

St. Timothy Lutheran Church



2010 Time and Talent
Guide Book

Spiritual Gifts

Each of us is called to share our spiritual gifts on behalf of the mission of Christ. A “spiritual gift” is a God-given ability, inspired by the Holy Spirit and enjoyed when used in the service of Jesus Christ for the building up of the body of Christ. The experience of using your gifts goes beyond duty. The energy and enthusiasm we will derive actually increases as you use our spiritual gifts, for it is God’s spirit which supplies the power.

We ask each member to prayerfully consider the opportunities available for participation in ministry at St. Timothy and make a commitment of his/her time and talents to the support of that ministry. Each family member should separately complete a Time and Talent sheet based on their individual gifts and interests.

Description of Volunteer Opportunities

Administrative/Office

- A1. Office Volunteer** **As needed**
Assist office staff with special projects or to “staff” the office in case of employee absence.
- A2. Photography**
Picture taking for monthly newsletter and/or electronic photo album.
- A3. Tidings Stuffing/Folding** **Monthly**
Stuff inserts and fold newsletter, typically on the last Wednesday of the month (afternoon, 1-2 hours).
- A4. Tidings Mail Preparation** **Monthly**
Seal and label newsletters, typically on the last Thursday of the month (afternoon, 2 hours).

Information Technology

- A5. PC/Server Support (Hardware/Software)** **As needed**
PC Setup, program install, network configuration and backup/recovery items.
- A6. Website Assistance** **As needed**
Maintain St. Timothy websites; provide web content and graphic design ideas.

Children's/Youth Ministries

- C1. Confirmation Small Group Leader** **Thursdays, school year**
Serve as discussion leader and facilitator for a small group of confirmation youth for 1.5 hours on Thursday evenings from late September until late April and a weekend retreat in the fall.
- C2. HS Group Adult Leader** **Sunday nights, school year**
Serve as a leader during Sunday evening youth gatherings assisting with the program, driving, and building relationships with high school youth.

Sunday School

- C3. Sunday Morning Opening Substitute** **As needed/2-3 times annually**
Fill in for Children's Ministries Coordinator in the event that she is absent. Lead SS Opening, take attendance, supervise the morning's activities, gather children for dismissal.
- C4. Sunday School Opening Leader** **Sundays as you choose (Sept-May)**
Gather with SS students in the sanctuary for 5-10 minutes. Introduce the day's lesson through song, stories, art, skits, etc.
- C5. Preschool Sunday School Teacher** **2-3 times/month (Sept-May)**
Prepare and lead a lesson, which may include Bible stories, crafts, games, etc. Teachers work as a team of 3-4, serving on a rotating schedule (lead teach, assist, then off).
- C6. Sunday School Station Leader** **any 3 consecutive Sundays**
Prepare, gather materials and lead one lesson in chosen area (art, computers, cooking, games, music/movement, science, storytelling, video) to different age levels of students.
- C7. Sunday School Class Photographer** **One Sunday a month**
Take class pictures in the fall. Visit classrooms periodically and take pictures of special and routine activities. Submit pictures to the office.

LOGOS (3rd-5th Grades)

- C8. Teacher** **Wednesdays, 6:45-7:15 p.m. (Sept-April)**
Teaches a small group (8-12 children) using Bible study materials and tools from the *Firelight* curriculum with options for stories, skits, crafts, science experiments, videos and more.
- C9. Substitute Teacher**
Fills the LOGOS teaching role above when needed. Teacher informs substitute of the lesson to be covered so materials can be gathered in advance for planning.

- C10. Table Parent** **Wednesdays, 5:50–6:45 (Sept-April)**
Join a group of children during meal time for the year to build relationships, act as a mentor, share in the children’s lives, and provide guidance and direction at the table during the meal.
- C11. Recreation Leaders** **Wednesdays, 7:15–7:40 p.m. (Sept-April)**
Recreation leaders come up with and games, activities, crafts, service projects or presentations during the recreation time period.
- C12. Dinner Team Captain** **Approx. 3 hours monthly (Sept-April)**
The dinner team captain (can work in teams of two) coordinates and organizes meals for the dinner team ensuring that food is purchased, prepared, served and cleaned up by the dinner team for the night.
- C13. Dinner Team Member** **Approx. 3 hours monthly (Sept-April)**
Dinner team members serve with their team to set-up for dinner, purchase food, prepare, serve and clean up the dinner meal for their dinner team.

Vacation Bible School

- C14. Coordinator** **Spring/early summer 2010**
Help organize and coordinate Vacation Bible School.
- C15. Teacher** **Summer 2010**
Teach at summer VBS program.
- C16. Crafts** **Summer 2010**
Plan, gather materials, demonstrate and lead pre-planned art projects.
- C17. Decorations/Props** **Summer 2010**
Coordinate ideas and volunteers, create decorations related to the VBS theme. Decorate church the Sunday before VBS begins.
- C18. Drama** **Summer 2010**
Meet with team, rehearse and act out pre-planned skits. Create sets for skits.
- C19. Friday Night Celebration** **Summer 2010**
Meet with team, plan and coordinate volunteers, games and food.
- C20. Kitchen Coordinator** **Summer 2010**
Gather food items, prepare and serve snack for VBS students. Provide snacks/drinks for volunteers.
- C21. Music** **Summer 2010**
Teach/lead children in given songs. Create motions when not provided.
- C22. Nursery Assistant** **Summer 2010**
Assist in nursery providing care to volunteers’ children (0-3 years)
- C23. Recreation** **Summer 2010**
Gather materials, plan and execute games in given curriculum.

Community Development

- D1. Social Outings Coordinator** **As scheduled**
Group outings have been organized to attend a Cubs or Bulls game, a dinner theater or a special tour such as to the Chicago Lyric Opera. Volunteers are needed to plan and coordinate social outings/events at regular intervals during the year.
- D2. Year-End Celebration Coordinator** **late April-mid May**
Coordinate volunteers (bakers, materials gathering, set-up, hostess, clean-up) for celebration. Order/cut flowers.
- D3. Baseball Event** **As scheduled**
Interest in attending a church outing to a local professional or minor league baseball game.
- D4. Basketball Event** **As scheduled**
Interest in attending a church outing to a Chicago Bulls basketball game.
- D5. Bowling Event** **As scheduled**
Interest in participating in a recreational church bowling event.
- D6. Bridge** **As scheduled**
Interested in participating in a group that gathers to play bridge.
- D7. Church Picnic Planning Committee** **Summer months**
Participate with a team to plan and lead an annual church picnic, including date, menu and family activities.
- D8. Dinners for 8** **As scheduled**
Join a new group of eight St. Timothy members who meet socially for food and fellowship throughout the year. You will make new friends, or perhaps reconnect with old ones, while enjoying a meal either in restaurants or homes (your choice!).
- D9. Euchre** **As scheduled**
Interested in participating in a group that gathers to play Euchre.
- D10. Golf Event** **End of summer**
Interested in participating in St. Timothy's annual golf outing.
- D11. Road Rally** **As scheduled**
Interested in participating in a St. Timothy's road rally.

Sports

An interest in participating in either sports leagues or pick up games

- D12. Basketball League**
D13. Bowling League
D14. Softball Team
D15. Volleyball

Congregational Care

E1. Prayer Chain Participant

Become a member of St. Timothy's email prayer chain and pray for the people on our weekly prayer request list.

E2. Stephen Minister

Stephen Ministers offer one-on-one support for congregation members who are in need of comfort or companionship. Involvement as a Stephen Minister is a two-year commitment involving 50 hours of training over about six months, followed by monthly continuing education and peer supervision/support meetings.

E3. Reaching out to Inactives

Assist the Pastors by calling and/or visiting those who may have become inactive to encourage them.

Short-term Home Care

E4. Prepare Meal

Provide a meal for sick or homebound members on an as-needed basis.

E5. Meal Delivery/Grocery Pick-up

Help deliver meals and groceries for sick or homebound members on an as-needed basis.

E6. Mercy Maids

Clean the homes of members who are ill, recovering from surgery, etc?

E7. Babysitting

Volunteer to babysit for children who need short term care.

E8. Transportation for Member

Help transport members when needed, such as to doctor appointments, grocery shopping, etc.

Faith Development

- F1. Planning Committee** **As scheduled, 3-4 times annually**
Help plan adult education classes and events. Meets three or four times a year to brainstorm, plan and review adult education activities. Also, help contact adult education speakers and leaders.
- F2. Adult Education Teachers** **As scheduled**
Lead a Bible study or an adult class in an area of your knowledge or interest (example: Bible, ethics, psychology, ecology, parenting, relationships, finances, etc.)
- F3. Book Discussion Facilitator** **As scheduled**
Facilitate group discussion of a book relating to faith, discipleship, current events, etc.
- F4. Church Library Worker** **3rd Monday**
Assist in the organization and running of the church library. Volunteer to maintain the library 1-2 times a year on a monthly basis. Monthly meetings normally are in the afternoon of the third Monday of the month and last approximately 2 hours.
- F5. Retreat Leaders** **3-4 times annually**
Plan and coordinate annual retreat days for men, women or both. Meets as needed, 3-4 times a year, to organize retreat days, secure speakers/leaders and retreat sites.

Finance

- G1. Audit Committee** **Annual**
Use accounting and/or financial background to assist in yearly church audit. Audit is normally completed in late spring and will take approximately eight hours of your time.
- G2. Finance Committee** **Monthly, 3rd Saturday**
Review church financial statements and provide insight and support to the treasurer relative to financial issues of the church. The monthly meetings normally are in the morning and last about two hours.
- G3. Offering Counter** **Monday mornings - weekly**
Work with a team to assist in preparing the church offering deposit, and summary information for the financial secretary.
- G4. Offering Counter (Substitute)**
- G5. Special Projects - Financial** **As needed**
Provide support and/or analysis needed for projects related to the finances of the church. Projects may include long term projections, financing alternatives, contract analysis/negotiations, or other financial needs of the church.

Stewardship

- G6. Endowment Committee** **As needed**
Help raise awareness of giving opportunities through final estate plans or through memorials. The gifts are designated to be invested where the income from those investments are distributed to support internal and external ministries at St. Timothy. Members of the committee will also participate in discussions regarding the distribution of funds to various areas of ministries.
- G7. Stewardship Committee** **Fall**
Assists with managing, directing and facilitating overall Stewardship activities for the church and its ministries. Responsibilities include, coordinating, recruiting, training, and supervising volunteers, developing the theme of the campaign, coordinating the marketing and communication efforts. Bi-monthly meetings during September, October and November.

Market Day

- M1. Coordinator** **Approximately 4 hours a month**
Contact volunteers who have indicated a willingness to help with Market Day. Publicize sale dates in church publications. Enter hard copy orders on-line. Send out reminder e-mails and phone calls for orders and pick-up day. Coordinate volunteers on day of sale.
- M2. Helper** **Approximately 1-2 hours a month**
Volunteer on schedule pick up day from 4:30–6 p.m. to help sort Market Day boxes, fill orders and fold order forms.

Property

- P1. Environmental Stewardship (Green Team)** **As scheduled**
Development and implement environmentally responsible strategies and programs for the church building and operations.
- P2. Kitchen Supply Coordinator** **Approximately 1-2 hours monthly**
Monitor kitchen supplies, such as coffee, paper products, condiments. Serve as liaison to church office for replenishment. (Most supplies are ordered by the office and delivered. Also periodically shops at GFS for supplies)
- P3. Kitchen Cleaning Coordinator** **Quarterly**
Coordinate cleaning and organizing of upstairs and downstairs kitchens and supplies four times a year.
- P4. Kitchen Cleaning Helper** **Quarterly**
Assist with cleaning and organizing of upstairs and downstairs kitchens and supplies four times a year.
- P5. Set-up/Clean-up Crew** **As needed**
Volunteer to help with various facility set-up needs such moving pews in the sanctuary on an as-needed basis, also assist with removal of glass panels between the Sanctuary and narthex for larger service at Christmas and Easter.

Landscape Maintenance

- P6. Bedding Garden Planting & Tending** **Summer months**
Plant and maintain gardens around church entrances.
- P7. Meditation Garden** **Summer months**
Assist with the care and up-keep of the Meditation Garden such as weeding, trimming and planting the decorative pots.
- P8. General Landscape Maintenance** **Summer months**
Participate on an as-needed basis in landscape work and maintenance, such as mulching, tree pruning and weeding.

Maintenance and Repair-special expertise

General availability for property maintenance.

- P9. Carpentry** **As needed**
Provide assistance with needed carpentry work.
- P10. Electrical**
Assist in electrical maintenance work.
- P11. Painting**
Assist in painting church areas on an as-needed basis.
- P12. Automotive**
Provide maintenance on the church van
- P13. HVAC**
Assist with heating and air conditioning maintenance on an as-needed basis
- P 14. Plumbing**
Assist in plumbing maintenance work.

Dinners & Receptions

- R1. Dinners/Receptions Coordinator** **As needed**
Contact volunteers who have indicated a willingness to cook, bake, serve or clean up at special events. Oversee provisions, staffing, table settings, decorations, etc. as needed.
- R2. Assist with Special Dinners/Receptions** **As needed**
Help cook meals, serve or clean up at special events held at church.
- R3. Bake for Dinners/Receptions** **As needed**
Provide baked goods for church programs as needed.
- R4. Funeral Lunch/Reception Coordinator** **As needed**
Contact volunteers who have indicated a willingness to cook, bake, serve or clean up at funeral lunches or receptions. Oversee provisions, staffing, and table settings for the lunch or reception.
- R5. Bake for Funeral Lunches/Receptions** **As needed**
Willing to provide baked goods for funerals.
- R6. Cook for Funeral Lunches/Receptions** **As needed**
Help cook meals for funeral receptions held at St. Timothy.
- R7. Serve/Clean-Up at Funeral Lunches/Receptions** **As needed**
Help set up, serve and/or clean up at funeral receptions/lunches held at the church.

Senior Ministry

- R8. Senior Lunch Coordinator**
Contact volunteers who have indicated a willingness to cook, bake, serve or clean up at special events. Plans and coordinates menu, provisions, staffing, and theme including table setting.
- R9. Bake/Cook for Senior Lunch** **3rd Thursday of the month**
Assists with menu preparation prior to or at an event.
- R10. Senior lunch server/helper** **3rd Thursday of the month**
Assists with final lunch preparations, including setting tables, serving and cleanup at senior lunch event.

Social Ministry

- S1. Social Ministry Committee Member** **3-4 times annually**
Help with general planning and provide support for social ministry projects and programs. Help with promotion and recruitment for the ministries as needed. Evaluate “new” ministries for St. Timothy.
- S2. Blood Drive Coordinator** **8–10 hours quarterly**
Serve as liaison between Heartland Blood Center and St. Timothy and assist with organization of the quarterly church blood drives.
- S3. Blood Drive Worker** **2 hours quarterly**
Assist at drive by greeting and registering donors and serving refreshments.
- S4. Christmas/Easter Giving Tree Coordinator** **Twice annually**
Help plan, promote and organize the Christmas and Easter Giving Tree drives. Coordinate with agencies and groups to which the church is donating. Deliver gifts and other donations as necessary.
- S5. Christmas/Easter Giving Tree Worker** **Twice annually**
Various assignments such as work at the sign-up table, sort gifts, and deliver gifts.
- S6. CROP Walk Coordinator** **10–12 hours in October**
Plan, promote and coordinate the annual CROP walk. Attend recruiters meeting in late August, supervise registration, and collect pledged monies.
- S7. Food Drive Coordination Team** **Fall**
Assist with the organization, implementation of the annual food drive. Coordinate activities of volunteers to ensure all tasks are complete for a successful food drive to benefits Loaves & Fishes food pantry.
- S8. Food Drive Worker** **Fall**
Help distribute flyers, collect and sort food and food delivery for the annual food drive.
Sat, 8:00–10:30 a.m. - Set up
Sat, 10:30am–1:00 p.m. - Sort
Sat, 1:00–2:30 p.m. - Clean up
Sun, Noon–1:00 p.m. - Unload
- S9. Food Drive Canvasser** **Fall**
Distribute bags to neighborhoods the week before the drive and collect bags of food the morning of the drive. Time commitment based on number of bags distributed.

- S10. Global Missions Coordinator** **As scheduled**
 Help coordinate and inform the congregation of the global missions of St. Timothy, including missionary support (such as Marian Hungerford), efforts with ELCA World Hunger, Bread for the World, and other organizations involved in global missions.
- S11. Hesed House Ministry Coordinator** **Once every odd month**
 Coordinate our Hesed House commitment every other month. Ensure food and worker sign ups are posted on a timely basis. Purchase food to cover shortfalls and coordinate transportation of food to the shelter. Assist shift coordinators with recruiting as needed.
- S12. Hesed House Shift Coordinator** **Once every odd month**
 Recruit volunteers, determine volunteer assignments, and oversee meal preparation for that shift.
 Dinner Shift, 6–11 p.m.
 Evening-to-Early Morning Shift, 11 p.m.–3 a.m.
 Early Morning Shift, 3–7 a.m.
- S13. Hesed House Shopper** **Once every odd month**
 Just prior to service date, shop for food and related items that have not been donated.
- S14. Hesed House Van Driver** **2–3 hours, every odd month**
 Load and drive church van full of food and supplies to Hesed House on service date.
- S15. Hesed House Worker** **Once every odd month**
 Various assignments, including checking in shelter guests, preparing meals, washing dishes, serving food, watching over guests in the sleeping rooms, operating the shelter’s “store,” doing laundry.
 Dinner Shift, 6–9 p.m.
 Evening Shift, 9–11 p.m.
 Evening-to-Early Morning Shift, 11 p.m.–3 a.m.
 Early Morning Shift, 3–7 a.m.
- S16. Loaves & Fishes Food Pantry Worker** **As needed**
 Collect food received from members and deliver to Loaves & Fishes food pantry and/or work at the food pantry on a monthly basis as needed.
- S17. Loaves & Fishes Coordinator**
 Plan and organize food drives for St. Timothy and coordinate/organize volunteer teams to work at the pantry on behalf of St. Timothy.

- S18. Prayer Shawl Ministry Shawl Creator**
Knit or crochet shawls to be distributed to people who are ill, grieving or are in need.
- S19. Sleep Out Saturday Coordinator** **October**
Plan and organize annual event (usually first Saturday in November) to raise awareness of homelessness and raise funds for Bridge Communities. Coordinate with Bridge Communities for event materials and rally participation.
- S20. Sleep Out Saturday Planning Team** **First weekend of November**
Plan and lead activities for Sleep Out Saturday. Perform tasks as dictated by the chosen activities.
- S21. Transitional Housing Ministry Coordinator**
Lead a committee that provides support and guidance for volunteer mentors in the Transitional Housing Ministry. This ministry provides housing and mentoring for a homeless family for a fixed period of time. Communicate the needs of the ministry to the congregation. Act as liaison to Bridge Communities, St. Timothy's partner in this ministry.
- S22. Transitional Housing Ministry Committee Member**
Support the Transitional Housing Ministry. Guide mentors and work to gather resources necessary for this ministry.
- S23. Transitional Housing Ministry Mentor** **Weekly**
Work with a team of one or two other mentors to guide a family placed in an apartment rented by St. Timothy (through partnership with Bridge Communities). With the help of Bridge Communities, provide help with budgeting and planning to assist this family toward financial independence. Time commitment is a few hours once a week for 2 years.

Witness

01. Marketing and Communication

Assist in developing ways to market St. Timothy to the community and to motivate members to communicate with the unchurched, the inactive and visitors to welcome them and encourage involvement.

02. Contact Prospective Members

Make phone calls to worship visitors and other interested in membership.

03. Sponsor New Members

As needed

Each new member is sponsored by a current member of the church who stands with the new member on the day they are received. They help to make them feel welcomed and a part of St. Timothy, following up with new members to try to ensure they feel involved in the life of the congregation.

04. Assist with New Member Dinners

Help prepare, serve and clean up following new member meals at church.

05. Graphic Design (Designs Promoting St. Timothy)

Help develop designs to promote special projects such as a event, retreat or drive.

Fellowship Hour

09. Fellowship Hour Co-Coordinator

1–2 hours monthly (Aug-May)

Sets scheduling for fellowship hour volunteers. Send out weekly and monthly reminders and updates. Coordinates scheduling with office. Coordinates bread donations. Fills in as a worker when needed.

Fellowship Hour Worker

Teams work once every 6 weeks (Sept-May)

010. Set-up – usually done on Saturday afternoon or after Saturday night service. About 30 minutes.

Teams of one or two.

011. Host – can attend either service. Finalize set up and bread preparation.

Hosts and restocks 9:30–10:45 a.m.

Teams of two

012. Clean-Up – can attend either service. Wash dishes, clean and put away items used during fellowship.

Teams of three

Worship and Music

- W1. Communion Break Baking** **As scheduled**
Bake communion bread for worship services, approximately once every two months.
- W2. Altar Guild** **Weekly, 1-2 month annually**
Set up for Communion, Baptisms and make other worship preparations as needed. Time commitment is approximately 30 minutes a week to setup or cleanup. Scheduled with two others to share responsibilities.
- W3. Liturgical Arts Committee** **2nd Monday**
Plan and execute visual arts and decorations for worship themes and liturgical seasons in the Sanctuary. Monthly meetings last approximately 2 hours. Members help make, set up and take down decorations as needed during the year.
- W4. Christmas Decorating** **December**
Help prepare church for the Christmas holidays.
- W5. Chancel Choir** **Approximately 2 hours weekly (Sept-May)**
Meets Wednesday evenings at 7:30 p.m. and sings at the 8:30 a.m. Sunday worship service. A variety of music is sung with an emphasis on classical and traditional styles.
- W6. Soul Assembly** **Approximately 2 hours weekly (Sept-May)**
Meets Monday evenings at 7 p.m. and sings at the 11 a.m. Sunday worship service. Musical emphasis is global and contemporary in style.
- W7. Handbell Choir** **Approximately 1 hour weekly (Sept-May)**
Meets Wednesday evenings, 6:15 p.m. and plays several times throughout the year at 8:30 or 11 a.m. worship. Open to all ages, high school and up.
- W8. Kairos Youth Choir** **approximately 1 hour weekly (Sept-May)**
Meets Sunday evenings at 5:45 p.m. Open to youth in grades 7–12. Sing once a month at the 5 p.m. Saturday service.
- W9. Living Waters Youth Band** **approximately 1 ½ hour weekly**
Meets Wednesday nights at 5 p.m. High school youth with a passion for singing and instrumentals, including: guitar, bass, piano and percussion.
- W10. Sound Technician** **As needed**
Willing to be trained to work the sound system during worship or for special occasions.
- W11. Special Music – Instrumental** **As scheduled**
We encourage anyone with a musical talent to share their gift and play an instrument for worship services or other musical programs.

Worship Volunteers (Please indicate service time.)

Program Year (Fall-Spring): 5 p.m. 8:30 a.m. 11 a.m.

W12. Assisting Minister **As scheduled**
Assists in leading prayers, readings, serving the table in preparation for Holy Communion. One hour per week as scheduled. Open to everyone high school and older.

W13. Deacon **As scheduled**
Assist the pastors with the distribution of communion during the service you attend. Open to everyone high school and older.

W14. Usher **3-4 months annually**
Usher at the service that you attend; training provided. Monthly rotation serving one hour per week. Open to everyone sixth grade and older.

W15. Reader **As scheduled**
Read the Old and New Testament scripture lessons during the worship service you attend. Lessons are provided prior to scheduled date. Open to everyone sixth grade and older.

W16. Greeter **As scheduled**
Welcome members and visitors prior to worship at the service you attend to promote an atmosphere of welcome and to assist newcomers. Open to everyone sixth grade and older.

W17. Nursery Assistant **As needed**
Assist nursery staff care for children up to 3 years old during worship and the education hour on Sunday mornings.

Summer: 5 p.m. 9:30 a.m.

W18. Assisting Minister **As scheduled**
See above.

W19. Deacon **As scheduled**
See above.

W20. Usher **3-4 months annually**
See above.

W21. Reader **As scheduled**
See above.

W22. Greeter **As scheduled**
See above.

W23. Nursery Assistant **As needed**
See above.