

Evangelism		
	1A	1B
Position	Lunch with the Pastor-Invitations	Lunch with the Pastor-Prepare Lunch
Mission Statement	To grow disciples for Christ.	To grow disciples for Christ.
Position Description	Contact prospective members for the lunch by sending invitations. Get a count of those attending so we know how many to expect (set/up and cook for). Make sure a notice is put in the bulletin/newsletter.	Prepare lunch for any "Lunch with the Pastor". Set up menu, prepare and cook the food.
Number of People Needed	1 person	2 people
Time Commitment	2 -3 hours every other month (or every 2 - 3 months)	5 hours for each lunch. Lunches are held about every 2 -3 months on Sunday after the 11 am service.
Shepherd Point of Contact	Janet James	Janet James
Urgency of Need	Medium need. Jenny Hazen has been doing this and surely she would like some help.	Currently being handled by Martha Weiler & Sandy Zaccardi. They do an excellent job with this!
Training Plan	15 minute meeting to explain how to get contact information and how to contact.	Would need to be put in place if Martha & Sandy decide to stop chairing this event.

Evangelism		
	1C	1D
Position	Lunch with the Pastor-Set up/Clean up	Lunch with the Pastor-attend
Mission Statement	To grow disciples for Christ.	To grow disciples for Christ. To make Christ's love known through witness.
Position Description	Help set up for the "Lunch with the Pastor". Clean up after the meal. Set up/take down tables. Get plates/silverware out/wash dishes.	Attend "Lunch with the Pastor". Chat with prospective members.
Number of People Needed	3 -4 people	3 - 4 people
Time Commitment	20 minutes set up (each lunch) 20 minutes take down (each lunch) to be done every 2 -3 months.	1 -2 hours for each lunch (lunches are held every 2 -3 months on Sunday after 11 am service)
Shepherd Point of Contact	Janet James	Janet James
Urgency of Need	Currently done by committee members	Currently being handled by committee members. All bodies welcome!
Training Plan	No training needed.	No training needed. Just mingle/chat and eat.

Evangelism		
	1E	1F
Position	Welcome Postcards	2nd time visitors-Deliver Cookies
Mission Statement	To grow disciples for Jesus Christ. To make Christ's love known through witness.	To grow disciples for Jesus Christ. To make Christ's love known through witness.
Position Description	Send a welcome postcard to all 1st time visitors. (Get list from office.)	Bake pre-made cookies & deliver to 2nd time visitors. This is just a quick 5 minute visit. Do not need to go into house. If they would like a more complete visit, pass on to Committee Chair.
Number of People Needed	1 -2 people	1 - 2 in different geographic locations would be nice. (ex. Eagle, Meridian, Boise, Nampa, etc.)
Time Commitment	Depends on the number of new visitors. 15 min - 1/2 hr per week.	When notified of need, try to drop off cookies that week. 15 min (bake cookies, 5 min visit)
Shepherd Point of Contact	Janet James/Joan Langdon	Janet James
Urgency of Need	Very important. Currently being done by Joan Langdon.	Currently being handled by committee. Would be nice to have extra bodies.
Training Plan	Give postcard sample. No real training needed.	Quick 15 - 30 min meeting.

Evangelism		
	1G	1H
Position	2nd time visitors-Prepare Cookie Dough	Home Visits to Prospective Members
Mission Statement	To grow disciples for Jesus Christ.	To grow disciples for Jesus Christ. To make Christ's love known through witness.
Position Description	Meet 3 -4 times per year to prepare cookie dough to be frozen and used for 2nd time visitors.	When notified of the need, contact prospective member and set up a home visit. Provide information on Eagle United Methodist Church and answer questions.
Number of People Needed	4 - 6 people	2 -3 to share responsibility
Time Commitment	1 hour, 3 -4 times per year (depending on need)	Depends on the number of visits needed. 30 - 60 minutes for each visit.
Shepherd Point of Contact	Janet James	Janet James/Jenny Hazen
Urgency of Need	Currently being done by members of the Evangelism Committee	Very urgent. Need people to stop in to help fill void of vacant Ministry of Visitation position.
Training Plan	None	Meet with Jenny Hazen and/or Pastor John to get comfortable with what information to provide - what services are available. (1 hr of training)

Evangelism			
	1I	1J	1K
Position	Attendance Books Distribution	Attendance Books Collection	Process Attendance
Mission Statement	To grow disciples in Christ.	To grow disciples in Christ.	To grow disciples in Christ.
Position Description	Place black attendance folders on each row of chairs prior to the 9:30 service.	Gather all of the black attendance folders after the 11:00 service.	Enter/update attendance information after each Sunday. Update member information. Enter visitor information and alert proper person of 1st and 2nd visitors for postcard/cookies.
Number of People Needed	2 -3 people (so it can be rotated)	2 -3 people (so it can be rotated)	1 person
Time Commitment	10 min before 9:30 service each Sunday	10 min after 11:00 service each Sunday	Needs to be entered into database during the week following each Sunday. Time varies - approx 30 min/week
Shepherd Point of Contact	Janet James	Janet James	Laura Hibberd (Janet James)
Urgency of Need	Would be nice to have someone specifically in charge of handling this. (Previously done by Minister of Visitation.)	Would be nice to have someone specifically in charge of handling this. (Previously done by Minister of Visitation.)	Currently be done by Linda
Training Plan	10 minutes to explain.	10 minutes to explain.	Would need to be taught how to enter information in new software system. Can be taught by Linda or Laura Hibberd.

Evangelism			
	1L	1M	1N
Position	9:30 Welcome Visitors	11:00 Welcome Visitors	Evangelistic Outreach
Mission Statement	To grow disciples for Jesus Christ and to make Christ's love know through witness.	To grow disciples for Jesus Christ and to make Christ's love know through witness.	To grow disciples for Jesus Christ and to make Christ's love know through witness.
Position Description	Make contact with visitors/any new faces at the 9:30 service. Provide welcoming environment. Answer any questions.	Make contact with visitors/any new faces at the 11:00 service. Provide welcoming environment. Answer any questions.	Promote evangelistic outreach activities that welcome visitors and promote membership. This is a very vague goal and we need help with ideas of how to approach this activity.
Number of People Needed	3 -4 would be excellent (Should be done by entire congregation!)	3 -4 would be excellent (Should be done by entire congregation!)	5
Time Commitment	15 - 30 minutes after service	15 - 30 minutes after service	not sure yet
Shepherd Point of Contact	Janet James/Jenny Hazen	Janet James/Jenny Hazen	Janet James
Urgency of Need	It is very important to try to greet all new visitors and try to make them feel welcome. The committee would welcome additional help.	It is very important to try to greet all new visitors and try to make them feel welcome. The committee would welcome additional help.	not sure yet
Training Plan	Can be accomplished at a quick 15 - 30 minute meeting.	Can be accomplished at a quick 15 - 30 minute meeting.	not sure yet

Worship		
	2A	2B
Position	9:30 Usher	9:30 Greeter
Mission Statement	Relay the gift of hospitality for everyone who comes to worship and help create a place where God's presence is felt.	Relay the gift of hospitality for everyone who comes to worship and help create a place where God's presence is felt.
Position Description	<p>Ushers act as "hosts" for the worship services.</p> <p>Greet each person entering the sanctuary;</p> <p>Provide the bulletin and any required information to parishioners;</p> <p>Help maintain order, safety, and a comfortable atmosphere for worship;</p> <p>Assist acolytes and others who may be helping with the worship service;</p> <p>Convey a spirit of Christian cheerfulness and welcoming to all who participate in worship.</p> <p>Work with greeters to collect offering during worship service.</p> <p>Assist with distributing communion elements on the first Sunday of each month.</p>	<p>Greet each person entering the church on the North and West entrances;</p> <p>2 Greeters to assist the Ushers with the collection of offering during worship service;</p> <p>2 Greeters to assist the Ushers with distributing the communion elements on the first Sunday of each month;</p> <p>Greeters and Ushers work together to pick up Sanctuary following the service;</p> <p>Convey a spirit of Christian cheerfulness and welcoming to all who participate in worship.</p>
Number of People Needed	<p>2 People Per Sunday</p> <p>8 People Per Month</p> <p>Note: Need enough volunteers to enable 2 people to serve as Ushers 3 times over the course of 6 months.</p>	<p>4 People Per Sunday</p> <p>16 People Per Month</p> <p>Note: Need enough volunteers to enable 4 people to serve as Greeters 3 times over the course of 6 months</p>
Time Commitment	Sunday 9:15 to 10:45am	Sunday 9:15 to 10:45am
Shepherd Point of Contact	Dave and Sara Mink	Dave and Sara Mink
Urgency of Need	High	High
Training Plan	Required 1 hour training to become familiar with all responsibilities.	Required 1 hour training to become familiar with all responsibilities.

Worship		
	2C	2D
Position	9:30 Liturgist	9:30 Acolyte
Mission Statement	Participate in each Sunday's message by reading the chosen scripture for the congregation.	Bring God's presence into each service by lighting the candles.
Position Description	Read the chosen scripture during the church service; Assist the Ushers and Greeters with distributing the communion elements on the first Sunday of each month.	Light candles at the beginning of the service; Extinguish candles at the end of the service.
Number of People Needed	1 Person Per Sunday 4 People Per Month Note: Need enough volunteers to enable 1 person to serve as a Liturgist 3 times over the course of 6 months.	Ushers will handle Acolyte responsibility for 9:30 service.
Time Commitment	Sunday 9:30 to 10:30am	Sunday 9:15 to 10:30am
Shepherd Point of Contact	Dave and Sara Mink	Dave and Sara Mink
Urgency of Need	High	High
Training Plan	Required 1 hour training to become familiar with all responsibilities.	Required 1 hour training to become familiar with all responsibilities.

Worship		
	2E	2F
Position	11:00 Usher	11:00 Greeter
Mission Statement	Relay the gift of hospitality for everyone who comes to worship and help create a place where God's presence is felt.	Relay the gift of hospitality for everyone who comes to worship and help create a place where God's presence is felt.
Position Description	Ushers act as "hosts" for the worship services. Greet each person entering the sanctuary; Provide the bulletin and any required information to parishioners; Help maintain order, safety, and a comfortable atmosphere for worship; Assist acolytes and others	Greet each person entering the church on the North and West entrances; 2 Greeters to assist the Ushers with the collection of offering during worship service; 2 Greeters to assist the Ushers with distributing the communion elements on the first Sunday of
Number of People Needed	2 People Per Sunday 8 People Per Month Note: Need enough volunteers to enable 2 people to serve as Ushers 3 times over the course of 6 months.	4 People Per Sunday 16 People Per Month Note: Need enough volunteers to enable 4 people to serve as Greeters 3 times over the course of 6 months
Time Commitment	Sunday 10:45 to 12:15 PM	Sunday 10:45 to 12:15 PM
Shepherd Point of Contact	Dave and Sara Mink	Dave and Sara Mink
Urgency of Need	High	High
Training Plan	Required 1 hour training to become familiar with all responsibilities.	Required 1 hour training to become familiar with all responsibilities.

Worship		
	2G	2H
Position	11:00 Liturgist	11:00 Acolyte
Mission Statement	Participate in each Sunday's message by reading the chosen scripture for the congregation.	Bring God's presence into each service by lighting the candles.
Position Description	Read the chosen scripture during the church service; Assist the Ushers and Greeters with distributing the communion elements on the first Sunday of each month.	Light candles at the beginning of the service; Extinguish candles at the end of the service.
Number of People Needed	1 Person Per Sunday 4 People Per Month Note: Need enough volunteers to enable 1 person to serve as a Liturgist 3 times over the course of 6 months.	Ushers will handle Acolyte responsibility for 9:30 service.
Time Commitment	Sunday 11:00 to 12:00 PM	Sunday 10:45 to 11:00am
Shepherd Point of Contact	Dave and Sara Mink	Dave and Sara Mink
Urgency of Need	High	High
Training Plan	Required 1 hour training to become familiar with all responsibilities.	Required 1 hour training to become familiar with all responsibilities.

Worship

	2I	2J
Position	9:30 Communion Element Prep	11:00 Communion Element Prep
Mission Statement	We draw closer to God and our commitment to Him when we partake in communion	We draw closer to God and our commitment to Him when we partake in communion
Position Description	Prepare elements and place on altar for 9:30 service. Clean up after service	Prepare elements and place on altar for 9:30 service. Clean up after service
Number of People Needed	1-2 people	1-2 people
Time Commitment	Sunday 9:00 to 10:45 am	Sunday 10:45 to 12:15 am
Shepherd Point of Contact	Dorothy Dutton	Dorothy Dutton
Urgency of Need	High	High
Training Plan	Shepherd will train week prior to communion	Shepherd will train week prior to communion

Worship			
	2K	2L	2M
Position	9:30 Coffee Preparation	11:00 Coffee Preparation	Coffee Clean up after 11:00 service
Mission Statement	As we strive to grow disciples for Jesus Christ we are strengthened by other Christians through fellowship gatherings	As we strive to grow disciples for Jesus Christ we are strengthened by other Christians through fellowship gatherings	As we strive to grow disciples for Jesus Christ we are strengthened by other Christians through fellowship gatherings
Position Description	Set up coffee, tea and treats for the 9:30 service	Set up coffee, tea and treats for the 11:00 service.	Clean up kitchen area after the 11:00 worship service
Number of People Needed	4-6 people	4-6 people	4-6 people
Time Commitment	9:00-10:45	10:45-12:15	12:15-1:00 or when clean up is complete
Shepherd Point of Contact	Dorothy Dutton	Dorothy Dutton	Dorothy Dutton
Urgency of Need	High	High	High
Training Plan	Shepherd will train volunteers in the use of the kitchen. Training will also include the storage area	Shepherd will train volunteers in the use of the kitchen. Training will also include the storage area.	Shepherd will train volunteers in the use of the kitchen. Training will also include the storage area.

Worship		
	2N	2O
Position	9:30 Nursery Care	11:00 Nursery Care
Mission Statement	To provide a safe, nurturing environment for the smallest of God's flock so that parents can worship knowing that their children are safe and well cared for.	To provide a safe, nurturing environment for the smallest of God's flock so that parents can worship knowing that their children are safe and well cared for
Position Description	Watching infants in the church nursery	Watching infants in the church nursery
Number of People Needed	2 people	2 people
Time Commitment	9:15 to 10:45 on a Sunday am	10:45-12:15 Sundays
Shepherd Point of Contact	Sara Donaldson	Sara Donaldson
Urgency of Need	High	High
Training Plan	Volunteers will meet with shepherd for a brief training to review responsibilities and the nursery facility	Volunteers will meet with shepherd for a brief training to review responsibilities and the nursery facility

Worship			
	2P	2Q	2R
Position	Sound Tech	Projection Creation Tech	Projection Tech
Mission Statement	Enhance the worship of God by making sure everyone is able to hear the word.	Allow everyone to worship God through clear presentation of song lyrics, and enhance the worship experience by the use of images.	Allow everyone to worship God through clear presentation of song lyrics, and enhance the worship experience by the use of images.
Position Description	Be trained in the sound system in both the main sanctuary and the fellowship hall. Run the system for Sunday worship, and other events.	Using the order of worship that is finished by Thursday afternoon each week, create the slides that are shown on the screen in worship on Sunday mornings.	Run the computer and other visual needs (DVD's, etc.) on Sunday mornings for worship, and other special events as needed.
Number of People Needed	4 to 6 people	up to 2 people	up to 3 people
Time Commitment	5 hours on Sunday morning, at least 2 Sunday's per month. Other events as needed (about 4 hours per month).	1 to 3 hours, between Thursday Afternoon and Saturday evening. Two weeks a month.	2 hours on Sunday morning, at least 2 Sunday's per month. Other events as needed (about 4 hours per month).
Shepherd Point of Contact	Laura Hibberd OR Brian Hibberd	Laura Hibberd	Laura Hibberd
Urgency of Need	Urgent need for at least 2 additional sound techs.	Not Urgent.	Urgent need for at least one more
Training Plan	Training: 4 training sessions of 2 hours each, followed by approximately 5 Sundays of "apprenticeship" under an experienced Sound Tech.	Media Shout tutorials, and apprenticeship with Laura to learn the system.	Apprenticeship with Laura

Stephen Ministry		
	3A	3B
Position	Stephen Leader	Stephen Minister
Mission Statement	Coordinate & Support people who reach out and share God's love with individuals going through a difficult time.	Be a tangible presence of the love of God for people who are struggling.
Position Description	Be part of the team of people who oversees and manages the Stephen Ministry program.	Meet weekly with people going through a challenging time to listen & encourage.
Number of People Needed	up to 3 people	Unlimited
Time Commitment	Supervision Meeting: 1st & 3rd Tuesday of each month, 6:30-9:00pm. Additional hours as needed for planning, prep, etc. May require each Tuesday, 6:30-9:00pm, to train new Stephen Ministers	This is a minimum of a two year commitment. 9 months of initial training (3hrs weekly) then Ongoing - Supervision Meeting: 1st & 3rd Tuesday of each month, 6:30-9:00pm. And one hour a week meeting with the person you are ministering to.
Shepherd Point of Contact	Laura Hibberd	Laura Hibberd
Urgency of Need	Urgent need for at least 1 Stephen Leader.	
Training Plan	Required to attend a week long training put on by Stephen Ministries (National Organization). These trainings take place all over the US. Church would cover the costs to attend.	Initial Training: 3 hours weekly September - June.

Missions		
	4A	4B
Position	Food Bank	Christmas Child
Mission Statement	Grow disciples for Jesus Christ through local, national and international missions supported by the Church	Provide opportunities for our congregation to grow disciples for Jesus Christ through local, national, and international missions supported by the church
Position Description	Missions committee member. Attend monthly mission meetings Take a support role for this project	Missions committee member Take lead role for Samaritans Purse Take supporting role when not championing this project.
Number of People Needed	1 to 2 committee members	1 to 6 committee members
Time Commitment	Does not exceed 4 hours a month	Does not exceed 4 hours a month
Shepherd Point of Contact	Missions chair	Missions Chair
Urgency of Need		
Training Plan	Read the missions ops manual 1H/R Missions collects food donations, raises money and awareness. This mission is monthly	This mission involves sponsoring of children in foreign countries. Visit the following URL in Sept. and order the necessary materials. http://www.samaritianspurse.org

Missions		
	4C	4D
Position	Free Wheelchair Mission	Compassion International
Mission Statement	Grow disciples for Jesus Christ through local, national and international missions supported by the church	To grow disciples for Jesus Christ through international missions that involve the sponsoring of children in foreign countries.
Position Description	Missions committee member Attend monthly mission meetings Take lead role on this project	Mission committee member Attend monthly meetings Take a lead role in this project
Number of People Needed	1 to 2 committee members (include pastor)	1 to 3 members
Time Commitment	Does not exceed 4 hours/month	Does not exceed 4 hours/month
Shepherd Point of Contact	Missions Chair	Missions Chair
Urgency of Need		
Training Plan	Read the missions ops manual. This mission involves raising money for the purchase of wheelchairs. The mission may occur in Feb. to April. Order materials in January.	Read the missions ops manual. Visit URL http://www.compassion.com/default.htm in March to order necessary materials

Missions			
	4E	4F	4G
Position	Homeless Dinner 4:30	Homeless Dinner 7:00 pm	Blood Drive
Mission Statement	In our effort to grow disciples for Jesus Christ, we serve Him by serving those in our community who are in need both physically and spiritually	In our effort to grow disciples for Jesus Christ, we serve Him by serving those in our community who are in need both physically and spiritually	We grow disciples for Jesus Christ by giving our blood to those in need
Position Description	Serving dinner at the Boise Rescue Mission	Serving dinner at the Boise Rescue Mission	Mission committee member Take a support role for this project
Number of People Needed	4 people	4 people	1 to 2 committee members
Time Commitment	4:15-5:30 pm on the 3rd Thursday of each month	6:45-7:30 pm on the 3rd Thursday of each month	Does not exceed 4 hours/month
Shepherd Point of Contact	Cathy Richardson	Marie Atwell	Caryl Humphries
Urgency of Need			
Training Plan	Volunteers will meet with shepherd for a brief training to review responsibilities and get directions to the site.	Volunteers will meet with shepherd for a brief training to review responsibilities and get directions to the site.	Shepherd will train

Office			
	5A	5B	5C
Position	Newsletters	Birthdays and Anniversaries	Answering Phones
Mission Statement	We grow disciples for Jesus Christ through written communication in the form of the newsletter.	As we honor those celebrating important days in their lives, we renew our commitment to serve and to grow in Jesus Christ	Access to our church office renews our commitment to be an open line to our community as we spread the word of Jesus Christ
Position Description	Fold printed newsletters	Write greetings and address envelopes. Purchase cards as necessary	Answer phone during staff lunches and staff meetings
Number of People Needed	4 people	3 people	1-2 people
Time Commitment	once a month	once a month	once a week and when needed
Shepherd Point of Contact	office secretaries	office secretaries	office secretaries
Urgency of Need	high	high	high
Training Plan	shepherds will train volunteers in this area	shepherds will train volunteers in this area	shepherds will train volunteers in this area

Office		
	5D	5E
Position	Social Networking Coordinator	Web Master
Mission Statement	Build up the body of Christ by helping members to know one another better, encourage one another, and be involved in the church.	Increase communication with the church family, to encourage participation in the life of the church - the body of Christ.
Position Description	<p>Post timely, helpful updates on Facebook and Twitter to help keep the EUMC Community connected & informed.</p> <p>Encourage interaction among church members.</p> <p>Research other ways to use social networking as a tool in the church.</p>	<p>Keep our Eagle UMC Website up to date and effective.</p> <p>Use creativity to design and enhance our web presence.</p>
Number of People Needed	1 person	1 to 2 people
Time Commitment	3-5 hours a week	3 - 5 hours a week
Shepherd Point of Contact	Laura Hibberd	Laura Hibberd
Urgency of Need	Not urgent. I am currently playing with this. However, if someone had a passion for it, I would love to see where it could go.	Brenda Smith is currently filling this position and doing an excellent job. I would love to have one other person in training and to assist.
Training Plan	Knowledge of Social Networking tools on the web. Willingness to work closely with Laura to explore ways to use these tools.	Strong computer skills and a knowledge of web page creation is required for this position. Candidate must be willing to coordinate with church staff and leadership to gather information. There is a great deal of room for this position to grow and expand.

Office		
	5F	5G
Position	Church Librarian	Recycling
Mission Statement	Supply books, study guides, and other Christian resources to our church family to aid them in growing in their relationship with God.	In our effort to grow as a disciple of Jesus Christ, we realize that our service includes all areas of need within our church community.
Position Description	Keep the books in our church library organized, publicize the availability of these resources & devise a way to help check out books.	Dispose of recycling material collected.
Number of People Needed	1 person, or a group of people interested in sharing this responsibility	1-2 people
Time Commitment	Unknown at this point - this would be a brand new position	once a week
Shepherd Point of Contact	Laura Hibberd	office secretaries
Urgency of Need	Not urgent. We have not had this position in the past. I see it as being an area that could really grow if someone was interested.	high
Training Plan	None at this time. Person who filled this position initially would need to be a strong self starter and implement some of their own ideas.	Shepherds will show volunteers the recycling area

Bible Study/Curriculum Writers	
	6A
Position	Curriculum Writers
Mission Statement	Help provide the resources for people to study the bible and grow through small groups.
Position Description	Assist in writing study guides for our church wide Sermon Series.
Number of People Needed	Up to 6 people.
Time Commitment	Approximately 8 to 16 hours, twice a year.
Shepherd Point of Contact	Laura Hibberd
Urgency of Need	Would LOVE help here!
Training Plan	Requirements: Strong writing skills, Solid biblical knowledge, and ability to conduct biblical research. Laura would provide initial training, and then continue to work closely with curriculum writers for the duration of the project. All study guides must pass final approval by Laura & Pastor John.

Music			
	7A	7B	7C
Position	The Next Generation Assistant	The Next Generation Craft Assistant	Adult Choir-Librarian
Mission Statement	To bring honor and glory to God through music.	To grow disciples in our youngsters by using music to reinforce God's word.	The central and primary focus of the music ministry at EUMC is to provide music for worship that brings honor and glory to God and shares the good news of the gospel.
Position Description	<p>Have a good working knowledge of music</p> <p>Be a team player and work well with children</p> <p>Be responsible for handing out and collecting materials and instruments.</p> <p>Help with props, staging, acting, movement, etc. for the musical</p> <p>Shepherd children on Sundays when they are scheduled to sing</p>	<p>Craft and Bible Time</p> <p>Must love children and be mature in their faith</p> <p>Will instruct the children on the given Bible point of the day using Bible stories and crafts.</p>	<p>Place the new music into each choir member's slot</p> <p>Refile music that has been sung and place in library in numerical order</p> <p>seek out missing music by checking choir member slots for music not turned in</p> <p>Contact choir member to find missing music</p>
Number of People Needed	1 person	2 people	1 person
Time Commitment	2 hours each Wed. during TNG year.	2 hours each Wed during TNG	Weekly from late August-June. Thurs evening rehearsal- Sunday morning
Shepherd Point of Contact	Luanne Hardy	Luanne Hardy	Luanne Hardy
Urgency of Need	Yearly, Sept-March	Yearly, Sept-March	Immediate
Training Plan	1-2 discussions prior to the first day then "on the job"	1-2 discussions prior to the first day then "on the job"	Review duties with Luanne when choir begins in September

Children's Ministries		
	8A	8B
Position	Sunday School - Kids Praise Music Leader	Sunday School - Kids Praise Youth Assistants
Mission Statement	Teach children about God and the Bible through music and prayer so they can grow in their love and understanding of God	Teach children about God and the Bible through music and prayer so they can grow in their love and understanding of God
Position Description	Prepare for and lead the music portion of the Sunday School hour for children from 2nd grade and younger	Assist the Kids Praise Music Leader with the music portion of the Sunday School hour for children from 2nd grade and younger
Number of People Needed	One adult	Two or more youth
Time Commitment	September - May every Sunday 9:15 - 9:40 a.m.	September - May every Sunday 9:15 - 9:40 a.m.
Shepherd Point of Contact	Karen Hamm	Karen Hamm
Urgency of Need	Essential	Essential
Training Plan	One kick-off meeting in August, Quarterly meetings following	One kick-off meeting in August, Quarterly meetings following

Children's Ministries		
	8C	8D
Position	Sunday School Lead Teacher, 3yrs - 5th grade	Sunday School Assistant Teacher, 3yrs - 5th grade
Mission Statement	Teach children about God and the Bible so they can grow in their love and understanding of God	Teach children about God and the Bible so they can grow in their love and understanding of God
Position Description	Prepare for and teach the provided Sunday School curriculum each Sunday morning	Assist the Lead Teacher in preparing for and teach the provided Sunday School curriculum each Sunday morning
Number of People Needed	Six adults	Six adults
Time Commitment	September - May, every Sunday 9:20 - 10:30 a.m.	September - May, every Sunday 9:20 - 10:30 a.m.
Shepherd Point of Contact	Karen Hamm	Karen Hamm
Urgency of Need	Essential	Essential
Training Plan	One kick-off meeting in August, Quarterly meetings following	One kick-off meeting in August, Quarterly meetings following

Children's Ministries		
	8E	8F
Position	Sunday School Lead Teacher, 6th-12th Grade	Sunday School Assistant Teacher, 6th-12th Grade
Mission Statement	Teach children about God and the Bible so they can grow in their love and understanding of God	Teach children about God and the Bible so they can grow in their love and understanding of God
Position Description	Select annual curriculum in consultation with Sunday School Director.	Select annual curriculum in consultation with Sunday School Director.
Number of People Needed	Three adults	Three adults
Time Commitment	September - May, every Sunday 9:20 - 10:30 a.m.	September - May, every Sunday 9:20 - 10:30 a.m.
Shepherd Point of Contact	Karen Hamm	Karen Hamm
Urgency of Need	Essential	Essential
Training Plan	One kick-off meeting in August, Quarterly meetings following	One kick-off meeting in August, Quarterly meetings following

Children's Ministries		
	8G	8H
Position	Sunday School Substitutes	Sunday School Supply Coordinator
Mission Statement	Teach children about God and the Bible so they can grow in their love and understanding of God	To support the mission of the Sunday School program which is to teach children about God and the Bible so they can grow in their love and understanding of God
Position Description	Participate in a pool of substitute teachers and assistants to be available as needed. Will be called by the teacher or the assistant. May request to substitute for specific grades or ages.	To order, organize and manage all supplies necessary for Sunday School activities (no snacks)
Number of People Needed	Six adults	One person
Time Commitment	September - May, every Sunday 9:20 - 10:30 a.m.	One hour a month on your own schedule
Shepherd Point of Contact	Karen Hamm	Karen Hamm
Urgency of Need	Essential	Needed
Training Plan	Training as needed by the teacher or assistant	One hour training session. If you wish you may attend the kick-off meeting in August

Children's Ministries			
	8I	8J	8K
Position	VBS Decorations Coordinator	VBS Music Leader	VBS Pre-School Leader
Mission Statement	Teach children about God and the Bible through decorations, back drops and backgrounds that support the VBS curriculum	Teach children about God and the Bible through music and drama	Teach children about God and the Bible through music, prayer, games and hands-on activities
Position Description	Work in conjunction with two local churches to coordinate, create, assemble and manage decorations for VBS	Prepare and teach the music curriculum of VBS	Plan and oversee the pre-school program for VBS
Number of People Needed	One coordinator Six Helpers for assembly and transport	Two adults	Two adults
Time Commitment	Planning in April- up to ten hours, Assembly: one to two days	Planning - up to five hours VBS week: M-F 8:00 a.m. to 12:00 p.m.	Planning in June/July: 20 hours VBS Week: M-F 8 a.m. - 12:30 p.m.
Shepherd Point of Contact	Karen Hamm	Karen Hamm	Karen Hamm
Urgency of Need	Essential	Essential	Essential
Training Plan	Planning with the two other churches decorations coordinators	Two hour kick-off meeting	VBS Kick-off Meeting - Two hours

Children's Ministries			
	8L	8M	8N
Position	VBS Crew Director	VBS Crew Leader	VBS Station Leader
Mission Statement	Teach children about God and the Bible through music, prayer, games and hands-on activities	Build a supportive environment showing God's love to children participating in VBS	Build a supportive environment showing God's love to children participating in VBS
Position Description	Train and oversee crew leaders. Complete daily devotionals for VBS volunteers.	Lead a small group of five to six multi-age children through VBS activities. Stay with the same group all week.	Plan and oversee the following stations: Snacks Crafts Games Bible Adventures Chatter's Theater
Number of People Needed	Two adults	20 people - must have completed 7th grade up to adults	Snacks - 3 Crafts - 2 Games - 1 Bible Adventures - 1 Chatter's Theater - 1
Time Commitment	Planning in July up to five hours prior VBS Week: M-F 8:15 a.m. - 12:15 p.m.	VBS Week: 8:15 a.m. - 12:15 p.m.	Planning - up to five hours depending on station VBS Week: M-F 8 a.m. - 12:00 p.m.
Shepherd Point of Contact	Karen Hamm	Karen Hamm	Karen Hamm
Urgency of Need	Essential	Essential	Essential
Training Plan	VBS Kick-off Meeting - Two hours	VBS Kick-off Meeting - Two hours	VBS Kick-off Meeting - Two hours

Children's Ministries		
	80	8P
Position	VBS Registration Coordinator	VBS Sign-in Coordinator
Mission Statement	Build a supportive environment showing God's love to children participating in VBS	Build a supportive environment showing God's love to children participating in VBS
Position Description	Receive registration applications and maintain the registration list and spreadsheet. Must know Excel	Check in children from the registration list
Number of People Needed	One person	Three adults
Time Commitment	Easter to mid-July - up to 10 hours	One day only: Monday 8 - 9 a.m.
Shepherd Point of Contact	Karen Hamm	Karen Hamm
Urgency of Need	Essential	Essential
Training Plan	If desired, VBS Kick-off Meeting - Two hours	If desired, VBS Kick-off Meeting - Two hours

Trustees			
	9A	9B	9C
Position	Indoor Plumbing	Lighting/Electrical-High Voltage	Electrical -Low Voltage
Mission Statement	Properly functioning plumbing and timely repair helps the church run more smoothly, thereby allowing the church to better serve the community	To provide a comfortable and welcoming setting for everyone in our community by eliminating distractions of improper lighting	Properly running Internet and phones are critical as an outreach to the community and to the proper function of the church
Position Description	Minor indoor plumbing repair. Things in this category include clogged drains, toilet flushing repair and faucet replacement/repair	Changing light bulbs when necessary Search for best buy of bulbs either on line or locally Coordinate any high voltage electrical repair with a licensed electrician or licensed, bonded and insured company Set up bulb replacement strategy.	Internet and phone support/troubleshooting whenever necessary
Number of People Needed	2 working in concert with each other whenever necessary	1 person to walk through the church each week and find and change burnt bulbs	1 person
Time Commitment	1 to 2 issues a month for only minor repairs	45 minutes a week	whenever issues arise
Shepherd Point of Contact	Marcus Smith	Marcus Smith	Thad Mason
Urgency of Need	High	High	High
Training Plan	Walk through the church, identify everything that falls into the minor repair category.	Walk through church, identify all lighting, both interior and exterior. Identify storage location at church Set up replacement strategies.	Walk through internet and phone system. Make sure programming is understood by candidate.

Trustees		
	9D	9E
Position	Office Equipment Repair/Troubleshooting	Heating, Ventilation and Air Conditioning
Mission Statement	We act as good stewards of the resources God has given us by keeping all of our equipment in top shape	To provide a comfortable and welcoming setting for all of those using our church.
Position Description	Troubleshoot and arrange for repair of computer equipment (PCs, printers) Requires basic knowledge of office equipment	Making sure that furnace filters are stocked at the church. Be contact for major issues that require a licensed HVAC company
Number of People Needed	1 person	1 person
Time Commitment	candidate would be on call should a need arise	a few hours every 3-4 months
Shepherd Point of Contact	Marcus Smith	Marcus Smith
Urgency of Need	Medium-Low	Medium
Training Plan	Training depends upon the abilities of the candidate.	Walk through the church, identify all HVAC systems, all types of filters and sizes. Introduction to custodian and agreed upon form of communication with same.

Trustees		
	9F	9G
Position	Flooring Repair/Monitoring	Interior Painting/Drywall Repair
Mission Statement	To provide a welcoming, inviting and safe setting where God's presence can be felt.	To provide a welcoming, inviting setting for everyone in the community where God's presence can be felt.
Position Description	<p>Make sure that flooring is stain free</p> <p>Make sure that new stains, tears, etc. get attention</p> <p>Tighten floorboards whenever they are loose</p>	<p>Painting when necessary, either when mandatory or interior design motivated.</p> <p>Drywall repair when necessary</p> <p>Walk through church every 2-3 weeks looking for issues that need addressing</p>
Number of People Needed	1 person	3 to 4 people coordinated
Time Commitment	Whenever need arises: should be infrequent	2-3 times a year.
Shepherd Point of Contact	Marcus Smith	Marcus Smith
Urgency of Need	High	High
Training Plan	Depends upon the skill of the candidate	Go over what happens when a issue arises and setup a process to deal with the issues

Trustees			
	9H	9I	9J
Position	Lawn Care-Mowing/Trimming	Lawn Care-Lawn Treatment Program	Landscape Sprinklers
Mission Statement	To provide a welcoming and well maintained first impression to our community and our guests	We want to provide a welcoming and inviting setting for everyone in the community where God's presence can be felt.	To provide a welcoming and inviting setting for the community. Our outward appearance should reflect our commitment to that which God has put into our care
Position Description	Mow and trim all grass areas weekly	Treat grass/lawn regularly with appropriate product.	Make sure landscape sprinklers are functioning properly Replace sprinkler heads if necessary Adjust water cycles if necessary Make sure sprinkler controller has a fresh battery each year. Coordinate end of the year sprinkler system blow out with local company with appropriate blow out equipment.
Number of People Needed	4 people (coordinated)	1-2 persons	1 person with 1 backup
Time Commitment	2 hours per week mowing 2-3 hours per week trimming	depending upon treatment materials, 2-3 hours per treatment	Walk through entire system every 2 weeks
Shepherd Point of Contact	Marcus Smith	Marcus Smith	Marcus Smith
Urgency of Need	Very High	Very High	Very High
Training Plan	Training on all equipment and instruction on watering cycle. Awareness of who is responsible for sprinklers so that possible issues can be reported	Meet with shepherd to go over current treatment program. Coordinate with sprinkler person on time lines.	Meet with shepherd to go over system and placement of valves, heads etc..

Trustees			
	9K	9L	9M
Position	Flower Bed/Parking Median Weeding	Flower Bed/Median care Treatment	Outside Equipment Maintenance
Mission Statement	To demonstrate our commitment to being good stewards to that which God has given us by maintaining the grounds of our church	To demonstrate our commitment to being good stewards to that which God has given us by maintaining the grounds of our church	We act as good stewards of the resources God has given us by keeping all equipment in top shape
Position Description	Keep flower beds free of weeds. Coordinate weed parties if necessary	Make sure our flower beds and parking medians are following a yearly treatment plan for healthy growth	Make sure landscape equipment (mower/tractor, power washer, snow blower, trimmers) follow regular and recommended maintenance schedules.
Number of People Needed	10 people (coordinated)	1-2 people	2 people (coordinated)
Time Commitment	3-4 times per year. 6 hours time commitment each time.		as per decided schedule
Shepherd Point of Contact	Marcus Smith	Marcus Smith	Marcus Smith
Urgency of Need	Very High	Very High	Very High
Training Plan	training on watering schedule	training and understanding of current treatment program and coordination with landscape sprinkler person	training by shepherd using service manuals. Walk through of areas where equipment is stored. Someone mechanically inclined is desired

Trustees			
	9N	9O	9P
Position	Building Exterior Cleaning-Cobwebs	Building Exterior Cleaning-Walkways	Building Exterior Cleaning-Rain Gutters
Mission Statement	To provide a clean and welcoming first impression of our Church not only to the community at large but to our preschoolers as well	To provide a clean, safe and well maintained building exterior where God's presence is felt	To act as good stewards of the resources God has given us by keeping the church safe from any water damage due to clogged rain gutters.
Position Description	Make sure all outside areas are free of cobwebs.	Make sure that the sidewalks and parking lot edges are free of debris Clean the 2 "wind tunnel" areas	Make sure that the rain gutters are free of debris
Number of People Needed	5 people (coordinated)	3 people (coordinated)	1 person
Time Commitment	2-3 hours per person 3-4 times a year	2-3 hours per person every month	2-3 hours twice a year particularly in the fall
Shepherd Point of Contact	Marcus Smith	Marcus Smith	Marcus Smith
Urgency of Need	Very High	Very High	Very High
Training Plan	Introduction to the power washer and shop vacuum and where they are stored	Identification of wind tunnel areas. Instruction and location of shop vacuum.	Walk through location of all gutters and the equipment needed to vacuum them out

Trustees		
	9Q	9R
Position	Building Exterior-Painting and Repair	Building Exterior-Snow Removal
Mission Statement	By providing a clean, attractive and well maintained building exterior, we exhibit our commitment to welcoming everyone into a facility where God's presence is felt.	Properly plowed sidewalks, free of ice, promote safety and help people to feel welcome and comfortable at our church
Position Description	Decide as to the need for exterior stucco to be repaired and/or repainted.	Sidewalk snow removal and ice melt application when necessary. Mandatory on Sundays
Number of People Needed	5 people (coordinated)	3 people (coordinated)
Time Commitment	When necessary after walk through and analysis twice a year	1 hour when necessary
Shepherd Point of Contact	Marcus Smith	Marcus Smith
Urgency of Need	Very High	Very High
Training Plan	Introduction to building exterior and initial walk through	Walk through and discussion of location of all materials including snow blower, snow shovels and snow melt

Family Ministries		
	10A	10B
Position	Evites	Evangelism
Mission Statement	To enrich the lives of families and provide the forum to make connections and become friends within the church	To enrich the lives of families and provide the forum to make connections and become friends within the church
Position Description	Send out invitations to all families in the church with children under the age of 18	Call new families attending EUMC and invite them to come to Healthy Families.
Number of People Needed	1 person	1 person
Time Commitment	1 hour	1 hour
Shepherd Point of Contact	Wendy Mason	Wendy Mason
Urgency of Need		
Training Plan	Volunteer will be provided with email addresses of families	Office will provide volunteer with names of new families

Family Ministries		
	10C	10D
Position	Childcare Coordinator	Setup
Mission Statement	To enrich the lives of families and provide the forum to make connections and become friends within the church	To enrich the lives of families and provide the forum to make connections and become friends within the church
Position Description	Arrange childcare for every 1st and 3rd Friday that Healthy Families meet.	Arrange tables, table settings and seating for appropriate number of RSVPs and some decorations. Have a small sign in/ welcome table with basket to collect money to cover food and babysitting costs
Number of People Needed	1 person	2-4 people
Time Commitment	1 hour	1-2 hours
Shepherd Point of Contact	Wendy Mason	Wendy Mason
Urgency of Need		
Training Plan	Volunteer will be provided with a list of eligible teens from the church to babysit.	Volunteer will be shown where table cloths and provided decorations are located.

Family Ministries			
	10E	10F	10G
Position	Prayer leader	Activities/Events/Speakers	Cleanup
Mission Statement	To enrich the lives of families and provide a forum to make connections and become friends within the church	To enrich the lives of families and provide a forum to make connections and become friends within the church	To enrich the lives of families and provide the forum to make connections and become friends within the church
Position Description	Lead group in prayer before a meal and gather money from collection basket for babysitting and food costs	Ensure that there is an activity/event/speaker for each 1st and 3rd Friday. The activity/event/speaker will have approximately 1 hour of time.	Wash and tear down tables, put tables and chairs back in appropriate Sunday school rooms, take out trash, verify rooms are back the way they were found including but not limited to the kitchen and nursery. Vacuum if necessary
Number of People Needed	1 person	2 people	4 people
Time Commitment	1 hour	1 hour for each meeting night	1 hour each meeting night
Shepherd Point of Contact	Wendy Mason	Wendy Mason	Wendy Mason
Urgency of Need			
Training Plan	Volunteer will receive a short training on how much to pay babysitter, reimbursing food costs and what to do with remaining funds.	Volunteer will be given information from previous Healthy Families activities from which to draw	Volunteer will be shown where tables and chairs are kept, where to get cleaning supplies, trash bags and where to place garbage

All Church Events		
	11A	11B
Position	Easter Egg Hunt Coordinator	Easter Egg Hunt Event workers
Mission Statement	To coordinate a fun fellowship event for the children of our church.	To offer support that makes the Easter egg hunt possible, safe, and fun for the children of our church.
Position Description	<p>Obtain donated prizes & purchase prizes</p> <p>Get hard boiled egg donation sheet circulating</p> <p>Buy Easter toys and candy at end of season and store in storage under new stairs and freeze.</p> <p>Supervise the event workers.</p> <p>Review at staff meeting</p>	<p>Stuff & Hide eggs - plastic, real, and golden eggs.</p> <p>Prepare race areas by age groups</p> <p>Set up "store" with prizes, determine how many points each toy is worth, and help children redeem points found and earned.</p> <p>Clean up area where "store" is set up following festivities.</p> <p>Determine Sunday school attendance if awarding points for that.</p> <p>Clean up grounds as necessary</p>
Number of People Needed	1 person	8 people
Time Commitment	<p>2-10 hours before and after event gathering candy, prizes, and donations</p> <p>1 hour to train event helpers.</p> <p>2 hours on the Saturday of Easter weekend.</p>	<p>Prep time - 2-5 hours depending on number of helpers stuffing eggs</p> <p>2 hours on the day of the event</p>
Shepherd Point of Contact		
Urgency of Need	Openings available	Openings available
Training Plan	Contact any past coordinators or members who have worked on this event.	Coordinator to meet with event workers prior to event for 1 hour.

All Church Events	
	11C
Position	Sunday School Special Events Coordinator
Mission Statement	"To share our love of God". To provide a monthly event for our Sunday school children (kindergarten – 5th) to gather in a fun, safe, Christian environment. This special fellowship allows kids to get to know each other better, as well as make new friends. Kids will enjoy games, activities, and snacks in a comfortable church setting and get to know our pastor better. Kids are also allowed to invite one friend to experience God's Christian love, providing a wonderful opportunity to grow disciples in Christ.
Position Description	<p>Plan for and coordinate helpers to set-up and assist Pastor John as needed with Sunday School Special Event, held one Friday night per month, 6:45 pm - 9:15 pm</p> <p>Pastor John will email 2-3 weeks before each event with a checklist of activities, how many volunteers are needed, as well as items to buy, make, or set-up. A week before the event, email volunteers the event checklist and answer questions as needed.</p> <p>Vanilla ice cream is used at most Sunday school Friday night events. Inventory vanilla ice cream in church freezer prior to event and purchase as needed for the event. Reimburse from money collected from the event, per Pastor John.</p> <p>Per Pastor John, any other items purchased by shepherd or helpers for the event may be reimbursed from money collected from the event. Shepherd will collect receipts and make disbursements.</p> <p>**No advertising for the event is needed for this position. The church office takes care of advertising the monthly event in the church bulletin, church newsletter, and also sends invitation postcards to eligible Sunday school children.</p>
Number of People Needed	Pastor John plus 1
Time Commitment	<p>1 hour initially to meet with Pastor John to obtain the monthly schedule of Sunday school events and discuss what is needed in general.</p> <p>1 ½ hours monthly to plan and coordinate the event.</p> <p>15 minutes on event Friday (one per month) 6:45 pm – 7:00 pm for training of new helpers.</p> <p>2 ½ hours on event Friday (one per month) 6:45 pm – 9:15 pm for helping out with the event as needed.</p>
Shepherd Point of Contact	Pastor John
Urgency of Need	Shepherd and assistant filled for 2009 year
Training Plan	<p>Meet with and review the event requirements as determined by Pastor John.</p> <p>Train new helpers 6:45 pm – 7:00 pm on event Friday.</p>

All Church Events	
	11D
Position	Sunday School Special Event Helpers
Mission Statement	"To share our love of God". To provide a monthly event for our Sunday school children (kindergarten – 5th) to gather in a fun, safe, Christian environment. This special fellowship allows kids to get to know each other better, as well as make new friends. Kids will enjoy games, activities, and snacks in a comfortable church setting and get to know our pastor better. Kids are also allowed to invite one friend to experience God's Christian love, providing a wonderful opportunity to grow disciples in Christ.
Position Description	Friday night per month, assist Pastor John with: Check in/check out children that attend the event (attendance sheet will be provided and contains name, contact phone number, and check-out box). During check in, collect \$1 fee per child. Assist with games/activities as needed (Pastor John will let you know when he needs help). Make lemonade (using supplies in kitchen). At snack time, set out snacks/drinks (using cups/plates/utensils in kitchen). Pastor John will let you know what time he would like to have snack. Clean up as needed (kitchen, etc...). Keep an eye on the children (wandering or bathroom breaks). Provide a loving, safe environment and example.
Number of People Needed	Approximately 40 helpers are needed per year (for approximately 10 events total per year) assuming each person works only 1 event. Or 20 people are needed to work 2 events for the year or 10 people that work 4 events per year. Standard events require 2-3 event helpers. Non-standard events require 4-5 event helpers. Some of these events include: movie night (involves a night hike), the banana event (involves activities requiring more help), and the sleepover event.
Time Commitment	Events are held 1 Friday night per month from 7:00 pm – 9:00 pm. Will need to arrive 10-15 minutes early for preparation and stay until the last child is checked out (usually 5-10 minutes). Non-standard events may require more time, such as the sleepover event.
Shepherd Point of Contact	Denise Armstrong
Urgency of Need	Positions available. A requirement if the Sunday school events are to continue.
Training Plan	1-2 weeks prior to each event, a checklist of activities and needs will be emailed from the shepherd to each event helper to allow time for any questions. On the night of the event, shepherd and event helpers will meet 10-15 minutes before the event to go over any questions. Shepherd will be on hand for most events.

All Church Events	
	11E
Position	Sunday School Special Events - Preparation (Prep) Helper
Mission Statement	"To share our love of God". To provide a monthly event for our Sunday school children (kindergarten – 5th) to gather in a fun, safe, Christian environment. This special fellowship allows kids to get to know each other better, as well as make new friends. Kids will enjoy games, activities, and snacks in a comfortable church setting and get to know our pastor better. Kids are also allowed to invite one friend to experience God's Christian love, providing a wonderful opportunity to grow disciples in Christ.
Position Description	Purchase, prepare, deliver to church and set-up items as needed for the more elaborate (non-standard) events, which are held one Friday night per month. Example: waffle event; to purchase ingredients, make waffles, and deliver to church before the event starts. Turn in receipts to shepherd for reimbursement.
Number of People Needed	4 helpers assisting with 3 events for the year (approximately 10 events total per year, 6 of which need prep help).
Time Commitment	Varies per event, depending on needs. Some events require no prep. helpers; other events may require multiple helpers. When help is needed, average 2-3 hours prep/set-up before the event.
Shepherd Point of Contact	Denise Armstrong
Urgency of Need	Positions available. A requirement if the Sunday school events are to continue.
Training Plan	1-2 weeks prior to the event, a checklist of needed items will be emailed by the shepherd. This will allow time for questions, as well as purchase, preparation, delivery, and set-up

All Church Events		
	11F	11G
Position	Ladies Tea Coordinator	Ladies Tea Table Hostess
Mission Statement	An all ages women's event meant to be a fun social fellowship for all ages.	Offer a personal touch to a table of ten to celebrate women of all ages.
Position Description	<p>Promote event.</p> <p>Recruit 10 hostesses to decorate tables</p> <p>Get food donations Sell tickets</p> <p>Keep track of money collected. Reimburse for food Determine entertainment Locate sound system/microphone Plan menu</p> <p>Welcome attendees</p> <p><u>Report back to John following completion of event.</u></p>	<p>Host table of 10</p> <p>Provide table decoration/theme and place setting</p> <p>Sell tickets</p>
Number of People Needed	1 person	10 people
Time Commitment	1-10 hours in preparations, contacting event workers, and giving training to them. 4 hours day of event May 8, 2010	1 - 3 hours to assemble place settings prior to event. 1 hour prior to event to prepare table
Shepherd Point of Contact	Alberta King	Alberta King
Urgency of Need	Coordinator position filled for 2010 Ladies Tea	Openings available
Training Plan	Coordinator may contact any previous leaders of this event for instruction or direction.	Coordinator to give guidelines for what is needed for each table prior to event.

All Church Events		
	11H	11I
Position	Ladies Tea Servers	Ladies Tea/Food Preparers
Mission Statement	A time to truly be a servant of women. A chance to serve tea, sandwiches and cakes to women being celebrated this day.	The chefs will prepare the sweets that will bring joy to the women being celebrated this day.
Position Description	Bring out courses Fill tea pots clean up tear down	Make tea Make food such as: chocolate covered strawberries, tea sandwiches, mini cupcakes. Lay out food to be served.
Number of People Needed	3-6 people. Emmaus Men have been servers in the past.	2-4 people as tea preparers 10 people as food preparers
Time Commitment	2-4 hours day of event	tea preparers - 2 hours day of event food preparers - 2 - 4 hours prior to event
Shepherd Point of Contact	Alberta King	Alberta King
Urgency of Need	Openings available	Openings available
Training Plan	Coordinator to give instruction of needs prior to event.	Coordinator to give instruction of needs prior to event.

All Church Events			
	11J	11K	11L
Position	Variety Show Talent Coordinator	Variety Show/Bake Auction Set-up	Variety Show/Bake Auction Clean up
Mission Statement	To support our youth ministries by organizing the talent part of the program.	A gift of service making the event possible which in turn helps fund youth ministries.	Vital in returning the sanctuary to a clean and orderly place.
Position Description	Oversee the whole event Recruit for talent Help people rehearse Ensure that events have proper support - AV, props, intros, etc. Schedule the order of the program Find emcees	Set-up tables/chairs to display baked items. Get plates, silverware, etc. from kitchen Lay out props for talent show.	Replace tables/chairs Get plates, silverware, etc. to kitchen Empty garbage Vacuum as needed Replace sanctuary chairs Store props as necessary
Number of People Needed	1-2 people	1-2 people	10 people. Possibly the youth group.
Time Commitment	Time to recruit Be present at Rehearsals 3-6 hours evening of event February 26, 2010	2 hours evening of event	2 hours evening of event
Shepherd Point of Contact			
Urgency of Need	Openings available	Openings available	Openings available
Training Plan	Experience from coordinator from years past.	Meet with coordinator for 1 hour sometime prior to event	Meet with coordinator for 1 hour sometime prior to event

All Church Events			
	11M	11N	11O
Position	Bake Auction Coordinator	Bake Auction Dessert Makers	Bake Auction Money Collectors
Mission Statement	To support our youth ministries by organizing the bake auction part of the program.	To support our youth ministries by providing baked goods to be auctioned.	To support our youth ministries by collecting money promised during the auction.
Position Description	Recruit Dessert Makers Act as or recruit auctioneer Follow up for descriptions of desserts Set up desserts Determine which are silent auction, and which are live auction Create bid sheets and numbers	Make dessert and provide description Bring to church on day of event	Collect money for auction items Get change Cash box available in office Report totals to church office Place money in safe
Number of People Needed	2 people	30 people	2 people
Time Commitment	2-10 hours for duties in preparation for event. 4 hours evening of the event	Time needed to make dessert and bring it to the church	2 hours evening of event follow-up if necessary
Shepherd Point of Contact			
Urgency of Need	Openings available	Openings available	Openings available
Training Plan	Meet with coordinator for 1 hour sometime prior to event	Receive email with instructions regarding baked items and descriptions, and due date/time of drop off at church	Meet with coordinator for 1 hour sometime prior to event

All Church Events		
	11P	11Q
Position	Variety Show/Bake Auction Sound A/V	Variety Show/Bake Auction Kitchen team
Mission Statement	To support our youth ministries by providing sound for the talent and auction.	To support our youth ministries by offering the use of kitchen supplies and maintaining kitchen cleanliness.
Position Description	Provide sound Make sure microphones work Be willing to attend rehearsals when sound system will be used. Run sound on evening of event	Use kitchen to prepare any items provided by church Provide plates, silverware and beverages Clean-up the same following event
Number of People Needed	2 people	2-4 to prep 2-4 to clean
Time Commitment	Participation during rehearsals 3-6 hours evening of event	4 hours evening of the event
Shepherd Point of Contact		
Urgency of Need	Openings available	Openings available
Training Plan	Meet with coordinator for 1 hour sometime prior to event	Meet with coordinator for 1 hour sometime prior to event

Youth Ministries			
	12A	12B	12C
Position	Adult Support	Adult Support	Adult Support
Mission Statement	We honor our commitment to grow disciples for Jesus Christ when we do all that we can to support our youth as they continue their journey toward Him	We honor our commitment to grow disciples for Jesus Christ when we do all that we can to support our youth as they continue their journey toward Him	We honor our commitment to grow disciples for Jesus Christ when we do all that we can to support our youth as they continue their journey toward Him
Position Description	Team # 1 member	Team # 3 member	Team # 4 member
Number of People Needed	3 people	5 people	5 people
Time Commitment	Sunday meal, 1/24, 3/14, 4/18	Sunday meal, 12/13, 2/7, 4/4	Sunday meal 12/20, 2/14, 4/11
Shepherd Point of Contact	Rick Jordan/ Margaret Key	Rick Jordan/ Shannon and Marty Cullen	Rick Jordan/Lisa Woods
Urgency of Need			
Training Plan	Shepherd will train	Shepherd will train	Shepherd will train

Youth Ministries			
	12D	12E	12F
Position	Adult Support	Adult Support	Adult Support
Mission Statement	We honor our commitment to grow disciples for Jesus Christ when we do all that we can to support our youth as they continue their journey toward Him	We honor our commitment to grow disciples for Jesus Christ when we do all that we can to support our youth as they continue their journey toward Him	We honor our commitment to grow disciples for Jesus Christ when we do all that we can to support our youth as they continue their journey toward Him
Position Description	Team # 5 member	Team # 6 member	Team # 7 member
Number of People Needed	5 people	3 people	3 people
Time Commitment	Sunday meal, 1/3, 2/21, 4/18	Sunday meal, 11/8, 1/10, 4/25, 5/16	Sunday meal, 1/17, 3/7, 5/2
Shepherd Point of Contact	Rick Jordan/ Sonya Hart	Rick Jordan/ Thad and Wendy Mason	Rick Jordan/Stephanie and Todd Smith
Urgency of Need			
Training Plan	Shepherd will train	Shepherd will train	Shepherd will train