

## **Worship and Ministry Committee Job Description**

Meeting for Worship is at the center of our life as a community. The main purpose of the Worship and Ministry committee is to nurture the Meeting for Worship. When the Meeting community has a strong spiritual life, the spiritual lives of individuals as well as our corporate discernment of God's will are strengthened and blessed.

The Worship and Ministry Committee keeps the Meetings for Worship and Business under review, prayer and care. Committee members note the quality of both vocal and silent ministry during Meeting for Worship.

The committee works to create an environment conducive to a gathered Meeting. We help and encourage Friends and attenders to engage in spiritual study, meditation, prayer, and other ways of preparing themselves to worship.

The Committee also seeks to strengthen lives of individuals in the Meeting by helping individuals discern, ground, and grow into varied gifts for ministry and service. The committee is called to strengthen the Quaker tradition, as well as to be open to continuing revelation. We work to respond to our community's spiritual needs in the circumstances of our times.

As Faith and Practice notes, Worship and Ministry Committee customarily consists of seasoned Friends of varied ages and gifts who are known to be faithful in worship and sensitive to the life of the Spirit. It includes both Friends inclined to speak in the Meeting for Worship and those less inclined to do so... Also according to Faith and Practice, the first responsibility of the committee's members is to deepen their own spiritual lives and their preparation for worship. Committee members' concern for the Meeting throughout the week, the promptness and reverence with which they approach the Meeting for Worship, and their faithfulness to the guidance of the Spirit, are the most effective ways they may deepen the quality of the worship.

Specific functions and activities of the Worship and Ministry Committee include:

- Meeting For Worship
  - Arrange for greeting, closing, and reading of queries in Meeting for Worship
  - Provide support and guidance for spoken ministry
  - Work with the Facilities Committee to provide a setting for Meeting for Worship and to make Meeting for Worship accessible to people with disabilities
  - Work with the Mutual Care Committee to help arrange special worship meetings for those needing concerns held in the light or those unable to attend Meeting for Worship
- Information About Our Meeting
  - Make ourselves available to speak with Friends and attenders on matters of the Spirit and Quaker tradition

- Provide informational pamphlets about Meeting for Worship, Spoken Ministry, Meeting for Business and other topics
- Assure that basic information about our Meeting for Worship, such as time and location, is up to date in Quaker publications and directories
- Respond to inquiries about our Meeting as needed, including voice mail messages left on the Meeting telephone.
- Work With Other Committees
  - Maintain contact with and provide spiritual support for Worship Groups under the Meeting's care
  - Communicate with other committees on matters affecting worship, ministry and spiritual growth
  - Hold at least one joint meeting with Care of the Meeting Committee during the year
  - Provide one committee member to serve on the State of the Meeting report committee
- Spiritual Learning
  - Organize and present educational programs about Quaker history and practices (e.g., Quakerism 101)
  - Organize and encourage other spiritual learning activities (e.g., book discussion groups, book reviews, etc.)
  - Present during the year up to six Third Sunday After-Meeting Programs which are timely and relevant to the current life and needs of the Meeting.
  - Encourage the spiritual context and relevancy of other Third Sunday After-Meeting Programs by providing guidelines, queries, and suggestions useful for all those bringing Third Sunday After-Meeting Programs
- Other Responsibilities
  - Arrange Memorial Meetings
  - Arrange and care for clearness and anchoring(oversight) committees for individuals in the Meeting seeking guidance and support for public ministry.
  - Work with other groups to provide queries for activities such as Retreats, Friendly Sevens, and Third Sunday After-Meeting Programs
  - Support administrative functions of the Meeting: the Clerk of Worship and Ministry Committee serves as a member of the Strawberry Creek Monthly Meeting Corporation Board and shall perform all duties required by the Bylaws of the Corporation (required regular Board Meetings are held annually during Strawberry Creek's May Meeting for Business, and decisions are arrived at by the Board under the guidance of Spirit).

As amended July 6, 2011