

Opportunities for Ministry

Christ's Lutheran church
Murrysville, Pa
www.christsmurrysville.org
412.795.1212

CHURCH COUNCIL & OFFICERS

Church Council Member	Represent the congregation and manage church affairs. Attend monthly meetings.	1-2 hrs prep. 2-3 hrs/month
Treasurer	Responsible for church financial records and verifying receipts/disbursements of monies.	2 hrs/month
Council Secretary	Review and sign documents necessary for operation of the church.	1-2 hrs/month
Financial Secretary	Review envelopes and reconciler's sheets, make computer entries, prepare reports for treasurer.	2 hrs/month

CHRISTIAN EDUCATION

Educational Ministry Committee	Plan/oversee Sunday School/educational activities.	4 hrs/month
Sunday School Superintendent	Oversee/coordinate Sunday School program. Guidance provided.	2 hrs/week
Sunday School Teacher	1 hr prep., 1 hr class - can rotate with other teachers.	2 hrs/week
Sunday School Assistant	Assist SS teacher - can also rotate.	1 hr/week
Vacation Bible School Director		

Oversee operation of VBS. Guidance provided.	30 hrs/year
Vacation Bible School Teacher	
Plan/teach lessons, plan activities for VBS youth.	1 hr prep, 3 hr class 5 mornings/year
VBS Assistant	
Assist VBS teacher.	5 mornings/year
Adult Bible Study Leader	
1 hr prep., 1 hr class - 2 semesters/year	2 hrs/week
Library	
Catalog and shelve books for church library.	1-2 hrs/month
Cradle Roll	
Send Information to parents of preschoolers.	1-2 hrs/month
Your Ideas - _____	

EVANGELISM

Evangelism Committee	
Oversee outreach visitations and witness programs.	4 hrs/month
Public Relations	
Take pictures and submit articles to local newspapers covering special church events.	2 hrs/month
New Member Sponsors	
Help assigned new members get acquainted.	3 month contract
Church Website Maintenance	
Set-up/troubleshoot network software/hardware. Post updates.	as needed
Community Website Maintenance	
Prepare material for posting.	as needed
Welcome Board Upkeep	
Decorate seasonally, replenish supplies.	as needed
Home Visits/Contact Absent Members	
Call or visit assigned individuals. Guidance provided.	as needed
Community Days	
Assist in manning church booth at community fairs.	3-4 hrs/event
Young Adult Ambassador	
Send cards, etc., to high school/college youth.	1-2 hrs/month
ALPHA Program	
Work on team to prepare for Alpha classes.	2 hrs/week for 8 weeks
Your Ideas - _____	

FELLOWSHIP

Fellowship Committee	
Plan/coordinate Fellowship functions.	4 hrs/month
Coffee fellowship	
Setup/cleanup snacks/coffee at Coffee Fellowship.	2 hrs/month
Congregational Meeting Dinners	
Setup/serve/cleanup at meeting dinners.	6 hrs/year
Easter Breakfast	
Help setup/serve/cleanup.	3 hrs

Confirmation/First Communion Receptions		
Help setup/serve/cleanup.		2 hrs/event
Men's Breakfast		
Help setup/serve/cleanup.		3-4 hrs/event
Bake Cookies, etc.		
Make baked goods, prepare covered dishes, etc. to support church functions.		1-2 hrs/event
Dinners for Eight		
Host dinner at your home/attend as a guest in participants' homes.		2-3 hrs/event
Kitchen Coordinator		
Supervise all use and cleanup of kitchen facilities for events .		2-3 hrs/event
Church Picnic		
Plan events, help setup/serve/cleanup.		8 hrs/year
Summer Adult Events		
Plan/coordinate events for adult outings and staff church nursery for childcare.		2-3 hrs/event
Hosting Synod Events		
Setup/cleanup snacks/coffee/meal for Synod events at our church.		2 hrs/event
Your Ideas - _____		

FINANCE

Finance Committee		
Oversee church finances and develop budget.		2 hrs/month
Reconcilers		
Tabulate offering receipts after Sunday services [sheet provided].		1 hr/month
Your Ideas - _____		

PARISH ADMINISTRATION

Parish Administration Committee		
Oversee administrative and personnel concerns.		1 hr/month
Substitute Secretary		
Fill in for Parish Administrator during illness or vacation.		as needed
Assist with mailings		
Apply labels, seal, sort, and deliver to post office.		1-2 hrs/month
Computer consultant		
Set-up/troubleshoot system software/hardware.		as needed
Your Ideas - _____		

PROPERTY

Property committee		
Oversee maintenance and care of church property.		3-4 hrs/month
Maintenance work		
Perform carpentry, plumbing, etc. for small church projects.		2-3 hrs/event

Groundskeeping	
Weed, trim, spread mulch, etc. around grounds.	3-4 hrs/event
Spring and Fall Clean-Up	
Help with inside/outside cleanup.	3-4 hrs/event
Your Ideas - _____	

SOCIAL MINISTRY

Social Ministry Committee	
Oversee church and community social ministry activities.	4 hrs/month
Sewing Group	
Work on sewing and quilting projects.	2 hrs/gathering
Prayer Chain Coordinator	
Receive calls from membership and church office about prayer needs and pass on information by email and phone.	2 hrs/month
Nursing Ministry	
Create/develop programs to promote health of church members.	1-2 hrs/event
Funeral Luncheons	
Help setup/serve/cleanup.	2-3 hrs/funeral
Meals for New Mothers/Homebound Members	
Prepare and deliver meals.	as needed
Visitor to Homebound Members	
Visit homebound members.	1 hr/visit
Helping Hands (transportation/small chores)	
Drive homebound members to doctor, store, etc.	1-2 hrs/trip
Flower Deliveries	
Deliver church flowers to designated members.	1 hr/delivery
Flea Market	
Help organize and price items, assist in the event, clean-up.	8-10 hrs/year
Meals-on-Wheels	
Work on cooking and delivery of meals.	1 day/week
MS Walk [annual event]	
Volunteer to participate in this fundraising event.	6-8 hrs/year
Race for the Cure [annual event]	
Volunteer to participate in this fundraising event.	6-8 hrs/year
Plum Food Pantry Collections Coordinator	
Oversee collection/delivery of food.	1 day/month
Greater Pittsburgh Food Bank Volunteer	
Sort and pack food items and household supplies.	3-4 hrs/event
Global Links Medical Packaging volunteer	
Package medical items and prepare for shipment.	1-2 hrs/event
Outreach to Troops Overseas	
Gather and package items for troops and prepare for shipment	2 hrs/event
Central Blood Bank Donations Coordinator	
Make arrangements and organize volunteers and sign-up process.	2 hrs/event
Trinity Lutheran Support	
Collect/transport items to Trinity Lutheran Church (Northside), provide support to maintain facilities.	2-3 hrs/month
Collection Tower Ministries	
Sort and prepare items for mailing.	as needed

Hurricane Katrina Mission Trips	
Work in Mississippi as a team to help rebuild homes.	One week in January
Local Outreach Workdays (such as Habitat for Humanity)	
Reach out to needy in community through various organizations.	4-8 hrs/event
Your Ideas - _____	

STEWARDSHIP

Stewardship Committee	
Plan/oversee fall campaign. Provide ongoing stewardship awareness,	4 hrs/month
Opportunities for Ministry Coordinator	
Evaluate and report results of Time & Talent survey in fall.	6-8 hrs/year
Opportunities for Ministry Booklet Coordinator	
Update booklet periodically.	3-4 hrs/year
Maintain Bulletin Boards	
Organize/place/remove items from church bulletin board.	1 hr/month
Your Ideas - _____	

WORSHIP AND MUSIC

Altar Flowers Coordinator	
Contact members about flower chart sign-ups.	1 hr/week
Acolyte Coordinator	
Train acolytes and prepare monthly schedule.	1-2 hrs/month
Acolyte (Youth)	
Assist with worship. Training provided.	1 hr/month
Liturgical Deacon Coordinator	
Prepare monthly schedule. Provide yearly training.	1-2 hrs/month
Liturgical Deacon	
Help lead church service. Do readings. Assist with communion.	2 hr/month
Worship Reader	
Read parts at special services.	1 hr/event
Usher Coordinator	
Prepare monthly schedule. Provide yearly training.	1-2 hrs/month
Usher/Greeter	
Greet people, distribute bulletins, collect offering, direct communion.	2 hrs/month
Altar Guild Coordinator	
Prepare monthly schedule. Oversee preparation for worship.	2 hrs/month
Altar Guild	
Care for church paraments. Setup/cleanup for worship.	2 hrs/month
Nursery Coordinator	
Recruit adult babysitters for Sunday nursery and prepare schedule.	2 hrs/month
Nursery Attendant	
Baby-sit children in Nursery during late Sunday service.	1 hr/month
Wedding Coordinator	
Supervise wedding parties, assist pastor, provide wedding etiquette.	3-4 hrs/event
Adult Choir	
Attend weekly practice. Sing at Sunday service during season.	3 hrs/week
Handchime Choir	
Practice seasonally during year for specific services and events.	1-2 hrs/month

Youth Choir	Attend practice during Sunday School. Provide music for worship.	1-2 hrs/month
Children's Choir	Practice during Sunday School. Provide music for worship.	1-2 hrs/month
Instrumentalist	Sharing your particular musical talent to enhance worship.	as needed
Choir – Special Services	Practice/sing for Christmas/Easter and special events.	6 hrs/event
Launder Robes	Wash, dry and press worship garments as needed.	as needed
Baptismal Bibs	Sew and embroider bibs for infants being baptized.	1-2 hrs/month
Your Ideas - _____		

YOUTH MINISTRY

Youth Ministry Committee	Plan/oversee Youth Group events.	4-5 hrs/monthly
Youth Sundays	Participate in special worship services.	4 hrs/year
Youth Service Projects	Coordinate/oversee service projects done by Youth Group.	2-3 hrs/month
G.A.N.G. Leader	Participate in GANG events – <u>G</u> od's <u>A</u> wesome <u>N</u> ew <u>G</u> eneration.	1-2 hrs/month
Youth Chaperone/Driver	Transport/chaperone youth at various activities. Must be 21.	as needed
Volleyball Coordinator	Coordinate summer youth volleyball. About 10 evenings.	25 hrs/year
Shrove Tuesday Pancake Supper	Help setup/serve/cleanup.	3 hrs
Your Ideas - _____		

OTHER GROUPS/COMMITTEES

Women of the ELCA	Assist in planning/participating in Lutheran women's group.	6 hrs/year
Women's Breakfast	Help setup/serve/cleanup.	2-3 hrs/event
Mother-Daughter Tea	Plan, help setup/serve/cleanup event.	3-4 hrs/event
Oktoberfest	Plan, decorate, bake, serve, cleanup at event.	4-6 hrs/year
Men's Group	Meet every two months for fellowship, study, work projects.	2 hrs/bimonthly
Garden Club	Plant, water and weed garden areas around church.	1 hr/week, seasonally
Audit Committee	Check church financial records for accuracy and completeness.	4-6 hrs/year
Cemetery Committee		

Maintain church cemetery and sell grave lots.	1-2 hrs/month
Endowment Fund Committee	
Oversee funds invested ministry and outreach.	1-2 hrs/month
Long Range Planning Committee	
Creative brainstorming of new ideas for church.	2 hrs/bimonthly
Memorial Fund Committee	
Record and acknowledge gifts given in memoriam.	
Decide on use of discretionary funds.	1-2 hrs/month
Mutual Ministry Committee	
Provide a safe haven for pastor to discuss issues of concern.	1-2 hrs/month
Nominating Committee	
Recruit church members to serve on council.	6-8 hrs/year
Synod Assembly Delegate	
Attend 3-day assembly in June.	3 days
Church Historian	
Preserve documents and archive historical objects.	3-4 times/year
Your Ideas - _____	