



Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms.

(1 Peter 4:10)

WOMEN'S MINISTRY Activities & Descriptions

CREATE AND DISTRIBUTE “NEW MEMBER WELCOME BAGS”

(Under Shepherding Committee)

Description of activity:

1. Find out the date of the “New Member Event” and make sure there are enough bags and materials for the bags. If not, order materials in time for the event.
2. Put bags together and mark with member’s name. If they have children, try to put in items that are age appropriate.
3. Have bags ready to distribute for the New Member Event (Check with the MCC for dates)
4. Try to hand out the bags personally

Time commitment for activity:

- Check to see what materials need to be ordered and order them
- About an hour to assemble bags – depends on how many bags needed
- Time to hand out the bags between services or attendance at New Member Event

ASSIST WITH NEW MEMBER EVENT

(Under Shepherding Committee)

Description of activity:

A lot of this may be done in cooperation with the MCC, so may not be responsible for all listed.

1. Create a list of how many new members and others, such as MCC members will attend the event. Cooperating with the MCC, send out an invite or E-vite.
2. In cooperation with the MCC, decide if food is to be ordered or made (if ordered, need to place order about 3 days prior to event)
3. Pick up extras – lemonade, cake, etc.
4. Create place settings and seating chart (mixing new members with members)
5. Set up fellowship hall
6. Set tables
7. Serve food
8. Clean up

Time commitment for activity:

- Make list and “write” invitations – about 1 hour
- Call around for catering – 1-2 hours
- Pick up extras – 1 hour
- Pick up cake day of or before event
- Set up event and clean up – about 4-5 hours

MEALS TO THOSE OF THE CONGREGATION IN NEED

(Under Shepherding Committee)

Description of activity:

1. Create a list of volunteers willing to make a meal or bring a meal to those of our congregation who are in need. This should be periodically done by placing an announcement in the bulletin, newsletter, through email, or by the pastors making an announcement.

2. When notified by the pastors or you hear of someone in need, call/email the volunteers on the list and see if they can provide and deliver a meal or purchase and deliver a meal. Create a schedule of volunteers if more than one meal will need to be provided.

Time commitment for activity:

- Create the announcement requesting volunteers
- Periodically update the list of volunteers
- Calls/emails to coordinate who will be making and delivering meals

ORGANIZE AND MAINTAIN PRAYER CHAIN

(Under Shepherding Committee)

Description of activity:

1. Maintain list of individuals who want to be part of the group (both email list and those who would rather be telephoned)
2. Check “prayer box” in narthex once a week for requests
3. Check your email once a week for requests
4. Distribute prayer requests to email chain as needed

Time commitment for activity:

Minimal: have gone weeks with no requests, but have also received as many as 4 requests in one week.

SEND “SUNSHINE” CARDS TO THOSE MEMBERS AT DIFFICULT/SPECIAL TIMES OF THEIR LIVES

(Under Shepherding Committee)

Description of activity:

1. Send out birthday cards to members 70 years and older
2. Send out anniversary cards to members celebrating 50 years and more of marriage together
3. Send out congratulation cards to members who have an addition to their family
4. Send out sympathy cards to members when a member of their family has died
5. Send out cards of encouragement to members going through rough times. Usually the pastors would request this, unless you know of someone you had previously sent a card to –i.e. someone having cancer
6. Send out new member cards to people who have joined the church
7. Send out cards to members 70 years and older for Thanksgiving, Christmas and Easter
8. Send out get well cards to members
9. Send out Thank you cards
10. Keep track of cards mailed out each month and for special occasions
11. Once a year remind the church secretary to get you the new list of members who are 70 and older and those with anniversaries of 50 plus years
12. Cards are signed: “Your brothers and sisters in Christ at Good Shepherd Lutheran Church”
13. You may want to add a verse from the Bible: a list of verses used are on a DVD or the pastors can be helpful in this situation.
14. Purchase supplies:

- A. The return address labels the church secretary can order – they are clear with the church name and address
 - B. One source for cards is Northwestern Publishing House. Learn about their sales by subscribing to their email list.
15. Keep track of cards mailed out by category each month.
16. Prepare a report on what was sent each year.

Time commitment for activity:

- On average, sending out cards each month takes about 30 minutes to address the cards, sign and put stamps and return labels on envelopes. Depends on the number of cards needed each month – some months you may send out one card, some months several.
- Thanksgiving, Christmas and Easter cards can take up to an hour or more – usually there are about 18-25 members receiving these
- Buying cards and stamps – 30 minutes
- Keeping track of cards mailed out – a few minutes each month
- Preparing report for what was sent during the year – 30 minutes

ORGANIZE AND DELIVER CHRISTMAS GIFTS TO SHUT-INS AND ORGANIZE VISITS

(Under Shepherding Committee)

Description of activity:

1. Christmas gifts:
 - A. Ask the pastors for a list of the “shut-ins” from the pastors in October/November and discuss any special needs any of the shut-ins may have – i.e., no food/cookies or may prefer a meal
 - B. Purchase gifts for each of the shut-ins on the list. In the past we have purchased hand and body lotion, slippers, lip balm and similar products and created a gift bag for each. We have also created a basket of cheese, sausage and crackers. We tried to base the gift as much as possible on an individual’s needs.
 - C. Pick a day (usually in early December) to deliver the gifts and have a signup sheet for those that would be interested in delivering the gifts. In the past, we have gone in pairs on a particular day. Some women volunteered to delivery gifts on their own which was very helpful.

Time commitment for activity:

- Email pastors to get list of shut-ins
- Purchase gifts – time depends on how many shut-ins and where you are purchasing them from. Some can be purchased online.
- Time to deliver gifts – depends on how many shut-ins, their locations and how many women volunteer to deliver the gifts.

ARRANGE FOR COMPLETION OF CONFIRMAND STITCHERY

(Under Spiritual Growth Committee)

Description of activity:

1. Preparing the fabric
 - A. Order fabric

- Order at www.maryjanes.com
 - Order Joblean 28 count fabric in ivory (about \$50.00/yard)
 - 1 yard of fabric will make about 12 verses
 - Allow about 4 weeks for delivery
- B. Cut fabric into 10 x 13 pieces
 - C. Fray-Check all the edges of each piece of fabric – Fray Check can be purchased at a craft/hobby store
 - D. Purchase blue floss #820 and gold floss #783 for each verse
 - E. Make a copy of the instructions in the red notebook we have for the stitcheries, for each verse
 - F. Buy or recycle large Ziploc bags from the previous year and place a piece of fray-checked fabric, a blue floss, a gold floss, a set of instructions and the pattern of the verse to be stitched into each Ziploc bag.
 - G. Write the date the stitchery needs to be completed by on the bag with a Sharpie marker
 - H. Be sure to list the individuals that a stitchery is given to so you can e-mail reminders of due date, etc.
2. Preparing the verse pattern
 - A. In late January ask the pastor if you can get the verses for each child by mid February. This should allow enough time for stitchery preparation.
 - B. There are about 20 verses from which the kids can choose their confirmation verse. There is an Excel 2007 template for each verse. The only thing that needs to be inserted on the template is the confirmand's name and the confirmation date.
 - C. The name of the confirmand and the confirmation date should be in all capital letters.
 - D. Copy the letters for the name and paste them about 5 lines below the bottom of the border. Sometimes you will need to go down less than 5 lines as the verse may be long. So center the name and confirmation date between the border and the top of the first line of the verse.
 - E. The name and date must also be centered horizontally as well. This will require counting squares on the template to center the name and the date.
 - F. Save the pattern as a different file name (child's name) and print out.
 - G. When stitchery is returned to you, it will need to be framed.
 3. Framing the verses
 - A. Purchase a frame for each verse (you can usually find something in the \$5/frame range)
 - B. Purchase padded mounting board for each verse
 - C. Place the padded side of the mounting board on the back of the stitched verse. Wrap the extra fabric of the verse to the back of the mounting board and tape down with masking tape. Be sure that the verse is level and straight when it is placed into the frame.
 4. Packaging/displaying the framed verses
 - A. Gift bags, tissue paper and confirmation cards need to be purchased for each confirmand.
 - B. After the verses have been framed, place tissue paper in the gift bag. You won't put the framed verses in the bag at this point, as they will be displayed at church on confirmation Sunday.
 - C. Have the confirmation cards signed by the pastors and returned to you at least the week before the confirmation date. Note: Good Shepherd's confirmation is considered late in the year. Suggest buying the confirmation cards, by the box if possible, not individually as this is very expensive. Also suggest that you purchase the cards a few weeks before Easter or purchase note cards and write an appropriate hand-written message.

- D. Place the signed card in the card envelope with the student's name printed on the front. Tape the envelope with the name displayed on the front onto the gift bag.
- E. On confirmation Sunday, a table should be set up so that each framed verse can be displayed with its accompanying gift bag placed behind it.

Time commitment for activity:

- Prepare the fabric: Depending on the number of stitcheries to be done, about an hour and a half to cut and fray check the fabric. It will take about 2 hours to dry.
- Prepare the patterns: About 20-30 minutes per verse
- Frame the verses: About 30 minutes per verse
- Package the verses: Purchasing the goods takes about half an hour and preparing the bags takes about 10 minutes. Setting up the display will take an additional half hour or so and can be done in conjunction with those setting up for the confirmation celebration (cake between services)

CONFIRMATION RECEPTION ON EXAMINATION SUNDAY

(Under Spiritual Growth Committee)

Description of activity:

1. Order 2 cakes at Sam's Club (estimating 150 people) a couple of days before Saturday and communicate with Pastor Schwartz on possible Bible verses to have put on the cakes
2. Pick up cakes at Sam's on Saturday.
3. Purchase 3 gallons of orange juice, 2 gallons of apple juice, cream for coffee and ice for water
4. Purchase a bouquet of flowers for the table in the narthex
5. Saturday: set up tables in narthex for serving of cake and beverages (tablecloths, plates, forks, serving utensils, paper towels, napkins, cups, set up for coffee)
6. Sunday – set out beverages, start coffee
7. Seek volunteers to serve beverages (coffee, orange juice, apple juice, ice water) and cake from the end of early service to the beginning of late service – about 4 volunteers is good
8. Clean up from the serving of the cake and beverages

Time commitment for activity:

- About an hour to order cakes and purchase needed beverages
- About an hour to pick up cakes and setup on Saturday
- Sunday: need to be ready to serve just as first service is ending and then serve until the beginning of 2nd service and then clean up

GUIDE AND DIRECT WOMEN'S RETREATS

(Under Spiritual Growth Committee)

Description of activity:

The main responsibility of this role is to organize a retreat at Good Shepherd. As the lead, you will need to recruit four committee chairpersons and at least 8 other volunteers to help with planning and execution. You then hold planning meetings with this group and lead them throughout to make sure decisions are made and timelines met. In addition, you may need to help each committee chairperson as needed. A detailed project plan that shows what needs to be done by each committee throughout the planning cycle is available.

Time commitment for activity:

- It takes about 10 months to plan a full day retreat and the leader's time commitment changes depending on where in the timeline you are. If you are able to get enough volunteers to help, it would average about 1-2 hours a week, increasing 2-3 hours a week during the last month. In addition, the day of the retreat requires you to be there the entire time, plus help with set-up and clean-up.
- The committee chairs will spend about 10-30 hours over the ten month period. When the hours occur differs by position. The Program committee has more work at the beginning, while the Registration committee does almost all of their work the month before the event. The Publicity committee's responsibilities are mostly in the middle of the cycle, while the Facilities committee has a lot both at the beginning and again at the end.
- Other volunteers can spend as little as an hour, or as much as they are willing to take on to help make the event successful.

ARRANGE FOR WOMEN'S BIBLE STUDIES

(Under Spiritual Growth Committee)

Description of activity:

1. Decide on an appropriate time/times for the study
2. Decide what material will be covered. Some sources for materials:
 - A. Northwestern Publishing House
 - B. Pastors have materials in their office
 - C. Concordia Publishing House
3. Decide if Women's Ministry or the women attending the Bible study will be responsible for the cost of the materials. If Women's Ministry is to be responsible the cost will need to be incorporated into the Women's Ministry budget.
4. Go through each lesson before it is presented in order to be aware of what is being taught, possible answers to possible questions women might have and possible Bible verses to be used to support teaching (some Bible verses mentioned may lead to other Bible verses you can use)

Time commitment for activity:

- Up to an hour to choose materials
- Between one and two hours per week to preview the lesson before it is taught
- Depending on the coordinator, time will be needed to discuss the budget

ARRANGE FOR SPECIAL FLOWERS FOR CHRISTMAS AND EASTER

(Under Worship Committee)

Description of activity:

1. Four weeks before Easter/five weeks before Christmas contact florist (we've been using Philips Flowers) to check current pricing and date the florist needs for final count. At this time you can also talk about the color of the foil to be used on the pots. If you want a color other than red for the poinsettia's this should also be mentioned to the florist.

2. Publish announcement in bulletin allowing three Sunday's for sign-up. Place sign-up sheet in the Narthex, on the table near the locked box, so it is there when the announcement is in the bulletin. Ask the pastors to include an announcement after church services that Lily or Poinsettia sign-up is available.

Announcements that are being used:

Easter Lily Orders: In celebration of our Risen Savior these Lilies will adorn our altar on Easter Sunday. The Easter Lilies will be ordered from (florist name). Plants will have (description of plant) ie: 4-6 blooms and be in 6" foil-wrapped pots. Cost per plant is \$ _____. The last date to order is _____. Please use the sign-up sheet in the Narthex. (Make checks payable to Good Shepherd Lutheran Church). Payments should be placed in the locked box on the wall. Questions? Contact (your name and contact info) You may take your plant(s) home following the last service on Easter Sunday.

Poinsettia Plants: We will be ordering Poinsettia's from (florist name). Plants will have (description of plant) ie: 5-7 blooms and will be in 6" foil-wrapped pots. Cost per plant is \$ _____. In celebration of our Savior's birth these Poinsettia's will adorn our altar on Christmas Eve and Christmas Day, The last date to order is December __th. Please sign the sheet in the Narthex indicating the number of Poinsettia's you are ordering. Payment should be placed in an envelope and then in the locked box on the wall of the Narthex. Make checks payable to Good Shepherd Lutheran Church. Questions? Contact (your name and contact info) You may take your plant(s) home following the last service on Christmas Day.

3. Payments are put in the locked box on the Narthex wall. When removed from the locked box payments should be balanced against the sign-up sheet then placed in an envelope marked Poinsettia/Easter Lily payments - please deposit. The envelope should be placed in the safe in the office for the treasurer.
4. Contact florist with final count. Florist will let you know when they need the count. Delivery time should also be arranged at this time.
5. Flower stands (wire and acrylic boxes) are available in storage.
6. Flower delivery and set-up. Be at church to accept the delivery of the flowers and unwrap plants. Use wire stands and acrylic boxes to arrange on sides of altar. The flowers should not be placed so they extend past the front of the altar so the pastors have enough room to move around as they need to. Keep some plant wraps so donors can protect their plant if they choose to take their plants home. Place the wraps under a table in the Narthex for easy access. Remaining wraps can be discarded.
7. If possible take a picture of the altar with the arranged plants for historical reference.
8. After Easter/Christmas plants will need to be watered through the weeks as needed. If some plants have been taken home the others will need to be rearranged - empty stands should be taken down and can be placed in the west room behind the altar. Try to keep plants going for two Sundays after Easter/Christmas.
9. After the second Sunday it is time to take the remaining plants off the altar. At this time those remaining can be taken by anyone who wants them. The remaining are discarded.

Time commitment for activity:

- 30 minutes at beginning of each "season" to contact florist, prepare sign-up sheet, prepare bulletin announcement and contact church office.
- 30 minutes the week before Christmas/Easter to count orders and reconcile payments.
- 2 - 4 hours the day before Christmas Eve and Easter to accept delivery and arrange flowers.

- Watering plants as needed after Christmas and Easter for about two weeks.
- 30 minutes for clearing the plants off the altar at the end of the season.

ALTAR CARE COORDINATOR

(Under Worship Committee)

Description of activity:

1. Responsible for overseeing the overall care of the Altar area and Sacristy. Specifically these areas:
 - A. Set up and clean up for Holy Communion
 - B. Altar linen maintenance
 - C. Parament maintenance
 - D. Altar ware maintenance
 - E. Altar candle and Advent wreath maintenance
2. Check Communion supplies weekly:
 - A. Napkins – check with last altar care person if short
 - B. Wafers – Ask secretary to reorder when you open last box
 - C. Cups – Ask secretary to reorder when you open last box
 - D. Wine – Ask secretary to reorder when we are down to 1.5 bottles
 - E. White grape juice – in kitchen, mark for communion
 - F. Dish towels
 - G. Kerry oil – (have only 1 dispensing cap)
 - H. Duster
 - I. Brass polish
 - J. Baptismal Urn (in cabinet in narthex)
 - K. Altar linens (wash as needed)
3. If supplies are running low, contact the secretary. Low is defined as:
 - Last box of wafers is opened
 - Last box of wine is opened
 - Last box of individual cups is opened
4. Make up a new schedule annually
 - A. Announce in bulletin and newsletter the need for volunteers and have a sign--up list in narthex in late September/October/November
 - B. Organize list based on previous years
 - C. Submit final list to secretary in mid December and mail out final copies to committee members

Time commitment for activity:

- Check supplies – 40 minutes per month
- Make up schedule – 6 hours

SET UP AND CLEAN UP FOR HOLY COMMUNION - Many volunteers are involved and under the direction of the Altar Care coordinator.

(Under Worship Committee/Altar care coordinator)

Description of activity:

1. Before 5:30 PM Saturday service.

2. The set-up procedure takes 30-40 minutes. You may want to set up on Friday or Saturday. Let the pastors know if you need to get into the church with a key. Before setting up, check the altar area for cleanliness. Use Endust (under the sink) and paper towel to dust altar, lectern and pulpit, if necessary.

Set-up

1. Set up communion ware: Retrieve the cup trays and cover from where storage in the lower right-hand cabinet in the sacristy. Uncover the pitcher, chalice, and ciborium also found in the lower cabinet. Place on counter in sacristy.
2. Set up individual plastic cups: Cups are found in a corrugated cardboard box in the upper right-hand cabinet. Insert cups into trays. Fill 5 full trays. Place 4 cups of white grape juice in the outer ring of each tray for a total of 10 cups. White grape juice is stored in the kitchen refrigerator.
3. Set up wine: Wine is stored in boxes to the right of the counter. Fill the plastic wine dispenser (upper right-hand cabinet) with wine to desired level using funnel. Place cap on the dispenser and squeeze wine into cups. Make sure the plastic spigot is inserted inside each individual cup. Watch your aim while dispensing the wine and take care not to dribble too much wine on the metal holders. Fill each cup a little more than halfway. Rinse and dry the plastic dispenser and funnel when finished and put away in the upper cabinet.
4. Set up pitcher: Fill the pitcher with wine to the halfway mark.
5. Set up wafers: Wafers are stored in the red box in the upper right cabinet. Fill the ciborium (it's smaller than the chalice) with approximately 150-200 wafers, face up. Place one yellow gluten free wafer on top. Gluten free wafers are in box marked as such next to the red box. Place lid on ciborium.
6. Set up linens: Communion linens can be found hanging on a hook to the right of the cabinets. Take them off the hanger and bring them up to the altar. Place the "placement" directly over the parament on the right-hand side of the altar. Bring out the communion ware and place on the "placement" linen according to the diagram. Place 3 trays on the altar during set up and leave two in the sacristy covered with a paper towel for use during second service. Provide three clean napkins (these can be found in the blue box in the upper right-hand cabinet). Cover the communion ware with the large white linen. Be sure the embroidered cross is in the front.
7. Set out small strainer: A small strainer can be found in the upper cabinet. Be sure to put this strainer behind the communion ware on the altar.

After 8 AM service and before 10:30 AM service:

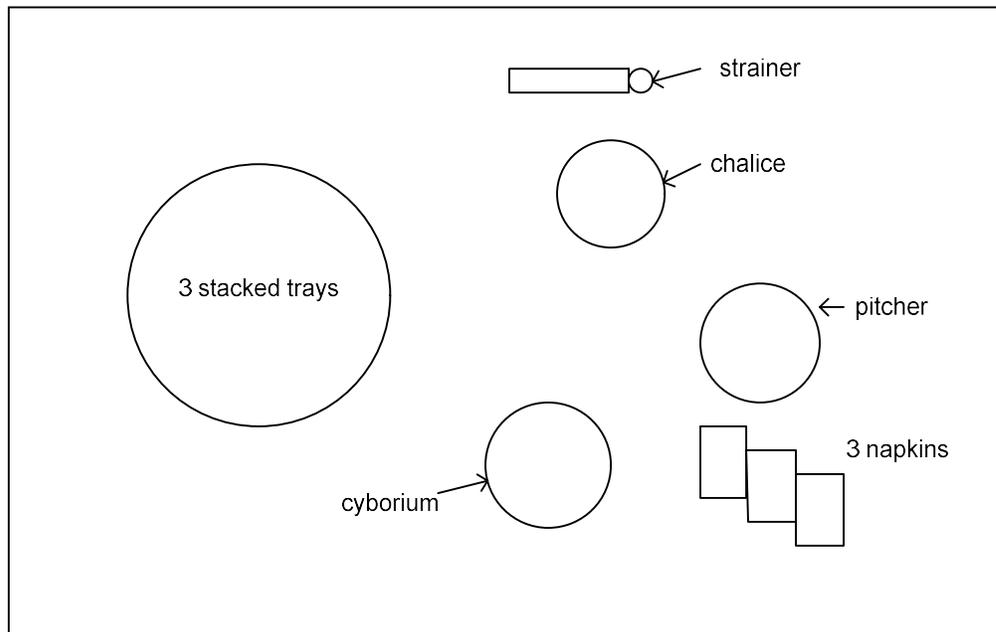
1. Remove empty trays from the altar and replace with filled trays in sacristy. If there are any unused leftover individual cups (including white grape juice) from early service, put them in trays for the later service.
2. Refill the pitcher with wine as necessary and place back on altar.
3. Refill the ciborium with wafers as necessary (approx 80-100 wafers) and place back on altar
4. Empty the unused wine in the chalice by pouring it out onto the ground outside the side door of the pastor's robe room. Rinse chalice with very warm water, remove lipstick marks and dry thoroughly. The wine corrodes the gold plating and should be removed ASAP after each service. The chalice should also be cleaned at this time to preserve the finish.
5. Take away soiled napkins. Use the stain stick on the soiled napkins. Stain stick is stored in the drawer. Place clean napkins on altar.

6. Replace communion linen on communion ware.
7. Discard used cups found on the communion rail.

After 10:30 AM Service:

1. Empty the wine from any filled but unused individual cups from the trays back into the wine bottle using the funnel. Discard these cups.
2. Empty the unused wine from the pitcher back into the wine bottle using the funnel.
3. Empty unused wafers into the Ziploc storage bag in the red wafer box.
4. Empty any wine that is in the chalice by pouring it onto the ground outside the side door of pastor's robe room.
5. Wash the pitcher, chalice, and funnel in warm soapy water and dry well. Pay particular attention to the inside bottom edge of the pitcher. Sediment from the wine can accumulate here. Important: The chalice should be emptied and cleaned ASAP after the service to preserve the gold-plated finish inside the chalice. The wine corrodes the plating.
6. Rinse the trays and ciborium with a warm wet cloth and dry well.
7. Replace the cloth bags over the communion ware and place in lower right cabinet. Place the trays in the lower right cabinet.
8. Discard the used cups that are in the communion rail.
9. Hang linens back on hangers in plastic bag and place on hook to the right of the cabinets. If linens are soiled please take home and launder them. Use stain stick and bleach, if needed.

Diagram for communion ware set-up:



Time commitment for activity:

- Set up: 30-45 minutes
- Clean up: 30-45 minutes

ALTAR LINEN MAINTENANCE - Several volunteers are involved and under the direction of the Altar Care coordinator.

(Under Worship Committee/Altar care coordinator)

Description of activity:

1. After communion, apply stain remover to all soiled linens and take home to launder.
2. Make sure clean linens are returned prior to the next service in which they will be needed.
3. Routinely check condition of Fair Linen and launder if needed.
4. Notify Women's Ministry Altar Care coordinator of any damaged linens that need to be repaired or replaced

Time commitment for activity:

2-4 hours per month

PARAMENT MAINTENANCE - Several volunteers are involved and under the direction of the Altar Care coordinator.

(Under Worship Committee/Altar care coordinator)

Description of activity:

1. Cover paraments with protective covers after second service.
2. Change paraments to coordinate with church season.
3. Use Endust to polish altar, pulpit and lecturn when changing paraments as needed.
4. Be sure paraments are spaced and hanging properly.
5. Notify Women's Ministry Altar Care coordinator of any damaged linens that need to be repaired or replaced.

Time commitment for activity:

Depending on the time of the church year, commitment can be from 1-3 hours per month.

ALTAR WARE MAINTENANCE - Several volunteers are involved and under the direction of the Altar Care coordinator.

(Under Worship Committee/Altar care coordinator)

Description of activity:

1. Maintain care of Altar brass and silver ware:
 - A. Routinely check condition of altar brass and silver ware including:
 - Brass candlesticks
 - Communion ware (chalice, ciborium and cup holder)
 - Baptismal urn
 - Advent candle/wreath
2. Polish or clean brass and silver ware as needed.
3. Notify Women's Ministry Altar Care coordinator of any damaged brass or silver ware that needs to be repaired or replaced.

Time commitment for activity:

2-4 hours per month

ALTAR CANDLE AND ADVENT WREATH MAINTENANCE - One or two volunteers are involved and under the direction of the Altar Care coordinator. (Under Worship Committee/Altar care coordinator)

Description of activity:

Maintain oil in candles used in the worship service throughout the church year

1. Fill candles as needed.
2. Maintain wicks as needed.
3. Notify Women's Ministry Altar Care coordinator of any damage to candles which requires repair or replacement.
4. Notify Women's Ministry Altar Care coordinator when oil needs to be reordered.

Time commitment for activity:

15-30 minutes per week

CARE AND CHANGE BANNERS, FLAGS AND ORNAMENTATION - One or two volunteers are involved and under the direction of the Altar Care coordinator.

(Under Worship Committee/Altar Care coordinator)

Description of activity:

1. Change banners to coordinate with church season
2. Be sure banners are hanging properly
3. Notify Women's Ministry Worship coordinator of any damaged banners that need to be repaired or replaced.

Time commitment for activity:

Depending on the time of the church year commitment can be from 1-3 hours per month

ASSIST WITH HYMNAL/BIBLE CONDITION CHECKS

(Under Worship Committee)

Description of activity:

Coordinate with MCC Worship coordinator the purchase of new hymnals, the replacement of damaged hymnals and the disbursal/disposal of damaged hymnals.

Time commitment for activity:

1-2 times per year, 2-4 hours

SET AND CLEAN UP COFFEE FOR SUNDAY MORNING FELLOWSHIP COORDINATOR

(Under Group Life Committee)

Description of activity:

1. In November begin to recruit volunteers for coffee set up and clean up. Put announcements in the bulletin, church newsletter, email. Put sign-up sheet in narthex.
2. Create a schedule of volunteers for the upcoming year.

Time commitment for activity:

- Time to make announcements: 15 minutes

- Time to make schedule: 1 hour

SET AND CLEAN UP COFFEE FOR SUNDAY MORNING FELLOWSHIP

(Under Group Life Committee/Coffee-Fellowship Coordinator)

Description of activity:

1. Set up is to be done on Saturday or late Friday if you are out of town for the weekend.
 - A. Church
 - Place a white round tablecloth on the round table in the narthex (or a rectangle one folded in half). Tablecloths are stored in a drawer in the kitchen.
 - Place 40-50 coffee mugs, beverage napkins, coffee stirrers, sugar packets and powdered creamer on the table. Place empty dish pans with “Place dirty coffee mugs here” sign on the empty cart next to the table. Extra condiments are stored in upper cabinets on the west wall in the kitchen. The rolling cart in the kitchen may be used to transport heavy coffee pots and condiments to the narthex.
 - Coffeemakers are stored on shelves to the left of the kitchen door. Use ½ cup of coffee grounds for every 10 cups of water. Make a total of 90-100 cups of coffee. In colder weather prepare the higher number of cups. Also prepare a pot of decaf coffee in the Bunn coffeemaker in the kitchen. Place the “Decaf is in the kitchen” sign on the table. Plug in coffeemakers and pour water into Bunn maker prior to early service on Sunday morning. You may ask the ushers to do this.
 - B. Bible Class
 - Follow same directions as above. Place coffeemaker, mugs and condiments on kitchen pass-through counter.
2. Clean-up may be done after Sunday Bible class or no later than Monday
 - A. Remove coffeemakers, dispose of leftovers; wash and place on shelf to left of the kitchen door.
 - B. Remove clean mugs, napkins and condiments; return to kitchen cabinets. Place cart under the open shelves to the left of the kitchen door.
 - C. Place dirty mugs in dishwasher; add dishwasher soap and turn on. On Monday someone will empty the dishwasher.

Time commitment for activity:

- Set-up: 30 minutes
- Clean-up: 30 minutes

MAINTAIN AND ORDER SUPPLIES FOR THE KITCHEN

(Under Group Life Committee)

Description of activity:

1. Inventory current supplies in kitchen according to shopping list.
2. Check church calendar for up-coming events, and, if possible, discuss needs with person in charge of event.
3. Replenish items in kitchen. (Suggest – shop at Sam’s with tax-exempt card)
4. Restock shelves

5. Get reimbursed for purchases by Group Life MCC coordinator.

Kitchen supplies:

- Plates
 - Dessert – paper
 - Paper - school Lunch
 - Dinner – partitions
 - Dinner - no partitions
- Hinged containers
- Soup bowls - paper-school lunch
- Cups - 12oz. plastic
- Silverware - forks, spoons, knives
- Paper products
 - Dinner napkins
 - Beverage napkins
 - Paper towels
- Bags
 - Sandwich
 - Quart
 - Gallon
- Coffee
 - Regular
 - Decaf
- Sugar - include Sweet-N-Low/Splenda
- Creamer – cans
- Stir sticks for coffee
- Filters for Bunn - large
- Lemonade
- Dish Soap
- Hand soap
- Clorox wipes
- Plastic wrap
- Aluminum foil
- Dishwasher detergent

Time commitment for activity:

About 2 hours every 6 weeks – more during Lent/Advent; less during summer

PLAN/PREPARE EASTER BREAKFAST

(Under Group Life Committee)

Description of activity:

1. Organization:
 - A. About 6 weeks prior to the breakfast, copy/make the sign-up sheets and put them out in the narthex.
 - B. Place an announcement in the bulletin and have the pastors make a verbal announcement for the sign-up to volunteer to help with the breakfast as well as sign-up to donate food, etc.
2. Pre-Breakfast Preparation (2-3 hours)
 - A. In the weeks prior to Easter, check the sign-up sheets to be sure you have an adequate number of egg dishes and fruit trays being provided, as well as volunteers. If more are needed or there aren't a lot of people signing up, have an announcement made after each service. You will have people come to the breakfast who have not signed up. Often they will bring a food item. You should plan on having about 12 egg dishes and 7 large fruit trays.
 - B. Women's Ministry provides the recipe and pan for the egg dishes to those who have signed up to bring one. These should be put on the table in the narthex about a week or two before the breakfast. Some modifications, such as type of meat in dish, can be made to the recipes that individuals bring. Encourage volunteers to follow the basic recipe so you know how many servings are being provided. Also be sure to communicate that enough egg dishes are needed at the beginning of the breakfast, when the greatest number of people attend.
 - C. Coordinate set-up of the tables and chairs with the MCC Group Life coordinator. Provide names of those signed-up to help with this task to the MCC Group Life coordinator. The set-up should

typically take place on Maundy Thursday evening or early Good Friday. This will allow adequate time for the “prep committee” to get the tables covered and set.

- D. Be sure enough of the following products are purchased for the meal and put in the kitchen several days before the breakfast:
Paper plates, napkins, paper cups, butter pats, coffee creamer
 - E. Coordinate and communicate with those who have signed up for the serving set-up committee. This group usually gets together either early Good Friday morning or early Saturday morning. This will depend on the members in the group and when the tables have been set up.
 - F. The serving set-up committee will:
 - Place tablecloths on all tables, including service tables.
 - Place silverware at each place setting (8 to each table).
 - Place centerpieces in middle of each table.
 - Place one salt and pepper shaker set on each table.
 - Put out goodwill offering basket on stand at beginning of line.
 - Set serving platters and serving utensils out on counter so that as food is brought in it can quickly be assembled and set out.
 - Place Nesco roasters on serving tables (plug in all Nesco roasters at once prior to the breakfast to ensure you don't blow any fuses and all outlets work).
 - Place a “silverware” bin next to each trash can so that used silverware can be placed in it as individuals finish eating.
3. Easter Sunday Breakfast Preparation (1 ½ hours)
- A. A team of 3-4 people will need to be at church around 7:00 AM to
 - Plug in coffee pots
 - Place incoming food platters, cover with saran wrap and place on serving tables
 - Plug in Nescos (continue to check to be sure no fuses are blown)
 - Place incoming egg dishes in Nescos and remaining dishes in oven on low (250 degrees) heat to keep warm
 - B. Be sure a team of 2-3 people can remain in the kitchen during early service to finalize prep as the service is let out and people begin to line up for breakfast. Items that need to be done:
 - Set up the beverage station (coffee, juice, milk) on the kitchen pass-through counter and in the fellowship hall (in the Shepherd's Nook area.)
 - Fill coffee carafes and place one on each table.
 - Fill creamers and place one on each table.
 - Fill pitchers with water and ice and place one on each table.
 - Set out any fruit platters or other items in fridge.
4. Serving Breakfast (throughout the morning)
- A. Take saran wrap off all platters on the serving tables.
 - B. Remove covers from the Nescos.
 - C. Continue to refill any beverage containers that are at each table.
 - D. Retrieve used silverware from the bins by the trash cans and wash them and replace them on the tables at settings that have been used and are empty.
 - E. Clear any place settings that people have finished and left.

- F. Continue to monitor the serving tables for empty platters that can be replaced with full platters or food from the kitchen.
- G. Continue washing any empty platters and other dishes as they are brought to the kitchen.
5. Breakfast Clean-Up (1-1 ½ hours)
 - A. Remove all centerpieces from the tables and place on an empty table.
 - B. Remove all tablecloths (if using the cloth ones, put them in a garbage bag or two and give to individual responsible for laundering them).
 - C. Continue to finish washing all the dishes and dry them. Put away all dishes that belong to the church in the appropriate cabinet in the kitchen.
 - D. Put a table outside the kitchen with clean dishes that need to be returned to anyone donating food, or if enough room, leave in one place on counter in kitchen.
 - E. Try not to put left-over food in the fridge as it will be forgotten and rot.
 - F. The kitchen and fellowship hall should be spotless with everything put away before the clean-up crew leaves.
6. Remind the MCC group life coordinator that walls, tables and chairs need to be put back along with the Shepherd's Nook and ready for school on Tuesday. This is usually done on Monday evening.

Time commitment for activity:

- Organization: ½ hour
- Pre-Breakfast preparation: 2-3 hours
- Easter Sunday breakfast preparation: 1 ½ hours
- Serving breakfast: 2 ½ hours
- Breakfast clean-up: 1-1 ½ hours

You would not need to participate in every activity if you set up chairmen for the individual activities

PLAN/PREPARE LENT/ADVENT MEALS

(Under Group Life Committee)

Description of activity:

1. Decide if you will be responsible for all meals or if you will have other groups, such as Pioneers, youth group, etc., be responsible for a meal.
2. Plan what type of food you will be serving a few weeks in advance of the Lent/Advent season – usually between 60-80 people attend the meals. If other groups are going to be responsible for a meal, check with them as to what they plan on serving so meals aren't duplicated.
3. Purchase food: You can purchase this yourself and turn in receipt for reimbursement or have someone else who has a church credit card go with you to purchase. Check local ads for best prices on needed food.
4. Prepare food/drinks to serve at 5:30 PM. This can be done at home and then just brought to church and kept warm in the Nescos or crock pots.
5. Desserts are usually brought by the congregation (put announcement in bulletin to request this), but set up for serving them.
6. Set up tables and chairs if not already set up.
7. Put out plates, cups, silverware, napkins and free-will offering basket.

8. Set up food buffet style.
9. Following the meal – about 30 minutes before church, begin clean-up: put food in storage bags/containers if needed, clean Nescos, crock pots, dishes, pots and pans that were used and put away.
10. Wipe counters and stove.
11. Collect free will offering and put in safe with a receipt or have another person collect it and put it in safe.

Time commitment for activity:

- Shopping for food: approximately 1-2 hours total. This varies depending on how many stores you go to or if you choose to bargain shop.
- Preparing food and set-up: depending on how much help is available, 2 ½ - 6 hours. Prep time depends on what is being served and where it is prepared. Need 3-6 people to assist in the entire process of prep, cooking and set up.
- Clean up: depending on how many people help, 30 minutes. 6-8 people are needed to prepare remaining food for storage, clean and put away dishes and clean up kitchen in 30 minutes

PLAN/PREPARE MEALS FOR SPECIAL CONGREGATION EVENTS

(Under Group Life Committee)

Description of activity:

There are two areas you will need to oversee:

1. Funerals

- A. Maintain updated lists of volunteers to help with serving and making desserts. Periodically have sign-up lists in the narthex and place an announcement in the bulletin or church newsletter.
- B. Pastor will notify you if a family desires to have a meal served.
- C. Contact the family to discuss and meal plan. If the visitation is at church the evening before, a small meal should be available for immediate family members during the visitation. Consult with the family on this to see what would be desired and payment for it.
- D. Contact volunteers to help with baking, setting up, serving, and cleaning up.
- E. If catered meal is desired, coordinator or family member can contact the caterer and get menus. Discuss with family what menu items are desired and you or family member can place the order and arrange time for delivery. Be sure to get the total of the order so the check can be given to the caterer when he arrives. The family may also choose to pay in advance by credit card.
- F. Coordinate table set up in fellowship hall – check about school events to make sure when room is available for set up.
- G. Contact member volunteers to provide cookies, cakes, etc. The family might prefer a sheet cake that you can order or they can.
- H. Consult with the family if they want flower arrangements on the tables – usually just use the flower vases in the kitchen and purchase flowers at Sam’s, etc.
- I. Set up tables with linen, tableware, salt and pepper shakers, cups for coffee and water and sugar bowls with packages of sugar.
- J. Provide coffee and beverages – have coffee in carafes on the tables along with a pitcher of water and ½ and ½ in the pitchers. Check with the family if they want any other type of beverage.
- K. Assist caterer as needed

Group Life Coordinators display sign-up sheets for attendance and side dishes one month prior to the picnic. The sign-up sheets offer members the opportunity to donate potato salad, coleslaw, pasta salad, baked beans, cut fruit in zip-lock bags, cut veggies in zip-lock bags, and 36 individual serving chip bags. The Group Life Committee purchases hot dogs, hamburgers, brats, (in years past a donor has provided the meat), buns, condiments, plates, cups, napkins, desserts, ice cream and toppings, and bags of ice from Sam's (using Good Shepherd credit card). They make and serve lemonade, tea, water in Gatorade coolers. They find people to bring 4 grills and ask grillers to cook the meat. They supervise the serving of the food for over 200 people.

Property Coordinators set up/take down tables and chairs for the outdoor worship service/picnic. They ask congregation members to bring canopies and lawn chairs. They obtain any necessary city sound permits.

Outreach Coordinators promote the picnic in the community by preparing/distributing invitations to prospects, Vacation Bible School participants and school families. They greet and register guests as they arrive.

Shepherding Coordinators promote the picnic within the congregation through newsletter/bulletin announcements, posters, and an e-vite. They register members at the worship service.

Mission Resources Coordinators talk to Good Shepherd Thrivent advocate about applying for a grant from Thrivent Financial to help with picnic expenses. They suggest prizes that may be given away through a drawing for guests.

Time commitment for activity:

Time will vary for each Women's Ministry coordinator.

ORGANIZE/PLAN WOMEN'S SOCIAL EVENTS

(Under Group Life Committee)

Description of activity:

1. It would be ideal to have a social activity for all women of the congregation each month. However, this may not be feasible.
2. Your responsibility is to plan a social activity that may be at the church or off church grounds. This may be a small activity or something as involved as a retreat. Examples: game night, movie night, a trip to the Arboretum, a museum or something similar, trying out a new restaurant, a trip to the Creation Museum, etc. Planning would include being sure facilities are available, making reservations, ordering tickets, arranging for transportation, promoting the activity, etc.

Time commitment for activity:

Time will depend on what the activity is, where it is located and any special arrangements that need to be made.

COORDINATE EFFORTS TO HELP ASSIST WITH SCHOOL ACTIVITIES

(Under School Committee)

Description of activity:

1. Communicate with principal to see what help they need with school activities and recruit Women's Ministry members to help with these activities.

Time commitment for activity: Varies depending upon activity.

PLAN/PURCHASE/DELIVER CALLED WORKER GIFTS

(Under School Committee)

Description of activity:

1. Plan and purchase:
 - A. On behalf of Good Shepherd congregation, Women's Ministry purchases Christmas gifts for its called workers. Recently gift cards have been given after learning teacher's preferences. The gift has been kept in the \$20 range the past few years. The gift is a token thank you for their dedication and commitment to serving at Good Shepherd.
 - B. Purchase desired number of gift cards.
 - C. Card should be signed: "From: Your Brothers and Sisters in Christ at Good Shepherd Lutheran Church".

2. Delivery: present gifts to each called worker on the last day of school before Christmas break.

Time commitment for activity:

Three hours.

COORDINATE BREAD OF LIFE VISITS

(Under Outreach Committee)

Description of activity:

1. WEEKLY
 - A. Each week get copies of Friendship Register pages with visitors highlighted from person who records Friendship Registers.
 - B. Look for visitors who gave us their complete address. Check these against spreadsheet of "Good Shepherd Guests" to find out which of these have not previously received a visit or a card.
 - C. If a visitor is in the visiting area (defined by Route 53 on the west, I55 on the south, I294 on the east and Butterfield Road on the north) look on Bread of Life Schedule to find who is scheduled to visit that week. E-mail or call that person to visit the Good Shepherd guest. Exception: We currently have an individual who will visit in Naperville and another who will visit in the Lockport area, so people in these areas are also visited.
 - D. For Good Shepherd guests, who are not in the visiting areas, send a card to those who have not previously received one.
 - E. Record/visit card for Bread of Life Quarterly Report and also on "Good Shepherd Guests". Cards sent to locations in Illinois are considered local cards and other are distance cards.
2. QUARTERLY
 - A. Finalize Bread of Life Report for Quarter.
 - B. Make schedule of Bread of Life visitors for the next quarter and send to Bread of Life visitors.
 - C. Send the Bread of Life Report for the Quarter, "Good Shepherd Guests", and new schedule of Bread of Life visitors for the next quarter to the MCC outreach coordinator and the Women's Ministry outreach coordinator.
 - D. Provide other reports when and if requested.

Note: "Good Shepherd Guests" is the spreadsheet with visitors' names: (1) Distance Cards by Date (2) Local Cards by Date (3) Visits by Date (4) Alpha Distance Cards (5) Alpha Local Cards (6)

Alpha Visits Bread of Life Report for Quarter is the report of the number of visits and cards by Sunday for the quarter.

Time commitment for activity:

- Weekly: ½ to 1 hour
- Quarterly: 1 hour or so

MAINTAIN AND RECORD FRIENDSHIP REGISTER AT CHURCH

(Under Outreach Committee)

Description of activity:

1. After last service for the weekend
 - A. Collect Friendship Register pages. Add new forms when needed.
 - B. Record attendance and communion for members on spreadsheet on computer in pastor's office. Include the total number of visitors.
 - C. Make spreadsheet of members who have not attended in the last 4 weeks. Give copy to MCC shepherding coordinator.
 - D. Make 2 copies of Friendship Register pages with visitors' name, one copy for MCC outreach coordinator and one for Bread of Life coordinator. Highlight visitors on each Friendship Register page and each copy.
 - E. Keep spreadsheet of count of attendance and communion of members and visitors for each service in the quarter.
2. After each special service (midweek, etc.)
 - A. Do A, B and E above
 - B. Make only one copy of Friendship Register pages with visitors' names. This is for the MCC Outreach coordinator. Highlight names of visitors on Friendship Register and copy.
3. Quarterly
Send Friendship Register Count report to MCC outreach coordinator and Women's Ministry outreach coordinator. (If you are also filling the role of Bread of Life coordinator, you can send all the reports together.)
4. Maintenance
 - A. Get names of changes in membership from pastor and/or Sunday bulletins.
 - B. Make appropriate changes in Friendship Register spreadsheet.
 - C. For people who died or left Good Shepherd, put a *beside their name, so their past attendance will remain in the totals.
5. Yearly
Make new tabs on spreadsheet for the new year's attendance and communion. Leave off names with *s from new spreadsheet.
6. Other
Make other reports as requested, such as:
 - YTD Member Communion Attendance – May, November, January
 - School Parents' Attendance, etc.
 - Others when and if requested

Time commitment for activity:

- Weekly: 1 ½ to 2 hours (communion Sundays take longer)
- Special Services: about 45 minutes each
- Quarterly: less than half an hour
- Maintenance: Usually less than half an hour. However, major member maintenance may take longer.
- Yearly: 2 hours
- Other: Time for special reports may vary, but usually take up to an hour per report

ASSIST WITH ORGANIZING SPRING AND FALL CLEANING

(Under Property Committee)

Description of activity:

This includes the kitchen, church and cleaning of wood furniture/pews. However, typically the MMC property coordinator handles this event and Women's Ministry cleans the kitchen. Therefore, communicate with MCC property coordinator and the church cleaning person to:

1. Determine date/s for spring cleaning. (either before Easter or before confirmation) and Fall (before Thanksgiving).
2. Determine the tasks to be done.
3. Determine how you will publicize and "invite" people to this cleaning party. Often a half sheet handed out after services is helpful. List the main information: date and time, basic task list, contact info, and if people can bring any equipment or supplies.
4. Determine if people should bring supplies or what will be provided.
5. Determine who will be coordinating the workers on the cleaning day. Some will need to have direction or have you suggest where they might help.
6. Determine if refreshments will be served (coffee, rolls, lunch, etc) – perhaps you can get 1-2 volunteers to handle refreshments/lunch and clean-up.
7. Create bulletin announcements and have pastor make verbal announcement after services a couple of weeks prior to your cleaning date.
8. Have your list of tasks posted and cross them off as they are completed.
9. If workers are few, or if there are more tasks than can be done on one day, usually a Saturday, make arrangements for people to come at alternate times. Some people may want to clean carpets in the evening (and this is best because you don't want people walking on the carpets while this is in process).

Time commitment for activity:

- Meeting with MCC property coordinator and church cleaning person to make plans and assign responsibilities: 30-60 minutes
- Shop for supplies: about 1 hour
- Organize and set up/stage the area so people can easily locate what job they will do: 1 hour
- Clean up and put away supplies, etc. when the day is over: 30-60 minutes
- Publicity: 15-30 minutes

PLANT AND MAINTAIN FLOWER BEDS AROUND CHURCH PROPERTY

(Under Property Committee)

Description of activity:

This position oversees planting and maintenance of planted pots and flower beds.

1. Communicate with MCC property coordinator to discuss budget and needs so you can decide how funds can be spent. Pots by church doors are usually arranged for various seasons, but always for winter/Christmas and for summer. Bonus arrangements such as fall or spring/Easter depend upon budget or someone donating plants/decorative items. You will want to know what the landscaping company will handle/cover – the church secretary and MCC property coordinator can tell you.
2. Set up a committee that includes:
 - A. Men, who will occasionally, as needed, carry or haul heavy items, such as pots, hoses and do other occasional heavy work. Currently a property committee person takes care of setting up the hoses and large pots and puts them away at the end of the season. Contact this individual a week or two prior to when you want this done.
 - B. People who will shop for plants, soil and do the planting/arranging
 - C. People who will help maintain the garden areas and pots (weeding, trimming, watering).
 - D. Person to organize the watering crew. (sign-up, scheduling, training and checking to be sure it is getting done. Plants and flowers are a large investment, and if not watered, can result in having to replace or start over, which can be costly.)
 - Watering crew organizer will need to know the village rules/laws about watering
 - Watering crew will need to be careful/efficient with watering so that we don't waste (not only for conservation, but also for the cost to the church)
 - If hoses, nozzles, sprinklers or hose reels need repair, communicate with the MCC property coordinator. It is important to have equipment in good working order for efficiency, and so that the volunteers who serve have tools they need. Determine if additional equipment or supplies are needed (new hoses, nozzles, garden equipment, pots, potting soil, etc).
 - E. Anticipate equipment or supply needs and incorporate into annual budget.

Time commitment for activity:

- Publicize and facilitate sign-up: 30-60 minutes
- Set up watering crew schedule: 1 hour
- Meet with your committee or volunteers: 1 hour
- Oversee/check equipment: 1 hour
- Check that watering is done. This will depend on your committee. Depending on how often you are on the church property, you can do a quick check or perhaps arrange for others to help you with this.
- Garden maintenance will depend on your committee. If you have people who will regularly/periodically handle the maintenance, you may not need to do much other than keep in communication with them. If you are serving on the committee to do the work, you might plan on 30-60 minutes every couple of weeks.

MAINTAIN ORGANIZATION AND CLEANLINESS OF REFRIGERATOR, KITCHEN AND LINENS

(Under Property Committee)

Description of activity:

1. It is recommended that you create some communications about kitchen use. Pastor should review the communications before they are sent. Recommended communication vehicles: church newsletter, bulletin, letter or list for leaders of groups that use the kitchen, on-site postings/signs. You will want to convey:
 - A. The only paid cleaning is that the floor gets washed
 - B. Basic rules for using the kitchen
 - C. What the benefits to using the kitchen are (fellowship, convenience, equipment, supplies)
 - D. Keeping kitchen and fridge free of food items unless they are there for a purpose and are clearly labeled
 - E. When fridge and freezer will be cleaned – make announcement and post sign well in advance
 - F. Board of Health designated how we are to use our kitchen (for serving; not for cooking)
 - G. Plan for cleaning the linens

2. Quarterly
 - A. Clean oven: it is self-cleaning; it is best for someone to stay on site when this is being done; refer to oven manual for instructions
 - B. Clean cupboards, drawers, counters
 - C. Remove unneeded items
 - D. Make sure items are stored in their proper locations

3. Monthly
 - A. Clean fridge and freezer – dispose of outdated food; wipe inside and out.
 - B. Clean stove top.
 - C. Clean microwave.

4. Annually

Assess equipment and determine what needs repair or replacing; or if we need to purchase new items. For example: roaster, crock pots, knives, coffee carafes, water pitchers, etc.

5. Communicate with church secretary who keeps the schedule of groups who have made reservations to use our property. Stay informed as to when the kitchen will be used for functions.

6. Communicate with:
 - A. People using the kitchen for fellowship meals, funeral luncheons, receptions, Pioneers, school parents, pre-school potlucks, etc.
 - B. Person organizing Easter breakfast
 - C. Person heading up the coffee committee
 - D. Person organizing church picnic
 - E. Person organizing school lunches

7. You may want to set up a committee for
 - A. Person who keeps tablecloths and linens in good order
 - B. People who will clean kitchen or handle parts of the kitchen cleaning tasks

Time commitment for activity:

Depending on if you set up a committee and how many are on the committee, you may spend more or less time on various tasks:

- Communication: 1 ½ hours

- Kitchen cleaning: 2-4 hours
- Fridge/freezer cleaning: 12 hours (1 hr/month)
- Oven cleaning: 2-3 hours/quarter (not of constant work – but to be there while oven is self-cleaning; actual labor estimated to be 30 minutes/quarter)

SET UP AND TAKE DOWN OF CHRISTMAS DECORATIONS

(Under Property Committee)

Description of activity:

You will organize and oversee the decorating and “un”-decorating of the church for Christmas.

1. For decorating:
 - A. In October, check with pastor to determine when the church will be decorated. Needs to be done prior to Advent – have done it in the past the week after Thanksgiving on a Saturday morning (9-11 AM) or on a Friday evening (5-7 PM, also provided a meal on this evening).
 - B. Communicate with the MCC property coordinator to set up a team of men who will transport the decorations – including the large tree – from the storage garage to the church building.
 - C. Publicize to the congregation and ask them to sign up/volunteer to help.
 - D. Delegate a person or persons to prepare and serve the meal (if on Friday evening, a dinner; if Saturday morning – something simpler). Also arrange for kitchen clean-up following the event.
 - E. Have supplies on hand: pliers, scissors, tape, ornament hooks.
 - F. Know what needs to be done so that you can assign tasks to small groups or individuals.
 - G. Stage decorations, equipment and supplies so that things are ready when the volunteers arrive.
 - H. Once decorating is completed, clean up/pack up the containers for returning them to the storage garage – thank everyone who helped.
 - I. A nice touch to this event would be to arrange for good Christmas music to play so we can enjoy or sing along while we decorate.
2. The “un-decorating” event:
 - A. Again, establish a date with pastor
 - B. Publicize it – encourage sign up
 - C. Arrange for refreshments/meal
 - D. Arrange for a team to transport containers and decorations
 - E. Arrange for team to obtain containers from storage garage and to return them filled with decorations.
 - F. Have supplies on hand: plastic wrap, large garbage bags, and Ziploc bags.
 - G. Stage your work area – put containers in locations where they will be needed.
 - H. Clean up when all is done and thank everyone who helped.

Time commitment for activity:

Time for each event:

- Organize: 30-60 minutes
- Stage working area: 30-60 minutes
- Overseeing decorating/”un”-decorating: 1-2 hours
- Clean up: 30 minutes

MAINTENANCE OF NARTHEX (TABLES)

(Under Property Committee)

Description of activity:

This activity is the responsibility of Women's Ministry, but has not been done in a while, so a more detailed description needs to be written here. Also, there has been some discussion to take the tables away and have a wall unit installed in the future.

1. Check the tables/under the tables to make sure they are orderly – arrange in a neat manner
2. Check for items that no longer need to be displayed on the table – are out of date or the event has passed
3. Check with the church secretary before removing/disposing of items or the person/group that they belong to
4. Dust off items or replace tablecloths if soiled
5. Talk with one of the pastors as to the progress of a wall unit or other solutions instead of the tables

Time commitment for activity:

Checking on a weekly basis: about 15 minutes

MAINTENANCE OF NARTHEX LOCKED BOX

(Under Property Committee)

Description of activity:

You are responsible for coordinating the use of the locked box on the wall in the narthex. The box may be used by any person/group that is collecting funds. When they contact you, ask what they want the sign above the box to read – i.e. LWMS Missions, and the time frame they want to use the box for. Some signs are already made and are in the plastic holder for re-use. Keep the signs similar and on good paper stock. Put the sign in the plastic holder for the appropriate time frame. The key is kept in the church office. There may be times when more than one group wants to use the box – put both names on the sign and you may have to keep checking the box and give the appropriate monies to each person/groups keys. When the box is not in use by a person/group, check it periodically, because there have been checks/gift cards placed in it after the time of collection.

Time commitment for activity:

- Making signs – minimal as some signs already made
- Checking box – once a month

MAINTAIN ASSISTANCE FUND

(Under Mission Resources Committee)

Description of activity:

This is the fund that replaces the food pantry. It consists of gift cards which the pastors distribute to those in need when requested.

1. One of the pastors will contact you when the fund (gift cards) is running low. Make a request through the bulletin and/or church newsletter and/or have the pastors make an announcement after services for more gift cards to be donated for this purpose. Your announcement should include types of gift cards requested (Jewel, Target, etc.), that cash and checks will also be accepted; the dates of collection and that they can be put in the locked box on the narthex wall.

2. The key to the locked box on the wall is kept in the church office. The sign above the box should read: Assistance Fund. Check this box at least once a week, or more often, during the dates of collection.
3. The pastors have a place these cards are stored and you need to contact them for that place.
4. When you put the cards in the place, send the pastors an email so they are aware of what has been collected. If you receive cash, let the pastors know how much and if you are going to purchase cards or if they need to do it. If you are purchasing the cards, ask the pastors where they would like the cards from. If you receive checks, follow procedure to deposit them in the church safe and let the pastors know how much you deposited. Also send an email to the church treasurer so he is aware of the deposit amount and that it goes into the “flow-through” account. Pastor usually uses the church charge card and purchases cards for the deposit amount. You can also purchase cards for this amount, but then will need to fill out the Women’s Ministry reimbursement form for that amount.
5. Keep checking for the week after the end of the collection dates as often people put them in the box after those dates.

Time commitment for activity:

- Publicize for the need to replenish the fund: 10 minutes about twice a year
- Collection of funds: 5 minutes per week during collection dates
- Purchasing gifts cards if needed: 5 minutes about twice a year

ASSIST PERSONAL MEMBER MINISTRY (PMM) COORDINATOR

(Under Mission Resources Committee)

Description of activity:

1. Track Thrivent Funds.
2. Coordinate Personal Member Ministry Hostess Team.
3. Assist Personal Member Ministry Coordinator as needed.

Time commitment for activity:

Hours vary depending upon PMM needs.