

**First
Lutheran
Church**

612 N. Randall Ave.
Janesville, WI 53545

First Lutheran Church




Annual Time & Talent Survey


This booklet provides brief descriptions of most of our ministries here at First Lutheran Church. Whether you've been a member 1 year or 100 years, please fill out the green reply form and return to the church this month.


Keep this booklet for your reference.


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Ministry Position Description, Meeting Times & Estimated Time Commitment...

	DESCRIPTION	MEETING TIMES	TIME COMMITMENT
Altar Guild Chairs Lynn Kevern & Lynn Bienash	Prepare communion setting, change paraments as necessary, wash and put away communion setting after services. Training provided.	Twice per year as group and prep as assigned	Set-up Saturday and clean up on Sunday (~ one hour)
Coffee Hour – Speak with Church office to sign up!	Do you make a dynamic cup of coffee? Set up Saturday and tear down 10:15am All materials provided as well as instructions.	Saturday 15 minute setup Sunday 9-10	Once a month or once a year...you choose.
Communion Assistant	Assist in communion distribution by holding trays that distribute and collect wine cups. Needs also for Saturday evening and the Summer Drive in Service	During worship - Communion	Once per year at either service
Greeter – Speak with Jeanie in Church office	Greet visitors and fellow members of the congregation with a smile, a handshake and Christian warmth. Bring your family 15 minutes before the service you usually attend!	8:15 am or 10:15 am for 15 minutes before service	One Sunday per year or as often as you'd like.
Homebound Communion Assistant Speak with Pastor George	Share communion every other month with a homebound member of First Lutheran - training provided.	Jan, Mar, Apr, June, Aug, Oct, & Dec	One hour every other month
Lay Worship Leader	Can you sing the liturgy? Are you willing to assist the pastor with the Sunday service? On occasion, you are needed to help make Worship a sacred experience. Training provided.	During Worship	On Call / As needed

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Lay Reader Speak with Jeanie in Church office	Share God's word with others by reading the pre-assigned scripture during worship services. Text will be mailed to you in advance so you'll have plenty of time to practice. Training provided.	Either service or your choice	3 or 4 Sundays per year or less as you choose
Cantor	Person who assists in singing the liturgy during services.	Either service of your choice	As worked out with Pastors
Acolyte	A young person who lights the candles, assists with Holy Communion and other Worship tasks. Training provided. Adults welcome.	Either service of your choice.	4-6 Times per year.
TV Ministry (10:15 am only)	First Lutheran's 10:15 service airs each week on Charter Cable channel 20. Helpers are needed to produce a video. Operate a camera, create & add graphics, learn to mix images and more. Training provided	10:15 am service	Two consecutive weeks every 8 weeks
Usher	First Lutheran's "information" attendant! Seat people for worship; assist in basic worship functions such as collecting offerings, directing communicants to the communion table and other duties. Ushers are a real "key" to a smooth flowing worship experience.		20 minutes prior & post the service of your choice.


MUSIC	DESCRIPTION	MEETING TIMES	TIME COMMITMENT
 <p>Chancel Choir Cora Rund</p>	The Chancel Choir leads the liturgy and prepares an anthem for the Sunday Service. A great group of people of all ages and walks of life performs four part harmony.	Wed. 7pm to 8:15 pm in choir room Sundays at 10:15 am	Two hours per week and on special church feast days and celebrations
<p>Hand Bell Choir Dennis Wahrle</p>	This group creates beautiful music through bells and performs at 8:15 am service	Wed. 6:30 pm to 7:30 pm in balcony	Please speak with Dennis for details.
<p>Guitar - Musical Instruments</p>	Do you play guitar? Trumpet? Violin? Clarinet? No matter what your instrument, First Lutheran needs your special talents to make worship more meaningful.	As scheduled with Music coordinator and Musician – Speak with Jan Knutson	
<p>Instrumental/Band</p>			
<p>Praise Team Dennis Wahrle</p>	This group leads worship Saturday evenings and on occasion. Includes guitar, drums, keyboard and vocals with a contemporary flair.	Thursdays at 7 pm in sanctuary and Sat. worship 5:00 pm	Two hours per week and on special services
<p>Grace Notes Jan Knutson</p>	This group of women performs primarily at 8:15 Sunday Worship and on special occasions.	Please call Jan Knutson for details of meeting times and time commitment	
<p>Piano/Organ</p>	These areas are SO critical to balancing our Worship hour with Praise, Prayer and Song - yet musicians are becoming harder to find. If you share one of these talents, please consider volunteering them!	As scheduled with Music coordinator and Musician – Speak with Jan Knutson for coordination of these gifts.	

EVANGELISM	DESCRIPTION	MEETING TIMES
<p>Sunday Morning WELCOME CENTER hospitality crew</p> <p>(COMING SOON!)</p>	There are so many visitors that we don't even notice because we've accustomed ourselves to finding familiar smiles and long-standing friends each week. This crew will seek out unfamiliar faces, ask questions about our visitors and welcome them back.	15 minutes prior and 15 minutes after the service you generally attend for one month per year. We will soon have a counter area with information and opportunities that this volunteer position would occupy. Be the smile that leads people closer to GOD!
<p>Willing to call on Visitors</p> 	When visitors worship at First Lutheran, sometimes they sign the guest book - it says WOW when a member of First Lutheran stops by their home to offer answers in a totally casual atmosphere. Join this group of outgoing folks!	One-half hour per visit. Visits vary based on attendance of visitors and number of volunteers available to share duties.
<p>Willing to sponsor new members</p>	Become a HOST family to new members seeking to join First Lutheran. You will be matched as closely as possible based on age, gender, family status, occupation and hobbies - from there, you'll be responsible for calling to see how they're doing and serving as friendly representation for First Lutheran.	Aside from providing an occasional phone call and a friendly face to greet during worship and special events at First Lutheran, this commitment is merely signing on to make new friends!
<p>Extended Care Task Force –</p> <p>Would you like to chair this group and coordinate delivery of flowers and visits?</p>	Making the homebound members feel that they are a part of our church and a part of our congregational life is this group's important mission. Make visits to private homes, nursing homes and hospitals as well as sending them birthday and Christmas cards each year.	As Available-Please speak with Lisa Larson for help in making this group active again!

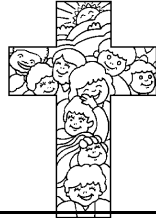
ADMINISTRATION	DESCRIPTION	TIME COMMITMENT
Website Design/Maintenance 	Do you understand html? Can you convert documents to pdf? How hard is it to post pictures of our latest mission trip to the site? Can you pop the newsletter in for us? Then we desperately need your talent!	2-3 hours /month to update and add the necessary items posted on our website



EVANGELISM	DESCRIPTION	MEETING TIMES	TIME COMMITMENT
Outreach and Hospitality Coordinator Work with to share some of these duties	Develop a program of outreach to inactive members, homebound and prospective members. Develop orientation and follow up for new members and 1st time worshippers. Coordinate advertising and PR. Promote the active involvement of all members of the congregation in worship and service.		This group is as active as you plan and feel necessary. This group/Task force would have a chairperson and report to Commitment and Stewardship to coordinate efforts and results.
Banner Task Force member/Bulletin Board Caretakers	We are in prime location here at First Lutheran. We have the unique ability to reach people through banners and bulletin boards. We need folks to make them, hang them and organize them. Is it you?		To be determined when task force determines need. Speak with Jeanie Pomplun for coordination details.

EDUCATION/YOUTH	DESCRIPTION	MEETING TIMES	TIME COMMITMENT
 Adult Education Task Force	Help keep adult education alive by exploring & presenting opportunities for grown ups to learn more and strengthen their faith. Small Group leaders emerge from this task force.	This group is new and is flexible	To be determined
Confirmation Leader	Lead 6-8 students through weekly lessons, conversation and discussion of curriculum and real life situations.	Sunday afternoons from 4 pm to 5:30 pm	As needed at least once per week through school year.
Cradle Roll	Help infants and toddlers ease into faithful living by helping to celebrate their baptismal date each year until they're of SS age.	As needed and arranged. Materials and names provided as well as postage.	
Nursery Helper- <i>Nursery located on second floor in the Gathering Space</i>	Provide care to young children with love, patience and guidance during worship in order to provide parents a meaningful worship experience.	One service of your choice (8:15 or 10:15 am)	As often as you wish - at least once per year.
Sunday School Teacher	Adults share the stories of the Bible in creative and constructive "hands-on" ways. Pre-K and 6 th grade is a Sunday School year round commitment. K-5 th grade can opt to teach 6 weeks at a time or the whole year!	Please Contact Laurie Sheldon for more details.	
Masterpiece Helper	Helping youth and adults with cognitive disabilities learn about Bible stories.	This group meets on Sundays at 9:00am. Contact Renee Engen for more information	
Awana Helper/Listener	Help children from kindergarten–forth grade memorize scripture and earn awards. Materials are supplied.	Awana meets on Monday nights from 6-7:30pm. Contact Eric Engen for more information.	

ADMINISTRATION	DESCRIPTION	MEETING TIMES	TIME COMMITMENT
Bookkeeping Computer Programmer Data Entry Equipment Repair/Maint.	Technology has provided the church the opportunity to store membership data in up-to-date software programs that can provide our leadership with vital congregational information. But careful entry and software knowledge is necessary to make that happen. Are you computer savvy? Let us know!		
Mailings - Newsletter, Special...	Help get the church newsletter <i>THE PROGRESS</i> out to the members of our congregation. Staple, pack and ship over 750 copies each month. Proofreaders also welcome and needed.	Once per month	2-3 hours per month
Receptionist (tele. & walk-ins)	Occasionally, the staff is unable to man the office and a person is needed to answer the phone and deal with walk-ins. We also need people to help us with preparing bulletins, forms, processing paperwork and special projects – This is a friendly and energetic environment!		

EDUCA-TION/YOUTH	DESCRIPTION	MEETING TIMES	TIME COM-MITMENT
Shepherd-Sunday School Laurie Sheldon	Shepherds will stay with their grade all year and know the children by name as well as mentoring and developing a friendship with these children. This is a September-May commitment.	Sundays from 10:00-11:30 (include prep time as needed)	
Vacation Bible School/Day Camp helper	First Lutheran offers VBS as a community outreach opportunity, opening our doors to the un-churched and visiting children of the area - Come along!	Summer as scheduled	
Youth Partner/Mentor	Adults willing to befriend teens, preteens and younger kids are needed to assist with the youth fundraising, driving to events, and organizing activities.	As scheduled basis with Eric, our youth and family ministry associate	
Mission 567	A new youth group for youth in grades 5, 6 or 7. This is a high energy environment with group discussion and active learning to share the good news!	This group meets on Monday nights from 6-7:30pm. Contact Renee Engen for more information.	

CREA-TIVE/PERFORMING ARTS	DESCRIPTION	MEETING TIMES	TIME COMMIT-MENT
Acting	Any of these talents are always needed to keep First Lutheran on track with sharing the good news with each other and those outside our church walls. If you possess any of these listed abilities, please let us know! You will choose the time commitment you wish to put into the existing project.		
Bulletin Boards			
Dancing			
Decorating Sanctuary			
Banner Task Force			
Acting/Directing			
Photography			
Sewing/Baking			
Writer			

LEADERSHIP	DESCRIPTION	MEETING TIMES	TIME COMMIT-MENT
Social Ministry Would you like to chair this task force? We have so many opportunities to reach outward and we're looking for a few people willing to be that voice!	Develop programs of concern for social issues affecting the immediate community, the nation, and the world. Coordinate the involvement of the congregation with ECHO, ELCA Hunger, Habitat for Humanity, LSS, etc.	not less than three times per year as scheduled by planning group	Varies upon commitment - usually 1-2 hours per month
Commitment & Stewardship	Develop opportunities to help members reflect upon their responses to God's grace, encourage regular attendance and frequent participation. Encourage regular study of the Bible, encourage potential leaders to service in the church and invite all to participate in the full life of the congregation. Prepare stewardship budget annually.	not less than three times per year as scheduled by planning group	Varies upon commitment - usually 1-2 hours per month
Worship & Witness	Plan for worship services of this congregation so they are stimulating, meaningful and relevant. Incorporate music and fine arts into service. Guide the efforts of all those who contribute to services and coordinate and promote fine arts programs. Annually prepare worship budget.	not less than three times per year as scheduled by planning group	Varies upon commitment - usually 1-2 hours per month

LEADERSHIP	DESCRIPTION	MEETING TIMES	TIME COMMITMENT
Parish Nurse/EMT/MD/LPN	If you possess any of these leadership skills, please let us know! You will choose the time commitment you wish to put into the existing project.	Please speak with Jenny McMullen or Betty Worden to assist with this ministry.	
Prayer Group Leader	We need to teach and encourage prayer in every area of our lives and this leader would help provide resources and leadership in improving the prayer lives of First Lutheran Church members.	Please speak with Jeanie in the office to be added to the Prayer chain.	
Small Group Leader	Small Group Ministry is a vital part of any church's health and we are looking for people willing to lead by arriving early, assisting newcomers and helping to get the groups started.	This position is completely flexible to the times your small group chooses to meet. Please speak with Pastor Jim to begin a small group.	
Special Event Planner	Congregational Life is currently inactive here at FLC and we need people willing to jump in at times to help us carry out special events	As available and when the occasion arises.	
Synod Assembly Representative	The ELCA is divided into synod offices. The South-Central Synod of WI is located in Madison and annually holds a Synod Convention. First Lutheran needs congregational representation to attend and report on this gathering.	This position varies on time commitment but attends the annual convention in the spring and corresponds with our local synod office as necessary.	
Task Force Member	Opportunities are always arising at First Lutheran that needs a small group of leaders to take the project to the finish line. Your talents will be matched with the needs of the task force with the help of your input and conversation with council and pastoral staff.	When Task Forces form, the duration of the project, usually an hour or two per month.	