

# **FAITH LUTHERAN CHURCH**



## **FAITH'S CONNECTIONS**

### **2011-2012 VOLUNTEER MINISTRY OPPORTUNITIES**

## CHRISTIAN EDUCATION



An excerpt from the **FAITH EVANGELICAL LUTHERAN CHURCH CONSTITUTION:**

“There shall be a team on **CHRISTIAN EDUCATION**. This team in association with the pastor(s) shall oversee the conduct and promotion of Christian Education for people of all ages and the educational activities of all organizations within the congregation.”

### **CHRISTIAN EDUCATION TEAM MEMBERS:**

- Attend Christian Education events at Faith Lutheran Church
- Have an idea for a Christian Education Event
- Are Interested in Christian Education opportunities at Faith
- Love studying and discussing scripture
- Enjoy meeting with people from our congregation



### **ADULT FORUMS:**

Sunday mornings after the 9 A.M. service: The curriculum is designed to **Inspire, Inform and Educate**; and from time to time to **Celebrate Festival Days and Special Occasions**.

### **SUNDAY SCHOOL TEACHERS:**



Are responsible for teaching one of our classes (**Ages 3-5, 6-8 or 9-11**) regularly or as a substitute, guided by an easy-to-follow curriculum, facilitating lessons, crafts, games or songs on **Sundays from 10:30-11:30 A.M** either during the school year or during the summer months for One Room Sunday School.



### **CHILDREN'S PLACE VOLUNTEER:**

Can lead or assist in leading the children's weekly **Gospel Lesson** during the worship sermon time.



### **BIBLE STUDIES:**

Currently we have an **English** language Bible Study on **Tuesday** mornings, a **Spanish** language Bible Study on **Wednesday** evenings, and an **English** language Bible Study on the 1st and 4th **Thursday** evenings of the month. We study books of the Bible and other educational materials. Opportunities are available to lead a session which usually lasts four to six weeks. **All are welcome!**



**BAPTISM CLASSES:** we offer programs for people of any age to help them learn about the promises God makes to us in our baptism.



**FIRST COMMUNION CLASSES:** for children ages 7-11 (or younger with the consent of the parents & pastor). We learn about how Communion began, why we celebrate it and the promises Jesus makes to us through the bread & wine. Parents also attend to be part of a discussion group at the same time their children are in class.



**CONFIRMATION:**

Available to young people ages 12 to 18 for a two year course. Our current curriculum is from Faith Incubators. We strive to learn what **“LIVING LUTHERAN”** means, but most importantly learn what **God** wants from us as **Christians**.



**NEW MEMBERS CLASSES:** for adults who are new to Faith or to the Lutheran Church. We study what it means to be Lutheran, and we review the promises God makes to us in our baptism and through bread & wine of Holy Communion. We also learn about the opportunities to be involved in the life of Faith Lutheran.



**VACATION BIBLE SCHOOL VOLUNTEERS:**

Can do anything from helping to plan and coordinate **VBS** to lead children in song, help with different age groups as needed, or assist with the daily lessons and segments that consist of crafts, dramatic plays, readings and word games, or provide refreshments.

**SUMMER CAMP:**

Two four week sessions - 9am to 1pm - one next June and one next July led by Yashira Rodriguez. Classes for children Pre-K thru 4th Grade and classes for their parents. A variety of learning opportunities for both children and parents will e presented. Many helpers are needed!

## CHURCH OFFICE VOLUNTEER



**TIME COMMITMENT:** one morning of 3 hours per week (between 9am and 1pm, Monday through Friday) for general office volunteer. Special Projects time commitment will vary but can be set by the volunteer.

### **JOB DESCRIPTION:**

- answering phones & taking messages
- greeting guests who come in the Church Office
- accepting deliveries
- assisting those with special needs
- assisting the Office Administrator
- performing a set of “assigned” jobs for your particular day of the week

**QUALIFICATIONS:** Volunteers can be from either service; the main qualifications are that they be reliable, friendly, welcoming, and enjoy interacting with people from all walks of life. They also need to maintain a positive attitude and always be respectful of issues of confidentiality.

### **ALL VOLUNTEERS WILL BE TRAINED:**

- on the phone system,
- on the copier
- on the fax machine
- how to greet people who come into the office,
- how to accept deliveries,
- how to assist those with needs for food, water, bus passes, etc.

\*\*\*\*\* We also need people who are willing to do **SPECIAL PROJECTS:**

- **TRANSLATORS** - People who are willing to help with English to Spanish and Spanish to English translations. This could be someone who comes in to the office and does translations along with the other jobs for that day, or it could be arranged to send documents through e-mail to be translated at volunteer’s home.
- **PICTORIAL DIRECTORY** - If you are creative, this is the job for you! Although this job would require a lot of time initially to get the Pictorial Directory updated, you would be able to work at your own pace. And once it is completely updated you

would probably only need to spend a few hours two or three times per year on it to keep it that way. We hope to resume picture taking of our members and “friends of Faith” as soon as the weather cools a bit. Once Jeff Havir, our resident photographer starts taking pictures, there will be plenty to do.

- **BREEZEWAY BULLETIN BOARD** - This is another job for an artistic type - our Bulletin board is one of the first things that people see when they walk into our Courtyard. The Bulletin Board needs weekly updating and Pastor Lara and Deedee will give you all you need for this. But you are also welcome to take the time to make it look more attractive. This job is best done on Friday or Saturday so that the information is kept current.



## EVANGELISM



### E-TEAM MEMBER:

This team shall stimulate and lead all members of the congregation in continuous and, from time to time, concerted endeavors to reawaken the indifferent and to reach others with the Gospel for membership and ministry in Christ’s church. To this end, the committee shall devote itself to strengthening Christian life and shall periodically study the congregation in the context of its surrounding community. The committee will visit in the homes of prospective members of the congregation and in the homes of members who have become inactive.

### OTHER SPECIFIC EVANGELISM MINISTRY OPPORTUNITIES:



**RAINBOWS FESTIVAL** - volunteer to represent Faith at this October event; leaders to take care of registering Faith and getting materials prepared for the event and recruit volunteers to work at our booth



**PRIDE FESTIVAL** - volunteer to represent Faith at this April event; leaders to take care of registering Faith and getting materials prepared for the event and recruit volunteers to march in the parade and work at our booth



**WEBSITE** - those with graphic design, website experience, or technological interest who might aid in the redesign, development and implementation of a revised Faith webpage

- **SIGN** - those with graphical design interest who would be trained to create sign additions for our new sign
- **ADVERTISING** - Research contact person and fees (and keep information updated) for advertising our ministry: radio, tv, newspaper, groups such as Nearly Naked Theater & Stray Cat Theater or AZ Women in Tune; submit event information when warranted
- **NEW VISITOR PACKETS** - Develop and provide welcome packets for 1<sup>st</sup> time visitors

## FAITHWATCHERS



As a Sub-Team of the Evangelism Team, the ministry of our FaithWatchers is one of watching over and caring for one another.



**PRAYER PARTNERS:** Members pray daily for those on Sunday's prayer request sheet. Members need e-mail access for weekly team communication.



**HOME COMMUNION:** We take the sacrament of Holy Communion to those homebound who are unable to attend worship and request it.



**PHONE CALLS:** We keep connected with those not worshipping regularly.

## FAITH LUTHERAN PRESCHOOL



**OUR** preschool provides a stimulating environment for children, infants through pre-kindergarten age, to grow and learn with caring, professional staff, Monday through Friday, from 7:30am to 5:30pm. We strive in teaching Christian values to young children and families through building meaningful relationships based on love, compassion, and care among children, parents, families, and staff. This is YOUR opportunity to take a part in the life of our fantastic early childhood education program right here on Faith campus. We are in need of volunteers for PRESCHOOL FUNDRAISING EVENTS, ORGANIZING SUPPLY DRIVE, MARKETING, OFFICE VOLUNTEERS, and CLASSROOM VOLUNTEERS. It takes a village to raise a child...can you be a part of the village?

## FELLOWSHIP TEAM



### FELLOWSHIP TEAM MEMBER:

**TIME COMMITMENT:** One Saturday per month for 2 hours; dates may vary with upcoming events.

**DESCRIPTION:** The team is responsible for promoting fellowship among congregation members. We engage congregation members in social events, sometimes used as fund raisers, such as Oktoberfest, Hawaiian Luau, Spaghetti Dinner and talent show etc. It is generally to spend time with each other and have a tremendous amount of fun.



### C-TIME COORDINATOR:

**TIME COMMITMENT:** Maybe 10 minutes a week to make some telephone calls.

**DESCRIPTION:** To invite congregation members to participate in providing snack items for coffee time following worship service, prior to education hour in Parish Hall.



### SUNDAY HOSPITALITY:

**TIME COMMITMENT:** 1 hour prior to worship and 1 hour following worship every Sunday.

**DESCRIPTION:** To prepare coffee for C-Time and fellowship before worship. To assist person/persons providing snacks for C-Time to set up and clean up after worship.

## FINANCE



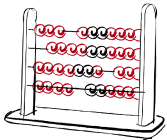
### FINANCE TEAM MEMBER:

This team works primarily during the months of November – January to draft a budget for the upcoming year, The budget is submitted to the Church Council for approval and then at the annual Financial meeting in January. The team also oversees all financial matters of the congregation to make sure that they are being conducted efficiently, and is responsible for the congregation's investments Throughout the year, we receive monthly copies of the budget to compare with actual spending reports in order to track how the Church is doing with the projected revenues and expenses and compare them to the actual revenues and expenses.



### **COLUMBARIUM:**

The Columbarium Administrator is responsible for selling niches in the Columbarium and plaques for the Memory Wall. They also are responsible for getting the plaques and niche covers engraved and installed. When biographies are submitted they see that they are printed and placed in the Memory Book.



### **COUNTERS:**

Counters are responsible for collecting the offering on Sunday morning after worship, counting it and preparing it for deposit. This job requires approximately 1-2 hours per week. Counting “Teams” are created with 2-3 people per team. They are assigned various months during the year. They count, record and balance all monetary receipts for their given Sundays. All of their processing is recorded on a worksheet and signed by each member of the specific team with utmost care and processing in total confidence. Information is then given to the Church Bookkeeper for official recording.



### **FUNDRAISING:**

There are several funding opportunities that earn a percentage of return for Faith Lutheran Church. All these programs are no cost to you. Just by buying your groceries the companies contribute to our church as a way of ‘giving back’.

#### **THOSE GROCERY MARKETS ARE:**

- **Bashas**: Has been a contributor in past years but because of bankruptcy litigation has opted out of this program for the 2010-2011 year. They hope to resume participation in the future.
- **Safeway**: I have to enter your Safeway card number into the website of E-Scrip, the company that runs Safeway’s program. Then your card is linked to Faith’s account. The program runs all year.
- **Fry’s & Fry’s Marketplace**: I order a gift card loaded with \$5 initially through Fry’s Community Service Dept. Any amount from \$5 to \$500 can be loaded into the gift card which you then use to pay for your groceries. This gift card has been linked to Faith’s account. Only gift cards ordered through me will be linked to Faith. (To initiate this card Fry’s must load some money onto it.) I then tell Fry’s to send it to the Fry’s Store you normally use and you can pick it up at Customer Service Desk by giving them your name. You must load the card with whatever amount you need

BEFORE your groceries are checked out by telling the cashier.....for instance, I load \$100 knowing probably I won't spend that much but it will cover my grocery amount and your receipt will tell you the balance left on the card. The card can be reloaded over and over again with any amount you wish. This is also a continuous yearly program.

- **Albertsons:** See me for a 'key-chain card that when presented to the cashier which has Faith Lutheran's fundraising account number on it. This is also a yearly account.



**Another funding Opportunity** is the recycling of Inkjet Cartridges, and old Cell Phones. There is a bin on the counter at the back of Parish Hall to receive these Items, with a sign indicating it. This also costs nothing but gathering and bringing said items to church.

For further information, please contact **Pam Paff**.

## MEMORIALS:

A Memorial in any amount may be given to remember a loved one. It can be designated for something particular, such as Kitchen Fund, Organ and Music, Altar Guild, or any other desire. The amount is recorded and a note of the donor's remembrance is sent to the family. A thank you is sent to the donor.

## MUSIC



Music has an integral part in the life of the Church, and as Lutherans, we are blessed by a rich and dynamic tradition from which to draw strength for our souls. In our worship, whether by one or by many, music carries our prayer and praise, proclaiming the Word of God, as has been done throughout our common Biblical history.

It is our duty and joy, then, as members of Christ's Body, to actively participate in the worship of our Creator, in the Divine Service we celebrate each week, and in the many other ways our talents and gifts afford us. At Faith, there are several musical components of our worship and service life for you to consider:



**THE CHOIR:** This ensemble, which rehearses weekly, is a cornerstone of the leadership of our weekly worship. It enriches and supports the congregation's singing of the liturgy, and on its own, offers praise to God and illuminates the hearts and minds of God's people. Participation in

this ensemble requires regular attendance at weekly rehearsals (1.5 to 2 hours each) and services, a passion for singing, a willingness to be challenged, and a desire to cultivate that talent—at whatever level—accorded you.

**CANTOR:** There are often opportunities for those who feel comfortable singing alone (or who wish to learn) to lead portions of the liturgy such as the Psalm. These are assigned in rotation and require a commitment of an hour or less on each occasion.



**INSTRUMENTALIST:** Those who play musical instruments can find a place in our ministry as well, whether as a soloist, or as part of an ensemble. Consider sharing your talent to the glory of God.



## OUTREACH

Our Outreach Committee is looking for people willing to be God's hands and heart, reaching out to those in need locally and around the world. Rather than duplicating existing programs of care, we have chosen to support the congregations and groups that are already successfully meeting specific needs. The groups we support include: Mount of Olives--food bank and thrift shop; Grace Lutheran--ministry to the homeless; Haiti--feeding program for impoverished children; and Navajo Lutheran Mission and School--Rock Point, Arizona. The first Sunday of the month, we sponsor Faith's children in their "Noisy Offering" which is a collection of loose change to help people in need. We are also active in prison ministry. We plan to meet as needed and would like for people of all ages, including families, to be a part of Faith's Outreach Team.

### SUBDIVISIONS OF OUTREACH INCLUDE:



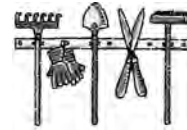
#### ANGEL TREE PROGRAM

We help organize and deliver gifts for Faith's Angel Tree Christmas program. This program provides Christmas presents that are donated by members of the congregation for children of incarcerated parents. The program is held during the first two weeks of December. We have also tried to stay in contact with families during the year. Time commitment can be just a few hours depending on how many others are helping and how involved you choose to be.



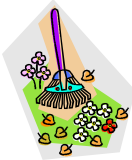
### PARISH NURSE MINISTRY

The Parish Nurse Ministry is a way for the Parishioners of Faith to counsel with a nurse regarding any medical concerns. The Parish Nurse Ministry performs Blood Pressure Checks on the second Sunday of the month. We have also held Health Fairs that have provided Community Resources to participants. We would like to promote more activities in the future that involve Faith and Fitness.



### PROPERTY

This team shall see to the proper maintenance, enhancement and protection of all property of the congregation and shall take care that all property is kept in good repair and is adequately insured.



**WORKDAY VOLUNTEER:** The first Saturday of the month, we gather from 8:30am – noon. We work on property improvement projects that are too large or too time consuming for our custodial staff to tackle. projects around projects.

**SPECIAL PROJECTS:** If you have a talent that could help to improve our campus (plumbing, painting, cleaning, electrical, landscaping, etc), we can find a way to put it to use at a time that is convenient to you.



### SOCIAL JUSTICE

The **purpose** of the Social Justice Ministry is to provide opportunities in the congregation for education and activities, including advocacy, to promote social and economic justice in our community. It interacts with the outreach Ministry in identifying social and economic conditions in the community that deserve thoughtful study and evaluation in light of principles of Christian social and economic justice. It identifies and engages policy makers with whom education and advocacy could lead to improved social and economic conditions, especially for the poor and marginalized in our community.

The **Job Description and Expectations** of Social Justice Ministry team members/volunteers:

- Willing to learn about fairness and justice issues in the community;
- Willing to examine scripture and ELCA publications for guidance and direction on social and economic justice issues;
- Willing to speak up prophetically and take action, especially in the face of injustice;
- Willing to meet with the Team about once each month (usually the second Monday evening of the month) to review community justice issues and plan education and advocacy activities, to present an Adult Forum or other program on community justice issues about once each month, and to correspond and meet with policy makers on justice issues.
- Expect to have fun, learn a lot about community justice issues and, with group support, overcome our natural hesitancy to speak prophetically (speaking truth to power).
- Expect to devote a few hours each month.

## STEWARDSHIP



Members of this team work together to evoke and promote the expression of Christian faith in daily living; to teach the Christian use of time, talent and treasure; to diffuse the knowledge of the congregation's local, national and worldwide ministries; and to lead all its members to higher levels of proportionate giving for the Lord's work. We are also responsible in leading the congregation members into a spirit of generosity and informed, committed and grateful giving.

The Stewardship Team meets for about an hour 8 times a year to share ideas and work out details of our **Year Round Stewardship** programs. In addition, groups in charge of special projects meet as needed. Time commitments vary depending on how many projects members work on.

Stewardship events include a **Fall Stewardship Campaign** which begins with **Faith's Connections Sunday** (an opportunity for all members of Faith to *volunteer* to serve on ministry teams) and is followed by an **Annual Financial Response** (an opportunity to for members to share their *giving plans*). Stewardship Team members work on updating the "Volunteer Opportunities" brochure, bookmark, promotions and signage.

Each year we prepare a new Annual Financial Response program. Preparation for the Fall Stewardship Campaign starts in spring and continues through late summer.



**Oktoberfest Gala and Silent Auction**, our annual Fundraising Dinner, is co-sponsored with the Fellowship Team and Thrivent. Oktoberfest is always great fun for everyone who attends. Ticket profits support the kitchen fund, Silent Auction proceeds go to the General Fund. Team members start preparing for this event in April.

**Winter and Spring events and projects** change every year. For example, one very enjoyable project last year was visiting with many members of FLC to discover what our church is doing well, what we could do better, what needs to change, what our members love about our church.



## THRIVENT

Volunteers bring joy to many. If volunteering brings joy to you, then Faith Thrivent is worth checking out. (Thrivent is a not-for-profit insurance company which funds church and community projects carried out by its members and associate members. If you own a Thrivent product, you're a member...if you participate in a Thrivent project, it's easy to become an associate member.)

In a typical year, Faith Thrivent volunteers perform 10 to 12 church and community projects, hand out more than six thousand dollars in grants and matching funds, and contribute more than 2000 volunteer hours.

Thrivent volunteers play a key role in Faith's annual OKTOBERFEST fund-raiser. We always help Faith's Pre-school. In recent years, we've re-tiled and painted classrooms, removed the old playground structure and helped fund the new one, and scraped and repainted the eaves on the pre-school building. Other examples of community projects demonstrate the diverse talent of Faith Thrivent volunteers and the fact that there's something for everyone: we help put on Montecito grade school's Spring Carnival; we've re-stocked Refugee Resettlement's housewares inventory; we provided food staples and food baskets for the Mt. of Olives Food Closet and the Phoenix Rescue Mission; we made and served pancakes to more than 250 homeless persons at Grace

Lutheran church; we send inner city youths to camp by co-sponsoring Neighborhood Ministries annual golf tournament; and we bought plants and created a summer garden for the Hospice of the Valley in-patient facility. We do many other projects and can always use new volunteers and new project ideas.

## WORSHIP PLANNING



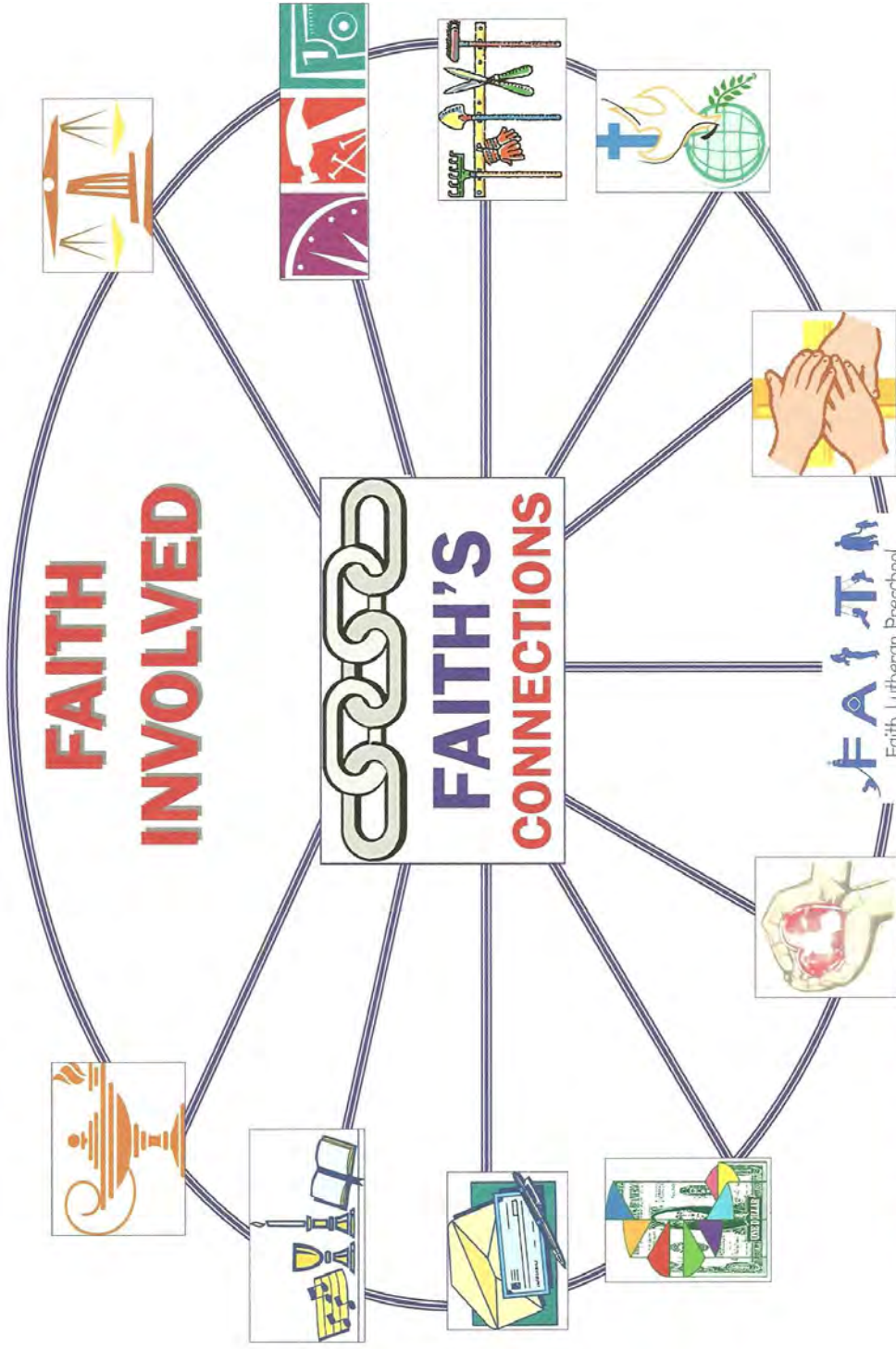
The Worship Planning Team plans and implements Sunday worship and special worship opportunities with the Pastor and the Music Director. We are also responsible for recruiting and training the worship assistants including the assisting ministers, lectors, communion assistants, crucifers, torchbearers and ushers. We also work with the Alter Care Director and members.

We plan décor for the different seasons of the church year and make sure all is done in a timely manner. We're responsible for hymnals and other worship materials and supplies. We support the lighting and sound needs for the services and always need capable and responsible people to help, especially at evening services where lighting and other needs vary. We are looking for persons interested in this service to the church.

We meet monthly, except during the summer, plan two half-day workshops for long range planning and meet for decorating for the various services. Our team usually meets the third Tuesday of the month at 7:00 p.m. Watch ***Faith Alive!*** for specific information.

If you are interested in serving in any of these capacities - worship assistants, altar care members, special help, decorating or as a Worship Planning team member - please contact Nancy Dickson, Team Leader or any team member for further information. We encourage men and women, and the youth of our church to be involved in this vital ministry. It is our joy to serve in planning the worship settings for members and visitors as they participate in the worship life of our congregation.





**Faith Lutheran Church,  
a family of God and a part of the Body of Christ,  
joyfully affirms God's love, word, and grace.  
We strive to follow Christ's example in the world.  
We therefore welcome ALL people,  
extend God's loving mercy, and nourish all  
who seek God's strength and support.**



**FREED IN CHRIST TO SERVE**

Theme for 2011 ELCA Churchwide Assembly

*For freedom Christ has set us free ... only do not use this freedom as an occasion for self-indulgence, but serve one another in love.*

- Galatians 5:1, 13

"**Freed in Christ to Serve**" is the theme for the 2011 Churchwide Assembly of the Evangelical Lutheran Church in America (ELCA), and it is more than just a theme. It expresses the heart of our faith. In Christ we are both bound to be free from the power of sin, death and the devil, and free to be bound to God in faith and to our neighbor in service.

The grammatical nuance in "freed" (rather than "free") makes clear that our present status of freedom is God's work and it is already accomplished, as Martin Luther explained in the Small Catechism, "[Christ] has purchased and freed me from all sins."

***Standing together, we are a church that rolls up its sleeves.***



**Evangelical Lutheran Church in America**  
God's work. Our hands.