



Policy Location:	GSWM - 1	Created: 7/11/2025
Title:	Worship & Music Team Policy	Revised:
Policy Owner:	Board of Directors; SM - 1 Shared Ministry Governance Policy	
Last Reviewed:		

Policy

Function:

1. The Worship & Music Team focuses on the ritual life of the congregation. Together with the Worship Associates, the team plans for and reviews Sunday Worship services as well as special communal and commemorative rituals and rites of passage. Their primary task is to ensure opportunities for shared experiences that are rooted in story, music, art, and beauty.
2. The Team reflects on ways to engage the entire congregation in rituals and services, including diversity of age, mind, body and soul.
3. The Team explores ways to celebrate multiple perspectives and voices, including planning for guest speakers, musicians, and engagement from members of all ages within the congregation.
4. The Team plans for special annual communal rituals, including Water Communion, All Souls, Winter Solstice, Christmas, Ritual of Change and Growth (New Years), Maypole, and Flower Communion.

Organization:

1. The Worship and Music Program Team is made up of the Minister, two to four members-at-large, a Board liaison, and all ministry and music staff participate as appropriate.
2. Team member roles are:
 - a. **Members-At-Large:** be prepared to participate fully and reflect on best practices that support the mission and vision of the church
 - b. **Board liaison:** reflect on policy and “larger picture” of church life; serve as a communication liaison between the program team and the Board of Directors
 - c. **Staff:** Administer and implement the program area and coordinate subgroups
3. The members-at-large are recommended by church leadership and staff as outlined in the SM – 1 Shared Ministry Governance Policy and approved by the board.
4. Terms of members-at-large are 2 years and are renewable once, unless the Board authorizes an extension.
5. Major decisions on the teams (about goals, program philosophy, policy, etc.) are made by collaborative consensus. When a consensus cannot be reached on a significant matter, a team may either vote for a majority or work with the Board or Minister to find a resolution.
6. Administrative decisions, including coordinating regular operations and any approved spending in support of the Administration program area budget, are managed by staff.
7. Staff and board liaisons are voting members of the team. The Minister and Board President are ex-officio, non-voting members.

Procedure

Meetings and Reports:



MANUAL OF POLICIES, PROCEDURES, & GUIDELINES

1. The Worship Team meets monthly with all Worship Associates, and occasional more specific work is through informal communications or additional team meetings as needed.
 - a. Larger meetings of all Shared Ministry Program Teams will happen at least annually for sharing and planning.
2. Staff and/or an “at-large” team member will coordinate the logistics of meetings as well as communicate pertinent information with other program staff or teams. Typically, an “at-large” member will send out meeting reminders and materials as needed.
 - a. Agendas will be drafted in consultation with staff and team members. Team members will share documentation or note-taking responsibilities.
 - b. Notes from meetings will be shared with the church office for publication on the church website.
3. The Team shall provide a written report to the Congregation at the Annual Meeting.