**Worship, Technology and Prayer Ministry Team Charter**

Prepared By: Tim Sauer

Date Approved by Council: December x, 2018

**Purpose of Ministry Team**

## Guided by the Holy Spirit, Worship and Prayer are at the heart of a congregation’s life and the center of an active, growing congregation. Worship is the time the faithful gather to be inspired and renewed for the coming week of witness at home, work, school and community. Our prayer ministry inspires, challenges, teaches and guides all ages to pray without ceasing. Technology enhances the worship experience of the congregation and its communication within the congregation, the community and world. This team is purposed to strengthen and support these vital elements of our church.

**Team Members**

* Tim Sauer Chair
* Jeff Schmidt Council Member
* Cathy Bahls Congregation Member
* Cheryl Witsack Altar Ministry
* Chris Star Music Ministry
* Judy Aune Music Ministry
* Lisa Sauer Congregation Member

**Responsibilities**

**Worship**

* Will assist pastor in planning and developing worship.
* Will assist with visiting pastor’s needs and set-ups.
* Will select and maintain worship books, vestments, paraments and vessels
* Environment and Seasonal Decorating as needed.

**Worship Support**

* Will spearhead the various volunteer opportunities by organizing the recruitment, training and ongoing sign ups of the many volunteers at ASLC.
* Will train and coordinate lay ministries: Assisting ministers, Readers, Communion Assistants, Ushers, Greeters, Altar Ministry, etc.

**Technology**

* Will generate greater general access and use of the technology available at All Saints.
* Will perform training of new technology assistants.
* Will ensure continued operation of equipment by establishing preventive maintenance requirements; maintaining equipment inventories; evaluating new equipment and techniques and purchasing equipment/software as directed by the council.
  + WiFi
  + Website (service recordings)
  + Computers (running Easy Worship, announcements, streaming and reference monitor
  + Sounds System
  + Microphones
  + Software (Easy Worship & other)
  + Video
  + TV’s

**Prayer**

* Will support ongoing efforts to continually engage our congregation in prayer opportunities.

**Ministry Team Meetings**

Meeting Schedule

\* 1st Tuesday of January

\* 1st Tuesday of April

\* 1st Tuesday of August

\* 1st Tuesday of November

**Applicable Budget** - $500.00 annually

**Applicable Bylaw language**

C13.06.01. Define Responsibilities of Congregation Council Committees

a. Each Ministry team will maintain current charters (C4.04.03) for their ministry team including

purpose, scope, responsibilities and frequency of meetings.

b. Perform any other duties as defined by the Congregation Council

C13.06.02. Duties of the Ministry Team Chairpersons

a. Each Ministry Team will have an identified Chairperson.

b. Prepare an annual budget request for their respective ministry team.

c. Prepare an annual report for their respective ministry team.

d. Oversee the direction and work of their ministry team.

e. Present a report of its activities to the Congregation Council at the monthly meetings.

f. Prepare agendas, notes and summary reports as necessary.

g. Perform any other duties as defined by the Congregation Council.

C13.06.03. No ministry teams or organizations within the church shall store church money in external or

personal checking/savings accounts.

C13.06.04. All Ministry Teams (C4.04.02), shall submit an annual report to the church office at least 30 days

prior to the annual meeting.

**Report-ability**

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| Report name | Purpose | Timeline | Submit to |
| Annual Budget Request | To request funds from Mission and Ministry budget for planned activities. | Written requests due March 31st of each year. | Church Council President and Chair of the Finance Ministry Team. |
| Annual Event Report | To provide an annual report of the ministry team regarding planned events and outcomes. | Report is due Dec 31st of each year. | Church Council President |
| Annual Technology Planning | To ensure all equipment is functioning properly and a plan is in place to repair or replace outdated hardware or software. | Annual Technology Plan is due to the church council in September of each year for budget planning purposes. | The Church Council. |
| Agendas, Meeting Notes and Summaries | Planning documents of plans and outcomes for Worship Tech and Prayer activities | As necessary for timely planning and follow up for the 4 planned meetings. | Members of the Ministry Team; Church Council President and Secretary of the Council. |