

WARREN CHAPEL COMMITTEE JOB DESCRIPTION

Purpose: The Warren Chapel Committee, in collaboration with the General Manager, is charged with overseeing the physical structures that are part of the spiritual life of the Assembly. Those structures are Warren Chapel and the Burriss Ministerial Cottage. In addition, the Committee is charged with overseeing and coordinating or advancing the needs of the Sunday ministries and Twilight Prayers programs in collaboration with other appropriate MSSA committees.

Interactions: General Manager, President, committees related to Warren Chapel activities, Platform/Program Superintendent and Assistant, Christian Coordinator, Landscape Committee, Warren Chapel sub-committees: Burriss Ministerial Residence, Sunday School, Altar Guild, Music/Worship.

Responsibilities:

Physical Structures

1. In collaboration with the General Manager and other committees when necessary, oversee the physical maintenance of the Chapel.
 - a. Maintain the completed recent renovation
 - b. Consider arrangement and needs of the storage rooms.
 - c. Oversee the housekeeping and pick up after services.
2. Maintain the upkeep of the Burriss Ministerial Residence and make recommendations for necessary changes or improvements

Sunday Ministry and Twilight Prayers

1. Coordinate with other committees and groups to provide Sunday School programs for adults and children.
2. Check that the audio equipment is satisfactory for twilight prayers and Sunday services.
3. For Sunday services, be responsible for:
 - a. Ringing the bell 15 minutes before the 11:00 Sunday service
 - b. Introducing the minister or the person to introduce the minister
4. When possible, have all caucuses represented on committee so that the special needs of each denomination might be met.
5. Copy liturgy when necessary, both for Sunday and weekly services.
6. Help coordinate musical aspects of services with Platform and General Manager, such as carillon and choirs.

Altar Guild

1. Provide communion elements for services when necessary.
2. Provide care for vestments, cups, chalices, linens, and other items needed for services.
3. Assist with baptisms and funerals during the season

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.