

**Purpose and Responsibilities of the Committee**

- Provide leadership and organization for summer worship (Memorial Day through Labor Day)
- Facilitate other spiritual activities during the year and in the summer, based on the interests of the members (book club, Bible study, conversations with pastors, vesper services, etc.)

**Committee Members and Responsibilities (in 2021)**

Joan Scarpa and Nancy Tkacs, co-chairs

- Arrange for pastor invitations to be sent early in the year (January-February)
- Send confirmation letter to scheduled pastors (April-June)
- Arrange for greeter for pastors and their families, weekly host for worship
- Create and monitor sign-up sheets for ushers, readers, flower providers and choir/singer volunteers
- Work with Greg Graham to schedule piano maintenance and tuning prior to Memorial Day weekend: 610-381-4482, greg@grahampianos.com
- Work with Gary Raish to identify weekly pianists: 570-460-3816, garyraish@hotmail.com
- Work with committee to plan for fellowship time after worship on selected Sundays
- Engage with the committee in decision-making about service types and venues, pandemic policies

Beth Reindl

- Place orders for Celebrates, communion supplies, candles
- Collect data on weekly attendance and offerings
- Coordinates use and cleaning of pastor's apartment

Kristy Knabe, Cass Kwan, Carole Stumpf

- Assist with greeting the pastor
- Assist with worship support (ushers, readers, flowers)
- Host or assist with fellowship time

Clergy Members:

Marcia Bell, Bob Linders

- Preaching
- Advising on religious activities matters

**Regular operational tasks and when they should be done**

Throughout the year:

- Provide Devotions for Board meetings
- File reports in Board meeting drobox
- File year-end report for June Annual Meeting

January, February

- Create the summer worship calendar – dates and pastors

- Work toward a mix of pastors who have been regular preachers and those who are new or who have had few opportunities – welcome member suggestions of their home pastors
- Work with clergy members to extend the invitation, include the details:
  - Use of pastor’s apartment from Friday noon until Thursday noon
  - Receiving a small stipend
  - Preaching on Sunday morning
  - Inviting members to a Monday evening “conversation” about the lectionary readings of the week or other topic of interest

#### April

- Finalize the pastor roster
- Send confirmation emails, request updated biographical information
- Work with Gary Raish to finalize pianists
- Choose hymns for the summer (can use “Sundays and Seasons”)
- Organize generic summer bulletins
- St. Paul’s Doylestown has graciously printed the bulletins

#### May

- Begin to recruit volunteers (opening up, ushers, readers, flowers) for opening weeks (put sign-up sheets in Social Hall and Tea Room to begin to populate these for the summer)
- Plan Memorial Day Fellowship time and recruit helpers
- Provide pastor biographical data to the Communications Committee for dissemination via The Spray, the website, and on the Facebook page

#### June

- Submit Annual Report information
- Complete any missing pastor biographical data
- Communicate plans for special services to Communication Committee for dissemination
- Restock basket of toiletries in pastor’s apartment
- Provide sign-in sheets for pastors in the guest book, remove sheets as they are filled in

#### Throughout the summer

- Check communion supplies, candles
- Sign up committee members to check Social Hall condition, stuff bulletins, transport bulletins and hymn photocopies to beach for pavilion services
- Keep track of signups and be prepared to find substitutes for ushers, readers, flowers
- Coordinate fellowship times and volunteers as needed
- Welcome visiting pastors to apartment, be available in case they have any questions

#### End of summer

- Coordinate accompanist for closing hymn sing and procession to beach
- Provide candles for closing candlelight ceremony
- Check with Beth about the total summer offering – decide on use of 10% of the total to be donated to charity

### **Accomplishments in 2021**

- Summer worship resumed a normal schedule with fewer COVID-19 restrictions
- The new beach pavilion was used for preseason family-friendly worship services on the first three Sundays in June
- On August 27th, when no pianist was available, worship was held at the beach pavilion – Visiting Pastor Lutcher was delighted with the setting

#### **Current projects**

- Planning for special services and vesper services as part of the 100th anniversary celebration
- Coordinating with the Environmental Committee to have a spiritual aspect to environmental activities, for example, a brief reading and prayer at the start of the tree-planting day, ending with a blessing for the trees

#### **Future goals**

- Develop ecumenical worship bulletins and activities to reflect the growing diversity of denominations and faith traditions that characterize the PFLA members
- Continue to recognize the faith-based call to action on climate change and environmental concerns: we honor the creator by caring for the creation
- Increase the variety of spiritual offerings to complement the weekly summer worship services

#### **General update for the members**

- Feedback from members is always welcome – we are interested in learning members' preferences in terms of worship style, location and music
- Anyone is welcome to join the committee to help with planning meaningful worship experiences and other spiritual activities