

# **RELIGIOUS SERVICES COMMITTEE**

## *MISSION STATEMENT*

The Religious Services Committee's goal is to develop Sunday services that support our UUFEC Mission Statement and our UU Principles. We aim

- To recognize the multiplicity of theologies and religious backgrounds in the congregation.
- To create a space and time that allows reverence.
- To create and support worship that engages the mind, touches the heart, and invites people to a new depth of spiritual development.
- To honor our roles as worship leaders in the congregation's shared ministry by speaking with one voice when interacting with the congregation.

## **RELIGIOUS SERVICES COMMITTEE PROCEDURES**

Adopted July 2024

1. The committee meets monthly on Zoom. Time and date are set by the Committee Chair with input from committee members.
2. Due to the responsibility for Sunday Services, committee members are UUFEC members who attend most Sunday services each month.
3. This is a democratic committee with each member having one vote. Although a majority decides, we strive for consensus. Decisions about procedure, selection of a speaker, service leaders, service format, etc., are made in agreement with the committee, unless short-notice changes require the Chair to reassign a speaker or Service Leader.
4. When possible, a Service Leader Coordinator is chosen who assumes the duty of finding, training, coordinating, and scheduling all Service Leaders. Otherwise, the Committee Chair takes this responsibility. When available, the minister provides Service Leader training.
5. Service Leaders are UUFEC members or friends who have received Service Leader training. Appointed SLs coordinate the service along with the minister or other speaker, with assistance if needed from the RSC Chair.

6. A minister who is the speaker has autonomy of the Sunday service. The minister provides guidance and recommendations on how the service is organized and conducted.
7. Service Leaders coordinate music with the Music Director, audio/visual needs with the Slideshow team, and the Time for All Ages with the RE Director or RSC Chair. Service Leaders create and send the completed Order of Service to the office administrator and others involved in the service.
8. When the Music Director or DRE are not present, the Service Leader is responsible for planning these elements, or asking for assistance from the RSC Chair or members of the committee.
9. All committee members may serve as mentors to any Service Leader who requests help in planning or conducting a service.
10. The sermon topic will be provided to the Music Director and DRE well in advance so they can plan to coordinate with the theme.
11. The RSC Chair will ensure that guest speakers receive their honorarium.
12. The RSC Chair will manage the Committee's budget, communicate with the Board, and collaborate with other appropriate committee chairs about RS needs and services.
13. The RSC Chair will provide information about the services (speaker, date, topic) to the UUFEC office administrator, webmaster, and calendar coordinator for publicity.