

### **The basic roles of the Worship Arts Team:**

1. Meet as a team monthly, and as needed. The team will consist of the Minister, Music Director, and several volunteers.
2. Schedule celebrants, coordinators, and speakers
3. Learn about
  - a) UUA worship web and other online resources
  - b) BUF worship calendar
  - c) Books in RE library, BUF library, minister's library, Children's Focus Bibliography
  - d) BUF oos template, celebrant script, and "Best practices for worship Leaders"
4. Be trained for
  - a) Preparing and leading worship services
  - b) Serving as celebrant
  - c) Effective use of microphones as a speaker
  - d) Set up of the sanctuary (milestones, placement of chalice, musicians, décor, pew arrangements....)
  - e) Projection of images, and video with sound
  - f) Basic sound system operation
  - g) Training others in all of the above

### **Other possibilities for a strong team:**

1. Train others to do the things above
2. Assist minister in collecting feedback about successful worship practices, planning any significant changes, and communicating with the congregation about worship matters.
3. Consult with IT/AV, Building stewards, minister, Music Director, DLL and teachers, Administrator, Ushers, Greeters, etc to debrief about how things have gone, and in developing best practices for all of the above.
4. Recruit people to introduce the offertory (testimonials)
5. Consider larger worship-oriented questions such as
  - a) Possibility of two Sunday services
  - b) Norms around potential distractions such as taking photos, recording video (and what's ok to post online), children crying or otherwise disrupting,
  - c) Communicating with congregation about such norms
  - d) Soliciting input and responding to input

### **The work of the Worship Arts Chair includes**

1. Assist minister to create monthly agendas for team meetings
2. Notify team members about meetings and agendas, prepare materials to be sent to team members in advance
3. Communicate to congregation about the role of the Worship Arts team, and encourage volunteerism both on the team itself and for the various one-time tasks above
4. Ensure the team has a leadership succession plan
5. Collaborate as needed with BUF's Ministry Council

**Sunday Service Roles** *Often someone will serve two or more of these roles at the same time.*

**Celebrants:**

1. Ensure that the Sunday service flows according to the order of service by introducing various elements and transitions.
2. May also take on specific speaking or ritual roles.

**Coordinators:**

1. In advance of the service
  - a. Consult with the online worship calendar to plan the order of service, communicate with the speakers, Music Director or musicians, celebrants, DLL, those making announcements or leading any other element within the order of service.
  - b. Ensure that there is someone to help with every element of the service including chalice lighting, children's focus, milestones, etc.
  - c. Ensure that the title and description of the service is provided to the MWU editor one week in advance.
  - d. Ensure that the printed order of service is prepared by 2 pm Friday. If guest speakers are to be paid, the coordinator ensures that they are.
  - e. Ensure that there is someone to help on Sunday with
    - i. Sound system (check with AV team)
    - ii. Projector/visuals
    - iii. Setup
    - iv. Cleanup
2. On the morning of the service, ensure that all necessary materials are in place
  - a. Chalice/candles
  - b. Milestones (candles, bowl, water, stones ... and people to hold mics)
  - c. Working around choir or other major staging issues
  - d. Getting the screen up and down as needed
  - e. Any ritual materials (water communion, flower communion, Christmas eve candles, etc)
  - f. Arrangement of pews (have access to diagrams of standard arrangement, alternative arrangements ... recruit volunteers to arrange and re-arrange pews)
  - g. Scripts
  - h. Sound system/microphones
  - i. Announcements (known in advance, limited as needed, able to handle last-minute requests and say no as needed)
3. On the morning of the service, troubleshoot as needed

**Primary/Guest Speakers:** May perform any or all or none of the above.

**Musicians:** May be paid or unpaid. Scheduled by the Music Director Sept-June...by the Coordinator July-Aug.

**A/V Techs:** Set up and monitor microphones and recording; may assist with visuals.

**Minister:** Performs or delegates all of the above, whether present or not.

[see more details / combine with 2018 version]