

Name: \_\_\_\_\_

# TIME AND TALENT WORKSHEET

## Worship

### \_\_\_\_\_ Worship Council

*Meets monthly; looks at how we worship and what we might do to make our worship time and space be the most meaningful experience*

### \_\_\_\_\_ Altar Ministry

*This team is responsible for the sanctuary of the church and preparing the elements for each service. They meet the 1<sup>st</sup> Saturday morning of each month.*

### \_\_\_\_\_ Blessing of the Animals Coordinating

*Help to coordinate and promote our Pet Blessing service held the first weekend of October*

### \_\_\_\_\_ Communion Assistant (5:00, 8:30, 10:45)

*Volunteers assist with serving bread or wine during a worship service. Instructions give prior to the service by the Worship Coordinator.*

### \_\_\_\_\_ Greeter (8:30, 10:45)

*Welcome members and guest for worship or special events, directing them as needed*

### \_\_\_\_\_ Internship Committee

*Walk with interns, meeting monthly, to answer questions, review sermons, and assist the Senior Pastor with navigating the intern through a year in the life of Pastor*

### \_\_\_\_\_ Lector (8:30, 10:45)

*Read the scripture readings for the worship service, reading provided 4-5 days before the service*

### \_\_\_\_\_ River Service (Worship in the Park)

*We worship at a park one weekend during the summer, followed by a picnic. Be a part of the service, assist by transporting from church, or help coordinate the potluck afterwards.*

### \_\_\_\_\_ Tech Support – Livestream (8:30)

*Learn the livestream process and monitor systems for worship*

### \_\_\_\_\_ Tech Support – Screens (5:00, 8:30, 10:45)

*Run the power point slides for worship services*

### \_\_\_\_\_ Tech Support – Soundboard (5:00, 8:30, 10:45)

*Run the sound board for worship services*

### \_\_\_\_\_ Usher (5:00, 8:30, 10:45)

*Assist with handing out programs, collecting the offering, and assisting with communion for worship services*

### \_\_\_\_\_ Wedding Coordinator

*Assist couples in coordinating their wedding at ELC; as needed/rotation basis; meet with couples to cover details; be present on their wedding day to help details run smooth*

### \_\_\_\_\_ Worship Coordinator

*Assist pastors in coordinating volunteers for worship; follow up phone calls to volunteers; assigning duties on Sunday morning; alternating schedule*

## Music Ministry

### \_\_\_\_\_ V.I.P. (Voices In Praise) Choir

*Practices weekly; performs at worship monthly*

### \_\_\_\_\_ Bell Choir – Beginner (English Ringers)

*Under the direction of Jim Knutson, the Bell Choir practices each Wednesday Sept.-May and performs in worship once a month*

### \_\_\_\_\_ Bell Choir – Advanced (English Ringers)

*Under the direction of Jim Knutson, the Bell Choir practices each Wednesday Sept.-May and performs in worship once a month*

### \_\_\_\_\_ Children’s Music

*Work with Worship Council and Discipleship Council to help to plan and facilitate children’s music throughout the school year for Sunday School and confirmation students*

### \_\_\_\_\_ Ensembles or Instrumentals

*Do you play an instrument? Are you willing to be part of an ensemble or play solo for special services?*

### \_\_\_\_\_ Special Music - Vocal

*Be willing to perform a vocal piece for a worship service or event*

## Prayer Support

### \_\_\_\_\_ Prayer Chain

*Receive. weekly email or phone call with specific congregational prayer requests*

## Evangelism

### \_\_\_\_\_ Evangelism Council

*Meets quarterly; plans for promotion and hospitality*

### \_\_\_\_\_ Block Party Committee

*Planning done in May; behind the scenes coordinating the event that happens 2<sup>nd</sup> weekend in Sept.*

### \_\_\_\_\_ College Student Ministry

*Friend a college student visitor for the school year*

### \_\_\_\_\_ New Member Sponsor

*Be matched with a new member; help them learn about our congregation and meet others; 3-month commitment*

### \_\_\_\_\_ New Member Class Hospitality

*Help ELC staff in welcoming new members; set up for the class; assist with lunch prep. and clean up*

### \_\_\_\_\_ RIC (Reconciling in Christ) Team

*Be part of a team working towards ELC becoming recognized as an RIC congregation*

### \_\_\_\_\_ Visitor Follow-Up

*Receive a list of the weekend visitors to follow up with the week after their visit*

### \_\_\_\_\_ Welcome Center Host

Provide information, answer questions, and assist with sign up for classes, events, and activities, between services Sunday morning

## **Ministry**

### **Ministry Council**

Meets monthly; looks at how our members can “give back” to the community and the world; plans quarterly programs to promote serving others

### **Sacred Sewers**

Small at home sewing projects for milestones – some cross stitch, machine sewn Bible covers, etc.

### **Community Care (Volunteers)**

#### **Causeway**

#### **Clothes Closet**

#### **Come for Supper – Our Saviors**

English Lutheran staffs 5-6 volunteers to serve dinner the first Tuesday of each month from 4:30-6pm. We also ask for donations of fruit and milk and need someone to shop for items not collected and drop all items off in the afternoon.

#### **Coulee Region Hunger Walk**

Be part of the planning committee to organize the annual Hunger Walk for our area

#### **Habitat for Humanity**

#### **Hope Restores**

#### **Jail Ministry**

Assist with worship and/or music, ministering to men and women 4x/year

#### **Mobile Meals Delivery**

Pick up a regular route or be put on a substitute list; ELC responsible for staffing first 15 days of the month

#### **Share the Bounty**

Work with the Hunger Task Force on behalf of the church 2x/year between Aug.-Oct.; gather donated food items from vendors at the Onalaska Farmer’s Market and package for transportation

#### **Sugar Creek Bible Camp**

Assist with Sugar Creek work days; Tuesday year round and/or a week in the Spring; tasks such as mowing, painting, repairs, and basic property upkeep

#### **WAFER**

#### **Warming Center**

Nov.-Apr. – help to either provide meals or volunteer in person with intake and various other duties; ELCA nights are the first two Fridays of the month

Other organizations in the community you think ELC should look into collaborating with:

#### **Donations Delivery**

Deliver donations 2x/month to designated organizations we consistently collect items for at church

## **Food Ministry**

### **Coffee Preparation (Sundays)**

Fellowship hour runs from 9:30-10:30 every Sunday from Sept.-May in the Fellowship Hall; volunteers sign up on rotating basis to make coffee and put together snack trays as well as cleaning up. Actual commitment time is 9-11am

### **Funeral Lunches (serve)**

Volunteer to help set up, serve, and clean up for funeral lunches as needed for 2 months at a time – Jan-Feb, Mar-Apr, May-June, July-Aug, Sept-Oct, or Nov-Dec. This includes set up, serving, and clean up.

### **Pancake Breakfast (fourth Sundays)**

Assist in preparing, serving, and cleaning up after Sunday breakfast the fourth Sunday of the month.

### **Provided Baked Goods**

Provide baked goods for an event, meeting, or gathering held at English Lutheran; based on congregational need

### **Sunday Breakfast (second Sundays)**

Assist in preparing, serving, and cleaning up after Sunday breakfast the second Sunday of the month.

### **Sunshine Ministry**

Provide meals for members, hospitalized, had a baby, or simply needs our support; based on congregational needs.

### **Wednesday Night Meals**

Suppers served at 5:30pm on Wednesday evenings, Sept.-May. Assist with the preparation of the meals, service, and/or clean up. Time commitment varies depending on your availability.

## **Global Concerns**

### **Companion Synod Team**

Works to support the Synod wide partnership with our global partners

### **Intergenerational Mission Trips**

Help plan, organize, publicize our yearly mission trips – or – be a participant of a trip)

### **Quilters (Lutheran World Relief)**

Tuesday mornings, Sept.-May, 9-11am; help to create basic quilts; training available

### **Middle East Prayer Vigil**

Plans monthly prayer vigil for peace with justice in the Middle East; also provides resources for education and advocacy

### **World Hunger Team**

Responsible for keeping the congregation informed on hunger issues using resources from the ELCA – Hunger Appeal, Bread for the World, and other hunger related resources

## **Membership Care**

### **Caring Ministry Visitation**

Could you commit to a weekly or monthly visit to a member of our congregation that is unable to leave their home, assisted living facility, or nursing home? They would love to visit with you.

### **Congregational Pen Pal**

Connect with members through letters or emails on a regular basis

### **Healing Ministry**

## Fellowship

### Fellowship Council

*Meets monthly, planning monthly fellowship events/activities for all ages as well as larger quarterly events*

### Advent Fellowship Volunteer

*Share your time and creativity planning an evening of fellowship and Advent related crafts; typically 2<sup>nd</sup> Sunday in December*

### Assist with Fellowship Events

*What is your gift? How can you be part of fellowship events?*

### Kitchen Help

### Decorating

### Planning

### Book Club

*Facilitate or be a member of a weekly/monthly book club with the focal interest of a group*

### Crafters Retreats

*Be put on the reminder list of monthly crafters retreats September-May and summer weekly retreats*

### Senior Fun and Fellowship

*This group, for all adults, meets at 12:00 noon on the 4<sup>th</sup> Monday of each month for a potluck lunch followed by a special program.*

### Mary's Circle (W-ELCA)

*Woman of the Evangelical Lutheran Church of America circles meet each month for Bible study and fellowship*

## Office Assistance

### Newsletter/Bulletin Assembly

*Assist the office staff in assembling approx. 600 bi-monthly news bulletins; commitment is approx. 2-3 hours every other month*

### Photographer

*We are often looking for a photographer to take either professional or random photos of an event.*

### Telephone Receptionist

*Periodically the entire church staff is required to attend a conference or meeting out of the building. Would you be willing the step in for a short period of time to answer the phone?*

### Volunteer Coordinator

*Behind the scenes coordination of some weekly and monthly needs*

## Library

### Church Library Committee

*Be part of a team that chooses books for the library, organizes book themes, and promotes our resources*

### Church Library Volunteer

*September-May Sunday morning librarian*

## Finance

### Endowment Committee

*Elected to assist with endowment fund money management of the church*

### Finance Committee

*Assist with the money management of the church*

### Memorial Committee

*Assist with the memorial money management of the church*

### Stewardship Committee

*Be part of team that promote stewardship within our congregation*

### Stewardship Telephone Caller

*November; make reminder calls to members to turn their yearly pledges in*

### Sunday Offering Counter

*Alternating schedule; 9am-11:30am; scheduled 2 weekends in a row about 3 times/year*

## Property

### Property Committee Member

*Meets 1<sup>st</sup> Wed. of each month; determine property need and follow through on projects*

### Carpentry

### Electrical

### Green Thumb Group (gardening)

### HVAC

### Plumbing

*Assist in any areas listed above where the church property is concerned; assisting with either repair or construction...where is your specialty?*

### General Labor/Clean up

*On call basis; yard work; rental house; church Spring cleaning*

### Lawn and Garden

*Help to maintain church grounds based on congregational need*

### Maintenance/Handy Person

*Help with special church projects*

## Member Care Committees

### Personnel Committee

### Vision Board

*Elected to discern the vision of our congregation and our strategic plan; 3-year term; meets monthly*

## **Discipleship**

### **Discipleship Council**

Meets quarterly Feb, May, Aug, Nov; education planning for all ages

### **Adult Education**

#### **Bible Study Facilitator/Small Group Leader**

Many different Bible studies offered at different times throughout the week. Would you like to start another? Let us help you select or promote a study that suits your schedule and interests

#### **Sunday Conversation Planner**

Help to plan and schedule topics and guest speakers for our adults on Sunday mornings, Sept.-May, 9:45-10:30am

#### **Sunday Conversation Presenter**

Do you have a topic of interest you think the congregation might be interested in hearing about? We would love to have you present whether it would be religious, current events, or spiritual based.

### **Confirmation**

#### **Acolyte Coordinator**

Schedule 7<sup>th</sup>/8<sup>th</sup> grade students to acolyte, manage schedule in SignUp Genius, and manage schedule trades, absences, and attendance.

#### **Chaperone Retreats**

Attend retreats when possible

#### **Confirmation Guide**

Meet with a small group of confirmation students on Wednesday evening during class; responsibilities include preparing for class, sharing your faith, listening to the questions and concerns of the students in order to guide the students on their faith journey

#### **Confirmation Leader**

Lead either the 7<sup>th</sup>, 8<sup>th</sup>, or 9<sup>th</sup> grade confirmation class in weekly studies from 6:15-7:30pm September-April (except December)

#### **Mentors**

Mentor for a 7<sup>th</sup>-8<sup>th</sup>-9<sup>th</sup> graders; meets 6x/year with a student with guided questions/conversation topics)

### **Children's Programming**

#### **Christmas Program Planning**

Planning, organizing, promoting, and assisting the 2 yr old-6<sup>th</sup> grade children with the yearly program 9 (exception – Bethlehem years)

#### **Drama and Music**

Help with planning seasonal dramas performed by the students **or** work with the children on worship songs

#### **Nursery Schedule Coordinator**

Schedule nursery attendants on a monthly basis and for special events

#### **Nursery Volunteer or Staff**

Our nursery is staffed on Wednesday evenings, Sunday mornings, and for special events and meetings.

#### **P.A.C.K. Facilitator**

#### **Sunday School Teacher**

Sept.-May team teachers are needed for 2 yr. old-6<sup>th</sup> grade Sunday school from 9:45-10:30am. Lesson plans and supplies provided.

#### **Sunday School Substitute Teacher**

Be available to step in as a substitute Sunday school teacher on a "on-call" basis; you can specify the ages you are willing to teach; very detailed information would be given to you in case you would be called. Curriculum is very easy to follow.

#### **Vacation Bible School - Elementary**

Help to coordinate a week of camp for 1<sup>st</sup>-6<sup>th</sup> grade students when ELC hosts Sugar Creek counselors for a week in the summer

#### **Vacation Bible School - Preschool**

Help to coordinate a week of camp for preschool children for a week in the summer

## **Youth and Family**

### **Youth Steering Committee**

Meets monthly; plan youth involvement in our church; support youth programs

### **Chaperone Retreats and Trips**

Attend retreats when possible with middle school and high schoolers

### **Fundraiser Coordinator**

Help to coordinate fundraisers for our middle school and high school student's mission trips

### **High School Mission Trip Chaperone**

Chaperone the summer high school mission trip

### **Service Project Coordinator**

Help to coordinate area service project for our middle school and high school students

### **Sunday Middle School leader (Next Steps)**

Lead Middle School students in casual faith conversation in the Youth Room on Sunday mornings; alternating schedule

## **BETHLEHEM - 2022**

### **Steering Committee**

Event happens every 4 years; be part of the planning process in the area of construction, publicity, costumes, volunteer coordination, etc. Planning meetings 1x/month from Jan. 2022-Dec. 2022

### **Cast**

### **Construction**

### **Costumes**

### **Entertainment**

### **Flatbreads**

### **Food/Kitchen**

### **Media/Publicity**

### **General Help**

### **Nurses**

### **Office**

### **Props**

### **Store/Displays**

### **Usher/Greeter**