

## Ward's Chapel Descriptions of Service Opportunities

Please note that those working with children and youth are required to have a current copy of a completed Sexual Misconduct Questionnaire on file.

### Seasonal or Once a Year

**Roast Beef Supper Team** - (Coordinator: Lisa Stevens for 2009) Each fall the church sponsors a roast beef supper open to the public. Because food is sold at this event, a certified kitchen worker must be present. There are also tables set up to sell baked goods, garden produce, knives, flavorings, etc. There is comprehensive information regarding all the tasks that need to be managed.

**Pastor Appreciation Sunday Team** - October is pastor appreciation month and one Sunday is selected to recognize our pastor and his wife. Generally, refreshments are served between services and some expression of appreciation is presented.

**Parents' Afternoon Out Coordinator** - Children are entertained at the church for a 3 hour span (previously 2-5 pm) one Saturday afternoon in November so the parents can holiday shop. Place an announcement in the bulletin and newsletter. Solicit youth/adult volunteers to help. Plan craft activities, a movie, refreshments, and play time. Have parents fill out a paper with contact phone number in case of emergency.

**Parents' Afternoon Out Team** - Assist by providing child-care or snacks (**see above**)

**November food drive coordinator** - promotes drive through newsletter and bulletin. Arranges for delivery of collected foods.

**Christmas Child** - Promote the collection and packing of plastic shoe boxes and shipping costs to children all over the world for Christmas. Early November.

**Decorating church for Advent/Christmas season Helpers** - On the Saturday before the first Sunday in Advent, the church is decorated. Wreaths are hung on all doors and inside and outside the sanctuary. The Christmas tree is put up and decorated. The nativity set and advent wreath are set up. There is also an advent wreath and nativity set for the Fellowship Hall. All Christmas decorations are taken down after Epiphany Sunday.

**Decorating church for Advent/Christmas season - Coordinator** - Contact helpers and set time for decorating.

**Christmas Caroling to sick/shut-ins** -- Interested persons of all ages travel together to visit and sing carols to the sick and shut-ins one Sunday afternoon in December. This works well on the Oakland Nursing Home service Sunday. Coordinator will put the agreed upon date on the church

calendar, Place an announcement in the bulletin and newsletter (also contact people individually.) and work with Pastor on the route. Three or more people.

**No Hibernating Coordinator** - Support program for Monday evenings in January. Place write up in bulletin and newsletter asking for volunteers to present an activity. Also ask people personally line up a Childcare Provider. Place a sign up sheet in the bulletin describing the activities so people can sign up in advance. Ask that participants bring a dessert to share on one of the evenings. The coordinator buys the salad makings, dressings, soda, ice, and paper goods. (Check in the cupboard to see what paper goods are needed.) Send Thank you notes.

**No Hibernating Team** - set up tables before group arrives and assist with clean up

**No Hibernating Teacher** - share your love of "whatever" in a series of four evening sessions.

**No Hibernating Participant** - sign up to attend four Monday evening classes on a variety of topics, following a light dinner. Childcare provided. Donation

**Souper Bowl Sunday Coordinator** - Promotes the collection of nonperishable goods and money to support Carroll County Food Sunday, a local food pantry. Delivers collected items. First Sunday of February.

**Mardi Gras Breakfast Team:** A special breakfast is held between the church services on the Sunday before Ash Wednesday. Food purchased and prepared. Team members help set up the ten tables and the chairs. Cover the tables with inexpensive cloths for easier clean up.

**Missions Auction:** The Missions Committee sponsors an Auction in March as a significant source of funds to support various mission projects throughout the year. There are many opportunities for volunteers of all ages to participate: auction coordinator, soliciting contributions and selling ads, sorting and cataloging donations, booklet preparation, set-up, clean up, auction runner, bid recorder, etc.

**Soup, Sandwich & Study Coordinator:** Each Wednesday evening during Lent (except Ash Wednesday), the congregation is invited to come at 6 pm for soup, sandwiches, and desserts followed by a study led by the Pastor. Coordinator will place an announcement in the bulletin and newsletter, provide a clipboard so people sign up to bring soup, sandwiches, and/or desserts on a particular Wednesday. Purchase needed supplies for the set up and drinks (coffee, iced tea, and soda), arrange for child care

**Soup, Sandwich & Study Team:** Assist coordinator with duties, especially set up and clean up

**Soup, Sandwich and Study Participant:** sign up for study and share in dinner for 6 weeks in early spring.

**One Great Hour of Sharing** - Inform about Lenten Sunday offering to cover the yearly administrative cost of UMCOR (United Methodist Committee on Relief). Sunday in Lent.

**Christmas in April** - Volunteers work at a local site in Carroll County on one Saturday in April make repairs, painting, etc.

**Seventy-Plus Dinner Helper:** The History committee organizes and serves a 70+ Dinner the last Sunday of April for church and community members over 70 years of age. Need helpers to assist with preparing and/or serving the dinner.

**Mother's and Father's Day Recognition Team** -- decides on gift to be given to female attendees on Mother's Day and to male attendees on Father's Day. Some past gifts have been small plants, carnations, bookmarks, cookies. Pastor or secretary arrange for purchase

**Graduate Recognition Coordinator-** High school and college graduates are listed in the bulletin with some information about degree and plans. They are recognized on a Sunday in May and provided with a small gift.

**Summer Fellowship Coordinator** - Refreshments are served after the combined church service on the front lawn. Place a request in the bulletin and newsletter and then have a sign up sheet on a clip board. Purchase the paper products needed and some extra drinks. Coordinator arrives early to help set up. Send Thank you notes

**Summer fellowship Team Members** Provide refreshments for one or more Sundays in the summer.

**Baltimore County Christian Work Camp Coordinator** - works with sponsoring organizations to identify appropriate work projects helping disabled, disadvantaged, seniors and solicits volunteers from throughout the congregation to participate in those projects. Third week in July.

**Baltimore County Christian Work Camp Participant** - provides as little as one day and as many as five days of volunteer service to the community through this project in late July.

**Disaster relief** - Makes the congregation aware of UMCOR special appeals, supports flood buckets, preparation of health kits, and other UMCOR projects. Late summer.

**Farmers and Hunters Feed the Hungry** - Inform about the work of HFHF to provide funds for the processing of donated meat to be sent to food banks and soup kitchens. A special offering is collected the Sunday after Thanksgiving.

**Christian Education Special Events Team-** Rally Day (start of new Sunday School year in September), Easter Egg Hunt, Fall Harvest Party, Family Advent Activity, Souper Bowl Sunday.

- i. Coordinators solicit ideas and volunteers for these activities; make all necessary arrangements and get any supplies required.
- ii. Work with Coordinators: Beth Houck, Wendy Miller, Kim Winand
- iii. Special Event setup/cleanup helper - Event Coordinator plus Adult and Youth Volunteers

**Vacation Bible School** - takes place here at Ward's Chapel during the morning hours in early July. Look below for a list of ways you can assist our coordinators, Beth Houck and Wendy Miller.

**VBS Station Leader** - Music, Bible, Craft, Science, Recreation, Snack stations

**VBS Station Helper** - youth or adults willing to assist at special stations.

**VBS Teacher** -2, 3, 4 year olds - Pre K; Kindergarten; 1<sup>st</sup>& 2<sup>nd</sup> Grade; 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> Grades

**VBS Teacher Helpers** - youth or adults willing to help with classroom activities.

**United Methodist Youth Fellowship** - Our Youth counselors, Marisa Miller, Wendy Miller and Ron Weller, work to provide opportunities for our youth to grow in their service to others. Please consider assisting in one of the following areas:

○ Driver/Chaperone for events	Youth Counselors and Adult Volunteers/Parents
○ Summer Work Camp Chaperones and Workers	Youth Counselors/Adult Volunteers/Parents
○ Host Home for Christmas & Souper Bowl Parties	Youth Counselors/Adult Volunteers/Parent
○ Easter Sunrise Breakfast Cooks	Youth/Youth Counselors/Adult Volunteers
○ Easter Sunrise Breakfast setup, cleanup	Youth/Youth Counselors/Adult Volunteers
○ Christmas Eve Family Service	Youth and Youth Counselors
○ Camp Hope Sunday	Youth and Youth Counselors

**Scholarship Committee Reviewers** - This committee awards the R. Wayne Feezer Memorial Scholarship annually to church members pursuing a post-secondary education. Each year, the application is made available by February 15. The committee meets to review all applications received by May 1 and determines the number of scholarships and amounts to be awarded by June 1. The scholarship is awarded based on community service, church involvement, academic record, letters of recommendation, and financial need.

## Year-Round or Weekly Opportunities

**Fair Trade Products** - The Missions Committee promotes the sale of products (chocolate candy bars, cocoa, coffee, tea, sugar, and snacks) from Third World farming coops so that the member families can live healthier and get an education. A ministry everyone can participate in!

**Prayer Chain Participant (Phone & Email):** (Coordinators: Church Secretary (Cindy Bird) and Bea Feezer). This is a communication system for church members to share those troubles that they feel would be helped by prayer and for the rest of the membership to lift those needs in prayer. Good news and updates can also be shared this way. Prayer requests are communicated via a telephone calling tree or email. Anyone can participate, if they are willing to pray and keep these requests confidential.

**Prayer ministry:** Volunteers to pray for those involved in mission work or Sunday school teachers and students or shut-ins, etc.

**Feed My Sheep** - Supports a local soup kitchen by sponsoring and hosting one lunch a month. Volunteers and substitutes are needed. Second Thursday of each month.

**Counters** - Each Sunday, at least two church members count the monies collected at each service and in the Sunday School as well as any contributions that have come in via the mail. All items are recorded appropriately to insure that the financial secretary will be able to provide annual statements of giving to each church member or family.

**College Student Mailings Coordinator:** Communicate with the young adults who are attending college. One or more people.

**Mailing cards to sick and Shut-Ins** - Keep list of sick and shut-ins and send greeting cards on a regular basis. One or more people.

**Nursing Home Ministries Team** - Several volunteers lead an informal worship service at Oakland Manor Nursing home the first and third Sunday each month at 2 pm.

**Heifer International Coordinator** - Uses the children's message on the third Sunday of the month to provide information and collect change for this organization. Keeps up to date via the organization's website and shares new information. Keeps inventory on hand (e.g. gift cards).

**Missionary Liaison** - Insures the quarterly contribution is provided in support of Sue Porter, a missionary serving outside the USA. Communicates with Sue, identifies and presents to the congregation needs that arise within her mission work, and arranges for visits to Ward's Chapel when she is back in the states.

**Sunday School Teachers** - Be willing to present curriculum that is provided, along with your unique perspective and creativity, to a variety of age groups from preschool through adult. Teachers may serve each Sunday during the school year or as part of a rotation with other teachers to suit your

schedule. Please note that those working with children and youth are required to have a current copy of a completed Sexual Misconduct Questionnaire on file.

**Sunday School Helpers** - Be willing to assist the Sunday School Teacher with classroom tasks. Those with interest and experience with special education may be assigned to a specific student. Helpers are currently needed for fourth/fifth grade, middle high and high school. Please note that those working with children and youth are required to have a current copy of a completed Sexual Misconduct Questionnaire on file.

**Sunday School Substitutes** - Directs Sunday School classroom when teachers are not available due to travel or illness; requires flexibility and an adventuresome spirit! Please note that those working with children and youth are required to have a current copy of a completed Sexual Misconduct Questionnaire on file.

**Sunday School Curriculum coordinator** - Helps choose age-appropriate curriculum for teachers, receives feedback on improvements and may provide assistance with modifying curriculum for students with special needs. Please note that those working with children and youth are required to have a current copy of a completed Sexual Misconduct Questionnaire on file.

**Sunday School Snack Coordinator** - Purchases light breakfast foods for arriving Sunday school students at 9:30 and coordinates schedule of those willing to serve these items.

**Sunday School Snack Provider** - Sets out food, drink and paper products for arriving Sunday school students one or more Sundays at 9:30 am, then cleans up following the opening time.

**Sunday School Superintendent** - Serves by tracking attendance and class rosters each Sunday. Prepares special awards as necessary and works with Christian Education Chairperson to plan.

**Church Nursery Volunteers** - Children through age 5 may leave the church service after the children's message during the 9:30 am service in the summer and 11:00 am church service the rest of year. They are taken to another area of the church where they participate in age-appropriate activities and enjoy a snack. Parents are required to sign their children in and provide contact information. The current coordinator, Kim Winand, schedules volunteers, coordinates care on Sundays, and procures snacks. Please note that those working with children and youth are required to have a current copy of a completed Sexual Misconduct Questionnaire on file.

**Church Opening and Preparation** - Each Sunday, one volunteer is responsible for unlocking the church; unlocking the elevator and confirming that it is operating correctly; bringing the offering plates up from the parlor if needed; turning on the fans if needed.

**Usher Coordinator** - Solicits volunteers to serve for one month. Supplies the schedule to the church secretary so the ushers' names can be placed in the church bulletin each Sunday.

**Ushers** - Each Sunday, there are two ushers for the 8:30 a.m. service and four ushers for the 11:00 a.m. service and the 9:30 a.m. summer service. The ushers count those in the service and complete an attendance record, which is placed in the offering plate. They take up the collection and, after

the offering in the last service of the day, they place the offering plates in a tote bag for delivery to the counters. The ushers are also responsible for insuring that all doors are closed tightly and locked after the last service. When an usher has to miss an assigned Sunday, he/she is responsible for getting a substitute and notifying the church secretary of the change.

**Greeter Coordinator** - Solicits volunteers to serve for one month. The Greeter Coordinator supplies the schedule to the church secretary so the greeters' names can be placed in the church bulletin each Sunday.

**Greeters** - Each church service is supported by two greeters. The greeter passes out the bulletins and welcomes each member and visitor. When a greeter has to miss an assigned Sunday, he/she is responsible for getting a substitute and notifying the church secretary of the change.

**Mailing Team** - The mailing team is a group of volunteers that support bulk mailings such as the church newsletter. The mailing team coordinator(s) keeps records of how many items are in each mailing by location and cost of each mailing. The team assembles the newsletter from pages that have been produced by the church secretary. The church secretary provides mailing labels. The team organizes the mailing by zip code and delivers the mailing to the post office.

**Kitchen Crew - Licensed Personnel** - County regulations require that several persons must be licensed by the Baltimore County Health Department for the church to be able to use its kitchen to prepare and serve food. A licensee should be present at all functions/activities that involve food preparation or distribution.

**Kitchen Crew** - members of the congregation willing to offer their assistance with food preparation, cooking, cleaning and serving, under professional supervision. Occasionally, the counters, stove, oven and other appliances need a good cleaning. Unmarked or outdated items need to be discarded from the refrigerator and freezer.

### As Needed Opportunities

**Meals-to-the Sick Coordinator:** When there is a critical need, the coordinator arranges for meals to be provided to a church member. Meals are currently being provided to one person. A write up is placed on a clipboard so people can sign up to take food for two meals.

**Meals-to-the Sick Team:** Volunteers visit briefly when they deliver the food they have purchased or prepared.

**Confirmation & New Member Reception Team** - work with Pastor to provide refreshments between church services on Confirmation and/or new member reception Sunday.

**Covered Dish Suppers Coordinator** These suppers are planned as the need arises to celebrate special events (e.g. significant service anniversary). A volunteer coordinator serves for that single event. The coordinator communicates the event, purchases supplies, and recruits volunteers for setup and cleanup.

**Covered Dish Suppers Team** - assist as needed with special events, including set up, clean up, food and drink preparation. (See above)

**Child Care Providers** - Attempts are made to provide childcare when special activities are held so that members with small children can participate. Please note that those working with children and youth are required to have a current copy of a completed Sexual Misconduct Questionnaire on file.

**Candle maintenance** - The candles are "permanent" candles that need to be filled with oil on a regular basis. The wick in the candle lighters is also checked and replaced as needed.

**Church Directory Coordinator** -A new church directory is produced approximately every four years through Olan Mills. The coordinator serves as liaison with Olan Mills (or selected photographer), places notices in the bulletin and newsletter, provides means to set appointments (forms, telephone calls, etc.), solicits helpers for photo nights and provides for delivery of finished directories.

**Bereavement Luncheons Coordinator & Team** -Ward's Chapel supports a member when someone in his/her immediate family dies. We offer to host a luncheon in the fellowship hall and supply a sandwich platter(s) and salad as well as desserts contributed by other members. When a member of Ward's Chapel dies, this service is provided to his/her family. The pastor or the church secretary advises the coordinator of the arrangements and number of persons expected at the luncheon. The coordinator orders the platter and salad and makes sure chips and pickles are provided, makes sure the appropriate supplies are on hand (e.g. plates, plastic ware, cups, and napkins) and may also request desserts. The coordinator contacts volunteers to help set up, serve, and restore the fellowship hall. If the luncheon is to be served somewhere other than at Ward's Chapel, the coordinator arranges for the family to get the platter.

**Southwest Cluster Volunteers in Mission** trips to disaster areas - solicits volunteers to travel to disaster areas to clean up, repair, or rebuild properties damaged by natural disasters.

**Trustee Volunteer** - The trustees keep a list of volunteers to perform minor repairs such as replacing burnt out bulbs both inside and outside and replacing the ballast if needed; minor plumbing repairs; purchasing and picking up 40-pound bags of salt for the water softener tank and adding the salt monthly; checking and replacing furnace and A/C filters; minor repairs in the boiler room (changing control heads, cleaning sight glass); checking inventory and getting supplies as needed.

## Other Opportunities for Special Interests:

**Sanctuary Choir** (Director: Kristen Ion) - Provides music for the 11:00 a.m. service on Sunday, for special Advent/Christmas and Lent/Easter services. It occasionally sings at the 8:30 a.m. service during special seasons and at other services as needed. Some choir members provide special music during the combined summer service at 9:30 a.m. The choir rehearses weekly.

**Melody Makers** (Director: Kristen Ion) - Is made up of children from age 5 through 2nd grade. They sing at least once a month for the 11:00 a.m. service and occasionally at the 8:30 a.m. service. They also sing at special holiday services and provide music for area nursing homes when invited. They rehearse on Sunday afternoons from 1:15 to 1:45 pm.

**Youth Choir** (Director: Kathy Blank) - Is made up of youth 3<sup>rd</sup> grade and up. They practice on Wednesday evenings beginning at 6:45 pm.

**Bell Ringer Choir** - Several years ago, bell plates were purchased to provide a new musical opportunity. This ministry is intergenerational - parents and children may sign up together!

**Special Music** - Talented members are encouraged to share at various times throughout the year: instrumentalists, singers, dancers.

**Bakers & Cooks:** Miscellaneous opportunities that could support multiple groups or service areas including Helping prepare food for the Roast Beef Supper, cooking breakfast after Easter sunrise or other activities, preparing food to be sold on a bake table or during the Mission Auction, preparing food for summer Sunday fellowship, soup and sandwich during Lent, etc.

**Work Day Volunteer:** Several times a year, the Trustees sponsor "work days" (usually a Saturday morning) to complete seasonal cleaning and maintenance, landscaping, and small repairs. All interested church members are encouraged to participate for all or part of the morning.

**Odd jobs:** Other hands are needed throughout the year. Please let us know if you are willing to clean up and/or set up for an event, take part in gardening (trimming bushes, weeding, etc.) or painting, minor plumbing repairs, minor electrical repairs, or carpentry

**Drivers Needed!** Provide transportation for grocery shopping, the doctor, and church for member in need, or take part in a carpool to various activities (e.g. Christmas caroling)

**Holy Telemarketing:** Make calls to advise persons of various events or solicit volunteers.

**New ventures:** Communications - assist church secretary and pastor in web-site development and Public Relations as well as serving to help with media communications and publicity

**Community Service** - please note your involvement in civic organizations such as PTA, boosters, 4-H or the like.

**Men's Fellowship:** If you are interested in a mid-week or weekend Men's Fellowship or short study over coffee, please check here.

**Women Embracing God (WE Group)** - (2009 Coordinator: Sue Swensen; Session Leader: Susan Epler) A group of women that meets during the day twice monthly (usually Friday mornings, except summer months) for study, support and prayer. Child care is provided

**Star Fellowship** - Is open to all women of the church for fellowship and for planning and implementing selected mission and local church projects. Funding is from making and selling Easter eggs, selling flavorings, and RADA knives. The group meets informally at local restaurants for dinner on the fourth Tuesday of the month.

Other: (Write in your idea for serving!)

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# Committees

## Stewardship Committee (Chairperson: open)

Encourages member participation in the life of the church via prayers, presence, gifts, and service through an annual commitment campaign and ongoing communications.

The committee consists of a lay chairperson or co-chairpersons and members interested in promoting awareness of stewardship opportunities and encouraging church members in the use of their various gifts.

Anyone interested is invited to become a member.

## Church Council (2009 Chairperson: Butch Parker)

Is the administrative body of the local church. All committees are amenable to it. It is involved in planning, implementing, overseeing, and evaluating the program and ministry of the local church.

The committee consists of a lay chairperson or co-chairpersons, a secretary, lay leader, chairpersons of all committees, members-at-large, and other persons, as the local church deems necessary.

## Building Committee (2009 Chairperson: Charlie Dell)

A Building Committee was established three years ago to explore the need, design, and funding of a building construction project at Wards Chapel.

The committee is evaluating need for additional space and how building would support the mission of the church.

Such a project tends to be long-term.

## Scholarship Committee (2009 Chairperson: Sue Swensen)

A scholarship fund was established in memory of Wayne Feezer to provide financial support for higher education to members of Ward's Chapel UMC.

The committee advertises the availability of scholarships in the spring, reviews all applications, and selects the recipients.

## Nurture Committee (2009 Chairperson: Carol Parker)

Organizes activities and ministries to help build a sense of hospitality, community, and fellowship for members and visitors (e.g. fellowship meals, new member luncheon, Lenten Wednesday "Soup, Sandwich, and Study sessions," greeters for worship services). It helps the congregation to develop ways of reaching out and serving members and visitors. The committee consists of a lay chairperson or co-chairpersons and members interested in developing ideas for nurturing others.

## Finance Committee (2009 Chairperson: Bill Showman)

Compiles annually a complete budget for the local church and submits it to the Church Council for review and adoption. Evaluates and keeps the church informed on its financial health.

The committee consists of a lay chairperson or co-chairpersons, the church treasurer and financial secretary, treasurers of various church groups, and members interested in the financial health of the church.

There is a sub-group that reviews and monitors the Heritage Trust fund holdings and reports to the Finance Committee on its status.

Education Committee (2009 chairperson: Beth Houck; co-chairperson: Wendy Miller):

Organizes and implements a program of Christian education. This is done through Sunday School for all ages, Vacation Bible School (in the summer), Bible Studies, and other short-term classes as need and interest warrants.

The committee consists of a lay chairperson or co-chairpersons and members who include Sunday School teachers and others interested in developing opportunities for Christian education.

UMYF (2009 Youth Counselors: Marisa Miller, Wendy Miller, Ron Weller)

Is a ministry to and with preteens and teens, sixth grade through high school. Meets every other Sunday evening September-June. The leadership is a combination of adult volunteers and elected youth officers. During the summer, youth participate in Camp Hope which is a week-long mission opportunity to repair homes for those in need in the Cumberland area of Maryland. UMYF activities are many and varied and include a puppet ministry, retreats, recreational activities, worship and discussion. UMYF sponsors a Cookie Bake each November which provides the primary funding for their activities and mission projects. The youth fellowship takes full responsibility for the Easter Sunrise service and the Family Service on Christmas Eve.

Missions Committee (2009 Co-Chairpersons: Wayne and Pauline Reisberg)

Informs and supports mission opportunities in the USA and overseas through financial giving and personal service.

Anyone interested is welcome to join the committee.

Supports Camp Hope - a UMYF mission project

Promotes awareness of various mission needs and provides the opportunity for participation by the congregation

History Committee (Chairperson: Wayne Reisberg)

Maintains the historical records of the church and shares that history through various means including electronic presentations.

The committee consists of a lay chairperson or co-chairpersons and members interested in the history of the local church.

The committee organizes and serves a 70+ Dinner the last Sunday of April for church and community members over 70 years of age.

Worship Committee (2009 Chairperson: John Veise)

Is responsible for all things related to the congregational worship. Works with the pastor in planning worship services and special music, developing various visual and symbolic means to convey themes of the day, providing all the necessary tools and equipment for worship, and implementing and evaluating new styles of music and worship liturgies. It provides for the lay leadership for all services (lay readers, choirs, ushers, acolytes).

Staff Parish Relations Committee (SPRC) (2009 Chairperson: Barbara Charnock)

Serves as the personnel committee of the local church hiring all paid staff and working with the district superintendent when there is a pastoral change. The SPRC assists the pastor and staff in assessing their gifts and setting priorities for leadership and service. It annually evaluates the effectiveness of both staff and church in the performance of their respective ministries. The committee consists of a lay chairperson or co-chairpersons and nominated members.

Lay Leadership Development Committee (formerly Nominations & Personnel):

The committee consists of the pastor as chairperson and nominated members: Jennie Jones ('09, co-chair), John Veise ('10), Mattie Brian ('11) and Pam Horn ('12)

This committee meets at least one time per year prior to the Charge Conference to discuss strategies and suggestions for nominating leaders and members of the various committees of the church, as described in the Book of Discipline. This requires a working knowledge of both the existing members of the congregation as well as a sense of those who demonstrate a readiness to lead or serve in an area of the church's ministry.

Members of the committee contact prospective leaders by phone or in person, helping to explain any responsibilities involved in serving on the various committees and communicating to them the reasons why they are being asked to serve. The Committee may meet at other times during the year, as called on by the pastor, when openings or changes arise in the slate of officers.

Their work is presented and voted on each fall during the Charge Conference, with members of the committee coming from the floor. They are not responsible for evaluating or hiring paid staff, as these matters fall under the purview of the Staff Parish Relations Committee.

Trustees (2009 Chairperson: Peter Farnum)

The trustees are a standard church committee that has the responsibility for the cleaning, upkeep, repair, and replacement of the church property, including the church building, furnishings, grounds, and parsonage. They periodically sponsor workdays for church volunteers to help with painting, grounds upkeep, and small repairs.

The committee consists of a lay chairperson or co-chairpersons and members interested in maintaining the church property. One member serves as Treasurer and is responsible for keep track of the money in the Trustees' budget and paying all related bills. One member serves as secretary to record decisions and action items.

Individuals other than members of the Trustees can volunteer for various tasks that come under the responsibility of the trustees.

Some work is contracted out to other individuals or businesses.

The trustees are responsible for contacting the applicable contractors when the repairs are beyond their expertise.