

SUNDAY SERVICES MINISTRY TEAM

Proposed July, 2021

The Sunday Services Ministry Team is a Shared Ministry Team as provided under Article **VIII**, Section 2.1 of the UUCP Bylaws.

Purpose:

The Sunday Services Ministry Team is responsible for the planning and presentation of Sunday services in collaboration with the Minister-throughout the church year. This ministry team will work to provide programs that are intellectually stimulating and rigorous, spiritually uplifting, personally applicable, socially enlightening and motivation for positive action.

Members:

The newly-elected President will appoint the Team Lead each year in June. The Team Lead must be a current Member of UUCP. The Team Lead may be requested to attend meetings of the Board in order to present information and make recommendations.

The Team Lead will recruit members of the Team from among the Members and Friends of UUCP and will provide a list of Team members to the Minister, Board liaison, and President. The Minister, Board liaison, and President are non-voting members of this Team.

Meetings:

Meetings will be scheduled, held at least quarterly. Minutes of Team meetings will be provided to Team members, Minister, President, and the Board liaison. Team meetings are open to all Members and Friends, but only Team members may vote.

Responsibilities:

The responsibilities of the Sunday Services Ministry Team include:

1. Solicit creative ideas and suggestions for services from the congregation.
2. Plan and present Sunday services.

3. Provide information on upcoming services to church staff for publication
4. Provide any support requested by the Minister in the planning and presentation services.
5. In cooperation with the Building and Grounds Ministry Team, create an aesthetically pleasing and spiritually satisfying environment for religious services.
6. Provide a strong and varied music program, including both instrumental and choral performance.
 - a. Hiring and scheduling musicians.
 - b. Establishing fair compensation.
 - a. Arranging payment of musician with Treasurer, as needed.
 - b. Schedule tuning of the piano
 - c. Support choir with necessary supplies and leadership
7. Coordinate and Prepare the Order of Service.
8. Prepare an attractive and informative cover for the Order of Service which gives general information about Unitarian Universalism and UUCP.
9. Present inter-generational services frequently through the year and incorporate children and youth in all services, as appropriate.
10. Incorporate UU Service Committee and Social Justice programs on a regular basis such as Guest At Your Table and Share the Plate.
11. Recruit and train service leaders.
12. Provide alternative forms of participation, and viewing of services, such as Zoom, and/or Facebook, etc., when applicable.

Responsibilities common to all ministry teams include:

1. Develop and recommend related policies for adoption by the Board.
2. Communicate openly with the Board liaison regarding team activities and needs.
3. Submit vouchers for payment of team expenditures to the Treasurer.
4. With assistance of Treasurer, maintain appropriate records of expenditures and actions.

5. Create and maintain a Tasks and Procedures entry in the UUCP Policies and Procedures Handbook to facilitate orderly transitions from year to year.
6. Provide information about events to the Communications and Publicity Ministry Team, which will help publicize the event.
7. Annually, when requested, prepare and submit to the Board a written report. This report should summarize team accomplishments and activity, financial records, and suggestions for the incoming committee chairperson.
8. Develop budget requests as required for the church year and/or as required by the Board.
9. Develop and implement processes that continuously improve church operations, health, and finances.

Proposal

Unitarian Universalist Church of Pensacola

Position Description: Church Musician/Music Director

When necessary, the following can be considered skeletal guideline

Purpose of Position: To work in close cooperation with the Minister, the Sunday Services Ministry Team, and/or service leaders to provide music for all Sunday morning and other church-related services, and ensure a well-rounded music program that compliments the spirit and mission of UUCP through musical expression and provides opportunities for congregants to share their musical gifts with others within UUCP.

Terms of Employment: Appointment will be for one year, July 1 through June 30, with opportunity for renewal. Compensation for this position is based on the expectation of a time commitment of about 20 hours per month. After six months of service, one month paid leave per year is provided, based on the regular work month.

Responsibilities:

- Coordinate plans for performance as directed by the Minister or service leader. When requested, assist the Minister, service leader, and/or guest speaker in choosing appropriate music for services. Strive to ensure a variety of music in keeping with the themes of services.

- Prepare music for hymns, prelude, postlude, and/or special music, as service requires.
- Arrive at least 45 minutes prior to beginning of service to prepare instrument(s) and other equipment, attend check-in, and review final plans for service.
- Perform selected music.
- After the service, close and cover piano and secure other musical instruments as needed.
- Recruit musical talent from within and outside the congregation to perform at services and other church-related functions.
- Oversee the maintenance of all musical instruments and equipment.
- Service as ex officio (non-voting) member of the Sunday Services Ministry Team and participate in regular evaluations of service effectiveness.
- Notify a member of the supervising team prior to any absence and make arrangements for a substitute if needed.

Accountability: The Minister and Sunday Services Ministry Team Lead supervise. There will be an annual performance review between May 1 and June 15, focusing on goal-setting and dialogue about program effectiveness, with a team consisting of the Sunday Services Team Lead, the Board liaison to the Sunday Services Team, and the Personnel Team Lead or designee. Members of this team will be available to discuss any performance or other issues.

Knowledge, Skills, and Experience Required:

- Training and experience as a musician
- Enthusiasm and good spirit for music programs
- Excellent interpersonal skills
- Knowledge of or willingness to learn UU Principles and sensitivity to the diverse viewpoints of UU congregations
- Knowledge of musical instruments and the requirements for their maintenance and care