



Doylestown Presbyterian Church

Volunteer Job Title: Worship, Music, and Arts Committee Member

Reports To: Mark Strasburg, Committee Moderator

Time Commitment:

- The Worship, Music, and Arts Committee meets on the second Tuesday of the month at 7:00pm, and meetings generally last about an hour.
- In addition to attendance at monthly meetings, committee members have some duties to carry out that are aligned with the mission of the committee.
- Terms of service are typically three years in duration, with new rotations beginning in June of each year. Volunteers who have completed a three-year term of service may begin a new term after at least a one-year hiatus from the committee.

Purpose: The purpose of this role is to support the DPC strategic plan by providing and overseeing various modes of worship of God through Word and sacrament, prayer, reformed teaching, music, and the arts.

Duties: Members of the Worship, Music, and Arts Committee are responsible for the following:

- Prior to each worship service: straightening pew bibles and hymnals, posting hymn numbers, and ensuring candles are filled with fuel
- Considering all weddings and baptisms
- Procuring and preparing the elements for all communion services
- Ensuring that chancel textile colors confirm with seasonal church schedule
- Coordinating with the History Committee and church office on the purchase of wreaths for the doors and graves
- Coordinating with the church office on the purchase of poinsettias for placement in the sanctuary, bridge, and other locations
- Procuring, assembling, and placing of the luminaries for Lessons and Carols and Christmas Eve
- Ensuring the silver communion trays and chalices are kept polished and tarnish-free
- Coordinating and participating in the decorating/un-decorating of the sanctuary for Christmas
- Scheduling worship volunteers (greeters, ushers, lay leaders, and communion servers) with the support of the church office staff

Additional Responsibilities of the Committee Moderator: The Moderator is responsible for leading the committee – fostering the idea sharing, communication, and collaboration needed to achieve the committee’s mission. The Moderator attends all stated and called session meetings, serving as a representative of the committee. The role of Moderator is typically filled by a sitting Elder, but may be filled by a member-at-large under special circumstances. In this case, the Moderator will not attend

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session meetings; instead, the committee will have someone in the group who is on session serve as session-committee liaison.

Requirements and Training:

- We seek committee members with interest in and/or knowledge of one or more of the various elements of and supports for worship services, such as music, ushering, or the audio-visual system.
- No specific training is required to serve on the Worship, Music, and Arts Committee.

To Volunteer: To sign up as a volunteer for this role, [click here](#). If you have questions or wish to learn more about this role, please contact Chris Graham-Rawlings (Member Engagement Coordinator) at chrisr@dtownpc.org.

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