

MOUNT OLIVE VOLUNTEER JOB DESCRIPTIONS

WORSHIP

Altar Guild: Oversee altar floral arrangements, preparation and cleanup for communion. Need 10-20 people; 1 hour per service.

Usher: Distribute bulletins, escort worshippers to pews and other facilities, receive offerings, control lighting, open and close church doors. Need 60-75 ushers per year; 1 1/2 hours per service. Each usher serves on a team for one month, one service per week.

Make Banners: Design, develop and hang church banners. Need five people about 15 hours per year.

Greeter: Welcome and greet worshippers during Sunday and special services. Need 8 people each Sunday about 1 1/2 hours each.

Audio/Visual Equipment: Audio tape weekly worship service for distribution to shut-ins. Videotape some sermons. Run soundboard for Saturday service. Maintain audio and video equipment.

MUSIC

Adult Choir: Proclaim the gospel in song during Sunday worship. Weekly rehearsals (Wednesday evening).

Contemporary Choir (Joyful Noise): Sing or play an instrument for the Saturday worship service. Weekly rehearsals (Monday evening).

Organ/Piano: Accompany choir for rehearsals and performances. Lead congregation during Sunday and special services. Accompany day school children for chapel or special performances.

Solo Voice: Provide solo music for weddings and funerals upon request.

Wind/String/Brass/Percussion/Other Instrument: Play instrument for services as scheduled.

Hand Bells: Play in bell choir during Sunday services. Weekly rehearsals (Tuesday evening)

ELEMENTARY SCHOOL

Substitute Teacher: Fill in for regular teachers when needed.

School Helper: Assist teachers putting up bulletin boards, copying materials, correcting work, etc. Can work inside or outside of the classroom.

School Library: Assist children checking out and signing in books, 2-3 hours/day as scheduled.

Hot lunch helper: Help prepare, serve and clean-up lunch for students during the school year, 3-4 hours/day. Need 2-3 helpers each school day.

Judge for Fairs and Forensics: Serve as an impartial judge of talent, projects, etc. 2-3 events/year.

School Musical: Help students with dance and music preparation, costumes and makeup for rehearsals and performances.

Chess Club: Help coach children who are interested in learning to play chess, after school, one day/week.

Athletic Coach: Serve as a head or assistant coach for athletics like volleyball, soccer, basketball, etc.

CHILDREN'S MINISTRY

Pioneer helper: Assist leader in organizing group activities for boy or girl pioneers. Eight Pioneer leaders or helpers serve about five hours per month.

Sunday School Teacher/Substitute/Helper: Teach God's Word to students during Sunday morning class. 6-8 teachers and helpers serve about two hours preparing and teaching each week. Can tag team with another teacher.

Vacation Bible School Teacher/Helper: Apply God's Word to the lives of students during one week in the summer. 15-20 people needed, 5-25 hours per person.

Children's Crafts: Prepare or assist with children's crafts for events like Vacation Bible School.

Children's Music: Share God's Word with song and instrument, teach songs and sing with group for special events like Vacation Bible School.

YOUTH MINISTRY

Junior Youth Ministry (gr. 6-8): Serve as leaders, planners and chaperones for children in jr. high, outside of school.

Teen Ministry (gr. 9-12): Serve as leaders, planners and chaperones for children in sr. high, outside of school.

Provide Transportation for Youth: Chaperone and provide transportation to youth events

College Student Ministry: Update college records, send cards, letters, and care packages to Mount Olive members in college.

PARENTS' MINISTRY

Parents' Organizations: CEA (Christian Education Association) Parent/teacher organization for academics.

School Sports Volunteer: MOAA (Mount Olive Athletic Association) Parent/teacher organization for athletics. Help with officiating, concessions, clean-up, etc. Quarterly planning meetings.

Cradle Roll: Keep record of children under 4, coordinate baby/mother baskets and deliver baskets to new parents.

Ministry to Young Parents: Help plan, publicize, and organize monthly play group activities which include Bible stories, music, games, snacks and playtime. Visit families with newborns or new families with children 3 and under.

DISCIPLESHIP

Church Library: Review and purchase books for the atrium library. Monitor books checked out.

Lead/Facilitate a Small Group: Serve as a discussion leader for one-time cottage meetings.

New Member Sponsor: "Adopt" a new family for a 6 month period. Help them feel welcome and meet other members.

Visit Homebound/Hospitalized: Visit shut-ins and those in nursing homes or hospitals, as requested.

Make Stewardship Visits: Visit with fellow members to share information on Christian planned giving, etc.

Contact Inactive Members: Assist Board of Member Ministry in contacting members who are not attending church on a regular basis.

Shepherd: Maintain contact with 6-8 Mount Olive families ('a flock') by mail, phone and personal visits. Pray for them, inform them of upcoming events, and monitor their connection to the congregation. Need 90 people serving about one hour per month.

Bible Study Leader: Prepare and/or lead a Bible study for a large or small group of men or women.

OUTREACH/EVANGELISM

Neighborhood Canvassing: Conduct a door to door survey to uncover unchurched prospects in our community.

Distribute Materials: Help in distribution of door hangers for special events, passing out flyers, etc.

Cross Cultural Work: Train to assist with ESL classes (English as a Second Language). Develop contacts with Hmong, Hispanics, etc.

Contact Church Visitors (Ambassadors): Contact by phone or in person church visitors who sign the friendship register during worship. Ambassadors are assigned visitors approximately once every 2 months.

New Movers Group: Prepare mailing for families new to area and call to invite them to visit Mount Olive. 1-2 hrs per month.

Community Events: Help plan and carry out special events at Oktoberfest, Praises in the Park, etc.

Missions Support: Create and implement ideas to keep Mount Olive's Mission Partner relationship before congregation. Meet one hour per month. Help collect, price, arrange and sell donated items in annual rummage sale.

Lutheran Women's Missionary Society (LWMS) Offer prayers and financial support for WELS missions by means of monthly meetings, projects, rallies and national conventions.

PUBLICITY

Layout/Design: Work on special projects such as the pictorial directory, church brochures, newsletters, etc. Design graphics, layouts, etc. on church or home computer.

Public Speaking: Make oral presentations to large and small groups via videotape or live talks.

Writer: Compose articles for church newsletters, press releases, advertisements, etc.

Photography: Take pictures of new members, church events, etc. for use on bulletin boards, video displays, etc.

Pictorial Church Directory: Lay out directory, recruit and assist members for portraits.

Advertising/Publicity: Create, arrange, contract for church ads in paper, phone book, websites, etc.

Webmaster: Monitor and update Mount Olive's webpage.

CHRISTIAN CARE

Ladies Aid: Organize funeral lunches, visit homebound members, serve at fellowship events (Wednesday afternoon meetings).

Support Group: Lead or participate in a group for parents, divorced, grieving, singles, etc.

Prayer Partner: Participate in a program to pray for needs in the congregation and community.

Provide Rides to Church: Transport people who are unable to drive to and from church, fellowship events, etc.

Babysit at Church: Provide help with young children during worship services and other church activities.

Health Care Worker: Nurses, doctors, social workers provide medical advice to staff or help with the medical needs of members.

WELS Pregnancy Counseling Center: Train to handle calls made to the pregnancy hotline. Can work from home.

HOSPITALITY

Assist with Soup Suppers: Help prepare, serve and clean up meal before midweek worship services. Need 6-8 people, 2 hours each week.

Assist with Church Picnic: Help prepare, serve and clean up food for June picnic. Also develop and supervise adult and children's games. 10 people, 3 hours each.

Serve Funeral Meal: Serve and clean up after funeral dinners (usually at noon on a weekday).

Provide Salads: Provide salads for special events and funeral dinners.

Provide Bars/Cookies: Provide dessert for special events and funeral dinners.

Coffee Café: Serve hot and cold beverages after services (in the atrium). 1 ½ hr shifts.

Host an In-Home Meeting: Host an informal cottage meeting in your home.

ADMINISTRATION

Data Entry: Enter statistical information into a computer in your home or church.

Mailing: Prepare bulk mailings for delivery to the post office.

Collating Team: Collate, sort, and distribute monthly Messenger, quarterly In Touch, etc. 1-3 hrs each time.

Make Copies: Use the church copier/duplicator to run off bulletins, newsletters. 2-3 hrs each time.

Technology/Computers: Provide advice on selection of hardware and software, coordinate employee training, install upgrades, troubleshoot, etc.

Stuff Mailboxes: Distribute monthly mailings into church mailboxes. 1-2 hours each time.

Accounting/Finance: Count weekly offerings – 1-3 hours per week. Record members' offerings.

Investments/Insurance: Offer advice on appropriate policies and investments for congregation.

Human Resources: Assist personnel committee in the hiring and compensation of staff, benefits, etc.

Real Estate: Maintain communication between the congregation and the rental property tenants.

Phone Calling: Contact members by phone to invite to special events, service projects, etc.

MAINTENANCE

General Cleaning: Assist with periodic cleaning of school and church property. Occasionally set up and take down tables and chairs for special events.

General Repair/Maintenance: Work with custodian or Board of Church Properties to keep buildings in good repair.

Grounds Care: Carry out trimming, edging, fertilizing and weeding lawn during summer and semi-annual workdays.

Mowing: Regularly mow church lawn using church owned tractor and hand mower.

Snow Removal: Remove snow and ice on sidewalks and entrances using tractor, snow blower and other equipment. 4 person teams rotate on weekly basis throughout snow season.

Gardening: Plant, fertilize, weed, trim and care for plants, flowers and shrubs on church property.

Carpentry: as needed

Electrical: as needed

Painting: as needed

Plumbing: as needed