

## Equipping Ministry Team Descriptions

\*Teams usually meet monthly or bi-monthly...all times listed are subject to change.

**Family Ministry Team** Supports the Director of Youth Ministry, Children's Ministry and the Director of Early Childhood Ministry. Assist with Easter Fun Day, VBS, Fall Festival, Pumpkin Patch and other special events. Currently meeting: 5:30pm quarterly generally fourth Tuesday by zoom or in person. [Currently meeting: 5:30pm bi-monthly on fourth Tuesday by zoom or in person\\*](#)

**Equipping Ministry** Identify potential members for teams at St. Luke's. Match spiritual gifts and passions, and skills to the needs of St. Luke's. Make individual contacts to invite people to be a part of a St. Luke's Ministry Teams. Support healthy transitions of leadership at St. Luke's. [Currently meeting: As needed, more in the Fall and Winter\\*](#)

**Finance** Support St. Luke's Director of Finance in overseeing the church budget, general fund and expenses. Maintain "transparency" of SLUMC General Fund finances to congregation. A finance background is necessary for a few people on the team, but not all team members. [Currently meeting: 7:00pm every other third Wednesday on zoom\\*](#)

**Lay Leader** A leadership role that connects the clergy to the laity. Advocate for church laity and community. Build awareness of church vision within the congregation. Meet regularly with pastoral staff to discuss congregational health. Share service on following teams: Executive, Finance, Mission, Equipping Ministry Team and Staff/Parish Relations. Serve as liturgist for baptisms, scripture reading, and prayer as needed. The Lay Leader Lead organizes and leads the team meeting; at least one clergy is present for each meeting. All Lay Leaders are encouraged to participate on the Executive Team. [Currently meeting: 6:30pm the first Wednesday of each month on zoom\\*](#)

**Missions** Provide support and advice to the various mission activities of St. Luke's. Oversee and hear reports/updates/proposals from mission teams (such as Urban Peak, Love Inc, Guatemala, UMCOR, etc.) Determine congregational focus for missions so everyone is not asking at once for money/support at the same time. [Currently meeting: 6:30pm the second Tuesday by zoom or in person\\*](#)

**Stewardship** Work with the pastor overseeing the budget and the Stewardship lead to develop new and innovative messages for financial giving. Create a yearly fall campaign to encourage pledging to St. Luke's. [Currently meeting: As needed in late Summer and Fall\\*](#)

**Trustees** Oversee maintenance, repair, or installation of church property: building, landscaping, bus, security and contents (such as audio/visual equipment). [Currently meeting: 7:00pm First Tuesday of the month by zoom\\*](#)

**Staff Parish Relations Team (Make recommendations to clergy)** Evaluates clergy and clergy candidates; liaisons with staff regarding workplace issues; participates in interview and hiring process, budget management for salary and benefits. Ensure that employment laws are followed. People with backgrounds in HR and Law are very helpful on this team. [Currently meeting: 7:00pm the fourth Tuesday of each month on zoom\\*](#)

**Exec Team** Led by two co-leaders or a leader and a leader in training assigned by clergy team. Additional members of this team are ALL of the leads of the teams listed above, plus all Lay Leaders, a laity representative from Music & Arts and a laity representative from Children & Youth, and a Secretary. [Currently meeting: 1:00pm the fourth Sunday of each month - previously on zoom, may move to in person\\*](#)

## **SUNDAY HELPERS – Usually Serve One Sunday per month**

**Ushers** – Arrive 30 minutes before service to hand out bulletins and assist people into the sanctuary. During the service, take up the offering, count attendance, maintain a presence at our entry for latecomers.

**Greeters** – Be at the front door 30 minutes before service starts to welcome people, hold the door for those needing help and answer basic questions. Contact Sam Leahy

**Coffee/Donut Team** – Keep the pots of coffee brewing, freshen the donut area, clean up messes left on tables (8:30 -11:30 one Sunday per month; there is time to attend a church service during that time.) Our turnaround time between pots of coffee is 45 minutes, so it takes someone in the kitchen monitoring our coffee and starting fresh pots when the system is ready. Contact Sam Leahy

**Bus Driver to Windcrest** – Take an afternoon training session to learn the ins and outs of our new buses – NO CDL license required. Then, sign up to drive to Windcrest retirement home once per month to transport some of our Senior citizens back and forth who would not be able to attend our church without this service. Contact Sam Leahy

**Bread baker-** Bake three mini loaves of bread one Sunday per month to be shared in our purple welcome bags. A simple ministry that has a big impact with our hospitality. Contact Joanne Cleveland

**Communion Prep Team** – Work with our Communion leader to have the elements ready for communion at all services the first Sunday of the month. Contact Cathy Collins

**Sunday School helper** – Assist our Children’s Ministry Team in helping with a class of children (ages 2 – 6<sup>th</sup> grade.) Assistants are needed every week. Sign up online under children’s ministry page.

## **OTHER OPPORTUNITIES TO SERVE**

**Fellowship Events Team** – Help plan, prepare and serve meals for events at St. Luke’s. The next large event is the Women’s Candlelight Dinner. Help make this a great evening for our women by serving some time planning the event or being in the kitchen the day/night of the event.

**Bereavement Team** – Be on our list of potential helpers when funerals and memorials services are needed. This group puts on the reception for the family (decided upon between the family and our Bereavement Team leads. (Betty Ludlam and Jenita Rhodes.)

**Sanctuary Care Team-** Two or three times per year we meet to dust and straighten up our Sanctuary chairs. This keeps our church looking fresh and welcoming. Contact Sam Leahy