

UUTC WORSHIP TEAM OPERATING GUIDELINES

Function:

Assist the Minister in providing spiritually nourishing worship services that are consistent with the values of our congregation

Membership:

Team Leader, who must be a Member or Friend, serves term of no longer than three years. After completing a term of three years (or less), the Team Leader will step away from the team for a period of at least one year. A former team leader may rejoin a team after they have been away for a period of one year.

There is no prescribed number of members, nor is there a prescribed term of service, with the exception of limits on the Team Leader.

Responsibilities:

1. Provide a copy of meeting minutes (electronically) to the Administrator.
2. Provide meeting schedule (and changes) to the Administrator for listing on the master calendar.
3. Work with the Minister to assure a smooth flow of worship
4. Research and engage Sunday service guest speakers; update common Sunday Morning calendar as speakers are engaged
5. Obtain and submit all needed information from the speaker for publicity, order of service, payment if any, and screen presentation if any
6. Provide and perform Service Coordinator duties for non-minister Sunday services, to include all elements of the service not performed by the guest speaker
7. Obtain and train ushers for Sunday services; update common Sunday Morning calendar with usher names
8. Maintain a database of past speakers, to include feedback from the team and the congregation, amount of payment if any, and most current bio
9. Maintain a list of potential speakers, and of non-team congregants willing to serve as Service Coordinator

10. Maintain the Team's Operating Guidelines

11. File an annual report with the Minister and the Administrator to maintain a record of the Team's work

Procedures:

1. The Team meets monthly to hear from the Minister, plan for upcoming non-minister Sundays, review the budget and expenditures, and to address any issues concerning worship services. Meetings are held on team meeting nights.
2. Purchase of supplies, including candles, oil, etc. is normally accomplished by the Team Leader or a Team member, using a UUTC credit card. The credit card is checked out from and returned to the Administrator.
3. If a speaker is to be paid, a completed W-9 must be submitted with the check request
4. The Team Leader, with the advice and approval of Team members, formulates and submits the annual spring budget to the Finance Committee, approves Team expenditures, and monitors the Worship budget through quarterly reports received from the Treasurer.
5. The Team must contact the Board to seek approval of any extraordinary expenditure outside the Team's annual budget.
6. The Team maintains a packet of forms necessary to obtain all necessary information from a guest speaker, and to perform the role of Service Coordinator. This packet is given to all new team members along with pertinent narrative concerning how to research speakers, where to find service elements for a variety of themes, etc.