



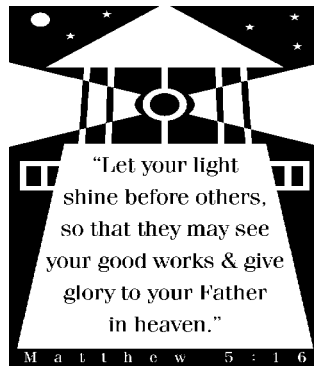
***“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.”***

***1 Peter 4:10***

# TABLE OF CONTENTS

## I. CHURCH ADMINISTRATION (DESCRIPTIONS)

Administrative Board.....	4
Audit Committee .....	4
Board of Trustees .....	4
Endowment Committee .....	4
Finance Committee .....	4
Lay Leadership Committee .....	4
Pastor/Staff-Parish Relations Committee .....	5



## II. WORK AREAS & COUNCILS (DESCRIPTIONS)

Church and Society Work Area.....	5
Council On Ministries .....	5
Education Work Area.....	6
• Adult Council.....	6
• Children’s Ministries Action Team .....	6
• Family Life Council .....	6
• LOGOS .....	6
• Older Adult Council .....	6
Member Care Work Area .....	7
Missions Work Area.....	7
S.O.W. & Grow Team .....	7
Worship Work Area.....	7

### III. PROGRAMS & MINISTRIES

Adult Ministries .....	8
• Christian Education Opportunities .....	8
• Fellowship/Support .....	10
• Recreation Opportunities .....	12
Children's Ministries.....	12
• Sunday Sch./Nursery/Covenant Club .	12
• Vacation Bible School.....	13
Educational Ministries: Other .....	14
Family Fellowship Ministries .....	14
Finance Campaign .....	16
LOGOS.....	16
Member Services .....	19
Outreach Ministries .....	23
Sunday Worship Ministries .....	25
• Communion .....	25
• Hospitality Ministries .....	26
• Other Sunday Worship Ministries.....	27
Worship Arts Ministries.....	28
• Drama/Dance/Visual Arts.....	28
• Instrumental Music.....	29
• Vocal Music .....	30
Youth Ministries .....	31
• Christian Education .....	31
• Confirmation Youth Leaders .....	31
• UMYF.....	32
Special Skills Ministries .....	32



# MINISTRY DESCRIPTIONS

## I. CHURCH ADMINISTRATION

### Administrative Board

The basic policy-making body of the church that also determines the operating budget after hearing recommendations from the Finance Committee. Hears reports from the various work areas concerning programs and projects, and offers evaluations and recommendations.

### Audit Committee

Annually reviews all expenditures made by groups within the church that have accounts, and also reviews the annual report made by the church treasurer.

### Board of Trustees

Charged with general oversight of the property concerns of the church, which includes the parsonage. Authorizes smaller maintenance projects and makes recommendations to the Administrative Board concerning more extensive needs.

### Endowment Committee

Oversees the investment of the church Endowment Funds and implements recommendations approved by the Administrative Board. Also sponsors occasional workshops on "Will and Estate Planning."

### Finance Committee

Responsible for the overall financial management of the church; oversees the finance campaign to raise the funds to meet the budget; builds the budget and makes recommendations to the Administrative Board for approval; and provides regular oversight of the financial situation including tracking cash flow and expenditures of the other groups.



### Lay Leadership Committee

Calls people to share in the ministry of the various Work Areas and Committees according to an individual's gifts and interests. Requires knowledge of the responsibilities of the Work Areas in the church and knowing individual church members.

### Pastor/Staff-Parish Relations Committee

Responsible for keeping the pastors and staff advised about conditions within the congregation as they affect relations between them, such as congregational expectations and priorities. Also responsible for developing and approving written job descriptions; evaluating the pastors; providing the Bishop and District Superintendent with a profile of the church and pastoral skills needed when there is a change in pastoral appointments; making recommendations to the Administrative Board and Charge Conference concerning salaries, expenses and housing for clergy; identifying continuing education needs; interviewing, hiring and setting salaries for candidates for staff positions; and, encouraging/supporting persons interested in the ministry.



## II. WORK AREAS & COUNCILS

### Church and Society Work Area

Helps keep the congregation aware that the Gospel is both personal and social. Brings the resources of the church to bear upon the local and global social issues and conditions that confront us. Responses may be in one or all of four categories: social service, social education, social witness and social action. Provides funding for outreach programs in the Midland area, as well as a few throughout Michigan.

### Council On Ministries

Comprised of the chairpersons of the Work Areas and Committees of the church. Reviews the total program, reviews current activities and plans for future activities. Works at visioning, strategizing new ministries and cooperation of work areas for effective ministry.

## Education Work Area

Encompasses all areas having to do with the educational life of the church. Conducts bi-monthly meetings to evaluate and coordinate current programs and to propose new ideas/programs/activities aimed at all age levels.

The following Councils are part of the Education Work Area:

- **Adult Council**  
Assists in planning and implementing educational programs for adults. Programs meet a broad spectrum of needs and meet in a variety of settings.
- **Children's Ministries Action Team**  
Helps plan and implement programs, and oversees activities and classes aimed at children from nursery through the elementary grades.
- **Family Life Council**  
Provides activity-based programs to promote Christian fellowship and fun for all people within our church family.
- **LOGOS**  
LOGOS is a midweek, four-part intergenerational ministry designed to nurture children and youth into lifelong Biblically-informed disciples.
- **Older-Adult Council**  
Assists in planning and implementing educational, fellowship, and spiritual programs for adults 65 years and older. Also assists with recognition of special events and milestone events.



### Member Care Work Area

Responsible for promoting the care of the spiritual, emotional and physical well being for the members of the congregation. Currently responsible for Stephen Ministry, Parish Nurses, Prayer Ministry, Senior Member Care, Grief Recovery, Sunday Coffee Fellowship, and Hospital Visitors.

### Missions Work Area

Determines outreach needs and establishes a program of information, funding, and involvement for the church to meet these needs. (The outreach is throughout the state, nation and world.) Works with specific ministries to provide communication and acts as a liaison between the ministries and the church.

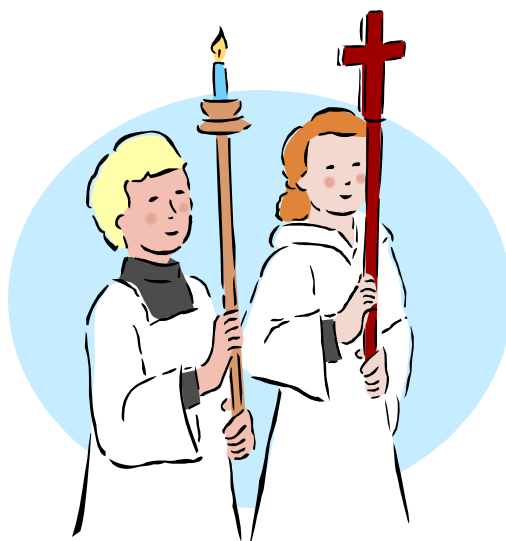


### S.O.W. & Grow Team

Implements and leads efforts, in partnership with the church community, that invite and grow disciples. Develops programs of Spiritual Outreach and Welcoming for the congregation and community, while nurturing and encouraging each member to continue their journey of faith.

### Worship Work Area

Responsible for ensuring an orderly service of worship and for the many "behind-the-scenes" activities involved in the worship services.



### III. PROGRAMS & MINISTRIES

#### A. ADULT MINISTRIES

##### 1. Adult Christian Education Opportunities

###### Adult Sunday School

Classes meet during the second service and, occasionally, between services. These are on-going classes that engage in a variety of studies. New participants are always welcome.

###### Christian Believers Study

A two-year, twice monthly program that concentrates on the classical doctrines of the Christian faith – those that emerged early in Christianity and have remained central to Christian teaching through the centuries. Bible study, a study guide, and a book of readings prepare students for the class.

###### Christian Book Club

Read and discuss books by Christian authors. This group meets off-site every four-six weeks for lunch and book discussion.

###### Companions In Christ Study

Join this 28-week small group study if you desire a deeper relationship with Jesus and are ready to explore new dimensions of prayer and reflection.

###### Disciple Bible Studies

A series of in-depth studies, excellent for both new and experienced Bible students. Disciple classes meet weekly or twice a month for 28-34 sessions (depending on the course). Participants do weekly Bible reading and background reading from the student manual. Classes include a video presentation by a Biblical scholar, and discussion. New classes begin in September.



Disciple courses include:

- Disciple I: Becoming Disciples Through Bible Study - An overview of the Bible.
- Disciple II: Into the Word, Into the World - A study of Genesis, Exodus, Luke and Acts.
- Disciple III: Remember Who You Are - A study of the Prophets and the Letters of Paul.
- Disciple IV: Under the Tree of Life - A study of the Writings, Books of Poetry, Gospel of John, and Revelation.

#### Jesus In The Gospels Study

A two-year, twice monthly program (Sept.-May) that focuses on Jesus Christ in the four Gospels. These portraits of Jesus help participants come to new understandings of who Jesus is and what Jesus means to them.

#### Lois Woodward Study Circle

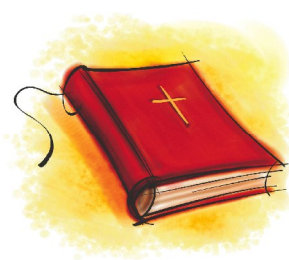
The program of study changes annually. The group meets in the Hearth Room on the 3<sup>rd</sup> Tuesday of each month, Sept.-May, at 9:15 a.m. New participants of all ages are welcome! This is a UMW circle.

#### Monday Morning Bible Study

Dr. Keyworth leads this study of various books of the Bible, providing insights and background information while encouraging group discussion. New participants are always welcome!

#### Short-Term Faith Studies

During the Fall and Lenten Faith Studies a wide variety of short-term, six-eight week classes are offered. Classes range from Bible study to parenting to discussions of contemporary issues.



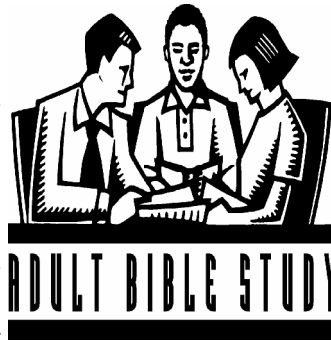
#### Small Groups

Everyone is welcome and invited to participate in a Small Group. 'Small Groups' are people helping people grow in faith and discipleship through a Christ-centered, accepting, mutually supportive community. They meet regularly for prayer, Bible study, and fellowship.



### Teacher/Leader for Adult Classes

If you enjoy working with small groups and facilitating discussion, you are invited to learn more about opportunities for leading short-term classes. Resources and support are available.



### Young Adult Bible Study

Come meet other young adults and dig into the Bible. All questions are welcome! Meets for one hour weekly. The group is designed especially for those aged 21-30, in school or working.

## 2. Adult Fellowship & Support Opportunities

### Fellowship Unlimited

This fellowship group is for singles and couples in the 30 to 60 year old age range (but anyone is invited!) We meet once monthly from August to May. The program and activities vary from month to month. New members are welcome to become involved! Members can attend every event or pick and choose those that fit their schedules.

### First Friends

Fellowship group for singles and couples in their 20's and 30's. Please watch the newsletter for our activities schedule. Come check us out! New members are always welcome!



### First Trekkers

Mixing meaningful field trips with fun, adventure, and perhaps eating out, this group is on the go! Come when you can; all ages, single or married, are welcome!

### FUMC Diners

This is a small group of people with an "empty nest" and no spouse at home who enjoy sharing dinner and Christian fellowship at various restaurants in the Tri-City area. They would love for more folks to join in the fun!

### Matthew 25:35 Circle

This "action" group does a variety of service projects and social outreach activities. (Also included is a lot of fun and perhaps going out for dinner or dessert afterwards!) The group

meets on the 3<sup>rd</sup> Monday of each month, Sept.-May. Open to all ages, the group welcomes new members to join in at any time!

#### Mothers Together

A group of mothers of young children (infants, toddlers and elementary age) that meets for fellowship and Bible study. The group meets on the first Tuesday of each month at 7:00 p.m. (Childcare is available.) Members are welcome to attend as much or as little as their schedules permit.



## Fellowship

#### New Fellowship & Recreation Groups

We are anxious to start new fellowship groups with an interested core of participants. Let us know of your interests, and we will help get things started!

#### Prayer Groups

\*Please see page 21, "Member Services - Prayer Support."

#### Seasoned Adults

This group is for those who are 60+ years young! They meet once monthly (Sept.-May) for a potluck and program. New members are always welcome.

#### Simply Social

Occasional events for adults of all ages that are 'simply social'! No regular commitment, just come for a good time.



#### United Methodist Men

Meet for fellowship, breakfast, devotions, program, and an occasional service project on the 3<sup>rd</sup> Saturday of each month. All men are welcome and encouraged to come!

#### United Methodist Women

Meets four times per year for fellowship, devotions,

service opportunities and a supportive community. New members are always welcome to come as they are able.

### 3. Adult Recreation Opportunities

#### Aquasize

Enjoy a great, low-impact workout, plus terrific fellowship, in a private, indoor, warm-water pool. This class is open to beginners as well as veterans of Aquasize. All are welcome!

#### Bridge Groups

Two groups meet regularly: a ladies group meets each month in the afternoon at members' homes; and a co-ed group meets in the church parlor (couples and singles are welcome).

#### Men's Basketball

Our team is part of the Community Center League and we play Dec. - Feb. Come join the action and have some fun!

#### Methodist Friends Bowling League

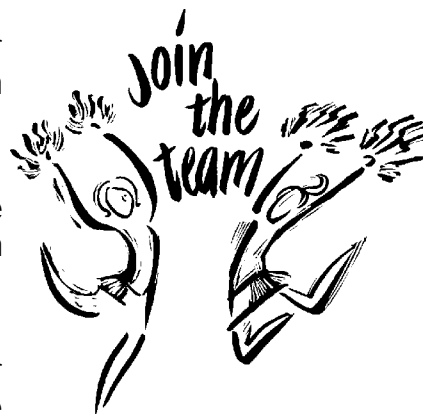
Any skill level is welcome – come join the fun! Three-person teams meet at Northern Lanes. (Free babysitting is available.)

#### Summer Softball

UMM sponsors a team for men and older teens. A women's or co-ed team can be organized if there is interest. Games are relaxed and fun – please join us! We meet one evening per week, May – Aug., for games.

#### Volleyball

FUMC sponsors a co-ed team that plays a six-week season, March - April. Open to all (experienced and novice players) who would like to join the fun and fellowship—and get some exercise!



## B. CHILDREN'S MINISTRIES

### 1. Sunday School/Nursery/Covenant Club

Children's Ministry Action Team Coordinator  
Assist the Director of Children's Ministries in setting the agenda and leading CMAT. Support the children's programs with prayers and presence. Help organize Team members for program implementation.



### Children's Ministry Action Team Member

Members of the Children's Action Team assist in planning, implementing, and organizing programs for children, infant-5<sup>th</sup> grade. Sub teams include Sunday School, Home Visitor, VBS, Fellowship, Nursery/Childcare, Hospitality, Short-term Classes, and Special Events.

### Ark Room Volunteer

Assist or teach in the Ark Room class for children with special needs during worship services and for special events. Regular and on-call volunteers needed.

### Attendance Worker

Help one-two times per month on Sunday mornings by collecting the children's offering and recording the attendance for each class.

### Children's Table Greeter

Help at the children's table in the Parlor on Sunday mornings greeting children as they enter and passing out art bags for children to use during the worship service.

### Covenant Club Assistant

Help lead activities once a month for the 4th and 5th grade fellowship group.

### Nursery Helper

Assist the nursery director in the care of babies and toddlers. (Time commitments can vary.)

### Sunday School Teacher and Helper

Teachers plan and lead classes using approved Bible-based curricula. Training is provided. All teachers work as part of a team. Helpers support teachers by assisting as needed. (Varied time commitments are available for both roles.)

### Supply Coordinator

Organize supplies in classrooms and supply room once per month.

## 2. Vacation Bible School

### VBS Teacher & Classroom Helper

Plan class sessions using approved curricula for one week in June (usually the first full week after



Midland Public Schools' summer break begins). Classes are provided for three-year-olds through 8<sup>th</sup> graders and a special-needs class.

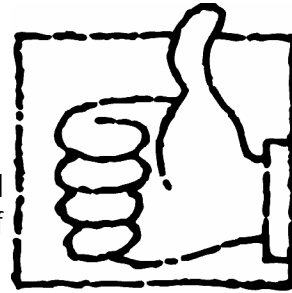
#### VBS Workshop Leader

Plan and lead a 30-min. workshop in an area of special interest each day. Topics may include cooking, music, science, cheerleading, etc. Topics are finalized six-eight weeks beforehand.

### C. EDUCATIONAL MINISTRIES: OTHER

#### Boy Scout/Girl Scout Representatives

Act as a liaison between the church and its sponsored scout troops. Inform the Education Work Area of special scout activities and their needs.



#### Camp Coordinator

Responsible for promoting church camps to the children, youth, and congregation, and overseeing camp scholarships.

#### Campus Life Coordinator

Obtain college addresses, communicate with college students, and coordinate college fellowship opportunities.

#### Child Care/Nursery – Evenings & Special Events

Help out in the nursery during evening meetings and for special services and other activities at the church.



#### Library Coordinator/Helper

Oversee the church library, which includes: choosing and ordering books, cataloging/shelving, and promoting the library. Helpers assist the coordinator where necessary.

#### Nursery Home Visitor

Visit the families of new babies and make follow-up visits on the 1<sup>st</sup> and 2<sup>nd</sup> birthdays. Responsibilities are assigned for one month. (People are encouraged to take this as a two-year commitment.)

### D. FAMILY FELLOWSHIP MINISTRIES

#### Birthday Sunday Fellowship Cake Provider/Server

Bake and deliver cakes to the church kitchen and/or help serve during fellowship time between services. Birthday Sunday is celebrated four times per year and you can pick and choose the Sunday(s) you would like to help.



#### Church "Picnic" Helper

Assist with this all-church picnic the 1<sup>st</sup> Sunday in June. Provide supplies, help with serving, set-up, and clean-up as needed.

#### Festival of Opportunities Helper

Help set up Fellowship Hall for this annual event at the beginning of Sept. (Groups and church committees each have a table or booth, and provide information about their activities and opportunities for involvement.)

#### Hanging-of-the-Greens Helper

Assist with this activity to kick-off the Advent season on the first Sunday of Advent. All

church families and the various church committees are encouraged to help in some way and be a part of this festive occasion! Help is needed to decorate the church for Christmas, provide families an opportunity for fellowship, and assist with a craft area for children. Dinner and worship at the Contemporary Worship Service close the evening.

#### Ice Cream Social Helper

Help with this fall get-together following a Contemporary Worship Service. Volunteers are needed for set-up, serving, and clean-up.

#### Kickoff for Christ Helper

Join the festivities at this fun opportunity for family fellowship, and reconnect with your church friends after the summer is over. We need help with set-up, decorations, serving food, supervising games and activities, and clean-up.



#### Winter Retreat Helper/Activity Leader

Work with the coordinator to plan a weekend full of engaging family activities for this Feb. retreat to Lake Louise. Obtain supplies and help carry out activities.

#### Yard Party Helper

Be a part of this November family service project to help church members who need an extra hand with yard cleanup. Help organize volunteers and the lunch before raking. Obtain any supplies needed.

## E. FINANCE CAMPAIGN

### Chairperson

Co-chairpersons are appointed for overlapping two-year terms. Others are added to a steering committee as specific communication talents are needed. (The senior pastor and office manager are essential members.)

### Campaign Volunteers

Twenty volunteers follow up with a few selected church members either by phone or by handwritten note after the initial campaign.

## F. LOGOS

Unless otherwise noted, the following LOGOS positions require weekly participation of about one hour, as well as any prep work that needs to be done.



### LOGOS Attendance Taker

Take attendance at all of the LOGOS parts during either the 1 1/2 hours before dinner or the 1 1/2 hours after dinner. May work weekly or biweekly.

### LOGOS Bells or Chimes Assistant

Help the bell director as needed. Work with sections or individuals. Assist at weekly rehearsals, in special rehearsals, and worship services in which the choir participates.

### LOGOS Bible Study Coordinator

Assist the director in calling Bible teachers, assistants, and substitutes. Participate in training and provide ongoing support for teachers. Order curricula and supplies. Schedule substitutes as needed. Sit on the LOGOS board.

### LOGOS Bible Teacher/Assistant/Substitute

Teachers plan and conduct Bible Study sessions. Assistants participate in the classes and help out as needed, as well as teach the class if the teacher is absent. Substitutes usually fill in for the assistant position.



### LOGOS Childcare Coordinator

Assist in calling childcare staff. Provide direction for, and coordinate volunteers in the nursery and preschool rooms. Sit on the LOGOS board.

#### LOGOS Childcare/Nursery Teacher

Provide care and activities for the infants, toddlers, and preschool aged children of LOGOS staff and volunteers.

#### LOGOS Choir Accompanist

Accompany the choir on piano or keyboard as needed. Attend weekly rehearsals, special rehearsals, and worship services in which the choir participates.

#### LOGOS Choir Assistant

Help choir director as needed. Work with sections or individuals. Assist at weekly rehearsals, special rehearsals, and worship services in which the choir participates.

#### LOGOS Clean-Up Team

Responsible for clean up after the meal. May work weekly, biweekly, or monthly.



#### LOGOS Cook Team

Prepare the food for the LOGOS meal just prior to and during Family Time. May work weekly, biweekly or monthly.

#### LOGOS Decorations Team

Work with the LOGOS director, kitchen coordinator, and dinner dean to select themes, decorations, etc. Purchase supplies. Decorate the dining room before the meal. May work weekly or biweekly.



#### LOGOS Dinner Dean

Oversee the dinner hour. Hold a meeting each week to facilitate the table parents. Plan and lead the Family Time game, prayer time, and 'thanks-to-the-cooks'.

#### LOGOS Dinner Server

Serve meals to LOGOS participants. May work weekly, biweekly, or monthly.

#### LOGOS Family Time Coordinator

Assist in calling kitchen staff, set-up and clean-up crews, decorations people, shoppers, etc., and oversee their training and scheduling. Oversee purchase and storage of supplies and maintain equipment. Supervise the preparation, serving and clean up of the meal, as well as packaging, storage, and/or distribution of leftover food. Sit on the LOGOS board.

#### LOGOS Greeter

Greet children and encourage them to sign in and wear nametags.

#### LOGOS Prayer Team

During the months of Oct.-April this team gathers on Thursdays for prayer support for the LOGOS program, staff, and children.



#### LOGOS Prep Cook Team

Prepare the LOGOS meal several hours before serving. Volunteer time is in the morning. May work weekly, biweekly, or monthly.

#### LOGOS Publicity Coordinator

Develop publicity materials. Write articles, prepare bulletin boards, and maintain scrapbook/photo album. Communicate the activities and the purpose of the LOGOS program to the congregation and the community. Enlist the help of typists, artists, photographers, and videographers as needed. Sit on the LOGOS board.

#### LOGOS Recorder/Treasurer

Responsible for keeping records of registration, attendance, budgets, and income/expenses. Collect tuition and oversee scholarships. Reconcile the LOGOS books with church bookkeeper. Work with the LOGOS director and the board to establish the budget. Make nametags. Sit on the LOGOS board.

#### LOGOS ReCreation Coordinator

Assist the LOGOS directors in calling the recreation staff. Participate in training and meet with staff to plan activities for each age group. Provide space and equipment for activities. Sit on the LOGOS board.



#### LOGOS ReCreation Leader/Assistant

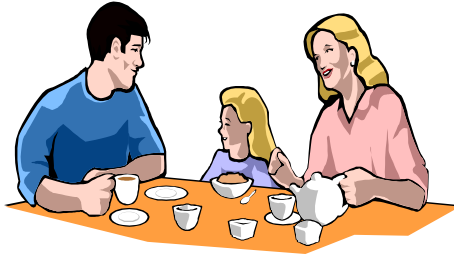
Leader plans and leads recreational activities and sets up the equipment and supplies. Assistants participate in the activities and help the leader as needed.

#### LOGOS Shepherd

Provide training and guidance in the methods of discipline in the LOGOS program for staff/parents. Serve as a mentor for children who are not coping in their scheduled activities. Work with the LOGOS directors and pastors to establish specific discipline plans when needed. Sit on the LOGOS board.

### LOGOS Study Hall Supervisor

Supervise the study hall for those youth who arrive early for LOGOS.



### LOGOS Table Parent

Provide leadership at the table and participate in all Family Time activities. Facilitate table conversation in an effort to build strong Christian relationships among all table members and develop a "family" atmosphere.

### LOGOS Table Set-Up Leader

Set tables prior to the meal; weekly, biweekly or monthly.

### LOGOS Transportation Coordinator

Act as scheduler, liaison, and organizer for those who are providing transportation to the children. This job does not require weekly participation and can be done from home.

### LOGOS Transportation Provider

Provide transportation to and/or from LOGOS.

LOGOS Worship Skills Class Leader/Assistant  
Leader plans and leads activities, which teach children various ways, other than choir, to participate and lead in worship. Assistant helps to plan activities, participate in them, and assist when needed.



## G. MEMBER SERVICES



### Bereavement Dinners: A Ministry of Love

To help support families who are grieving, this team gathers in the church kitchen to prepare a nourishing meal following funerals or memorial services, and encourages family and friends to gather in the fellowship hall to support one another.

### Caring Cards Ministry

Bring in your old greeting cards to have them remade into usable ones or help make these "new" cards. (They are available for a donation to the Matthew 25:35 Circle for its various missions.) Or, help the Member Care Committee send cards to members, and others, who are in the hospital or sick

at home, who have new babies, deaths in the family, or are celebrating 50<sup>th</sup> (and higher) anniversaries.



**Deliver Grief Booklets**  
Distribute four booklets about journeying through grief to those who are experiencing significant loss. Booklets are distributed at particular, appropriate intervals and are designed to bring hope and comfort to the recipients.

**Homebound Communion Steward**  
Take communion to our homebound members as a part of Senior Member Care Visitation. Support and training are provided.

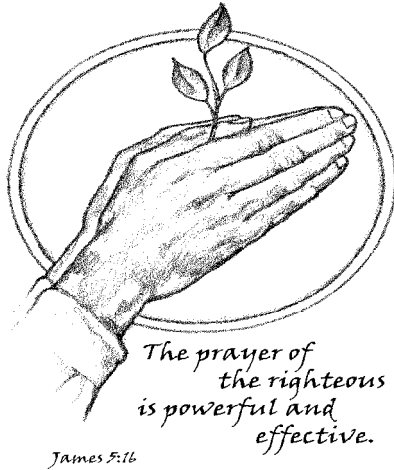
**Member Care Meals (McMeals)**  
Provide a meal for church members, selected at the pastors' discretion, who need temporary help with food needs.

**Parish Nurses: Blood Pressure Testing**  
Blood pressure screening for members in Fellowship Hall between services.

**Parish Nurses: Educational Events**  
Conduct CPR training classes (must be certified), and/or help organize the Health Fair.

**Parish Nurses: Water Exercise**  
Coordinate and instruct water exercise programs.





*The prayer of  
the righteous  
is powerful and  
effective.*

*James 5:16*

#### Prayer Support:

- E-mail Prayer Support

Make a commitment to pray daily and confidentially for personal prayer requests received through the church or through the Prayer Request e-mail site. All requests will be sent to you from the coordinator by e-mail. You need to be able to access your e-mail daily.

- Men's Early Thursday Prayer Group

Here is a great opportunity for men to build friendships in a relaxed setting and fulfill scripture as we "carry each other's burdens."

We meet every Thurs., 6:30–7:30 a.m. at Tony's Texan Restaurant for breakfast, prayer, fellowship, and discussion. Please join us!

- Prayer Ministry Coordinator

Prayerfully depend on God to lead the Prayer Partner Ministry by organizing three breakfasts/year, writing and distributing monthly prayer requests and schedules, coordinating Sunday a.m. prayer time, submitting "Prayer Focus" verses for bulletin, and training prayer partners.

- Prayer Partners

Choose from the following:

1. Commit to pray for FUMC in daily prayers; 2. Pray in the Chapel at 8:30 a.m. one Sunday a month with other Prayer Partners; 3. Pray one day/month "without ceasing"; 4. Attend 3 prayer breakfasts a year for encouragement, training, and fellowship. See God's blessings in your prayer life!

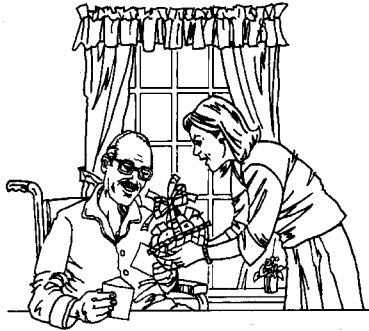


#### Office Volunteers

There are several ways to help out in our church office. We have volunteers staffing our reception desk and those who help in the inner office with a variety of tasks. We also have two teams who meet on Tues. afternoons or Wed. mornings to put together our bulletin mailings, Sept.-May.

#### Remembrance of Loved Ones

Contact and visit families on the anniversary of an immediate family member's death and offer words of remembrance and comfort, along with a card and pamphlet.



## Home Visitation

**Senior Member Care Visitation Coordinator**  
Contact visitation volunteers with names and addresses of homebound members. Coordinate meetings of the visitation volunteers and provide materials and information to facilitate their ministry.

**Senior Member Care Visitation Volunteer**  
Visit a homebound church member once monthly, helping him/her to keep in contact with the church. Also serve as homebound communion stewards.

### Stephen Ministry

Lay members attend 50 hours of training to provide Christian one-to-one confidential care to those experiencing all kinds of life needs and circumstances. To ensure a positive experience for all, participation in continuing education and supervision is necessary. Visitation must be regular and dependable. Committed to serve at least two years.

### Transportation Provider

Place your name on a list of volunteers willing to provide rides to church for those who need it. Rides may be needed for worship services, meetings, or other church-related activities.

### Tuesday Hospital Visitor

Make hospital calls to church members once per month on a Tuesday, after checking with the church office to find out who has been admitted. After the visits, the volunteer calls the church office to post names on the church "hospital bulletin board." (Also calls the Member Care coordinator to have cards sent to patients.)

### Visitors to the Bereaved

Deliver helpful booklets concerning grief and make a caring visit to families who have experienced the loss of a loved one.



### Welcome Gift for New Members

A small gift, a smile, and a handshake are given to each new member as he/she joins the church.

## H. OUTREACH MINISTRIES

### Community Assistance Donation Box

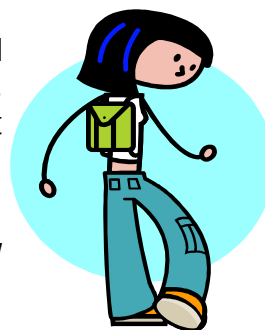
A bin is located along the window wall in the office area for your donations to our own Community Assistance Program. Items accepted for distribution to needy people are: personal hygiene items and toiletries, hats and gloves, baby items, paper products, and school supplies.

### CROP Walk Coordinator

Attend a pre-walk organizational meeting for this annual Oct. hunger-relief fundraiser. Provide information, advertise, and recruit for the walk in church. Collect sponsor envelopes/money on the day of the walk.

### CROP Walk Participant

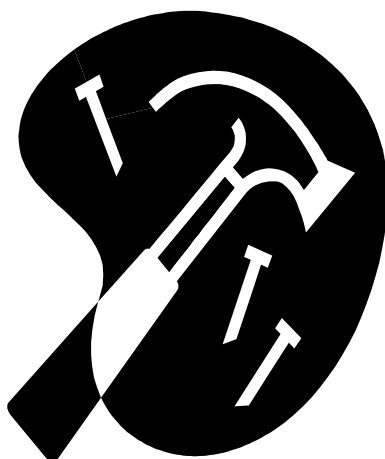
Obtain pledges and walk a pre-set course to raise money for hunger relief in this annual Oct. event.



### Emergency Food Pantry

Donate household consumables for the needy in the community. This is a year-round, on-going collection project. The collection box is located in the church office lobby.

### Friendship Lunch (see pg. 24-25 Sunday Friendship Lunch)



### Habitat for Humanity – FUMC Coordinator or Worker

FUMC Coordinator acts as liaison between the local Habitat for Humanity chapter and FUMC, helping to obtain/organize workers from FUMC. Workers sign up to help with local projects spring through fall and work when available on specific jobs that are of interest.

### Midland Area Homes Minor Home Repair Program

Skilled volunteers provide home repairs and modifications needed for health, safety, and accessibility to low-income families and seniors.

### Midland Area Homes Furniture Pick-up Program

MAH was partly founded by FUMC for the purpose of assisting needy people with improving their living conditions. We are responsible for four Saturday a.m. furniture pick-ups per year. Using the MAH truck with a lift, volunteers work in groups to collect furniture being donated for distribution to needy families.

### Open Door

Help prepare lunches at this local homeless shelter.

### Peacemaker Award

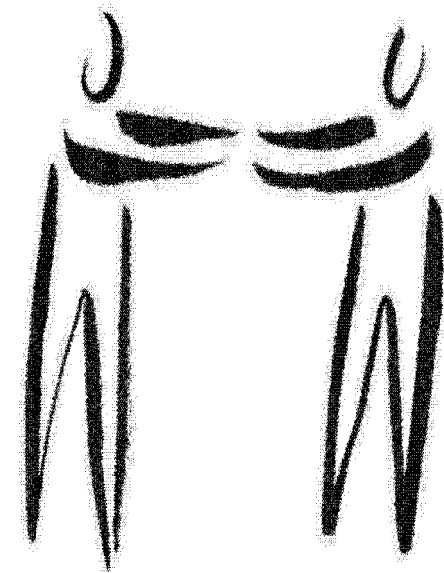
Promote and select local high school students who epitomize "peacemaker" characteristics.

### Salvation Army SHARE Program – Counselor

High school - college age students may apply for a limited number of paid positions as counselors for this summer program for community children. Applications are available in Feb., reviewed by the Church & Society Work Area and submitted for final selection to the Salvation Army. Salaries are paid in large part by funds from FUMC.

### Santa House Hot Chocolate Program

During the holiday season (Nov.-Dec.) FUMC serves hot chocolate to visitors of the Santa House as an outreach program.



Reach out to those in need

### Sharing Tree Service Project

Participate in this community-wide, Christmas-time gift program by providing gifts for needy local people. Volunteers are also needed to deliver all the gifts collected at FUMC to the distribution center.

### Sunday Friendship Lunch Coordinator

Prepare weekly menus and purchase food for this ministry that provides a hot meal at FUMC on Sundays for people who eat at The Open Door during the week. (The Open Door doesn't have food service on Sundays.) Recruit four volunteers for each Sunday.

### Sunday Friendship Lunch Volunteer

Prepare and serve a hot meal to 30-50 people, following menu instructions, and clean up after the meal. Four volunteers are needed each Sunday for approximately four hours. (10:00 a.m. to 2:00 p.m.) A sign-up sheet is located in the "Earl and Jean Warrick Memorial Kitchen."

### Thanksgiving Food Collection

Provide bags of food for this community-wide service project and/or deliver the bags collected at FUMC to the distribution center.

### Visiting Missionaries Helper

Assist with a variety of activities for missionaries who visit our church, including lodging, meals, discussion time, etc.

### Volunteers in Mission

Volunteer and serve globally or locally as part of a team with other United Methodists from all over the country. Or, serve as Board of Global Ministries member by providing information and encouragement to our congregation regarding short-term volunteer mission opportunities.

### Walk for Warmth Participant

Obtain pledges and walk to raise money for heating related emergencies in this annual winter event.

## I. SUNDAY WORSHIP MINISTRIES

### 1. Communion

#### Communion Coordinator

Organize 40 volunteers three times/year (usually the first Sun. in March, Oct., Dec.) to serve communion in the pews for the morning services. All are assigned partners and pews. Schedule a practice session through the church office on the Sat. morning before Communion Sunday. Send notices with assignments and directions to the volunteers via the church Office Manager.

#### Communion Preparation Helper

Prepare communion elements for communion services, including purchase of bread and juice, and preparation of individual servings and arrangement at the altar.

#### Communion Steward

Attend a practice session and serve communion elements on Communion Sundays.



## 2. Hospitality

### Contemporary Worship Fellowship Coordinator

Schedule servers for the fellowship time following the services and coordinate the purchase and delivery of the food to the church. Also act as the liaison between the helpers and the Associate Pastor.

### Contemporary Worship Fellowship Server

Help prepare, serve, and clean up for this fellowship time. May commit to work as little or as often as you would like. Great way to welcome visitors and meet people!



### Coffee Fellowship

Prepare the coffee, tea, and punch for fellowship between services throughout the school year on Sunday mornings in Fellowship Hall. This can be a one-time opportunity or more often.

### Greeter – Traditional Worship Service

Arrive 20 minutes before the service to greet and welcome people as they enter the church for the worship service. Also direct visitors to the Sanctuary, classrooms, Nursery, etc.

### Hospitality Team – Contemporary Worship Service

Greet, welcome, and pass out attendance cards to people as they arrive for the evening worship service. Hospitality team members also direct visitors to sanctuary, nursery, etc. Pass baskets for the offering and take attendance count.

### Summer Fellowship Coordinator

Buy the supplies, order cookies, and schedule weekly volunteers for preparation/serving during fellowship time.



### Summer Fellowship Server

Help prepare and serve the food and punch for fellowship time. This can be a one-time commitment or more often as desired.

#### Usher Chairperson – Traditional Worship Service

Oversee the process for scheduling ushers. It includes recruiting volunteers, organizing usher teams, and training new ushers on emergency/evacuation procedures. Also is a member of the worship committee so that he/she is informed of all special services and events.

#### Usher Captain – Traditional Worship Service

Lead a team of 8-10 ushers who volunteer for a given service. Oversee the collection, assign pews, and select two ushers for the collection dedication. Also make sure the attendance is counted and recorded, and verify that all emergency procedures are followed when necessary.

#### Usher – Traditional Worship Service

Greet people as they arrive for the service, pass out bulletins, and seat worshippers in the pews. Also collect the offering and take it to the counting team. The two balcony ushers are responsible for counting the people in attendance and reporting it to the captain. After each service, the ushers clean up friendship/attendance folders, and return hymnals/Bibles to the pew racks.



#### Welcoming Team

- Telephone “Welcoming” Caller  
Make telephone calls to visitors from our worship services welcoming them to our church and answering any questions they may have.
- Welcome Bag Delivery  
Make a short (max. 5 min.) home visit to deliver a bag of welcome gifts and materials to first-time worship visitors.

### 3. Other Sunday Worship Ministries

#### Altar Flower Delivery Coordinator

Make a schedule of volunteers who deliver Sunday altar flowers to hospitalized and homebound church members.

#### Altar Flower Delivery Volunteer

Deliver Sunday altar flowers to the hospitalized and homebound members of the church on a rotating basis.



#### Audio Technician

Set up and test sound equipment for worship services and put equipment away after each service. Operate mixer for worship services and special events. PA operators are trained on the job.

### Children's Time – Traditional Worship Service

Prepare and/or deliver a short presentation to the children during the Sunday morning services. Submitting ideas is always welcome.

### Christmas Eve Candlelighter

Be involved in the late service on Christmas Eve as a candle lighter during the final hymn of the evening. Approximately 20 people are on this team for the service.

### Counting Teams

FUMC has six teams each consisting of five members plus a captain, who process the weekly offering. During the morning worship services one team counts the cash and checks, inputs the data on the computer, and drops off the deposit at the bank. Teams rotate on a monthly basis, with one team working from 9:00 a.m.-12:30 p.m. each Sunday for a month. Confidentiality is a must.

### Video Operator

Video operators are trained on the job. Operate remote cameras, video switch, and input devices for Sunday worship services and special events. Finalize recordings on DVD and tape for delivery to MCTV for our weekly television broadcast.



### Video Operator Assistant

Video Operator Assistants are trained on the job. Assist the Video Operator by setting up any special cameras or equipment. Prepare and run the graphic overlay program, allowing the Video Operator to focus on the cameras.

## J. WORSHIP ARTS MINISTRIES

### 1. Drama/Dance/Visual Arts

#### Drama Ministry

Youth: Grades 6-12 meets Thurs. afternoons. Flexible schedule; participate in worship, special programs, travel to other churches and more as needed!

Adults: Opportunities for drama leaders and actors are available as needed throughout the year, especially in Contemporary Worship Services.

#### Liturgical Dance

This is an ad-hoc group of interested children, youth, and adults with a desire to communicate the Gospel through interpretive movement in the Contemporary Worship Service and special services.

### Media Ministry

Run media presentations at the Contemporary Worship Service using provided laptop computer and "PowerPoint" software. Training available!

### Visual Arts Ministry

Individuals with a desire to express the Gospel through visual imagery such as banners or decorative displays in worship or on the church grounds.

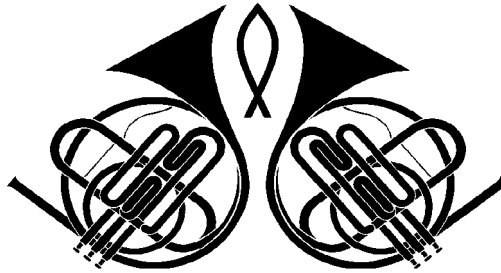
## 2. Instrumental Music

### Praise and Worship Band

Adult and youth combo rehearses on a weekly basis. Accompanies congregational singing and provides special music for Contemporary Worship Service.

### Brass Ensemble

Adult and youth ensemble rehearses as needed for anthems, hymn accompaniments, and special music.



**INSTRUMENTAL  
MUSIC MINISTRY**

### **Handbell**



### **Rehearsal**

#### Carillon Handbell Choir

Adult ensemble rehearses weekly, Sept.-early June. Participates in worship once monthly and for special services.

#### Genesis Ringers Handbell Choir

This choir is for youth in grades 6-8. They rehearse Thurs. evenings in the bell room, Sept.-May. The choir participates in Traditional Worship Services monthly and for special services.

### Instrumental Solo

Adult or youth rehearse as needed and participate in Traditional or Contemporary Worship Services, or for special services.

### Joyful Bells Handbell Choir

Handbell ensemble for youth in grades 9-12 that rehearses Wed. evenings in the bell room, Sept.-May, and participates in Sunday morning services monthly or for special services.

### Prime Chimers Handchime Choir

This is a chime ensemble for 4<sup>th</sup> and 5<sup>th</sup> graders that rehearses Thurs. in the Little Theater, Sept.-April, and participates in Sunday morning services monthly.

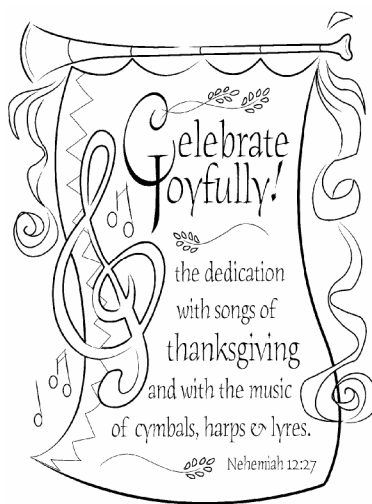
## 3. Vocal Music

### Praise & Worship Song Leader

Adult ensemble leads singing in the Contemporary Worship Service.

### Carol Choir

For children in grades K-2. Rehearsals are weekly, Sept.-April, in the choir room. Participation is monthly in Sunday morning worship. The choir also is involved in special music services.



### Chancel Choir

Adult choir rehearses weekly, Sept.-early June. Participates weekly in Sunday morning services.

### Cherubs

Children age four - young five who are not yet in Kindergarten participate in this activity-filled half-hour. They meet weekly, April-May.

### Covenant Choir

Children in grades 3-5 rehearse weekly, Sept.-April, in the choir room and participate monthly in Sunday morning worship. The choir also presents a musical in April and is involved in special worship services.

### New Spirit Singers

Adult choir rehearses weekly, Sept.-May, and participates monthly in Sunday morning services.

### Vocal Solo

Adult or youth rehearse as needed and participate in Traditional or Contemporary Worship Services or for special services.

### Youth Choir

Youth in grades 6-12 rehearse Thurs. evenings during LOGOS, Sept.-April, in the choir room. They participate monthly in Sunday morning worship services and present an annual musical.

## K. YOUTH MINISTRIES

### 1. Christian Education

Middle School & Sr. High  
Sunday School Teacher

Teach classes using approved  
curricula and including age-  
appropriate activities. Varied  
topics and time commitments.

Teaching Assistant

Helpers assist as necessary in  
classes or with preparation.



### 2. Confirmation Youth Leaders

Booklet Coordinator

Obtain the biographies of the youth and set up pictures for the confirmation  
class booklet. Also responsible for having them printed and assembled.

Teacher

Plan and deliver the weekly curriculum, which has been determined by the  
Associate Pastor. Work with the Associate Pastor and confirmation coordinator  
to see that they have adequate resources. Take attendance every week.  
Receive make-up assignments.



### 3. UMYF

#### Counselor

Help and support staff in planning a program of fellowship, service, and worship activities. Attend and help regularly at the weekly youth meetings. Chaperone and help on outings/overnights. Help obtain supplies and snacks for the meetings/activities. Become involved in the youths' lives; support their growing Christian identity.



#### Chaperone/Driver/Helper

Help counselors and staff at meetings as needed and/or drive and chaperone on outings, retreats, and overnights.

#### Fundraising Coordinator

Overall directors of fundraising activities: sub-sandwiches, pizza kits, or roll bakes. Send out information/order forms to each youth involved. Schedule helpers and youth for kitchen duty. Responsible for obtaining supplies and ingredients, setting up, keeping the process moving at a good pace, cleaning up, and opening and closing the kitchen.

### L. SPECIAL SKILLS MINISTRIES

#### Arts & Crafts

Bulletin Boards/Lettering/Posters

Carpentry/Woodworking

Computer Skills

Decorating

Graphics/Text Presentation

House Painting

Office Volunteers

Photography

Publicity/Publications

Sewing

Other: \_\_\_\_\_

