



*Responding to God's Grace in Christ,
we welcome all people, prepare
disciples, and live faithfully through
worship, spiritual growth, and action.*

ST. PAUL LUTHERAN CHURCH, WINTERSET, IOWA

WORSHIP TEAMS CHARTER

Including Music, Altar Guild and Sound/Audio Visual Teams

AUTHORITY

In accordance with the Combined Constitution, Bylaws, and Continuing Resolutions of St. Paul Lutheran Church as described in C12.04, "The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America."

Furthermore, as described in C14.01, "All organizations within this congregation shall exist to aid it in ministering to the members of the congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances."

PURPOSE

The Worship Team at St. Paul Lutheran Church is responsible for overseeing the elements of weekly worship, as well as special seasonal and festival worship services. The purpose of the Worship Team is to support the pastor to help the people celebrate their relationship with God and their relationships with one another through the many aspects of worshipful and musical expression.

The Worship Team will coordinate and collaborate with the Music, Altar Guild, and Sound/Audio-Visual teams.

COMPOSITION

The Worship Team will have no maximum number of members with one Worship Team member acting as chairperson for the team, and one member being a liaison of the Congregation Council. The ex-officio members of this team are the musical accompanists, choir director, altar guild chair, sound/audio-visual representative, and the pastor.

New team members will be oriented into this team by receiving a copy of this team charter and other information specific to the work of this team.

Adopted 03.21.2024

The Music Team is composed of the choir director, the worship service accompanists, and the Pastor.

The Altar Guild and the Sound/Audio-Visual teams are composed of volunteers. Guidelines have been established by the Altar Guild for serving during worship. The Sound/Audio-Visual team has a binder for workers to use during their time with the system.

MEETINGS

The Worship Team shall meet monthly or as necessary to fulfill their duties. The chair of the team will call the meetings.

The Music, Altar Guild and Sound/Audio-Visual teams will meet as often as necessary to coordinate their duties, recruit and train volunteers, and communicate with the Worship Team chair.

COMMUNICATION

On a monthly basis, or as otherwise requested by the Congregation Council, the Worship Team Congregation Council representative will provide a written report of the Team's work during the previous month. During this report, the Congregation Council representative may include requests for changes with the team's work, mission, or budgetary needs.

RESPONSIBILITIES

The following core duties are established for the Worship Team:

1. Ensure regular and appropriate conduct of
 - a. Sunday worship services
 - b. Seasonal and festival services held throughout the year
2. Support the pastor in his/her plans for the services of
 - a. Ash Wednesday, Lent, Palm Sunday, Easter
 - b. Advent, Christmas Eve
 - c. Reformation Sunday
 - d. Any other appropriate festivals throughout the year
3. Establish policies, guidelines and/or training for
 - a. Ushers
 - b. Readers
 - c. Communion Assistants
4. Recruit volunteers to serve as ushers, readers, and communion assistants
5. Provide written reports monthly to the Council as well as written reports to the congregation for the annual and semi-annual meetings.

The following responsibilities are established for the Music, Altar Guild, and Sound/Audio-Visual teams:

1. Music
 - a. Works with the pastor to pick order of worship and hymns/songs for worship.
 - b. Plans for acquisition and maintenance of musical equipment and any needs concerning song books/sheet music or other supplies.
 - c. Provides the opportunity for musical expression in worship through the establishment of the choir and the use of occasional special music.
2. Altar Guild

- a. Oversees and maintains the inventory of communion supplies, including wine, grape juice, gluten-free wafers, and weekly bread donations.
 - b. Recruits, trains, and oversees the volunteers who provide weekly communion preparation, service, and clean-up.
 - c. Maintains the paraments, banners, linens, altar candles, and the eternal candle.
 - d. Changes the colored paraments on the altar, wooden cross, and lectern according to the Church Year calendar.
 - e. Maintains candle oil and wicks, matches, batteries, and cleaning supplies for the candle lighter.
3. Sound/Audio Visual Team
 - a. Recruits volunteers.
 - b. Establishes policies and guidelines for training of volunteers.

CHARTER REVIEW

This Charter shall be reviewed by the Congregation Council Governance subcommittee by October 1, and the subcommittee leader will provide feedback and suggested revisions to the Worship Team and the Congregation Council for Council consideration. Authority for all charters resides with the Congregation Council.