

# **First Presbyterian Church of Haddonfield Worship & Music Committee Charter**

## **PURPOSE**

The purpose of the Music and Worship Committee is to work with the pastors to ensure that what is needed for Sunday worship, including any special services and the Sacraments, is in place.

## **RESPONSIBILITIES**

- A. Explore new ideas for worship, as appropriate.
- B. Ensure that Bibles, hymnals, candles and pew supplies are in place (Sanctuary Guild Subcommittee).
- C. Decorate sanctuary at Christmas, organize Christmas and Easter flowers and replace paraments seasonally.
- D. Schedule time to train servers and prepare communion (Sacraments Subcommittee).
- E. Review possible adjustments to the order of worship, taking into consideration the needs and interests of choirs and congregation.
- F. Make recommendations for maintenance and purchasing of items such as bells, pianos, organs, hymnals, sheet music and robes.
- G. Assist with special programs such as Oratorios, children's cantatas, talent shows, sundaes and songs festivals.
- H. Assist the Minister of Music in nurturing musical gifts from God and provide outlets for spiritual growth and engagement with the church.

## **COMMITTEE COMPOSITION and GOVERNANCE**

- A. Membership
  - a. The committee shall be composed of 7 to 9 members of the First Presbyterian Church of Haddonfield, 4 of whom must be ruling Elders, as well as the Minister of Music and a pastor.
  - b. The committee may nominate new members of the committee.
  - c. In the event of resignation or retirement, the committee members will notify the Chair.
- B. Leadership
  - a. The committee Chair will be an Elder, assigned by the Moderator of Session.
  - b. The Chair will be a member of Session.
  - c. The committee Chair will prepare meeting agendas, lead meetings and regularly report to Session.
  - d. The Chair should nurture individuals' interests and skills.
  - e. The term of the Chair is recommended to be two years with a one year extension based on the approval of the Committee.

## **MEETINGS**

- A. The committee shall meet at a minimum of 3 times per year with the option to add additional meetings, if needed.
  - a. The Chair, with committee input, will set forth the meeting schedule.
  - b. A quorum consisting of greater than 50% of committee members must be present in order to conduct business.
  - c. All committee members are expected to express their opinions openly and candidly, relying on an atmosphere of trust within the committee.
  - d. Sensitive or confidential information should not be shared with outside parties.

## **REPORTING**

- A. All subcommittee team leaders will report to the committee on their activities and make requests for assistance, as needed.
- B. The Chair or an appointed member of the committee, will routinely report to the Session.
- C. The committee shall review this Charter, as needed, and recommend any changes to the Session in the first quarter of each calendar year.

## **BUDGET/FINANCE**

- A. The committee will prepare the annual budget in the Fall.
- B. Requests for the committee budget will be presented to Session for approval.

## **BACKGROUND**

The Music and Worship Committee has been established by and reports to The Session of First Presbyterian Church of Haddonfield.

Reviewed and approved by the Committee April 11, 2019