

GRACE LUTHERAN CHURCH 2019

Time and Talent Opportunities Description Booklet

“Grateful Giving of our Time & Talents”



DRIVES OUR MISSION



Welcome to Grace Lutheran Church’s Time and Talent Opportunities Description Booklet. This resource is designed to help you learn about the many ministry opportunities at Grace. There are brief descriptions of each committee and opportunities for service within each committee. Time requirements are also included for recurring tasks.

The Stewardship Committee invites you to spend a few minutes reflecting on the many gifts with which God has blessed you with using the optional [Spiritual Gifts Assessment tool](#) and [Spiritual Gifts Cross Reference document](#) to map those gifts to areas in the Time & Talent survey where your gifts can be best served. Review the ministry descriptions below and thoughtfully respond to the Time and Talent Survey which begins in January and continues to February 3, 2019.

To access the Time and Talent Survey on Realm:

- Log into your account
- Select “My Profile” from the person icon in the upper right corner
- Select the “Edit Profile” button and then the “Personal Information” tab
- Click on the **“Time & Talents”** box drop-down and scroll through the list selecting the appropriate checkboxes that best reflect your interests.
- Select the “Save” button at the bottom of the page to save selections.

Paper copies of the Description Booklet and Survey are available on the table in the Fellowship Hall. A box for you to return completed surveys is located there as well.

Thank you in advance for your participation.

ADMINISTRATION

The Administration Team serves the people of Grace by ensuring the smooth running of the office, from proper staffing, to attending Synod meetings, to assisting with bulletin assembly.

- **Bulletin Assembly** – Thursday morning for the weekly worship bulletin, and at other times for special services (Christmas, Easter, etc.)
- **Church Office Angel** – needed during the morning hours of weekdays answering phones, weekly bulletin assembly.
- **Council Nominee** – willing to participate on ballot for election of four Council members. Council member terms are three years.
- **Staff Support** – HR or related skills needed to address staffing contracts, benefits, compensation or other needs.
- **Synod Assembly Delegate** – Lay volunteer to represent Grace at annual synod convention; usually on a Saturday

CAMPUS MINISTRY

Campus Ministry Committee meets throughout the year. It is made up of people committed to supporting Campus ministry and to the faith life of students, as well as nurturing relationships and involvement with sponsoring churches.

- **Board Member** – Meet monthly or as needed to plan and discuss WELCM and ways to support the ministry.
- **Guest Speaker** – speak on Tuesday nights with Winthrop students on special topics.
Provide a Meal – Prepare a meal and have dinner with the students at one of the weekly meetings.

ENDOWMENT

The Endowment Committee is to manage the Extended Ministry Endowment Fund. The purpose of the Extended Ministry Endowment Fund is to receive and manage extraordinary gifts and accumulated assets to enhance the outreach, benevolence and social ministries of the Congregation beyond and apart from the general operating budget of the Congregation.

- **1923 Grace Society** - The 1923 Grace Society is a way to ensure the growth and success of the Extended Ministry Endowment Fund. The purpose of the Extended Ministry Endowment Fund is to receive and manage extraordinary gifts and accumulated assets to enhance the outreach, benevolence and social ministries of the Congregation beyond and apart from the general operating budget of the Congregation.
- **Committee Member** – Endowment Committee meets as needed. Members are elected by the Congregation to three-year terms to build and manage the Extended Ministry Endowment Funds. Purpose of the endowment is to fund the Lord's work at home and around the world above and beyond programs supported by regular offerings.

FINANCE

The Finance Committee shall manage the financial resources of this congregation and shall motivate the members in their commitment of time, talents and treasures. The committee shall provide for the tabulating and deposit of contributions, the prompt payment of obligations and the timely reporting of financial transactions. It shall prepare an annual budget proposal for submission to the Congregation Council. It shall secure adequate property and liability insurance and provide for an annual audit of the Congregation's financial records. The committee shall conduct an annual campaign to encourage and receive pledges of financial support for the ministry of this congregation.

- **Audit Team Member** – meets annually for about three hours to review books; usually in the Spring.
- **Committee Member** – meets about eight times per year with meetings lasting about one hour.
- **Offering Tabulator** – collect offerings following the services. Count and reconcile receipts. Serve for a Sunday once every five to eight weeks.
- **Treasurer** - Serves as financial officer of the congregation. Is responsible for payment of all bills, invoices, and charge. Performs or oversees all of the financial recordkeeping functions. Prepares the financial reports for the church Council. Files all of the required federal, state and local tax forms. Assists in the preparation of the annual church budget. Serves as a member of the finance and executive committee. Assists in the preparation of the church budget.

HEALTH CABINET

The Health Cabinet are people within Grace who are committed to the concept of a holistic ministry of health and wellness. The health cabinet views people in an integrated way combining body, mind and spirit. Both lay and professional people make up the cabinet, giving guidance, direction and support to the parish nurse/faith community nurse.

- **Home Visitor** – provides companionship and ongoing visitation to those homebound by illness or recent injury.
- **Team Member** – meets monthly for about an hour to plan and implement health programs and community events promoting health and wellness.
- **Volunteer Nurse** – provides evaluation of medications and home situations for members who require medical assistance. Promotes community health by offering blood pressure checks, pulse oxygen levels, and other types of medical screenings.

LEARNING

The Learning Committee plans and provides for a variety of learning opportunities within the congregation, including Sunday school for all ages. They provide appropriate resources, recruit, train and support teachers and staff, and motivate members of the congregation to participate in life-long learning activities. They maintain a library of resources and promote its use.

- **Christmas Program** – begins in the fall of the year to plan and perform the annual Christmas Program. Positions include director, assistant director, costuming, set, food, etc.

- **Committee Member** – Meets as needed in order to plan curriculum, support teachers, and plan special events such as Rally Day.
- **Confirmation Teacher** – Works with a team of Confirmation instructors and the pastor to provide youth in grades 7 and 8 instruction on Luther’s Small Catechism, the Ten Commandments, the Lord’s Prayer, Apostles’ Creed, etc. 5 hours one Saturday each month plus planning time.
- **Milestone Ministry** – is about engaging the entire congregation in a process of faith formation and spiritual growth by celebrating God’s promises for and presence in our lives, and by claiming our identity as children of God. Highlighting key turning points, rites of passage, accomplishments, and other significant events throughout the entire lifespan, Milestones Ministry allows us to connect the events of our lives with God’s grace, peace, forgiveness, hope, and love. Time commitment varies.
 - **Baptismal Chest Builder** – with plans and resources provided by Grace, make faith chests from wood to present to children at their baptism.
 - **First Communion Instructor** – works with a pastor instructing children about the sacrament of Holy Communion. One day, for four hours, twice a year.
 - **Money Milestone Teacher** – educates elementary aged children about sound money management. Once a year, two hours.
 - **Newborn Hat Knitter** – with yarn and patterns provided by Grace, or use your own favorite pattern, knit hats for newborns.
 - **Sewing Graduation Quillows** – working with a skilled quilter, construct quillows for graduating high school student. Time commitment varies.
 - **Team Leader** – be a part of the leadership of the Milestone Team, meeting as needed throughout the year.
 - **Team Member** - be a part of the Milestone Team, meeting as needed throughout the year.
- **Sunday School Attendance Clerk** – Counts and records the number of people attending Sunday school each Sunday. Twenty minutes each Sunday.
- **Sunday School Helper: Children ages two years through fifth grade** – Helps the Sunday school teacher with lesson plans and classroom management. Time commitment is one hour.
- **Sunday School Music Leader** – Teaches children ages two years through second grade age appropriate “Bible Songs”. 9:45 – 10:00 AM each Sunday, August through May, plus planning time.
- **Sunday School Teacher: Adults** – Teaches or Co-Teaches an adult Sunday school class. Time commitment is one hour each Sunday plus planning time.

- **Sunday School Teacher: Children/Youth (Pre K-12th grade)** – Teaches children ages two years through high school in age-level classes. Teaching opportunities are available for year round teachers and co-teachers or for teaching quarters (teach either fall, winter or spring quarter). Time commitment while teaching is one hour on Sunday mornings plus planning time.
- **Sunday School Teacher Substitute** – fill in on an as needed basis for an Adult or Children’s Sunday School Teacher. Time commitment varies.
- **Vacation Bible School Coordinator** – Plans and Coordinates Vacation Bible School which is held during June or July each Summer. Planning usually begins in February. Time commitment varies.
- **Vacation Bible School Decorator** – thematically arrange and decorate church with the year’s VBS message.
- **Vacation Bible School Helper** – Helps the Center leader with their activities and classroom management or serves as a group guide for small groups of children. 3 hours per day during the week of VBS.
- **Vacation Bible School Station Leader** – Plans and leads center activities such as crafts, music, storytelling, recreation, science, snack, etc., during the week of Vacation Bible School. Time commitment is 3 hours per day the week of VBS plus planning time.

New Member Team

Review current processes of involving new members in ministry and activities at Grace. Review all aspects of how we currently welcome visitors. Involves all levels of communications to encourage new members welcomed into our church family.

- **Muggers** – Members of the team deliver a coffee mug full of information about Grace to visitors at their homes within a day or so after they visit Grace.
- **Reception** – helps serve cake and take photos of new members on New Member Sunday, usually the Sunday following the New member class, during the 9:45 AM coffee fellowship.
- **Team member** – meets monthly or as needed to coordinate new member receptions.

NURSERY

The Nursery is committed to providing experienced adult nursery workers to care for children's physical and emotional wellbeing in a safe, loving environment. In addition to the two paid nursery workers, lay volunteers are integral in providing care during Sunday worship services, Sunday school, other scheduled events and special services for children 0-48 months.

- **Nursery Committee** – meets as needed to discuss and provide improvements to the nursery.
- **Nursery Volunteer** – Church members over the age of 14 assist the paid nursery workers by greeting and getting to know the families who use the nursery and to welcome them into the total life of the Grace congregation. Volunteers can expect to be scheduled every six to eight weeks depending on the service.

OUTREACH

The Outreach Committee is the arms and legs of Christ's body that reaches out to our community and to the world. God encourages us to participate in ministries of compassion and benevolence by serving those people who have special needs.

- **Angel and Giving Trees** – provide gifts for children and adults in low income housing at Christmas.
- **Bereavement** – This ministry serves members and their families in the event of a death. Working with the Pastor and staff, receptions and meals are arranged for grieving families either here in the church or delivered to their homes, usually on the day of the funeral.
- **Christmas Parade** – The City of Rock Hill starts its annual Christmas Parade from our church. We serve popcorn and apple cider and open our church doors to the people of Rock Hill. About 2-3 hours on night of parade. One hour extra for organizer.
- **Committee Member** – Meets bi-monthly the 2nd Wednesday evening at 5:30 PM for about one hour.
- **CROP Walk** – raises money for Church World Services to provide support services to fight hunger globally and in our local community. Once a year, several hour commitment.
- **Easter Baskets of Blessings** – provides food, personal hygiene items and other Easter surprises to those who receive Meals on Wheels.
- **Ebenezer Ave. Elementary** – This outreach to our community is a result of the South Carolina Synod Initiative that invites us to partner with our schools. There are a variety of ways that we do this in order to support teachers and students, both individually and as a group.
 - **Deliver Cupcakes** – purchase and deliver cupcakes once a month to students to celebrate their birthdays.
 - **Mentor** – are matched up with a student and provide one on one attention to students during their lunch time.
 - **Provide Lunch** – help make and/or serve lunch to teachers twice a year, once at Christmas time, once at the end of the year.
 - **Tutor** – are matched up with a student and provide one on one instruction to students on reading and math skills

- **Family Promise** – Grace Lutheran Church works in partnership with other York County churches by working with Family Promise (non-profit organization) hosting homeless families for one week at a time. You can help us by purchasing food and supply items; preparing evening meals; hosting our guest during the night; preparing and taking down of portable beds. Time is variable depending on what you sign up for.
- **GraceC Quilters** – meets Wednesday mornings at 9:30 AM to make quilts to give to chemotherapy patients.
- **Habitat for Humanity** – From time to time, Grace has participated in a “Faith Build” with other churches in Rock Hill. The ministry includes actual work on the Habitat house, monetary contributions for building supplies, and providing meals for the workers.
- **Hunger Outreach Program (aka HOP)** – Starting each September and winding up in May, Grace and other Rock Hill churches purchase food and prepare food and go out into our community and deliver 250 meals to needy people each night. Grace Lutheran does these trips on the first Thursday and Friday of each month. This would be a wonderful starting point on your new membership in this committee! About two hours on each day of service.
- **Prayer Chain** – A prayer chain consisting of Grace members are in touch via email and phone whenever special prayer is requested.
- **Prayer Shawl Ministry** – Prayer Shawls are knitted or crocheted by members of Grace for distribution to shut-in members, Hospice patients, and others who are in need of comfort and compassion. Members also knit baby blankets to be given to newborns or infants at their baptisms.
- **Scouting** – Cub Scouts is for boys ages 1st grade or age 7 to 5th grade or age 10 and meets Mondays from 6:30 – 7:30 PM. Boy Scouts is for boys ages 11 to 18 years and meets Tuesday evenings from 7:00 – 8:30 PM during the school year, Mondays in summer.
- **Second Harvest Mobile Food Truck** - assist once a year with unloading, packaging and distribution of food at Flint Hill Baptist Church.

PARISH LIFE

Parish Life coordinates and executes Souper Bowl Sunday, Easter Breakfast, Lenten Soup Dinners, church picnic, Thanksgiving dinner, as well as assist with and participate in special occasions, such as receptions for new pastors, pastors leaving, etc. Parish Life needs some help with all the above: setting up and taking down tables and chairs before all the events - please prayerfully consider how you can help from time to time.

- **Bridge Club** – meets 2nd and 4th Tuesday of the month to play bridge.
- **Chair / Co-Chair** – Coordinate meetings and events. Work with committee members to come up with new ideas and activities.
- **Committee Member** – meets about 6 times per year with meetings lasting about one hour.
- **Help with Special Events** – supports various Parish Life teams on an as needed basis for whatever work needs doing. Time commitment varies.

- **LAFF (Lutheran Adult Fun and Fellowship) –**
We meet once a month for dinner at a member’s home or one of our favorite restaurants. We schedule other fun activities in between.
- **Seniors@Grace –** This group of seniors at Grace meets the third Thursday of every month for lunch and fellowship. Various other activities are scheduled throughout the year.
- **Softball –** We are a Co-ed team; practices start around Feb-March; spring season, usually 14 games playing twice a week (Tuesdays & Thursdays) during evening hours at Cherry Park; attendance at all games not required; prior softball/baseball experience not required; age-16yrs and up; out of pocket fees minimal since shirts & registration are paid by Grace. We would love to add new talent to the team.
- **Sunday Morning Hospitality –** Provide breakfast snacks and beverages for the congregation after the 8:30 AM service.
- **Supper Club –** This group provides an opportunity for members of the congregation to develop relationships with fellow members. They meet in member’s homes in January, March, May, July, and September; usually on the third Saturday of the month.
- **Women’s Retreat –** yearly getaway to Lutherock for rest, renewal and refocus.

PLACE OF GRACE

The purpose of Place of Grace is to provide cost-effective rental space to area non-profits, close to the community they serve.

- **Committee Member** - be willing to serve on the Place of Grace Committee.

PROPERTY

If you enjoy working around the house or have special skills such as electrical, painting, or plumbing, come and join us. If you aren’t able to meet monthly but could help from time to time, please contact the Property Chairman so we can help you use your talents to help us keep Grace Church running smoothly.

- **Care for Church Gardens –** Work during week and/or weekends as your time permits planting, weeding and watering garden areas.
- **Committee Member –** Meet on second Saturday morning of each month for two to four hours. Have breakfast, fellowship and business for about an hour, then work at church changing light bulbs, unstopping sinks, fixing doors that don’t close and other general light maintenance work.
- **Help on Clean-Up Days –** Spend two to four hours twice a year to clean up grounds, remove leaves from gutters, prune trees and shrubs.
- **Help with Recycling** - assist with collection and removal to the curb of the recyclable materials collected weekly.
- **Kitchen Keepers –** monitor the kitchen on a weekly basis keeping track of supplies, taking care of the equipment use and cleaning.
- **Landscaping Projects –** Help occasionally to clean weedy growth from around parking lots and spread pine straw/mulch.
- **Maintain Church Vehicles –** Check and maintain fluids and pressures, rotate tires, change windshield wipers and minor maintenance work. Get vehicles serviced on periodic basis and as needed for repairs.
- **Special Projects** - Volunteer to work on special Property Committee Projects.

PUBLIC RELATIONS

Develop and implement plan to improve communications within the congregation as well as to the community. Utilize publications, graphic design, media relations, photography, social media and the church's web site to promote the Church.

- **Bulletin Boards** – keep bulletin boards around the church up to date with current news, members, group happenings, etc.
- **Committee Member** – meets 6 times a year to develop and implement communications plans for the congregation and community.
- **Graphic Design** – develop brochures and other communication items. Help with creating narrative budget.
- **Media Relations** – communicate and advertise in newspapers and magazines (The Herald, Living Lutheran, The South Carolina Lutheran, etc.) events and programs at Grace.
- **Photography** -take photos of events for publication in media outlets.
- **Social Media** – publicize Grace events on Facebook, Instagram, Twitter, and other current social media outlets.
- **Website Updates** – keep the Grace Lutheran website up to date.

SAFETY COMMITTEE

Provides a safe place to worship, removes fear from the minds of the members and visitors who attend, provides physical security of the building and its contents, works with local law enforcement agencies to prevent crime.

- **Safety Committee Member** - be willing to serve on the Safety Committee. Meets monthly for about an hour to discuss various aspects of safety around the church grounds.

STEWARDSHIP

The Stewardship Team conducts yearly Stewardship Campaign, organizes dinners to give thanksgiving for all that God has done for Grace.

- **Committee member** - meeting monthly for about one hour planning various aspects of a stewardship campaigns.
- **Temple Talks** – share with the congregation at worship services how God has worked in your life in regard to stewardship. Time commitment varies.
- **Time and Talent** – Improve the methods and processes used to promote involvement with our various ministries. Implement a system for tracking and recognition.

TECHNOLOGY COMMITTEE

The Information Technology (IT) Committee exists to manage, maintain, and provide guidance and direction over the computer systems, software, web page, electronic mail, and Internet presence of the congregation.

- **Committee Member** – Meets as needed. Long range planning and design for replacement of hardware/software/security devices, etc. and overall technology needs for the church and the groups that utilize the space.
- **Hardware Helper** - Coordinates repair of hardware covered by vendor maintenance agreement. Perform minor desktop hardware repair for PC computer equipment and peripherals that are not covered by maintenance agreements. Aid in creation of “best practices” for maintaining office hardware. This would include inventory of current hardware, plan/budget for periodic hardware refresh, plan and audit of data backup, installation and verification of Windows updates, and automated execution of a reliable Anti-Virus/Spyware software package.
- **IT Guru** - Set up and assist in the configuration of PC desktop hardware, software and peripherals. Diagnoses and resolves user network or local printer problems, PC hardware problems, e-mail, Internet, and local-area network access problems.
- **Software Specialist** – keep all PCs in current software conformance condition by ensuring licenses are included in yearly budget and installed in a timely fashion.

WORSHIP and MUSIC

Worship and Music is responsible for oversight of all worship activities to ensure worship services are conducted in accordance with Lutheran tradition and teaching. They supervise, train, schedule and support all worship assistants. They provide for use and care of all paraments, vestments, altarware, decorations and materials used in worship. They coordinate worship related projects and conduct planning for future worship needs. Worship and Music decorates and prepares the sanctuary for special services such as Easter and Christmas.

- **Accompanist** – intermediate and advanced pianists willing to accompany Grace Alone or Parish Choir. Also anyone interested in providing special keyboard music at the beginning of communion.
- **Alleluia Ringers** - advanced ensemble bell group meets on an as needed basis and performs three to four times throughout the fall/winter/spring.
- **Altar Guild** – Altar Guild members prepare the sanctuary for worship, set-up and clean-up for Holy Communion. Scheduled on a monthly basis.
- **Bake Communion Bread** – three or four times a year, special services require special communion bread.
- **Brass Ensemble** – This group is comprised of advanced High School through adult brass instrumentalists and rehearses two times a month in the fall and spring. And they usually play once a month and/or on special services.
- **Children’s Choir** – Sunday School aged singers who rehearse Sundays at 4:00 PM during the school year.
- **Christmas Music Festival** – meets October through December to prepare songs and hymns for annual Christmas Program.

- **Committee Member** – meets eight to ten times per year with meetings lasting about one hour. Decorates and prepares sanctuary for special services at Easter and Christmas.
- **Drama Participation** – participate in Lenten dramas on Wednesday nights or at other special worship services. Time commitment varies.
- **Festival Choir** – A combination of Parish Choir, Grace Alone, and others to perform on special occasions.
- **Grace Alone Choir (8:30 am)** – Grace Alone Choir sings at our 8:30 AM worship service each Sunday. The choir rehearses every Monday evening from 7:20 – 8:30 PM.
- **Grace Alone Musicians (8:30 am)** - play for our 8:30 AM worship service each Sunday. The musicians rehearse every Monday evening from 7:20 - 8:30 PM.
- **Grace Ringers** – (*Men, Women, Older Youth*) This group plays during worship services, usually once each month. No previous experience necessary! They practice on Monday evenings from 6:20 – 7:20 PM.
- **Home Communion Ministry** – provides communion to shut-ins. Scheduled every other week.
- **Instrumentalist** – Special solo instrumentalist including flute, trumpet, saxophone, violin, etc. willing to play for services or special occasions.
- **Music Assistant** – Individuals willing to assist with organization of music library, lead children’s music times, etc.
- **Parish Choir (11:00 am)** – The Parish Choir sings at our 11:00 AM worship service each Sunday. The choir rehearses every Wednesday evening from 7:00 – 8:30 PM.
- **Sound System Operator** – help with ensuring microphones and hearing loop are in good operational condition during Sunday services. Scheduled weekly or as needed.
- **Worship Assistants**
 - **Acolyte/Torchbearer** – Acolytes and torchbearers light and extinguish candles, carry the torches in procession and assist with the offering. Scheduled on a weekly basis.
 - **Communion Assistant** – Communion Assistants serve the chalice for Holy Communion and serve as book bearer for processions. Scheduled on a weekly basis.
 - **Crucifer** – Crucifers lead all processions carrying the processional cross. Scheduled on a weekly basis.
 - **Greeter** – Greet members and visitors before and after each service. Scheduled on a monthly basis.
 - **Lector** – Lectors read the first and second lessons, and lead in a responsive reading of the psalm, in worship each Sunday. Scheduled on a weekly basis.
 - **Petitioner** – Petitioners read the Prayers of the People at worship each Sunday. Scheduled on a weekly basis.
 - **Sacristan** – The Sacristan assists the pastor in preparing the sanctuary and the worship assistants before each worship service. Scheduled on a monthly basis.

- **Usher** – Ushers distribute the worship bulletins and meet any needs the worshipers may have before, during and after the service. Scheduled on a monthly basis.

YOUTH AND FAMILY MINISTRY

Youth and Family meets throughout the year to plan and provide support to staff and lay ministers who are involved with youth and families' ministries.

- **Committee Member** – meet as needed through the program year to assist pastor with planning and programming execution.
- **GYM Participant** – Participants of Grace Youth Ministry range from 6th to 12th grade. All participants are able to come to meetings on Sunday evenings, the beach retreat and the winter ski retreat, and service events. High School students (finished 9th through 12th grade) are able to attend the mission trip and national youth gatherings. There are also a variety of synod events available for different age groups.
- **GYM Prepare Meals** – Provide a simple meal for a Sunday night meeting.
- **Lutheroad Helper** – assists Lutheroad organizer in preparing facility for Novus Way's traveling camp team. One week in the early summer daily. Time commitment varies with level of involvement.
- **Lutheroad Organizer** - coordinate with Lutheridge organizing meals and lodging for counselors, daily field trips and transportation, as well as building use coordination. Time commitment one week during the camp, varies in preparation time.

- **Youth Advisor** – must be 24 years of age or older and have on file SLED background check. Adults who have a heart for youth and their faith formation. As an authentic adult you must be trustworthy and transparent; willing to share your faith and life's story with the youth of Grace. As an available adult you must be willing to spend time getting to know the youth of our congregation individually; keep up with the youth ministry calendar and attend a majority of the gatherings and events. Youth Advisors will be responsible for assigned activities during the Sunday evening programming and help the youth develop their leadership skills. As affirming adults, our youth advisors will affirm God's love, grace and mercy for our youth and in their lives.
- **Youth Chaperone** – must be 24 years of age or older. Host special events at your house or chaperone events and retreats.