

JOB DESCRIPTIONS

WORSHIP COMMISSION

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Revised 2015

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WORSHIP COMMISSION

I. Function

The function of the Worship Commission is to monitor and oversee the worship ministry and program of the church.

II. Organizational Relationships

A. Members of the Worship Commission are the following:

1. Commission Director
2. Worship Committee
3. Ushers
4. Audio Technicians
5. Media Ministry Committee
6. Music Committee
7. Nursery Director
8. Decorations Committee
9. Children's Church Director
10. Members serve the length of their position's term.

B. Commission Director

1. Appointed by the Gifts Discernment Committee for a term of two years.
2. Chair the Worship Committee.
3. Member of the Church Council and the Stewardship Committee.
4. Responsible to the Church Council .

III. Responsibilities

A. Director

1. Represent the Commission on the Church Council and the Stewardship Committee.
2. Attend Church Council and Stewardship Committee meetings.
3. Present a monthly report to the Church Council.
4. Review job descriptions with all Commission members, and present any revision requests to the Church Council.
5. Approve payment vouchers from any commission member and give to treasurer for payment.
6. Present the Commission budget to the Stewardship Committee.
7. Prepare a report to the annual business meeting.

IV. Authority

- A. Carry out the above responsibilities.
- B. Give suggestions and/or direction to all commission areas.

V. Qualifications

- A. Awareness of Anabaptist heritage and a commitment to Christ, the Mennonite Church USA and Oak Grove.
- B. Commitment to the importance of corporate worship in the life of congregation.

1994 - First printed job description

Revised - 2000, 2002, 2006, 2008

WORSHIP COMMITTEE

I. Job Function

The function of the Worship Committee is to plan and oversee the worship services of the congregation.

II. Organizational relationships

A. The committee consists of the following persons.

1. Commission Director.
2. Pastor
3. Associate Pastor
4. Representative of the Music Committee.
5. Representative of Decorations Committee.
6. Two persons appointed from each service by the Gifts Discernment Committee for a term of two years, one from each service appointed each year.
7. An elder representative.

B. Responsible to the Worship Commission Director.

III. Responsibilities

A. Director

1. Prepare agenda for committee meetings.
2. Oversee and coordinate all programs and plans of the committee.
3. Keep congregation informed about worship services.
4. Submit a report for the annual business meeting.
5. Submit an annual budget to the Stewardship Committee.

B. Committee

1. Be sensitive to the spiritual needs of the congregation and provide spiritual direction through the worship program of the church.
2. Plan and oversee all worship services.
 - a. Sunday morning
 - b. Sunday evening in coordination with the Christian Education Committee.
 - c. Assist the pastors in choosing special sermon series and emphases.
 - d. Select and oversee worship leaders.
 - e. Establish and evaluate the order and style of worship.
3. Provide direction as needed for the Ushers, Audio Technicians, Nursery Director, Media Ministry, Decorations Committee, Children's Church and Music Committee.
4. Plan and implement worship services outside of Oak Grove as requested, e.g. Green Hills, etc.
5. Promote attendance at worship workshops.
6. Submit payment vouchers to commission director.

IV. Authority

Carry out the above responsibilities.

V. Qualifications

- A. Awareness of Anabaptist heritage and a commitment to Christ and the Mennonite Church USA.
- B. Commitment to the importance of corporate worship in the life of the congregation.

1986 - First printed Job Description

Revised - 1994, 2000, 2002, 2006, 2008, 2010

MUSIC COMMITTEE

I. Job Function

The function of the Music Committee is to plan and promote an appreciation of the spiritual qualities of music in worship through improved congregational singing and through promotion of music activities and training of the congregation as needed.

II. Organizational Relationships

- A. Four persons are appointed by the Gifts Discernment Committee for a term of four years, one appointed each year, making sure there is representation from both services.
- B. Responsible to the Worship Commission Director.
- C. Chooses its own chairperson and secretary.
- D. One member serves on the Worship Committee.

III. Responsibilities

- A. Appoint Worship Team leaders.
- B. Plan and implement special music groups for Sunday morning worship services and special services as requested.
- C. Plan and arrange for prelude and offertories for each service as appropriate.
- D. Promote the teaching and training of children to sing in the Primary and Junior-Intermediate Departments as needed.
- E. Update song books as needed.
- F. Keep song books in good condition and repair.
- G. Maintain a music library and promote its use.
- H. Inform the treasurer when a visiting group needs to be reimbursed.
- I. Update CCLI License as requested and report when requested.
- J. Consult with the Worship Committee/pastors before planning special music programs.
- K. Consult the Stewardship Committee before making major purchases and when planning events which will involve above budget expenditures.
- L. Submit payment vouchers to commission director.
- M. Submit an annual budget to the Worship Commission Director.

IV. Authority

Carry out the above responsibilities.

V. Qualifications

- A. Leadership ability and enthusiasm for promoting the music program of the church.
- B. Interest in the music program of the church.
- C. Interest in improving the quality of music and in training and teaching children and youth.
- D. Interest in advancing one's own knowledge and musical abilities and to attend music seminars and workshops.

CHURCH USHERS

I. Job Function

The function of the church ushers is to attend to the well-being of the congregation and orderliness of the worship services.

II. Organizational Relationships

- A. Two teams of six ushers are on duty for each service (one team for each Sunday morning service) during the year, four each Sunday (for each service.)
- B. Ushers are appointed by the Gifts Discernment Committee for a term of two (2) years with three (3) ushers appointed each year.
- C. Each team shall choose one of their senior members to be the head usher.
- D. The ushers are responsible to the Worship Committee.
- E. The pastors or the Worship Committee may make requests for ushers to be available for other special events such as evening services, memorial services, or concerts. For these events the pastors or the Worship Committee should notify the head ushers of the special events at the earliest possible time.

III. Responsibilities

- A. Head Ushers
 - 1. Receive all communications that needs to be made to the ushers.
 - 2. Schedule the ushers for each service and give a copy to each one.
 - 3. Outgoing head usher conducts an orientation for ushers serving in the new year.
- B. Be at their posts by 20 to 30 minutes prior to the beginning of each service or special event.
- C. One usher shall be assigned to each entrance. Although stationed inside, he or she will watch for and be available to assist persons parking in the handicap parking spaces. These ushers are on duty until five minutes after the start of the service or special event.
- D. Two ushers shall be stationed at the primary door to the sanctuary to give out bulletins and assist people with seating. These ushers will be on duty until ten minutes after the start of the service or special event.
- E. One usher shall be assigned to monitor the narthex for persons in need of assistance during the entire time of the service.
- F. When appropriate, the ushers will receive the offering.
- G. Ushers are to be available at any point in the service to help in case of an emergency or a need to help someone exit the room. They shall be responsible to know where all the exits are located, where to locate the first aid kit, cot and wheelchair and shall be trained in how to evacuate a person unable to walk.
- H. Any usher who cannot serve at their designated time is responsible to find a replacement and to notify the head usher of the change.
- I. Consult with the Worship Commission Director or the pastors when there is a need to make decisions other than those listed above.
- J. Large purchases should receive approval of the Worship Commission Director and submit the payment vouchers to the commission director for approval.
- K. Assist guests by helping them find seats during worship services, especially when space is

limited

IV. Authority

- A. Carry out the above responsibilities
- B. Choose as many assistants as needed for any occasion

V. Qualifications

- A. Willingness to serve others
- B. Friendliness and congeniality
- C. Quick to see problems, and ready to offer assistance of any kind
- D. Well-groomed and neat in appearance (Ushers are often the first official representatives of the church that newcomers meet.)
- E. Dependability

1986 - First printed description

Revised - 1994, 2000, 2008, 2015

AUDIO TECHNICIANS COMMITTEE

I. Job Function

The function of the Audio Technicians Committee is to operate the sound system and to record all regular church services and other services upon request. Only the technicians shall operate the sound system.

II. Organizational Relationships

- A. The committee consists of two teams of three persons (one team for each Sunday morning service) appointed by the Gifts Discernment Committee for a term of three years.
- B. The Head Technician will be chosen by the Audio Tech Committee at the beginning of each year.

III. Responsibilities

A. Head Technician

- 1. Receives all communication that needs to be made to the audio technicians
- 2. Outgoing head technician conducts an orientation for new technicians serving in the new year
- 3. Submit an annual budget to the Worship Commission Director
- 4. Purchase routine supplies and submit payment vouchers to the Worship Commission Director
- 5. Coordinate training for incoming technicians and facilitate any additional training, as needed

B. Record and operate the sound system for services and special events

- 1. Adjust sound through the system so as to ensure quality of recording
- 2. Duplicate audio media and make them available to the Media Ministry Committee

C. Duplicate audio media and make them available to the Media Ministry Committee

D. Communicate closely with the pastors and Worship Commission

E. Be available on short notice

F. Keep equipment in good working order. The head technician should report needed repairs or the need for new equipment to the Worship Commission Director.

G. Assist groups with amplification needs

H. Be sensitive to all individual preferences in worship

I. An audio technician is to be on duty for each service or event whenever the sounds system is used.

J. Consult with the Worship Commission Director or the pastors when there is a need to make decisions other than those listed above

K. Large purchases should receive approval of the Worship Commission Director and submit the payment vouchers to the Commission Director for approval.

IV. Authority

Carry out the above responsibilities

V. Qualifications

- A. Ability to hear sounds and music exceptionally well
- B. Good technical skills and the ability to manage several tasks at once
- C. Ability and time to duplicate and maintain audio media

1994 - First printed description

Revised - 2000, 2002, 2008, 2010, 2015

MEDIA MINISTRY COMMITTEE

I. Job Function

The function of the Media Ministry Committee is to deliver CDs of the Sunday morning worship services to those unable to attend and to other interested persons.

II. Organizational Relationships

A. Three persons are appointed by the Gifts Discernment Committee for a term of three years, one appointed each year.

B. The committee shall choose its own chairperson.

C. Responsible to the Audio Technicians Committee.

III. Responsibilities

A. Deliver CDs to those unable to attend and to other interested persons.

B. Be aware of persons who may not be able to attend services because of illness, surgery, etc., and contact them about receiving CDs.

C. Maintain a list of persons to whom CDs are delivered.

D. Submit an annual report to the Worship Commission Director.

E. Work closely with the Audio Technicians Committee.

F. Ask others for help in delivering CDs if needed.

G. Submit payment vouchers to commission director.

IV Authority

Carry out the above responsibilities

V. Qualifications

A. Willingness to deliver CDs.

B. Respect for people's individual preferences for visiting or not visiting when CDs are delivered.

C. Friendly

1994 - First printed description

Revised - 2000, 2008

NURSERY DIRECTOR

I. Function

The function of the Nursery Director is to organize nursery assistance for Sunday morning worship and other special services as needed. The Nursery Director shall keep and up-to-date record of infants born to parents who attend Oak Grove Mennonite Church.

II. Organizational Relationships

- A. Appointed by the Gifts Discernment Committee for a term of two (2) years.
- B. Responsible to the Worship Commission Director.

III. Responsibilities

- A. Organize a schedule of volunteers to help in the nursery on Sunday morning and at other special events as needed
- B. Give schedule to the church secretary or administrative assistant to be printed and to note in the bulletin each week who is serving in the nursery
- C. Post typed schedule in nursery and give a copy to each volunteer
- D. Set up guidelines for nursery procedures and for volunteers
- E. Place name and information in a birth record book and on the wall hanging in the nursery for all new babies
- F. Visit the home of new babies and take a baby book as a gift from Oak Grove
- G. Purchase a rose for each new baby, place it at the front of the church and give to the parents after church on the first Sunday after the birth
- H. Consult the pastor about placing a baby's name on the cradle roll if parents do not attend anymore or attend seldom
- I. Remove name from the wall hanging when child is age two or is enrolled regularly in Sunday school class. Cards from the wall hanging are given to the parents.
- J. Submit payment vouchers to commission director

IV. Authority

Carry out the above responsibilities

V. Qualifications

- A. Ability to organize
- B. Enjoyment of visiting in the home of new parents
- C. Willing to read, sign and follow the Child and Youth Protection Policy

1986 - First printed description

Revised - 1994, 2000, 2008, 2015

DECORATIONS COMMITTEE

I. Function

The function of the Decorations Committee is to oversee appropriate decorations of the narthex and the sanctuary of Oak Grove Mennonite Church.

II. Organizational Relationships

- A. Three members are appointed to the Decorations Committee by the Gifts Discernment Committee for a term of three years, one appointed each year.
- B. Responsible to the Worship Commission Director.
- C. The committee chooses its own chairperson

III. Responsibilities

- A. Provide decorations for the communion table.
- B. Make and display banners for special occasions.
- C. Provide seasonal decorations, i.e. Advent, Christmas, Easter, etc.
- D. Oversee the maintenance of bulletin board displays located in the east and west entrances.
- E. Consult trustees before mounting items on the walls and the location for storage of materials.
- F. Organize and store decorations and display materials in an orderly fashion.
- G. Ask others to help as needed
- H. Submit payment vouchers to commission director.
- I. Develop a budget and present to the Worship Commission Director.

IV. Authority

Carry out the above responsibilities.

V. Qualifications

- A. Ability to provide attractive and appropriate decorations/displays for the entrances, narthex and sanctuary.
- B. Ability to be creative

1996 - First job description

Revised - 2000, 2008

CHILDREN'S CHURCH DIRECTOR

I. Job Function

The function of the Children's Church Director is to oversee the Sunday morning children's church program for children ages four through grade one.

II. Organizational Relationships

- A. Children's Church is held each Sunday, September through May, during the second service.
- B. The Director is appointed for one year by the Gifts Discernment Committee and is responsible to the Worship Commission Director.

III. Responsibilities

- A. Choose and order curriculum and supplies
- B. Obtain leaders
- C. Maintain supplies
- D. Establish guidelines for the leaders
- E. Make a schedule of leaders for the year and give to the leaders
- F. Establish an order of worship to be followed each Sunday
- G. Keep record of attendance
- H. Keep contact with leaders
- I. Submit payment vouchers to Worship Commission Director

IV. Authority

Carry out the above responsibilities

V. Qualifications

- A. Regular attender at Oak Grove for at least one year
- B. Interest in children and their spiritual development
- C. Ability to organize and be a leader
- D. Ability to relate well with children and adults
- E. Knowledge of teaching methods that work with children
- F. Willing to read, sign and follow the Child and Youth Protection Policy

2000 - First written job description

Revised - 2002, 2008, 2015