

Celebrating Committee

Policies & Procedures

I. Purpose

The purpose of this document is to establish guidelines for the Celebrating Committee at White Rock Community Church (WRCC).

II. Authority and Responsibility

This policy is reviewed by the Church Council and approved by the Congregation. It is the responsibility of the Church Council to ensure compliance with this policy.

III. Policy

The WRCC Constitution and the WRCC By-Laws act as the primary policy and operating guidelines for WRCC. Individual Committee Policy and Procedures shall also be abided by as secondary guidelines.

The following policy statements apply to the Celebrating Committee at WRCC.

- A. **MISSION STATEMENT** - The mission of the Celebrating Committee is to assist in the enrichment of the worship experience at White Rock Community Church.
- B. **MEMBERSHIP**- Membership in a Ministry Committee shall be for a term of one (1) year, as provided in the WRCC By-Laws, (See WRCC By-Laws: Article X – “Committee Structure”). Said term shall begin at the October organizational meeting and shall run until the organizational meeting of the following year. People may join a Ministry Committee throughout the year, as needed, and serve until the next annual organizational meeting. (See WRCC By-Laws Article X- “Committee Structure”)
- C. **OFFICERS AND ELECTIONS** - The first order of business at the committee’s organizational meeting in October shall be to elect a Chair and a Secretary. In order to be eligible for election, the Chair must have been an active member of the church for the previous 12 months. Elected Chairpersons may serve a maximum of two (2) consecutive terms as a Chair of any committee. (See WRCC By-Laws, Article IV – “Church Officers.”) Election results must be reported to the Church Clerk prior to the October meeting of the Church Council.
- D. **COMMITTEE GUIDELINES** – The Ministry Committee shall consist of at least four (4) members, including the Chairperson. Each team that is organized shall elect a Team Lead, who will become a voting member of the Ministry Committee. The Chair and Secretary may or may not be Team Leads. The Pastor or the Pastor’s designee shall act as a non-voting observer and advisor. A quorum for a Ministry Committee meeting is three persons.
- E. Suggested Teams are: Choir, Choir Council, Drama Ministry Team, Visual Art/Floral/Altar Preparation Team, Prayer Team, Ushers/Greeters Team, Worship Team (coordinates with Pastor, other team leads and the Minister of Music or Choir Director), Audio-Visual Team, and Liturgical Dance Team.

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F. **FURTHER COMMITTEE NOTES** - Meetings of all committees are to be conducted according to the Committee Guidance Rules as listed in the documents "Guiding Principles" and "Ten Rules for Respect." Each committee member shall be provided a copy of these documents at the first meeting of the committee in October.

G. **RESPONSIBILITIES** -

The Celebrating Committee shall have the following responsibilities:

- 1) The Chairperson shall hold a seat on the Church Council.
- 2) Submit monthly, within two weeks of approval, a copy of the minutes from the prior month's committee meeting to the Church Clerk and Administrative Assistant.
- 3) Submit to the Finance Committee an annual budget request by the budget deadline date each year with detailed, itemized requirements.
- 4) Choir requires attendance at rehearsals on Wednesday nights at 7:30 and Sunday mornings at 10:00 as well as Sunday morning worship service and special programs throughout the year.
- 5) Choir Council provides guidance, leadership, and pastoral care to the members of the Sanctuary Choir and organizational support to the Minister of Music/Choir Director. Participation in the choir is a prerequisite.
- 6) The Drama Team develops dramatic presentations to share the word of God.
- 7) The Floral Team secures, arranges and disposes of floral arrangements and seasonal decorations, and keeps the Sanctuary dressed correctly for Worship Services.
- 8) The Usher Team greets visitors and members; distributes attendance books, stocks visitor cards and pencils and collects the offering.
- 9) The Prayer Team compiles and maintains a weekly prayer list, acts upon prayer requests, conducts special prayer sessions and increases an awareness of the importance of continuous prayer in the life of the church body.
- 10) Under the guidance of the Lead Pastor the Worship Team (working with other Team Leads and the Minister of Music/Choir Director) evaluates, researches, develops and plans worship services.
- 11) Provides trained technicians for lights, video, sound and recordings of weekly services and special events.

Approved By:

09/14/2013 Church Council

11/24/2013 Policies and Procedures