

The Cotteridge Church
Terms of Reference
Worship Planning Working Group

Aims and Objectives

The Worship Planning Working Group reports to the Worship and Pastoral Committee and works on its behalf to oversee the development and delivery of all forms of Worship at The Cotteridge Church, in pursuit of the following objectives:

1. Supporting the Ministerial team, lay preachers and visiting preachers in their preaching role, as required
2. Being aware of and implementing worship guidance from the three denominations
3. Overseeing the Sunday worship plan
4. Supporting the development and delivery of 'alternative' worship forms, including Café Church, Life and Soul and Messy Church as well as online worship support
5. Supporting the development and delivery of regular or periodic bible study or courses, such as Lent Courses, including online access,
6. Acting as a forum to consider feedback and ideas about worship from the congregation, the ministerial team, lay preachers, visitors or other interested parties, and for considering new worship models.

Membership

The Worship Planning Group will consist of a minimum of five (5) members. The Minister will be an *ex officio* member.

The Worship and Pastoral Committee will appoint the Chair, and remaining members to ensure that the minimum number is met, a range of types of worship is represented. A minute secretary will be chosen by the Working Group.

Ordinary members will serve for a period of three years, commencing on the date of their first meeting of the Worship Planning Working Group and cannot serve again for a period of one year after their term has expired, except if approved by the Worship and Pastoral Committee.

Meeting Procedures

Meetings of the Worship Planning Working Group will usually be held every two (2) months, although extraordinary meetings may be held more frequently at the request of the Worship and Pastoral Committee.

A meeting of the Worship Planning Working Group will not be deemed quorate unless a straight majority of members is present. A straight majority is deemed to be fifty one percent of the membership or the nearest whole number of members higher than fifty one percent.

In the case of a tied vote the Chair has a casting vote.

If the Chair is not present at the meeting an extraordinary Chair will be selected by majority vote of the members present.

The Chair is responsible to ensure that:

- The Worship Planning Working Group meets its Terms of Reference.
- An agenda and papers for each meeting of the Worship Planning Working Group is set and distributed at least one week before the date of the meeting.
- Membership periods are monitored.
- A Report is provided to the Worship and Pastoral Committee every two months on the status of the objectives of the Worship Planning Working Group and any decision required from the Worship and Pastoral Committee, ensuring any required decisions are accompanied by a

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description of the need for the decision and any financial impact. The report should be presented in a standard format, agreed by JCC.

The Minute Secretary is responsible to ensure that:

- Minutes are taken of all the Worship Planning Working Group meetings, and then distributed to the Working Group's members.

Finance

The Worship Planning Working Group will not have a budget, any required expenditure will be requested via the Finance, Property and Management Committee.