

BELIEVE

BELONG

SERVE

Ministry Guide

**Stewardship Opportunities at
Good Shepherd Lutheran Church**

2006

ver 1.0 5/18/06

Merciful Father, we offer with joy and thanksgiving what you have first given us - our selves, our time, and our possessions, signs of your gracious love. Receive them for the sake of him who offered himself for us, Jesus Christ Our Lord. Amen.

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CONGREGATIONAL LIFE: EVANGELISM MINISTRY

MISSION: To build up the body of Christ by strengthening the connectedness between members of GSLC and between GSLC and our larger community.

MEETINGS: Every other month or as needed

RESPONSIBILITIES INCLUDE: Plan, implement, coordinate, and promote activities and ministries designed to connect others to our Christian community.

ACTIVITIES:

INQUIRERS/NEW MEMBERS SESSIONS FACILITATOR

Description: Plan and coordinate orientation programs for potential new members. Recruit shepherds to assist in their assimilation into the congregation.

Responsibilities: Work with the pastors and staff to plan and help conduct each class. Coordinate the weekly support, maintain rosters, send email communications, distribute and collect paperwork.

Time Frame: Three sessions per year (five weeks of classes in each session).

INQUIRERS/NEW MEMBERS SESSIONS - ASSISTANT

Description: Assist facilitators with inquirers/new members program.

Responsibilities: Help set up chairs, make coffee, bring refreshments for classes. Provide assistance as needed: nametags, roster, attendance, distribute materials, collect forms, plan and lead interactives.

Time Frame: Three sessions per year (five weeks of classes in each session).

INQUIRERS/NEW MEMBERS SESSIONS – MATERIALS COORDINATOR

Description: Assist the office staff by compiling materials for the classes. Help sew canvas bags as gifts for the inquirers/new members to use for their materials.

INQUIRERS/NEW MEMBERS SESSIONS – TECHNOLOGY SUPPORT

Description: Assist classes with laptop presentations. Make updates to the “Virtual Tour” program.

SHEPHERD RECRUITER

Description: Using recommendations from the staff, make phone calls to enlist shepherds for each of the new member families. Explain the role of the shepherd and suggest ways to help connect the new members to life at GSLC.

PHOTOGRAPHER

Description: During class #2 of the Inquirers/New Members session, take pictures of each new family. Label each picture and forward to the office staff to publish in the monthly newsletter and in the bulletin on the Sunday that the new members join. Also take photos as needed for publicity, news bulletins, etc *May use personal camera or borrow the church’s digital camera.*

GREETER

Description: Wearing nametags, greet people as they arrive for worship and make them feel welcome.

Responsibilities: Stand at the main entrance 15 minutes prior to worship service or for special event to welcome worshipers and provide helpful information. Encourage everyone to wear their nametags. Be available 10 minutes after worship to answer any visitor questions.

Time Frame: Rotation schedule, usually every eight weeks.

PRESCHOOL OUTREACH

Description: Evangelism liaison to Preschool.

Responsibilities: To provide information about GSLC programs to preschool.

Time Frame: As needed.

SHEPHERD TO NEW MEMBER

Description: Provide care and concern to new members during their transition to active involvement with

congregational life.

Responsibilities: Make early contact with prospective members as assigned, get acquainted, and act as support throughout their assimilation into membership. Attend class #5, and also try to sit with the new members during the worship service when they're welcomed into the church. Make introductions at congregational functions, and periodically call them and/or invite them to share an activity.

Time Frame: Sponsor one member family each year, or more, as available.

WELCOME CENTER HOST/HOESSTESS

Description: Staff Welcome Center in the Narthex after Sunday morning worship services.

Responsibilities: Provide information about GSLC to visitors and prospective members.

Time Frame: Rotation schedule is assigned. Host/Hostess is requested to staff welcome center for about 15 minutes after assigned service.

VISITOR CALLS COORDINATOR

Description: Early in the week receive an emailed list from the office staff of that Sunday's visitors, their phone numbers and addresses. Divide that list by the number of callers for that week, and email the individual assignments to each caller. Callers will demonstrate our hospitality to the visitors, thanking them for worshipping with us and offering information about GSLC or answers to their questions. The Coordinator will help train new callers by sharing the suggested "script" and reminding them to send summaries of their calls to the coordinator, Senior Pastor, and to the staff. (The information that they share about the visitors can help identify needs that we may be able to fill as a congregation or can help encourage people interested in joining GSLC.)

VISITOR CALLERS

Description: Show hospitality to persons visiting Good Shepherd for the first time by phoning those visitors as soon as possible (goal is within the week).

Responsibilities: During their assigned week, callers receive an email from the Call Coordinator with names of visitors to call. The caller is responsible for telephoning the visitors to thank them for worshipping at Good Shepherd and offering to answer questions. Offer information regarding becoming a member if asked. Engage in conversation as desired by the visitor. Afterwards send an email back to the coordinator, Senior Pastor, and the office staff and share any feedback or information about the visitor.

NOTE: If the visitor has not provided a phone number, the caller will send a short handwritten note.

Time Frame: Rotation schedule on an assigned basis, usually one week each month.

OFFER RIDES TO CHURCH

Description: Provide rides for those in need.

Responsibilities: Be available to provide pick up and return home.

Time Frame: As needed.

HELP MAINTAIN NAME TAGS & RACKS

Description: Ensure that all members have name tags. Remind members to wear name tags.

Responsibilities: Replace name tags as needed. Provide name tags for new members.

Time Frame: As needed.

NEW MEMBERS DINNER ASSISTANTS

Description: Assist the Hospitality Ministry with planning the "welcome" luncheon/picnic/dinner.

Responsibilities: Communicate with Hospitality and Family Life Ministry Teams to help with logistics. Line up youth for child care during program. Promote attendance of new members, their shepherds, and new member classes from previous sessions as well. Arrange tables with place cards for the new members and their shepherds. Contribute food and help with set up and cleanup.

Time Frame: Three times a year.

CONGREGATIONAL LIFE: FAMILY LIFE MINISTRY

MISSION: Enhance our love for Christ and each other.

MEETINGS: As needed for event planning.

RESPONSIBILITIES INCLUDE:

1. Celebrate the diversity of families and individuals in the congregation and community.
2. Affirm wholeness and healing among families and individuals in the congregation.
3. Provide activities and events that create a sense of caring and belonging.
4. Sponsor or encourage participation in enrichment programs.
5. Encourage positive congregational family-building activities.

ACTIVITIES:

OWLS "OLDER WISER LUTHERANS" GROUP

Description: A group of "empty nester" adults who come together for Christian Education, fellowship, support, service, and socializing.

Responsibilities: Participate in activities, share ideas.

Time Frame: Monthly.

GOLF OUTING COORDINATOR

Description: A Saturday round of golf, held locally.

Responsibilities: Promote opportunity for Christian fellowship through Newsletter. Organize sign up, plan car pools, etc.

Time Frame: Planned for a Saturday morning in June.

TEAM LEADER FOR MARRIAGE ENRICHMENT

Description: Organize and manage the Marriage Retreat program.

Responsibilities: Secure commitment from facilitator(s). Work with church staff to coordinate calendar. Promote and encourage the participation of the congregation. Engage participation of middle/high school youth to provide on-site child care for participants. Coordinate registrations. Recruit volunteers to assist with evening and morning snacks and Saturday luncheon.

Time Frame: Planning begins in Fall. Event is traditionally held in February.

ATTEND MARRIAGE ENRICHMENT

Description: A Friday evening/Saturday retreat of marriage enrichment and education.

Responsibilities: Affirm the gifts which God has given you and encourage their faithful use to God's glory. Make a commitment to attend the marriage retreat to renew these gifts and yourself. A nominal fee is requested to cover the cost of food and materials; scholarships are available.

Time Frame: Event is traditionally held in February.

YOUNG ADULT GROUP

Description:

Responsibilities:

Time Frame:

ATTEND CHRISTIAN SEXUALITY SEMINAR

Description: Participate in a Saturday seminar offering parents and children tools for discussing sexuality issues in a Christian context.

Responsibilities: Make a commitment to attend the sexuality seminar and interact with your child(ren) and your church family about this topic.

Time Frame: One Saturday - usually scheduled in February.

PARENTS OF TEENS TEAM LEADER

Description: Provide support for parents of adolescents (middle and high school).

Responsibilities: Design a program which can meet the needs of parents for either middle or high school

aged children. Form a planning committee. Encourage parents to participate in this program.

Time-Frame: Ongoing

CRADLE ROLL TEAM LEADER

Description: Providing support for new and expecting parents.

Responsibilities: Design a program which can meet the needs of new and expecting parents. Form a planning committee. Encourage parents to participate in the program.

Time Frame: On-going.

TALENT FOR HIRE FOR CHURCH EVENTS

Description: If you have a talent such as singing, playing a musical instrument, play in a band, etc., and would like to be hired for Church special events, you will be reimbursed for your services.

Responsibilities: Inform Family Life Ministry of your talents. Make a commitment to an event.

Time Frame: Varies.

DINNER FOR EIGHT

Description & Responsibilities: Organize monthly supper club among Good Shepherd members who then meet to eat in homes on a rotating basis.

Time Frame: Advertise, recruit and organize in the summer.

CONGREGATIONAL LIFE: GIVING MINISTRY

MISSION: Educate and renew the congregation in the response to their baptism with the giving of self, time, and possessions-signs of God's gracious Love. Plan and implement the commitment campaigns of funds and volunteer resources.

MEETINGS: Monthly

RESPONSIBILITIES INCLUDE:

1. Plan year-round stewardship education.
2. Plan and coordinate stewardship campaigns which reach every member.
3. Work closely with Finance Committee to determine projected gifts.

ACTIVITIES:

FINANCIAL CAMPAIGN VOLUNTEER

Description: Provide assistance in planning and coordinating the financial Stewardship Campaign to support Good Shepherd's ministry.

Responsibilities: Help plan and organize the fall financial stewardship campaign. Assist in gathering the congregation's financial pledges of support to Good Shepherd's ministry.

Time Frame: Fall, as needed.

TEMPLE TALK UPLIFTER

Description: Educate the congregation during a worship service with a personal message about stewardship of any form.

Responsibilities: A three-minute talk.

Time Frame: As needed.

GIVING EDUCATION COORDINATOR

Description: Plan and coordinate "Giving" education for adults.

Responsibilities: Develop an adult Giving Education plan and work with the education committee to coordinate teaching of classes.

Time Frame: Annual.

CONGREGATIONAL LIFE: HOSPITALITY MINISTRY

MISSION: To provide assistance and/or services in areas of fellowship where food or kitchen services are needed.

MEETINGS: As needed to plan for an event.

ACTIVITIES:

POOLSIDE WORSHIP TEAM LEADER

Description: Co-sponsored with Worship and Music Ministry at a local pool. Families are asked to bring breakfast foods to share; a short worship service is held with swimming to follow.

Responsibilities: Advertise event in Narthex, Newsletter, and bulletin to encourage participation.

Time Frame: Planning begins in May. Event is held in June on the Sunday prior to Lutheridge Trip, usually Father's Day. Lutheridge participants traditionally leave for Lutheridge following the service.

LADIES LUNCHEON VOLUNTEER

Description: A luncheon served to all ladies of the church.

Responsibilities: Participate in planning meetings. Different areas to help include crafts, prepare/serve meals, set up tables, ticket sales, and prepare/serve meals.

Time Frame: Planning meetings begin January/February. Event is held Saturday/Mother's Day Weekend.

LENTEN SOUP VOLUNTEER

Description: A mid-week shared evening meal, followed by worship. Co-sponsored with other ministries.

Responsibilities: When called upon, make soup or sandwiches and bring to Church for designated Wednesday. Assist with set-up and clean-up before and after meal.

Time Frame: As assigned.

CONFIRMATION BANQUET

Description: Shared meal and event to honor our Confirmands and their families.

Responsibilities: Help to set-up, serve, prepare beverages, and assist with clean-up after dinner.

Time Frame: One evening a year.

CRAFT TALENT

Description: Have a particular area of crafting ability such as table decorations, wood working, cross stitching, etc. Interest in helping with craft items needed for breakfasts, luncheons, dinners, and other Church events.

Time Frame: Varies.

EASTER BREAKFAST TEAM LEADER

Description: Sit down breakfast meal on Easter Sunday; two seatings.

Responsibilities: Assemble an ad hoc committee to plan and implement Easter Breakfast. Develop a plan; recruit needed volunteers. Coordinate team, purchase food and supplies (reimbursed). Free will offering will be taken to defray expenses.

Time Frame: Easter morning.

EASTER BREAKFAST VOLUNTEER

Description: Sit down breakfast meal on Easter Sunday; two seatings.

Responsibilities: Help out by setting up tables, preparing food, help re-set tables for second seating; clean-up.

Time Frame: Easter morning.

NEW MEMBER DINNER VOLUNTEER

Description: A covered dish dinner is held in the fellowship hall for each New Member Class.

Responsibilities: Help set up tables, assist as needed with covered dish dinner, clean-up.

Time Frame: Three times each year.

COFFEE FELLOWSHIP VOLUNTEER

Description: Set-up coffee before worship and clean-up coffee pot after the last service.

Responsibilities: 90-cup percolator takes approximately one hour to perk. Collect offerings for coffee fellowship.

Time Frame: Rotation schedule, sign-up to do set-up (7:30 am) or clean-up (12 pm).

PANTRY SUPPLY COORDINATOR

Description: Keep Church pantry adequately stocked with coffee cups, plates, etc. throughout the year (will receive a checklist on what the Church uses).

Responsibilities: Place orders with PYA Monarch on Wednesdays, delivered on Fridays and will need to be put away in a neat fashion.

Time Frame: Check pantry at least once a month for what may need to be ordered. Need to be available sometime (am or pm) on Fridays to accept the order and put away.

CONGREGATIONAL LIFE: MARTHA MINISTRY

MISSION: Martha Ministry was formed to supplement existing informal helping networks within the church community. Martha, the ministry's namesake is the sister of Mary and Lazarus. In every Biblical reference, she is doing something practical (Luke 10:40 a, John 11:20, 28, 29; 12:2 a). Likewise, Martha Ministry was founded to be an active and confidential aid within our church family. Members may need assistance for reasons ranging from illness to the birth of twins. Whatever the reason, Martha Ministry provides needed services.

MEETINGS: As needed.

ACTIVITIES:

MARTHA MINISTRY OVERALL COORDINATOR

Description: Responsible for taking calls to aid those people who may be in need, determine the extent of need, and assign the family to either a Family or Service Coordinator. Liaison between Martha Ministry and Pastors/staff. Hold quarterly meetings and record number of services provided per month.

Time Frame: Varies, however, usually not more than once or twice a week.

FAMILY COORDINATOR

Description: If a family has a variety of needs or needs help for an extended period of time, a family coordinator is matched with the family. The Family Coordinator coordinates the various needs and communicates with appropriate service coordinators. Attend quarterly meetings.

Time Frame: Varies, usually not more than 2-3 times a year.

SERVICE COORDINATOR

Description: This person manages one of the identified services and matches volunteers who have offered help with the person or family in need. Current services offered include: meals, transportation, grocery shopping, child care, yard work, caregiver "time out," greeting card ministry, and special needs. Attend quarterly meeting, turn in monthly logs of number of services rendered.

Time Frame: Varies, depending on service. Meals at least once a month, to other services 3-4 times per year.

SERVICE VOLUNTEER

Description: This person actually provides the service to the family in need. The service coordinator will call with a request and if unable to help at that time, the volunteer may decline to help. These services are provided in confidence. The volunteer might not know why service is being offered or in some cases who they are providing services to. Jesus taught his followers to render private service. (Matthew 6:2-4). Current services offered include: meals, transportation, grocery shopping, child care, caregiver "time out," greeting card ministry, and special needs

Time Frame: 2 or 3 times per year, although some have chosen to help more often.

CONGREGATIONAL LIFE: MUTUAL MINISTRY

MISSION: To enhance our love for Christ and each other by addressing concerns brought forth by the congregation, pastors, or staff. The goals of this mission are best expressed by:

1 Thessalonians 5:12-18

'But we appeal to you, brothers and sisters, to respect those who labor among you and have charge of you and the Lord and admonish you, esteem them very highly in love because of their work. Be at peace among yourselves. And we urge you, beloved, to admonish the idlers, encourage the faint-hearted, help the weak, be patient with all of them. See that none of you repays evil for evil, but always seek to do good to one another and to all. Rejoice always, pray without ceasing, give thanks in all circumstances; for this is the will of God in Christ Jesus for you.'

Mutual Ministry Team members are recommended by a pastor and approved by Council to serve staggered, two-year terms.

MEETINGS: Quarterly / 1 hour each

RESPONSIBILITIES INCLUDE:

1. Serve as a personal and confidential support group to church staff.
2. Serve as an open communication channel within the church.
3. Serve as agents of reconciliation in time of conflict within the congregation.
4. Work with Council to determine areas in which the congregation's written opinions should be garnered.
5. Provide the congregation with an annual opportunity to thank the staff through organized annual gifts.
6. Provide other means of support; for staff, such as an annual luncheon and recognition of significant employment anniversaries.

CONGREGATIONAL LIFE: STEPHEN MINISTRY

MISSION: Enhance our love for Christ and each other by providing Christian care-giving and crisis intervention to persons in need.

MEETINGS: Tuesday, 7-9 pm - Training; Tuesday, 7:30-9 pm - Supervision

RESPONSIBILITIES INCLUDE: The Stephen Ministry Program is a caring, non-judgmental and confidential one-to-one relationship between a trained volunteer and a person experiencing a difficult time or transition in their life. Stephen Ministers complete a six-month course covering Christian care-giving and crisis intervention. In addition, they are committed to providing a listening and supportive environment to those in need of care. If you would like more information on this ministry program, please call Deb Wilkins at 844-1323 or contact one of the pastors.

Time Frame: Two-year commitment.

ACTIVITIES:

STEPHEN MINISTER TRAINEE

Description: 50 Hours of class training covering Christian care giving and crisis intervention.

Responsibilities: Participate in training and supervision.

Time Frame: Two-year commitment.

STEPHEN LEADER

Description: One-week intensive leadership training to administer the Stephen Minister Program.

Responsibilities: Attend training and administer program.

Time Frame: Two-year commitment.

INTERESTED IN STEPHEN MINISTRY

Description: Anyone interested in receiving more information on Stephen Ministry will be contacted.

FAITH FORMATION: CHILDREN'S MINISTRY

MISSION: to help the children of Good Shepherd to **BELIEVE** in God and in themselves, to **BELONG** by becoming active members of our Church community, and to **SERVE** by teaching them ways to serve the Church and the greater community.

MEETINGS: As needed.

ACTIVITIES:

CONGREGATIONAL PICNIC/EASTER EGG HUNT COORINATOR

Description: The Congregational Picnic and Easter Egg Hunt are a combined event at a local park. The whole family is invited to share in great food, fellowship and fun. Families bring their own meat to grill or a main dish and a side dish to share. An Easter Egg Hunt and other activities are held for the children.

Responsibilities: Determine date and place, advertise, request candy to be donated by congregation to stuff Easter Eggs, games Scripture discover, service project.

Time Frame: Held on a Saturday close to Easter. The job is a short-term commitment - about 2 months.

SUMMERFEST COORDINATOR

Description: A musical drama production which incorporates Scripture for rising 1st - 5th grade children.

Responsibilities: A variety of areas for involvement, including music director, drama director, set & costume director, lighting technician, sound technician, equipment technician, script coach, publicity, and recruitment.

Time Frame: Production held during summer. Rehearsals held during the week with performance on Sunday during two services. Long-term commitment of about 6 months.

HARVEST FESTIVAL COORDINATOR

Description: The Harvest Festival is a seasonal gathering for family and children held on church grounds. Activities include games, crafts, food and service project.

Responsibilities: Determine date, food, crafts, games, Scripture discovery, service project and decorations. Advertise festival and recruit adults and youth to help.

Time Frame: Held on a Saturday in early Fall. Short-term commitment - about 2 months.

PARENT'S NIGHT OUT COORDINATOR

Description: A special evening planned for children age 6 months to 5th grade at the church. Parents drop their children off and enjoy an evening out alone. Children will be supervised by adults and high school and middle school youth. The children are divided into age appropriate groups. Each group will have planned activities and eat dinner (provided by parents.)

Responsibilities: Determine date and schedule rooms. Advertise, take reservations, recruit adult and youth volunteers, and plan activities for evening.

Time Frame: Objective is to hold 1 every 3 months. One year commitment.

CHRISTMAS COORDINATOR

Description: Many different events can occur at Christmas, e.g., Christmas Pageant with reception following, Christmas Gathering (luncheon or dinner), Craft Day, and/or Caroling. The committee decides on what events will be done.

Responsibilities: Carrying out whatever Christmas events the committee decides on. Determine dates, advertise.

Time Frame: During Christmas season. Commitment of 2-3 months.

CHRISTMAS PROGRAM DIRECTOR

Description & Responsibilities: Coordinate a Children's Program for children ages two through 5th grade.

Time Frame: 5 hours per week for three weeks in December.

CHRISTMAS PROGRAM MUSIC COORDINATOR

Description & Responsibilities: Teach children the songs for the Christmas Program.

Time Frame: 5 hours per week for three weeks in December.

CHRISTMAS PROGRAM ASSISTANT

Description & Responsibilities: Help director with costumes, program bulletins, publicity, and reception.

Time Frame: 2-5 hours per week for three weeks in December.

ONGOING CHILDREN'S MINISTRY SUPPORT

Description: Provide ongoing support to Children's Ministry Team.

Responsibilities: Food, baking, child entertainment and crafts.

Time Frame: As needed. Very short time commitment.

CHILDREN'S MINISTRY TEAM MEMBER

Description: Participate in overseeing the ministry for, with, and by children grade 5 and under.

Responsibilities: Support ministry team leaders with help for specific programming needs; recruit adults to serve as coordinators and advisors for all ministry teams; work with other communities whose programming intersects with children.

Time Frame: Monthly meetings.

FAITH FORMATION: CHRISTIAN EDUCATION MINISTRY

MISSION: Plan, coordinate, evaluate, and promote Christian Education at Good Shepherd to enhance our love for Christ and each other.

MEETINGS: Monthly

RESPONSIBILITIES INCLUDE:

1. Insure our congregation provides Sunday Morning Education (SME), Vacation Bible School (VBS) and other appropriate learning environments.
2. Recruit, train and equip educational leaders.
3. Select curriculum reflecting our Lutheran theology and heritage.
4. Develop task groups, as needed, to set up adult, intergenerational educational activities.
5. Support staff in implementing a confirmation ministry.
6. Publicize all education ministries.
7. Coordinate with other ministry teams sharing common mission.

ACTIVITIES:

SUNDAY MORNING EDUCATION SUPERINTENDENT

Description: Organize and manage the Sunday School program.

Responsibilities: Secure Sunday School teachers and substitutes. Collect offering and keep on-going records of attendance. Oversee set-up classrooms each Sunday; review classrooms at the end of Sunday school to ensure appropriate use of facility. Notify Property Committee of any facility needs. Turn off lights and lock classrooms upon completion.

Time Frame: Approximately two hours each Sunday (30 minutes pre- and post-Sunday School; September-May).

CHILDREN'S SUNDAY MORNING EDUCATION TEACHER (2 YEARS OLD – 8TH GRADE)

Description: Engage children on their faith formation journey by presenting a meaningful education program.

Responsibilities: Lead students in Christian education and their faith formation. Curriculum will be provided. Provide appropriate lesson planning time. Use age-appropriate materials to engage learners in lessons and activities. Arrive at least 15 minutes prior to the start of Sunday School for set up and to welcome each student.

Time Frame: Weekly; September-May.

CHILDREN'S SUNDAY MORNING EDUCATION TEACHER (2 YR OLD – 8TH GRADE)

Description: Engage children on their faith formation journey by presenting a meaningful education program.

Responsibilities: Lead students in Christian education and their faith formation. Curriculum will be provided. Provide appropriate lesson planning time. Use age-appropriate materials to engage learners in lessons and activities. Arrive at least 15 minutes prior to the start of Sunday School for set up and to welcome each student.

Time Frame: Weekly; September-May.

CHILDREN'S SUNDAY MORNING EDUCATION TEACHER'S ASSISTANT (2 YR OLDS- 8TH GRADE)

Description: Engage children on their faith formation journey by presenting a meaningful education program.

Responsibilities: Assist Teacher in leading students in Christian education. May rotate teaching responsibilities. Model appropriate behavior and encourage children to positively participate in the activities of the class. Promote volunteer participation in the classroom. Arrive at least 15 minutes prior to the start of Sunday School for set up and to welcome each student.

Time Frame: Weekly; September-May.

HIGH SCHOOL MORNING EDUCATION TEACHER/LEADER

Description: Connecting with older youth through leading and facilitating discussion.

Responsibilities: We are looking for people that would be willing to help facilitate and lead discussion for our youth as well as become support networks for them as they navigate their way through high school and begin the transition to college. In the past the class has used the ELCA's weekly lectionary resource, *Faith Lens* as a resource for discussion and study. Typical classes begin with a fifteen minute window for youth to socialize, followed with a study of the day's lessons, and discussion questions from *Faith Lens*. Adults that can be Available, Authentic, and Affirming are a must!!!

Time Frame: Weekly; September-May.

ADULT EDUCATION TEACHER/LEADER

Description: Provide a stimulating environment for the highest quality Christian adult education program. This person needs to convene a series as either a host or leader. Additionally, they should be available during Sunday Morning Education to greet guest speakers, ensure there are enough chairs set up and respond to last minute needs from class leaders. Prior to classes this person must arrange for any special equipment to be in place (VCR, dry-erase board, overhead projector).

Responsibilities: Prepare to teach material that is already provided, or by your own design, for one seminar session.

Time Frame: Between 1-6 weeks.

WHITTECAR CLASS SUNDAY MORNING EDUCATION TEACHER

Description: Provide a stimulating environment for the highest quality Christian education program to special needs adults who live in the Whittecar Group Home.

Responsibilities: Lead adult students in Christian education. Work with Sunday School Superintendent and/or Christian Education Committee to determine curriculum. Provide appropriate lesson planning time. Use developmentally appropriate materials to make lessons clear and interesting.

Time Frame: Weekly; September-May.

SUNDAY MORNING EDUCATION SUBSTITUTE TEACHER

Description: Engage children on their faith formation journey by presenting a meaningful education program.

Responsibilities: Provide support to Sunday School Teachers who are unable to teach on a given Sunday.

Time Frame: Periodic.

EARLY RISING MEN

Description: Men of Good Shepherd provide Christian fellowship through weekly early morning meetings.

Responsibilities: The group discusses a variety of topics including bible study and current events.

Time Frame: Each Tuesday morning at 6:45 am.

TUESDAY MORNING BIBLE STUDY

Description: A 15 week series on a Book of the Bible.

Responsibilities: Participants will commit to coming prepared for each session.

Time Frame: Tuesday mornings, 9:30 am; starting in the fall of 2006.

THURSDAY MORNING BOOK STUDY

Description: Small group discussion on a book selected by the group. Book topics vary.

Responsibilities: Participant should read the selected book and be prepared to participate in the discussion.

Time Frame: Follows school calendar; meets Thursdays, 10-11:30 am, for three weeks and then off for three weeks.

VIA DE CRISTO GUEST

Description: Via de Cristo means "Way of Christ." It is a short course in Christianity available for men and women who would like a time of renewal and enrichment of one's faith, as well as building community in sharing of God's grace. Partial scholarships are available.

Responsibilities: During the weekend, each guest or participant will have the opportunity for worship, prayer, and singing. Fourteen talks will be given during the weekend and there will be time for discussion and fellowship.

Time Frame: Three-day commitment, Thursday evening through Sunday evening.

FAITH FORMATION: YOUTH MINISTRY

MISSION: To develop a ministry by, with, and for youth (K-12) that represents all the ways in which youth intersect with the life of the congregation.

MEETINGS: Monthly

RESPONSIBILITIES:

1. Oversee all youth ministry teams in the cooperative youth ministry model that have direct supervision by this committee (Bible Study, Drama, TEC, Fellowship, Recreation, Leadership, Servant).
2. Recruit and train adult leadership for all youth ministry teams.
3. Work cooperatively with other committees whose ministry goals require youth involvement.

ACTIVITIES:

SHEPHERDS QUAKE ASSISTANT

Description: Assist Youth Director with coordination of this drama group for youth in grades 6-12.

Responsibilities: A variety of areas for involvement, including lighting technician, sound technician, costuming, set development, equipment technician, script coach, communications, and publicity.

Time Frame: Weekly rehearsals on Wednesdays from 7:30 to 8:30 pm (Sept-April).

ADULT TEENS ENCOUNTER CHRIST (TEC) PARTICIPANT

Description: Attend one three-day "Teens Encounter Christ" spiritual growth retreat.

Responsibilities: Provide transportation for our youth participants as well as fully participate in the adult section of the retreat - a very uplifting and enriching weekend.

Time Frame: Retreats are only offered on Labor Day Weekend (September) or Martin Luther King, Jr. Weekend (January).

SENIOR YOUTH FELLOWSHIP (SYF) COUNSELOR

Description: Work with youth and other adults in carrying out a schedule of weekly activities for youth in grades 9-12.

Responsibilities: Should enjoy working with high school youth and have a willingness to engage youth as both friend and mentor. Attend a monthly counselor meeting to update progress on scheduled events. Attend 2-3 Sunday evening programs as scheduled at the counselor meeting. Participate in as many special events as retreats, service projects, and any other youth-related function as possible.

Time Frame: Group meets every Sunday, plus special events and retreats. Counselors do not have to attend all meetings; can coordinate with other adults to ensure adequate supervision.

MIDDLE SCHOOL YOUTH FELLOWSHIP (MYF) COUNSELOR

Description: Work with youth and other adults in carrying out a schedule of weekly activities for youth in grades 6-8.

Responsibilities: Should enjoy working with middle school youth and have a willingness to engage youth as both friend and mentor. Attend a monthly counselor meeting. Attend 2-3 Sunday evening programs as scheduled at the counselor meeting. Participate in as many special events as retreats, service projects, and any other youth-related function as possible.

Time Frame: Group meets every Sunday, plus special events and retreats. Counselors do not have to attend all meetings; can coordinate with other adults to ensure adequate supervision.

GOOD SPORTS CLINIC ASSISTANT

Description: Work with Youth Ministry Committee to organize and lead a variety of recreational events.

Responsibilities: Help youth and children learn basic skills related to a specific sport while simultaneously learning good sportsmanship. Clinics vary in age level depending on the sport being taught.

Time Frame: Clinics vary in length from 4-8 weeks. Volunteer for one or more clinics.

ASSIST IN TRANSPORTATION

Description: Assist in transporting youth to activities, encouraging involvement in youth ministry programming.

Responsibilities: Be available for car pools. Need a current NC driver's license and adequate current automobile insurance to protect occupants.

Time Frame: Rotation schedule as needed.

SPECIAL EVENTS CHAPERONE

Description: Attend special events to provide additional transportation and supervision.

Responsibilities: Transportation and adult supervision at special retreats and activities (i.e., ski trip, Lutherock retreats, beach retreats, Emerald Pointe/Kings Dominion, LYNC gatherings, Region 9 gathering, national gatherings).

Time Frame: As needed.

SERVANT TEAM LEADER

Description: Assist with Middle School and Senior High servant events.

Responsibilities: Work with a team of youth and adults to conduct one-day servant events. Serve as teacher/leader to enable youth to truly experience servanthood.

Time Frame: As needed.

LITURGICAL LIFE: WORSHIP & MUSIC MINISTRY

MISSION: Enhance our love for Christ and each other through worship and music.

MEETINGS: 1ST Sunday evening in month.

RESPONSIBILITIES:

1. Plan/coordinate worship services to actively engage worshipers in hearing God's word.
2. Recruit and provide training for assisting ministers, acolytes, ushers, altar guild members, choirs, and accompanists.
3. Purchase and maintain parish instruments and worship supplies.
4. Serve on a subcommittee in the area of worship, music, or support group.
5. Coordinate memorial giving.

ACTIVITIES:

ASSISTING MINISTER

Description: Assist pastor in facilitating worship service. Lead the people's prayer, greeting and kyrie. Offer prayers of the church. Assist minister with communion and offering.

Responsibilities: Meet with a pastor to determine special needs of worship service.

Time Frame: Periodic. Sign-up. (2-3 hours)

EPIPHANY FAITH SHARING

Description: Serve as lay preacher at a service during Epiphany.

Responsibilities: Meet with a pastor to determine special needs of worship services.

Time Frame: One service. (2-3 hours)

BAPTISMAL CERTIFICATES (CROSS STITCHING)

Description: As a unique and special remembrance of baptism, cross stitch the child's name and baptismal date on a small banner (suitable for framing).

Responsibilities: Receive schedule of baptisms each month. Roll completed certificate and tie with ribbon; give to church secretary the week prior to the baptism.

Time Frame: Rotation schedule, usually two months each year.

SANCTUARY CHOIR

Description: Provide vocal leadership and support for worship/congregation.

Responsibilities: Attend rehearsal each Wednesday 7 pm - 8:30 pm and attend a rehearsal before worship service on Sunday. Be available for special services and festivals.

Time Frame: Weekly, September 1 - June 1 (3 hours/week)

INSTRUMENTALIST (SOLO OR ENSEMBLE)

Description: Provide accompaniment for regular or special worship services or events by playing a musical instrument as approved by the Director of Music Ministries (DMM).

Responsibilities: Learn the necessary music or be able to perform individual pieces as solos, hymn accompaniment, or other as determined by the DMM.

Time Frame: Periodic (2 hours)

SOLOIST

Description: Provide solo/duet for regular or special worship or events in consultation with the DMM.

Responsibilities: Learn the necessary music or be able to perform individual pieces during worship.

Time Frame: Periodic (2 hours)

INSTRUMENTALIST FOR SHEPHERD SONG GROUP

Description: Provide musical accompaniment for worship.

Responsibilities: Learn the necessary music and be able to accompany/perform on a regular basis.

Time Frame: Weekly. (2 hours/week)

SHEPHERD SONG

Description: Provide vocal/instrumental support for worship.

Responsibilities: Learn the necessary music and be able to accompany at two or three services per month.

Time Frame: Ad hoc or year-round. (2 hours/week)

BELLSONG

Description: To attend practice and participate in providing handbell music for special occasions/services.

Time Frame: Periodic. (2 hours/performance)

ALTAR GUILD

Description: Prepare the altar each week, maintain altar linens, prepare for communion, clean up after communion, and distribute flowers after service. Prepare for special services including Christmas, Holy Week, and mid-week during Advent and Lent. Check/follow through on extra worship needs (ex. candles, crosses, flowers, arrange poinsettias/Lilies, etc.)

Responsibilities: Ensure the sanctuary is ready for weekly worship services.

Time Frame: Rotation schedule, usually every six weeks. (1-2 hours/assigned service)

SERVE IN NURSERY

Description: Provide safe and comfortable care for infants and toddlers during worship, Sunday School, or special events.

Responsibilities: Direct supervision of children placed in nursery. Watch over play, comfort, give bottle or snack, change diapers as needed, and enjoy the children.

Time Frame: Co-op schedule with parents and teenagers, usually every eight weeks. (1 hour)

USHER

Description: An important part of the welcome process to the worship service, ushers assist with seating and help to set the reverent mood.

Responsibilities: Locate available seating for worshipers, distribute church bulletins, collect the offering, and direct the congregation to the altar during communion.

Time Frame: Rotation schedule, usually every eight weeks. (1 hour)

ADULT CRUCIFER (9:45 AM) / YOUTH CRUCIFER (8:15 & 11:15 AM) – 5th GRADE & UP

Description: Lead the congregation into worship by carrying the cross.

Responsibilities: The Crucifer leads the worship service by carrying the cross to and from the altar.

Time Frame: Rotation schedule, usually every six weeks. (1 hour)

ADULT ACOLYTE (9:45 AM); YOUTH ACOLYTE (8:15 & 11:15 AM) - 5TH GRADE & UP

Description: Light the altar candles before the service starts and extinguish them at the conclusion of worship service.

Responsibilities: During the prelude to worship, light altar candles. Following the exit of the Crucifer and pastors, extinguish altar candles. The acolyte also presents and receives offering baskets to ushers for collection.

Time Frame: Rotation schedule, usually every six weeks. (1 hour)

READER

Description: Read the lessons aloud to the congregation during the worship service.

Responsibilities: Receive the lessons for the worship several days before the service to insure adequate time to prepare the readings. At the designated time, read the lessons.

Time Frame: Rotation schedule, usually every eight weeks. (1 hour)

DIRECTOR'S ACCOMPANIST (SHEPHERD CHOIR)

Description: Play as an accompanist for the Shepherd Choir.

Responsibilities: Learn the necessary music. Work with the choir director.

Time Frame: Weekly, September - June (3 hours/week)

DIRECTOR OF CHERUB CHOIR

Description: Provide leadership for young children's choir.

Time Frame: Week, September - June

ACCOMPANIST FOR CHERUB CHOIR

Description: Serve as piano accompanist or other instrument for Cherub Choir.

Time Frame: Weekly, September 1 - June

DIRECTOR SHEPHERD CHOIR (GRADES 1-5)

Description: Provide leadership for children's choir.

Responsibilities: Needs to have musical abilities, knowledge of childhood development, skill at teaching sacred music to children, able to read music and possibly accompanying skills. This Choir will meet weekly for 45 minutes on Wednesday evenings and will prepare music to be presented once or twice a month at a Sunday worship. The DMM is available to help with music selections and in any capacity.

Time Frame: September - June, weekly on Wednesday evenings. (4 hours/week)

DIRECTOR'S ACCOMPANIST (SHEPHERD CHOIR)

Description: Play as an accompanist for the Shepherd Choir.

Responsibilities: Learn the necessary music. Work with the choir director.

Time Frame: Weekly, September - June (3 hours/week)

DIRECTOR FOR HEARTSONG (GRADES 6-12)

Description: Provide leadership for youth choir.

Responsibilities: Needs to have musical abilities that require reading music, conducting skill, knowledge of developing voice, understands youth and musical needs, possesses enthusiasm, and possibly accompanying skills. This Choir will meet weekly for 45 minutes on Wednesday evenings and will prepare music to be presented once or twice a month at Sunday worship. The DMM is available to help with music selections and in any capacity.

Time Frame: September-June, weekly on Wednesday. (4 hours/week)

DIRECTOR'S ACCOMPANIST (HEARTSONG)

Description: Play as an accompanist for the Shepherd Staff Choir.

Responsibilities: Learn the necessary music. Work with the choir director.

Time Frame: Weekly, September 1 - June 1 (3 hours/week)

YOUTH MEMBER OF HEARTSONG

Description: Desire to sing. HeartSong leads music during worship

Responsibilities: Attend rehearsals and be present for singing during worship on scheduled Sundays.

Time Frame: Wednesday evening rehearsals - and Sunday worship. (September - May)

DIRECTOR FOR HAND BELLS CHOIR

Description: Provide leadership for Chime Choir.

Responsibilities: Needs to have musical abilities that require reading music. This choir will meet periodically, as needed for performance dates.

Time Frame: September - June (4 hours/week)

MEMORIALS COORDINATOR

Description: Maintain the Memorials Book.

Responsibilities: Send thank-you cards to individuals who have made memorials or gifts. Maintain the Memorials Book. Submit a listing of gifts and memorials to be printed in the Newsletter to the church office.

Time Frame: Periodically. (1 hour/week)

WORSHIP & ARTS TASK FORCE

Description: Meet to develop plan to use the arts in worship.

Responsibilities: Coordinate use and creation of banners, stoles, paraments, Sanctuary art, etc. with our worship season.

Time Frame: Periodic. (2 hours/week).

EASTER LILY COORDINATOR / POINSETTA COORDINATOR

Description & Responsibilities: Prepare sign up for congregation, post on Wittenberg Wall for ordering Easter Lilies / Poinsettias for the Sanctuary, and coordinate the purchase.

Time Frame: Short Term (3-4 hours)

WORSHIP SCHEDULE COORDINATOR

Description & Responsibilities: Work from volunteer sign-ups to assign worship duties for all services each month, to be published in the Newsletter, including Festivals and Holy Week Wednesdays.

Time Frame: Monthly. (4-6 hours/month)

ACOLYTE/CRUCIFER TRAINER

Description & Responsibilities: Train new volunteers.

Time Frame: As needed. (2 hours/session)

USHER TRAINER

Description & Responsibilities: Train new volunteers.

Time Frame: As needed. (2 hours/session)

ROBE MAINTENANCE

Description & Responsibilities: Clean and press Pastors, Worship Leaders, and Choir robes.

Time Frame: As needed. (3 hours/cleaning)

CHORAL LIBRARY ASSISTANT

Description & Responsibilities:

Time Frame:

Please indicate service you normally attend: 8:15 _____ 9:45 _____ 11:15 _____

MISSION MINISTRIES: OUTREACH MINISTRY

MISSION: To guide the parish activities in areas of social concern. To provide service opportunities that benefit those within our congregation, in our community, and around the world.

MEETINGS: In-person twice per year, main communication vehicle e-mail

RESPONSIBILITIES INCLUDE:

1. Act as a social conscience of the congregation by increasing our awareness of need within our congregation, community, and world, and strengthening our Christian belief in serving God through service to others.
2. Promote and guide the development of outreach programs and projects that provide opportunities for service and encourage and recruit the participation of congregational members of all ages.
3. Coordinate, administer, and oversee the congregational support (both volunteer and financial) of outreach programs.

ACTIVITIES:

MEALS ON WHEELS DRIVER

Description: Meals on Wheels is a non-profit volunteer program which delivers 1000 hot, nutritious meals a day to homebound Wake County citizens 60 and over.

Responsibilities: With your partner, deliver in your vehicle, from 12 to 18 meals to the homebound on one of thirty routes in Raleigh and northern Wake County.

Time Frame: Once a week at 11:30 am for approximately 45 minutes.

BLOODMOBILE COORDINATOR / ASSISTANT

Description: A scheduled event held at Good Shepherd or the American Red Cross to collect blood for Wake County Red Cross Blood bank.

Responsibilities: Volunteers needed to assist Red Cross staff/volunteers in care, comfort, and safety of blood donors.

Time Frame: Twice a year, usually Spring and Fall.

INTERACT SHELTER MOTHER'S DAY PROJECT COORDINATOR

Description: Interact is a private, non-profit, United Way agency that provides safety, support, and awareness to victims and survivors of domestic violence and rape/sexual assault. Interact fulfills this mission through the support of its volunteers and community.

Responsibilities: Coordinate collection and distribution of donated items to provide Mother's Day tote bags to the shelter residents.

Time Frame: Once a year during April/early May.

GLEANING

Description: An Interfaith network of congregations, faith communities, and individuals who ban together to glean the excess crops in area fields and share them through The Food Bank of NC.

Responsibilities: Provide willing hands on short notice - a wonderful family opportunity - usually happens on a Saturday morning.

Time Frame: Once per year depending on the weather and crop availability.

MAGI GIVING TREE COORDINATOR

Description: Holiday service project to provide gifts to the LFS foster care children, the Wittecar group and others based on need.

Responsibilities: Coordinate collection and distribution of donated items.

Time Frame: Once per year between Thanksgiving and Christmas.

FOOD BARREL COORDINATOR

Description: Provide food and other needed items to local agencies including: NC Food Bank, PLM Families Together, Aids Alliance Services Carolina (AASC), Shepherds Table Soup Kitchen, Urban

Ministries, Interfaith Food Shuttle, Triangle Vineyard Fellowship, Meals on Wheels, North Raleigh Ministries, WIHN Day Center, and Raleigh Rescue Mission.

Responsibilities: Coordinate collection and distribution of donated items.

Time Frame: Monthly

THE CENTER FOR VOLUNTEER CAREGIVING Volunteer

Description: The Center for Volunteer Caregiving is a private, non-profit, interfaith organization whose mission is to provide volunteer support to elderly and disabled adults of Wake County to help maintain their independence, dignity, and quality of life while living in their own homes.

Responsibilities: As each volunteer chooses; provide transportation, friendly visiting or telephone assurance, occasional meal preparation, light housekeeping, yard work or minor home repair, or respite care for primary caregiver.

Time Frame: As each volunteer chooses; usually once a week for one to two hours

HELEN WRIGHT CENTER FOR WOMEN Meal Coordinator, Meal Server, Food provider

Description: The Helen Wright Center provides transitional shelter for 520 women who are homeless each year in a program to support independence. The shelter is a service of Urban Ministries of Wake County.

Responsibilities: Coordination of volunteers; preparation and/or serving of dinner for the Ark Shelter.

Time Frame: 5th Sunday in months with five Sundays.

HABITAT FOR HUMANITY Project Coordinator, Volunteer

Description: Habitat for Humanity of Wake County develops partnerships to build health, affordable homes with and for God's people in need, promotes self-reliance through home ownership, affirms dignity of family, and creates sustainable communities.

WAKE INTERFAITH HOSPITALITY NETWORK (WIHN) Coordinator, Team leader, Set up/Tear volunteer, Dinner host, Social Host, Overnight host, Driver

Description: WIHN is a private, non-profit coalition of individuals and religious organizations united to provide short-term shelter, meals, and other assistance to homeless families of Wake County, with the objective of seeing them return to independent living. WIHN clients consist of couples with children, single parents, and single pregnant women who are in danger of impending homelessness, and who are either employed or job ready, and independent from drug and alcohol abuse.

Responsibilities: Vary with role description

Time Frame: GSLC hosts families for 1 week, 3 times per year

COFFEE HOUSE Coordinator, Set up/Tear Down, Food Provider, Entertainment scheduling, Publicity, Transportation

Description: The Coffeehouse is an evening for entertainment, snacks, social interaction and networking. Musicians entertain in a variety of formats from sing-along to karaoke, gospel to country, jazz to folk music. Attendees are invited to participate in song or relax and enjoy. Light snacks are served and conversation is always the prime ingredient as people come to make new friends, see old ones, share experiences and be entertained. The average attendance at a Coffeehouse event has grown to 80 people and has often swelled to 120 people of all abilities. December features a shared dinner for all Wake County Coffeehouses.

Responsibilities: Vary with role description

Time Frame: Last Friday of the month from 7-9pm (except Nov/Dec there is a combined holiday event)

REFUGEE RESETTLEMENT Coordinator, Team member, Tutor, Driver

Description: The Refugee Resettlement team assists families entering the US from foreign countries under the refugee status. The committee works with Lutheran Family Services to help the families fill out government documents, find housing, register in schools, get medical help, find jobs, find transportation, to learn the language and try to understand the American culture. The amount of help varies with each refugee settlement depending on the needs of the family.

Responsibilities: Vary with role description.

Time Frame: Depends upon need of the family and volunteer role, three months to 3 years.

CHILDREN OF CHERNOBYL (C of C) Coordinator, Host family, Clothing closet Coordinator/volunteer, Golf tournament Coordinator/volunteer

Description: C of C is a Christian-based non-profit organization whose mission is to offer care, compassion, and hope to the children and families affected by the Chernobyl disaster by aiding in their physical, emotional, and spiritual needs. Over recent years the main activities of this organization have revolved around organizing annual summer trips to North Carolina for children ages 7-16 who still live in areas contaminated by the 1986 Chernobyl disaster. C of C is actively working to expand our help through a new Orphanage Support program which will provide direct support to the children living in the Rudensk orphanage and other orphanages inside Belarus.

Responsibilities: Vary by role description

Time Frame: Ongoing, Children visit six weeks Late June through early August

KATRINA CARE CIRCLE SUPPORT TEAM

Description: Following Gulf Coast Hurricanes Katrina & Rita, Good Shepherd formed a care circle / support team to help folks relocating to Raleigh. We have accepted responsibility for two families.

Responsibilities: Aiding in as many ways as possible to help the families resettle successfully. Issues involved include housing & furnishings, clothing, jobs, child care, and encouragement dealing with government bureaucracy. Checking in with the families on a regular basis and communicating needs to the congregation.

Time Frame: As needed until families' basic needs are secure and they are able to cope independently.

"I Have a Friend in Africa" MNENE PARISH Project Coordinator

Description: Good Shepherd has made a long-term commitment to Mnene Parish in Zimbabwe, which struggles to care for 600+ AIDS orphans. We raise funds to send several times a year. We communicate with and receive reports from The Mordecai Trust which administers the funds. We have special projects (school kits, clothing) and events; Bishop Moyo visits, SME Proclamation Day and class presentations, Owls dinner to raise awareness and involve all age groups.

Responsibilities: Coordinator maintains communication with Zimbabwe, arranges for funds to be wired, applies for Thrivent Matching Grants, overseas projects, events, publicity, and is the spokesperson for the Project.

Time Frame: Ongoing long term

"I Have a Friend in Africa" MNENE PARISH Project Team Member

Responsibilities: Helps with events and projects to raise awareness, involve all age groups, and solicit funds.

Time Frame: Can be for one event/project or ongoing long-term.

"I Have a Friend in Africa" MNENE PARISH Project Publicity

Responsibilities: Write monthly newsletter articles and other publicity as needed. Responsible for Mnene bulletin board.

Time Frame: Monthly

"I Have a Friend in Africa" MNENE PARISH Project Mission Trip Coordinator

Description: As part of our 25th Anniversary "Thank You, Lord" campaign, we hope to raise funds to both have folks from Mnene visit GSLC and have a mission trip to Mnene.

Responsibilities: Planning & organization in coordination with The Mordecai Trust. Soliciting & preparing participants. Provide progress reports.

Time Frame: Now through 2008 / completion of trips.

PLM FAMILIES TOGETHER PROJECT COORDINATOR

Description: PLM-FT exists to help homeless families reach independence. Their three-fold mission is: 1) To provide housing and empowering supportive services to homeless families so that they may achieve self-sufficiency; 2) To advocate with and for homeless families; and 3) To involve volunteers in pursuing the first two goals.

Responsibilities: Interface with PLM Board members to educate the congregation on mission and lead projects to provide financial support.

Time Frame: Ongoing

ADULT MISSION TRIP COORDINATOR

KAIROS PRISON MINISTRY PROJECT COORDINATOR

CAMPO VERANO DAY CAMP Coordinator/Volunteer

LUTHERAN WORLD RELIEF (LWR) FAIR TRADE

LWR ANNUAL PROJECT COORDINATOR

WORLD HUNGER APPEAL COORDINATOR

LUTHERAN SERVICES FOR THE AGING AMBASSADOR

SOUP KITCHEN Coordinator/volunteer

RESOURCE MINISTRIES: COMMUNICATIONS MINISTRY

MISSION: To serve the congregation of Good Shepherd Lutheran Church with current and accurate information through a monthly newsletter, web site, bulletin boards, weekly bulletin and external publicity. To keep up to date archives and sermon recordings. Maintain the Church Library. To serve as a link between council, ministry teams, and the congregation.

MEETINGS: Monthly

RESPONSIBILITIES INCLUDE:

1. Newsletter - The Shepherd's Voice is our primary written communication vehicle. Published monthly, it covers ministry team activities, news, birthdays, schedules and our Pastor's letter.
2. Weekly Bulletin / PewsLetter - Brief news and information.
3. Library - To maintain a Christian Library for all members and to include books, videos, and cassettes.
4. Web Site - For general church information.
5. Photography - To offer photographs of staff, ministry chairs, and council members and events of GSLC for a visible message on all activities.
6. Archives - Photographs, bulletins, newsletters, and other notable documents are kept for referral in a safe environment.
7. Bulletin Boards - Communicating active programs for ministry teams, council, and youth.

ACTIVITIES:

LIBRARIAN/LIBRARY ASSISTANT

Description: Provide a smooth running library operation that meets the needs of the church. Select and process materials, organize and maintain the library, advertise and promote library materials.

Responsibilities: Work with staff and ministry chairs to determine need. Process library materials, maintain card catalogue, repair and mend books, overdue notices. Display select books in Narthex to stimulate interest in the library.

Time Frame: Rotation schedule, two hours each week.

SPECIAL ART/POSTER DESIGN

Description: Special design projects. Design posters which publicize enrichment programs and congregational family-building activities.

Responsibilities: One of a kind church-related art projects. Ability to work with youth for certain projects.

Time Frame: As needed.

WRITER

Description: Write press releases and articles for church newsletter.

Responsibilities: Keep track of deadlines. May be assigned to cover particular ministries or activities.

Time Frame: As needed.

NEWSLETTER ASSEMBLY

Description: Assemble, label, and prepare newsletter for mailing.

Responsibilities: Newsletter assembly is conducted on the Thursday following Sunday Newsletter Deadline.

Time Frame: Monthly, two hours on Thursday afternoon.

NEWSLETTER PROOFREADER/EDIT

Description: Edit items submitted for publication in Newsletter if needed.

Responsibilities: Proofread newsletter draft prior to printing. A careful eye to confirming published dates of events. Work with church staff.

Time Frame: Monthly, Tuesday afternoon.

MAINTAIN BULLETIN BOARDS

Description: Organize bulletin board displays so that information is easy to access.

Responsibilities: Update, decorate, and organize as needed. Replenish visitor displays. Remove publicity after event.

Time Frame: Rotation schedule, weekly.

ARCHIVES

Description: Gather photos and articles about the work of Good Shepherd.

Responsibilities: Assemble photos, articles, and other keepsakes in scrapbooks. Store in library.

Time Frame: As needed.

REPORTER

Description: Interview congregational members and write articles for newsletter.

Responsibilities: Meet newsletter deadlines with articles about members and events.

Time Frame: As needed.

VIDEO CLIPS

Description: Video church events.

Responsibilities: Tape church events when needed to record special events.

Time Frame: As needed.

PHOTOS OF CHURCH EVENTS

Description: Photography of special church events for archives and to encourage participation in enrichment programs and congregational family-building activities.

Responsibilities: Need camera; film and developing will be reimbursed. Attend events.

Time Frame: As needed.

WEB SITE DESIGN/MAINTENANCE

Description: Manage/design/construct web pages on the GSLC site.

Responsibilities: Keep web site up-to-date with schedules, worship schedules, etc.

Time Frame: Monthly rotating schedule.

RESOURCE MINISTRIES: FINANCE MINISTRY

MISSION: Serve Christ by managing and reporting the Church's finances.

MEETINGS: Sunday, 6:30 pm before the 3rd Monday. (Sunday before Council meets)

RESPONSIBILITIES INCLUDE:

1. Develop internal controls.
2. Propose annual budget and present to council for approval.
3. Monitor approved budget through assessing receipts against disbursements.
4. Perform all functions of depositing and disbursing funds of the church.
5. Ensure timely payment of taxes, mortgage, payroll, and all other obligations. Ensure insurance needs are met.
6. Prepare monthly financial reports of receipts and disbursements.
7. Prepare quarterly pledge reports to church members.

ACTIVITIES:

OFFERING COUNTER

Description: Count the weekly offerings, noting funds which are designated and make night drop deposits.

Responsibilities: Be available to count offering immediately following third worship service for one or two hours.

Time Frame: Rotation schedule, usually one Sunday each month.

AUDIT COMMITTEE

Description: Audit financial records of the congregation in order to monitor expenditures, to insure fidelity of disbursement of funds, and to keep in effect fidelity coverage.

Responsibilities: Examine accounts, reconcile bank balances, and match receipts against expenses, control of disbursements.

Time Frame: Usually four members, approximately eight hours per member per year.

TREASURER

Description/Responsibilities: Responsible for general ledger function, including cash disbursements, financial reporting, payroll, banking, check signer, voucher approval, and journal entries. Also a member of Council Executive Committee.

Time Frame: Approximately 20 hours per month.

ASSISTANT TREASURER

Description: Assist Treasurer with payroll function, entering disbursements to general ledger, printing checks, etc.

Responsibilities: Work with Treasurer to determine assignments.

Time Frame: Approximately 10 hours per month each.

FINANCIAL SECRETARY

Description: Assign Offering Counters for every worship service. Record Counters' report in the Church's financial accounting system. Make sure all receipts are deposited and recorded.

Responsibilities: Maintain Offering Counter assignment calendar. Work with Offering Counters.

Time Frame: Approximately 15 hours per month.

ASSISTANT FINANCIAL SECRETARY

Description: Assist Financial Secretary. Update financial accounting system with pledges and contributions.

Responsibilities: Work with Financial Secretary to determine assignments.

Time Frame: Approximately 10 hours per month.

RESOURCE MINISTRIES: OFFICE SUPPORT

ACTIVITIES:

ANSWER PHONES

Description: Answer telephones during peak times.

Responsibilities: Take messages, transfer calls, or transfer to voice mail.

Time Frame: 2-4 hours at a time, as needed.

HELP WITH BULLETIN/PEWSLETTER

Description: Run copies and staple bulletin/PewsLetters

Time Frame: Thursdays or Fridays, two hours.

PROOFREADING (at home)

Description: Proofreading special projects.

Time Frame: As needed.

ATTENDANCE RECORDING

Description: Transfer members' and visitors' attendance from the pew pads to attendance log book.

Responsibilities: Collect attendance sheets from pew pads and record attendance of members and visitors. This information is used to assist pastors in determining if members who have not worshiped at church over an extended period may be experiencing special needs and if visitors are interested in membership.

Time Frame: 1 hour per week.

BULK MAILINGS

Description: Run copies of needed items, fold and insert in envelopes, label envelopes and prepare to mail, deliver to post office.

Time Frame: As needed.

RESOURCE MINISTRIES: PERSONNEL MINISTRY

MISSION: To ensure that GSLC has the highest quality, committed and faithful staff by providing human resource advice, practices, processes and programs for the hiring, compensation, evaluation and development of the church staff.

MEETINGS: Quarterly and/or as needed.

RESPONSIBILITIES INCLUDE:

1. Preparing job descriptions for all employees subject to approval of the Congregational Council.
2. Developing personnel policy for all church employees including compensation, time-off (e.g., holidays, vacation) and various other benefit programs, subject to approval of the Congregational Council.
3. Provided for periodic review of the call extended to the Pastor(s) and other professional staff and of contracts with lay professionals and support staff.
4. Sharing with the Pastor(s) and other professional staff the expectations of the Congregation.
5. Developing policy pertaining to and reviewing with the Pastor(s) and other professional staff and support staff continuing education/development opportunities.
6. Preparing/reviewing annual performance evaluation of all staff personnel based on requirements specified in their job descriptions, and goals and objectives established each year by staff in consultation with the party to whom they report.
7. Preparing budgetary requests for submissions/presentations to the Finance Committee.
8. Performing other matters pertinent to the Personnel Function.

Note: Personnel Ministry Team members are appointed by Council.

RESOURCE MINISTRIES: PROPERTY MINISTRY

MISSION: Oversee the maintenance of property, buildings, and grounds of Good Shepherd Lutheran Church. Promote volunteer participation.

MEETINGS: As needed for event planning.

RESPONSIBILITIES:

1. Maintain and improve the buildings and grounds of the church.
2. Develop and implement a comprehensive maintenance plan.
3. Act as central coordinator for all property concerns.

ACTIVITIES:

SPRING SPRUCE-UP WORKDAY

Description: Seasonal workday for major outdoor tasks, e.g., planting, grounds maintenance, etc.

Responsibilities: Receive assignment from Grounds Maintenance Coordinator. Communicate needs.

Time Frame: One event in early Spring, a Saturday.

FALL SPRUCE-UP WORKDAY

Description: Seasonal workday for major tasks, e.g., planting, grounds maintenance, etc.

Responsibilities: Receive assignment from Grounds Maintenance Coordinator. Communicate needs.

Time Frame: One event in late Fall, a Saturday.

GENERAL REPAIRS

Description: Facilities maintenance as needed.

Responsibilities: Experienced and knowledgeable in facilities maintenance.

PAINTER

Description: Interior painting of rooms.

Responsibilities: Paint rooms per Maintenance Plan. Church will furnish paint and equipment.

Time Frame: One weekend event scheduled around church activities.

CARPENTER

Description: Assist in building items i.e., storage shelving, repairs to existing wood items, walls, doors, etc. Minor repairs to church building.

Responsibilities: Some knowledge of carpentry to assist as needed.

PLUMBING MAINTENANCE

Description: Assist in maintaining plumbing of facility.

Responsibilities: Some knowledge of plumbing to assist as needed.

LIGHTING MAINTENANCE

Description: Continually review lighting, change bulbs as necessary. Report any electrical problems.

Responsibilities: Able to climb tall ladders. Maintain adequate supply of various light bulbs and tubes.

MOW LAWN/GROUNDS MAINTENANCE

Description: Maintain lawn and grounds during mowing season.

Responsibilities: Equipment and gas furnished by church. May use own equipment (e.g., own riding lawn mower).

Time Frame: Sign-up schedule.

PLANT AND CARE FOR FLOWERS

Description: Plant and/or care for flowers at Church entrance and at sign.

Responsibilities: Provide or recruit persons to plant, water, and maintain flowers.

Time Frame: As the season dictates.

BUS MAINTENANCE

Description: Arrange scheduled bus maintenance per manufacturer's guidelines. Provide for bus repair as problems are reported.

Responsibilities: Schedule maintenance and repair appointments and arrange to transport bus to dealer. Maintain bus maintenance log.

Time Frame: As needed.