

Michael Servetus Unitarian Universalist Fellowship
Minutes of the Worship Committee
January 14, 2004

Attendance	1
1. Meeting Begins at 7:00 pm.....	1
2. Successes.....	1
3. Minutes Approved	2
4. Aesthetics.....	2
5. Summer Services	2
6. Celebration of Birthdays.....	2
7. Change for the World.....	2
8. Christmas Eve Services.....	3
9. Tenebrae.....	3
10. Charge/Mission.....	3
11. The Next Big Thing	5
12. February Meeting.....	5
13. Closing.....	5
For Future Agendas.....	5
Appendix A: Celebration of Birthdays	6
Appendix B: Christmas Eve.....	8
Appendix C: Charge to the Worship Committee.....	9

Attendance

Members: Marvin Benson, Kate Rae, Nora Siegfried (Chair), Jack Slingerland (Scribe)
Liaisons: Erica Kelley (Music Committee)
Staff: Mark Gallagher¹ (Minister)

Meeting held in the Library of MSUUF.

1. Meeting Begins at 7:00 pm.

- Check-in.
- Reading of the Process Covenant

2. Successes

- The sub-committee working on the charge for the Worship Committee reached agreement on a final draft.
- The Christmas Eve services went well.
- Change for the World has started (finally!)

¹ Due to a snow storm, the Board of Trustees meeting was delayed a week causing a conflict with the Worship Committee meeting. Mark went to the first hour of the Board meeting, and then joined Worship at 8:00 pm.

3. Minutes Approved

The draft minutes of the Worship Committee meeting of December 10th, 2003, were approved.

4. Aesthetics

Nora will be meeting with Kate Rae and Elizabeth Waters to discuss the possibilities for permanent decorations for the pulpit area and the wall behind.

5. Summer Services

We reviewed what the plan approved in December called for. We were pleased to still be right on schedule.

There was discussion of how much of our speaker budget could be used for the summer session. We concluded that the most we would allocate was \$250 from the 2003-4 budget and \$500 from the 2004-5 budget. This was an upper limit, not a mandate to spend.

The Summer Services subcommittee presented a draft list of possible speakers and possible topics. Feedback and additions were solicited from the full committee.

6. Celebration of Birthdays

Georgia Pinkel, Chair of the Enrichment Committee, has a proposal for how we might better observe the birthdays of Servetans. (See [Appendix A](#))

It was reported that in the Olympia congregation,

- Birthdays are recognized one Sunday a month;
- People are asked to stand (as a group) to be recognized
- Kids are included in the recognition

We discussed, without conclusion, whether or not birthday recognition belonged as part of Joys & Sorrows.

Having reached no conclusions, we tabled the issue to be resurrected at the February meeting.

7. Change for the World

The program started on January 11th. On that initial Sunday we collected over \$42.

Two issues remain to be resolved:

- We don't yet have envelopes for people who wish to contribute more than change;
- Processing the proceeds remains a challenge. Nora reported took over 10 minutes just to drop the proceeds of the first Sunday into the safe.

Nora said she was only reporting because Leslie was not present. She said Leslie is in charge and she (Nora) is only helping out.

8. Christmas Eve Services

The results of the collections were:

- Safe Choice: \$1,406.07
- MLK Elementary School: \$483.35
- McLaughlin Elementary School: \$483.35

There was some discussion of how well we promoted the special offerings. No conclusion was reached.

Nora presented a report from the Christmas Eve subcommittee. (See [Appendix B](#)). The full committee expressed its thanks for the hard work of the Christmas Eve group and congratulations on a job well done.

Mark asked that we consider the candle portion of the Christmas Eve services. Several problems were noted with this year's process:

- There was confusion around lighting the candles. An unexpected "volunteer" joined in and disrupted the planned flow.
- There was some spilling of wax onto chairs and floor.
- People didn't know what to do with their candles when they exited the sanctuary. Some left them in the baskets, some kept theirs, many seemed confused about what was expected of them.

It was pointed out that the "candle rail" used prior to 2002 solved all of these problems.

The Worship Committee was in agreement that this issue was better left to the Christmas Eve subcommittee to work out. The Committee delegates this decision and agrees not to second-guess the subcommittee after they make a decision.

9. Tenebrae

Erica Kelley and Rex Siegfried will co-chair the 2004 Tenebrae planning group.

Christina Dodds has requested to be included on the planning group. Erica will contact her.

10. Charge/Mission

The subcommittee has recommended the following:

Recognizing that primary responsibility for the worship life at MSUUF resides with the Minister, the Board of Trustees charges the Worship Committee to advise and assist the Minister in providing quality worship opportunities for our community.

Without diminishing the primary responsibility of the Minister, the Board calls attention to the long history of successful collaboration between the Minister and the Worship Committee. Some of those efforts include:

- Consultation with the committee on major worship decisions. In particular, revision of the liturgy is a topic in which the Worship Committee has ongoing interest.
- Delegation to the Worship Committee of many support functions
- With Ministerial approval, delegation of responsibility for speakers and programs for the times the Minister is not in the pulpit
- In collaboration with the Minister, the Worship Committee develops special services such as Christmas Eve and Tenebrae.
- In case of the unavailability of the minister, the worship committee handles such matters that arise regarding the worship program, subject to later review by the minister.

Via email, Leslie had suggested deleting the first part of the second paragraph (~~Without diminishing the primary responsibility of the Minister, the Board calls attention to the long history of successful collaboration~~) and inserting **The Board notes that historically this charge has been enacted cooperatively with the Minister. There has been a long history of successful collaboration** This would make the second paragraph read:

The Board notes that historically this charge has been enacted cooperatively with the Minister. There has been a long history of successful collaboration between the Minister and the Worship Committee. Some of those efforts include:

The Committee thought the alteration improved the statement and accepted it. Just to make it official, we had a formal vote. MSP: We endorse the charge, as modified, for recommendation to the Board of Trustees. The final version, as amended, is shown in its entirety in [Appendix C](#).

What remains to be done:

- The Scribe (Jack) will provide the Chair (Nora) with the text of the charge as passed by the Worship Committee.
- Nora will ask for this item to be on the agenda for the Board's February meeting. She will distribute the text to the members of the Board prior to the meeting.
- Nora will present the charge to the Board. She invited those from the subcommittee to attend also. As an *ex officio* member of the Board, Mark will already be there. Jack also agreed to come to the Board meeting.

11. The Next Big Thing

Jack noted that the Worship Committee over the last year had devoted a lot of energy to developing its charge statement. Now that that task was completed, we were freeing energy for some new challenge. What will be the next big thing?

He suggested two possibilities:

- How can the Worship Committee support the congregation's intention to become a full-service church of 400 members?
- How can the Worship Committee assist in implementing the recommendations of the CONTACT report?

Nora expressed a desire to stay focused on issues internal to the Worship Committee. Kate was interested in the Worship Committee visiting some other churches' services to see how they conducted worship.

The group will ponder this issue and re-visit it at the February meeting.

12. February Meeting

- The next meeting is Wednesday, February 11th, 2004, in the MSUUF Library.

13. Closing

- Meeting adjourned

For Future Agendas

- February, 2004: Summer Services [as per plan adopted in November, 2003]
- February, 2004: Consideration of term length and term limits for Worship Committee. [from December, 2003]
- February, 2004: Further consideration of how, during the worship service, we might recognize birthdays [continued from January, 2004]

Appendix A: Celebration of Birthdays

Consideration on Celebration of Birthdays At MSUUF

Originally only children's birthdays were noted in RE and then in the Servetan. When Barbara Stevens approached the Enrichment committee to assist in this celebration - we were willing under the concept of: multigenerational congregational activity.

However, the format that we chose, I felt did not accomplish either celebrating the children's b-days for several reasons:

1. It was scheduled at an inconvenient time and place - between services - in the library presumably to catch everyone when in reality it 'caught' almost no one.
2. It required advanced mailed b-day invitations to the children with no correlating increase in attendance even when they were invited.
3. Birthday Cake at 10am on a Sunday morning didn't seem like a suitable offering.
4. It occurred irregularly - once a quarter - on no set schedule. No way to build anticipation or expectation for increased participation.
5. It always seemed hurried and awkward - time too short to really acknowledge individuals and a quick 'eat & run' atmosphere.

Trying to include the adults in the celebration also didn't really work out either - as we didn't know who's birthday it was. (this information is not collected on our members at any time) And again due to the irregularity of the event and the 'off to the side' location didn't make it visible or available to the whole congregation. Too much to fight on P/R and advance advertising, crowded foyer and limited time free from other pressing obligations of the day.

So, I spoke both to Mark and Barbara on the whole topic and we tossed around several ideas - from gathering everyone's b-day when they join (membership committee) to somehow making the event more visible to the whole congregation without it detracting from the mood of the service.

At first, to include the children in the mix, the recognition would need to be before they left for RE. - might be very awkward here as it doesn't really fit right now - could it be made to fit in?. (Do most children come looking for their parents back in the main building or do most parents go over to RE to pick up their children?) Signage indicating B-Day Sunday?

1. More likely: including it as part of Joys and Concerns and/or recognition of visitors would match the mood more. (Time of sharing without marching up to announce it individually.)
2. How much interaction would one allow - name? age? Nothing said Sheet to sign in on placed near the b-day 'feast'? Time considerations
3. Whether or not to sing the traditional happy b-day or devise an alternative that may be more meaningful?
4. How not to let this get in the way or dominate? - i.e. do every week, vs. do 1st/last Sunday of the month or only quarterly.

5. Provide any b-day food as part of the coffee line or on a separate cart/table? Stickers to go on name badges for individual recognition?

Enrichment could entertain playing a role in this under the new design. Otherwise, I feel that the current method should be dropped for the various reasons stated above relating to inclusiveness, truly inter-generational, and not a waste of time and effort on the part of those attempting to stage.

Georgia Pinkel,
Enrichment Committee

Appendix B: Christmas Eve

Report to Worship Committee re Christmas Eve Services 2003

On December 31 the Planning Team of Mark, Rex and Erica, plus Nora, met for a debriefing session. We discussed the strengths and weaknesses of both Services. Specific logistical and musical “cracks” were noted for filling next time, and ideas floated for aspects such as: a) themes, b) how child-friendly we should make the 1st service, and c) planning structure.

About the Planning Structure: We recommend that the Worship Committee take responsibility for arrangements for Christmas Eve service, including forming the Planning Team and prompting it to begin work in August or September. An excellent planning sheet maintained by Mark (and now with Nora) gives time-lines and specific tasks to be performed, and there are written procedures for most of those tasks. The “Planning Team” has included: 1) Minister, 2) Music Coordinator, and 3) Arrangements Coordinator. (They do not need to be members of the Committee).

We’re planning an insert in the 1/11 O/S to publicly acknowledge the gifts given by helpers and participants in the evening’s events; we’ll also thank attendees for their generosity to the chosen charities with figures (as below here); and we’ll invite anyone who attended a Service to give feedback to Mark, Erica or Rex about their experience and/or to offer ideas for future Christmas Eve Services.

The numbers:

Attendance: 6 pm Service -- 104 adults and children (est. 25-30 children)
9 pm Service -- 80 adults and children (est. 5 children)

Donations: (6 pm) \$471.85 each to MLK and McLoughlin schools (\$943.70 total)
(9 pm) \$1,406 to YWCA Safe Choice
Total: \$2,349.70

Submitted by the Planning Team

Appendix C: Charge to the Worship Committee

Recognizing that primary responsibility for the worship life at MSUUF resides with the Minister, the Board of Trustees charges the Worship Committee to advise and assist the Minister in providing quality worship opportunities for our community.

The Board notes that historically this charge has been enacted cooperatively with the Minister. There has been a long history of successful collaboration between the Minister and the Worship Committee. Some of those efforts include:

- Consultation with the committee on major worship decisions. In particular, revision of the liturgy is a topic in which the Worship Committee has ongoing interest.
- Delegation to the Worship Committee of many support functions
- With Ministerial approval, delegation of responsibility for speakers and programs for the times the Minister is not in the pulpit
- In collaboration with the Minister, the Worship Committee develops special services such as Christmas Eve and Tenebrae.
- In case of the unavailability of the minister, the worship committee handles such matters that arise regarding the worship program, subject to later review by the minister.