

TOOL 124

SAMPLE MINISTRY DESCRIPTIONS

LEAD PASTOR

REPORTS TO AND IS SUPPORTED BY: Congregation Council

GENERAL PURPOSE

The Lead Pastor, in partnership with the Team Pastor, as well as other program staff and lay leaders, is charged with helping fulfill the mission and vision of First _____ Church, reflecting the values of this congregation. The Lead Pastor will exercise visionary leadership, providing direction, training and encouragement to staff and lay leaders. The Lead Pastor will also create, equip and resource ministry teams. This is a full-time position.

RESPONSIBILITIES (primary ones are highlighted) in addition to constitutional responsibilities of the Pastor

1. **Provide liturgical leadership** – Oversee the direction and planning of worship life and administering of sacraments, including seasonal thematic preaching and special worship celebrations. Perform baptisms, weddings and funerals. Preach two or more times a month in addition to special services during Christmas, Lent and Holy Week.
2. **Provide visionary leadership** – Working in partnership with the Council, program staff and other lay leaders, establish and oversee the visionary and strategic direction of the congregation. Serving as the primary spokesperson for the congregation, communicate and advocate for the goals and intentions of the congregation to staff, members and the community at large.
3. **Lead staff** – Provide direction, supervision and spiritual encouragement to staff. Develop their spiritual gifts in light of their passions. Direct their energies to fulfilling the congregation's mission and carrying out its primary goals.
4. **Provide leadership in pastoral care to members** – Oversee the pastoral care ministry. Visit members in their homes, in hospitals, and in nursing homes. Provide care and counseling to members in times of need. Oversee Stephen Ministry, providing supervision, training and spiritual encouragement to Stephen ministers. Oversee Homebound Communion and Video ministries, scheduling pastoral and lay communion calls.
5. **Nurture Christian discipleship in all members** – Assist with providing opportunities for all members to grow as disciples. Specific responsibilities include:
 - Coordinate leadership of Adult Discipleship Hour and other study opportunities.
 - Teach First Communion Milestones celebration.
 - Oversee, lead and be primary teacher for Faith Builders confirmation ministry, equipping guides.
 - Assist with Vacation Bible School.
6. **Lead formation of new disciples** – Visit and build relationships with prospective members, invite to and teach inquirer's class. Oversee formation and assimilation into congregational life.
7. **Nurture and model a vibrant faith** – Tend to your physical, emotional and spiritual needs in order to model a vibrant faith and life for staff and members, living the Four Key faith practices in daily life.
8. Serve as staff liaison to Personnel and Stewardship Ministry Teams.

QUALIFICATIONS AND EXPERIENCE

- A member of the _____ clergy roster, enthusiastically embracing our denomination's understanding of the Christian faith.
- Experience and training in faith formation theory and practice for all ages.
- Experience and training in congregational renewal, organizational development and empowering lay leaders and leading and managing staff.

TOOL 124

SAMPLE MINISTRY DESCRIPTIONS

TEAM PASTOR

REPORTS TO AND IS SUPPORTED BY: Lead Pastor

GENERAL PURPOSE

The Team Pastor, in partnership with the Lead Pastor, as well as other program staff and lay leaders, is charged with helping fulfill the mission and vision of First _____ Church, reflecting the values of this congregation. The Team Pastor will exercise strategic leadership, with an intentional and deliberate focus on creating, equipping, and resourcing ministry teams. This is a full-time position.

RESPONSIBILITIES (primary ones are highlighted) in addition to constitutional responsibilities of the Pastor

1. **Provide liturgical leadership and pastoral care to members** – Perform baptisms, weddings and funerals as arranged by the Lead Pastor. Preach twice a month in addition to special services during Christmas, Lent and Holy Week. Participate in worship planning and debriefing. Under the coordination of the Lead Pastor, visit members in their homes, in hospitals, in nursing homes, and visit prospective members.
2. **Provide care and counseling to members in times of need.**
3. **Lead the Steering Team and oversee the implementation of the ministry team structure** – Monitor the collective goals of staff and lay members. Integrate strategic planning goals and action steps into the appropriate staff member's or ministry team's responsibilities. Monitor and support Finance Team to ensure strategic goals and ministry teams are resourced.
4. **Serve as facilitator for strategic planning process** – Provide ongoing direction and support to members involved in strategic planning and goal setting. Establish deadlines for projects, assign tasks to individuals and groups, and monitor the status of each project. Address issues that are hindering the accomplishment of stated goals, and help celebrate with members the goals that are being achieved.
5. **Nurture Christian discipleship in all members** – Assist with providing opportunities for all members to grow as disciples. Specific responsibilities include:
 - Assist with leading Adult Discipleship Hour.
 - Teach "My Bible" Faith Steppingstones Ministry.
 - Assist with Vacation Bible School and coordinate technology issues for the event.
6. **Nurture and model a vibrant faith** – Tend to your physical, emotional and spiritual needs in order to model a vibrant faith and life for staff and members, living the Four Key faith practices in daily life.
7. **Serve as staff liaison to Building Design Team** – Provide feedback, insights and staff perspectives to the Building Design Team's proposals.
8. **Serve as liaison for Technology Issues** – Provide staff input and leadership related to technology issues such as the internet, website, computer equipment and software, church management system, and email distribution prayer chain.

QUALIFICATIONS AND EXPERIENCE

- A member of the _____ clergy roster, enthusiastically embracing our denomination's understanding of the Christian faith.
- Experience and training in faith formation theory and practice for all ages.
- Experience and training in congregational renewal, organizational development and empowering lay leaders.

TOOL 124

SAMPLE MINISTRY DESCRIPTIONS

DIRECTOR OF WORSHIP & MUSIC

REPORTS TO AND IS SUPPORTED BY: Lead Pastor

GENERAL PURPOSE

The Director of Worship and Music is charged with directing, supporting and creating ministries that shape the worship life of the congregation in a way that reflects the mission, vision and values of First Lutheran Church. Serving as a partner on the Staff Program Team, the Director of Worship and Music oversees these ministries with a deliberate focus on creating, equipping and resourcing these ministry teams and musical ensembles. This is currently a halftime position.

PRIMARY RESPONSIBILITIES

1. **Provide liturgical leadership** – In partnership with Lead Pastor, plan worship and music, working seasons in advance. Direct choirs during worship. Provide a master schedule of all choirs and special music throughout the year. Provide leadership and resources to the organist and other choir directors. Determine and submit annual budget request figures that support a vibrant worship experience. Review worship-related expenses throughout the year.
2. **Lead choirs** – Provide direction and spiritual encouragement to various choirs and music ensembles. Lead Senior Adult Choir practice (Wednesday 7:15-8:30), Children's Choir (Wednesday 6:15-7:00), and FB YG Choir (Sunday afternoon).
3. **Serve as staff liaison to ushers, greeters, lay assistants, lectors, acolytes and the altar guild** – Invite members into ministry and equip and encourage them as worship leaders, seeking to encourage worship participation and leadership from all ages within the congregation. Continue to develop and equip various ministry teams to grow and enhance our congregation's worship ministry.
4. Maintain professional competency by practicing, performing and attending continuing education opportunities.
5. Maintain the music library and supervise the maintenance of all instruments
6. **Nurture and model a vibrant faith** – Tend to your physical, emotional and spiritual needs in order to model a vibrant faith and life for staff and members, living the Four Key faith practices in daily life.

QUALIFICATIONS AND EXPERIENCE

- A member of an _____ congregation, enthusiastically embracing our denomination's understanding of the Christian faith.
- Demonstrated knowledge of Lutheran theology, liturgical practice and use of music in worship.
- Demonstrated skill and competency at the keyboard, organ and piano and a working knowledge of other instruments.
- Experience and competency in directing choirs of all ages.
- Ability to work well with others and participate collegially with staff and congregational leaders.
- Experience and training in empowering lay leaders to use and develop their musical gifts.

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SAMPLE MINISTRY DESCRIPTIONS

DIRECTOR OF FAITH FORMATION

REPORTS TO AND IS SUPPORTED BY: Lead Pastor

GENERAL PURPOSE

The Director of Faith Formation is charged with directing, supporting, and creating ministries that focus on equipping people to live a vibrant faith that lasts a lifetime, reflecting the mission, vision and values of First Lutheran Church. Serving as a partner on the Program Staff Team, the Director of Faith Formation oversees these ministries with an intentional and deliberate focus on creating, equipping, and resourcing ministry teams. This is a full-time position.

PRIMARY RESPONSIBILITIES

1. **Nurture Christian discipleship in all members at all stages in life** – specific responsibilities include:
 - Direct and coordinate home- and congregation-based Milestones Ministries related to adult members.
 - Provide oversight, coordination and implementation of the Faith Formation Blueprint, providing a lifelong, networked approach to faith formation.
 - Understanding that every member is at a different place in their faith journey, articulate faith formation pathways and possible next steps for people.
 - Provide online links and faith formation resources to help people practice their faith at home.
 - Coordinate faith formation trainings and orientations for new members, teachers, mentors and faith parents.
 - Oversee adult faith mentoring program.
2. **Serve as liaison to Christian Discipleship Ministry Teams** – Provide feedback, insights and staff perspectives to various disciple-making ministry teams.
 - Identify new team members and potential roles they might play; inviting folks to serve utilizing their Spiritual Gifts.
 - Encourage teams to model the Four Keys in team meetings and daily life (Caring Conversations, Devotions, Service, & Rituals).
3. **Serve as liaison to Steering Team and Strategic planning process** – Provide feedback, insights and staff perspectives to congregational leaders related to creating a culture of vibrant faith and lifelong learning.
 - Assist leaders in understanding a networked faith formation model and how it can be woven into all programs and ministries of the congregation.
 - Encourage teams to model the Four Keys in team meetings and daily life (Caring Conversations, Devotions, Service, & Rituals).
4. **Nurture and model a vibrant faith** – Tend to your physical, emotional and spiritual needs in order to model a vibrant faith and life for staff and members, living the Four Key faith practices in daily life.
5. Develop and execute annual continuing educational opportunities.

QUALIFICATIONS AND EXPERIENCE

- Member of a _____ congregation, enthusiastically embracing our denomination's understanding of the Christian faith.
- Experience and training in faith formation theory and faith practices for all ages.
- Experience and training in equipping and empowering lay leaders.
- Rostered Leader of the _____ with a Master's Degree.

TOOL 124

SAMPLE MINISTRY DESCRIPTIONS

DIRECTOR OF CHILDREN & YOUTH DISCIPLESHIP

REPORTS TO AND IS SUPPORTED BY: Lead Pastor

GENERAL PURPOSE

The Director of Children & Youth Discipleship is charged with directing, supporting, and creating ministries that focus on young people from birth through high school, reflecting the mission, vision and values of First Lutheran Church. Serving as a partner on the Program Staff Team, the Director of Youth Discipleship oversees these ministries with an intentional and deliberate focus on creating, equipping, and resourcing ministry teams. This is a full-time position.

PRIMARY RESPONSIBILITIES

1. **Nurture Christian discipleship in all members, particularly youth** – specific responsibilities include:
 - Direct and coordinate home- and congregation-based Milestones Ministries.
 - Provide oversight and coordination of Children's Discipleship Hour including middle and high school discipleship hour.
 - Direct and coordinate the middle and high school ministry programs including confirmation, establishing curriculum, reviewing ministry plans, and staffing.
 - Provide oversight and coordination of Vacation Bible School.
 - Oversee B2K and Kids Club ministries for younger children.
 - Oversee College Years ministry.
2. **Serve as liaison to Christian Discipleship Ministry Teams** – Provide feedback, insights and staff perspectives to various disciple-making ministry teams.
 - Identify new team members and potential roles they might play; inviting people to serve utilizing their spiritual gifts.
 - Encourage teams to model the Four Keys in team meetings and daily life (Caring Conversations, Devotions, Service & Rituals).
3. **Supervise childcare ministries** – As part of the Steering Team, oversee the Child Care Ministry Team. Guide the team leader in supervision to the nursery staff, encourage spiritual enrichment as individuals, support professional growth and skill development when needed.
4. **Nurture and model a vibrant faith** – Tend to your physical, emotional and spiritual needs in order to model a vibrant faith and life for staff and members, living the Four Key faith practices in daily life.
5. Develop and execute annual continuing educational opportunities.

QUALIFICATIONS AND EXPERIENCE

- Member of an ____ congregation, enthusiastically embracing our denomination's understanding of the Christian faith.
- Experience and training in faith formation theory and faith practices for all ages.
- Experience and training in equipping and empowering lay leaders.
- Rostered Leader of the ____ with a Master's Degree.

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SAMPLE MINISTRY DESCRIPTIONS

CHURCH COUNCIL MEMBER

GENERAL PURPOSE

Members of the Council are charged with overseeing the fulfillment of the congregation's mission and vision, and ensuring that the values of the congregation are reflected in the decision-making process of the faith community.

RESPONSIBILITIES

- Provide general oversight of the administration and ministries of the congregation, ensuring the development and fulfillment of strategic goals that reflect our congregation's mission, vision and values.
- Review the strategic plan on quarterly basis, ensuring that ministry outcomes, short-term and long-term goals, and action steps are realized in a timely manner.
- Develop and maintain current policies (Policy Manual) and procedures (Operations Manual); ensure that employees and members are aware of these policies and procedures and abide by them.
- Provide for effective pastoral and lay leadership, ensuring adequate direction, training and support.
- Develop an annual spending plan for the congregation that reflects stated mission, vision and values.
- Model a Vibrant Faith, worshipping weekly, giving generously and practicing the Four Keys in daily life.
- Participate in all Council and congregational meetings, voting on the matters brought before the Council.

Term of Office: Three years (unless otherwise noted)

Executive Committee Responsibilities

PRESIDENT

Preside at all congregational meetings, the Congregational Council and the Executive Committee meetings.

- Leads the congregation in all secular matters (The pastor leads the congregation in all spiritual matters.).
- Serves as the ombudsman between the pastor(s) and the congregation and vice versa.
- Appoints the Financial Secretary and the members of the Mutual Ministry committee.
- Submits a monthly article to the church newsletter.
- Participates with the Endowment Committee on official distribution decisions.

VICE PRESIDENT

In the absence of the president, ACTS for and in his/her stead at all congregational meetings and at the Council.

- Serve the president in whatever duties he or she shall assign as the representative of the president.
- Serve on the nominating committee as convener and advisor.
- Oversee the development and fulfillment of strategic goals for the congregation.

SECRETARY

Manage the administrative and legal issues for the congregation, council and the executive committee.

- Document and maintain the official minutes of the church council, congregational meetings, executive committee and other special meetings, and publishing these minutes to the congregation.
- Acts as the chief administrative representative of the council to outside organizations and the ELCA.
- Serve as the initial point of contact for the church body in legal, insurance, and related matters for the purpose of documentation control and management.

TREASURER

Maintains an accurate accounting of the income and expenditures of our congregation.

- Present written financial reports at congregational meetings and preliminary reports at council meetings.
- Remits monthly offerings for missions and church agencies and promptly pays salaries and bills as authorized by the congregation or council. Submits records for annual audits.
- Transfers funds/monies between accounts as necessary for payment of obligations.
- Monitors brokerage accounts and handles stock trade transactions per Financial Committee guidance.
- Balances checking, money market and brokerage accounts on a monthly basis.

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SAMPLE MINISTRY DESCRIPTIONS

FAITH FORMATION TASK FORCE OR LEADERSHIP TEAM MEMBER

- **PURPOSE:** Help people develop a mature Christian faith that lasts a lifetime.
- Establish annual goals for equipping every home to practice faith every day, everywhere, with everyone.
- Keep stakeholders well-informed of our mission, vision, goals and activities.
- Develop specific programs and ministries to equip parents, grand parents and god parents to model vibrant faith principles and practices.
- Assist congregational leaders in developing a common language that supports vibrant faith formation.
- Integrate milestones celebrations into home and congregational settings.
- Surround young people with caring adults who model a vibrant faith (mentors, small group leaders, etc.).
- Help people share their life stories and faith practices via testimonies, video clips, newsletter articles, small group setting and large group activities.
- Attend 10 meetings during the year to plan, promote, implement and evaluate our faith formation activities.
- **TERM:** September 1 - August 31

CONFIRMATION COORDINATOR

- **PURPOSE:** Help people experience and follow Jesus by helping them know, love and serve God in the context of an authentic Christian community.
- Establish and monitor confirmation ministry outcomes and strategies.
- Recruit, train and support members of the leadership team.
- Work with teachers in developing curriculum.
- Purchase equipment, supplies and curriculum.
- Collect confirmation fees, monitor expenses as needed.
- Coordinate periodic worship experiences.
- Schedule retreat dates and make arrangements for transportation and lodging.
- Maintain student records - class attendance, worship attendance, service hours & acolyte hours.
- Send monthly "Confirmation Update" emails to all confirmands and their parents.
- **TERM:** September 1 - August 31

TEACHERS

- **PURPOSE:** Help people experience Jesus and follow Jesus by helping them know, love and serve God.
- Arrange and decorate your assigned room in a manner that promotes community and faith formation.
- Teach students assigned Bible stories along with Four Key faith practices.
- Partner with parents, equipping them to be the primary faith shapers of their children.
- **TERM:** September 1 - May 31

SMALL GROUP FACILITATORS

- **PURPOSE:** Help people experience and follow Jesus by helping them know, love and serve God in the context of an authentic Christian community.
- Attend Faith Formation Orientation and small group sessions.
- Be actively involved in the life of the church, attending worship regularly (at least 75% of time).
- Befriend designated youth, be a positive role model and significant adult in their lives.
- Facilitate discussions and learning activities with your small group.
- Call designated youth who are absent, filling them in on what they missed and encouraging them to attend the following week.
- Arrive at small group gatherings at least 10 minutes beforehand to welcome students.
- Recruit a substitute facilitator if you are unable to attend a class and inform others of your absence.
- Integrate Four Key faith practices into all small group gatherings.
- **TERM:** September 1 - May 31

RETREAT/TRIP LEADER

- **PURPOSE:** Help people experience and follow Jesus by helping them know, love and serve God in the context of an authentic Christian community.
- Arrive 20 minutes before departure time to greet and befriend participants.
- Spend time on the way to and from the retreat/trip destination getting to know participants.
- Share your life and faith perspectives with participants when appropriate.
- Help ensure a safe environment for all participants and that the goals of the trip are realized.
- Help evaluate the activity in light of the event outcomes.

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SAMPLE MINISTRY DESCRIPTIONS

COMMITTEE RESPONSIBILITIES

WORSHIP

- **PURPOSE:** To provide oversight of all congregational worship experiences and to help members view worship as a way of life.
- Support and supervise the organist/choir director per church personnel policies.
- Coordinate the decor of the sanctuary in the use of flowers, candles, banners, paraments and other objects of art.
- Coordinate plans with pastoral staff who are responsible for selecting scriptures, preaching, offering prayers, choosing hymns and overseeing funerals, weddings and baptisms.
- Recruit and train worship leaders, including acolytes, readers, musicians, ushers, communion assistants and greeters.
- Oversee the sound and lighting system in the sanctuary. Secure people to operate it on a rotating basis for Sunday services and special occasions. Train them if necessary.
- On Saturday, or before, check the sanctuary to insure it is ready for Sunday's services and that all elements the pastor will need are in place.
- In the absence of a permanent pastor, secure a Minister of the Word, Commissioned Lay Pastor, or suitable worship leader for Sunday services. If needed make arrangements for overnight accommodations.
- Maintain a record of baptisms and archive for future reference.

PROPERTY

- **PURPOSE:** To ensure that all church facilities are maintained in such a manner as to produce quality maintenance at the most economical cost.
- Supervise all outside contractors in any endeavor to maintain or upgrade all buildings and/or grounds.
- Maintain sound system in the sanctuary and fellowship hall.
- Purchase building and housekeeping equipment and supplies, including toilet paper, paper towels, Kleenex, vacuum cleaners, air filters, fire extinguishers, etc.
- Perform a building check on a monthly basis, looking for burned out lights, broken glass, etc.
- Analyze operating efficiencies on a regular basis and make recommendations for improvements of facilities.
- Maintain current and accurate records of all procedures and projects.
- Document church equipment to include the following:
 - a. Serial numbers of equipment like computers and peripherals, copy machines, computers, TVs, etc.
 - b. Purchase or donation date of the above equipment.
 - c. Where purchased
 - d. Manufacturer info
 - e. Contact information for maintenance
- Drain well pump tank, turn on heat light and heat trace wire on water lines in late fall—before freezing weather.
- Schedule a "Yard/Church cleanup" twice a year (Spring and Fall) asking the congregation to participate.
- Make sure trash is collected and set outside if custodian is ill or out of town.
- Unlock church doors on Sunday morning at 8 a.m., turn on the heat or air conditioners to insure the building will be comfortable for the 9:30 a.m. service.
- Lock all the church doors following the Sunday morning services.

FINANCE

- **PURPOSE:** To monitor the financial health of the congregation at all times and to help people be good stewards of their time, talents and treasures.
- Keep the Council informed of the financial health of the church, providing reports on a monthly basis.
- Coordinate efforts in creating an annual spending plan as well as an annual revenue plan.
- Arrange for Council approval of unusual expenditures, changes in investments, and unusual donations.
- Assist with the annual selection and election of the church Treasurer, Assistant Treasurer, Financial Secretary and Assistant Financial Secretary.
- Make arrangements for an annual audit of the congregation's financial records.
- Coordinate the preparation and submission of the annual statistical reports for the denomination.
- Assist the Stewardship Task Force with the annual stewardship campaign as needed.

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SAMPLE MINISTRY DESCRIPTIONS

PROJECT TEAM OR TASK FORCE RESPONSIBILITIES

STEWARDSHIP PROJECT TEAM

- **PURPOSE:** To study and grow in its understanding of biblical stewardship, helping members see the relationship between whole-life stewardship and the life of discipleship.
- Help members understand how the budget is a reflection of the congregation's "mission statement."
- Plan a year-round stewardship program that helps fulfill the congregation's mission statement.
- Help personalize giving so people can see and pray for what their gifts are doing.
- Analyze trends in giving in order to advise the board and church members on stewardship matters.
- Help people become better acquainted with their spiritual gifts, helping them invest those gifts in serving at and beyond the congregation.
- Promote the stewardship of accumulated resources through wills and bequests, providing guidelines for receiving major gifts such as stock.
- To work with other committees, task forces, and organizations in the congregation to help plan and coordinate stewardship education for all ages.

NOMINATING TEAM

- **PURPOSE:** To present a slate of nominees for election/approval to fill the open positions on the Governing Council.
- Throughout the year, focus on becoming more familiar with the members and friends of the church in order to identify well-qualified candidates.
- Develop a master list of potential nominees, pray for each nominee about how God might best use them.
- Make assigned telephone calls to potential candidates between meetings and to be available for in-person nominating visits with potential candidates between meetings.
- Walk through Governing Council ministry description with potential candidates, making sure they understand what's expected of them, and what support they'll receive while serving in this position.
- Develop brief descriptions of each candidate's background and qualifications; make available to congregational members before the election process.
- After candidates have been elected to serve, provide basic training to equip them to serve effectively in their leadership roles.

MONTHLY MISSIONS TASK FORCE (Provide oversight of monthly project teams)

- **PURPOSE:** To organize monthly mission project coordinators/teams.
- **JAN:** Sponsor Chili Feed Cook-off fundraiser to support community-based after school youth program.
- **FEB:** Organize Souper Bowl Sunday fundraiser for Simpson Shelter.
- **MAR:** Collect food and funds for local food shelf.
- **APR:** Organize Earth Day environmental cleanup projects.
- **MAY:** Collect supplies and funds for Dakota Women's Shelter.
- **JUN:** Coordinate "In the City for Good" community servant events.
- **JUL:** Coordinate Habitat For Humanity Building Blitz.
- **AUG:** Coordinate cross+generational mission trip.
- **SEP:** Organize Feed My Starving Children event.
- **OCT:** Coordinate "Lend a Hand at the Local Library" project.
- **NOV:** Oversee "Operation Samaritan's Purse".
- **DEC:** Coordinate Mission Yearbook and Yearend Missions offering.

COMMUNICATIONS TASK FORCE

- **PURPOSE:** To present a one-year plan to the congregation defining how our congregation can intentionally communicate its mission, vision, values and goals to its members and the community, using all available communication tools and strategies.
- Complete an annual Publications and Website Audit, gathering data regarding how well known our congregation is in the community, and what they are known for.
- Develop a Soul Script to define what our congregation is all about and what we want to be known for.

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SAMPLE MINISTRY DESCRIPTIONS

GENERAL SUPPORT

Purpose for the following ministry opportunities:

To provide administration support to further the congregation's mission and ministry and to maintain its facility.

Mailing Team

Volunteers willing to be "on call" will assist when needed to collate, stuff and label envelopes for mailings.

Bulletin Stuffers

Volunteers meet each week in the volunteer workroom to place inserts in the worship bulletins. Volunteers are "on call" for this helpful task on Friday afternoons.

Decorating Committee

The chair facilitates committee meetings for the purpose of planning decorations for major religious seasons, esp. Thanksgiving, Advent/Christmas and Lent/Easter. They provide the manpower to install and remove decorations, and maintain storage of supplies. The committee works closely with the senior pastor in their design of seasonal decorations, and the custodial staff for assistance.

Banner Committee

Volunteers work closely with the senior pastor to design, construct, and display worship banners in the sanctuary, as well as for other special needs as requested. These talented crafters work Tuesday mornings at the church.

Gardening/Landscaping

Exhibit an interest in the beautification of the church grounds. Volunteers on this team must be physically able to do the work of trimming, raking, planting, etc. as they assist in the maintenance of the church's outdoor landscaping. The committee works closely with the church administrator and custodial staff.

Social Affairs Committee

Volunteers assist Staff Parish Relations Committee in hosting receptions for staff, and they provide receptions following major Chancel Choir performances. The chairperson purchases all supplies needed and provides encouragement and support for members of the committee, expressing appropriate and timely recognition for their work. The committee oversees set-up, serving, and clean-up. They take responsibility for care of linens, table centerpieces as designated by the group requesting the reception, and soliciting refreshments if needed.

Pew Stuffers

Rotating teams (by month) meet to tidy up the sanctuary on Monday mornings. They realign and replenish the Bibles, hymnals, information and pencils in the pew pockets. They also collect any items left in the pews.

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SAMPLE MINISTRY DESCRIPTIONS

MUSIC & ARTS MINISTRIES

Purpose: To glorify God through music and art

Music and the Arts Chairperson

- **PURPOSE:** Provide encouragement and support for members of the Music and Arts committees and participants, expressing appropriate and timely recognition for their work.
- Be a committed and active member of the Music & Arts Ministry (21-30 hours month).
- Chair any meetings of this department, represent this ministry on Church Council, sharing decisions of the council with the Minister of Music and members of the department.
- Attend annual Music & the Arts leadership retreat, and any additional leadership retreats planned for lay leaders.
- **TERM:** Serve one year January 1 - December 31.

Chancel Choir Member

- Attend weekly Thursday evening rehearsals (2 hours) and 2-3 Saturday workshops during the year.
- Sing at the 11:00 worship service each Sunday (1 1/2 hours).
- Perform two major works and possibly in small groups throughout the year.
- **TERM:** This is a one year commitment September-August.

Chancel Choir Librarian

- Fill all choir folders prior to the fall workshop.
- Collect all anthems sung each Sunday and return them to the choir library.
- Clear folders during December and refill for the balance of the year.
- Clear folders in June and return all copies to the choir library.
- Recruit and train other volunteers as needed to assist in library duties.
- **TERM:** This is a one-year commitment September-June.

Robe Coordinator

- Fit new choir members for robes.
- Assign numbers and robe hangers.
- Keep records of robe assignments and help keep robes in proper condition and assigned places.
- **TERM:** This is a one-year commitment September-June.

Youth Singers Coordinator

- Attend Youth Singer rehearsals each Sunday 3:45-5:00 PM.
- Attend warm-up sessions and worship on Sunday mornings at 7:45-9:15 AM.
- Attend all concerts, special programs and retreats as required.
- Assign and maintain music, folders and robes.
- Assist with communication between Music Department and Youth Singer families.
- Go on annual tour as chaperone if needed.
- Assist in coordination of fund raiser and coordinate Youth Singers Banquet held each spring.
- **TERM:** This is a one-year commitment during the school year through the annual June tour.

Youth Singer

- Attend weekly rehearsals (1 1/2 hours) and 2-3 workshops during the year.
- Sing at the 8:00 worship service (1 1/2 hours) each Sunday September- June.
- If selected, participate in the annual Youth Singers' Tour in June.
- **TERM:** This is a one year commitment during the school year, September-May.

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SAMPLE MINISTRY DESCRIPTIONS

MUSIC & ARTS MINISTRIES

Purpose: To glorify God through music and art

Children's Choirs Accompanist

- Attend weekly rehearsals (1 hour) on Wednesdays at 4:30 PM and accompany choir when children sing in worship or for other occasions.
- TERM: This is a nine month commitment (September-May).
- Modest keyboard skills are needed, plus a love for and interest in young children.

Children's Choir Coordinator

- With the Minister of Music and Arts, recruit, enlist, and train (if necessary) directors, accompanists and workers for each choir.
- Be available to visit or sit-in on weekly rehearsals of the Children's Music Ministry.
- Be able to substitute for any director who has to be absent.
- Communicate weekly with the Children's Choir directors, and monthly with parents of children in the choirs, as to upcoming important information.
- Order curriculum.
- Coordinate all children's activities such as occasional parties, the Christmas program, singing at nursing homes, and spring banquet.
- Attend monthly meetings of the Children's Ministry Council and communicate important information concerning the children's music programming and calendar.
- Attend bimonthly meetings of the music staff.
- Select and coordinate a spring musical.
- Attend called meetings of the Music and Arts Council.
- TERM: This is a nine month commitment (September-May).

Children's Choir Parent

- Attend all children's choir rehearsals (Wednesdays at 4:30).
- Assist the director by taking attendance, helping with robes, monitoring behavior, helping with social events and parties.
- Help children prepare for worship service, sitting with the choir.
- Need to have a love of small children, and patience and concern. An interest in children's music and singing is helpful.
- TERM: This is a nine month commitment (September-May).

Chapel Organist

- Play for one Sunday morning Chapel Worship Service each month.
- Provide the prelude, offertory and postlude in addition to accompanying hymn singing.
- Worship services at 7:30-8:30 AM.
- These volunteers are scheduled by the Minister of Music and Arts.

Handbell Ringers

- Attend rehearsals and play as required for worship service and other events.
- Music reading and previous hand-bell experience is helpful, but not required.
- TERM: This is a nine month commitment (September-May).

Visual Arts Chairperson

- Arrange and supervise periodic art shows in the Stephenson Memorial Room.
- Attend all Music and Arts Council meetings.
- Time commitment will vary.
- TERM: This is a nine month commitment (September-May).
- Must have knowledge of and interest in hanging art shows along with general organizational skills.