

EVERY MEMBER IN MINISTRY

Catalog of Volunteer Opportunities



Dear St. Mark's Member,

The purpose of St. Mark's Lutheran Church is to:

- Share God's love,
- Welcome others into his church, and
- Grow to become like Jesus.

The Every Member in Ministry Commitment Card in association with this catalog offers numerous opportunities for you to be engaged in our mission and ministry in 2010/2011.

As a follower of Jesus, God calls you to serve. Serving is exciting and rewarding when you are using your God-given spiritual gifts in a ministry that really matters to you. As a staff, we are committed not only to helping you find that place of ministry, but equipping you to serve with excellence.












We ask you to prayerfully consider the areas in which God has uniquely gifted you to serve. Learn something about those areas from this catalog, and then make your choices on your commitment card.

Let us glorify God in all that we do!

In Christ,



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WORSHIP – Worship Arts Ministry

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
1	1 st Sunday Communion Preparation Team	Set up for Communion by preparing all items necessary. Clean up and put away all communion items after the service.	10-20	First Sunday	40 minutes
2	3 rd Sunday Communion Preparation Team	Set up for Communion by preparing all items necessary. Clean up and put away all communion items after the service.	10-20	Third Sunday	40 minutes
3	Impact Communion Preparation Team	Set up for Communion by preparing all items necessary. Clean up and put away all communion items after the service.	10-20	First Sunday	40 minutes
4	Baptism Banner Crafting Team	Work with a team to craft the Baptismal banners that are presented to the families during Baptism.	Unlimited	1 st , 3 rd and 4 th Tuesday of each month	1:00 to 3:00 pm
5	Baptism Set-up Team	Prepare Baptism materials and set out on the Baptismal font to be ready for scheduled Baptisms for any of the three services.	10-20	As scheduled	15 minutes
6	Baptism Banner Presenters	Anyone wishing to present Baptism Banners to families for scheduled Baptisms at any of the three services .	10-20	As scheduled	During church service
7	Altar Flowers Distribution Team	Deliver Altar and Funeral flowers to homebound members. Collect vases a week later.	10-20	Once a week	1 hour
8	Altar Guild Clean up Team	Clean Altar area and Baptismal Font on non-communion weekends. Check candles for burn time. Polish communion vessels, clean the Altar railing and launder communion assistants' robes 2/yr. Dry clean Pastor's robes once a year.	10	One weekend a month AND Once every 6 months	1 hour

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
9	Chancel Choir	Rehearse weekly on Wed, 7:30 – 9:00 pm, and sing at the 8:30 am Sunday Traditional Service.	60	Weekly	3 hours
10	Chancel Bells (Adult & High School)	Rehearse weekly on Mon, 6:30 – 8:00 pm, and ring on the 3 rd Sunday of the month at the 8:30 am Traditional Service.	13	Weekly	2 hours
11	Chancel Bells Equipment Team	Help move Bell Equipment into the Worship Center and back to the rehearsal area.	4-6	Once a month	1 hour
12	Harmony Ringers (Children)	Any 4 th through 8 th grade students wishing to join the handbell group are welcome. All musical abilities are accepted and encouraged. The handbell group performs monthly at the 8:30 service for 5 months of the year. (Dec – Apr)	20	Weekly	30 minutes
13	Joyful Sound (Children)	Any 2 nd or 3 rd grade students wishing to join the handchime group are welcome. All musical abilities are accepted and encouraged. The handchime group performs monthly at the 8:30 service for 5 months of the year. (Dec – Apr)	20	Weekly	30 minutes
14	Children’s Bells Equipment Team	Help move Bell Equipment into the Worship Center and back to the Rehearsal Area.	4-6	1-2 times a month	1 hour
15	Celebration Team (Singers & Instrumentalists)	Rehearse weekly on Thursday, 5:00 – 6:15 pm, and lead 9:45am Sunday Contemporary Service. Interview required.	Varies as needed	Weekly	3 hours
16	Impact Band	Contemporary Worship Band: Play instruments for 11:00 am worship or special events. Rehearse Thurs, 7:30-9:30 pm, Sunday 10:00-11:00 am.	Audition Required	Teams rotate as scheduled	4 hours
17	Impact Singers	Contemporary Worship Singers: Sing for 11:00 am worship or special events. Rehearse Thursday 6:30 – 8:30 pm, Sunday 10:00 – 11:00 am.	Audition Required	Teams rotate as scheduled	4 hours
18	Impact Praise Choir	Contemporary Worship Choir: Sing for Special events approximately 3 times a year.	Audition Required	3 times a year	Two, 2 hour rehearsals
19	Signing Team	Provide sign language at worship services.	1-3	Weekly	1 hour

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
20	Drama Team	Act in dramas for worship, youth/children's ministry or other special events, retreats, etc.	Varies	Varies, as needed	2 rehearsals plus 3 worship services
21	Drama Support Team	Resource drama elements such as props, costumes and set pieces.	2	Varies depending on drama needs	As dramas are scheduled
22	Dance Team	Dance in worship services or other special services and events.	Varies	As scheduled	2 or 3 rehearsals and 3 worship services
23	Costume/Seamstress Team	Sew costumes for dramas and special programs.	2-4	Varies	As scheduled (infrequent)
24	Visual Arts Team Coordinator	Oversee the Visual Arts Team, ensuring quality and consistency with artwork, banners and special thematic decorating. Recruiting and scheduling volunteers and overseeing special Christmas and Easter decorating.	1	Varies from weekly, to only when a new series is beginning	Varies
25	Visual Arts Team	Arrange, design, create and/or decorate the worship center according to sermon series themes and/or special seasonal events (i.e. Advent, Christmas, Easter)	6 +	Monthly	Varies
26	Flowers/Plants Team	Arrange flowers, trees and other plants around altar and worship center according to liturgical season and sermon series themes and design.	2-4	Monthly, sometimes weekly	As Scheduled
27	Advent/Christmas Candles Team	Prepare, set-up, take-down and clean all candles, candelabras, luminaries and wreaths for services during Advent and Christmas.	5-10	Seasonal	2-4 hours
28	Stage Crew	Assist with setup & tear-down or moving of equipment for worship services, dramas, concerts.	Unlimited	As needed	As scheduled
29	Stage/Set Construction Team	Building of stages for dramas, special worship services, and concerts.	Unlimited	2 or 3 times per year	As scheduled

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
30	Audio/Sound Tech Team	Operate sound board, set up mics & related equipment for worship, Wed night programming, rehearsals, concerts and other special events.	Unlimited	1-2 times per month	As scheduled
31	Computer Tech Team	Operate computers and other equipment during worship, Wed night programming and/or special events. Work mid-week to prepare or duplicate services.	Unlimited	1-2 times per month	As scheduled
32	Graphics Tech Team	Locate/create computer images for worship, Wed night programming, announcements and/or special events.	Unlimited	1-2 times per month	As scheduled
33	Video-graphy & Video Editing Team	Video record events, interviews, worship as needed. Edit raw footage to meet needs of sponsoring group.	Unlimited	1-2 times per month	As scheduled
34	Photography Team	Take digital still photos of worship, people and/or special events.	Unlimited	1-2 times per month	As scheduled
35	Lighting Tech Team	Operate house & theatrical lights for worship, Wed night programming and/or special events.	Unlimited		As scheduled
36	Traditional Service Tech Team	Assist with set-up and operate computers, lights, sound and other equipment during the Traditional service.	3-4	1-2 times per month	8:00 to 9:30 am Sundays
37	Celebration Service Tech Team	Assist with set-up and operate computers, lights, sound and other equipment during the Celebration service.	3-4	1-2 times per month	9:30 to 10:45 am Sundays
38	Impact Service Tech Team	Assist with set-up and operate computers, lights, sound and other equipment during the Impact service.	3-4	1-2 times per month	10:45 to 12:15 pm Sundays

INVITE – Evangelism/Hospitality Ministry

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
39	First Response Team	Help with follow-up communication to visitors in the form of emails, letters, and phone calls.	3	Once a week	1-2 hours
40	Telecare Team	Make phone calls to encourage and express care for less active members.	8	Once a month	1-2 hours
41	Alpha Planning Team	Help plan the Alpha calendar, the Introductory Dinner, and the Retreat.	3	As scheduled	1-3 hours
42	Alpha Leadership Team	Be a leader of the large group portion of Alpha.	2	Once a week for 12 weeks	2 ½ hours per class
43	Alpha Discussion Leader	Facilitate a small group following the video and large group portion of the class.	4	Once a week for 12 weeks	2 ½ hours per class
44	Hospitality Team Member	Serve on a hospitality team on Sunday mornings during 3 months of the year. Duties include: ushers, greeters, communion assistants, information center hosts.	Unlimited	Various Sunday mornings for 3 months each year.	1 ½ hours per Sunday scheduled.
45	Hospitality Team for Special Services	Serve on a team to provide hospitality at special services such as: Christmas Eve, Thanksgiving, Easter, and Ash Wednesday.	20	As scheduled	As scheduled
46	Café 112 Co-leader	Help coordinate scheduling and organization of the Café on Sunday mornings.	3	Weekly	1 hour
47	Café 112 Team Member	Help serve in the Café on Sunday morning during one of the three shifts.	50	As often as desired	1-2 hours
48	Special Events Food Team	Help organize and recruit volunteers for special events such as: Pig Roast, Thanksgiving Reception, Christmas Program Reception, and Confirmation Reception.	10	As scheduled	As needed

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
49	Kitchen Maintenance	Serve on a small team to help keep the kitchen in order to best serve the congregation.	4-8	Once a month or bi-monthly	1 hour
50	Funeral Serving Team	Assist in serving the funeral lunch or reception.	20	As scheduled	4 hours
51	Funeral Food Team	Help provide salads or desserts for funeral receptions or lunches.	Unlimited	As scheduled	As needed
52	Funeral Ushers	Serve on a team of ushers that are willing to help at funerals.	5	As scheduled	2-3 hours
53	Funeral Host/Hostess	Greet and direct people arriving for funerals.	4	As scheduled	2 hours

GROW – Children’s Ministry

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
54	Small Group Leader	Lead a group of students (6-8 per leader) during small group time. Curriculum, supplies and training provided. Emphasis on building relationships with students.	75-100	Weekly during the school year (Sun and/or Wed)	1-2 hours per week
55	Worship Team	Lead students in worship time with DVD or live music. Musicians welcome by audition.	1-10	Weekly during school year (Sun and/or Wed)	1-2 hours per week (plus rehearsal)
56	Technology Team	Run sound, lights, video for large group worship time.	1-5	Weekly during school year (Sun and/or Wed)	1 hour per week
57	Drama Team	Provide dramatic element to large group worship time periodically as curriculum allows. Original drama submissions welcome for review and application.	1-5	1-2 times per quarter, each Sun and Wed class	As needed
58	Special Friends Team	Work one on one with students to help them through transitions and other behavioral challenges. Attend class with student.	1-15	Weekly during the school year (Sun and/or Wed)	1 hour per week
59	Hospitality Team	Meet and greet all who attend Children’s Ministry. Oversee group of 5 th grade students during check-in process. Assist in registration of new families. Some computer experience helpful.	1-10	Weekly during the school year (Sun and/or Wed)	Less than an hour per week
60	Supply Team	Be purchasing agents for Children’s Ministry – you get to go shopping (and get reimbursed for your purchases)	1-5	As needed	Less than an hour per month
61	Administrative Team	Assist with clerical duties like making copies, assembling mailings, stapling, filing(some duties can be done at home)	1-10	As needed	1 hour per week

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
62	Team Leaders	Take responsibility for one of the CM Teams and oversee and support small group leaders. May require filling in as substitute small group leader on occasion.	1-15	Weekly during the school year (Sun and/or Wed)	1 hour per week
63	Team Coaches	Work with Children's Ministry Director to make sure all classrooms have supplies needed, including the correct number of leaders to student ratio. Support all Team Leaders.	1-15	Weekly during the school year (Sun and/or Wed)	1 hour per week
64	Special Friends Advisory Team	Work with individuals having a passion for children with special needs who meet and plan ways to make Children's Ministry welcoming to all.	1-10	Monthly meetings	1-2 hours per month
65	Connecting Team	Work with individuals who help in the recruiting process to enlist volunteers for all areas of Children's Ministry.	1-5	As needed	As needed
66	Vision & Planning Team	Work with individuals who look at the big picture of Children's Ministry, plan for future growth, discuss issues facing the ministry.	1-10	Monthly meetings	1-2 hours per month
67	Curriculum Review Team	Work with individuals who review current curriculum and other curriculum, plan or adjust curriculum to fit needs of St. Mark's.	1-5	Quarterly meetings	1-2 hours per quarter
68	Decorations Team	Work with individuals with a flair for creating the "WOW" factor for different events, including church-wide events.	1-10	Quarterly meetings	1-2 hours per quarter
69	Special Events Team	Work to plan and implement the Special Events as they occur. (ie. Advent event, Fall festival, Family movie night)	1-15	Bi-Weekly meetings Oct – Dec	2 hours per month Oct – Dec
70	3 rd Grade Bible Presentation Team	Work to plan and implement the 3 rd Grade Bible Presentation Sunday.	1-5	Monthly meetings in Sept & Oct	1-2 hours per month Sept & Oct

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
71	Christmas Program Team	Work with individuals to plan and implement the Christmas program. Musical and drama experience preferred for technical positions.	1-15	Meetings during Sept – Dec	4-12 hours per month Sept – Dec
72	5 th Grade Retreat Team	Work with individuals to plan and implement the 5 th Grade Retreat held in May of each year as 5 th graders “graduate” to Middle School Confirmation Ministry.	1-10	Meetings during March – May	1-2 hours per month March – May
73	Appreciation Team	Work with individuals to plan and organize appreciation event for all CM volunteers.	1-5	Once a year	Up to 5 hours per year
74	Refreshments Team	Individuals to be on call to coordinate refreshments for Children’s Ministry events.	1-5	As needed	As needed
75	Childcare/Nursery Adult Providers	Adult will nurture and provide care for children birth to age 3 in the childcare room(s). Application process required.	1-15	Sundays, Wednesdays, and some weeknight shifts	As scheduled 1-2 hour shifts or as needed
76	Childcare/Nursery Youth Providers	Youth (age 12 and above) will nurture and provide care for children birth to age 3 in the childcare room(s). Application process required.	1-15	Sundays, Wednesdays, and some weeknight shifts	As scheduled 1-2 hour shifts or as needed
77	VBS Planning Team	Individuals who work to review VBS materials and determine how the provided materials can be modified to be used at St. Mark’s, work directly with the VBS Director to follow VBS time line.	1-10	Meetings in Jan & Feb	2-6 hours per month Jan & Feb
78	VBS Crew Leader	Lead a small group of students (6-8 per leader) during VBS small group time. Curriculum, supplies and training provided. Morning and Evening sessions available.	75-100	One week during July	4 hours per day for one week
79	VBS Special Friends Team	Work one on one with VBS students to help them through transitions and other behavioral challenges.	1-15	One week during July	4 hours per day for one week

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
80	VBS Decorations Team	Work with individuals with a flair for creating the “WOW” factor for VBS, create and build sets etc.	1-15	As needed	As needed
81	VBS Worship Team	Lead students in worship time. Musicians welcome to audition.	1-5	One week during July	4 hours per day for one week
82	VBS Drama Team	Lead students with VBS drama. Creativity and flexibility helpful.	1-10	One week during July	4 hours per day for one week
83	VBS Curriculum Team	Individuals work with the VBS curriculum to determine what modifications are necessary for our ministry.	1-5	As needed	As needed
84	VBS Registration/Hospitality Team	Individuals to perform data entry and assist with the registration process.	1-10	One week during July	2 hours per day for two weeks
85	VBS Refreshments Team	Individuals who will provide refreshments for the VBS leaders.	1-10	One week during July	As needed
86	VBS Administrative Team	Individuals who provide photocopy and clerical support in preparing handouts, signage and other VBS needs.	1-5	As needed	1-2 hours per month April – July
87	VBS Childcare Provider	Individual who has had St. Mark’s child care training and been approved by Director of Children’s Ministry. This individual will provide child care for the parent volunteers serving VBS in another capacity.	4-8	One week during July	4 hour shifts (morning or evening)
88	VBS Floater	Individual to be available to fill in where need arises, run errands, offer support during VBS week.	1-5	One week during July	4 hour shifts (morning or evening)
89	VBS Station Leaders games/crafts/snacks	Individual to work the various stations involved in VBS, i.e. Drama, Snacks, Games, Chadder’s Theatre, Crafts, Music. Training provided.	50-60	One week during July	4 hour shifts (morning or evening)
90	VBS Tech Team	Individuals to run sound, lights, video, photography and perform editing during VBS week. (Training provided)	5-10	One week during July	4 hour shifts (am or pm)

GROW – Youth Ministry (SUPPORT)

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
91	Office Support Team	Help with behind-the-scenes tasks such as photo-copying and preparing for Wednesday night ministries.	3 or more	Weekly or every other week	2-4 hours
92	Shopping Team	Purchase supplies and materials needed for youth ministry. You will be reimbursed for all purchases. No team meetings required. Requests sent via email.	10-15	Dependent on availability of volunteer.	Time required should fit into most regular shopping.
93	Connectors	Help people get connected in a serving role in our middle or high school ministry. Meet with individuals interested in serving, discern the best area and follow up to see if their serving is a good fit.	2	As needed	As scheduled
94	Publicity Coordinator	Direct the process of how the ministry and events are communicated with students, parents and leaders.	1-2	Monthly or every other week meeting, implementing plans	Prep for meeting, 1hour. Meetings, 1 ½ hours. Implementation TBD

GROW – Youth Ministry (HIGH SCHOOL)

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
95	Set up/Clean up Team	Responsible for the set-up and clean-up of the High School Ministry events. This includes - food, video games, set pieces, temporary walls, experiential worship stations, stage, vacuuming, etc.	Unlimited	1st, 2 nd and 3 rd Wed evenings of the month	2 hours per week
96	Interactive Team	Responsible for selecting, equipping and running the interactive piece within each Edge night, i.e. games, game show, fun surveys, etc. (Planning meetings once a month)	7	Monthly - 1 st , 2 nd and 3 rd Wed evenings	2 hours per week
97	Drama/Video Team	Being a part of the drama/video team involves rehearsing and performing dramas for the Edge. Acting in videos produced, directed, written and edited by this team. Selecting dramas or videos that fit the theme of the week. (Planning meetings once a month)	7	Monthly - 1 st , 2 nd and 3 rd Wed evenings	2 hours per week
98	The Edge Band	High School Worship Band: Play instruments for The Edge High School meeting 7:30 pm on 3 Wednesday nights a month or Special Events. Rehearse Wednesday 6:00 – 7:20 pm.	Audition required	Teams rotate as scheduled	3 hours
99	The Edge Singers	High School Worship Singers: Sing for The Edge High School meeting 7:30 pm on 3 Wednesday nights a month or Special Events. Rehearse Wednesday 6:00 – 7:20 pm.	Audition required	Teams rotate as scheduled	3 hours
100	The Edge Tech Team	Set-up and operate all technical components of events, including sound, audio/visual, etc.	5-10	Bi-weekly & Monthly	2-4 hours
101	HS Small Group Leaders	Lead a group of 5-9 high school students as they grow in their knowledge of God.	5 or more	Weekly, exception is last Wed each month.	Wkly 2 ½ hrs. Every other month – 2 hrs.

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
102	HS Assistant Small Group Leaders	Assist a small group leader in their tasks and lead and guide, with their partnership, a group of 5-9 high school students.	8 or more	Weekly, exception is last Wed each month.	Weekly 2 ½ hours. Every other month – 2 hours.
103	HS Small Group Leader Coaches	Coach our small group leaders to be effective in their vital role with students.	3 or more	Weekly, exception being last Wed of each month.	Weekly – 2 ½ hours. Every other month – 2 hours.
104	Mission Trip Leadership Teams	Various teams exist to support the efforts of our annual mission trip, including Encouragement, Easter Breakfast, T-shirt, and more.	20-25	Between January and July – monthly meetings	1 – 1 ½ hours
105	Easter Breakfast Team	Plan the annual Easter Breakfast.	5	Between January and Easter – monthly meetings	1 ½ hours
106	Behind the Scenes Support	Be available on Wednesday nights to take on as needed, tasks that support the efforts of our High School Ministry. Help with minor set-up and pick-up of materials, answer questions and be available as needed.	1-2	Weekly	2 hours
107	Creative Arts Team	Create simple to elaborate elements for the High School Ministry.	8-10	Bi-weekly & Monthly	1-3 hours
GROW – Youth Ministry (MIDDLE SCHOOL)					
108	MS Small Group Leaders	Lead a group of 5-9 middle school students as they grow in their knowledge of God. Experience Confirmation and lead discussion following the message that is presented there.	25	Wkly, except last Wed of each month.	2 hours
109	MS Assistant Small Group Leaders	Assist a small group leader in their tasks and lead and guide, with their partnership, a group of 5-9 middle school students.	25	Wkly, except last Wed of each month	2 hours

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
110	MS Small Group Leader Coaches	Be a small group leader for our small group leaders!! Encourage, challenge, and guide adult leaders as they grow and lead students.	4 or more	Weekly, exception- last Wed of each month.	Weekly-2 hours. Every other month-2 hours.
111	Activity Team	Plan and lead special nights for Middle School Ministry where students grow in their relationships with one another and impact our community in a positive way.	3 or more	Monthly	Monthly meetings-1 ½ hours.
112	Tech Team	Be part of a team that helps with many areas of technical assistance such as operating computers and other equipment.	2 or more	Wkly or flexible, based on schedule	As scheduled
113	Wednesday Evening Food Team	Help to plan or other behind-the-scenes roles as it relates to the weekly meal for children's and middle school ministries.	Unlimited	As needed	As scheduled
114	Confirmation Deck Hands	Be a positive presence to guide our middle schoolers during their meal time.	10 or more	Wednesday evenings	5:30 – 6:00 pm
115	Behind the Scenes Support	Be available on Wednesday nights to take on as needed, tasks that support the efforts of our Confirmation Middle School Ministry. Help with minor set-up and pick-up of materials, answer questions and be available as needed.	1-2	Weekly	2 hours
116	Riverside Recharge/Summer Camp	Plan, communicate and make arrangements for the annual retreat at Riverside Lutheran Bible Camp in Story City, Iowa.	2-3	Monthly starting in August	1 hour
117	Youth Quake Team	Plan, communicate and make arrangements for the annual retreat for middle school students.	3-5	Monthly starting in August	1 hour
118	Confirmation Process Service Details Team	Help with the details related to the Confirmation Service on Labor Day weekend. Be involved in some planning to make this event personal and powerful.	3-4	Monthly between February and Labor Day	1 ½ hours
119	Faith Statement Team	Plan the process and implement plans in order to make the "faith statement writing process" be successful for our 9 th grade students as they prepare to be confirmed.	3-4	Monthly between February and Labor Day	1 ½ hours

CONNECT – Connecting Ministry

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
120	Book & Resource Team	Assist with various book and resource sales to our congregation that may be a part of a sermon series, small group initiative or other special program. Duties include helping with managing inventory, sales on Sunday mornings during services, coordination of sales team schedule, and/or working with local bookstore on ordering materials.	Unlimited	As scheduled	As scheduled
121	New Partner Connector Team	Assist a group of 6-8 New Partner class participants as they complete class activities and facilitate table discussions. After class, connect and meet with group to determine areas of interest such as serving, small groups and other ways to get them connected. Attend New Partner Sunday with class participants and stay connected periodically for about 6 months.	Unlimited	1-2 times per year	4 hours per class
122	New Partner Food Team	Work on a team of 1-3 preparing snacks, beverages, decorations, and table set-up to create a warm and hospitable setting for New Partners class. Be available for clean-up afterwards.	6	4 times per year	4 hours
123	Small Group Host/Facilitator	Oversee a group of 3-12 individuals who come together for a particular sermon series or special study offered by the church. Duties include phone calls to members & prospective members, arranging meeting places, simple refreshments and facilitating group discussion and prayer.	Unlimited	As scheduled	2 hours per meeting

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
124	Small Group Leader	Be a host or hostess for a small group. Duties include discussion and prayer, and regular communication with members.	Unlimited	Weekly or bi-weekly meetings	2-4 hours per meeting
125	Small Group Coach	Provide spiritual growth and direction for 3 to 5 Small Group Leaders. Mentor with one on one visits and visiting each group. Encourage and support the Leaders.	10-20	As needed	As scheduled
126	Celebrate Recovery Open Share Small Group Leader	Facilitate a small group of women or men (8-10 per group) during Small Group time. Training provided. Need to attend Large Group time as well.	1-10	Weekly, on Sunday evenings	2-3 hours per week
127	Celebrate Recovery Worship Team – Instrumental	Lead worship during Large Group time. Rehearsal before worship.	1-5	Weekly, on Sunday evenings	3 hours per week (rotation basis)
128	Celebrate Recovery Worship Team – Vocal	Lead worship during Large Group time. Rehearsal before worship.	1-5	Weekly, on Sunday evenings	3 hours per week (rotation basis)
129	Celebrate Recovery Technology Team	Run sound, lights, video for Large Group worship time.	1-5	Weekly, on Sunday evenings	Up to 3 hours per week (rotation basis)
130	Celebrate Recovery Hospitality Team	Meet and greet all who attend Celebrate Recovery.	1-10	Weekly, on Sunday evenings	Less than an hour per week (rotation basis)
131	Celebrate Recovery Food Team	Help plan, prepare, serve and/or clean up meal served on Sunday evenings in conjunction with Celebrate Recovery.	1-10	Weekly, on Sunday evenings	1-2 hours per week (rotation basis)
132	Celebrate Recovery Administration Team	Assist with clerical duties like making copies and setting up resource table.	1-10	Weekly, on Sunday evenings	Less than 1 hour per week (rotation basis)

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
133	Celebrate Recovery Step Study Small Group Guide	Facilitate a small group of women or men (3-5) during step study. Training provided. Need to attend Large Group and Small Group open share. Location off church campus.	1-10	Weekly	2-3 hours per week
134	Celebrate Recovery Promotion Team	Create promotional materials and distribute within the church community and beyond to encourage growth of the ministry.	1-10	As needed	As determined by the team
135	GriefShare Team	Coordinate dates and reserve a room for the 13 week series twice a year. Coordinate internal/external promotion. Promote GriefShare with those who have lost loved ones. Prepare for and lead Sunday sessions.	Unlimited	13 week series twice a year	As scheduled

SUPPORT – Administration and Support Ministry

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
136	Front Office Substitute	In the absence of the receptionist, answer phone calls, greet visitors and perform various tasks as assigned. Requires interpersonal skills, attention to detail and confidentiality.	3-4	1-4 times a month	2 to 8 hours
137	Front Office Assistant	Perform various office duties (copying, collating, stapling, filing, etc.) under the direction of St. Mark's staff members.	10	Twice a month	1-3 hours
138	Post Office Runner	Deliver prepared bulk mailings to the downtown Cedar Rapids post office.	2-3	2-4 times a month	45 minutes
139	Membership Records Update	Enter various items into membership database including worship attendance, address and contact updates, registrations, etc.	5-10	Weekly	2-3 hours
140	Newsletter Team	Prepare all newsletters for mailing by folding, collating and attaching all labels necessary.	7-15	Every 2 weeks	1-3 hours
141	Website Team	Maintain and update the St. Mark's website. Individuals with experience and creativity are welcome.	1-3	As needed	As scheduled
142	Special Mailings Team	Prepare special mailings approximately 6 times a year by stuffing envelopes, attaching labels, etc.	4-10	6 times a year	2-4 hours

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
143	Financial Audit Team	Assist Treasurer and CFO with definition of role and tasks of audit committee; thereafter meet quarterly to review details of church financial records. Requires experience with accounting systems.	2-4	Quarterly	4-6 hours
144	Offering Counters Team	Organize, count, balance and deposit weekly offerings and other receipts. Task requires attention to detail, confidential treatment of financial information and experience with numbers.	3-5	Twice a month	3-4 hours
145	Stewardship Development Team	Research, review and recommend stewardship education programs to be presented to members as adult education. Knowledge and interest in areas of personal finance, giving and budgeting are helpful.	Unlimited	As needed	Self-determined
146	Capital Appeal Follow-up Team	Assist in ongoing support of Imagine Capital Appeal. Communications to congregation about progress of appeal contributions, member stories, etc. Also emphasis on prayer, worship and fellowship, and continued giving throughout Appeal's three years.	5-10	Quarterly	3-5 hours
147	Church Historian	Organize and maintain long-term historic records of church including photographs and other archives. Requires organization skills and interest in historical research.	3-4	As needed	Self-determined
148	IT/Computer Team	Anyone wishing to help with maintenance of computers and equipment, including basic cleaning of all parts.	2-5	As needed	As scheduled

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
149	Indoor Property Team	Perform basic repairs and maintenance to the interior of the church.	2-5	As needed	As scheduled
150	Men's Work Team	This team meets on Saturdays to perform various repairs or maintenance inside and outside the building.	Unlimited	As needed	As scheduled
151	Outdoor Property Team	Help with maintaining the church grounds, such as mowing, repairs, etc.	2-5	As needed	As scheduled
152	Rooms Set-up Team	Set-up and take down tables and chairs for scheduled "Special Events" that take place in the church.	10	As needed	As scheduled

SERVE – Equipping Ministry

NUM	MINISTRY	DESCRIPTION	# of volunteers Needed	Frequency of Service	Time Required
153	Financial Peace Univ. Class Team	Prepare for the Financial Peace Univ. class by assisting in preparation of materials, providing refreshments and helping with registration and greeting.	2-5	2 times a year	2-4 hours
154	Spiritual Gifts Class Team	Prepare for the Spiritual Gifts class by assisting in preparation of materials, providing refreshments and helping with registration and greeting.	2-5	2 times a year	2-4 hours
155	Quilters Team	Create warm quilts for the less fortunate of our community. No experience or sewing abilities required. Supplies and instructions are provided. Short devotions, prayer, refreshments, great fellowship and Christian support included. All are welcome.	Unlimited	Weekly	3 hours
156	Prayer Shawl Team	Anyone that desires to participate in the Caring Ministry of creating Prayer Shawls for those in need, by crocheting or hand-knitting, is welcome.	Unlimited	Monthly	1 hour
157	Drivers	Anyone wishing to provide transportation for members that do not have vehicles or are unable to drive. Examples: Driving to Dr. appointments, grocery store, or to and from church.	5-10	As needed	As scheduled

SERVE – Prayer and Care Ministry

NUM	MINISTRY	DESCRIPTION	# of Volunteers Needed	Frequency of Service	Time Required
158	Visitor Team (Hospital, Care Centers, and Home)	The Visitor Team visits St. Mark's partners in the hospitals and care centers, and sometimes in their homes. This offers a wonderful opportunity to walk alongside a St. Mark's member, in a time of need, or in a time of celebration.	5-10	As needed	As scheduled
159	Prayer Team	The Prayer Team is open to anyone who would like to help pray for individuals, groups or organizations. Individuals that desire prayers can come to the meetings or can turn in a prayer request.	Unlimited	Weekly	40 minutes
160	Greeting Cards Team	Send greeting cards of encouragement, and make "checking-in" phone calls to let people know they are cared about and loved, whether they are recovering from a surgery, mourning the loss of a loved one, or celebrating the birth of a new baby.	5-10	As needed	As scheduled

SERVE – Missions Ministry

NUM	MINISTRY	DESCRIPTION	# of Volunteers	Frequency of Service	Time Required
161	Mexico Missions Team	Any individuals wishing to volunteer to provide medical care, or help with construction and improvement projects for the people in the Piedras Negras, Mexico area and Eagle Pass, Texas. Open to medical doctors, nurses, pharmacists, as well as lay people.	Unlimited	2 times a year	1 week
162	Global Missions Team	Anyone with a passion to share God’s love, Jesus’ redemptive power and the Gospel with people of all nations, will enjoy being on this team. He or she will want to help St. Mark’s to improve and maintain a dynamic and responsive missions program to follow Jesus’ command to “go, make disciples and teach all nations”.	Unlimited	Fourth Thursday of each month at 7:00 pm	1 ½ hours
163	Local Missions Team	Anyone wishing to be involved with any of St. Mark’s ten local mission organizations, including Crossroads, ARC, or CROP walk, to name a few.	Unlimited	As needed	As scheduled
164	Greene Square Meals Team	Volunteer to help with the preparation, serving, and clean-up of Greene Square Meals.	Unlimited	Once a month	Varies – 1-3 hours
165	SMERT	Be part of a leadership team to help plan, coordinate, and implement disaster relief efforts.	8-12	Once a month	1-2 hours
166	Disaster/Flood Relief Coordinator	Coordinate volunteers who wish to participate in disaster relief, including continuing flood relief efforts.	1-3	As needed	As scheduled
167	Disaster/Flood Relief Volunteer	Any individual or group who wishes to participate in disaster relief, including continuing flood relief efforts.	Unlimited	As needed	As scheduled