

UUFSD Policy and Procedure Document**Policy ID: 410****Title: Sunday Services Committee**

Date Approved: March 22, 2009 by the Board of Directors

Purpose

The Sunday Service Committee ("SSC") is the lay group that works with professional staff (the Minister, the Director of Religious Education, and the Music Director) to develop a program of worship. The goals of our worship program include providing for the spiritual and intellectual needs of the congregation and being welcoming to visitors and non-members.

Policy

Responsibilities of the Sunday Service Committee:

- Planning for and executing the weekly worship services and special worship services that may be scheduled, (for example, a Christmas Eve service). This includes, but is not limited to: scheduling of Coordinators and Lay Leaders, coordinating with the Music Director, producing and distributing the Order of Service, and scheduling Ushers.
- Coordinating UUFSD's "Generosity Sunday" program. This program asserts that once a month the Sunday collection is donated to an outside non-profit organization. The SSC identifies the dates and selects the recipient organizations. Any UUFSD member may suggest an organization for inclusion in the program. Organizations can be chosen more than once, but no more often than once per year.
- Working with the Public Relations Committee to publicize worship services in the larger community.
- Submitting articles monthly for the newsletter regarding committee activities and upcoming services.

Sunday service committee meetings are open to all members. Congregation members wishing to speak at the meeting on a specific issue should contact the Chair or Secretary in advance.

The SSC will coordinate any special giving or fundraising projects (other than the monthly Generosity Sunday program) with the Stewardship Commission.

Procedure

The SSC maintains all documents necessary for the smooth operation of the services. This includes a coordinator's checklist and lay leader script, as well as schedules to track each service's coordinator, speaker, music, and other important details. These documents serve as good planning tools and also provide a historical record.