

UNITED CHURCH OF CHRIST GREENAWALDS
MUSIC & MUSIC MINISTRY TEAM
WAYS OF WORK 2025 (as of Feb 10)

- I. **Our team consists** of individuals interested in supporting our worship and music programs. The Pastor and Music Director are part of this team.
- II. **Meetings** shall occur at least four (4) times each year to work on our goals.
- III. **The responsibilities of our Team** are:
 - a. Update the altar cloths as the liturgical colors change with the church season.
 - b. Update the altar flowers and banners with seasonal changes
 - c. Oversee the choir program [adult and children]
 - d. Maintain the altar candles (filling and purchasing the oil)
 - e. Make decisions regarding special worship services, such as Christmas Eve, Lenten services, and summer outdoor services. With regards to our regular Sunday morning worship time, changes would be recommended to Leadership Circle first.
 - f. Maintain the Special Music Fund for guest artists
 - g. In coordination with Pastor and Music Director, procure Supply Pastors and Sunday Worship Music Leader in the absence of those staff positions.
 - h. Replace & review pew offering envelopes and pew attendance sheet pads and sharpen or replace pew pencils.
 - i. Regularly check the acolyte candle lighting stick wick
 - j. Decorate for advent the week before the first of Sunday of Am and remove decorations in a manner.
 - k. Oversee and coordinate with the Tech Team
- IV. **There is no set number of people** on the Team. People are free to come and go as their lives allow without the feeling of obligation. They are not elected.
- V. **A record of our Meetings** shall be recorded and available for the congregation. The Coordinator shall also provide a monthly report to Consistory.
- VI. **An Annual Report** shall be made available in writing for publication to be approved by the congregation.
- VII. **Our annual budget is \$3400 for 2025 and its detailed use in our budget.**

VIII. **We make decisions regarding the use of our budget in the follow ways:**

- Anytime something is planned, the team must first determine if it is an **EVENT or a FUNDRAISER**. The difference is that a fundraiser will give 10% of the actual proceeds after expenses are paid to the mission recipient for the current year chosen by the OMG Team. An EVENT does not need to give to the mission recipient.
- A *Free Will Offering* container is placed at all events/fundraisers that do not require tickets.
- Seed money for the event/fundraiser will come from the Team's budget if available, otherwise members may decide to front the expenses and be reimbursed, if possible. For reimbursement, a receipt must be turned into the Ministry Team Coordinator, or designated responsible person for organizational purposes.
- Monies collected at said Event/Fundraiser will be dealt with in the following ways:
- The Ministry Team Coordinator, or designated responsible person from the team, will collect the funds and receipts, keeping an accurate account of income versus expenses.

*****The mission of United Church of Christ Greenawalds is to:**

- *Be a community that sustains continuous change and transformation as we grow in the likeness of Christ and the image of God.*
- *Proclaim the good News of Jesus Christ in word and action through worship, education, study and fellowship.*
- *Continually push ourselves to be open to people of all backgrounds, cultures and ethnicities. Exhibit care, love, understanding and hospitality to everyone.*
- *Establish ourselves as a known presence in the community.*