

**Lutheran Church of the Covenant**  
**Time and Talent 2012**

(to be completed by all confirmed members)

Name:

Phone #

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Email Address:

Cell #

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**Please check the items you are interested in**

**Administrative Assistance**

- Offering Counter-count offering after service on a rotating basis
- Financial Secretary-keep individual records of giving for annual statements
- Parish Administrator Substitute- In secretary's absence, be present in office during office hours (9 AM-1 PM) to take phone calls

**Education Ministry**

- Chairperson/Co-Chair-coordinate education program; includes VBS and Sunday School
- Committee Member-help plan education programs, help as needed
- Christmas Program Director-plan and carryout Christmas program
- Communion Prep. Teacher-prepare students for Communion (materials supplied)-6 wks during Sunday School throughout the Lenten season
- Confirmation Teacher –7<sup>th</sup> grade
- Confirmation Teacher –8<sup>th</sup> grade
- Confirmation Teacher Sub-fill in when teachers cannot attend classes
- LCOC Angel Program Coordinator-oversee Angel Program
- Attend Adult Bible Study
- Lead Adult Bible Study

- **Sunday School**

- Sunday School Opening Leader
- Sunday School Opening Musician
- Sunday School Sub (indicate grade: pre K/K, 1/2, 3/4, 5/6,7/8, sr. high, adult)
- Sunday School Superintendent-collect offering, keep attendance records
- Sunday School Teacher (indicate grade: pre K/K, 1/2, 3/4, 5/6,7/8, sr. high, adult)
- Sunday School Picnic Coordinator-secure location, coordinate games
- Christmas Child-coordinate annual project

- **Vacation Bible School**

- VBS Director-plan and oversee VBS, held one week during summer
- VBS Co-Director
- VBS Craft Director
- VBS Music Director
- VBS Registrar
- VBS Helper-help out where needed
- VBS Snack Director-plan and coordinate volunteers to serve snacks
- VBS Teacher (indicate grade: preschool, kindergarten, 1, 2, 3, 4, 5, 6)
- VBS Sub (indicate grade: preschool, kindergarten, 1, 2, 3, 4, 5, 6)

**Emergency Assistance**

- Baby-sitting
- Transportation–Local AM or PM (please circle)
- Transportation–Long Distance AM or PM (please circle)
- Respite Care

### **Fellowship Ministry**

- Chairperson/Co-Chair-Plan and coordinate events with help of committee
- Committee Member-attend committee meetings if possible; assist events when able
- Refreshments-occasionally provide food/drinks for events
- Special Events – Planner
- Special Events – Set/Clean Up
- Special Events – Worker
- Softball Team
- Funeral Reception Coordinator-plan menu, make phone calls to volunteers to provide food for reception, coordinate volunteers to assist at luncheon
- Funeral Reception Assistance-help set up, serve or clean up at reception
- Funeral Reception Food-provide food for luncheon or families

### **Evangelism Ministry**

- Chairperson/Co-Chair-coordinate and recruit volunteers to lead evangelism events;
- Committee Member-help as needed
- Congregational Prayer Group-attend weekly prayer group in Prayer Room
- New Member Orientation-contact prospective new members
- Greeter-arrive 30 minutes prior to service to greet people on Sunday mornings
- Greeter Coordinator-schedules volunteers to greet on Sunday morning on rotating basis
- Block Party Coordinator-plan and recruit volunteers to assist in annual block party
- Block Party Assistance-help where needed
- New Member Reception Coordinator-as needed, contact members to provide cookies for after-church reception; set up table with coffee, juice and cookies, etc for “stand up” reception in narthex following worship service.
- Potential Member Visitation-contact visitors/potential members with a home visit
- Visitor Callback- contact visitors/potential members via phone
- Piecemakers Quilting Group-assist in making quilts for high school seniors and Lutheran World Relief
- Prayer Walk Participant
- School Support Coordinator
- School Support Contact –help as needed
  - Gar-Field High School
  - Godwin Middle School
  - Neabsco Elementary School
- Special Meals Coordinator-coordinate meals for congregation members in “special need occasions” (hospital, emergencies, etc)
- Provide and deliver meals for members in “special need occasions” (hospital, emergencies, etc)
- Congregational Pictorial Directory Coordinator

### **Property Ministry**

- Chairperson/Co-Chair-coordinate maintenance that needs to be done in church and on property
- Committee Member-help as needed; committee meeting attendance not required, but helpful
- General Maintenance-help out as needed
- Grounds maintenance /Lawn Mowing-volunteer on rotating basis to mow lawn
- Gutter Cleaning-assist if needed
- Carpentry-assist if needed
- Electrical-aid in repairs, if needed
- Painting-assist if needed
- Plumbing-assist if needed
- Security-assist if needed
- Spring/Fall Clean Up-participate in cleaning a small portion of the church twice each year

### Stewardship Ministry

- Chairperson/Co-Chair-coordinate people to oversee special programs; update Time & Talent sheets as needed
- Committee Member-help as needed
- Stewardship Drive Helper
- ACTS Representative-attend meetings w/ACTS if necessary, gather information to share
- Operation Turkey-coordinate collection of food bags in the fall
- Cooperative Council of Ministries Representative-acquire information on needs of CCOM to share with the congregation and office
- Homeless Program Coordinator-coordinate signup to provide meals several times each year
- Un-Trim-A-Tree Coordinator-coordinate program, collecting donated gifts and deliver to drop off point. Nov/Dec timeframe.
- Good Shepherd Housing Foundation "Help the Homeless" Walk Participant
- Disaster Relief Volunteer-if circumstances arise, help where needed

### Worship Ministry

- Chairperson/Co-Chair-oversee coordinators for ministries listed below; coordinate worship services with help of others
- Committee Member –help as needed
- Altar Preparer-oversees all altar related matter
  - Communion Preparer-prepares communion for worship services
- Assisting Minister-rotating basis, assist pastor on Sunday mornings
- Communion Assistant-help serve communion during service on rotating basis
- Reader-read lessons during service from ambo on a rotating basis
- Usher Coordinator
- Usher-arrive 30 minutes prior to service; change hymn board; pass out bulletins; take attendance
- Choir-attend weekly practice; sing on Sundays
- Bell Choir-attend rehearsals; play on occasional Sundays
- Bell Choir Sub-substitute for bell ringer if able
- Nursery Coordinator
- Nursery Attendant-Sundays
- Nursery -Special Events
- Banner Committee Member-assist in designing and sewing banners and paraments
- Musician-specify instrument you're willing to play on occasion (instrument \_\_\_\_\_)
- Prayer Chain-participate in phone tree of prayers when needed

### Youth Ministry

- Chairperson/Co-Chair-coordinate activities for middle school age youth
- Committee Member-help in planning activities
- Activity Planner –take the lead on individual outings
- Adult Assistant-help where needed
- Activity Assistant-help where needed
- Transportation-drive youth to their outings

### Sr. High Youth Group

- Sr. High Youth Group Adult Coordinator
- Sr. High Youth Group Activity Assistant
- Chaperon
- Transportation

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- Do you check the LCOC website <http://lccdalecity.org/> for calendar updates, read bulletin announcements, Gospel readings, etc? **Y N**
- Do you read The Promise-sory Note (monthly newsletter) on line? **Y N** Do you read paper copy? **Y N**
- Would you like to receive the monthly newsletter by mail? **Y N**