments on communion table and Bible marker according to liturgical calendar. The paraments are kept in the cabinet at the front of the church or in the cupboard in the first room on the left in the SS wing.
 - Launder and iron the communion table cloth and napkins.
 - Dry clean every decade or as needed the flags and backdrops during the summer season.
- Make arrangements to purchase palms for Palm Sunday, poinsettias for Christmas, and lilies for Easter and arrange them in the sanctuary. Collect monies and make announcements during worship regarding flowers.
 - Get copies of the form from the secretary for Christmas and Easter flower orders from the congregation that has space for noting dedication in honor or memory of. Send list of flower donors to church secretary for inclusion in the bulletin.
- Oversee and schedule the decoration of the sanctuary for Advent/Christmas near the first Sunday in Advent. Decorations include the Christmas tree and Nativity Set.
 - Put the Advent wreath out for the first Sunday in Advent with 3 purple, 1 pink and 1 white 12” tapers. The candles can be purchased online or at the Parable Store in Binghamton.
 - Get out and inspect the individual candles for candlelight service on Christmas Eve. The box of candles/holders are stored in the narthex under the desk or in the closet. If more are needed, order.

TECHNOLOGY

- Assist in the use and maintenance of the computer equipment, sound system, electronic piano, etc.
- Manage documentation of equipment.
- Oversee and support people who are willing to operate the powerpoint presentation for worship service.

OUTDOOR SERVICE

- Arrange for sound system operators from the first Sunday in July through the first Sunday in September. The service is 45 minutes in length while outside.
- Ask secretary to make sure outdoor services are advertised in the Tri-Town News.
- Set up people to run the audio each week during the summer.

At the end of the summer season coordinate the return of all the equipment to the sanctuary and loft.

- Gazebo set-up is:
 - Podium and microphone for pastor
- Sound Set-Up is:
 - Portable piano, stool, music stand
 - Folding chair for organist
 - Speaker and stand
 - Amplifier and cables
- Supplies needed:
 - 2 wicker collection baskets
 - 2 Chairs for Pastor and sound person
 - Produce table
 - Paper recycling box
- In the event of rain, services will be held in the sanctuary. Various pieces of furniture need to be moved back to the sanctuary when it rains including the microphone.

SUPPLY PASTORS

Arrange for supply pastors or lay preachers when the Pastor is not available.

- Use lists from the Presbytery web-site
 - Authorized Lay Preachers (cannot preside over Communion)
 - Commissioned Lay Preachers (cannot preside over Communion)

- Minsters of Word & Sacrament at large (Available for Communion)
- Notify church secretary when supply pastor is found and give her the name, phone number, and e-mail.
- Arrange with treasurer for check including mileage.
- Generally, Communion may only be celebrated by an ordained Minister of Word and Sacrament in the PCUSA; the PCUSA is also in full Communion with the Evangelical Lutheran Church in America (ELCA), the Reformed Church in America (RCA), and the United Church of Christ (UCC). Ordained ministers in these traditions are also acceptable for celebration of the sacraments.

REPORTS

Submit a monthly report to session about the activities within the scope of the above areas, including elders who serve communion each month, and an annual recap of the year in December for the annual report to the congregation.

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