"My Sheep hear my voice, and I know them, and they follow me" John 10:27



SERVAE CHRISTI GUIDELINES

Good Shepherd Evangelical Lutheran Church

Mission Statement

The mission of Good Shepherd Evangelical Lutheran Church is to sustain each of our members in faith by working together in harmony for the spiritual growth and health of the congregation and reaching out to bring the gospel of Christ to others.

Purpose of this Booklet

Servae Christi includes all women members of Good Shepherd Evangelical Lutheran Church (GSELC). We, as women, work to support the same mission as our congregation and church body. This booklet has been compiled to assist the women in identifying ways in which they can constructively use their talents to the glory of God. Many understand the tremendous joy and inner peace that only come when the Holy Spirit takes hold of our lives and exhibits his presence through our loving and active support of the work of the Kingdom of God.

There are many opportunities, something for every personality and every situation. It is our desire that every woman in the congregation experience the blessings that come from active participation in Bible study and service. With prayer, please review these pages and find an area of interest that appeals to you. Contact the president or any coordinator to volunteer, ask questions or share your ideas.

Service to God takes place only from the heart - our response to God's great love and mercy. Our joyous response is possible only by the Holy Spirit working in us, which comes through our spiritual growth in regular study of the Word and participation in the sacraments. Be in the Word daily and make use of the worship opportunities at church.

SERVAE CHRISTI GUIDELINES

I. Name

The name of our organization is "Servae Christi", which is Latin for "Servants of Christ".

II. Affiliation

We exist as part of Good Shepherd congregation and adhere to its statement of beliefs and purpose.

III. Purpose

- A. To grow spiritually through a study of the Bible and/or Bible related subjects and topics, which will be a part of each regular meeting.
- B. To fulfill needs of a service nature that may arise in our own congregation and to aid in other programs and projects of the congregation in keeping with the role God has given to women in the church.
- C. To work in harmony with the Ministry Coordinating Council (MCC) of GSELC.

IV. Membership

Every woman communicant member of GSELC is considered a member of this organization and is encouraged to participate in meetings, projects, and other activities.

V. Elected Positions

- A. The elected positions include:
 - 1. The offices of: president, vice president, treasurer, secretary
 - 2. Eight coordinators: shepherding, spiritual growth, worship, property, group life, school, outreach, and mission resources

An officer may also serve as a coordinator, except in the case of the president.

B. Elections are held at the November meeting with new officers assuming their duties immediately. The officers and coordinators are elected for two-year terms.

The following are elected in even-numbered years:

• President

• Spiritual Growth

• Secretary

• Worship

Mission Resources

• Group Life

The following are elected in-odd numbered years:

Treasurer

Property

• Vice President

School

Shepherding

Outreach

NOTE: In the first election (2012) all positions will be elected. However, for this term only, the president, secretary, group life, spiritual growth, mission resources and worship coordinators will serve two years. The treasurer, vice president, outreach, property, shepherding and school coordinators will serve only one year. Future elections will be for two-year terms.

C. The nomination process will begin in September with the pastors generating a list of potential women for each position. The list will be presented to the leadership board in early October, at which time names will be added or deleted. Letters will be sent to the nominees after the leadership board meeting to allow time for the nominees to decide whether or not they wish to have their name put on the ballot in November.

D. Vacancies

In the event that the president is unable to fulfill her duties or the office is vacant, the vice-president shall assume the office of the president and appoint a vice-president for the duration of the term. If any other officer or coordinator is unable to perform her duties or the position is vacant, the president will appoint a successor.

VI. Leadership Board

The leadership board shall consist of the elected officers and the eight elected coordinators.

VII. Elected officers and coordinator descriptions

Position: SERVAE CHRISTI PRESIDENT

Position Description

Position Summary:

The SC president is elected by the SC membership for a term of two years and is a member of the SC leadership board. This position provides oversight responsibilities and coordination of all activities of SC.

Scope of Responsibility:

- Schedule, announce, and prepare an agenda for meetings of the general membership of SC
- Lead the business discussion of each general membership meeting
- Schedule, prepare an agenda for, and attend at least three yearly meetings with the leadership board
- Communicate and collaborate with the MCC president (no less than quarterly as agreed upon with the MCC President email, phone, personal meeting)
- Request budgeting needs from each coordinator, prepare a budget and submit to the SC general membership for approval
- Submit the proposed budget to the MCC
- Review member requests for reimbursement: a- provide copies of all requests to the SC treasurer; b- if amount is \$200 or less, submit request to church treasurer for reimbursement; c- if amount is more than \$200, forward paperwork to the MCC president for approval
- Help create opportunities for the women of Good Shepherd to participate in SC
- Continue to look for ways to improve the functioning of SC
- Pass useful materials to next president and guide her in her new role

Goals:

Goals of the SC president include:

- 1. Assist and support all the coordinators and activity directors with their individual responsibilities
- 2. Collaborate/coordinate with the MCC president
- 3. Timely approval of membership reimbursement requests
- 4. Evaluate and make recommendations for improvement of the various activities of SC

Latitude/Boundaries:

The SC president shall help make all appointments of activity directors, call meetings when necessary, review member reimbursement requests and help make decisions, when necessary, regarding the various SC activities in conjunction with the individual coordinators. All major decisions are to be made by the leadership board.

Time Requirements:

Participation in SC general membership meetings
Participation in SC leadership board meetings
Communication/collaboration with the MCC president
Preparation of yearly budget
Review of member reimbursement requests

Position: SERVAE CHRISTI VICE PRESIDENT

Position Description

Position Summary:

The SC vice president is elected by the SC membership for a term of two years and is a member of the SC leadership board. This position is to assist the president in her duties.

Scope of Responsibility:

- Be an active participant in all general membership meetings of SC and the leadership board
- Arrange a devotion for each general membership meeting
- Arrange a speaker/activity for each general membership meeting
- Assume the role of the president in her absence
- Pass useful materials to next vice president and guide her in her new role

Goals:

Goals of the SC vice president include:

- 1. Assist and support the president
- 2. Participate in various activities of SC
- 3. Plan activities/speakers for general membership meetings

Latitude/Boundaries:

The SC vice president shall assume the responsibilities of the SC president and make necessary decisions in her absence.

Time Requirements:

Participation in SC general membership meetings

Participation in SC leadership board meetings

Participation in various SC activities

Plan/prepare for speaker/activity for general membership meetings

Position: SERVAE CHRISTI TREASURER

Position Description

Position Summary:

The SC treasurer is elected by the SC membership for a term of two years and is a member of the SC leadership board. This position includes keeping the financial records of SC.

- Be an active participant in all general membership meetings of SC and the leadership board
- Maintain copies of member reimbursement requests from the SC account.

- In absence of the president, review requests from the SC account; a- if amount is \$200 or less, submit request to church treasurer for reimbursement; b- if amount is \$200 or more, forward paperwork to MCC president.
- Follow protocol to deposit monies
- Keep a running balance of money in the SC account and report it to members at the general membership meetings
- Communicate and collaborate with the church treasurer reconcile records
- Pass bookkeeping materials to next treasurer and guide her in her new role

Goals of the treasurer include:

- 1. Assist and support the SC president
- 2. Keep accurate financial records for SC
- 3. Maintain copies of all SC reimbursement requests
- 4. Collaborate/coordinate with the church treasurer
- 5. Report irregularities or concerns to SC president

Latitude/Boundaries:

The SC treasurer shall maintain all copies of member reimbursement requests. In absence of the SC president, she will review all member reimbursement requests under \$200 and forward the request to the church treasurer. If the request is over \$200, she will review the request and then forward to the MCC president.

Time Requirements:

Participation in SC general membership meetings
Participation in SC leadership board meeting
Participation in various SC activities
Communication/collaboration with the church treasurer
Maintenance of financial records

Position: SERVAE CHRISTI SECRETARY

Position Description

Position Summary:

The SC secretary is elected by the SC membership for a term of two years and is a member of the SC leadership board. This position is to handle the correspondence/minutes of SC.

- Be an active participant in all general membership meetings of SC and the leadership board
- Take minutes at leadership board meetings
- Take minutes at general membership meetings and report to the general membership for approval
- Handle incoming and outgoing correspondence, including announcements by email to the SC general membership when appropriate and necessary
- Pass useful materials to next secretary and guide her in her new role

Goals of the secretary include:

- 1. Assist and support the SC president
- 2. Keep the general membership informed through email when necessary
- 3. Participate in various activities of SC

<u>Latitude/Boundaries:</u>

The SC secretary shall have the responsibility of sending out appropriate and necessary emails to keep the general membership of SC informed.

Time Requirements:

Participation in SC general membership meetings

Participation in SC leadership board meetings

Participation in various SC activities

Send appropriate emails when necessary to the general membership of SC

Position: <u>SERVAE CHRISTI SHEPHERDING COORDINATOR</u>

Position Description

Position Summary:

The SC shepherding coordinator is elected by the SC membership for a term of two years and is a member of the SC leadership board. This position provides oversight responsibilities and coordination of the activities of the SC shepherding committee. It also provides a support system for the SC shepherding activity directors.

- Be an active participant in all general membership meetings of SC and the leadership board
- Chair/facilitate the SC shepherding committee, which includes the recruitment of activity directors who lead and assist with the following activities:
 - 1. Create and distribute "New Member Welcome Bags"
 - 2. Assist with new member event
 - 3. Maintain and make timely use of the list of volunteers who will bring meals to those of our congregation who are in need
 - 4. Send Sunshine cards to those members at difficult/special times of their lives
 - 5. Organize/maintain prayer chain
 - 6. Organize/deliver Christmas gifts and visits to shut-ins
- Communicate and collaborate with the corresponding MCC shepherding coordinator on a regular basis (no less than quarterly as agreed upon with MCC coordinator phone, email, personal meeting)
- Keep the SC leadership board informed of the actions and activities of the SC shepherding committee
- Prepare a yearly budget and submit it to the SC president
- Communicate with individual members of the SC shepherding committee regularly –phone, email, personal meeting
- Pass useful materials to the next SC shepherding coordinator and guide her in her new role

Goals of the SC shepherding coordinator include:

- 1. Assist and support the activity directors with their individual activities
- 2. Collaborate/coordinate with the corresponding MCC shepherding coordinator
- 3. Evaluate and make recommendations for the various activities of the SC shepherding committee

<u>Latitude/Boundaries:</u>

The SC shepherding coordinator, in coordination with the leadership board, shall make all appointments of activity directors for each activity under her committee.

Time Requirements:

Participation in SC general membership meetings

Participation in SC leadership board meetings

Regular communication with members of the SC shepherding committee

Communication/collaboration with corresponding MCC shepherding coordinator

Position: SERVAE CHRISTI SPIRITUAL GROWTH COORDINATOR

Position Description

Position Summary:

The SC spiritual growth coordinator is elected by the SC membership for a term of two years and is a member of the SC leadership board. This position provides oversight responsibilities and coordination of the activities of the SC spiritual growth committee. It also provides a support system for the SC spiritual growth activity directors.

- Be an active participant in all general membership meetings of SC and the leadership board
- Chair/facilitate the SC spiritual growth committee, which includes the recruitment of activity directors who lead and assist with the following activities:
 - 1. Arrange for completion of confirmand stitchery
 - 2. Confirmation Celebration (cake between services)
 - 3. Guide and direct women's retreats
 - 4. Arrange for women's Bible studies
 - 5. Usage for used Sunday School materials
- Communicate and collaborate with the corresponding MCC spiritual growth coordinator on a regular basis (no less than quarterly as agreed upon with the MCC coordinator phone, email, personal meeting)
- Keep the SC leadership board informed of the actions and activities of the SC spiritual growth committee
- Prepare a yearly budget and submit it to the SC president
- Communicate with individual members of the SC spiritual growth committee
 phone, email, personal meeting

• Pass useful materials to the next SC spiritual growth coordinator and guide her in her new role

Goals:

Goals of the SC spiritual growth coordinator include:

- 1. Assist and support the activity directors with their individual activities
- 2. Collaborate/coordinate with the corresponding MCC spiritual growth coordinator
- 3. Evaluate and make recommendations for the various activities of the SC spiritual growth committee

Latitude/Boundaries:

The SC spiritual growth coordinator, in cooperation with the leadership board, shall make all appointments of activity directors for each activity under her committee.

<u>Time Requirements:</u>

Participation in SC general membership meetings

Participation in SC leadership board meetings

Regular communication with members of the SC spiritual growth committee Communication/collaboration with corresponding MCC spiritual growth coordinator

Position: <u>SERVAE CHRISTI WORSHIP COORDINATOR</u>

Position Description

Position Summary:

The SC worship coordinator is elected by the SC membership for a term of two years and is a member of the SC leadership board. This position provides oversight responsibilities and coordination of the activities of the SC worship committee. It also provides a support system for the SC worship activity directors.

- Be an active participant in all general membership meetings of SC and the leadership board
- Chair/facilitate the SC worship committee, which includes the recruitment of activity directors who lead and assist with the following activities:
 - 1 Arrange for special flowers for festival services (Easter, Christmas)
 - 2. Set and clean up for communion
 - 3. Altar ware maintenance
 - 4. Parament maintenance
 - 5. Altar linen maintenance
 - 6. Altar candle maintenance (includes Advent Wreath)
 - 7. Care and change of banners, flags and ornamentation
 - 8. Assist with hymnal/Bible condition checks
- Communicate and collaborate with the corresponding MCC worship coordinator on a regular basis (no less than quarterly as agreed upon with the MCC coordinator phone, email, personal meeting)
- Keep the SC leadership board informed of the actions and activities of the SC worship committee

- Prepare a yearly budget and submit it to the SC president
- Communicate with individual members of the SC worship committee regularly –phone, email, personal meeting
- Pass useful materials to the next SC worship coordinator and guide her in her new role

Goals of the SC worship coordinator include:

- 1. Assist and support the activity directors with their individual activities
- 2. Collaborate/coordinate with the corresponding MCC worship coordinator
- 3. Evaluate and make recommendations for the various activities of the SC worship committee

Latitude/Boundaries:

The SC worship coordinator shall, in cooperation with the leadership board, make all appointments of activity directors for each activity under her committee. The activities of the SC worship committee shall be carried out in close cooperation with the pastors and the MCC worship coordinator.

Time Requirements:

Participation in SC general membership meetings

Participation in SC leadership board meetings

Regular communication with members of the SC worship committee

Communication/collaboration with corresponding MCC worship coordinator

Position: SERVAE CHRISTI PROPERTY COORDINATOR

Position Description

Position Summary:

The SC property coordinator is elected by the SC membership for a term of two years and is a member of the SC leadership board. This position provides oversight responsibilities and coordination of the activities of the SC property committee. It also provides a support system for the SC property activity directors.

- Be an active participant in all general membership meetings of SC and the leadership board
- Chair/facilitate the SC property committee, which includes the recruitment of activity directors who lead and assist with the following activities:
 - 1. Assist with organizing spring and fall cleaning (kitchen, church, cleaning of wood furniture/pews)
 - 2. Weekly maintenance of narthex (tables/wall locked box)
 - 3. Plant and maintain flower beds around church property
 - 4. Maintain organization and cleanliness of refrigerator, kitchen and kitchen linens
 - 5. Set up and take down of Christmas decorations

- Communicate and collaborate with the corresponding MCC property coordinator on a regular basis (no less than quarterly as agreed upon with the MCC coordinator –phone, email, personal meeting)
- Keep the SC leadership board informed of the actions and activities of the SC property committee
- Prepare a yearly budget and submit it to the SC president
- Communicate with individual members of the SC property committee regularly phone, email, personal meetings
- Pass useful materials to the next SC property coordinator and guide her in her new role

Goals of the SC property coordinator include:

- 1. Assist and support the activity directors with their individual activities
- Collaborate/coordinate with the corresponding MCC property coordinator
- 3. Evaluate and make recommendations for the various activities of the SC property committee

Latitude/Boundaries:

The SC property coordinator shall seek the advice of the SC leadership board and the MCC property coordinator before making any major repairs, changes or purchases. The SC property coordinator shall, in cooperation with the leadership board, make all appointments of activity directors for each activity under her committee.

Time Requirements:

Participation in SC general membership meetings
Participation in SC leadership board meetings
Regular communication with members of the SC property committee
Communication/collaboration with corresponding MCC property coordinator

Position: SERVAE CHRISTI GROUP LIFE COORDINATOR

Position Description

Position Summary:

The SC group life coordinator is elected by the SC membership for a term of two years and is a member of the SC leadership board. This position provides oversight responsibilities and coordination of the activities of the SC group life committee. It also provides a support system for the SC group life activity directors.

- Be an active participant in all general membership meetings of SC and the leadership board
- Chair/facilitate the SC group life committee, which includes the recruitment of activity directors who lead and assist with the following activities:
 - 1. Set and clean up coffee for Sunday morning fellowship
 - 2. Maintain and order supplies for the kitchen

- 3. Plan/prepare Easter breakfast
- 4. Plan/prepare Lent/Advent meals
- 5. Plan/prepare meals for special congregation events
- 6. Organize/plan women's social events
- 7. Assist with church picnic
- Communicate and collaborate with the corresponding MCC group life coordinator on a regular basis (no less than quarterly as agreed upon with the MCC coordinator phone, email, personal meetings)
- Keep the SC leadership board informed of the actions and activities of the SC group life committee
- Prepare a yearly budget and submit it to the SC president
- Communicate with individual members of the SC group life committee regularly phone, email, personal meetings
- Pass useful materials to the next SC group life coordinator and guide her in her new role

Goals of the SC group life coordinator include:

- 1. Assist and support the activity directors with their individual activities
- 2. Collaborate/coordinate with the corresponding MCC group life coordinator
- 3. Evaluate and make recommendations for the various activities of the SC group life committee

Latitude/Boundaries:

The SC group life coordinator shall, in cooperation with the leadership board, make all appointments of activity directors for each activity under her committee.

Time Requirements:

Participation in SC general membership meetings

Participation in SC leadership board meetings

Regular communication with members of the SC group life committee

Communication/collaboration with corresponding MCC group life coordinator

Position: SERVAE CHRISTI SCHOOL COORDINATOR

Position Description

Position Summary:

The SC school coordinator is elected by the SC membership for a term of two years and is a member of the SC leadership board. This position provides oversight responsibilities and coordination of the activities of the SC school committee. It also provides a support system for the SC school activity directors.

- Be an active participant in all general membership meetings of SC and the leadership board
- Chair/facilitate the SC school committee, which includes the recruitment of activity directors who lead and assist with the following activities:

- 1. Coordinate efforts to assist with school activities when requested (Fall Festival, Christmas pre-school dinner, etc.), work in cooperation with FrOGS (Friends of Good Shepherd)
- 2. Plan/purchase/deliver called worker gifts/recognition
- Communicate and collaborate with the corresponding MCC school coordinator on a regular basis (no less than quarterly as agreed upon with the MCC coordinator phone, email, personal meetings)
- Keep the SC leadership board informed of the actions and activities of the SC school committee
- Prepare a yearly budget and submit it to the SC president
- Communicate with individual members of the SC school committee regularly– phone, email, personal meetings
- Pass useful materials to the next SC school coordinator and guide her in her new role

Goals of the SC school coordinator include:

- 1. Assist and support the activity directors with their individual activities
- 2. Collaborate/coordinate with the corresponding MCC school coordinator
- 3. Evaluate and make recommendations for the various activities of the SC school committee
- 4. Investigate/create activities to blend church members and school families together
- 5. Maintain/increase communication between church and school

<u>Latitude/Boundaries:</u>

The SC school coordinator shall, in cooperation with the leadership board, make all appointments of activity directors for each activity under her committee. Collaboration with FrOGS is necessary.

Time Requirements:

Participation in SC general membership meetings

Participation in SC leadership board meetings

Regular communication with members of the SC school committee

Communication/collaboration with corresponding MCC school coordinator

Position: SERVAE CHRISTI OUTREACH COORDINATOR

Position Description

Position Summary:

The SC outreach coordinator is elected by the SC membership for a term of two years and is a member of the SC leadership board. This position provides oversight responsibilities and coordination of the activities of the SC outreach committee. It also provides a support system for the SC outreach activity directors.

Scope of Responsibility:

• Be an active participant in all general membership meetings of SC and the leadership board

- Chair/facilitate the SC outreach committee, which includes the recruitment of activity directors who lead and assist with the following activities:
 - 1. Coordinate bread of life visits
 - 2. Maintain and record friendship register at church
- Communicate and collaborate with the corresponding MCC outreach coordinator on a regular basis (no less than quarterly as agreed upon with the MCC coordinator –phone, email, personal meetings)
- Keep the SC leadership board informed of the actions and activities of the SC outreach committee
- Prepare a yearly budget and submit it to the SC president
- Communicate with individual members of the SC outreach committee regularly phone, email, personal meetings
- Pass useful materials to the next SC outreach coordinator and guide her in her new role

Goals of the SC outreach coordinator include:

- 1. Assist and support the activity directors with their individual activities
- 2. Collaborate/coordinate with the corresponding MCC outreach coordinator
- 3. Evaluate and make recommendations for the various activities of the SC outreach committee

<u>Latitude/Boundaries:</u>

The SC outreach coordinator shall, in cooperation with the leadership board, make all appointments for each activity under her committee.

Time Requirements:

Participation in SC general membership meetings

Participation in SC leadership board meetings

Regular communication with members of the SC outreach committee

Communication/collaboration with corresponding MCC outreach coordinator

Position: SERVAE CHRISTI MISSION RESOURCES COORDINATOR

Position Description

Position Summary:

The SC mission resources coordinator is elected by the SC membership for a term of two years and is a member of the SC leadership board. This position provides oversight responsibilities and coordination of the activities of the SC mission resources committee. It also provides a support system for the SC mission resources activity directors.

Scope of Responsibility:

• Be an active participant in all general membership meetings of SC and the leadership board

- Chair/facilitate the SC mission resources committee, which includes the recruitment of activity directors who lead and assist with the following activities:
 - 1. Maintain assistance fund
 - 2. time/talent tracker
- Communicate and collaborate with the corresponding MCC mission resources coordinator on a regular basis (no less than quarterly as agreed upon with the MCC coordinator phone, email, personal meetings)
- Keep the SC leadership board informed of the actions and activities of the SC mission resources committee
- Prepare a yearly budget and submit it to the SC president
- Communicate with individual members of the SC mission resources committee regularly phone, email, personal meetings
- Pass useful materials to the next SC missions resources coordinator and guide her in her new role

Goals of the SC mission resources coordinator include:

- 1. Assist and support the activity directors with their individual activities
- 2. Collaborate/coordinate with the corresponding MCC mission resources coordinator
- 3. Evaluate and make recommendations for the various activities of the SC mission resources committee

Latitude/Boundaries:

The SC mission resources coordinator shall, in cooperation with the leadership board, make all appointments of activity directors for each activity under her committee.

Time Requirements:

Participation in SC general membership meetings

Participation in SC leadership board meetings

Regular communication with members of the SC mission resources committee Communication/collaboration with corresponding MCC missions resources coordinator

VIII. Meetings

- A. General membership meetings will be held at least twice during the year, with times and days, as called by the president. One of the general membership meetings must be held in November to provide for election of officers and coordinators. Another general membership meeting must be held in April/May for approval of the budget by the general membership. General membership meetings will include a Bible study/devotion, coordinator reports, new business and a speaker/activity.
- B. Leadership board meetings will be held a few weeks before each general membership meeting or as called by the president.

IX. Budgeting

Each coordinator is responsible for submitting a budget proposal for that group's expenditures for the upcoming year to the SC president. The SC budget, prepared by the SC president, will be voted on at the SC general membership meeting prior to the MCC approval of the church budget. Any unexpected costs that arise thereafter must be approved by the leadership board.

X. Reimbursement

When a member of SC needs appropriate reimbursement of funds, she is responsible for following protocol. She must fill out a "request for check" form, which can be found in the church office, justifying the need for funds from the SC account. She must submit all requests and receipts to the SC president. After review the SC president will make a copy of the request and send to the SC treasurer. If the request is for \$200 or less the president will forward the paperwork to the church treasurer for reimbursement. If the request is for more than \$200, the president will forward the paperwork to the MCC president for him to review.

XI. Changing of the Guidelines

To change or amend the guidelines, the proposed changes will be drafted by the leadership board. The proposed changes will be presented to the general membership for review and comment no less than 30 days before they are considered for approval by a simple majority vote of the membership present at a general membership meeting.

The following page is an appendix in the guidelines. The activities of Servae Christi often change and as an appendix, a vote by the general membership would not be necessary to make changes to it in the future.

MCC Shepherding

- Called Worker Care
- Ministry to sick and infirm
- Assimilation of new members
- Reaching out to straying members
- Congregational Newsletter

MCC Spiritual Growth

- Sunday School
- Confirmation and Bible Information Classes
- Bible Classes and Promotion
- Vacation Bible School Coordination

MCC Worship

- Ushers and usher workshops
- Music advisor and musician pool
- organists and choirs

MCC Property

- Parsonage and Teacherage
- Building Usage / Insurance
- Audio / Visual
- Church / School cleaning and upkeep
- Landscaping and grounds
- Vehicles

MCC Group Life

- Youth Group
- Pioneers
- Fellowship groups
- Athletic leagues

MCC School

- School / Preschool
- Athletics Program Coordinator
- Technology / Accreditation
- Integration of non-member parents

MCC Outreach

- Advertising, publicity, canvassing
- Welcoming visitors / Prospect list
- Community outreach
- Streaming worship

MCC Mission Resources

- Budget preparation / communication
- Congregational stewardship programs
- Endowment Fund
- Time / talent team
- Giving tree / Thrivent opportunities

Servae Christi Shepherding

- Create and distribute New Member Welcome Bags
- Assist with new member event
- Maintain and timely use of the list of volunteers who will bring meals to those of our congregation who are in need
- Send Sunshine cards to members at difficult/special times of their lives
- Organize/maintain prayer chain
- Organize / deliver Christmas gifts and visits to shut-ins

Servae Christi Spiritual Growth

- Arrange for completion of confirmand stitchery/gift
- Guide and direct women's retreats
- Arrange for women's Bible studies
- Confirmation celebration (cake between services)
- Usage for used Sunday School materials

Servae Christi Worship

- Arrange for special flowers for Christmas and Easter
- Set up and clean up for Holy Communion
- Altar Care coordinator: oversees care of Altar and Sacristy
- Care and change of banners, flags and ornamentation
- Assist with hymnal/Bible condition checks

Servae Christi Property

- Assist with organizing spring and fall cleaning (kitchen, church, cleaning of wood furniture/pews)
- Maintenance of narthex (tables/locked box)
- Plant and maintain flower beds around church property
- Maintain organization and cleanliness of refrigerator and kitchen and linens
- Set up and take down of Christmas decorations

Servae Christi Group Life

- Set and clean up coffee for Sunday morning fellowship
- Maintain and order supplies for the kitchen
- Plan/prepare Easter breakfast
- Plan/prepare Lent/Advent meals
- Plan/prepare meals for special congregation events
- Assist with church picnic
- Organize / plan women's social events

Servae Christi School

- Coordinate efforts to help assist with school activities (Fall Festival/Christmas preschool dinner, etc.)
- Plan/purchase/deliver called worker gifts.

Servae Christi Outreach

- Coordinate Bread of Life visits
- Maintain and record Friendship Register at church

Servae Christi Mission Resources

- Maintain Assistance Fund
- Maintain information on time/talent of members