

## **Sunday Services Committee Charter – 03/11**

**Purpose:** To support the mission of the UUFPP by creating and facilitating worship services.

**Leadership & Members:** The Sunday Services Committee consists of the committee chair who is elected at the annual congregational meeting, the minister, the Director of Religious Education, the Director of Music, and other interested members of the UUFPP.

**Meeting Schedule:** Meetings are held monthly as needed. Additional meetings may be handled through emails.

### **Objectives/Specific Duties:**

- Recruit, coordinate, monitor and review pulpit participation, in the minister's absence, from within and without UUFPP
- Recruit, coordinate and review lay leader roster, orientation and script
- Coordinate, monitor and review service elements including, but not limited to Music/Chorus and Youth Religious Education
- Coordinate and review order of service
- Maintain pulpit supplies
- Maintain and review sanctuary condition/aesthetics, including but not limited to seating.

**Outcome Measurements:** The committee will review its charter and records annually to determine the effectiveness of its activities.

**Reporting Requirements:** A representative of Sunday Services Committee will attend Council of Committees meetings regularly. The committee will report as needed to the minister and Policy Board, and keep the UUFPP membership informed of committee work through regular church publications. The committee will recommend policy relating to Sunday Services Committee as appropriate.

**Budget:** Operates on the budget proposed annually by the UUFPP Financial Committee and approved at the annual congregational meeting.