

Sunday Services Team CAR Document

Approved 2014-05-08

Charge

The Sunday Services Team (SST) is charged with providing high-quality, dynamic Sunday services for the Unitarian Universalist Church of the North Hills (UUCNH), in concert with the Minister. Through a process of intentional planning, ongoing conversation, and evaluation, the SST and the Minister will ensure a rich, mission-grounded, and congregationally-connected worship life that serves and inspires UUCNH. The SST is charged with planning and coordinating all Sunday services that are not led by the Minister.

Authority

The SST will work with the Minister to ensure a quality worship life for the congregation. It is a fluid relationship of shared exploration, conversation, and deliberation in order to be responsive to the needs of the congregation. When there is a disagreement between the Minister and the SST on matters of congregational worship, the Minister's position will take precedence.

The SST has shared authority with the Minister to address matters related to the Sunday morning worship service such as congregational behavior, policies regarding service elements, seating, service times, scheduling, and other duties as they arise.

The SST has shared authority with the Minister and other committees to address adjacent matters to worship services such as parking, accessibility, and other matters as they arise.

The SST has shared authority with the Minister to recruit and train Lay Leaders, to recruit and oversee a Visual Theme Coordinator, and to recruit and oversee an Usher Coordinator (who oversees the Usher Team).

The SST has shared authority with the music director for services that the SST is coordinating. The SST shares authority with the Audio Wranglers to provide quality sound and hearing accessibility for Sunday services. The SST has shared authority with Buildings & Grounds to ensure that the physical space of the sanctuary is accessible, attractive, comfortable, and conducive to quality worship services.

Responsibilities

- 1) Develop and maintain a Master List of activities, duties, timelines, tasks, formats, etc. for which the Sunday Services Team is specifically responsible.
- 2) Maintain a relationship with and provide a monthly update to the team's Board Liaison.

- 3) Develop and submit a proposed budget for the team as part of the annual church budgeting process.
- 4) Submit a report on the team's activities for inclusion in the UUCNH annual report to the congregation.