

Time & Talent survey 2018 Job Descriptions

COMMUNITY SERVICE

Serve Community Supper: This Church ministry provides a free meal to the public on Thursdays. It is served by various organizations within the community as well as by members of the church.

Food Bank/Assist (Substitute) Our Lake Stevens Community Food Bank (Is not part of Ebenezer Lutheran Church, but housed here at the Church.) It is usually looking for help during daytime, or when someone is unable to make it to their scheduled shift for sorting perishable or non-perishable foods or for distribution. Ideally these people would be trained ahead of time and then could fill in as needed.

Food Bank truck driver (Substitute) to pick up food for distribution at the food bank. Presently they need a substitute truck driver and or truck helper. Shift from 7:30- approximately to 9:30 or 10am

Food Bank Fundraising: The food bank is currently raising money to build a new building. This includes but is not limited to grant writing, envelope stuffing, making phone calls, organizing and participating in events and more.

Food Bank Volunteer Coordinator: This could be one or two individuals, possibly one to work with youth and another with adults.

EDUCATION

SUNDAY EDUCATION HOUR: These tasks involve teaching or providing support for the teachers. Each age group has age-appropriate programming and requires responsible adult help to make it successful. **Teachers and assistant teachers** are needed for preschool through adult classes. **Substitute teachers** are needed for all age groups as well.

VACATION BIBLE SCHOOL (VBS) - Assisting with planning VBS: This group meets to plan prior to VBS week. **Helpers** are needed to assist with VBS in a variety of positions, such as registration, snack preparation, assisting teachers, games, arts and crafts, etc. **Teachers** will lead lessons during VBS week.

SPECIAL EVENTS- Planning the Christmas program: This is an annual children's event, usually unique to that particular year. **Helpers** are needed to assist with Rally Day events and the Christmas program. **Providing treats, and possibly serving the treats,** for the children participating in Rally Day and the Christmas program is another task to be completed.

WATCH: Teachers are needed to lead the adult classes or Bible study. Class is from 6:00 p.m. to 6:55 p.m. on Wednesdays. **Mentors** are teamed up with confirmands to attend Wednesday evening worship during Advent and Lent. The idea is to worship together, then discuss the experience one-on-one. Guidance is provided on paper with discussion suggestions. This is a simple job almost any adult can easily do.

MUSTARD SEEDS: Assistants are needed at each of the monthly events to support the event leader. Event planners are needed to lead the monthly events for the children in preschool to grade 5.

EBENEZER PRESCHOOL

Wash Preschool Inside Toys: This is done on an infrequent basis or possibly to prevent illness when it seems to be going around.

Wash Preschool Outside Toys: This is done on an infrequent basis or possibly to prevent illness when it seems to be going around.

Playground Maintenance: is needed to provide a safe environment for the preschoolers.

Assist Preschool Office: Tasks vary depending on planned lessons or events.

Weed around the playground: removing weeds from inside the playground and around the fence.

FELLOWSHIP

Annual Golf ParTee Planning: This is to help plan this event.

Book Club meets for an hour on the first Monday of each month to discuss books that have been read by the group. New books are assigned monthly. This is a great way to identify books and authors and different genres that you might otherwise not have read. There is no requirement to attend all meetings. This is a social and welcoming group.

Church Library Helper: For organizing and maintaining the Church libraries to keep them usable and accessible to members.

Help Plan Fellowship Events: These can be one time events or ongoing. Each one must be planned for it to happen. This is a way to make sure things you like take place.

Hikes/Outdoor activity email list: Check here if you want to be added to an e-mail distribution list telling about upcoming outdoor activities. These could include hikes, fishing, snowshoeing, cross country skiing, or other outdoor excursions of that type.

Suggestion for New Activity: Tell us about an activity you would like to participate in.

OUTREACH

Contact Recent Visitors: This usually involves a phone call to thank visitors for coming and possibly answer simple questions.

Phone Members (with declining involvement) It's easy to get out of the habit of worship. Sometimes a phone call reminding them that they are missed and to inform them of upcoming events can help them to renew their regular participation.

Change Message on outside Sign: Our sign on the South side of the building is usually changed weekly. Messages are decided by our Outreach Committee and need to be posted on a regular basis.

Sponsor New Members: When new members join our congregation they are assigned a sponsor. The task of the sponsor is to get to know them, introduce them to other members, and introduce them to the congregation during worship when they are officially welcomed into the congregation.

Visit Hospital/Shut-ins

Drive Members to Church: Sometimes there are people who would love to attend worship or other events but don't have transportation to get there. This is simply providing a ride to them.

PROPERTY: Building and grounds maintenance tasks keep our building safe and looking good. The following items require periodic work:

Carpentry

Electrical Work

Lawn Mowing

Lawn mower/equipment maintenance

Carpet Cleaning

Painting

Heating/furnace

Computer Maintenance

Plumbing

Weeding/trimming

Van Maintenance

SOCIAL MINISTRY

Sell Fair Trade Products: Monthly our Social Ministry group sells fair trade items between services such as coffee tea, and chocolate. During Advent they sell gift items.

Packing for LWR: Items such as quilts, health kits or others need boxed up for shipping.

YOUTH MINISTRY

Chaperone Events

Help plan Service Projects

Help with Fundraisers

Help with High School and Middle School Fellowship

Help with High School and Middle School Fellowship

Plan Youth Events

Transportation for Youth

WORSHIP

Altar Guild: Prepare the altar area for worship. This includes taking care of linens, candles, communion prep and cleanup and getting coffee ready to plug in for Sunday morning.

Audio/Video or Sound System: Prepare and operate the AV equipment for worship and occasionally other events. Training is available.

Choir Member: Practice and sing with our Choir during worship and special presentations.

Create Power Points for worship services. These Microsoft PowerPoint presentations are helpful for those who have trouble seeing our hymnals as well as those who just want to keep their attention forward.

Instrumentalist: Play with or without our choir during worship services. Depending on comfort level, this can be with other instruments or solo.

Nursery Substitute: For the rare occasion when our nursery attendant isn't available.

Provide Communion Bread: For those who like to bake, this is a great way to share your talents in support of Holy Communion. There is a team of people who like to do this so it is not an every week task.

Vocalist: For special music during worship. It can be with others or solo depending on your comfort level.

Worship Drama: (Lenten, Advent, and other): If you have a flare for the dramatic, this is for you. It may be simply reading a skit or it may include motion. It's used for special worship presentations.

Worship Assistant: Help Pastor or support services as a lay leader or co-leader when he is gone.

Worship Music Leader: Sings with others into microphones to help the congregation with singing during worship.

W.O.W. (Worship On Wednesdays) Devotion Leader: Lead worship or just read the lesson. All materials are provided in an easy form to use.

Replenish Pew Supplies: Usually during the week, checking each pew to ensure supplies are in place or replenishing them for worship.

WOW Musician: Can include guitar, drums, strings or brass. Each week the type of service changes and so too would the type of music needed.

WOMEN'S MINISTRY

Woman's Bible Study: This takes place in the home of one of our members on the 3rd Mon at 6:30 pm and includes Fellowship & Bible Study

Mar-Cilla Circle (3rd Tues at 11:30am) Fellowship & Bible Study

ADDITIONAL MINISTRIES

Home Washing/Ironing, etc: Tablecloths used during special events need to be washed and ironed before they can be returned for the next event.

Memorial Receptions are provided food. The food is served and cleaned up afterwards. This is a particularly helpful task for those who are suffering the loss of a loved one.

Norwegian Pancake Breakfast: Held monthly, the NPB is a benefit program, provides a local fellowship opportunity while generating funds for our YOE, scholarships to Camp Lutherwood, and Holden Village for middle school and high school youth needing financial assistance, requested support for Mustard Seed activities, and local, national, and international crisis situations. Volunteers are needed for setup, cooking, kitchen assistance, dish-washing, serving, and cleanup.

Phone Members (about special events) Making phone calls to inform members about important upcoming events.

Prayer Chain: Members are called when urgent prayers are needed. They write it down for their own use and phone it forward to the next person. This is a great way to see the power of prayer.

E-mail Prayer Group: Members are notified by e-mail when urgent prayers are needed. This is an easy way to communicate prayer needs within our congregation.

Senior Luncheon is served monthly from September through May in our Fellowship Hall. Help is needed in the kitchen as well as serving and cleanup.

Wedding Receptions require willing hands to serve and cleanup so wedding guests can celebrate without being weighed down with service.

Bake for the bake sale: Our annual Bake Sale is used to fund non-budgeted items needed in our church. Many hands are needed to provide the items.

Quilting Group: (2nd & 4th Tues at 10 am.) This group welcomes everyone from the novice to the most experienced.

Care Team Ministry: A team who will provide food or transportation to those who are seriously ill, hurt from an accident or surgery or experiencing a death.

EBENEZER LUTHERAN CHURCH MINISTRY GROUPS

Adult Choir: Beautiful music supports our worship experience. Iris Ingram Forbus

Care Team: Short-term food, transportation, etc, for those in crisis. Pastor Benson, Fran Clapper, Debbie Bracht

Education: Virginia Dutcher for children and Pastor Benson for adults

Endowment Board: In support of Ebenezer's long-term ministry. Ken Cross

F.A.S.T. (Faith And Service Team) provides for fellowship, ushers, communion assistants, greeters, and offering counters. JoAnn Cross

Fellowship plans and organizes fun things to enhance the Ministry of the Church. JoAnn Cross

Finance Committee provides financial planning and reporting for the congregational budget. Dianne Storey

Lake Stevens Community Supper provides a free meal to anyone each Thursday. JoAnn Cross

Mar-Cilla Circle: Prayer Bible Study and fun for the ladies. Ellen Bersas

Memorial Committee: They recommend Memorial gift usage for our Council. Pat Jackson

Memorial Reception Committee: provides food and service for memorials and funerals. Irma Gross, Dotty Ronnestad, Kay Caulfield, Betty McDonald

Norwegian Pancake Breakfast: Serves monthly breakfasts to benefit God's work from our congregation and community. Rob Dutcher, Helen Hendrickson, Mike Shephard

Outreach: Advertising and other projects to encourage the growth of our Church. Ken Cross

Prayer Chain: A telephone chain for prayer as needs emerge. Alice Werner, Margaret Ren

Prayer email Group: Just a list of recipients for prayers and the needs emerge. Ken Cross

Preschool Board: For development of Faith for children 3 years old and up to prepare them for kindergarten. Lisa Curtis

Property Committee: maintains and improves our building and grounds. Betty Bauer, Ken Cross

Quilters: Create quilts, care kits, school kits and more for Lutheran World Relief and others. Betty Bauer

Senior Luncheon: Facilitates lunch and entertainment for our seniors monthly from September through May. Lynn Moller

Social Ministry: Help world wide for those most unable to help themselves. Susan Shephard

Stewardship: Encourages year round support for our congregation with our hands and our finances. Ken Cross

W.A.T.CH: (Wednesday At The CHurch) Education and worship on Wednesday nights. JoAnn Cross

Wedding Coordination: For those who wed inside our building or from within our congregation. Janice Stepp

Woman's Bible Study: on Monday evenings. Janice Stepp

Worship and Music: Plans Sunday worship services. Jeanette Backstrom

Youth of Ebenezer: Fellowship and learning for 5th grade through high school students. Virginia Dutcher