

TASK DESCRIPTIONS

WORSHIP	
Altar Guild	Prepares the elements and altar for Holy Communion, changes the paraments, hangs banners, and puts up seasonal decorations
Usher	Welcomes, seats, and provides info and materials to worshipers as well as building security
Greeter	Welcomes all congregants and visitors, answers questions, gives building tours, connects newcomers with RLC members and after worship services
Worship Assistant	Reads the lessons and shares the corporate prayers in worship services
Communion Assistant	Assists the Pastor in the distribution of the Lord's Supper in worship services
Acolyte	Typically an elementary or middle school aged youth, who serves by lighting the altar candles, Advent wreath, Christ candle, and assists the pastor with any other duties he may require during a worship service
Children's message	Prepares and presents a 3-5 minute Bible teaching directed to the young children of the congregation during a worship service
Service Coordinator	Works in the background during the worship service to make sure lay ministry positions are filled, that the building is ready for public worship, and assist the Pastor with any last minute needs he may have
Counter	Works as a team of 2 non-related individuals who count the offerings collected from weekly and special (Christmas, Easter, etc.) worship services
Transportation	Provides transportation to and from worship or Bible class on Sunday mornings as needed
Prayer Chain	Offers to honor requests from RLC members and non-members to pray for the people and situations presented to them via phone call or email
OUTREACH	
Community Cookout	Provides assistance during the spring or summer with various activities
Trunk-or-Treat	Provides assistance with helping to set up, organize, and/or facilitate the October activities
Christmas Outreach	Works with fellow RLC members to prepare various activities (Christmas shoebox, Christmas tree donations, etc.)
Spring Outreach	Works with fellow RLC members to engage and/or facilitate the Spring Outreach (picnic, Easter Egg Hunt, etc.)
Visit Homebound	Visits with RLC members who are unable to attend Church in person due to physical or other restrictions
Porch Visitor	Contacting people who visit our church or worship services
P.O.R.T.	Provides assistance in the People Offering Resources Together winter homeless shelter
Prayer Shawl Ministry	Create and distribute prayer blankets to designated individuals

Care Net Peninsula	Assisting/educating women with unplanned pregnancy
Dreams of Hope Foundation	Aiding poverty-stricken families with resources, education, and therapy
THRIVE Peninsula	Ministers/aids to families facing crisis
Peninsula Rescue Mission	Men's shelter, meal services, chapel services, and/or summer camps for needy children
CRU	Provides assistance with the Campus CRU sade for Christ college student ministry
CHILD DEVELOPMENT CENTER	
School Board	Serves as a member of the Child Development Center School Board
Grandparent Mentoring	Provides assistance to grandparents of the Child Development Center students
Special Events	Provides assistance with various Child Development Center activities (Graduation, evening events (Cookie Making, dinners)
Volunteer during School Day	Reading to Children, Field Trips, assisting in Kitchen etc
First Friday Parent Appreciation	Setting up and manning tables providing free coffee, donuts and other food to parents as they drop of the children once a mon
CHURCH CHILDCARE	
Church Nursery Care	Provides assistance during Sunday and/or Special Services in the care of young children
Emergency Child Care	Assists families in need of urgent child care
CHRISTIAN EDUCATION / SMALL GROUPS	
Sunday School Teacher or Substitute	Provides Sunday School instruction for children during designated Sunday School hour
Adult Bible Study Leader or Substitute	Prepares and leads Adult Bible study lessons during designated Bible Study hour
Small Group Leader	Leads a small group or becomes an apprentice to learn to lead a small group
Small Group Member	Participates in a small group
Lutheran Womens' Missionary League	Provides support to various league mission and outreach projects
Senior Moments	Participates in a Senior Adult Group
Vacation Bible School Volunteer	Facilitates, assists, and/or provides resources to help support Vacation Bible School

Bible Camp Volunteer	Facilitates, assists, and/or provides resources to help support Bible Camp
Young Adult Group Leader	Facilitates and provides direction to the young adult group
YOUTH	
Senior or Junior Mentor	Provides mentorship for middle school and/or high school youths
Organize Youth Activity	Facilitates or provides assistance in organizing various youth activities
Driver / Chaperone	Serves as a designated driver or chaperone for youth events
FELLOWSHIP	
Sunday Morning Coffee Host	Set up and clean up coffee and drinks during Fellowship Hour
General Kitchen Help	Provides assistance in set-up, clean-up, and/or food preparation for special events
Advent/Lenten Meals Support	Set up, serve, and/or clean-up for meals before Advent or Lent services on Wednesdays
Easter Breakfast Support	Set up, serve, and/or clean-up for breakfast on Easter Sunday
MUSIC	
Sanctuary Choir	Serves as a member of the adult traditional choir
Youth Choir	Serves as a member of the youth traditional choir
Bell Choir	Serves as a member of the bell choir
Songs of Praise Worship Team	Provides vocals and/or plays a musical instrument for the contemporary music service
Youth Worship Team	Provides vocals and/or plays a musical instrument for the contemporary youth music service
Special Music Instrumentalist	Plays instrument for special events
Voice Solo / Special Music	Provides vocals for a special event
INFORMATION TECHNOLOGY	
Computer Support	Provides assistance in troubleshooting computer issues, updating software, installing software, etc.
A/V Support	Help runs computer, video, sound board, or streaming for services
Social Media	Assists with posting on social media platforms

FACILITIES / MAINTENANCE	
General Maintenance	Provides assistance for the Church, School, or as needed/requested Congregational member home general maintenance tasks
Carpenter	Provides assistance with woodworking and related tasks in support of Church and/or School building structures
Electrician	Provides assistance with electrical repair and/or support for Church and/or School electrical infrastructure
Plumber	Provides assistance with repair and/or support for Church and/or School piping and plumbing tasks
Outdoor Maintenance	Provides assistance with the Church, School, or as needed/requested Congregational member home exterior maintenance tasks
Painting	Provides assistance with Church, School, or as needed/requested Congregational member home interior and exterior painting tasks
Deep Cleaning	Ensures shared congregational areas are disinfected and clean
Groundskeeping	Provides assistance in performing necessary groundskeeping tasks (lawn clean-up, vegetation, etc.) for the Church, School, or as needed/requested Congregational member homes
ADMINISTRATION	
Bulletin Preparation	Provides assistance in development, design, and review of weekly Sunday bulletins
Church / School Publicity	Helps create content for Wednesday's Good News Blast and other publications
Office Help	Provides assistance to office administrator with general office tasks; provides tracking of volunteer tasks