

GRACE LUTHERAN CHURCH 2020

Time and Talent Opportunities Description Booklet



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 some items.

The Stewardship Committee invites you to spend a few minutes reflecting on the many gifts with which God has blessed you with, review the ministry descriptions, and thoughtfully respond to the Time and Talent Survey.

During the 2020 Time and Talent season (March 1-29), paper copies of the Description Booklet and Survey are available in the Fellowship Hall. A plate for you to return completed surveys is located in the Narthex.

Thank you in advance for your participation.

The Stewardship Committee

(updated 20 February 2020)

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 Helper** – needed during the morning hours of weekdays answering phones, weekly bulletin assembly.
- **Council Nominee** – willing to participate on ballot for election of Council members. Council member terms are three years.
- **Synod Assembly Delegate** – Lay volunteer to represent Grace at annual Synod Convention (2-3 days).

CAMPUS MINISTRY (WELCM)

The WELCM Advisory Board 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.

- **Advisory Board Member** – Meet 6 times a year or as needed to plan and discuss WELCM and ways to support the ministry.
- **Guest Speaker** – speak 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 comprised of members who have planned a gift to Grace through their will, estate, trust, life insurance policy, annuity, or other charitable gift avenues.
- **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. 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 to review books; usually in the Spring.
- **Committee Member** – meets about 12 times per year with meetings lasting 1-2 hours.
- **Offering Tabulator** – collect offerings following the services. Count and reconcile receipts. Serve for a Sunday on a rotating schedule
- **Treasurer** – An elected officer, shall on behalf of the congregation have charge and custody of and be responsible for all funds and securities of the congregation (except endowment), pay all bills, pay all payroll, make regular reports of the congregation's financial condition, be responsible for all returns and reports to taxing authorities, and perform any other duties assigned by the Congregation Council. Is a member of the Executive Committee.
- **Assistant Treasurer** – An elected officer, assists the Treasurer in all matters for which the Treasurer is responsible.
- **Financial Secretary** – An elected officer, shall on behalf of the congregation receive income from all sources, give receipts for contributions, timely deposit contributions, compile and be custodian of the congregation records, listing all income, and when requested or required, authenticate any such records. Is a member of the Executive Committee.
- **Assistant Financial Secretary** – An elected officer, assists the Financial Secretary in all matters for which the Financial Secretary is responsible.

HEALTH & WELLNESS

Health & Wellness is committed to the concept of a holistic ministry of health and wellness. This group views people in an integrated way combining body, mind, and spirit. Both lay and professional people make up the team.

- **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.

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.

- **Committee Member** – Meets as needed in order to plan curriculum, support teachers, and plan special events such as Rally Day.
- **Confirmation Volunteer** – Works with a pastor to support Confirmation Events for 7th & 8th grade Youth and their adults. 3-4 hours per Event.
- **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.

- **Communion Volunteer** – works with a pastor teaching children about the sacrament of Holy Communion. 2-4 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 4th grade** – Helps the Sunday school teacher with lesson plans and classroom management. Time commitment is one hour per Sunday
- **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 teachers and co-teachers. Time commitment 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 (June 29-July 3, 2020). 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 COMMITTEE

The New Member Committee seeks to involve new members in the ministry and activities at Grace.

- **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.
- **Committee member** – meets monthly or as needed to coordinate new member lunch & learns and 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.

- **Committee Member** – 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, welcoming them into the total life of the Grace congregation. Volunteer schedule varies.

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 pastors 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. Follow-up care is provided in the year following a death. Time commitment varies.
- **Christmas Parade** – The City of Rock Hill starts its annual Christmas Parade near our church. We serve popcorn and hot chocolate 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 monthly the 2nd for about one hour.
- **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.
 - **Mentor** – be matched with a student and provide one on one attention 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** – be matched with a student and provide one on one instruction.
- **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 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 and prepare food and go out into our community to deliver 200 meals to needy people each night. Grace Lutheran does these trips on the first Thursday and Friday of each month. 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.
- **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 Easter Breakfast, Lenten Soup Dinners, church picnic, Thanksgiving dinner, as well as assist with and participate in special occasions. Members also help with setting up and taking down tables and chairs before all the events.

- **Bridge Club** – meets 2nd and 4th Tuesday of the month to play bridge.
- **Help with Special Events** – supports various Parish Life teams on an as needed basis for whatever work needs doing. Time commitment varies.

- **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.
- **Sunday Morning Hospitality** – Provide breakfast snacks and beverages for the congregation after the 8:30 AM service.
- **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** – Focus on care of the building and hospitality for our tenants. Attend meetings monthly, about 1 hour.

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 Chair so we can help you use your talents to help us keep Grace Church running smoothly.

- **Beautification** – decorates the church for various events and liturgical seasons and helps with building improvement ideas and processes. Makes our space welcoming and hospitable who all who gather here.
- **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 (rotating schedule).
- **Landscaping Projects** – Help occasionally to clean weedy growth from around parking lots and spread pine straw/mulch.
- **Maintain Church Vehicle** – Check and maintain fluids and pressures, rotate tires, change windshield wipers and minor maintenance work. Get vehicle serviced on periodic basis and as needed for repairs.
- **Special Projects** - Volunteer to work on special Property Committee Projects.

PUBLIC RELATIONS

Facilitate 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 website up to date.

RACHEL'S RING

Rachel's Ring designs, creates, and sends greeting cards to members and friends of Grace to recognize various life moments and milestones.

- **Rachel's Ring Volunteer** – participate in any/all parts of designing, creating, and sending cards once a month.

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.

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

STEWARDSHIP

The Stewardship Team conducts the yearly Stewardship Drive and Time and Talent Survey, encourages and thanks congregants for their generosity of time, talent, and treasure, and shares stories of ministry happening at Grace.

- **Committee member** - meeting monthly for 1-2 hours planning various programming.
- **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** –Promote involvement with our various ministries. Support a system for tracking and recognition.

TECHNOLOGY COMMITTEE

The Technology 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 Consultant** - 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 and software problems, e-mail, Internet, and local-area network access problems.

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, 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 and seasons such as Easter and Christmas.

- **Accompanist** – intermediate and advanced pianists willing to accompany Grace Alone or Parish Choir.
- **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 use communion bread.
- **Christmas Music Festival** – meets October through December to prepare songs and hymns for annual Christmas Program.
- **Committee Member** – meet eight to ten times per year with meetings lasting 1-2 hours. Decorate and prepare sanctuary for special services and seasons.
- **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** – Handbell group plays during worship services, usually once each month. No previous experience necessary! Ringers practice on Monday evenings from 6:20 – 7:20 PM.
- **Home Communion Ministry** – provides communion to shut-ins. Schedule varies.
- **Instrumentalist** – Special solo instrumentalist including keyboard, flute, trumpet, saxophone, violin, etc. willing to play for services or special occasions.
- **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.
- **Young Youth Choir** – Kindergarten-5th grade, rehearse on Young Youth Sundays at 4:30 pm.
- **Youth Choir** – 6th-12th grade ensemble. Involves singing, playing instruments, dramatic interpretations, etc.
- **Worship Assistants**
 - **Acolyte/Torchbearer** – Acolytes and torchbearers light and extinguish candles, carry the torches in procession and assist with the offering.
 - **Communion Assistant** – Communion Assistants serve the chalice for Holy Communion and serve as book bearer for processions.
 - **Crucifer** – Crucifers lead all processions carrying the processional cross.
 - **Greeter** – Greet members and visitors before and after each service. Scheduled on a monthly basis.
- **Lector** – Lectors read the first and second lessons and may lead in a responsive reading of the psalm in worship.
- **Petitioner** – Petitioners read the Prayers of the People in worship.
- **Sacristan** – The Sacristan assists the pastors 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 pastors with planning and programming execution.
- **GYM Adult Volunteer** – assist a pastor in leading a meeting or event, connecting with the Youth and encouraging participation and inclusion. Must be at least one year post-high school and have ceased participation in GYM for one full year. 1.5-2 hours.
- **GYM Participant** – Participants of Grace Youth Ministry range from 6th to 12th grade. Activities include meetings on Sunday evenings, beach retreat and ski retreat, and service events. High School students (9th through 12th grade) are eligible to attend the mission trips and youth gatherings. There are also a variety of Synod events available for different age groups.
- **GYM Snack**–Provide a simple snack for a Sunday afternoon meeting.

- **GYM Trip Leader** – help lead an offsite GYM trip, serving as an accountable and responsible leader, facilitating the Youths’ participation, connection, and inclusion. Must be at least 4 years post-high school or equivalent, such that the adult leader will not have been in high school with any of the current youth.
- **Young Youth Adult Volunteer** – assist a pastor in leading a meeting or event, connecting with the Young Youth and encouraging participation and inclusion. 1-1.5 hours.
- **Young Youth Participant** – Kindergarten – 5th graders join in activities on bi-weekly Sunday afternoons during the school year to grow in faith together.