

THANKING OUR VOLUNTEERS

Over the years we have discussed the need to remember to thank our volunteers here at Good Shepherd. Here are some ways:

- ◆ Note cards distributed in GSLC Leaders' Handbook
- ◆ Thank You Bulletin Board (**very visible & very underused**)
- ◆ Volunteer Luncheon/Reception sponsored by ministry team
- ◆ Random thanks to volunteers when you see something being done— even folks **not** on your ministry team
- ◆ Small token of appreciation (i.e. bookmark, seeds) – available in the church office

Always err on the side of inclusion. Remember – nothing is a **substitute for personal thanks from each Ministry Chair**.

One way to share the responsibility for thanking volunteers is to make it a regular part of your committee meetings. Use your Time and Talent listing to initially identify volunteers that have served. Have each member of the committee jot a short note to those persons. Rotate the lists each month until all volunteers have been thanked. Don't forget those special volunteers that don't show up on the Time and Talent sheets, i.e. Treasurer & Financial Secretary.

We do not put thank you's in the monthly newsletter, but rather encourage folks to use the "Thanks" bulletin board. One of the reasons is that when you thank one particular set of volunteers that way, another group will inevitably be missed and may feel unappreciated. When we have publicly thanked a large group of ministry volunteers at worship in the past, we have asked members to self-identify themselves as someone who has served in that particular ministry area. While public thank you's do affirm to the Congregation how important volunteer service is to the ministries of the church, they need to be done consistently across all ministry areas.

Stewardship Committee will act as a resource to help you come up with ideas. Let us know your ideas and we will share them with everyone at Council. Thank you for your participation in God's work!

RECRUITING VOLUNTEERS

Updated by Janice Reinhardt August 2014

Thank you for your willingness to serve in a leadership capacity at Good Shepherd. We are grateful for your partnership in ministry. As a leader of a ministry team, we do not expect you to do the work of the ministry alone. You will need additional volunteers both to serve by planning at meetings and by helping with special projects. This may seem to be a daunting task but this process is intended to help and guide you step-by-step.

It is important to note that most volunteers will say “Yes” if they

- ~ are an appropriate person to ask for the job;
- ~ feel competent to do the job;
- ~ know exactly what is expected in the job;
- ~ know there is support on the job.

Recruiting volunteers is a joint responsibility of leaders and staff. The Volunteer Coordinator primarily supports in recruitment efforts by making suggestions for potential volunteers.

Recruiting committee members

This process references several other forms and lists that are included in the Leaders’ Handbook. They are *Committee Ministry Team Descriptions* list, *Summary of Committee Membership* form, *Request for Volunteers* form and 2 different sample recruitment letters. Electronic copies can be obtained from the Office Manager. Typically, we recruit committees in early summer so ministry teams are ready to go at full steam in September.

By following this recruitment procedure, we

- avoid duplication (chairs contacting the same person)
- respect wishes of folks who may have been contacted recently and said No, especially for bad timing
- ensure that there is no pastoral situation that would render recruitment contact inappropriate at this time
- reach out to as many different people as possible
- acknowledge members’ gifts/abilities and tapping our resources
- do not burn out the same people by asking them over and over

◆ In early Summer, prepare to recruit committee members by doing three things:

- **Read your committee responsibility list** and one-paragraph summary on the *Committee/Ministry Team Descriptions* list to (re-) gain a sense of the ministry’s scope.
- **Pray** that God will send the Holy Spirit and fill your heart with confidence, giving you guidance and help when contacting potential committee members. Ask God to also be with those you contact that their heart may be opened to hear God calling them.
- **Set date of next meeting** and decide how often the committee/team will need to meet. Remember that not all committees need to meet monthly; for some quarterly or bi-monthly is ideal.

◆ Each chairperson will receive from the Volunteer Coordinator a *Summary of Committee Membership* form that contains lists of names in three sections:

- A. **Current members of the committee** – Please contact each of these volunteers and ask if they are willing to re-commit for another year. If yes, let them know the date of the next meeting. If no, thank them for their service. Some may have the word “Recommitted” next to their name. They have done so on the April Time and Talent lists so there is no need to contact them.
 - **After each phone call** (to avoid confusion), record response on the *Summary* form. Note any other information they share regarding interests or future availability. After contacting each person on the sheet, make a copy for your records and return original to Volunteer Coordinator.
- B. **Names of new volunteers from the Spring Time and Talent lists** – These are folks that said they “are interested and willing to participate” in that committee’s area of ministry. *This may or may not mean they are interested in serving on the committee.* Most committees have folks doing ministry without attending committee meetings (ex: Counters, Ushers, Prayer Chain, IHN Coordinator, SCS Teacher).

They may be interested in one of those activities, therefore you need to contact those on this list and ascertain

their intentions. **You can either phone or send a note/letter.** You may personalize the sample letter in the Leaders' Handbook. If you choose to send a note, you will also need to follow-up by phone.

It is imperative that the phone call or note begin somewhat like this: "I am the chair of X committee. I'm following up on your Spring time and talent sheet where you expressed an interest in X ministry. **(This will let them know you are not contacting them out of the blue.)** Could you tell me your interest?" Have summary paragraph of your ministry handy – it will help you respond to questions. If they express interest in serving on the committee, let them know that the term is one year, the frequency of committee meetings and invite them to attend the next meeting. Thank them for agreeing to serve.

- **After each phone call** (to avoid confusion), record response on the *Summary* form. Note any other information they share regarding interests or future availability. After contacting each person on the sheet, make a copy for your records and return original to Volunteer Coordinator.

C. **Suggestions from the Volunteer Coordinator and Pastor** (with input from the staff) of potential new committee members. **Note that these people have not expressed an interest; they will be totally surprised by your contact.** This list reflects that the ideal number of members for most committees is 7, including the chairperson (but not including staff) and an attempt at gender balance.

Please send a note or letter to these persons. You may personalize the sample letter in the Leaders' Handbook.

By having this initial written communication, you will:

- avoid surprise phone calls or narthex encounters and hasty responses – both positive and negative
- allow the person the chance to read and reflect on the request
- respect the need of the person to pray and talk about the request

This note needs to include:

- summary of the committee's ministry – see *Committee Ministry Team Descriptions* list
- mention why they are being asked
- information about frequency of meetings, date of next meeting, and that the term is one-year
- sentence or two about what the committee is currently doing
- promise that you will follow-up with a phone call in a few days
- thank-you for considering this and praying about it

When you follow up in a few days with a phone call as you promised:

- Ask if they have any questions that you can answer. Listen to person's response and respond.
- Ask them directly if they are willing to serve on committee. If they seem reluctant to make a commitment, ask if they would like to attend a meeting to "try it out" (have next meeting date handy) or if they would be interested in helping with a specific project.
- Handle other possible responses, using these suggestions in your own words.
 - *Yes* – Thank them for agreeing to serve and invite them to next scheduled meeting.
 - *No* – Ask if there is another ministry area they would like to be involved in at this time.
 - *NO, I can't commit to this at this time* – This is a very acceptable answer. Do not make the person feel guilty! Thank them for being honest and for considering this invitation to serve.
- **After each phone call** (to avoid confusion), record response on the *Summary* form. Note any other information they share regarding interests or future availability. After contacting each person on the sheet, make a copy for your records and return original to Volunteer Coordinator.

When additional committee members are needed

If this process does not bring total committee membership to 7 (including chairperson but not staff), or your committee membership drops below 6 during the year, complete the *Request for Volunteers* form including you and/or your team's suggestions of other persons for the committee. **Before recruiting**, submit form to the Volunteer Coordinator, who serves as a clearinghouse for all long-term volunteers. After consulting with the pastor and staff, Volunteer Coordinator will return the form to you within two weeks with responses and possible additional suggestions. Follow process listed in section C above.

One-time event or short-term project recruitment

In these instances, ask whoever you think is appropriate without contacting the church office. If someone lets you know that this is not a good time for them, please give that information to the Volunteer Coordinator so that we do not suggest someone else call that same person. If you need additional suggestions of folks that might be good candidates, then fill out the *Request for Volunteers* form and follow up with those who are suggested.

REQUEST FOR VOLUNTEERS

Your name: _____ Ministry: _____

Date Submitted: _____ How many people do you need? _____ When will they serve? _____

What volunteer(s) are you looking for? _____

Is there a job description? YES or NO

YES – *attach copy with any changes (attach committee responsibility list for committee members)*

NO – *complete next 2 questions (if simple) or contact Office Administrator for blank form to complete.*

- List specific tasks volunteer will be asked to do.
- List special skills/traits desired in volunteer.

Recruiting volunteers is a joint responsibility of leaders and staff. The Volunteer Coordinator (VC) primarily supports in recruitment efforts by making suggestions for potential volunteers.

- ◆ List folks you think may have the gifts/skills to serve in this way and complete the first 2 columns below.
- ◆ The Volunteer Coordinator will do his/her best to provide additional names.
- ◆ **Do not recruit** anyone until you receive this form back from the Volunteer Coordinator (within 2 weeks).

SUGGESTED NAMES TO RECRUIT

Suggested Name	Reason(s) suggested	Response you received from Suggested Name

This form must be completed and returned to the Volunteer Coordinator (Janice Reinhardt)

Date returned to Chair: _____ Complete last column and return to VC by: _____

FOR THOSE WHO VOLUNTEERED ON THE FAITH IN ACTION (AKA TIME AND TALENT) SHEET

Dear

I am the chair person of the _____ Committee/Team, and am contacting you because you indicated on the May Faith in Action Form that you are interested and willing to participate in this ministry. Thank you!

The _____ Committee is responsible for **FILL IN PARAGRAPH FROM *Committee/ Ministry Team Description LIST***.

I am asking you to pray about and seriously consider how God may be calling you to serve. I (**or someone else from the committee – FILL IN NAME**) will be giving you a call in a few days to talk about how you would like to be involved in this ministry – by serving on the committee or by some other involvement.

Thank you for your interest.

In Christ's service,

Section 6-D

Updated August 2014

Original September 2005

COMMITTEE/MINISTRY TEAM DESCRIPTIONS

- ❖ **Adult and Family Ministry Team** – Oversees ministries for families and folks over 18 – including affinity groups (MOMS, 60+ers, WELCA, LMM, Transitions), daycare, adult forum, support groups, Bible studies, book discussions, movie nights, service projects, retreats, the church picnic, and the library. Meets about 10 times per year.
- ❖ **Audit Committee** – Audits church and daycare financial records (disbursements and receipts) to insure money is accurately recorded and controlled. Members are elected to serve a three year term at the annual Congregational Ministry Meeting in June. Requires about 12 hour commitment between January – April.
- ❖ **Children and Youth Ministry Team** – Oversees ministries for children under 18 – including the Nursery, Sunday Church School, First Communion, Vacation Bible School, Junior and Senior Youth, Confirmation, and the Easter Egg hunt. Meets about 10 times per year.
- ❖ **Congregation Council** – Acts as congregation's board of directors between congregational meetings, responsible for promoting the mission of the wider church, developing our spending plan, and overseeing the ministries of the congregation, including long range planning, and the support, supervision and evaluation of our staff. Persons are nominated, then elected by the congregation. Meets monthly.
- ❖ **Daycare Ministry Team** – Together with its director provides high quality care in a Christian environment. It's primary ministry focus is to provide a safe, loving place that teaches of the Savior and proclaims the Gospel to the community. Meets about 10 times per year.
- ❖ **Endowment Fund Committee** – Establishment and management of an Endowment portfolio. Members are elected to serve a three year term at the annual Congregational Ministry Meeting in June. Meets about 4 times per year.
- ❖ **Shalom (Evangelism) Ministry Planning Team** – Oversees prayer chain and prayer ministry, welcome teams, hospitality to newcomers, new members' groups, Living Nativity, advertising and publicity. Meets about 10 times per year.
- ❖ **Executive Committee** – Consists of the president, the president-elect, and the pastor(s). Meets monthly to set Council Agenda and at other times as needed.
- ❖ **Finance Committee** – Oversees the spending plan process, counting offerings, stock donations, paying bills, work of the treasurer, investment, insurance and mortgage concerns. Meets about 6 times per year.
- ❖ **Hospitality Committee** – Oversees internal and external ministry of hospitality by planning and publicizing our social events calendar (theater trips, ball games and other fellowship events). Meets 3–4 times per year.
- ❖ **Human Resource Committee** – Reviews and recommends personnel policies; provides resources for recruitment and hiring, goal setting and review/update of job descriptions; and oversees the performance appraisal process. Members shall be appointed by the Executive Committee and the pastor(s). Term of office shall be three (3) years. Meets about 4 times per year.

- ❖ **Memorial Committee** – Recommends allocation of all the un-designated memorial monies. Solicits and reviews requests from committees and prioritizes them into a designated gift list. Also oversees the maintenance and policies of the Memorial Garden. Meets 3–4 times per year.
- ❖ **Nominating Committee** – Consists of four voting members of the congregation and responsible to recruit and recommend Council members to be elected by the congregation. Committee shall be convened and chaired by a voting member appointed by the Executive Committee (generally this shall be the president-elect). Members are elected to serve a two year non-renewable term at the annual Congregational Ministry Meeting in June.
- ❖ **Property Committee** – Oversees the maintenance of church property – inside and outside, the work of the custodian and the purchasing of supplies and equipment. Meets about 6 times per year.
- ❖ **Social Ministry Planning Team** – Oversees the planning and decision making of our congregation's outreach ministry to its own members, the community and the rest of the world. Provides opportunities for service projects, reviews legislative information, and coordinates the distribution of local mission monies. Meets about 4–6 times per year.
- ❖ **Stewardship Committee** – Oversees our giving of time, talent and money, volunteer ministry, blood drives, special appeals, stewardship education. Meets about 6 times per year.
- ❖ **Technology Planning Team** – Plans and assesses the use of technology for support of GSLC ministries. Assists staff by providing occasional tech support for hardware, software and other equipment including computers, network hardware, telephones and audiovisual (PA) systems. Meets about 6 times per year.
- ❖ **Worship Planning Team** – Plans worship services by selecting appropriate music, text and special presentations to best convey the meaning of each Sunday's central theme. Meets about 10 times per year.



Faith in Action Commitment Sheet

WE ARE GOD'S HANDS IN THE WORLD

I, _____, offer with joy and thanksgiving what God has graciously gifted to me to be shared with Good Shepherd Lutheran Church.

Phone _____ Email _____

Check all opportunities where you are willing to participate starting **July 1, 2019**, including activities where you are currently serving and are willing to continue (see exception for Sunday Worship Stewards.) **If completing a form for more than one individual, please be sure to indicate which person is serving in each role.** Please bring your completed form to worship on **Sunday, June 9, 2019** or put in the church mailslot for Laura Meerovich, Administrator.

ADMINISTRATION

- ☐ Assembly Team for Mailings and Worship Folders
 ☐ Format & Distribute Readings to Sunday Readers
☐ General Office Work
 ☐ Typing/Data Entry
 ☐ Make Phone Calls

ADULT MINISTRY

	I'll volunteer/participate	I'll help coordinate
Adult Ministry Team Member	<input type="checkbox"/>	<input type="checkbox"/>
Faith Talk Discussion Facilitator	<input type="checkbox"/>	<input type="checkbox"/>
Small Groups: (circle choices)		
Comfort Creators Crafteers Shepherd Stitchers	<input type="checkbox"/>	
60 Plussers Daughters of Eve Lutheran Men in Mission	<input type="checkbox"/>	<input type="checkbox"/>
Bible Study:		
Tuesday Lunchtime Group	<input type="checkbox"/>	
Evening Group	<input type="checkbox"/>	<input type="checkbox"/>
Book Discussion – small group	<input type="checkbox"/>	
diakonia	<input type="checkbox"/>	
Movie Nite Events	<input type="checkbox"/>	<input type="checkbox"/>

CARING MINISTRIES

	I'll volunteer	I'll help coordinate
Caring for Caregivers Small Support Group	<input type="checkbox"/>	
Drive Member to Church	<input type="checkbox"/>	<input type="checkbox"/>
Flower Delivery - Christmas/Easter	<input type="checkbox"/>	<input type="checkbox"/>
Greeting Card Ministry	<input type="checkbox"/>	
Grief Support Group	<input type="checkbox"/>	
Sick/Homebound (circle choices)		
Home Communion Minister General Visitor Prepare & Deliver a Meal	<input type="checkbox"/>	<input type="checkbox"/>
Home Repair/Handyman for Homebound	<input type="checkbox"/>	<input type="checkbox"/>

CHILDREN, YOUTH, & FAMILY

	I'll volunteer	I'll help coordinate
Children, Youth, & Family Ministry Team Member	<input type="checkbox"/>	<input type="checkbox"/>
Advent Wreath Making	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation Small Group Leader	<input type="checkbox"/>	
Easter Egg Hunt	<input type="checkbox"/>	<input type="checkbox"/>
Family Faith Formation	<input type="checkbox"/>	<input type="checkbox"/>
Family Movies @ GSLC	<input type="checkbox"/>	<input type="checkbox"/>
Junior Youth Group	<input type="checkbox"/>	<input type="checkbox"/>
Patriots Game Tickets & Food Collection	<input type="checkbox"/>	<input type="checkbox"/>
Souper Bowl of Caring	<input type="checkbox"/>	<input type="checkbox"/>
Youth Event Chaperone (circle choices) Youth Group Lock-in Retreats Service Days	<input type="checkbox"/>	
Youth Group Dinner Provider	<input type="checkbox"/>	

CULINARY HOSPITALITY

	I'll volunteer	I'll help coordinate
Hospitality (Order supplies, tidy up kitchenette, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Bake Cookies/Cakes	<input type="checkbox"/>	
Election Day Coffee Set Up & Clean Up	<input type="checkbox"/>	
Funeral Host/Refreshments	<input type="checkbox"/>	<input type="checkbox"/>
Fellowship & Food:		
-Church Picnic	<input type="checkbox"/>	<input type="checkbox"/>
-Potluck Suppers	<input type="checkbox"/>	<input type="checkbox"/>

DAY CARE

	I'll volunteer	I'll help coordinate
Day Care Ministry Team Member	<input type="checkbox"/>	<input type="checkbox"/>
Nap Time Volunteer	<input type="checkbox"/>	
Special Event Assistant	<input type="checkbox"/>	
Enrichment Program Volunteer: (circle choices) Gardening Other: _____	<input type="checkbox"/>	

EVANGELISM

	I'll volunteer	I'll help coordinate
Evangelism Ministry Team Member	<input type="checkbox"/>	<input type="checkbox"/>
Facebook Events Creator	<input type="checkbox"/>	<input type="checkbox"/>
Name Tag Organizer	<input type="checkbox"/>	<input type="checkbox"/>
Publicity & Community Announcements (newspapers/social media, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Welcome Team Coordinator	<input type="checkbox"/>	<input type="checkbox"/>
"Thank You for Visiting" Follow-up:		
-Make Phone Calls	<input type="checkbox"/>	
-Send Greeting Cards	<input type="checkbox"/>	
Community Events (circle choices) Block Party Blessing of Pets Living Nativity	<input type="checkbox"/>	

FINANCE

<input type="checkbox"/> Finance Ministry Team Member <input type="checkbox"/> Yearly Financial Book Review Team <input type="checkbox"/> Treasurer/Bookkeeper <input type="checkbox"/> Payroll Administrator	<input type="checkbox"/> Finance Secretary <input type="checkbox"/> Memorial Fund Committee Member <input type="checkbox"/> Insurance Resource <input type="checkbox"/> Assistant Treasurer – Bill Pay <input type="checkbox"/> Benefits Administrator
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PRAYER

<input type="checkbox"/> Prayer Minister	<input type="checkbox"/> Want to Receive Email <i>Prayer Requests</i>
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PROPERTY

☐ Property Team Member

☐ Recording Secretary

☐ Grant Writer

Area of Need	I'll volunteer	I'll help coordinate
Electrical	<input type="checkbox"/>	<input type="checkbox"/>
Property Maintenance (circle choices) Interior Exterior	<input type="checkbox"/>	<input type="checkbox"/>
Help with Remodeling Designs	<input type="checkbox"/>	<input type="checkbox"/>
HVAC	<input type="checkbox"/>	<input type="checkbox"/>
Safety & Building Systems	<input type="checkbox"/>	<input type="checkbox"/>
Mower Trimmer Weed Warrior (circle choices)	<input type="checkbox"/>	<input type="checkbox"/>
Carpentry Plumbing Painting (circle choices)	<input type="checkbox"/>	<input type="checkbox"/>
Snow Removal	<input type="checkbox"/>	<input type="checkbox"/>
Memorial Garden (circle choices) Maintenance Graves	<input type="checkbox"/>	

SOCIAL MINISTRY

	I'll volunteer	I'll help coordinate
Social Ministry Team Member	<input type="checkbox"/>	<input type="checkbox"/>
Advocacy in Action	<input type="checkbox"/>	<input type="checkbox"/>
Faithful Ecology	<input type="checkbox"/>	<input type="checkbox"/>
<i>God's Work Our Hands</i> Planning Group	<input type="checkbox"/>	<input type="checkbox"/>
Hands-on Social Ministry Project		<input type="checkbox"/>
Obtain Thrivent Action Team Grant to Sponsor a Project	<input type="checkbox"/>	<input type="checkbox"/>
IHN (circle choices) Cook Host Overnight Set-up	<input type="checkbox"/>	
Outreach Opportunities (circle choices)		
Angel Tree Backpacking for Others Food Bank	<input type="checkbox"/>	<input type="checkbox"/>
Food Basket Assembly & Delivery Veterans' Gift Bags		

STEWARDSHIP

	I'll volunteer	I'll help coordinate
Stewardship Team Member	<input type="checkbox"/>	<input type="checkbox"/>

TECHNOLOGY

	I'll volunteer	I'll help coordinate
Technology Support – Planning Team Member	<input type="checkbox"/>	<input type="checkbox"/>
Technology Support (circle choices)	<input type="checkbox"/>	<input type="checkbox"/>
Audiovisual Social Media PC's Network/Server		

WORSHIP

- ☐ Worship Planning Team Member
☐ Choir
☐ Instrumentalist – Type: _____
☐ Worship on Lawn Tents (circle choices): Setup Take Down
☐ Monitor Communion Wine inventory & replenish when needed. Purchases reimbursed by church.

☐ Interpretive Movement
☐ Dramatic Reader

☐ *Grace Alive!* (circle choices)
 Song Leader Instrumentalist
 Sound Technician

SUNDAY WORSHIP STEWARDS are essential to ensuring a meaningful worship experience for everyone.

If you are currently a Sunday Worship Steward, please make any changes to your profile directly on MSP.

FOR FIRST-TIME SUNDAY WORSHIP STEWARDS

Please indicate your preferences below. Our Scheduler, Carrie Rieble, will set you up on Ministry Scheduler Pro (MSP) which automatically schedules our Worship Stewards. You will receive email notification of the dates selected for you. If you will be unavailable to serve on any given date, you can simply ‘request a sub’ for that date. Carrie will be happy to explain how the program works, please feel free to contact her with questions: scheduling@gsllutheranchurch.org.

<u>Worship Steward</u>	<u>Sunday 9:30 AM</u>	<u>According to the Choir Schedule</u>	<u>Weekday Services</u>
Acolyte	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Altar Guild	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Altar Flower Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communion Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communion Bread Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communion Special Tray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offering Bread/Wine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offering Counter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offering Counter (substitute)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refreshment Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refreshment Cleanup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refreshment Snack Provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sound System Technician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Usher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Usher (substitute)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Video Technician/Live Stream	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welcome Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worship Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schedule with *name(s)*:

Thank you for taking the time to complete the “Faith in Action” commitment sheet. Your partnership in ministry is a blessing.



Faith in Action Commitment Sheet for Children & Youth

WE ARE GOD'S HANDS IN THE WORLD

I, _____, offer with joy and thanksgiving what God has graciously gifted to me to be shared with Good Shepherd Lutheran Church.

Phone _____ Email _____

Check all opportunities where you are willing to participate starting **July 1, 2019**, including activities where you are currently serving and are willing to continue (see exception for Sunday Worship Stewards.) **If completing a form for more than one individual, please be sure to indicate which person is serving in each role.** Please bring your completed form to worship on **Sunday, June 9, 2019** or put in the church mailslot for Laura Meerovich, Administrator.

ADMINISTRATION ☐ General Office Work

ADULT MINISTRY

Small Groups (circle choices) Comfort Creators (Sat. morning) Shepherd Stitchers (Mon. evening)	<input type="checkbox"/>
Bible Study - Evening Group	<input type="checkbox"/>

CARING MINISTRIES ☐ Greeting Card Ministry

CHILDREN, YOUTH, & FAMILY

Children, Youth, & Family Ministry Team Member	<input type="checkbox"/>
Advent Wreath Making	<input type="checkbox"/>
Easter Egg Hunt	<input type="checkbox"/>
Family Movies @ GSLC	<input type="checkbox"/>
Patriots Game Tickets & Food Collection	<input type="checkbox"/>
Souper Bowl of Caring	<input type="checkbox"/>

CULINARY HOSPITALITY ☐ Bake Cookies/Cakes ☐ Church Picnic ☐ Potluck Suppers

EVANGELISM

Evangelism Ministry Team Member	<input type="checkbox"/>
Name Tag Organizer	<input type="checkbox"/>
Community Events (circle choices) Block Party Blessing of Pets Living Nativity	<input type="checkbox"/>

PROPERTY ☐ Property Team Member ☐ Weed Warrior

SOCIAL MINISTRY

Social Ministry Team Member	<input type="checkbox"/>
Faithful Ecology	<input type="checkbox"/>
God's Work Our Hands	<input type="checkbox"/>
Hands-on Social Ministry Project	<input type="checkbox"/>
IHN (circle choices) Cook Host Set-up Overnight w/parent	<input type="checkbox"/>
Outreach Opportunities (circle choices) Angel Tree Backpacking for Others Food Bank Food Basket Assembly & Delivery Veterans' Gift Bags	<input type="checkbox"/>

STEWARDSHIP ☐ Stewardship Team Member

TECHNOLOGY

Technology Support – Planning Team Member	<input type="checkbox"/>
Technology Support (circle choices) Audiovisual Social Media PC's Network/Server	<input type="checkbox"/>

WORSHIP

☐ Worship Planning Team Member ☐ Sunday Choir ☐ Children's Choir ☐ Praise Dancers
☐ Instrumentalist – Type: _____ ☐ *Worship Alive!* (circle choices): Singer Instrumentalist

If you are currently a Sunday Worship Steward, please make any changes to your profile directly on MSP.

FOR FIRST-TIME SUNDAY WORSHIP STEWARDS

Please indicate your preferences below. Our Scheduler, Carrie Rieble, will set you up on Ministry Scheduler Pro (MSP) which automatically schedules our Worship Stewards. See the Adult Faith in Action form for details.

WORSHIP STEWARDS

Acolyte	<input type="checkbox"/>
Altar Guild	<input type="checkbox"/>
Communion Assistant	<input type="checkbox"/>
Communion Bread Baker	<input type="checkbox"/>
Offering Bread/Wine	<input type="checkbox"/>
Reader	<input type="checkbox"/>
Refreshment Snack Provider	<input type="checkbox"/>
Usher	<input type="checkbox"/>
Welcome Team	<input type="checkbox"/>
Worship Assistant	<input type="checkbox"/>

Schedule with (name): _____

Section 6-F
Issued July 2019

Faith in Action – Descriptions of Roles as of July 2019

ADMINISTRATION – Assist Office Administrator Laura Meerovich with:

Assembly Team for Mailings and Worship Folders: Assemble worship folders (Easter and Christmas), mailings, and other large projects

Format and Distribute Readings to Sunday Readers: Format and distribute readings to Sunday readers. Readings provided by music coordinator, Charles German. Names of Sunday readers are found in the MSP program.

General Office Work: Items include things like: acknowledgement of Memorial Gifts, updating the church membership book, filling pews with envelopes

Typing/Data Entry: Data entry on Church Windows database (communion records, Faith in Action results, special projects)

Make Phone Calls: Reminder phone calls to Sunday Worship Stewards; calls to confirm directory information; other as needed

ADULT MINISTRY (Lee Wollenberg, chair)

Adult Ministry team member: This ministry generally meets on the 2nd Monday of each month at 7:30 pm to plan and coordinate Faith Talk programs, movie events, and support our caring ministry and adult small groups.

Faith Talk facilitator: Faith Talk meets most Sunday mornings from 10:45 – 11:45 am from September through May to offer learning and faith-based conversations, led by volunteer facilitators from within the congregation or special guests.

Movie Events: Offered once or twice a year for adults to watch and discuss a movie that may provide an opportunity for faith-based conversation.

Small Groups: GSLC also provides and supports small groups for those adults who wish to pursue additional educational, discussion, and fellowship opportunities, as well as for those adults who wish to share their talents and a time of fellowship while making items for others.

1. **Craft groups** include:
 - a. **Comfort Creators:** meet monthly to share fellowship as they knit and crochet prayer shawls, lap blankets, baby blankets and caps for newborns.
 - b. **Crafteers:** meet weekly to share fellowship as they make needlepoint and cross stitch items for church members to celebrate special occasions (such as confirmation) and other items for use by Good Shepherd. (Individuals may also make items from home, if they are unable to participate when the groups meet at church. Contact the group coordinator for more details.)
 - c. **Shepherd Stitchers:** meet regularly to share fellowship as they sew quilts for local organizations and have fun working on some of their own personal projects!
2. **Educational, discussion and fellowship groups** include:
 - a. **Bible study:** Currently there is a group that meets regularly on Tuesdays at noon for Bible or other studies and discussion. An evening group could be formed if there are individuals who wish to facilitate and participate.
 - b. **Book discussion:** Offered once or twice a year, with the time and number of sessions determined by the interested participants at the first session. Book suggestions welcome.

- c. **Diakonia:** For those interested in lay leadership and education, diakonia offers an opportunity for structured classes and program
 - d. **Daughters of Eve:** Monthly fellowship, learning, and service opportunities for all women.
 - e. **Lutheran Men in Mission (LMM):** Monthly fellowship, learning, discussion and service opportunities for all men.
 - f. **60 Plussers:** Monthly fellowship and learning opportunities for all men and women geared to those over age 60.
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CARING MINISTRIES (Janice Reinhardt, liaison to Adult Ministry)

Caring for Caregivers Support Group: Attend monthly or bi-monthly support group sessions for caregivers of family or friends; Attend as needed to gain support and receive helpful resources for your caregiving situation

Drive Member to Church: Volunteer to drive a member to worship or a church related function.

Flower Delivery – Christmas/Easter: Volunteer to deliver a poinsettia or Easter plant to a sick or homebound member. Delivery takes place at your convenience the week after the Holiday Worship Service. List of addresses is provided by the coordinator.

Greeting Card Ministry: Help coordinator send greeting cards to members who are sick, grieving, new baby, confirmation, First Communion, etc.

Grief Support Group: This new ministry at Good Shepherd is an opportunity for those who are grieving the loss of a loved one to find support and fellowship

Sick/Homebound (Coordinators help match volunteers and needs):

- a. **Home Communion Minister:** Volunteer to bring Holy Communion to the sick or homebound. This ministry shares Christian community with those who can no longer attend worship.
- b. **General Visitor:** volunteer to be a friendly visitor to the homebound. Become a Christian friend to those that may be lonely and need companionship.
- c. **Prepare and Deliver a Meal:** Volunteer to prepare or provide a meal/casserole for a sick/homebound member

Home Repair/Handyman for Homebound: For those who are willing and able to travel to members' homes who need some extra assistance with minor home repairs

CHILDREN, YOUTH, & FAMILY (Louise Eilers, chair)

Children, Youth & Family Ministry Team Member: Attend scheduled meetings and make decisions about the Christian Education programs and faith formation activities for children, youth and families at GSLC

Advent Wreath Making: Help gather materials, set up for wreath making and assist with day-of needs for when families gather to make Advent wreaths

Confirmation Small Group Leader: Assist Pastor Chelsea in leading Confirmation classes

Easter Egg Hunt: Help stuff eggs; help "hide" eggs; coordinate stuffing and hiding

Family Faith Formation: Serve on the team that plans and facilitates our monthly gathering for families with children grade 2 and younger

Family Movies at GSLC: Help choose movies; make snacks; help with set up and clean up

Junior Youth Group: Serve on the team that plans and facilitates our monthly gathering for our 3rd through 6th graders; assist teachers as a 2nd adult

Patriots Game Tickets and Food Collection: Help facilitate night out at the ball park including working with liaison at the Patriots, ordering number of tickets needed, facilitating sign up for tickets and food drive, set up at food drive and/or coordinate delivery of collected food

Souper Bowl of Caring: Help coordinate can collection; count and coordinate delivery of soup cans

Youth Event Chaperone: Male and Female chaperones needed! Be present with our youth at their events

1. **Youth Group:** One Sunday evening per month
2. **Lock-In:** Overnight at the church in fall and spring
3. **Retreats:** Occur occasionally away from the church (Friday-Sunday)
4. **Service Days:** Generally occur a few week days throughout the summer

Youth Group Dinner: Prepare and serve dinner for the youth group

CULINARY HOSPITALITY

Hospitality: Responsible for ordering supplies through the church, tidying up the kitchenette and ensuring that materials needed for refreshments are available

Bake Cookies/Cakes: For special occasions (Funerals/Memorial Services, special events at church)

Election Day Coffee Set Up & Clean Up: GSLC is a polling place: help is needed with setting up and cleaning up coffee for our election workers

Funeral Host/Refreshments: Coordinator to help work with families for refreshments after funerals and memorial services; volunteer to help with set up or clean up at these times

Fellowship & Food (Church Picnic/Potluck Suppers): Coordinator facilitates sign ups, room set up and clean up for large church events; volunteers help with set up and clean up

DAY CARE (Gale Murphy, chair)

Day Care Ministry Team Member: Attend scheduled meetings and support the daycare director and daycare ministry by helping with and being present at major school events

Nap Time Volunteer: Volunteer to sit in a classroom during staff meetings at naptime

Special Event Assistant: Help cook a turkey at Thanksgiving or set up/clean up some of the special events held at the daycare

Enrichment Program Volunteer (Gardening/Other): Plan and teach the daycare children at times as coordinated with the daycare director

EVANGELISM (Janine Shugan, chair)

Evangelism Ministry Team Member: Attend scheduled meetings to discuss ideas for welcoming our visitors, planning community events and inviting others to Good Shepherd via advertising in newspapers/social media.

Publicity & Community Announcements (newspapers/social media, etc.): Write press releases regarding upcoming (or past) events and distribute to local newspapers and websites.

“Thank You for Visiting” Follow-up (Phone calls/Greeting Cards): Contact recent visitors via phone call or greeting card mailing, thanking them for coming and asking if there is anything we can do for them.

Community Events (Block Party/Blessing of Pets/Living Nativity): Volunteer to help plan or to participate in a community event. This is a short term commitment where all areas of interest are welcome. Skills include advertising, admin, cooking, serving, entertainment, set up/clean up, etc.

Facebook Events Creator: Manage Facebook Events by posting dates/times and photos of upcoming events and inviting friends of Good Shepherd Lutheran Church to share and invite the event with others.

Name Tag Organizer: Help to keep our Name Tag wall organized by periodically alphabetizing the name tags and keep it looking tidy.

Welcome Team Coordinator: Periodically update the Volunteer Ministry Position Description for the Welcome Team, and hold a training session once per year (or as needed for new volunteers).

FINANCE (Jill Weidner, chair)

Finance Ministry Team Member: Attend scheduled meetings (generally quarterly via teleconference) and offer input on recommendations to Council on financial matters of the congregation

Yearly Financial Book Review Team: Assist with a yearly review of the financial books of both the church and daycare; short-term task force

Treasurer/Bookkeeper: Maintain the financial records of the church; reconcile the bank statements and Quick Books; write checks as necessary

Assistant Treasurer/Bill Pay: Assist the treasurer in the writing of checks and online bill pay

Finance Secretary: Maintain accurate records for member and guest contributions; distribute quarterly statements for giving to members; generate estimated offering income for next fiscal year based on financial commitments during fall stewardship drive

Memorial Fund Committee Member: Meet 1-2 times per year to review requests from the Memorial Fund and make recommendations to Council

Insurance Resource: Provide up-to-date information on insurance costs for the church

Payroll Administrator: Work with payroll processing company to set up new employees, ensure taxes are withheld appropriately and submitted in a timely manner, and allocation of payroll between daycare and church.

Benefits Administrator: Manage the proper enrollment and upkeep of the church sponsored benefits plans. Yearly go out to bid for health and welfare benefits.

PRAY

Prayer Minister: Prayer Ministers at GSLC commit to praying with and for Good Shepherd and its members and visitors; prayer ministers are available on the second Sunday of each month during and after worship

Prayer Chain: GSLC has an email prayer chain out of the office; sign up to receive the prayer chain

PROPERTY (Jack Farmer, chair)

Property Team Member: Attend scheduled meetings and help determine what needs are most urgent for care of the building

Recording Secretary: Maintain records and take minutes at property meetings

Grant Writer: For those who may have some experience with grant writing regarding property needs

Electrical: Oversee the condition of all lights, switches, and outlets for functionality. Sets timers for lights. Verify circuits are labeled correctly. Assist with light bulb changes

Property Maintenance (Interior/Exterior): Assist with the maintenance of interior and exterior building needs

Help with Remodeling Designs: Occasionally rooms at the church need updated! Help create new design plans

HVAC: Coordinate the maintenance, repair and replacement of HVAC systems.

Safety and Building Systems: Check that fire extinguishers' tags are up to date. Ensure that first-aid kits and defibrillator are accessible and up to date. Check alarm system and be aware of phone and thermostat systems.

Mower/Trimmer/Weed Warrior: Volunteer to use riding power, push mower and edger; weed and water the grounds on a scheduled basis or help with major clean up on property days in the spring and fall

Carpentry/Plumbing/Painting: For those who have an interest in helping with carpentry, plumbing or painting needs at the church that are not contracted out

Snow Removal: Assist with the removal of snow on sidewalks around the church on weekends and week days as needed

Memorial Garden (Maintenance/Graves): Weed, plant new flowers and mulch the Memorial Garden; also needed: individuals willing to dig graves for Interments as needed

SOCIAL MINISTRY (Lynn Weckworth and Stephanie Meister, co-chairs)

Social Ministry Team Member: Attend scheduled meetings to determine donation and service support of community organizations by Good Shepherd. Help provide oversight and inter-committee coordination of outreach initiatives.

Advocacy in Action: The ELCA has an Advocacy division and GSLC provides opportunities that encourage support for issues such as World Hunger, Women's Rights, Immigration, Economic and Community Injustice, and any others that support the various ELCA social statements.

Responsibilities: Maintain the Advocacy bulletin board and brochures on the Advocacy in Action bookcase. Staff the letter-writing campaigns; advise community about national gatherings, write short announcements for the weekly Good News and monthly newsletter, and any other necessary activities.

Faithful Ecology: This small group ministry exists to assist the faith community of GSLC in practicing responsible stewardship of God's creation and actively participating in its future health and sustainability.

God's Work Our Hands: Coordinators would be responsible for one Social Ministry outreach service project held on the second Sunday of September (such as Sandwiches for SHIP, Stamps and Cards for First Friends, Bingo for Seniors, etc). Coordinators would ensure supplies are purchased, volunteers are organized, tasks completed, and service delivered. Volunteers for Service Projects participate in the service effort and help get the work done.

Hands-on Social Ministry Project: Coordinators would be responsible for one Social Ministry outreach service project a year. Coordinators would ensure supplies are purchased, volunteers are organized, tasks completed, and service delivered.

Obtain Thrivent Action Team Grant to Sponsor a Project: Members of Thrivent Financial can sponsor any service project by applying for a \$250 Thrivent Action Team Grant.

Interfaith Hospitality Network (IHN): Good Shepherd hosts IHN homeless families a week at a time, 6 times a year. Volunteers are needed for the following efforts:

- a. Cook, serve and eat dinner with our guests in Luther Hall, 5 – 7 PM
- b. Evening host (play games, watch movies, read books) 7 – 10 PM
- c. Overnight hosts sleep on IHN cots 10 PM – 6 AM (8AM on weekends)
- d. Unload truck and set up rooms on the first Sun. morning
- e. Load truck and clean up Luther Hall on the last Sun. morning.

Outreach Opportunities:

- a. **Angel Tree** ~ Christmas Gift Donations: Coordinator organizes the collection of gifts for local Women's and Teen's Shelters. Volunteers purchase gifts and wrapping paper.
- b. **Backpacking for Others:** Coordinator organizes the collection of donated school supplies, purchases supplies with monetary donations, and organizes volunteers filling backpacks. Volunteers purchase supplies and assist in putting school supplies in the backpacks.
- c. **Food Bank:** Help staff the Food Bank in Bridgewater for a few hours on a Saturday morning. Responsibilities can include packing food for recipients and putting supplies on shelves.
- d. **Food Basket Assembly and Delivery:** Volunteers needed to shop for, sort and pack food donations for Easter, Thanksgiving and Christmas food baskets. Volunteers also needed to deliver the food baskets to local families.
- e. **Veteran's Gift Bags:** Coordinate collection and packing of items (T-shirts, candy, puzzle books, etc.) for our veterans at the Lyons VA for Veteran's Day.

STEWARDSHIP (Joyce Jonat, chair)

Stewardship Team Member: Attend scheduled meetings and help plan and coordinate two annual stewardship campaigns, one in the spring for Faith in Action and one in the fall for financial commitments

TECHNOLOGY (Jeff Davis, chair)

Technology Support Planning Team Member: Attend scheduled meetings and assist with making decisions about the technology needs at Good Shepherd

Technology Support (Audiovisual/Social Media/PCs/Network and Server): For those who have some knowledge in the above-named areas who can do practical and hands-on fixing

WORSHIP (Chair TBD)

Worship Planning Team Member: Attend scheduled meetings and help make decisions about our worship format, styles of worship and continued outreach to the community through worship at GSLC

Choir: Sings 3 Sundays a month and at special worship services, such as Maundy Thursday and Good Friday. The choir rehearses on Thursday evenings at 7:45pm

Grace Alive! Song Leader, Instrumentalist, Sound Technician: Assists with music leadership once a month, as well as Easter Sunday.

Both musical ensembles have participants that shift and change based on availability of members so don't let your schedule be a deterrent for signing up to participate!

Interpretive Movement: For those who are interested in special opportunities to engage our bodies in worship, from sign language to dancing!

Dramatic Reader: For special services or readings in worship where extra voices are needed

Instrumentalist: For those who play an instrument and want to share their gifts in worship; please be sure to let us know what instruments you play!

Worship on the Lawn Tents (Setup and Take Down): GSLC offers an experience of worshipping outside on the lawn a few times from May to September and we need help setting up tents before worship (generally on Saturday) and taking them down again (on Sunday after worship)

Monitor Communion Wine Inventory: We use wine each Sunday for worship and need people to monitor our inventory and purchase wine as needed. All purchases are reimbursed by the church.

WORSHIP STEWARDS (Carrie Rieble and Charlene Walker, schedulers)

Worship Stewards are scheduled through our online scheduling program "Ministry Scheduler Pro" which will allow you to put in "Can't Serve" dates and then will automatically schedule you for the slots available. Special services (such as Christmas and Easter) will be scheduled separately on a volunteer basis. Please be sure to list if you are willing to serve on Sundays, based on the choir schedule, and/or at weekday services.

Acolyte: Generally our younger worship participants; light candles on altar; assist with offering and communion

Altar Flower Delivery: Each Sunday we have 2 bouquets of flowers adorn our worship space. These then get delivered to homebound and sick members of Good Shepherd.

Altar Guild: Arrives prior to worship to setup the altar area for communion and stays after worship to clean up

Communion Assistant: Distribute wine at communion

Communion Bread Baker: Bake bread for worship according to recipe and bring to church by 9am (or 30 minutes prior to special services)

Communion Special Tray: Distributes communion to those who are unable to make it to the communion rail, including Sunday musicians; must be able to climb the stairs to the choir loft

Offering Bread/Wine: During worship, bring forward bread and wine

Offering Counter: Member of 3-person team to open/verify envelopes and prepare bank deposit

Offering Counter (substitute): Not on regularly scheduled counting teams but is available as a substitute or for special services

Reader: Read Scripture lessons at worship

Refreshment Setup: Prior to worship, make coffee and set refreshment table; provides a snack and coffee creamer

Refreshment Cleanup: Serves refreshments and cleans refreshment table and coffee pots; can provide a snack as well

Refreshment Snack Provider: Provide an extra snack or two for refreshments; drop off prior to worship start

Sound System Technician: Operate sound system during worship in the sanctuary balcony

Usher: Distribute bulletins at beginning of worship; assist with finding seats as necessary; collect offering; complete attendance count each week; dismiss worshippers for communion

Usher (substitute): Not on regularly scheduled usher teams but is available as a substitute or for special services

Video Technician/Live Stream: Operate video equipment (iPhone) for Sunday and special worship services

Welcome Team: Greet visitors before and after worship; hand out Welcome Packets and answer questions

Worship Assistant: Assist in worship with reading of prayers and distributing communion
