

SECTION 5

CONTENTS

This section contains job descriptions for committee chairpersons and committee members as well as committee profiles and volunteer job descriptions for some committees for the following:

Committee Job Descriptions

- Committee Chairperson Job Description
- Committee Member Job Description

Committee Profiles and Volunteer Job Descriptions

- Education Profile Tab A
- Finance Profile Tab B
- Global/Social Ministry Profile Tab C
 - Community Meals
 - Habitat for Humanity
 - Southeast Asian Ministry
- Mount Calvary Family Resource Center Tab D
- MCLCW Profile Tab E
 - Kitchen Coordinator
 - Service Group Coordinator
- Mutual Ministry Profile Tab F
- Outreach Profile Tab G
- Property Profile Tab H
- Trust Fund Profile Tab I

Contents continued

- Worship Profile Tab J
 - Acolytes
 - Altar Service
 - Altar Service Chairperson
 - Communion Assistant
 - Greeters
 - Quiet Bags
 - Readers
 - Ushers
 - Visual Arts

- Youth and Family Profile Tab K

COMMITTEE CHAIRPERSON JOB DESCRIPTION**General Duties**

- Plan Ahead and Set Goals for the Year
- Attend All Committee Meeting Each Month (second Tuesday at 7 p.m.)
- Prepare an Agenda for Committee Meeting
 - Check with staff person responsible for your area (many ideas come up at staff meetings.
 - Check with the council liaison to your committee for issues addressed by Council.
- Lead Committee Meeting
 - Assign tasks/set dates/follow up
 - Be aware of your budget
 - Coordinate with other committees/staff as needed
- Prepare Committee Minutes
 - Ask someone on the committee to act as secretary and prepare the minutes. (This could be a different person each month or you can do it.)
 - Minutes must be given to the church secretary for copying by the Sunday following the All Committee night so they can be distributed before the Council meeting.
- Write the Annual Report
 - Committee report is due in April before the yearly congregation meeting.
- Attend Leadership Meetings
 - June meeting and others as needed
 - Discuss goals/progress/new ideas
- Pass Records on to New Committee Chairperson.

COMMITTEE MEMBER JOB DESCRIPTION

General Duties

All committees are structured differently. On some committees you will be in charge of a “specific” assignment in addition to helping with routine matters.

- Attend All Committee Meeting each month (second Tuesday at 7 p.m.)
- Accept assignments willingly
- Expect to devote time to assignments outside of committee meetings

A

EDUCATION PROFILE

Mission

What is the purpose, mission, or description of this group?

The education committee shall be responsible for the promotion and coordination of all educational work of the congregation in order to help people grow in their faith and apply their faith to daily life. This work includes the Sunday school, vacation Bible school, children's church, adult education programs, small group ministry, family educational programs, nursery, special events and all other instructional classes for both children and adults.

Is this committee responsible for any annual or special events?

- Appreciation Event for Education Volunteers
- Rally Day
- Bibles for Third Graders
- Christmas Program
- Egg Hunt

If I join this committee I might be asked to:

- Work on developing implementing educational programs.
- Confer with the Pastor at appropriate time about educational programs.
- Coordinate the planning of its programs with the worship and music committee.
- Assist in the recruitment of Sunday school teachers and children's church leaders.
- Assist in the recruitment of vacation Bible school teachers.
- Select and provide teaching materials for its programs.
- Arrange for audiovisual equipment, videotapes, audiotapes and other supplies needed in its programs.
- Coordinate and publicize to the congregation and the community educational opportunities available at Mount Calvary Lutheran Church.
- Publicize to the congregation educational opportunities available from other area institutions.

Education Profile continued

- Maintain, improve and cultivate the use of the church library.
- Conduct an annual review of the educational facilities and equipment and make recommendations to the appropriate committees as to needed upkeep, repairs, and replacements, as well as new equipment needed.
- Assist in preparing for the finance committee and church council an annual budget for the educational programs.

Meeting Times

x Monthly on Second Tuesday of each month
 x Year Round

Are there opportunities available for persons interested in helping this group but who cannot attend planned meetings or practices?

Yes, arrangements can be made.

Membership

Adult x

Youth (confirmed)

Number of Members: Varies from year to year and education coordinator

Time of Year to Join: May

Length of Membership (specify term or indefinite): Two years

List skills, expertise, interest or special knowledge required of members in this group:

Is any special training provided?

Contact Person: Education Chairperson or Education Coordinator- See Organization Chart

B

FINANCE PROFILE

Mission

What is the purpose, mission, or description of this group?

Responsible for management of church funds, development and implementation of financial and administrative procedures, preparation of annual budget.

Is this group responsible for any annual or special events?

No

If I join this group I might be asked to:

- Attend monthly meetings
- Develop financial & administrative procedures
- Review financial statements
- Prepare draft budgets

Specific Procedures

- Check Issuance Procedure (See Section 7, Procedures)

Meeting or Practice Times

- x Monthly on Second Tuesday of each month
- x Year Round

Are there opportunities available for persons interested in helping this group but who cannot attend planned meetings or practices?

Yes. We may set up task forces to look into particular processes or issues, such as review of insurance requirements or review of requirements for computer software. These are not scheduled, but things like this may arise.

Finance Profile continued

Membership

Youth ages:

Adult

Number of Members: Four

Time of Year to Join: May - new fiscal year

Length of Membership (specify term or indefinite): Two years

List skills, expertise, interest or special knowledge required of members in this group:

- Accounting
- Insurance
- Budgeting
- Finance
- Computer system

Is any special training provided?

Not currently

Contact Person: Treasurer - See Organization Chart

C

GLOBAL/SOCIAL MINISTRY PROFILE

Mission

What is the purpose, mission, or description of this group?

Global/Social Ministry Committee assists Mt. Calvary Lutheran Church in identifying local and global needs of God’s people. The committee will study, reflect and recommend a Christian course of action for our congregation on social, economic and political issues.

Is this group responsible for any annual or special events?

- Mission of the Month including: Habitat for Humanity and Minnesota Food Share

If I join this group I might be asked to:

- Attempt to be informed of the immediate needs of all people in relation to their social setting and institutions of human society
- Be knowledgeable of and maintain a list of agencies which are concerned with the social, economic, political, physiological and theological needs of these people.
- Cooperate with church particularly the ELCA, governmental, private and public agencies which address community, national and global problems.
- Evaluate charities and outside requests for funds whose goals are compatible with those of this committee and of the congregation and support those selected through financial aid and or educational programs.
- Establish and maintain educational programs for members of the congregation to help them better understand the plight of the poor, aged, minorities, and other oppressed or disadvantaged people of the world.
- Share information with the congregation about social, political and economic activity in the community and initiate programs to help meet those needs or work in cooperation with those already addressing them.
- Develop resources by making recommendations to appropriate bodies, proposal writing, and making public requests.

Meeting or Practice Times

- x Monthly on Second Tuesday of each month
- x Year Round

Global/Social Ministry Profile continued

Are there opportunities available for persons interested in helping this group but who cannot attend planned meetings or practices?

Yes – Many opportunities

Membership

Youth ages: ___

Adult

Number of Members: Seven

Task forces would be headed by each of the members, allowing many individuals an opportunity to work in areas of particular concern to them. Each task force would have autonomy to work and act on their own.

Time of Year to Join: May-new fiscal year

Length of Membership (specify term or indefinite): Two years

List skills, expertise, interest or special knowledge required of members in this group:

- Eager worker

Is any special training provided? Ongoing

Contact Person: Global/Social Chairperson – See Organization Chart

COMMUNITY MEALS

Coordinator Duties

- Act as liaison with the Mount Calvary cook and other churches which serve the weekly meal.
- Oversee facilities on weeks that other churches serve.
- Report to Global/Social Ministry committee on needs of the project.

HABITAT FOR HUMANITY

Coordinator Duties

- Coordinate the volunteers recruited at Mt. Calvary to participate in this yearly summer event.
- Responsible to represent Mt. Calvary in registering and reporting for the project.
- Provide information to the Global/Social Ministry committee for publicizing the event within the congregation.

SOUTHEAST ASIAN MINISTRY

Coordinator Duties

- Act as church representative to this ministry.
- Responsible to deliver various goods collected at Mt. Calvary to the agency offices at Christ Lutheran Church, St. Paul.

D

MOUNT CALVARY FAMILY RESOURCE CENTER PROFILE**Mission****What is the purpose, mission, or description of this group?**

The committee will oversee all activities at the Mount Cavalry Family Resource Center, which has a mission to “To create a sanctuary for the community while providing families with stepping stones for the future.” The committee will be responsible for long range planning, and prioritization providing guidance and recommendation to the Food Shelf Director and volunteer staff and the Next Steps Small Group. At least two members of the Committee will be on the Next Steps Small Group. The Next Steps Group will be responsible for defining and implementing the tactical plans needed to fulfill the vision and strategy that is defined by the Committee and approved by the Council. The committee will also act as a primary communication channel for the church council, and congregation. Keeping the information flowing and the excitement growing within Mount Calvary.

This committee is responsible for overseeing the events/activities noted below:

- Development and maintenance of the relationship with CAC/Food Shelf Director/Volunteers and the daily workings of the Mount Calvary Family Resource Center Food Shelf
- “Annual” Garage Sale Fundraiser
- General Fund Raising Opportunities
- Resource Center Summer Fun Nights
- Approval and prioritization of special projects and programs brought forward by the Next Steps Small Group.
- Working with the community on expanding the MCFRC to include other organizations and opportunities

This committee may ask me to:

- Evaluate and help develop new programs to benefit the community through the MCFRC.
- Volunteer at the MCFRC to get a better understanding of needs and opportunities.
- Lead new opportunities which may include working with other churches and non-profits in the area to determine expansion opportunities.

Mount Calvary Family Resource Center continued

- Help with “Fund Raising” efforts as we move into major projects.
- Communicate with council, congregation and community what we are doing and why at the MCFRC.

Meeting Times

- Monthly on the Second Tuesday of each month year round
- Additional meeting times may be required as the MCFRC grows.

Membership

Adult: Yes

Youth: At least one confirmed youth member

Number of Members: Not to exceed 8

Length of Membership: For first year 4 will agree to 3 year terms and 4 to two year terms, all subsequent terms will be 2 year commitments.

Skills expertise, interest, or special knowledge required of member in this group: Big picture thinking with the ability to consider long term opportunities, identify potential pitfalls and obstacles and strategies to overcome them.

Contact Person: MCFRC Chairperson – See Organization Chart

E

MCLCW PROFILE

Mission

What is the purpose, mission, or description of this group?

The MCLCW's main functions are to study God's word, to further his kingdom by serving others through our various service projects, and to provide opportunities for woman's Christian fellowship. All confirmed women of Mount Calvary are members of the MCLCW.

Is this committee responsible for any annual or special events/projects?

Special Events:

- Spring Event – Optional

Fund Raising Events:

- Spring Bake Sale and Salad Luncheon
- Fall Bazaar
- Crafters meet weekly

Service Projects:

- Quilts for Cameroon – meets weekly
- Layettes, School Kits, Health Kits and Sewing Kits for Lutheran World Relief
- Midwife Kits for Global Health Ministry
- Collect various items for mission work in Cameroon, Africa
- Monetary support (from fund raising events) to local ministries and global missions

Specific Functions:

- Monthly Service Groups
- Funeral Service Group
- Circle Meetings whose purpose is to study the Bible using the Lutheran Woman Today magazine

If I join this committee I might be asked to:

- Assist with planning and/or helping with the above events.

Positions available within the MCLCW:

- MCLCW Committee consists of President, Secretary and Treasurer and other members.

MCLCW Profile continued

Meeting or Practice Times

- x Monthly on Second Tuesday of each month
- x Year Round Eve Circle – 1st Tuesday, 7:00 p.m. at church
Hannah Circle – 3rd Tuesday, 9:30 a.m. at church or at a members home

Are there opportunities available for persons interested in helping this group but who cannot attend planned meetings or practices?

Yes, arrangements can be made.

Membership

Adult

Number of Members: Open

Time of Year to Join: May or anyone interested is welcome to attend any meeting

Length of Membership: Indefinite

List skills, expertise, interest or special knowledge required of members in this group:

Is any special training provided?

Contact Person: MCLCW President – See Organization Chart

KITCHEN COORDINATOR**Duties**

- Keep main kitchen and Fireside kitchen supplied with coffee (regular, decaffeinated, instant), tea bags, kool-aid/lemonade in summer, sugar, creamer, stirring sticks, napkins, paper cups (hot and cold) and paper towels. (Tell church secretary when to order napkins and cups.)
- Replace supplies as needed: Salt and pepper, oven cleaner, dish soap, hand soap, etc.
- Do a yearly inventory of kitchen equipment.
- Replace items in kitchen as needed.
- Re-arrange kitchen cupboards and replace labels as needed.
- Clean refrigerator and freezer regularly and purge old items.
- Arrange for cleaning of cupboards, stoves, etc.
- Donated items must be approved by the MCLCW committee or the kitchen coordinator.

SERVICE GROUP COORDINATOR**Duties**

- Using information from church bulletins, Messenger and church calendar in secretary's office, identify all activities for the next month requiring assistance from the Service Group.
- Call the next month's Service Group chairperson a week to ten days before the beginning of the month with a list of activities scheduled for the month and the duties for each activity.
- Maintain Service Group listings by annually auditing the church directory (in church secretary's office) to add/delete members and correct telephone numbers.
- Annually verify that chairpersons will serve for the next year and find replacements as necessary.
- Give updated Service Group listings and responsibility lists to the church secretary for publication in the MCLCW Handbook.
- Keep money containers available for coffee/tea donations for Sunday coffee. Donations need to be placed in appropriate envelopes and put in safe located in the office.

MUTUAL MINISTRY PROFILE

IN PROCESS

G

OUTREACH PROFILE

Mission

What is the purpose, mission, or description of this group?

Responsible for developing and maintaining a spirit of belonging within the membership of Mount Calvary, including current members, and prospective members. It will also strive to increase the community’s awareness of Mount Calvary. It is a goal of this committee to educate and facilitate the training of all members and committees to be evangelists. Task Forces and the Time & Talent sheets will be utilized as much as possible.

Is this group responsible for any annual or special events?

- Name Tag Sunday
- Advertising and mailings for special services such as Easter, Rally Sunday, Thanksgiving and Christmas
- Church Picnic
- Pictorial Directory
- Stewardship Drive

If I join this group I might be asked to:

- Review the area and frequency we advertise in like Yellow Pages, phone directory, church guide, newspapers and signs.
- Search for new ways to improve community awareness of Mount Calvary.
- Identify visitors to the office staff weekly through the use of the black Welcome Books so a letter can be sent.
- Develop a procedure to take a picture of new members, and display the pictures in a visible location.
- Manage time and talent information.
- New residents mailing.

Meeting or Practice Times

- x Monthly on Second Tuesday of each month
- x Year Round

Outreach continued

Are there opportunities available for persons interested in helping this group but who cannot attend planned meetings or practices?

Yes, arrangements can be made.

Membership

Adult

Number of Members: Five

Time of Year to Join: May - new fiscal year

Length of Membership (specify term or indefinite): Two years

List skills, expertise, interest or special knowledge required of members in this group:

Contact Person: Outreach Chairperson – See Organization Chart

H

PROPERTY PROFILE

Mission

What is the purpose, mission, or description of this group?

Responsible for providing a safe and comfortable facility for both fellowship and worship.

Is this group responsible for any annual or special events?

- Spring Clean-Up

If I join this group I might be asked to:

- Semi-annual inspection of church property
- Supervise lawn care and lawn equipment maintenance
- Prepare buildings and grounds for all seasonal changes
- Plan needed repairs
- Plan for needed updating and replacement of life limited items
- Help plan for changes needed to meet the changing needs of the staff and congregation
- Review and continue to implement the landscaping plans
- Take inventory of church property
- Prepare budgets

Meeting or Practice Times

- x Monthly on Second Tuesday of each month
- x As needed
- x Year Round

Are there opportunities available for persons interested in helping this group but who cannot attend planned meetings or practices?

Yes

Membership

Youth ages:

Adult x

Number of Members: Ten

Property Profile continued

Time of Year to Join: May - new fiscal year

Length of Membership: Two years

List skills, expertise, interest or special knowledge required of members in this group:

- General property work

Is any special training provided?

Open

Contact Person: Property Chairperson - See Organization Chart

TRUST FUND PROFILE**Mission****What is the purpose, mission, or description of this group?**

Responsible for accepting and administering gifts and contributions designated for the trust fund, acting as custodian of the trust fund, and providing information and educational opportunities which promote sound financial planning.

Is this committee responsible for any annual or special events?

No

If I join this committee I might be asked to:

- Arrange for speakers to talk to members of the congregation about financial planning.
- Help administer and receive gifts.
- Make investment decisions.
- Decide how the funds should be disbursed.

Meeting or Practice Times

x As needed, usually four times per year.

Are there opportunities available for persons interested in helping this group but who cannot attend planned meetings or practices?

Yes. If they have expertise and this area and would be willing to speak to members about financial planning.

Membership

Adult x

Number of Members: 5

Time of Year to Join: May

Length of Membership: 3 years

Trust Fund Profile continued

List skills, expertise, interest or special knowledge required of members in this group:

- Financial experience
- Sales skills
- Investment or banking experience
- Law or trust experience

Is any special training provided?

Yes, by chairperson.

Contact Person: Trust Fund Chairperson – See Organization Chart

WORSHIP PROFILE

Mission

What is the purpose, mission, or description of this group?

- Work with clergy and music staff in planning and preparing schedule of regular and special worship services
- Provide for meaningful worship opportunities that are challenging and inspiring

Is this group responsible for any annual or special events?

- “My Church” Sunday

If I join this group I might be asked to:

- Acolytes – Oversee the acolytes, arrange and assist scheduler with training sessions, keep procedures for acolytes up to date, arrange for care and cleaning of acolyte robes.
- Altar Service - Arrange for training sessions, keep procedure manual up to date, arrange for purchasing of all supplies, arrange for care and cleaning of altar paraments and communion ware, arrange for preparation and delivery of communion bread.
- Greeters – Oversee congregational greeters, serve as liaison between committee and scheduler, arrange and assist scheduler with training sessions, keep procedures for hosts up to date and arrange for distribution.
- Communion Assistant –Oversee congregational communion assistants, serve as liaison between committee and scheduler, arrange and assist scheduler with training sessions, keep procedures for lay assistants up to date and arrange for distribution.
- Readers – Oversee the reading of the lessons by congregational members.
- Ushers – Oversee congregational ushers, serve as liaison between committee and scheduler, arrange and assist scheduler with training sessions, keep procedures for ushers up to date and arrange for distribution.
- Visual Arts - Find an individual to coordinate display of indoor banners for the year, arrange for planning and preparation of new visual effects, serve as liaison between committee and any individual or group working on visual arts, arrange for display of outdoor banners, luminaries, stable scene, advent decorations.

Worship continued

Specific Procedures

- Music Group Establishment Procedure (See Section 7, Procedures)

Meeting or Practice Times

- x Monthly on Second Tuesday of each month
- x As needed, usually
- x Year Round

Are there opportunities available for persons interested in helping this group but who cannot attend planned meetings or practices?

Yes

Membership

Youth: High School Age

Adult x

Number of Members: Ten including the chairperson and cantor

Time of Year to Join: May or open enrollment

Length of Membership (specify term or indefinite): Two years

List skills, expertise, interest or special knowledge required of members in this group:

Is any special training provided? Yes

Contact Person: Worship Chairperson – See Organization Chart

ACOLYTES

Before The Service

- Be at church 15 minutes prior to the service. Check in with the office assistant at the welcome desk. The robes are kept in the closet in the narthex. Wait in the narthex for instructions from one of the pastors.
- Get the processional cross from the chancel area if it is not in the narthex.
- Check the candle lighter to make certain there is enough taper.
- Please - no gum chewing, no hats, and make sure your appearance is neat.

During The Service

- One acolyte carries the processional cross and one carries the taper to light the candles.
- Have an usher light your taper before the entrance hymn.
- If it is a festival Sunday, or a Baptism, also light the large Paschal candle.
- Step up on the chancel from the front and then light the candles. Cross bearer will continue to hold up the cross, facing the congregation until the candles are lit.
- Extinguish the candle lighter and return to your pew – the front row of inward facing pews, just in front of the choir loft.
- Worship as any other worshipper.
- During the closing hymn or the Post Communion Canticle, if there is no closing hymn, walk up to extinguish the candles. Extinguish the outside candle first. If there is no communion, extinguish the candles during the second verse of the closing hymn. Watch the pastors for your cue.
- Light your taper from the last candle and carry the flame out with you. The cross leads out but wait for the acolyte with the taper.

After the Service

- Hang up your candle lighter and your robe.
- After the third service, the processional cross should be returned to the chancel and not left in the narthex.

ALTAR SERVICE

Altar guild members work behind the scenes preparing the Sanctuary for worship every week.

Schedule

- Individuals (or families) are assigned to work one month during the year.
- Two (or more) individuals (or families) are assigned to serve together each month so the duties can be split up.

Weekly Duties

- Arrange flowers; change sanctuary light; set out baptismal candles, napkins, and banner as needed; change paraments, if needed. Change altar candles the first Sunday of each month.
- The florist delivers altar flowers to the church.

Communion Sunday Preparation

- Do weekly duties as listed above.
- Pour wine and grape juice in the communion glasses and set them in the refrigerator.
- Put the communion bread on patens.

Communion Sunday Duties

- Set wine, bread and chalice on the altar before the service begins. Place baskets for empty glasses in designated places.
- Assist during communion by serving as a “runner” and bring elements to the lay assistants and Pastors.
- Between services on the First and Third Sundays (and any other festival service), refill with wine and grape juice; put more bread on the patens; set them on the altar for the next service.
- After the last service, wash the communion ware and put everything away.

Altar Service continued

Instructions

- A picture book and detailed instructions are in the Sacristy.

ALTAR SERVICE CHAIRPERSON JOB DESCRIPTION**General Duties**

- Obtain Workers with the Ministry Coordinator
 - Two workers needed each month.
 - Prepare and post sign-up sheet for next calendar year in September.
 - Have a booth at fall job fair (if there is one).
 - Put articles in the Bulletin and Messenger.
- Training
 - Responsible for training all workers.
- Monthly Duties
 - Call people that have signed up for the month.
 - Inform them of their duties and train them if needed.
 - Subs need to be found if individuals are not going to be there a particular Sunday.
- Supplies
 - Wine – Purchase at liquor store and turn bill in to the office.
 - Grape Juice (white) – Purchase at grocery store and turn bill in to the office.
 - Bread – Baked by Alanna Teragawa (contact her).
 - Baptism Napkins – Purchase material and have members of congregation embroider or paint cross on corner.
 - Baptism Candles – When supply is low, have church office place order.
 - Sanctuary Candles – When supply is low, have church office place order.
 - Altar Candles – When supply is low, have church office place order.
 - Advent Candles – Have office order prior to advent.
 - Paper towels, hand soap, dish soap, and other supplies – Purchase and turn bill in to the office.
- Lent
 - Ash Wednesday - communion.
 - Maundy Thursday - communion; strip altar during service; drape altar with black cloth.
 - Good Friday – check with staff re candelabra

COMMUNION ASSISTANTS

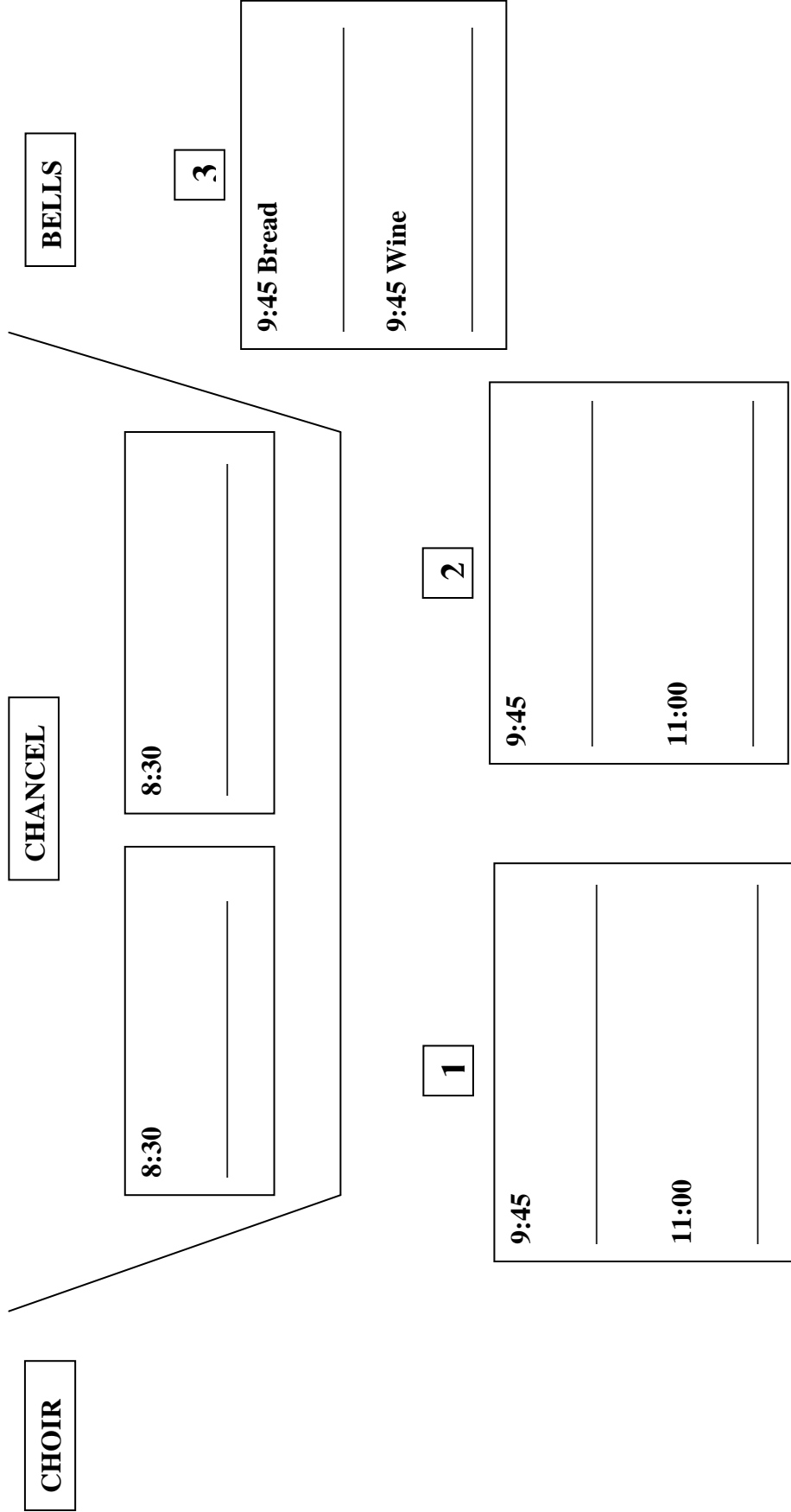
General Guidelines

- The communion assistant is responsible for serving communion to all who wish to participate.
- Approach the altar and, standing on the sanctuary floor, receive your communion from the Pastor along with the other assistants and the altar guild person.
- First Service Only – Rail Communion: Communicants kneel at this service so you must ascend the chancel to serve communion behind the communion rail. No altar guild person assists at this service. You must get the wine trays from the altar.
- Second and Third Services – Station Communion: Serve communion from your assigned stations on the sanctuary floor. Do not ascend the chancel or go up to the altar. The designated altar guild person (“Runner”) will ascend the chancel and bring the wine trays to you.
- When the Runner has given you the wine, proceed to your assigned position. Try to stand with about two feet between you and the person serving the bread. The words of institution are **“The blood of Christ shed for you.”** This is said as each person takes a glass of wine or grape juice. When wine or grape juice is almost gone, turn to the Runner and they will bring you more. (Please wait for them to do so.)
- When there is a third station, one of the communion assistants will serve the bread. The words of institution are **“The body of Christ given for you.”** This is said as you give each person a small piece of bread. If small children are not communing, they receive a blessing such as **“Jesus loves you”** or **“The Lord bless you.”**
- The third station starts at the bell side of the chancel and moves to the choir area at the direction of the usher when the bell side is finished.
- When you are finished with your job, turn to the altar area and wait for the Runner to take the wine or bread from you. Then return to your seat.
- See diagram on back for station locations and assignments.

COMMUNION STATIONS and ASSIGNMENTS

For _____

Check in with the Sunday morning office assistant at the welcome desk.



GREETERS

General Guidelines

- Greeter units are assigned to each service. A unit consists of a single individual, a couple, or a family.
- Greeters should be at the church at least 15 minutes before the service starts.
- Nametags are to be worn by all greeters. They are located in the usher's cabinet in the Narthex.
- It is not necessary to stand in one place. Mingle with the arriving parishioners seeking out unfamiliar faces. However, it is important to stay near the door so no one is missed and to help hold the door for people who need assistance,
- If you cannot serve as you indicated, please make an attempt to locate a replacement by changing with someone and notify the church secretary so that the bulletin will read correctly.
- If you have questions or suggestions, please call the Ministry Coordinator.

QUIET BAGS

General

- 18 Bags
 - Straighten contents in bags approximately every 6 weeks
 - Wash and iron bags approximately every 6 months
 - Stuffed animals also need to be washed and dried when you wash the bags
- Contents
 - 1 animal
 - 1 scratch pad
 - 1 bag of assorted crayons (8 is enough) – NO markers
 - 2 other toys (groups)
 - Sometimes a Christian book
- Toys
 - Geared for small children
 - They must be QUIET toys and nothing that rolls around
- Money
 - Worship committee has money budgeted for toys
 - Use tax exempt form when buying toys, save receipts, and give to Worship chairperson. You will be reimbursed by check from the church.

READERS

General Guidelines

- The lay reader is responsible for three parts of the worship service:
 - Introduce and read the Old Testament Lesson
 - Introduce the Psalm
 - Introduce and read the Second Lesson
- The church office will send you a copy of the lessons for the appropriate Sunday.
- Attached to the mailing is a “semi-script” with the proper introductions. You can fill in the blanks with the proper book and chapter.
- Sit in the congregation until that point in the service for the lessons. Immediately after the prayer the Pastor will seat the congregation. At that time go to the pulpit. (It is usually best to sit somewhere near the front.)
- The microphone will be ON when the system is powered up. There will be a GREEN LIGHT when the mike is on. If the green light is off when you step to the pulpit, push the small button on the lower part of the extension (base).
- The location of the microphone is very important. Adjust the mike so that it is lower than your mouth by approximately 2”. The mike has to be between your mouth and the direction you are looking. Leave the mike ON when you are done.
- In turn, read the first lesson, then introduce the psalm, and then read the second lesson. DO NOT RUSH. Remember to read slowly, enunciating each word.
- If you have questions, please call the Ministry Coordinator.

Readers continued

READERS “SEMI-SCRIPT”

INTRODUCE FIRST LESSON:

“The First Lesson is from the _____
chapter of _____.”

AFTER FIRST LESSON:

“Here ends the reading.”

INTRODUCE THE PSALM:

“Psalm _____ is printed in your bulletin.
The congregation will sing the bold verses.

INTRODUCE SECOND LESSON:

“The Second Lesson is from the _____
chapter of _____.”

AFTER SECOND LESSON:

“Here ends the reading.”

USHERS

Ushers are the face of the church and should make visitors feel welcome so they will return to worship at Mount Calvary again. Ushers are the host for worship, greeting people, and looking after the needs and comfort of all the worshippers.

General

- Ushers are assigned by the Ministry Coordinator.
- A schedule of ushers is sent out with the “Messenger” each month.
- If you cannot serve for the dates as assigned, notify the Usher Scheduler immediately so that a replacement can be assigned.
- If necessary, folding chairs may be used in the Sanctuary, but only one row along the side and back wall. The upholstered wood chairs may be set up in the center aisle for the last three pews. Chairs may also be set up in the Narthex, but only in such a manner as to provide adequate departure aisles in the event of an emergency.

Before The Service

- Be at the church at least 20 minutes before each service.
- Pin an “USHER” badge on your right lapel. They are located in the cabinet in the Narthex.
- Place a bulletin on the side front pew seats for each of the acolytes. On special services when there are several acolytes, be sure to leave extra bulletins there for them.
- Extend a friendly greeting to everyone.
- Ensure that everyone has access to a bulletin, worship book or other worship material.
- One usher is to help the acolytes light their tapers. Consult with Pastors as to when candles should be lit.

During The Service

- Ask latecomers to wait and seat them only at an appropriate time. Do not permit people to be seated during the “Brief Order for Confession and Forgiveness” or any prayers. When seating latecomers, please direct them or help them find an empty pew. As you are

Ushers continued

handing out bulletins, make a mental note as to where there are empty seats so it is easier to seat the latecomers. Close Sanctuary doors after the opening hymn (unless weather is hot and air is needed in the Sanctuary).

- Lend immediate support in case of illness or emergency. The person working the office that day can call an emergency number if necessary. Help people looking for rest rooms.
- Participate in the worship service and be alert for needs within the Sanctuary.
- Count attendance during the hymn before the sermon. Count everyone - include children in the nursery, ushers, pastors and church helpers such as nursery attendants. Count sheets are located in the cabinet in the Narthex.. After recording the count for the first and second service, place the count sheet on the cabinet in the Narthex. Last service ushers should give the count sheet to the office assistant at the welcome desk.
- Collection - Depending on the number of sections filled with people, the appropriate number of ushers will take the collection (one usher for each aisle as necessary). Each usher will carry his/her own plate from the back of the church down the center aisle and then proceed to the assigned aisle. Carry the plate in front of your body with both hands. Consult the bulletin in this regard. Face the altar when passing the plates and always pass the plate you carry down the aisle to the left. One or two ushers are to bring the plates to the altar after the offertory depending on the number of plates used. Give the plates to the Pastor. At that time the Pastor will bless the gifts and then give the plates back to you. Proceed to take the plates to the office assistant at the welcome desk.
- Communion - During this part of the service, it is important that the ushers direct the congregation to the rail or station in an efficient and smooth manner.

Rail Communion – While the Pastors, communion assistants and acolytes are receiving communion, the post ushers should move the piano, piano bench, music stand and director's podium closer to the choir chairs, if necessary. While this is being done, the release ushers will ask 12 – 14 people to step into the aisle. As soon as the communion assistants and acolytes have taken communion, ushers should direct the people to the rail. The first people should move to the center of the rail and the other should follow to the left or right. When the people leave the rail, they should return to their pew by means of the diagonal aisle or (on the right sides of the altar) the straight aisle by the bell choir loft.

Ushers continued

Station Communion – At services when there is station communion and there are only two stations, two ushers should be used – one for each center section. When the people in the center sections have all been released, the users would then move to their respective diagonal aisles and release those people. Always begin by releasing those people in the pews closest to the altar first. If there are three stations for communion, two ushers would release the congregation from the two center sections, and the third usher would release those people sitting on the right hand side of the Sanctuary as you face the altar. When all people sitting on the right-hand side have taken communion, that usher should move to the left-hand side of the Sanctuary and release those people for communion. Always begin by releasing those people in the pews closest to the altar first. The choir has been instructed as to when they are to commune and as to how they should proceed.

- In order to have a smooth traffic pattern, the congregation seated in the section next to the choir loft should be instructed to go to the back of the church via the wall and then come down the center aisle to the communion station or rail. After they have taken communion they can then go back to their seats via the diagonal aisle.

After The Service

- Pick up bulletins, paper, and any trash that may be left behind in pews, on the floor, or in books. Return hymnals and hymnal supplements to the bookracks in the pews. Make sure all hymnals and supplement books are facing forward and right side up. The hymnal supplement should be placed behind the hymnal. Pick up items such as books, toys, bags, blankets and any other forgotten items and turn them in to the office.
- Make sure all bookracks are checked for adequate supplies of sharp pencils and offering envelopes. Supplies of these items are kept in the usher's cabinet.

VISUAL ARTS

Items that visually enhance worship for each church season are considered visual arts. This may include banners, candles, special food/floral displays, etc. The following list includes things currently being done but more can be added.

Indoor Banners

- Some banners exist for various church seasons. They are located in the Sacristy.

Harvest/Thanksgiving Decorations

- Cornucopias are in the Sacristy cupboard. Arrange on wall shelves for Thanksgiving service.

Candles for All Saints Sunday

- Arrange votive candles in appropriate holders on table in front of bell tables. Candles and holders are in the Sacristy. Pictures are in the picture book.

Advent/Christmas Decorations

- Gradual decoration of the church:
 - 1st week - advent wreath and empty manger
 - 2nd week – wreaths around the church
 - 3rd week - undecorated tree
 - 4th week - decorated tree
 - Christmas Eve/Christmas - poinsettia display added

Locations of items:

- Advent wreath stand and bows are in the closet in the Sacristy.
 - Advent wreath is in the sump pump room.
 - Small manger is in the sump pump room.
 - Wreaths placed around the church are in the sump pump room.
 - Bows for the wreaths are in the closet under the back (sacristy) stairway.
 - Christmas tree for the Sanctuary and decorations are in the closet under the back (sacristy) stairway
- Remove all decorations before festival “Baptism of our Lord.”

Visual Arts continued**Stable for Narthex**

- Stored in north garage.
- Put out empty stable in the Narthex the first week in advent.
- Add the figures for Christmas Eve/Christmas. Figures are stored in the closet under the back (sacristy) stairway.
- Stable must be removed for the festival “Baptism of our Lord.”

Candles for Christmas Eve

- Candles and holders are in the cupboards in the Sacristy.
- Containers to hold candles are in the closet in the Sacristy.
- Put out on table for Christmas Eve and have them removed before Christmas Day.
- Directions and pictures are in the picture book in the Sacristy.

Flowers for Christmas and Easter

- Place order blanks in Bulletin and Messenger prior to each holiday (give members sufficient time to order flowers).
- Have florist deliver flowers to church.
- Arrange flowers in the chancel area (Poinsettia tree and cross for lilies are stored in the closet under the back (sacristy) stairway.
- Water flowers and remove at appropriate time.

Luminaries

- Used two times a year: Service of Lessons and Carols and Christmas Eve.
- Plastic candle cups to hold the candles (same as those used in church) are placed inside the paper bags with sand.

Artificial Floral Decorations

- Some artificial floral decorations are used when no real flowers are purchased. Large bouquets are stored in the sump pump room. Smaller ones are stored in the closet under the back (sacristy) stairway.

K

YOUTH AND FAMILY PROFILE

Mission

What is the purpose, mission, or description of this group?

The Youth and Family Committee is the “heart and mind” of youth and family ministry at Mount Calvary. They choose events, trips, fundraisers and service projects. They reflect on the current ministry and look to future ministry in this area. The youth on the committee will be trained and serve as Peer Ministers among the youth at Mount Calvary. Our purpose is to provide ways for youth to come together to experience God through education, fellowship and service.

Is this group responsible for any annual or special events?

This group sets the youth and family calendar for the year. However, the Youth and Family Event Coordinators organize the details of youth and family events.

If I join this group I might be asked to:

- Attend regular meetings on the second Tuesday of each month
- Participate in Peer Minister Training
- Brainstorm for and reflect on youth and family ministry at Mount Calvary
- Participate regularly in senior high youth events
- Invite and welcome other youth to participate in youth activities
- Pray for the youth of Mount Calvary

Meeting or Practice Times

Year-around, monthly meetings on the second Tuesday of each month.

Are there opportunities available for persons interested in helping this group but who cannot attend planned meetings or practices?

Many other volunteer possibilities are available, including chaperoning youth events and trips or coordinating youth events and fundraisers.

Youth and Family Profile continued**Membership**

Youth: 6 (2 from each confirmed grade – 10th, 11th and 12th)

Adult: 4 (including Chairperson and Associate Pastor of Youth and Family)

Number of Members: Ten including chairperson and Associate Pastor of Youth and Family

Time of Year to Join: May or open enrollment

Length of Membership (specify term or indefinite): Two years

List skills, expertise, interest or special knowledge required of members in this group:

- Regular participation in youth events, trips, etc. at Mount Calvary.
- Interest in and excitement for youth ministry at Mount Calvary.
- Willingness to watch out for youth at Mount Calvary
- Willingness to invite others to participate in youth and family programs and ministry

Is any special training provided?

Peer Ministry Training

Contact Person: Youth and Family Chairperson – See Organization Chart