

Time and Talent Opportunity Descriptions St. Paul Lutheran Church

1. **Congregational Assembly:** This is the governing body of our church. It is open to male or female members over the age of 18. It meets four times a year. You are required to **read and sign** the Constitution of the church and be approved by a vote of the next regular Congregational Assembly. (No one has ever been denied approval.)

2. **Council of Deacons:** The Council of Deacons consists of twelve male members (who are also members of the Congregational Assembly) to serve three year terms. This group, with the Congregational Assembly, is the governing body of the congregation. Meetings are held monthly. The activities of a particular Board may depend on the Deacon who is its current head.

SERVE ON A BOARD

3. **Evangelism:** Some Evangelism duties include scheduling people to livestream regular and special services of our church. It is not necessary to join the Board to livestream a service, but to let the Deacon know of your interest. This Board has typically erected the church's outdoor Nativity each Advent and put it back in storage after Epiphany. Other Evangelism activities will depend on the decisions of the Board's membership. Male or female members are needed. Meetings are monthly.

4. **Budget & Finance:** This Board develops the annual budget for our church and school. They oversee any financial decisions and planning that are necessary. They work closely with the church bookkeeper. Men and women members are needed. Meetings are monthly.

5. **Parish Ministries:** This Board oversees all educational opportunities of the congregation except for the parochial school. They also decorate the church for Christmas and return those items to storage after the season. Male or female members are needed. Meetings are monthly.

6. **Board of Education:** This Board works closely with the Principal of our parochial school. Men and women who have an interest in Christian education are welcome to serve. Meetings are monthly.

7. **Stewardship:** This Board seeks ways to educate our members to be good stewards of their time, talents, and financial resources. Male or female members are welcome to serve. Meetings are monthly.

8. **Trustees:** This Board is responsible for the upkeep of the property of the congregation. The building and the maintenance of the property are continually in need of attention. Traditionally, the Board has been all male, but interested women may volunteer. Meetings are monthly.

WORSHIP PARTICIPTION

9. **Greeters:** Greet worshipers prior to services, extending friendliness to those arriving for worship, whether they are members or visitors.

10. **Worship Assistant:** Male members assist with Distribution of Holy Communion; they may light candles depending on the Acolyte schedule.

11. **Acolyte:** Normally, these are unconfirmed youth, although older youth or even adults may be requested. These duties consist of lighting and extinguishing candles and other details as required by the pastors. Male or female members are needed.

12. **Assist the Elderly:** Provide transportation to and from church services. Adults who are able to drive members to worship and return them to their homes are greatly appreciated.

13. **Choir:** Our Mixed Choir needs singing voices in all sections, soprano, alto, tenor, and bass. Adults and youth of both genders are welcome.

14. **Hand Bell Choir:** We have a three-octave set of handbells organized in several age groups. Speak with the Music Director to find the best group for you.

15. **Play an Instrument:** Piano, organ, brass, woodwind, strings, percussion, and other orchestral or band instruments are needed to enrich our worship services. Contact the Music Director to volunteer your talents.

16. **Sponsor New Members:** Volunteer to be a mentor to new members who are joining our congregation by adult instruction or transfer from another congregation. This would include anything that would help new members feel “at home” in our church: sitting together at worship, Bible study, attending church events, be available to answer any questions or any gestures of your own thoughtfulness.

17. **Usher:** Men (teen or adult) are needed to collect offerings and direct Communicants to the Altar. Bulletin distribution is included, as well as ringing the church bell at the beginning of worship and at other times during the service as needed.

18. **Altar Guild:** This group consists of several teams of women who set the Altar for Holy Communion. They change Altar cloths to coincide with the Church Year and put the Communion items away after proper cleaning. They are also responsible for any flowers that are displayed in the chancel or near the Altar. Depending on the membership of the group, you would serve five or six weekends a year.

19. **Maintain Worship Items in Church:** Men or women may help with the supervision and repair of such things as hymnal repair/replacement, hymn boards, pew racks and candelabras (repair and polishing).

20. Live Stream Church Services: Men or women or youth may operate the cameras and technology for our livestreaming of regular weekend services, as well as special worship services, and funerals. Some training is necessary. The schedule is flexible.

21. Nursing Home Chapel Assistance: Lakeview Nursing Home Chapel Service is held at 3:00 p.m. offered by our congregation on the 4th and 5th Fridays of each month. Pianists are needed, but also people who distribute bulletins, and greet attendees are necessary.

22. Funeral Service Assistant: This opportunity is for able-bodied men, women, or teens. The volunteer must have the physical strength to toll (not ring) the bell during the processional and recessional at the service, and during the Lord's Prayer (unless it is sung). You may also be asked to light and extinguish the Pascal Candle and turn the recording system on and off. Training will be provided. People who serve need to be available when funerals are scheduled – that is why we need a lot of volunteers for this.

OUTREACH OPPORTUNITIES

23. Visit Home-Bound Members: Schedule a time to visit members who are home bound and in need of some company. Men, women, or teens may volunteer and will be matched to appropriate church members.

24. Deliver Meals on Wheels: Men, women, or teens who are licensed drivers may volunteer to take meals to homes in and near Fairmont. Our congregation is assigned the month of July each summer.

25. Pen Pals for Shut-Ins: People of all ages (who are able to compose sentences and write them) are matched with people who would enjoy receiving mail. Birthday and other types of cards or letters may be sent; in-home visits might also be appropriate.

26. Church Float Committee: Our church has a float for area parades that was constructed in observance of our 125th anniversary. Men, women, teens, children, and families may volunteer to prepare the float for parades that are held in town. The Fairmont Glows parade and the summer parades are the most typical. This committee would obtain more lights, etc., and get the float ready for each event. The group can grow and change; volunteering once does not mean you are committed for all future events! Therefore, a lot of volunteers would be helpful.

SCHOOL OPPORTUNITIES (Background Check required)

27. **School Library:** Adults who are available during the school day are needed for checking out books and reshelving books. Currently, the library is open on Wednesday and Thursday mornings during the school year.

28. **Substitute Teacher:** Adults who have teaching credentials are needed when faculty members are ill or need to be away from the classroom.

29. **Coach Athletic Teams:** Adults who are knowledgeable in various sports may offer to coach or assist another person in teaching the athletics involved.

30. **Officiate Sporting Events:** Referees who know how to officiate are needed during the school year depending on the season.

31. **After School Activities:** Responsible adults to supervise after school care are needed during the school year.

32. **Public Relations/Parent-Teacher League:** Adults who are supportive of St. Paul Lutheran School meet periodically to discuss ways to promote the parochial school.

PARISH EDUCATION

33. **Sunday School:** Men and women are needed to teach classes, help with music, work with various pageants (Christmas and/or Easter) and coordinate with the Sunday School Superintendent.

34. **Youth Bible Class:** Adult men and women who enjoy teenagers are important to serve as role models and instructors for youth Bible classes.

35. **Vacation Bible School:** Adults and teens are needed to teach classes, help with music, organize and teach arts/crafts projects, prepare and serve snacks. VBS has often been held in cooperation with Immanuel Lutheran Church.

36. **Adult Bible Class:** Just show up and learn! You may enjoy coffee and a doughnut. You may wish to take a turn preparing and serving the coffee and getting the doughnuts from whichever store is currently being utilized.

37. **Men's Bible Study:** This group meets at McDonald's. Those who wish to order breakfast typically arrive around 6:30 a.m. The study begins at 6:45 a.m. and concludes by 7:30 a.m. Bring your Bible!

38. **Lead a Bible Study:** This would be done in coordination with the pastor who would approve the materials and planning.

ORGANIZATIONAL OPPORTUNITIES

39. **LWML** (Lutheran Women's Missionary League): All women members of St. Paul Lutheran Church are automatically members of this group; however, if you would like to be an active member you may attend the semi-monthly meetings on the first Thursday of most months. You may wish to join a Circle. The Clara and Eve Circles usually have an additional meeting on most months as desired. Contact the LWML President to find a circle right for you. The Members-at-Large Circle doesn't do additional meetings but attends the LWML meetings.

40. **LLL** (Lutheran Layman's League): Adult men and women meet on the first Saturday morning at McDonald's for a breakfast and fellowship. Various projects are undertaken.

41. **Social Club:** Adults who enjoy fun social activities, such as attending Moon Dog baseball games, bowling and other fun events are welcome. There is no set schedule, but your suggestions for activities are welcome. This group meets occasionally.

LIMITED FREQUENCY ACTIVITIES

42. **Fair Food Stand:** The Fair Stand is open during the Martin County Fair each year. The proceeds are used to support various church and mission projects. The duties vary from working at the Fair Stand or in the church kitchen for pie preparation and various other duties. There is always a need for workers. People of all ages from mid-elementary school age through adults can find something to do!

43. **Martin Luther High School Delegate:** Adults who are supportive of our Christian high school may represent our congregation at the regular meetings of the high school delegate meetings.

44. **Gala/Ham Supper/Other Fundraisers:** There are many levels of participation to get such events organized.

45. **Church and School Maintenance:** Occasional work days are scheduled for cleaning, repair, painting, and miscellaneous. The Trustees are in charge.

46. **Annual Clean-up Days:** This often is concerned with the outdoor property of our campus. The Trustees are in charge.

47. **Funerals and Special Events:** Typically, a lunch is offered following funeral services. Also, occasional gatherings are scheduled for when new pastors or workers are installed in office in our congregation. Farewell and retirement observances and other miscellaneous events may occur. Serving tables, kitchen help, planning of the event, decorating, etc. might be involved.

48. **Children's Activity Bags:** The bags are kept in the front school hallway for the purpose of keeping small children occupied during church services. Many parents have found these to be quite helpful. Adults are needed to sort and organize the bags on a regular basis. Your work may be scheduled anytime you can find during the week preceding services. There is a group already established, and one of the members can show you what to do.

49. **Church Property:** Mow the church lawn, around the parking lots, and the shed.

50. **Church Yard Maintenance:** This important work includes weeding the landscaping rock next to the church building and keeping the shrubs trimmed as needed. Also, plant and maintain the large flower pots which will be at the west and south entrances to the church. This can be done by couples, individuals, families or groups.

SPECIAL INTEREST

51. **Assist with Senior Youth** (grades 9 – 12): Be available to help whomever is the youth director.

52. **Assist with Junior Youth** (grades 7 – 8): Be available to help whomever is responsible for this age group.

**Lord, help us walk Your
Servant way
Wherever love may lead
And, bending low, forgetting self,
Each serve the other's need.
*LSB 857***