

Time & Talent survey 2015 Job Descriptions

COMMUNITY SERVICE

Food Bank/Assist (Substitute) Our Lake Stevens Community Food Bank (Not part of Ebenezer Lutheran Church, but housed here at the Church) 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) This is to pick up food for distribution at the food bank. As of right now we could use a substitute truck driver and or truck helper. Shift from 7:30- approx. 9:30 or 10am

Food Bank Fundraising The food bank is currently raising money to build a new building. This includes but 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.

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

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 possible. Positions include **teaching, or assisting teachers** in each age group from Preschool through Adult.

Substitute Teacher This is for any age group, however if a specific grade is desired this can often be accommodated.

Vacation Bible School (VBS)

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 possible. Positions are listed below:

Assist in Planning VBS this may involve anything from picking out curriculum to decorations.

Helper Many tasks during Vacation Bible School require adult help. It may be for games, arts and crafts, food, registration, and many more.

Teacher This is a classroom teacher for VBS.

Assist with Christmas Program This is to help plan an annual children's event, usually unique to that particular year.

Assist with Christmas Program This is to help during the children's Christmas program.

Special Events (Such as Rally Sunday, Reformation Sunday, etc) Help is needed on a one time basis for events each year.

Treats Provide snacks and possibly help serve them.

WATCH (Wednesdays At The CHurch)

These tasks involve leading **adult classes** or **adult bible studies**. Classes are from 6pm to 6:55 pm on Wednesdays.

Confirmation Mentor Each year confirmands are teamed up with adults to attend Wednesday evening worship During Advent or Lent. The idea is to worship together, then discuss the experience one on one. Help is provided in the form of a small paper with discussion suggestions. This is a simple job most any adult can easily do.

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 needed to provide a safe environment for the preschoolers.

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

Weed around the playground This is removing weeds from inside the playground and around the fence.

FELLOWSHIP

Annual Golf Par-Tee 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 library to keep it usable and accessible to members.

Help Plan Fellowship Events Fellowship events 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.

Provide Food for Events such as our annual meeting or others as they come up.

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

OFFICE ASSISTANCE

We have a team of people who prepare bulletins for Sundays and materials for mailing. Occasionally, the office may need a sub.

Fold Bulletins (Sub) Prepared weekly.

Help with Mailings (Sub) Prepared for the mail - monthly and yearly.

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. (usually done weekly.)

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	Carpet Cleaning	Computer Maintenance
Electrical Work	Painting	Plumbing
Lawn Mowing	Heating/furnace	Weeding/trimming
Lawn mower/equipment maintenance		Van Maintenance

SOCIAL MINISTRY

Sell Fair Trade Products Monthly our Social Ministry group sells fair trade items between services such as coffee and Tea. 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

Join Executive Youth Committee (EYC)

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Plan Youth Events

Transportation for Youth

Mustard Seeds Is a youth fellowship group that includes children from preschool through 5th grade. Activities vary widely.

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, they 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 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 be reading a skit or it may include motion. It's used for special worship presentations.
- **Worship Assistant:** Help Pastor or support services when he is gone as a lay leader or co-leader.
- **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.

MISCELLANEOUS

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

WOMEN'S MINISTRY

- Women's Bible Study** (3rd Mon at 6:30 pm) Fellowship & Bible Study
- Mar-Cilla Circle** (1st Tues at 11:30am) Fellowship & Bible Study

MISC. OPPORTUNITIES

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

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

Norwegian Pancake Breakfast is a monthly breakfast/fundraiser in our Fellowship Hall. Often the funds are used for emergent events of human need. People are needed to prepare food, serve, clean up.

Phone Members (about special events) This is just 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 when urgent prayers are needed. This is an easy way to communicate prayer needs within our congregation.

Senior Luncheon is served monthly 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.

Auction committee 2016 We plan to hold an auction and need advanced planning to make it successful. It should take place next in 2016.