

**DELTA PRESBYTERIAN CHURCH
OPERATIONS MANUAL**

**SPIRITUAL LIFE COMMITTEE
(Reviewed/Updated 2016-06)**

Committee Purpose: 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 members and friends of Delta Presbyterian Church.

Regular Meetings: Spiritual Life Committee meets the first Monday of each month at 6:30 p.m. at least 10 months of the year.

Areas of Responsibilities:

SANCTUARY AESTHETICS

- Responsible for the physical appearance of the sanctuary, including, but not limited to, candles, co-ordination of banners displayed, creation of new banners when requested, Communion Table colors.

WORSHIP SERVICE SUPPORT

- Provide and coordinate worship service support personnel including, but not limited to, door greeters, ushers, lay leaders, choirs, choir directors and accompanists.

WORSHIP SERVICE COORDINATION

- Coordinate services including, but not limited to, baptisms, Communion, special worship services, pulpit supply.

WORSHIP SERVICE ADMINISTRATION

- Working with the Property Team and others to maintain quality and adequacy of sound, lighting and heating/cooling of sanctuary during worship services; and maintenance of sanctuary bibles, hymnals, guest book, bulletin boards in entry way and Narthex.

SPECIAL WORSHIP SERVICES

- Assist with special worship services during all worship times including, but not limited to, services during Lent, Advent, Graduation Sunday, Thanksgiving service, and Taizé worship service.

COMMUNION SERVICES

- Annually receive and approve the Communion calendar prepared by the Pastor and submit the calendar for approval by Session.

CHRISTIAN EDUCATION

- Coordinate on-going Christian education activities including, but not limited to, Sunday school, youth programs, adult education and miscellaneous Christian education and fellowship activities.
- Recruit Christian education personnel – teachers, nursery workers, etc.

LIBRARY

- Organize and coordinate materials in the Church library.

GENERAL ADMINISTRATION

- Hold regular monthly and special meetings, as needed, of the Spiritual Life Committee. Keep accurate minutes and report to Session by submitting formal minutes to the church office to be posted on the Session Documents webpage.
- Assist the Pastor and other committees as requested.
- Prepare and monitor the Spiritual Life budget. The committee moderator will authorize expenses.
- Review and update the Spiritual Life Committee Section of the Operations Manual as mandated.
- Prepare annual report to the congregation.
- Establish time and format for Worship Services with counsel from the Pastor and Session.

- 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.
- Obtain substitute **pulpit supply** whenever requested by the Pastor. This can be done with members of the Congregation and/or other speakers or pastors. (**Note: Communion Sundays needs to be filled by an ordained pastor.**) Dates will be given to the Spiritual Life Committee as soon as possible and will need approval of Spiritual Life Committee and Session.
- Provide on-going Christian education opportunities for spiritual growth.
- Acquire volunteer coordinators for various subcommittee responsibilities
- Fill all committee vacancies
- Monitor areas of responsibility and report periodically to the membership through Session
- Provide for a substitute accompanist when needed.
- Maintain the choir vestments.
- Supervise the tuning and maintenance of the piano.

SUBCOMMITTEES AND APPOINTED POSITIONS

SPECIAL WORSHIP SERVICES

Advent Team:

- Responsible for assisting in the planning and implementation of worship services with the Pastor
- Plan and coordinate the Advent wreath candle lighting during worship services
- Set up the narthex and sanctuary for Christmas (Hanging of the Greens)
- Coordinate the poinsettia garden
- Coordinate the candle supply
- Assist the Pastor with adult study planning and coordination

Communion Services Team:

- Responsible for set-up and clean-up of Communion supplies:
 - Maintain supplies needed for each Communion service (grape juice, bread cut into cubes)
 - Set up Communion Table before the service
 - Place a napkin or small plate on piano for accompanist's elements
 - Clean up after the service by washing and drying platters, etc., checking Table cover and, if needed, taking home to wash and/or iron and returning to closet, putting everything away in proper closets
 - Restore Table as it was and check sanctuary to see that everything is in order
- Responsible for recruiting Communion servers:
 - Contact Elders prior to Communion to assist with Communion (5 for Intinction; 8 for seated)
 - 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, Ash Wednesday, Maundy Thursday, Good Friday, Palm Sunday, and Easter Sunday, and Easter Garden
- Assist the Pastor with adult study planning and coordination.

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:

- Responsible for supervision of Sunday School teachers, including, but not limited to, ensuring such teachers:
 - Use curriculum approved by Spiritual Life Committee
 - Participate in a teacher training event once a year
 - Abide by the Child Protection Policy requirements

Child Care Provider: The Child Care Provider shall provide loving Christian child care for toddlers through elementary age.

Responsibilities:

- Provides child care during service
- Provides child care as requested during various church sponsored activities
- Abides by the Child Protection Policy requirements

Youth Leader: The Youth Leader shall plan and provide activities and programs for youth as directed by head of staff.

Responsibilities:

- Leads Friday Night Fun for 5th-8th graders
- Provides Sunday morning programming for 5th-8th graders
- Abides by the Child Protection Policy requirements

Library Coordinator:

- Appoint, supervise and assist Library Coordinator, whose job duties include:
 - Organizing, maintaining and providing Christian literature and reference materials in the Church Library
 - Reviewing books, magazines, and audio/visual materials and make decisions if any should be added to the Church Library (either new purchases or donations from the congregation)
 - Cataloguing materials and general upkeep of the library

WORSHIP SERVICES**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

Door Greeter Team:

- A written schedule of Door Greeters should be submitted to Spiritual Life Committee. This schedule will be included in the minutes of the Spiritual Life Committee, and a copy shall be delivered to the Pastor and Church Secretary; and
- 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 the Lay Leaders regarding scriptures to be used, order of worship, and any other matters as the Pastor deems appropriate
- A written schedule of Lay Leaders should be submitted to Spiritual Life Committee. This schedule will be included in the minutes of the Spiritual Life Committee, and a copy delivered to the Pastor and Church Secretary.

Sound and Lighting Team:

- Record/count attendance and record this information in the appropriate ledger/book
- Coordinate/implement the power point slide presentation for Sunday worship or special worship and events
- Record the Sermon and if requested the special music during the worship service
- In coordination with Property Team, the Sound and Lighting Team shall:
 - 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)
- Monitoring batteries for wireless microphones and other needed supplies and purchase these items when supply is depleted
- Checking temperature in the sanctuary and adjust the heat/air conditioning as needed (and during the service if requested)
- Ensuring that all microphones and other equipment are secured and locked up after the worship service, special worship service, or event.
- On an annual basis, 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:

- Take attendance about 10 minutes after the service begins and record this count in the log book
- Verify that all responsibilities of the ushers are understood and completed
- Distribute bulletins before the worship service
- Receive the offering
- Pick up excess bulletins and papers after the service
- Return any Bibles and hymnals back in their proper places

MUSIC

Adult Choir Director: The Adult Choir Director shall direct all activities related to providing music for the Sunday and special worship services.

Responsibilities:

- Direct the Celebration Choir and accompanist in rehearsal and presentation of selected music
- Train choir in choral techniques and appreciation of sacred music
- Research, select and purchase, if necessary, appropriate music and music supplies
- Organize and maintain music library and record of music performed
- Prepare a written schedule of anthems and special music, as necessary, for Church Secretary and other interested parties
- Provide a substitute choir director, when needed, for rehearsal and/or the worship service
- Arrange for special music for summer and special worship services
- Consult with the Pastor regarding special worship services
- Recruit choir members

Hand Bell Choir Director: The Hand Bell Choir Director shall direct all activities related to providing music by Hand Bells for Sunday and special worship services.

Responsibilities:

- Direct the Bellievers (Hand Bell choir) in rehearsal and presentation of selected music
- Train bell choir in Hand Bell techniques and appreciation of sacred music
- Research, select and purchase, if necessary, appropriate music and music supplies
- Organize and maintain a music library and record of music performed
- Schedule dates of performance and inform church secretary and other interested parties
- Coordinate Hand Bell Choir plans with the Pastor and Choir Director
- Recruit Hand Bell Choir members

Children’s Choir Director:* The Children’s Choir Director shall direct all activities related to providing music by the children for Sunday and special worship services.

Responsibilities:

- Direct the Children’s Choir in rehearsal and presentation of selected music
- Research, select, and purchase, if necessary, appropriate music and music supplies
- Recruit Children’s Choir members
- Communicate to parents the times and dates of rehearsals and performances

*Subject to availability of children

Accompanist: The Accompanist shall provide music for Sunday worship, special services or events and choir rehearsals.

Responsibilities:

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

COMMUNION:

The Pastor and staff shall have responsibility for preparing and keeping up-to-date directions for Communion servers.

POLICIES/PROCEDURES

DOOR GREETERS:

- Remember to wear your nametag
- Be ready to greet by 9:40 AM
- Greet each arrival with a positive statement or welcome!
- One person should stand at the outside door and one should stand at the inside door to help open the doors, especially for those who may need assistance
- Remain at the door until about 10:05 AM 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