

Terms of Reference for Worship and Witness Ministry

Mandate

1. Arrange for worship which is built on Holy Scripture, is practiced in the name of Christ and in the body of Christ, is the work of the Holy Spirit, is a dialogue between God and God's gathered people, is participatory, is diaconal, and is both local and universal.
2. Provide opportunities for the congregation to respond to the call to help people in need and to reach out to the local community, Canada and around the world with Christ's love.

Scriptural Basis

John 4: 23 – 24

Yet a time is coming and has now come when the true worshippers will worship the Father in spirit and truth, for they are the kind of worshippers the Father seeks. God is spirit, and his worshippers must worship in spirit and in the truth.

Acts 1:8

But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all of Judea and Samaria, and to the ends of the earth.

Scope/Responsibilities

Worship Responsibilities

1. Ensure the sanctuary reflects the symbolism of our faith and is conducive to worship.
 - a) Arrange for ushers and greeters for regular and special worship services.
 - b) Arrange for flowers and other accessories for regular and special worship services.
 - c) Arrange for the provision and set up of the sacraments for the Table of Communion.

- d) Arrange for well-kept hymn books and facilities to project slides to enhance worship.
 - e) Ensure there is appropriate church music accompaniment and leadership. This includes recommending to session the employment of professing Christians for music director and substitute.
 - f) Participation in the Sunday worship music ministry by any volunteer would be most welcome. Volunteers wishing to serve as worship singing leaders would be appointed at the discretion of the music director and minister.
 - g) The participation of invited musical guests in the Sunday morning worship would be at the discretion of the music director and minister.
2. Assist the minister when required in organizing services of worship. This includes keeping detailed lists of special services for future use.
 3. Research, evaluate and recommend to Session, hours, styles and forms of worship that will promote worship in spirit and truth, respect the mosaic of the Knox church family and protect its unity.
 4. Communicate with other Session ministries to recommend to Session services of worship that will reflect the calling and mission of the Church of the Jesus Christ.
 5. Record attendance at all worship services and record the names of people who have taken communion through the use of communion cards.
 6. Create and put into action process for cancelled services.

Witness (Mission and Outreach) responsibilities:

1. Reach out in friendship to visitors and newcomers, contact and keep in touch with them until they identify with Knox.
2. Research, evaluate and recommend to session opportunities for local and global mission.

3. Research, evaluate and recommend to session opportunities for inviting people in the community to join with the body of Christ at Knox.
4. Prioritize and arrange for congregation to be involved in mission and outreach projects.
5. Promote the regular and special worship services using most effective media.
6. Promote prayer and financial support of the Presbyterian Church in Canada's mission efforts.

Organization/Membership

Minister (ex officio)

Music Director

Up to three elders appointed by session, one of whom is convenor

Friendship convenor

Up to three church members at large

Other committee representatives in attendance at meetings as required for reporting, budgeting and planning calendar

Accountabilities

- The Worship and Witness ministry is a working group of session which presents recommendations to Session for approval.
- Prepare Worship and Witness annual budget with Ministry group
- Sign for and track expenses against budget throughout year.

Reporting

- The convenor will communicate regularly with the minister and other ministry convenors in order to coordinate special services.
- The Worship and Witness ministry will report to the Session regularly through the convenor.
- The convenor will present the ministry plans and budget to Session in November and submit updates as needed.
- The ministry will prepare a Worship and Witness report for the annual report in January.
- The convenor will submit ministry dates for the calendar to Session.