

**ELIOT INSTITUTE**  
**WORSHIP COORDINATOR**

**SELECTION AND APPOINTMENT:** The Worship Coordinator is selected and appointed by the Dean, and is directly responsible to the Dean.

**QUALIFICATIONS:** The ideal Worship Coordinator is an experienced Eliot camper who has a sense of the traditions and forms of Eliot worship. He/She values worship as an integral part of Eliot, and has experience in planning and presenting Unitarian Universalist worship services in a variety of formats. The candidate should have above-average organizational, communication, and inter-personal skills. He/She should also have the ability to recruit volunteers, and to encourage and assist them in planning and conducting worship at camp.

**GENERAL RESPONSIBILITIES:** The Worship Coordinator is responsible for ensuring that opportunities are provided for campers to enrich their spiritual lives through group worship. Traditionally, worship at Eliot occurs each evening, each morning during the intergenerational ingathering, and on the final morning. The overall objective is quality worship experiences that are carefully planned yet open to spontaneity. Appropriate variety and balance in format, content, formality, and music are desirable, as is the active involvement of campers in the worship experience. It is useful to remember that the Worship Coordinator need not be personally involved in every worship service. To a large extent, the job is one of recruiting, delegating, encouraging, advising, and assisting volunteers. The most effective Coordinator will recruit a number of volunteers who, in turn, will offer campers a variety of worship experiences.

**SPECIFIC RESPONSIBILITIES:**

(Tasks with an asterisk \* should be addressed before coming to camp.)

- \*Discuss with the Dean and Theme Speaker the extent to which the Speaker will be involved in the daily intergenerational ingathering. At times, the Youth Speaker and/or the Children's Program Coordinator might also be invited to participate.

The components of the daily morning intergenerational ingathering (9:00 to 9:20 a.m.) usually include: a call to worship, chalice lighting, participatory music, and a related story or reading (could substitute dance, movement, etc.). Normally an attempt is made to appeal to – and to include – children, youth, and adults in the ingathering activities.

Decisions regarding these components are usually made jointly by the Theme Speaker, the Worship Coordinator, and the Music Coordinator. Ideally, the Speaker provides a story or reading(s) relating to a theme, the Music Director provides related music, and the Worship Coordinator recruits volunteers to do the chalice lighting and the call to worship. If the Adult Program Speaker prefers not to be involved, the Worship Coordinator should assume responsibility for ensuring that relevant stories or readings are included. In this case, the Youth Speaker and/or the Children's Program Coordinator might be invited to participate.

Given their proven value in building community, it is recommended that responsive readings,

familiar music and group singing be included. Repeating specific readings and music as the week progresses also helps strengthen community bonds.

- \*Discuss with the Dean any preferences or guidelines he/she may have regarding EVENING WORSHIP SERVICES (e.g. formats, themes, location, personnel). Evening worship should

occur daily from approximately 8:30 to 9:00 p.m. This time slot has been specified to accommodate parents who wish to have young children in bed before worship, and to avoid conflicts with other organized evening activities which may occur earlier or later. Normally, no other organized activities are scheduled during evening worship.

- \*It is strongly recommended that worship for the **first two evenings be planned prior to coming to camp**, and that it be conducted by people who are experienced in worship services. This will provide effective modeling for new campers who may wish to participate in or coordinate the remaining services.

“Covenant for Eliot” or the Eliot Credo are recommended as a responsive reading for the first worship service.

- \*Check with the Volunteer Operations Coordinator for a list of prospective volunteers for worship. Recruit volunteers before and during camp to plan and conduct the services. Ensure that all worship volunteers are familiar with the fire safety rules. As a rule, only the traditional chalice is used for worship services. The use of candles is strongly discouraged, and must be approved by the Worship Coordinator. If candles are used, a fire extinguisher or water must be at hand.
- \*Recruit a volunteer to prepare the ingathering location each morning and evening with regard to worship materials and aesthetics.
- Check with the Volunteer and Operations Manager (Seabeck camps) or Operations Manager (Naramata camp) regarding the location and contents of the ELIOT WORSHIP KIT. Inventory should include: one or more chalices (one suited to outdoor use); linens; vases; candles; masking tape; etc. Ensure that the worship paraphernalia are secure, but available to all worship service volunteers. Arrange for the replenishing of worship supplies and equipment as required for the current.
- Attend daily staff meetings during the Conference.
- Early in the week check with the Youth Advisor, MAG Director, and Young Adult Coordinator to determine if their group will coordinate or participate in one worship service. If so, ensure they receive assistance from an adult who is experienced in presenting quality services. Traditionally, the youth at Seabeck camps have presented the Friday evening worship service.
- The final Saturday morning ingathering/worship service is held shortly after breakfast. Arrange for the following people to meet with you during camp to plan this service: the Dean, the Adult Program Theme Speaker, the Youth Speaker, the Youth Director, the Children’s Program Director and the Music Director. [Traditionally, Summer camps at Seabeck hold this event at the Cathedral in the Pines; Naramata holds it at the fire circle; Winter ?]
- On the final day, ensure that all worship supplies and equipment belonging to Eliot are accounted for, returned to the Worship Kit, and stored appropriately.
- After the Conference, give the Dean a brief written report, including successes, frustrations, and recommendations for subsequent conferences.

### **SPECIAL OCCASIONS**

AUGUST: Find a volunteer to organize the Peace Ceremony, which usually concludes at the lagoon.

NARMATA: Friday night worship will be a special part of the “Friday Finale”. Work with the Music Coordinator, Friday Finale Coordinator, and volunteers to plan the worship service and integrate it into a satisfying and memorable wind-up event for the camp, which addresses the need for fun and meaningful ritual.

(Revised 2003)

## WORSHIP COORDINATOR

### TIME LINE

#### BEFORE CAMP

- If you are not registered for camp, do so immediately. You will receive a contract and Code of Ethics from the Registrar - sign and return them.
- Discuss with the Dean and Theme Speaker the extent to which the Speaker will be involved in the daily intergenerational ingathering. [**See job description for details**]
- Discuss with the Dean any preferences or guidelines he/she may have regarding EVENING WORSHIP SERVICES (e.g. formats, themes, location, personnel). Evening worship should occur daily from approximately 8:30 to 9:00 p.m. This time slot has been specified to accommodate parents who wish to have young children in bed before worship, and to avoid conflicts with other organized evening activities which may occur earlier or later. Normally, no other organized activities are scheduled during evening worship.
- It is strongly recommended that worship for the **first two evenings be planned prior to coming to camp**, and that is be conducted by people who are experienced in worship services. This will provide effective modeling for new campers who may wish to participate in or coordinate the remaining services. “Covenant for Eliot” or the Eliot Credo are recommended as a responsive reading for the first worship service.
- Recruit some volunteers before camp to plan and conduct the services
- Recruit a volunteer to prepare the ingathering location each morning and evening with regard to worship materials and aesthetics.
- Bring materials to camp - books, songs, readings, etc. that could be used

#### FIRST DAY OF CAMP

- Attend daily staff meetings during the Conference.
- Check with the Volunteer Coordinator (Naramata) or Volunteer and Operations Coordinator (Seabeck) for a list of prospective volunteers for worship. Continue to recruit volunteers during camp to plan and conduct the services. Ensure that all worship volunteers are familiar with the fire safety rules. As a rule, only the traditional chalice is used for worship services. The use of candles is strongly discouraged, and must be approved by the Worship Coordinator. If candles are used, a fire extinguisher or water must be at hand.
- Check with the Volunteer and Operations Manager (Seabeck camps) or Operations Manager (Naramata camp) regarding the location and contents of the ELIOT WORSHIP KIT. Inventory should include: one or more chalices (one suited to outdoor use); linens; vases; candles; masking tape; etc. Ensure that the worship paraphernalia are secure, but available to all worship service volunteers. Arrange for the replenishing of worship supplies and equipment as required.

#### DURING CAMP

- Continue to invite people to volunteer. Encourage those conducting a service to involve campers in lighting the chalice, presenting music (Choir, individuals), presenting a reading,

etc.

- Be available to work with those volunteering to do a service.
- Early in the week check with the Youth Advisor, MAG Director, and Young Adult Coordinator to determine if their group will coordinate or participate in one worship service. If so, ensure they receive assistance from an adult who is experienced in presenting quality services. Traditionally, the youth at Seabeck camps have presented the Friday evening worship service.
- Be aware of “Special Occasions” or services – August camp traditionally holds a “Peace Service” and Naramata has a gala Friday night event. [See job description for further detail]
- The final Saturday morning ingathering/worship service is held shortly after breakfast. Arrange for the following people to meet with you during camp to plan this service: the Dean, the Adult Program Theme Speaker, the Youth Advisor, the Children’s Program Director and the Music Director. [Traditionally, Summer camps at Seabeck hold this event at the Cathedral in the Pines; Naramata holds it at the fire circle; Winter ?]

#### **LAST DAY OF CAMP**

- On the final day, ensure that all worship supplies and equipment belonging to Eliot are accounted for, returned to the Worship Kit, and stored appropriately. Provide the Dean with an updated inventory list.

#### **AFTER CAMP**

- After the Conference, give the Dean a brief written report, including successes, frustrations, and recommendations for subsequent conferences.