

Gilmore Park United Church

POLICY 500M – WORSHIP GROUP¹

Date: MARCH, 2006. Modified:

A. Ministry

The Mission and Ministry of Gilmore Park United Church is defined in Council's Policy 100 as follows. Bold print indicates the sections of the Policy which are particularly applicable to the Worship Group ("WG")

Global Ministry Policy 100 (Our Mission)

Gilmore Park United Church exists so that:

- People at every stage of their lives will experience the transforming love of God as revealed in Jesus Christ and will commit to a life of discipleship

1. "A Life of Discipleship" means:

- a. Daily prayer
 - i. Committed to listening to God, and to discerning God's direction for us as a people
- b. Study of Scripture
- c. **Weekly worship**
 - i. **Worship will be culturally relevant, innovative and meaningful while honoring the traditions of the United Church of Canada.**
 - ii. **Living out the Sabbath will be encouraged.**
- d. Proportional Giving
- e. Service
 - i. Committed to serving others (the hungry, sick, homeless, victimized, marginalized)
 - ii. Committed to working for social justice
 - iii. Committed to world peace
- f. Spiritual Friendships
 - i. Growing in our faith
 - ii. Communicating who we are, as a United Church, to others

2. **The CONGREGATION will be an intentional community centred in God's mission that models the kingdom of God.**

- a. **A diversity of ages, races, sexual orientations, economic conditions, abilities and theological perspectives will be embraced, respected and celebrated**
- b. People's gifts will be discerned, affirmed, encouraged and equipped for a variety of ministries.
- c. People will experience tangible loving care, acceptance and help with living.
- d. The truth will be told in love

¹ Words in capital letters are defined in the GILMORE PARK UNITED CHURCH Governance Document.

B. Theological Premise

All ministry begins and is sustained by God in Christ Jesus, who calls us together as his living body, the church, to do ministry in Christ's name and to share the Gospel (Good News) of new life in Christ with the world.

The Gospel is shared both in word (worship/preaching/teaching, sharing faith with others) and in action (working for peace and justice, acts of charity for the poor and helpless)

God-in-Christ equips the church with every necessary gift for this ministry, through the presence and action of the Holy Spirit in their lives and in the life of the church as a whole.

C. Specific Ministry to be achieved by the Worship Group

The purpose of the WG is:

1. To assist the MINISTER, Music Minister and Minister of Congregational Life in discerning, creating and carrying out worship liturgies for all services except the Sunday pm ("Project 21") service. This includes, but is not limited to:
 - planning for regular and special worship services including intergenerational worship.
 - arranging details related to the sacraments of baptism and communion
 - arranging for Scripture readers, candle-lighters and other participants
 - arranging for pulpit and musician substitutes
 - arranging for supplies for worship such as candles, flowers, communion elements, etc.
 - arranging for services in nursing homes according to the Richmond clergy rotation.
 - ensuring that COUNCIL policies for weddings, baptisms and funerals are followed.
2. To ensure that the worship space enhances the peoples' worship experience and reflects the liturgical traditions of the United Church of Canada and the glory of God.
3. To ensure that the worship space and worship practices uphold COUNCIL Ministry Policies and do not violate Executive Limitation Policies.
4. To be a resource to the congregation on the current theology and practice of liturgy within the United Church of Canada.

- ❑ WG members will therefore be on a continual educational journey about such theology and practices
- ❑ WG members will make themselves available as a resource to members of the congregation asking questions about the liturgy and worship practices.
 - i. complaints about worship or liturgy will be dealt with only formally at WG meetings.
 - ii. in every case, the complaint will be dealt with in terms of COUNCIL and MINISTER's policies.

D. Linkage to MINISTER and COUNCIL

1. The WG is directly accountable to the MINISTER for achieving the provisions of this document's "Ministry Policies" (C, above), and for adhering to provisions of the Executive Limitations policies (as in "E", below).
 - i. The WG will be directed by the MINISTER *only* through written policies which describe the Ministry to be achieved and the Executive Limitations to actions.
 - ii. As long as the WG uses *any reasonable interpretation* of Ministry and Executive Limitations policies, the WG is automatically authorized to establish all further policies, make all decisions, take all actions, establish all practices, appoint all committees or subcommittees, and develop all activities.
 - iii. The MINISTER may change his or her Ministry and Executive Limitation policies, thereby shifting the boundary between the WG and MINISTER domains.
 - iv. The WG may appeal any decision of the MINISTER to COUNCIL (in writing).
 - v. The MINISTER is accountable to the COUNCIL, and must consult with the FINANCE TEAM on all matters pertaining to financial management, disbursement of funds, and budgeting.
 - vi. Lines of accountability and authority are outlined in the attached organizational chart.

E. Executive Limitations

1. The WG shall not cause or allow any practice, activity, decision or organizational circumstance which is either unlawful, imprudent, contrary to the requirements of the Manual of the United Church of Canada, or in violation of commonly accepted business and professional ethics.

2. With respect to the worship space and practices of the CONGREGATION, the WG shall not allow any conditions, procedures or decisions that are:
 - unsafe
 - disrespectful
 - unnecessarily intrusive, or
 - inhospitable
3. The WG shall not fail to provide appropriate confidentiality or privacy
4. The WG will not entertain discussion of matters not pertaining to the work of the WG at its meetings.
5. The WG shall not exceed the congregation's annual budget allotted in the area of worship without written authorization from the Finance Team.
 - a. Requests for funding in excess of the budget will be made to the Finance Team in writing.
6. The WG will not make decisions or take action which rightly belongs to the COUNCIL or MINISTER.
7. The WG shall not interfere with the MINISTER's proclamation of the Word or administration of the Sacraments.
8. The WG will not have authority over members of the MINISTRY TEAM. They are accountable only to the M&P committee for their job description and quality of their work. Any grievances or conflicts shall be dealt with following the congregation's Conflict Resolution Policy (attached).
9. The WG shall not fail to inform the MINISTER in a timely manner if they are at anytime non-compliant with the aforementioned policies.

G. Reporting

- a. The WG will keep clear and detailed minutes of its meetings and submit them, when approved by the Group, to the MINISTER for inclusion in his or her COUNCIL reporting.
 - i. Minutes will normally be given to the Chairperson and MINISTER for review before distributing to the members.
 - ii. Minutes, once approved by the MG, will be made available to the congregation.
- b. The WG will submit to the MINISTER an interesting and informative brief report outlining its various activities and decisions to the congregational newsletter, when requested, and to the Annual Report.

- c. Annually, by December 31st of each year, the WG will submit a report to the MINISTER summarizing *only* its compliance with the policies outlined in this document.

H. Membership

- a. The WG will appoint its own chairperson.
- b. Members are required to complete a Spiritual Gifts Inventory, and go through a Gifts Discernment process with both the MINISTER and their peers. Any person who is satisfied that serving on the WG is the best use of their gifts is free to do so with the following exception:
- c. Voting privileges will be granted to new WG members after they have attended two consecutive meetings.
 - i. absence from two consecutive meetings will result in the loss of voting privileges until two further consecutive meetings are attended.
- d. The MINISTER is a member of the WG, as per the Manual, Section 122.
- e. The Minister of Music and the Minister of Congregational Life shall be ex-officio members of the MG (with full membership privileges).