

Chinese Bible Church of Greater Boston  
Chinese Worship Ministry Charter

CBCGB CM Worship Committee

Approved  
CBCGB Board of Elders  
December 12, 2015

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#### Terms Defined:

- CBCGB = Chinese Bible Church of Greater Boston
- CM = Ministry serving Chinese speaking adults
- EM = Ministry serving English speaking adults
- BoE = Board of Elders
- BoD = Board of Deacons
- MC = Music Committee
- WC = Worship Committee

## **CBCGB Chinese Worship Ministry**

The purpose of this charter is to:

- Define the purpose of the Chinese Worship Ministry
- Define the Chinese Worship Committee Structure
- Describe the scope and responsibilities of the Chinese Worship Ministry

### **1.0 The Purpose of Chinese Worship Ministry?**

Worship is the expression of reverence and adoration for God. In Matthew 4:10, Jesus quoted Deuteronomy 6:13: “Worship the Lord your God, and serve him only.”

In the context of this charter, worship refers to the act of corporate worship involving the entire congregation. The Chinese Worship Ministry’s primary objective is leading the adult Mandarin speaking congregation at CBCGB in worshipping our God.

### **2.0 The Scope of Chinese Worship Ministry**

The Chinese Worship Ministry involves leading the CM congregation in corporate worship at Sunday worship services and other CM-focused occasions such as evangelistic and spiritual revival meetings.

The Pastoral Staff coordinates joint worship services involving both CM and EM. The music ministry coordinator coordinates the Christmas Eve service. The CM Worship Committee plays a supporting role at these activities, but is not the primary responsible body.

The CM Worship Committee and the CM ministry teams are charged with carrying out worship responsibilities.

### **3.0 The CM Worship Committee**

The Board of Elders establishes the CM Worship Committee to be responsible for all CM worship responsibilities.

#### **3.1 Committee Responsibilities**

- Determining the vision and goals of the ministry
- Providing leadership and fulfilling the purpose of the ministry
- Formulating CM worship policies and procedures for BoE approval
- Supporting, providing guidance to, and coordinating among ministry teams

#### **3.2 Committee Composition**

The CM Worship Committee consists of:

1. The CM Pastor
2. A member of the BoE (Worship Elder) in an advisory capacity
3. A member of the BoD (Worship Deacon) as the designated Chairperson
4. Music ministry coordinator

The Committee Chairperson may nominate additional CM worship ministry team leaders as Committee members should such need arise, subject to the approval of the BoE.

### **3.3 Committee Member Term Limits**

There are no term limits in Committee membership.

Worship is a core ministry for the CM Pastor. The Worship Elder and the Worship Deacon are subject to term limits on their respective boards. The music ministry coordinator and worship ministry team leaders are subject to term limits of their respective posts.

### **3.4 Committee Meeting Frequencies and Consensus Decision Making**

The Committee meets once a quarter to discuss and decide on worship related matters. Decisions are made collectively based on consensus. In cases of difference of opinions, the CM pastor shall make the final decision in consultation with the BoE.

## **4.0 CM Worship Ministry Teams**

CM worship ministry responsibilities are executed through ministry teams. The leader of each team is accountable to the WC through the Worship Deacon as the Committee Chair. The WC Chair is responsible for inter-team communication and coordination.

The WC Chair calls worship ministry core team meetings annually for vision development, ministry review, inter-team collaboration, and fellowship time. Core team meeting attendees shall include all WC members and Ministry team leaders.

### **4.1 Sermon Planning and Speaker Scheduling**

The CM Pastor is responsible for CM sermon plan designs and preaching schedule coordination. The Worship Committee does not have direct involvement in this ministry.

### **4.2 Worship Leading**

CM worship uses worship presiders to lead congregational worship. Presiders rotate among themselves on weekly assignments.

The Presider Team meets quarter to coordinate schedules and provide feedback. The Worship Deacon functions as the Presider Team coordinator with scheduling responsibilities.

The presider is responsible for calling the congregation to worship, leading congregational hymns, collecting tithes and offerings, conducting corporate and thanksgiving prayers, and reading scripture verses.

Presiders are evaluated and appointed by the Pastoral Staff based on spiritual maturity, spirit-filled corporate prayers, public speaking skills, and hymn leading skills.

### **4.3 Music**

The music ministry core team is responsible for all music ministry responsibilities through the music ministry coordinator.

The music ministry core team nominates a coordinator among themselves who is then confirmed by the WC. The coordinator serves a two-year term, renewable for an additional term. There are no term limits for core team membership but membership may change as sub-team responsibilities change. The music ministry coordinator is a standing member of the WC.

Main areas of responsibility for the music ministry core team include the church Choir, pianist and organist scheduling for congregational singing, hymn selections, the Worship Team, special summer choirs and Christmas Eve worship, and other evangelical, spiritual revival or outreach events involving music worship.

### **4.4 Ushering**

The Ushering Ministry is responsible for usher duties at worship services, including but not limited to greeting and helping congregants to their seats, distributing printed material, collecting offering bags and feedback cards, and keeping order in the sanctuary.

The WC appoints a Head Usher for a two-year term, renewable by an additional term. Ushering duties are rotated among CM fellowships. The Head Usher schedules the assignment and sends out advance reminders to responsible fellowship coordinators.

The Usher Team, upon request, may assist in other large gatherings such as evangelistic events, retreats and joint worship services.

The WC appoints a Holy Communion Coordinator to coordinate monthly Holy Communion services. Holy Communion servers normally consist of current and former Church Council members and their spouses as well as fellowship coordinators. The HC Coordinator serves a two-year term, renewable by an additional term.

### **4.5 PowerPoint Presentations**

The PowerPoint (PPT) team is responsible for preparing and operating PowerPoint presentations during worship services. A PPT operator receives worship content material, organizes and formats it in PPT slides, and operates the PC that projects the slides.

The WC appoints a PPT Coordinator who manages a rotating schedule among PPT operators, who are volunteers recruited from the CM congregation. The PPT Coordinator serves a two-year term, renewable by an additional term. There are no term limits for PPT operators.

The PPT team, upon request, may assist in other large gatherings such as evangelistic events, retreats and joint worship services.

#### **4.6 Audio-Visual**

The Audio-Visual team is responsible for all installation, setup, and testing of audio-visual equipment and accessories for worship services. Duties include setting up stage microphones and audio monitors, operation of sound mixing board, operation of video camera and PPT projectors, overflow screen setup for camera and PPT, audio-visual recording of sermons for archiving and web posting, among others.

The WC appoints an AV Coordinator who coordinates the team of AV technicians, who are volunteers recruited from the CM congregation. The AV Coordinator serves a two-year term, renewable by an additional term. There are no term limits for AV technicians.

#### **5.0 Revision**

Any revision to this charter must be listed below with a summary of the revision. The Board of Elders must approve the revised charter.

CM Worship Committee Chair Signature

BOE Chair Signature

Date