

## **“Our Volunteer Chapters”**

- Goal – congregational “ownership” of the church functioning and activities

### **Our**

#### 1) Our Administration Chapter:

- Organizer of Bookings & Hall Renting
- Organizer of Address, phone #'s & emails
- Organizer of Bulletin Sponsors
- Organizer of Bulletin Preparation & Copying
- Organizer of Offering Stewards – Job Definition of Offering Stewards done.
- Organizer of Greeters – Job of Greeters done.
- Organizer of Scripture Readers - (14 Members now)
- Organizer of Church Library
- Organizer of Coffee & Conversation
- Organizer of Flowers & Decorations

#### 2) Our Worship Chapter: Work with Minister in all aspects of worship – meet as need basis.

- Music collaboration with Organist and Choir
- Sacraments:
  - a) Communion – all aspect of Communion preparation – baking/ buying bread and cutting, bringing grape juice, putting on plates or in little glasses, setting up the table, take turns serving, clean up and washing up.
  - b) Marriage, Baptism, Funerals/Memorials, Profession of Faith, Transfers
- Worship Services:
  - a) Scripture Readers– read scripture for services as required.
  - b) Posting of Hymns – post hymns on Hymn Board before services.
  - c) Pulpit Supply – assist Ministry & Personnel to contact Ordained Ministers, Lay Ministers, UCW or Men’s Club to take services when our minister is unavailable.
  - d) Prayer for those in need – Minister activated.
  - e) Children’s Corner in Sanctuary – See that there is coloring material, books, etc. form children and if parents wish to sit elsewhere, stay close by the children
  - f) Mission & Service Enthusiast – provide information on the Mission work of the greater church.
  - g) Flowers – Assist organizer in flower collection by either driving or loaning vehicle, allowing to cut flowers from garden, and/or volunteering to do flowers when organizer is away. Also help organizer in other decorations as required.

#### Our Local Chapter:

- Pastoral
  - a) Home Visits – to be done by Minister with someone accompanying him occasionally
  - b) Hospital and Nursing Home Visits – to be done by Minister
  - c) Caring Phone calls – keep in touch by phone by Minister, using input from the congregation would be an asset to the minister as they know members. Also, a thoughtful contact with a person who wishes to receive a call.
  - d) Bulletin deliveries – to shut ins

- Outreach
  - a) Memorial Lights – Definition done.
  - b) Local Outreach – Emergency Response, Ecumenical Events or Actions, Support Refugees in the area.
  
- 3) Our Stewardship Team:
  - Fundraising Coordinator Done
  - Property Management/Maintenance
  - Technical Assistance & Advice
  
- 4) Our Communication Chapter:
  - a) Communication Corner in Sanctuary – Look after the communication Corner at the back of the church by keeping it up to date.
  - b) Church Library – Assist Organizer in providing, tracking and announcing new books
  - c) Coffee & Conversation – the people to provide the refreshments, make the tea/coffee, serve, clean up (one person should know how to work the dishwasher).
  - d) Christian Education – Youth and Adult Education with Minister as ex officio, implementing the material selected.
  
- 5) Our History Chapter:
  - a) Church Historian(s) Record special events of Historical Significance
  - b) Historic Roll Recording Members – joining the Greater Church, as Adherents, Deaths
  
- 6) Affirming Diversity Chapter: Done
  
- 7) Finance Chapter: Done
  
- 8) Church in Action Chapter Church in Action (CIA) meet on the 1<sup>st</sup> Tuesday of the month, in the John Corston Room, to consider various projects to undertake and/or plan for a project that is to take place. Projects include raising funds to support the installation of solar panels on the church; cleaning local beaches. Another project that is possible – Green Burials.
  
- 9) Paperwork Project Special