



## **WORSHIP AND MUSIC**

Assist with the planning of the worship services in conjunction with the Pastor(s) and Music staff. Arrange and make suggestions for the participation of lay leadership in worship as needed. Arrange for pulpit supply, if needed.

## **RESPONSIBILITIES**

- Consult with the pastor and music director on the order and content of all worship services.
- Oversee and assist in the development of the music ministry of the church, encouraging diversity of style and participation by all age levels in the components of its program.
- To oversee the preparation of the elements of communion and ensure that all homebound members are afforded the opportunity for Holy Communion.
- To oversee the scheduling of ushers.
- Plan for special seasons of the Christian year in partnership with the pastor(s).
- to inform the congregation, through worship, of the significance of the liturgical calendar (i.e., Advent, Christmas, Epiphany, Lent, Ash Wednesday, Good Friday, Easter, Pentecost, Ordinary Time).
- Maintain up-to-date wedding and funeral policies that remain fluid with the times.
- Provide proper environment, ushers, and the needs of the families involved in funerals and weddings in accordance with PPC policies.
- Compile a regular roster of acolytes and arrange for their training and supervision.
- Maintain the appearance of all banners and paraments used in worship making sure that the appropriate paraments are in place each Sunday.
- Prepare sanctuary with flowers when appropriate.