

# **DELTA PRESBYTERIAN CHURCH OPERATIONS MANUAL**

## **SPIRITUAL LIFE COMMITTEE**

### **Committee Purpose:**

To provide and coordinate all the worship and educational activities to facilitate growth in Christ through worship, music, study, fellowship and other special events for all the members and friends of Delta Presbyterian Church.

### **Regular Meetings:**

Spiritual Life Committee will meet the first Monday of each month at 6:30 p.m. The committee will meet at least 10 months of the year.

### **Areas of Responsibilities:**

**SANCTUARY AESTHETICS** to be responsible for the physical appearance of the sanctuary which include, but not limited to: candles, co-ordination of banners displayed and the making of new banners when requested, Communion Table colors.

**WORSHIP SERVICE SUPPORT FUNCTIONS** which include, but not limited to: Door Greeters, Ushers, Lay Leaders, Singspiration Leaders, Choirs, Choir Directors and Accompanists.

**WORSHIP SERVICE CO-ORDINATION FUNCTIONS** which include, but not limited to: Baptisms, Communion, Special Worship Services, Pulpit Supply.

**WORSHIP SERVICE ADMINISTRATION** includes, but not limited to: working with Property Team on the Sound, Lighting and Heating/Cooling of Sanctuary during Worship Services. Maintain sanctuary bibles, hymnals, guest book, bulletin boards in entry way and Narthex.

**SPECIAL WORSHIP SERVICES** to assist with Special Worship Services during all worship times including, but not limited to: Worship Services during Lent and Advent, Graduation Sunday, Thanksgiving Service, and Taize Worship Service.

**COMMUNION SERVICES** to coordinate the dates communion will be celebrated with the Pastor and calendar to be sent to Session for approval.

**CHRISTIAN EDUCATION** to coordinate ongoing Christian education activities including, but not limited to, Sunday School, Adult Education, and miscellaneous Christian education and fellowship activities. To recruit Christian Education personnel – teachers, nursery workers, etc.

**LIBRARY** to be responsible for organizing and coordinating the materials in the Church Library.

**SPIRITUAL LIFE ADMINISTRATION** includes acquiring volunteer coordinators for various subcommittee responsibilities and filling all committee vacancies; preparing and administration of the committee budget; monitoring areas of responsibility and reporting periodically through Session to the membership, reviewing and updating the Operations Manual for Spiritual Life Committee; working with the Personnel Committee in the performance reviews of the Choir Directors and Accompanists.

## **ADMINISTRATION**

### **Responsibilities:**

- To hold regular monthly and special meetings, as needed, of the Spiritual Life Committee. Keep accurate minutes and reporting to Session by submitting formal minutes to the Church Office to be posted on the Session Documents webpage.
- To assist the Pastor and other committees as requested.

- To prepare and monitor the Spiritual Life Budget.
- To review and update the Spiritual Life Committee Section of the Operations Manual as mandated.
- To establish time and format for Worship Services with counsel from the Pastor and Session.
- To assist Personnel Committee with activities related to interviewing, hiring, performance and salary negotiations and reviews of those paid positions under the jurisdiction of the Spiritual Life Committee.
- To obtain substitute **PULPIT SUPPLY** whenever requested by the Pastor. This can be done with members of the Congregation and/or other Speakers or Pastors . Communion Sundays need to be filled by an ordained pastor. The dates will be given to the Spiritual Life Committee as soon as possible and will need approval of Spiritual Life Committee and Session.
- To provide on-going Christian Education opportunities for spiritual growth.
- To provide for a substitute accompanist when needed.
- To maintain the choir vestments.
- To supervise the tuning and maintenance of the piano.

### **RESPONSIBILITIES OF SUBCOMMITTEES ASSOCIATED WITH SPECIAL WORSHIP SERVICES:**

#### **Advent Team:**

Responsible for assisting in the planning and implementation of Worship Services with the Pastor, planning and coordinating the Advent Wreath Candle Lighting during Worship Services, setting up the Narthex and Sanctuary for Christmas (Hanging of the Greens), poinsettia garden, candle supply. Assist the Pastor with Adult Study planning and coordination.

#### **Communion Services:**

Responsible for set-up and clean-up of communion supplies :

- To maintain supplies needed for each Communion Service (grape juice, bread cut into cubes)
- To set up Communion Table before the service
- To clean up after the service; washing and drying platters, etc.; checking table cover and, if needed, take home, wash and/or iron and return to closet; put everything away in proper closets
- To restore table as it was and check sanctuary to see that everything is in order

Responsible for recruiting communion servers:

- To contact Elders prior to Communion to assist with communion (5 for Intinction; 8 for seated)
- To instruct communion servers with procedures (see Communion Server's Instructions)

#### **Lenten Team:**

Responsible for planning and coordinating Lenten related worship services and activities including, but not limited to: Shrove Tuesday, Ash Wednesday, Maundy Thursday, Good Friday, Palm Sunday, and Easter Sunday, Easter Garden. Assist the Pastor with Adult Study planning and coordination.

### **CHRISTIAN EDUCATION:**

#### **Christian Education Team:**

- Recruit and train Sunday School/Nursery volunteers.
- Enforce the Child Protection Policy.
- Coordinate the procedures for Sunday School attendance policies.
- Coordinate the various adult study group activities .
- Direct the activities associated with the Sunday School program.
- Maintain Sunday School classrooms (materials, furniture, etc.)
- Maintain Toddler Room classroom (materials, toys, furniture, etc.)
- Maintain Christian Education storage closet and purchase materials as needed.
- Evaluate and provide curriculum on a yearly basis.

### **Sunday School Teachers:**

- Use curriculum approved by Spiritual Life Committee
- Participate in a teacher training event once a year
- Abide by the Child Protection Policy requirements

### **Library Coordinator:**

- Organize, maintain and provide Christian literature and reference materials in the Church Library
- Review books, magazines, and audio/visual materials and make decisions if any should be added to the Church Library (these may be either new purchases or donations from the congregation).
- Catalogue materials and general upkeep of the library.

## **MISCELLANEOUS SUBCOMMITTEES:**

### **Bulletin Board Team:**

- Responsible for coordinating the displays on the entryway and narthex bulletin boards; periodically change, update, and remove outdated materials; keep the bulletin boards neat and uncluttered.

\*\*\*\*\*Include other from Joe's part

### **Door Greeter Team:**

- A written schedule of Door Greeters should be submitted to Spiritual Life Committee. This schedule will be included in the minutes and a copy given/sent to the Pastor and Church Secretary.
- Instruct Door Greeters regarding procedures (see Door Greeter Procedures)

### **Lay Leader Team:**

- Provide one person each week to assist the Pastor with Sunday worship.
- Contact members and friends of the congregation requesting their participation as Lay Leader for Sunday morning worship.
- The Pastor will instruct them regarding, but not limited to: Scriptures to be used, order of worship.
- A written schedule of Lay Leaders should be submitted to Spiritual Life Committee. This schedule will be included in the minutes and a copy given/sent to the Pastor and Church Secretary.

### **Singspiration Leader Team:**

- Provide two people each week to lead the Singspiration songs during worship.
- Contact members and friends of the congregation requesting their participation as a Singspiration Leader for Sunday morning worship.
- A written schedule of Singspiration Leaders should be submitted to Spiritual Life Committee. This schedule will be included in the minutes and a copy given/sent to the Pastor and Church Secretary.

### **Sound and Lighting Team:**

#### Purpose:

To record/count attendance and record this information in the appropriate ledger/book.

To coordinate/implement the power point slide presentation for Sunday worship or special worship and events.

To record the Sermon and if requested the special music during the worship service.

#### Responsibilities: (in coordination with PROPERTY TEAM)

- Have the lights, sound, and video systems ready approximately 30 minutes prior to worship services by:
  - Turning on the Sanctuary lights
  - Unlocking and turning on the video/sound system
  - Setting up and checking microphones, (i.e. volume, placement)

- Monitor batteries for wireless microphones and other needed supplies and purchase these items when supply is depleted
- Check the temperature in the Sanctuary and adjust the heat/air conditioning as needed (and during the Service if requested)
- Be sure that all microphones and other equipment are secured and locked up after the Worship service, special worship service, or event.
- **ANNUALLY : Coordinate with the SPIRITUAL LIFE COMMITTEE/PROPERTY TEAM to recruit members to be trained in the operation of the lighting, sound/video, and heating/cooling systems.**

**Usher Coordinator:**

- Takes attendance about 10 minutes after the service begins and record this count in the log book
- Verifies that all responsibilities of the ushers are understood and completed:
  - Distributing bulletins before the service
  - Taking of the offering
  - Picking up excess bulletins and papers after the service
  - Placing the Bibles and Hymnals back in their proper places on the chairs

**MUSIC**

**Adult Choir Director:**

Purpose:

To direct all activities related to providing music for the Sunday and special worship services.

Responsibilities:

- To direct the Celebration Choir and accompanist in rehearsal and presentation of selected music
- To train choir in choral techniques and appreciation of sacred music
- To research, select and purchase, if necessary, appropriate music and music supplies
- To organize and maintain music library and record of music performed
- To develop a written schedule of anthems and special music, as necessary, for church secretary and other interested parties
- To provide for substitute choir director ,when needed, for rehearsal and /or service
- To arrange for special music for summer and special worship services
- To consult with the Pastor regarding special worship services
- To recruit choir members

**Hand Bell Choir Director:**

Purpose:

To direct all activities related to providing music by Hand Bells for the Sunday and special worship services.

Responsibilities:

- To direct the Bellievers (Hand Bell choir) in rehearsal and presentation of selected music
- To train bell choir in Hand Bell techniques and appreciation of sacred music
- To research, select and purchase, if necessary, appropriate music and music supplies
- To organize and maintain a music library and record of music performed
- To schedule dates of performance and inform church secretary and other interested parties
- To coordinate Hand Bell Choir plans with the Pastor and Choir Director
- To recruit Hand Bell Choir members

**Children's Choir Director:**

Purpose:

To direct all activities related to providing music by the children for Sunday and special worship services.

Responsibilities:

- To direct the Children's Choir in rehearsal and presentation of selected music
- To research, select, and purchase, if necessary, appropriate music and music supplies
- To recruit Children's Choir members
- To communicate to parents the times and dates of rehearsals and performances

**Accompanist:**

Purpose:

To provide music for Sunday worship, special services or events and choir rehearsals.

Responsibilities:

- To prepare and play piano music appropriate to each service (i.e. prelude, offertory, postlude), or event
- To prepare appropriate music for weddings, funerals, special services and events
- To accompany choir rehearsals each week
- To accompany congregations singing of hymns
- To accompany choir and/or soloist's scheduled music

**POLICIES/PROCEDURES:**

**COMMUNION:**

**Directions for Communion by Intinction :**

During the Hymn of Preparation (Communion Hymn) the communion servers will come to the front and remove the furniture that is in the way (lectern, table for water glass, etc.) and return to the front row. When the Pastor nods, the servers should come forward and stand facing the table. The Pastor will start with giving the elements closest to the piano, soon as the servers closest to the piano have received the elements they should take them to the accompanist (while the Pastor is distributing the rest of the elements.) The people with separate bread and chalice should stand in front of the communion table with the chalices in the middle. The person with the tray with gluten free bread and the individual cups should stand on the side by the hand bell tables. While distributing the bread it is appropriate to say something like, "the body of Christ, broken for you," or "the bread of life." When people are dipping their bread in the chalice, it is appropriate to say, "the cup of salvation," or "the new covenant in Christ's blood".

At the end, the Pastor will come and partake from the servers nearest the piano. After receiving communion, she will take the bread and chalice and serve them. While that is happening the other servers should turn and place their elements on the table, and then receive the elements as the Pastor brings them to them. As soon as the servers have received the elements, they may return to their seats.

**Directions for Communion in the seats:**

There will be 8 people serving, 2 for each section. During the Hymn of Preparation (Communion Hymn), the servers should come and sit in the front row. When the Pastor nods, come and receive the bread. The servers for the far side should place a piece of bread on a little plate or napkin on the piano for the accompanist. The plates should be passed through each section, beginning at the front. Do not worry about coordinating with the servers in the other sections. When the servers for the side section are finished, they should begin serving the center section from the back forward. Those closest to the hand bell tables should serve the sound desk and lounge area before starting with the center section. When all have been served, return the plates to the table and be seated in the front row. The Pastor will come to serve you in your seats. Repeat procedure for the juice.

## **DOOR GREETERS:**

- Remember to wear your nametag.
- Be ready to greet by 9:40 a.m.
- One person at the outside door and one at the inside door to help open the doors, especially for those who may need assistance is helpful.
- Remain at the door until about 10:05 a.m. to greet any latecomers.
- There will be a Visitor Welcome Greeter nearby for anyone who is visiting or new to the church.
- If you are unable to attend church on your scheduled Sunday switch with another Door Greeter on the rotation list and notify the church secretary/office.