

## RLC 2010 Time and Talent Descriptions

### ADULT VOLUNTEER OPPORTUNITIES

#### ARK PRESCHOOL

Extended Daycare Volunteer	assist one hour per day, a.m. or p.m.
Ark Preschool Board	oversight of RLC's preschool
Preschool office Help	help in Ark office as needed
Guest Reader	provide weekly storytelling for preschoolers

#### CHRISTIAN EDUCATION (SS = Sunday School; VBS = Vacation Bible School)

Christmas Program	assist with RLC Christmas program
Confirmation Mentor	meet with confirmand once a week throughout the school year
Facilitator for Sun. Coffee Talk Planning Team	meet with RYOT on Sun. morning and facilitate discussions
SS Attendance Recorder	assist with education ministry planning
SS Teacher – elementary	maintain attendance records
SS Teacher – preschool	provide instruction on a weekly basis
Supply Coordinator	provide instruction on a weekly basis
VBS Aide	inventory, distribute & maintain supplies
VBS Nurse	assist VBS teachers
VBS Teacher	provide on-site emergency medical care
VBS Worship/Music	provide instruction during VBS week
	plan/lead VBS worship & music time

#### CONGREGATIONAL LIFE (SOS = Share OurSelves)

Cookie Ministry Team	bake cookies as needed for various events
Fellowship/Event Planning Team	plan fellowship events (picnic, Oktoberfest, Progressive Dinner, etc.)
Funeral Reception Team	assist with set-up/clean-up, provide food
Green Team	educate members about better environmental practices
Kitchen Team	help maintain kitchen
Prayer Chain Member	offer prayers daily for those in need
SOS Meal Ministry	provide meals for members in time of need
SOS Transportation Ministry	provide transportation for members in time of need
Stephen Ministry	provide confidential support/care for members (two year commitment & training)
Sunday Coffee Hosts	set-up/clean-up coffee service on Sunday morning
Wedding Coordinator	help with planning and organizing the ceremony

#### ELECTED/APPOINTED LEADERS

Audit Committee	yearly audit of RLC's finances (accounting background needed)
Congregational Council	policy-setting, business oversight (1-3 year commitment)
Human Resources Committee	develop job descriptions, salary/benefits recommendations, performance reviews
Nominating Committee	seek candidates for council and leadership positions
Synod Delegate	represent RLC at Synod Assembly (3 day commitment)

#### EVANGELISM & HOSPITALITY

Advertising	work with newspapers to publicize RLC and its activities
Caring Team	contact by phone or mail to let them know they are missed
Deliver Mugs to Visitors	deliver candy-filled mug to visitors in your area within 24 hrs of their attendance
Evangelism Team	proactively invite prospective members to worship at RLC
Greeter	welcome worshippers as they arrive
Welcome Center	answer questions, provide information to visitors
Welcome Team	proactively greet visitors and ensure that they feel welcome

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### ADULT VOLUNTEER OPPORTUNITIES (continued)

#### FACILITY MAINTENANCE

1<sup>st</sup> Sat. Maintenance Team  
Facility Manager  
Grounds Maintenance  
Seasonal Decorating  
Skilled Maintenance

meet monthly to work on minor repairs, change light bulbs, trim shrubbery. etc.  
open/close building; handle facility problems Sun. mornings and special events  
weeding, planting, cleaning grounds  
arrange flowers, decorate Christmas tree, etc.  
electrical repair, plumbing repair, carpentry, etc

#### OFFICE/TECH SUPPORT

Audio/Visual  
Calligraphy  
Computer Tech  
Offering Counter  
Office Volunteer  
Photographer  
Pictorial Directory  
Website Support

record RLC events, operate A/V equipment  
names on certificates, etc. (can be done at home)  
assists with computer problems and upgrades  
rotating team to count offerings after services  
answer phones, copy, file, etc. (as needed by staff)  
takes pictures of RLC events  
assist with scheduling, proofing copy and other tasks  
contribute pictures and articles to website

#### SOCIAL MINISTRY

Christmas Project Team  
Food Drive Delivery  
Gleaner  
School Supply Project Team

shop for food and gifts for needy families, wrap and deliver  
delivers collected items to Mt. Olive Food Pantry  
picks up food from grocery store and delivers to needy groups in community  
helps coordinate day-to-day needs such as supplies, packing needs, deliveries

#### ADULTS IN YOUTH PROGRAM

Kid's Club Sponsor/Chaperone  
Pumpkin Patch Team  
RALLY - Social Planning Team  
RYOT Chaperone  
Sunday Evening Speaker – RYOT  
Youth Leadership Team

plan & organize one monthly event  
un-load pumpkins, sell pumpkins  
plan social events for gr. 6-8  
occasional events such as lock-in, mission trip, etc.  
spend a Sunday evening with RYOT, topics vary  
help plan programs for youth (age 3 - grade 12)

#### WORSHIP, MUSIC & THE ARTS

Accompanist  
Altar Guild  
Assisting Minister  
Bake Bread  
Brass Group  
Chancel Choir  
"Growing in Worship"  
Instrumentalist  
Liturgical Arts Task Force  
Music Librarian  
New Spirit Ensemble  
Sounds of Joy Handbell Choir  
Strings Group  
Usher  
Winds Group

accompany any of the music groups, soloists or support worship  
care for linens, paraments, sacramental vessels, communion set up/clean up  
read scripture, lead prayers, distribute communion  
provide bread for communion  
participate in small brass ensemble  
meets weekly - Wednesday 7:30 pm  
lead 2-3 minute children's sermon during worship  
support worship and special events  
design banners, art display, etc.  
assist Music Director In cataloging and filing music  
meets weekly - Sunday 4:45 pm  
meets weekly - Wednesday 6:15 pm  
participate in small strings ensemble  
hand out bulletins, collect offering, assist people to communion  
participate in small winds ensemble

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### ADULT PARTICIPATION OPPORTUNITIES (continued)

These events usually provide a sign-up sheet

#### Bible Studies Description

Women's Brown Bag & Bible Study	meets weekly –Thursday at Church - 11:30 am
Women's Evening Bible Study	meets 1 <sup>st</sup> Tuesday of month at Church - 7:00 pm
Men's Bible Breakfast	meets weekly at Church -Thursday 6:30 am
Sunday Evening Bible Study	meets monthly in homes

#### Other Activities

Blood Drive	annual event
Crop Walk	walk to raise funds for hunger relief - annual event
Dining around the Metroplex	every other month in restaurants
Dinner for 6	dine in homes - monthly
Fall Carnival	annual, Saturday before Halloween in October
Fellowship Events	progressive Dinner, Oktoberfest, Picnic etc.
Flowers Program	sponsor weekly Altar Flowers; sign up on board
Ladies Book Talk	meets bi-monthly to discuss a selected book
Movie Group	meets at a local theater on the 3 <sup>rd</sup> Tuesday of the month
PrimeTimers for retirees	retirees meet 2 <sup>nd</sup> Wednesday of month at restaurant
RLC Guy's Night Out	meets at a restaurant for dinner and conversation, 4 <sup>th</sup> Thursday of month
School Supply Project	help buy, pack or deliver school supplies (summer months)
Sewing Group/Cover Girls	meets once or twice a month to sew
Stewardship Team	promote all facets of Stewardship through year round events
Sunday School, Adult	meets weekly at Church - Sunday 9:45 am
W-ELCA - Women of the ELCA	scheduled events provide social, service and educational opportunities