

TITLE: Worship and Music Committee Standing Operating Procedures (SOP)

Date Approved: _____

MISSION STATEMENT: In communion with the Fairfield Glade Community Church's (FFGCC) Mission Statement, augment the church worship service, providing and enriching our program with music and other needed functions that result in a fulfilling experience. This will require assistance to and coordination with the Pastor, music staff and all W & M sub-committee chairpersons. This committee will serve as a planning and implementing body enhancing the spiritual growth of the FFGCC congregation, as well as the community it serves.

MEMBERSHIP: The chairperson is elected annually from the current W&M committee members, approved by the Board, and will not be a paid staff member.

Committee membership includes the following staff and sub-committee chairs:

Choir Director, Organist, Bell Choir Director, Choir President,

Chancel, Communion Stewards, Liturgists, Ushers, Greeters,

Pastor and Board President (ex-officio members).

The above sub-committee chairs will normally serve a three-year term. They will refer to the Time and Talent survey data to recruit members for their subcommittees and, at the end of their term as subcommittee chair, recommend a replacement to the W&M chair for approval. The committee will nominate new chairperson and new members for approval by the Board during October of each year.

The W & M committee selects its own minutes clerk and vice-chairperson. All committee members will have voting rights, except the Pastor, Board President and any non-church members (in accordance with the church by-laws).

MEETINGS: The Worship & Music Committee will usually meet on the first Tuesday of each month, at 2:00 p.m. in the church library. The W & M committee chairperson will attend Board meetings, if requested. The Board will conduct quarterly Board/Committee Chair meetings to be attended by the W&M chairperson or a designated committee member.

REPORTS: Sub-committee chairpersons should attend the W & M Committee meetings and verbally report on their sub-committee's activities, needs and concerns on a monthly basis. Scheduled absences should be reported to the chair in advance of monthly meetings. Budget requests by W & M sub-committees need to be submitted in September to the W & M chair, in time to allow consolidation and submittal to the Finance Committee for the overall church budget. Sub-committee chairs will also send annual summaries to the W & M chair by November 15th for consolidation, so that the result can be provided to the church office in December for the annual report. Revisions to sub-committee SOPs should be provided the W & M chair in February, to be included in the W & M Committee SOP annual approval process.

DUTIES of the W & M Chairperson:

1. Coordinate and monitor the activities of each of the W & M sub-committees.
2. Subject to Board approval, and in conjunction with the Personnel Committee, oversee the hiring of the Choir Director, Organist, and Bell Choir Director.

3. As supervisor of the paid music staff, serve as a member of the Personnel Committee.
4. Conduct performance evaluations annually, or in accordance with the contracts of the paid music staff. The resulting written evaluations will be provided to the Personnel Committee Chair, and to the individuals evaluated.
5. Update, modify, or expand as necessary, the W & M Committee SOP. The W & M sub-committees' SOPs/duties and appropriate attachments, as written by the sub-committee chairs, will be included in the Comprehensive W & M Committee SOP revisions, submitted to the Board by March 1 for approval.
6. Assist in locating substitutes for music staff, as necessary.
7. Approve salary payments for staff and substitutes, through the Church Office Administrator, to forward to the Treasurer on a monthly basis.
8. Coordinate with the Pastor and other committees as appropriate, to perform the above duties.
9. Prepare reports and attend meetings as listed herein.

COORDINATION: The W&M Committee will coordinate with the Pastor, Board, Office Staff, Sound sub-committee of Technology & Communications committee, and all committee chairs in the execution of our duties.

FUNDING: A consolidated budget request with justification for each line item is submitted annually during September by the W & M chair to the Finance Committee. The W&M committee will oversee and manage all allocated funding for all sub-committees.

EQUIPMENT: Physical equipment of the church, used by the music staff and W & M Committee, are included in the facility inventory of FFGCC.

SUB-COMMITTEES: Sub-Committees are identified under membership. (SOPs are attached)

DISTRIBUTION: Church Board, W&M Committee members and sub-committees, Church Administrative Assistant, Pastor, and all committee chairpersons.

ACKNOWLEDGEMENT: Revised **September 9, 2018** by Tove Thomas