



God's People, Reaching Out.

Messiah Lutheran Church

Time and Talent

Reference Book

February 2016

MESSIAH LUTHERAN CHURCH

7740 Highway 72 West
Madison, AL 35758

Office: (256) 721-0041
E-mail: info@mlutheran.org

Sunday Worship 8:30 a.m. and 11:00 a.m.
Office Hours: Monday to Friday 8:00 a.m. to Noon
www.mlutheran.org

Messiah Staff

Senior Pastor:Scott Peterson | scott@mlutheran.org
Director of Outreach:Claire Strand | claire@mlutheran.org
Director of Music Ministries:Lois Graff | jelograff@msn.org
Adult Choir Director: Randall Fields
Office Mgrs.:...Devonee Woods / Meredith Kilby | info@mlutheran.org
Communications:Meredith Kilby | communications@mlutheran.org
Senior Youth: Sue Doubleday | sryouth@mlutheran.org
Jr. /Tween Youth: Sarah Walker | jrtweenyouth@mlutheran.org
Nursery Attendant: Judy Sylvester
Custodian:Julie Ortiz

GOD’S MINISTRIES IN OUR CHURCH

The following areas and activities exist to support the mission and ministry of Messiah Lutheran Church. Contacts for each area are listed in each section and also on page twenty.

<i>Mission / Ministry</i>	<i>Page</i>
Worship and Music	<u>4</u>
Outreach	<u>7</u>
Christian Education.....	<u>11</u>
Youth Ministries	<u>13</u>
Stewardship Committee	<u>13</u>
Property Committee.....	<u>14</u>
Fellowship	<u>14</u>
Finance	<u>16</u>
Admin / “IT” and Communications	<u>17</u>
Elected and Appointed Positions.....	<u>18</u>

EXPRESSION OF LOVE:

Using gifts—talents from the Holy Spirit for God’s Glory at Messiah Lutheran

We love because God first loved us. 1 John 4:19

Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms. 1 Peter 4:10

Dear Members and Friends of Messiah Lutheran Church,

Messiah annually asks members to complete a Time and Talent survey as a way to see wherein lie our interests and spiritual gifts (talents from the Holy Spirit) to use for God’s glory. Once turned in, it helps our ministry leaders connect you with the church activities or groups which you find most interesting or fulfilling. This reference book provides an overview of these activities listed on the Time and Talent survey.

Another valuable resource that can help you identify and explore your spiritual gifts is the ELCA Spiritual Gifts Assessment Tool. While results are for your use only, it can help point you towards areas of ministry that suit your gifts.

This resource guide, along with links to printable and online surveys and the Spiritual Gifts Assessment Tool, are also available on Messiah’s website at www.mlutheran.org/talentform.

I am constantly amazed by simply how much goes on at Messiah Lutheran. It is uplifting to me to be a part of this effort, and I hope you all have felt the same way.

Thank you for sharing the gifts God has entrusted to you.

Yours in Christ,

Heather Neely

2016 Stewardship Committee
Council Representative

WORSHIP AND MUSIC

Worship is the most important and central part of our community of faith. Those who support and volunteer in worship are blessed to share the very presence of God with others. The following activities support Messiah's Sunday services, holy days, festivals, and midweek services
Looking to volunteer mostly on Sundays? Look for the 🕒 next to the heading.

WORSHIP and MUSIC COUNCIL MEMBER (elected position)
Members of this committee work together with the Pastor and Director of Music Ministries to give suggestions and feedback on all matters pertaining to worship and music within our church. Attends monthly Church Council meetings and meetings with Worship Assistants.

Worship and Music Council Representative: Larry Frakes
(Unless otherwise noted, contact Larry Frakes or Lois Graff if interested in these opportunities for service).

Worship Activities

LAY MINISTER

Assisting Ministers help lead worship by sharing in the liturgy and prayers. Training is provided. Time commitment is based on your schedule.

LECTOR & COMMUNION ASSISTANT 🕒

The Lector reads two scripture lessons during the worship service. Lectors may also be Communion Assistants who distribute the wine during worship services where the The Lord's Supper is offered. Training is provided.

Contact: Sherry Mahafza lector@mlutheran.org

LECTOR AND COMMUNION ASSISTANT COORDINATOR

The Lector and Communion Assistant Coordinator is responsible for scheduling the lectors and communion assistants for all Messiah worship services.

USHER 🕒

These worship leaders are called on to hand out bulletins; usher people to their seats, as necessary; direct communion; collect the offering; control lighting and heat/air conditioning; replace hymnals; straighten the sanctuary following services. Ushers ensure that the sanctuary is prepared for worship. Ushers are asked to arrive 30 minutes before worship service starts. Training is provided.

Contact: Danny Hopkin usher@mlutheran.org

USHER COORDINATOR

The usher coordinator is responsible for scheduling the ushers for Messiah worship services.

GREETER ☺

These leaders enhance worship as they greet people upon arrival, encourage visitors to sign guest book, assist ushers as needed, and record attendance. Training is provided. Greeters are asked to arrive 30 minutes before worship service starts.

Contact: Jeanette Beamer greet@mlutheran.org

GREETER COORDINATOR

The greeter coordinator is responsible for scheduling the greeters for Sunday services, holy days, festivals, and midweek services.

ACOLYTE ☺

Acolytes (4th grade and up) light the appropriate candles in worship, present the offering plates, and assist at communion. Training is required and offered periodically.

Contact: Staci Armstrong acolyte@mlutheran.org

ACOLYTE COORDINATOR

The acolyte coordinator is responsible for scheduling the acolytes for Sunday services, holy days, festivals, and midweek services.

ALTAR GUILD

Altar Guild members prepare the altar and worship space for Sunday services; lay out the correct colors of paraments; prepare the bread and wine; put the flowers in place; and clean up after the service. Training is provided.

Contact: Jutta DeMarsh - altar_guild@mlutheran.org

FLOWER GUILD

Flower Guild members put together the floral arrangements for Sunday services. Time commitment is based on availability and schedule.

Contact: Mary Burke flowers@mlutheran.prg

NURSERY VOLUNTEER ☺

Nursery Volunteers serve by assisting the Nursery Attendant.

1 to 2 hours, as needed; depends on number of volunteers

On-the-job training, as well as your own experiences with children.

CHILDREN'S SERMON ☺

Volunteers serve by conducting the children's sermon during worship services as scheduled.

CHILDREN'S CHURCH VOLUNTEER ☺

Serve by leading a Children's Church during Sunday worship services. Time commitment 30 minutes, plus planning time.

Contact: Mary Mast - childrenschurch@mlutheran.org

Music Activities

(Unless otherwise listed, the contact for these activities is Lois Graff, Director of Music Ministries)

ADULT CHOIR

The Choir helps lead worship in song and praise. You do not have to have a professionally trained voice or be able to read music to participate. Time commitment: 1 hour rehearsal on Wed. night, sing at Sunday worship. The choir is directed by Randall Fields.

HANDBELL CHOIR

New ringers are welcome. Ability to read music is not necessary. One hour rehearsal on Wednesday night, ring occasionally during worship services.

Contact: Rhonda Gaede

CHERUB CHOIR

Assist or participate, singing and ringing children's handbells. Grades Pre-K-1. Thirty-minute rehearsals on Wednesday night. Sing or ring occasionally during worship services.

Director: Claire Strand

SERAPH CHOIR

Assist or participate, singing and ringing children's hand chimes. Grades 2-6. Thirty-minute rehearsal on Wednesday night. Sing or ring occasionally during worship services.

Director: Stephanie Wallace

INSTRUMENTAL ENSEMBLE

Assist or participate. Grades 7 – Adult

One hour rehearsal bi-weekly on Sunday afternoon, play occasionally during worship services

CONTEMPORARY MUSICIAN

Instrumentalists (bass, guitar, keyboards, percussion) and vocalists are needed during contemporary worship services.

YOUTH PRAISE BAND

Sr Youth Instrumentalists (bass, guitar, keyboards, percussion) and vocalists. Varies per occasion

INSTRUMENTALIST

Instrumentalists (brass, woodwind, percussion, strings, keyboard) are needed occasionally to provide enhancement to traditional and contemporary worship services. Piano and/or organ substitutes are needed on occasion. Time commitment varies per occasion.

SIGHT AND SOUND TEAM 🕒

Set up and take down equipment used for contemporary services, special services and presentations. Sound technicians also needed to run sound board, check sound levels. Training required.

VOCALIST

Vocalists are needed occasionally to provide enhancement to worship through Special Music.

MUSIC CAMP

Teachers, assistants and shepherds are needed to lead music, drama, crafts, games, and other activities for all age level groups each day. 3 to 8 hours per day during Music Camp (typically early June) plus planning pre-camp planning meetings.

OUTREACH

OUTREACH COUNCIL MEMBER (elected position)

Committee members work to support our evangelism and mission statement. Time commitment involves attending monthly council meetings and periodic meetings with Director of Outreach, Claire Strand

Outreach Council Representative: Jay Ruff

(Unless otherwise listed, the contact for these activities is Claire Strand)

Global Outreach

LUTHERAN WORLD RELIEF KITS

Many volunteers are needed to assemble layettes, health kits and school kits. These along with the homemade quilts from the Comforters are delivered support the ELCA World Relief / Disaster Relief program.

Training provided. Volunteers meet weekly on most Thursday evenings.

Contact: Rhonda Gaede

COMFORTERS

Many volunteers needed for cutting, piecing, and sewing homemade quilts. Supports Lutheran World Relief. This group meets on Tuesdays 10 am to 4 pm. Come and go as time permits. No experience necessary.

Contact: Annette Joens

LUNCHEES FOR LEARNING MISSIONARY TEAM

Serve on a missionary team to various locations or help with preparations.

CHRISTMAS GIVING MALL

Volunteer organizes a display and "order form" for charitable holiday giving that is displayed in the church narthex.

GOD'S WORK, OUR HANDS SUNDAY

ELCA wide community service event. Work involves coordinating two or three service projects for members to participate in on the designated Sunday.

Member Outreach

VISITATION TEAM

Assist Pastor Scott and Outreach Director Claire Strand in making home and hospital visits as needed.

CARE CALLS

Calls of concern to members following an extended absence from church, illness, hospitalization or other circumstance.

TRANSPORTATION VOLUNTEER

Provide transportation for special circumstances as needs arise and based on driver's availability.

SPECIAL MEALS

Cook or provide meals for those who need comfort due to illness, injury or other difficult circumstance.

Contact: Judy Starkloff

BAKING

Bake food items as outreach gifts to prospective members, shut-ins or members recovering from a hospital stay.

PRAYER CHAIN

Prayer chain members are called "links" and engage in daily, active prayer for individuals and households requesting prayers. ***Need prayer support?*** Call Claire Strand, Pastor Scott or the church office.

CARD MINISTRY

Write and send cards to members with birthdays each month.

Contact: Georgann Trexler

WELCOMING / AMBASSADOR

Messiah's Ambassadors assist Claire Strand (MLC Outreach Director) by engaging Messiah guests in conversations before and after worship. Other tasks may include calling new members with common interests to join activities or groups. Training provided.

BABY BLANKETS

Shop for fleece, cut and tie blankets to be given to new arrivals.

Contact: Barbara Azzam

PEW / HYMNAL MAINTENANCE

Check hymnals regularly and replace visitor cards.

STEPHEN MINISTRY

Listen, support, and encourage someone who is hurting.

Involves 50 hours of Stephen Ministry training offered locally. Contact Claire Strand or Anita deJong.

NAMETAG MINISTRY

Hand out nametags and encourage use before worship services.

Contact: Jack Mast

CONFIRMATION/GRADUATION GIFTS

Assemble packets and coordinate graduation baskets to mark special occasions for Messiah youth. Twice a year.

PHONE TREE

Help make congregational phone calls when an urgent or necessary need arises. Happens infrequently.

HANDYMAN SERVICE

Help with occasional needs involving light household repairs or maintenance tasks, such as changing HVAC air filters, replacing hard to reach light bulbs. As needed (based on volunteers availability).

Community Outreach

HABITAT FOR HUMANITY (THRIVENT BUILDS)

Coordinate/join a volunteer team. Typically occurs weekly during the spring months.

Contact: Virgil Burrer or Gerard deJong

WALK TO DEFEAT ALS

Coordinate/join a volunteer team to a participate in annual walk to raise money and awareness for ALS

Contact: Mary Mast

WALK TO END ALZHEIMERS

Coordinate or join a volunteer team to a participate in annual walk to raise money awareness for Alzheimer's and support their caregivers.

DOWNTOWN RESCUE MISSION

Collect and deliver items (food and other items) to Huntsville homeless shelter. Time requirement is minimal and based on schedule.

Contact: Jacquie Fry

RELAY FOR LIFE

Coordinate / join a volunteer team to participate in annual relay team event to raise money and awareness for cancerous diseases.

FOOD PANTRY

Monitor basket in narthex and cabinet in Fellowship Hall kitchen. Take items to local food pantries as needed. One to two hours monthly.

SS KIDS SCHOOL SUPPLIES

Collect and assemble school supplies for area disadvantaged students. Involves a few hours mid-summer.

Contact: Jacquie Fry

BLESSING OF THE ANIMALS

Bi-annual event where the congregation and community are invited to have their pet blessed in a special outdoor service. Little or no time commitment required.

Contact: Jonianne Ridzelski-McCombs

DISASTER RESPONSE TEAM

Help respond as part of a team in situations where there is widespread damage or destruction.

Contact: Virgil Burrer or Claire Strand

CASA WHEELCHAIR RAMP BUILDING

Construction team plans and builds wheelchair ramps for eligible CASA clients who would otherwise be homebound. Work Saturdays occur several times a year, on Sat. mornings and some Wed. evenings.

Contact: Joe Stuart

WEEKEND FOOD PROGRAM

Many volunteers needed to help shop pack and distribute food bags which are given to eligible City of Madison middle school students. Time varies with individual availability.

Contact: Devonee Woods

SALVATION ARMY ANGEL TREE

Coordinate angel tree "angels" and delivery of donated gifts back to collection points. Work takes place late October through December

Contact: Jacquie Fry

THANKSGIVING TURKEY BAGS

Thanksgiving food drive partnership with St. Mark's Lutheran Church. Help needed to promote, collect, count and haul items to assembly point. An hour or two a week from late October to the week before Thanksgiving.

RONALD MCDONALD POPTOPS

Volunteer to periodically collect the pop-tops donated by members. Donation can be located at Messiah's "Mission Control" in the narthex.

CHRISTIAN WOMAN'S JOB CORP MEAL (cwjc.net)

Prepare ready to reheat dinners for women seeking to break the cycle of poverty through education and job training provided by CYJC.

HAULING ASSISTANCE

Everyone needs a friend with a truck! Help haul large or bulky items such as bicycles for Angel Tree program. Infrequent, as needed.

NORTH ALABAMA COALITION FOR HOMELESS

Collect and deliver items such as blankets, coats, underclothing for the homeless which are donated by church members.

Contact: Jacquie Fry

CHRISTIAN EDUCATION

EDUCATION COUNCIL REPRESENTATIVE (elected)

The Education Committee coordinates learning and faith-building opportunities for all members of the congregation, children through adult. Our ministry includes Christian education classes, confirmation instruction, first communion instruction, and Vacation Bible School.

Commitment involves monthly church council meetings and regular communication and coordination with Sunday School Superintendent

Contact Education_Youth Council Representative: Dick Azzam *unless otherwise noted.*

SUNDAY SCHOOL TEACHER (YOUTH & ADULT)

These servants of God's Word are given the opportunity to teach Biblical lessons from appropriate curriculum and materials provided for Sunday School classes ages 2 through adult. Teachers work in teams. Study group will be supported and facilitated by the Pastor. Instructors may lead a Bible class on Sunday morning or another time that is convenient for those wishing to participate. Time commitment: preparation time, plus one hour teaching time on Sunday mornings.

SUNDAY SCHOOL ASSISTANT

Open to any high school age youth wanting to help in a classroom and learn to teach Sunday School. Training provided.

SUBSTITUTE SUNDAY SCHOOL TEACHER

Substitute for Sunday School teachers during emergencies or as needed.

SUNDAY SCHOOL PARTICIPANT

Classes are available to children 2 years of age through high school and adults. Sundays from 9:45 to 10:45 a.m. Year round.

CONFIRMATION PARTICIPANT

Confirmation instruction normally begins in the 8th grade. This first year of instruction focuses on the teaching of the Bible. The second year of instruction, with the Pastor, focuses on Martin Luther's Small Catechism and understanding how our Lutheran Faith follows God's teachings. Upon the successful completion of both years, the student is confirmed into adult membership in the Lutheran Church.

Time Involved: Wednesday evenings from 5:00-6:00 with additional time for at home study and memorization. September through May.

Contact: Pastor Peterson

FIRST COMMUNION INSTRUCTION

Parents who wish their 10 year old or older child to receive the Lord's Supper are invited to register your child, taught by the Pastor. Upon completion of this class the student is invited to receive Holy Communion at the Lord's table Time involved: Three 1 hour meetings in late January – early February.

Contact: Church Office or Pastor Peterson

VACATION BIBLE SCHOOL COORDINATOR/DIRECTOR

Plan the VBS program, which includes helping to choose a curriculum, advertising, scheduling activities, and recruiting teachers and volunteers. Planning begins approximately 3 months before VBS.

VACATION BIBLE SCHOOL TEACHER

Teachers are needed to lead crafts, games, and possibly other activities for all age level groups each day. Shepherds (guides) for each age level also needed. Time commitment is 2½ to 3 hours per day during VBS in addition to any planning meetings.

CRADLE ROLL COORDINATOR

Identify and correspond with the youngest members of our congregation and their families. Regular mailings from birth through 3 years of age support and encourage the children and their parents in their Christian development. Flexible hours (can be done at home)

CHURCH LIBRARIAN

Oversee the library inventory, organize, add new resources, restock, and promote library resources and usage. The inventory is computerized. Time commitment is flexible

YOUTH MINISTRY

Youth Ministry offers weekly programming for senior youth, junior youth and Tweens. These gatherings include worship, outreach, learning, and fellowship opportunities to help develop a faith in Jesus Christ.

Sr. Youth Director - Sue Doubleday

Jr. / Tween Director - Sarah Walker

SENIOR YOUTH GROUP ASSISTANT

Provides assistance for Sr. Youth meetings, activities and outing. Helps with planning, administration and communications.

JUNIOR YOUTH GROUP ASSISTANT

Provides assistance for Jr. Youth meetings and outings. Helps with planning, administration and communications.

TWEENS ASSISTANT

Provides assistance for Tween activities for Tweens (3rd through 5th graders) Helps with planning, administration and communications.

CHAPERONE

Chaperones provide adult leadership, discipline, and general safety guidance on Youth Group retreats and trips. Weekend retreats and trips will be offered several times a school year for middle school and high school groups.

DRIVER (with Van or Large Automobile)

Drivers help transport youth to and from events away from the church.

GUEST DEVOTION LEADER

Provide a devotion for a Sunday evening Senior Youth meeting. Contact Pastor Peterson if interested.

STEWARDSHIP COMMITTEE

STEWARDSHIP COMMITTEE REPRESENTATIVE (Elected)

We are all Stewards of God's Work. "Stewardship" is the careful management, by time, talent, and treasure, of that which is entrusted to our care!

Although stewardship is a year-round process, the Committee is primarily responsible for the annual financial pledge drive and the Time and Talent drive and for encouraging members to discover their spiritual gifts.

Time Involved: Monthly meetings, or as scheduled

Stewardship Council Representative: Heather Neely

PROPERTY COMMITTEE

PROPERTY COMMITTEE COUNCIL REPRESENTATIVE

The Property Committee gives constant attention to and plans for the maintenance of the building and grounds in order to provide an appealing and functional environment for worship, learning, service, and ministry to congregation members and community groups. Time commitment involves assessing, coordinating and reviewing requested repairs, attending monthly Church Council meetings and budget forecasting.

Property Committee Council Representative: Gerard de Jong

BUILDING MAINTENANCE VOLUNTEER

Help to curb maintenance and repair costs by painting, carpentry, plumbing, sound system maintenance, lighting maintenance, air-conditioning maintenance, washing windows, floor maintenance, etc. As needed as situation arise. Some training is needed. Expertise is valuable.

GROUNDS MAINTENANCE

Opportunities to help maintain our church grounds and provide attractive landscaping include mowing, edging, weeding, pruning, planting, raking, etc. Volunteer coordinate workdays, on Saturday mornings.

Contact: Mary Ann Stasiak

GARDENING VOLUNTEER

Opportunities to help maintain flowerbeds, plant, trim, mulch, etc.

Time Involved: As needed

Contact: Ellie Nelson

RESURRECTION CROSS

Set up and decorate resurrection cross on Easter Sunday.

Contact: Cheryl Byers

FELLOWSHIP COMMITTEE

FELLOWSHIP COUNCIL REPRESENTATIVE

The Fellowship Representative plans, schedules, and tracks Messiah fellowship events and coordinators. Fellowship events develop broader friendships within the congregation and a greater appreciation of each other. Involves attendance at monthly Church Council meetings.

Contact Fellowship Council Representative: Cheryl Rydbom

RECEPTION HELPER

Many volunteers are needed to help with church receptions and events such as New Member receptions, Confirmation, Donut Sundays, Music at Messiah Concerts, etc.). Work involves light baking, cooking or helping with the set up / clean up of reception space.

RECEPTION COORDINATOR

Volunteers needed to plan and coordinate church receptions in collaboration with the Fellowship Chair as to anticipated costs or necessary supplies.

SUNDAY MORNING COFFEE (SET UP)

Make coffee for church members to enjoy between the Worship services. Training provided. Time involves is 15 minutes to get things percolating and tables set, and 5 minutes to fill the carafes before church lets out.

SUNDAY MORNING COFFEE (COUNT & LEAN UP)

Simple fast opportunity for late service goers. Arrive a 10 minutes before the 11 am service to collect and count basket donations or start on cleaning up percolators. After service, stow supplies in kitchen, rinse out percolators and carafes. Takes about fifteen minutes.

SUNDAY MORNING COFFEE COORDINATOR

Monitor, track coffee making supplies in coordination with Fellowship Chair. Recruit, monitor and train coffee helpers.

SPECIAL EVENT HELP

Halloween Party, Rally Day, German Dinner, Musical Theater are fun events that require a team volunteers to help in the Parish Hall kitchen. Great fun for anyone who enjoys to entertain or cook.

SPECIAL EVENT COORDINATOR

Good at planning parties? Help plan and execute one of our church wide events in coordination with the Fellowship Chair. Modest time commitment for the six to eight weeks leading up the event.

LENTEN SOUP SUPPER—SOUP MAKER—VOLUNTEER

Bring a favorite soup to share during our Wednesday evening Lenten Soup suppers. Just have your soup ready to serve at 5:30 p.m.

LENTEN SOUP COORDINATOR

Help track soup signups for Wednesday Evening Lenten Soup suppers and coordinate volunteers for set up / clean up.

WEDNESDAY NIGHT CAFÉ

Many volunteers needed to support this important mid-week fellowship outreach that provides convenient, affordable home-style meals to households. Team up with a partner and share the cooking prep. Meals served from 5:30 - 6:30 p.m.

WEDNESDAY NIGHT CAFÉ COORDINATOR

Volunteer coordinates volunteers for Wednesday Night Café and keeps Fellowship Chair informed on food costs, kitchen supply needs and kitchen maintenance concerns. Ongoing, weekly during academic school year except for Lent (Soup Suppers).

KITCHEN CLEANING DAYS

In coordination with Fellowship Committee, clean and organize kitchen.

Fellowship Groups

OWLS - Older Wiser Lutherans (Adults 50+)

A fellowship group for Messiah members 50+ that meets monthly for social activities. Coordination of activities are shared by members.

Contact: Jan Murphy

BRIDGE CLUB

Participate in bridge games monthly on the 2nd Friday of each month 7:30 to 9 PM. All welcome, even beginners.

Contact: Mary Ann Stasiak

FOODIES

Participate in a rotating adult dinner club. Two sessions per year. Great way to get to know other members through small group interaction. Groups meet once at member's homes based on group's availability.

Contact: Dana Burton

MESSIAH MOMS BOOK CLUB

Christian book club is once a month and takes place at members' homes on weekdays. Dates, locations vary.

Contact: Janell Zesinger

CRAFTING GROUP

This come and go group can be found knitting, crocheting or making other crafts in support of a number of Messiah mission and outreach programs, including the Lunches for Learning Fundraiser. Find them Sunday mornings in and out of Classroom No. 3

Contact: Theresa Meyer / Elaine Shriver

FINANCE COMMITTEE

FINANCE COMMITTEE MEMBER

Members of the Finance Committee are responsible for the finances of the congregation. Tasks include developing the church budget, financial recording and reporting, investment planning, and auditing of records.

Time Involved: Monthly meetings, or as scheduled

Contact: Lee Smith

OFFERING COUNTER

These financial servants, in groups of two or three, count the offerings and sort them into various categories. They prepare the tellers' report and deposit the offerings at the bank

Time Involved: Approximately 1 hour after Sunday worship. Frequency

depends on number of volunteers.

Training: Provided, required

Contact: John Shriver

OFFERING COUNTER COORDINATOR

The offering counter coordinator is responsible for scheduling the offering counters for all worship services. Time Involved: 1-2 hours a month

BUDGET COMMITTEE

Compile requests and prepare a budget for the November congregational meeting. Time Involved is as needed in October/November

Contact: Lee Smith

ADMINISTRATION / IT & COMMUNICATIONS

Administration, Information Technology and Communications is a team effort of both church staff and church volunteers serving to keep both the congregation and community informed and connected to the Messiah church family.

Co - Office Managers: Devonee Woods / Meredith Kilby

Communications Director / Webmaster : Meredith Kilby

OFFICE VOLUNTEER

Volunteer on Friday mornings between 9 a.m. to Noon to help fold and stuff Sunday bulletins. Help also needed with prepping monthly *Messenger* newsletter and congregational meetings.

MESSIAH MESSENGER EDITOR

Collect, arrange and edit articles for Messiah's printed monthly newsletter, the *Messenger*. Involves knowledge of MS Word, Publisher. Time commitment is 4-5 hours monthly (at home) and close coordination with office staff as deadline nears.

COMPUTER / HARDWARE / SOFTWARE SUPPORT

Assist church staff in implementing, upgrading or troubleshooting existing information technology systems including hardware, wireless routers, telephones and networked displays. Help administer web based resources including web hosting services, mailing lists, and church management & database systems.

SOCIAL MEDIA TEAM

Admin church social media sites (Facebook, Pinterest, Twitter and Instagram), "share through" mlutheran.org content to promote church events and ministries and create engaging content online.

EVENT PUBLICITY SUPPORT

Assist Communications and Outreach Director in promoting community

wide church events. Volunteers needed to distribute posters in area coffee shops and business and submit events onto online event listings.

EVENT PHOTOGRAPHY / VIDEOGRAPHY

Photographers needed to help photograph and record congregational events and member milestones. Time commitment varies based on schedule and interests.

STREET SIGN CHANGER

Change lettering on sign by highway to highlight upcoming opportunities at MLC. Time commitment flexible, but signs often change weekly.

Contact: Claire Strand

PICTORIAL DIRECTORY

Work with Outreach Director to add photos to church software and maintain printed book in church Narthex.

Contact: Claire Strand

WEB CONTENT WRITER, EDITOR

Volunteers needed across church activities to write short articles and take photos of MLC ministries and events. Training in WordPress provided.

GRAPHICS, DESKTOP PUBLISHING

Assist in creating flyers, posters and specialty print and web publications. Time commitment based on availability and interest.

AUDIO VIDEO EDITING

Volunteers needed with knowledge in audio or video production to edit and balanceraw audio/video files for delivery to web on a regular basis.

ELECTED AND APPOINTED POSITIONS

CONGREGATIONAL COUNCIL MEMBERS

Elected members oversee the ministry and business of the congregation. Members of the Church Council are elected each year at our Annual Meeting. Terms of office run from June through May. Time Involved: Serves two year terms; monthly Council meetings, plus committee meetings as scheduled. Please see Messiah's Constitution for additional roles and responsibilities of elected and appointed council members.

PRESIDENT (Scott Peterson)

VICE-PRESIDENT (Elected)

Convene and preside at voting meetings of the congregation and Congregation Council. Other duties as defined in the Messiah's constitution. Time Involved: Serves for one year; attends Council meetings and other meetings as called.

TREASURER (Elected)

Record congregational general fund receipts and disbursements in accordance with proper accounting procedures. Provide monthly reports of receipts and disbursements to the Congregational Council. Provide annual report on receipts and disbursements to the congregation. Manage payments of operating expenses and payment on debt. Serves for one year, attends Council meetings and other meetings as called.

SECRETARY (Elected)

Attend monthly Congregation Council meetings, maintain an attendance roll, and record minutes. Record minutes of Congregation Meetings and record and maintain ballot results of elections. Other duties as defined in Messiah's constitution. Serves for one year; attends Council meetings and other meetings as called.

NOMINATING COMMITTEE MEMBER (Elected)

Prepare a slate of candidates for the annual elections at the Congregation Meeting in May. One year term. Attends committee meetings.

AUDIT COMMITTEE MEMBER (Appointed)

Audit Committee members are appointed by the Council once a year to prepare an audit of the church's financial records, make recommendation and produce written report at the Annual Meeting. Financial or accounting expertise desirable

SYNOD ASSEMBLY DELEGATE (Appointed)

These delegates represent Messiah at the annual Synod Assembly meeting. Delegates are requested to present a report of the Assembly. Assembly is a 2 to 3 day conference normally paid for by the congregation. Training / orientation from Pastor Scott.

LONG-RANGE PLANNING COMMITTEE (Appointed)

These leaders of our congregation are called upon to provide vision and direction to our church. Through congregational self-study and analysis, members of this committee will pinpoint needs of our congregation and promote well-defined short-term and long-term goals. This group is encouraged to meet regularly and gather input from all groups within the congregation.

MESSIAH CHURCH COUNCIL

Executive Committee

President: Pastor Scott Peterson
scott@mlutheran.com

Vice President: Mary Ann Stasiak
vicepres@mlutheran.com

Treasurer: Devonee Woods
treasurer@mlutheran.com

Secretary: Jeanette Beamer
secretary@mlutheran.com

Council Representatives

Worship and Music: Larry Frakes
worship_music_rep@mlutheran.com

Outreach: Jay Ruff
outreach_rep@mlutheran.com

Stewardship: Heather Neely
stewardship_rep@mlutheran.com

Education and Youth: Dick Azzam
education_rep@mlutheran.com

Fellowship: Cheryl Rydbom
fellowship_rep@mlutheran.com

Property: Gerard deJong
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