



**How will you reach
out in service?**

St. Andrew By-The-Sea United Methodist Church
20 Pope Avenue, Hilton Head Island, SC 29928
Office: (843)785-4711 Fax: (843)785-5716
www.hhiumc.com

10-2005 1000

Note: Our Lay Leadership committee seeks to fill officer positions for election at the Charge Conference each fall. Many of these positions are reflected below. If you have an interest in serving on one of these committees, please advise the senior pastor. Many other volunteer opportunities are always open for service. Contact the pastor or the office to be put in touch with the current chairperson.

WORSHIP MINISTRIES

100

Job Title: Worship Committee

Description of Duties: Work with Pastor and Director of Music to plan meaningful, Christ-centered worship experiences to appeal to the diversity of our congregation

Time Requirement: Approx 6 times per year, additional seasonal meetings possible

101

Job Title: Ushers

Description of Duties: Assist with various aspects of worship service (before, during and after) including distribution of bulletins and other worship materials, collection of offering, and periodic communion direction/assistance.

Time Requirement: 1 ½ hours per Sunday every 2-3 months, plus 1-2 training events per year.

102

Job Title: Greeters*

Description of Duties: Arrive 30 minutes prior to worship service to welcome all worshippers as they enter the sanctuary

Time Requirement: 30-40 minutes 1-2 times per year.

103

Job Title: Acolyte*

Description of Duties: Assist in worship service: lighting/extinguishing candles, giving out/collecting offering plates.

Time Requirement: Acolytes work on a rotating schedule, approx. once every 2 months. Training sessions are offered two times a year.

104

Job Title: Acolyte Coordinator

Description of Duties: Coordinate and oversee acolytes

Time Requirement: Every Sunday, plus 1-2 training sessions per year.

105

Job Title: Children's Sermon Team

Description of Duties: Prepare and deliver a brief "talk" to children during worship that will enhance their spiritual growth.

Time Requirement: Once every 2 months (9:00 & 11:15 services)

106

Job Title: Communion Steward Team

Description of Duties: Set-up and clean-up of communion elements for worship services

Time Requirement: Approx. 6-7 times a year

107

Job Title: Communion Server

Description of Duties: Assist clergy in serving communion to congregation during worship services.

Time Requirement: Communion is offered 6-7 times a year; serve as available.

108

Job Title: Altar Guild Member

Description of Duties: Prepare altar for all worship services

Time Requirement: Once a month and special seasonal services.

109

Job Title: Seasonal Church Decorations

Description of Duties: Assist in decorating the church building for special seasonal celebrations

Time Requirement: Varies, as needed.

110

Job Title: Visual Arts/Power Point Presentation

Description of Duties: Operate computer/projector for visual presentations

Time Requirement: Varies, depending on need for visuals during worship and/or other events.

111

Job Title: Drama Team

Description of Duties: Work with other amateur actors to provide dramatic presentations during worship and other church events.

Time Requirement: Varies according to needs to the church

112

Job Title: Sound Board Operator Team

Description of Duties: Monitor and adjust sound system as needed during worship services

Time Requirement: Team members rotate approx. 2 times per month, plus special services

120

Job Title: Music Ministries Committee

Description of Duties: Attend Music Committee meetings, assist in the goal achievement of the music ministry, and provide input regarding the music department.

Time Requirement: Meet every 4-6 weeks during "the season," bi-annual long-range planning meetings, intensive time around a major event once a year.

121

Job Title: Chancel Choir Participant

Description of Duties: Sing in the choir on Sundays and other special services, attend weekly rehearsals.

Time Requirement: One 75-minute rehearsal weekly, one Sunday service weekly, extra services occasionally (not to exceed one extra per month).

122

Job Title: Praise Choir Participant

Description of Duties: Sing in the Praise Choir once per quarter, attend weekly rehearsals the month before performance

Time Requirement: Usually four short rehearsals during the month before a performance.

123

Job Title: Handbell Choir Participant

Description of Duties: Play handbells in a choir and/or ensemble setting. Assist with set-up, take-down, and care and maintenance of the handbells.

Time Requirement: Rehearse 60 minutes weekly, Sunday performances in Fall, Christmas, Winter, and Easter.

124

Job Title: Children's Choir Participant*

Description of Duties: Attend weekly gatherings in a club-type setting. Receive instruction in singing, music theory, worship, handbells, and ChoirChimes. Sing in Sundays services once per month in October through April.

Time Requirement: Rehearsals are 45 minutes weekly. Occasional extra rehearsals before Christmas or Easter.

125

Job Title: Children's Handbell/Chime Choir Participant*

Description of Duties: Attend announced rehearsals as called. Learn chime ringing basics, and function in a cooperative choir setting.

Time Requirement: Rehearsals are 30 – 45 minutes as called. Occasional extra rehearsals before performance.

126

Job Title: Worship Service Soloist/Instrumentalist

Description of Duties: Work with the Director of Music to develop repertoire and calendar of opportunities, practice as needed, rehearse with accompanist.

Time Requirement: Varies according to the length/difficulty of the solo.

127

Job Title: Music Office Volunteer

Description of Duties: File music and documents, make copies, do mailings, update records, prepare and maintain calendar of events, process and label music, oversee set-up schedule.

Time Requirement: From whatever can be contributed to full-time.

128

Job Title: Music Library Assistant

Description of Duties: Computer work in Microsoft Access Database, cataloguing music holdings.

Time Requirement: As much time as can be given.

CHRISTIAN EDUCATION MINISTRIES

200

Job Title: Children's Council Member

Description of Duties: Serve on the Education Work Area to help plan educational components and other activities for all children (age 2 to grade 5) at SABTS

Time Requirement: Volunteers are asked to commit at least 1 year (though 3 years is requested). There are usually 4 planning sessions per year.

201

Job Title: Children's Church Volunteer

Description of Duties: Assist Children's Coordinator in providing activities that reinforce children's faith as followers of Christ. Children's Church (for children in grades K-4) is held during the 11:15 service.

Time Requirement: Volunteers placed on a rotation schedule and are required approx. once every 6 weeks. Preparation time is approx. 1 hour.

202

Job Title: Vacation Bible School Planning Team

Description of Duties: Assist Children's Coordinator in helping plan and implement pre-school and elementary curriculum for the various activity stations, including general decorating and stage design

Time Requirement: Two to three pre-planning meetings (approx. 3-4 hours) prior to VBS date.

203

Job Title: Vacation Bible School Teacher

Description of Duties: Teach and decorate VBS learning station according to designated curriculum.

Time Requirement: Attend VBS training/planning meetings, decorate and study curriculum (approx. 5 to 6 hours prior to VBS date).

204

Job Title: Vacation Bible School Shepherd

Description of Duties: Greet children designated to your group each day of VBS. Shepherd children to each learning station and assist teacher if needed. Stay with children until parents pick them up.

Time Requirement: Attend VBS training/planning meetings (2 hours prior to VBS).

205

Job Title: Rotation Sunday School Teacher/Substitute

Description of Duties: Provide a Bible lesson focus in one of five learning areas to children in grades K-5 in a safe and loving Christ-centered environment. This SS program is known as Kids' Kingdom.

Time Requirement: Each volunteers is asked to serve five Sundays in a row during the year, September to May.

206

Job Title: Rotation Sunday School Shepherd

Description of Duties: Be a consistent adult presence for children during five weeks of Kids' Kingdom. Assist teachers of Kids' Kingdom as needed.

Time Requirement: Each volunteers is asked to serve five Sundays in a row during the year, September to May.

207

Job Title: Nursery Volunteer

Description of Duties: Assist in providing quality nursery care for children of church members and visitors.

Time Requirement: A 12-month commitment is requested. Volunteers work on a rotating basis, 2-3 times a year, either during the 9:00 or 11:15 worship service.

208

Job Title: Preschool Teacher/Substitute

Description of Duties: Nurture the faith toddlers or preschoolers (ages 2 & 3 or &5) in a safe and loving Christ-centered environment.

Time Requirement: A nine-month commitment is requested. Each SS class session lasts for approx 45 minutes, 10:15-11:00 a.m.

209**Job Title:** Preschool Shepherd**Description of Duties:** Assist the Sunday School teacher and provide second adult presence in accordance with church's Safe Sanctuary Guidelines.**Time Requirement:** A 9-month commitment is requested. Preschool shepherds work on a rotating basis one Sunday each month.**210****Job Title:** Summer Camps Advisory Team**Description of Duties:** Assist staff in scheduling and planning meaningful day-camp experiences for elementary-aged children**Time Requirement:** Two to three 1-hour planning meetings prior to camps, one follow-up meeting following camps**220****Job Title:** Middle School Sunday School Teacher/Substitute**Description of Duties:** Lead weekly age-appropriate lessons that enhance the faith journey of middle school youth.**Time Requirement:** A 9-month commitment is requested. Each class session lasts for approx 45 minutes, 10:15-11:00 a.m.**221****Job Title:** Middle School/High School Shepherd**Description of Duties:** Provide presence of second adult in either high school or middle school class in accordance with church's Safe Sanctuary Guidelines.**Time Requirement:** A 9-month commitment is requested. Shepherds work on a rotating basis one Sunday each month**222****Job Title:** High School Sunday School Teaching Team/Substitute**Description of Duties:** Lead weekly age-appropriate lessons that enhance the faith journey of high school youth.**Time Requirement:** A 9-month commitment is requested. Each member of the team will teach approx. one Sunday per month.**223****Job Title:** Summer Camps Advisory Team**Description of Duties:** Assist staff in planning and scheduling summer day camps for children in grades K to 5.**Time Requirement:** 2-3 meetings prior to camps, 1 meeting following camps**224****Job Title:** Sunday School Superintendent**Description of Duties:** Work with staff to coordinate administrative matters associated with Sunday School**Time Requirement:** 30 minutes per Sunday**225****Job Title:** Adult Sunday School Teacher**Description of Duties:** Facilitate class lessons/discussions on a weekly basis**Time Requirement:** 45-minute class weekly, plus preparation time

226

Job Title: Wonderful Wednesday/Short-term Study Leader

Description of Duties: Facilitate short-term studies on Wednesday nights, other time of week, or seasonal studies (Lent and/or Advent)

Time Requirement: Varies, depend

240

Job Title: Lifeguard Team (Adult Youth Ministry Board)

Description of Duties: To help set purpose and policy for the 6th-12th grade youth program.

Time Requirement: Attend monthly meeting that last 1 hour.

241

Job Title: Middle School Youth Leader

Description of Duties: Minister to youth in 6th-8th grade. Programs include weekly events, special events, and retreats. Assist the Director of Youth Ministry to provide ministry experiences for the youth.

Time Requirement: Sunday Night 5:00-6:30pm September – May. Retreats and Special Events planned throughout the year.

242

Job Title: High School Youth Leader

Description of Duties: Minister to youth in 9th – 12th grade. Programs include weekly events, special events, and retreats. Assist the Director of Youth Ministry to provide ministry experiences for the youth.

Time Requirement: Sunday Night 6:00-7:30pm September – May. Retreats and Special Events planned throughout the year.

243

Job Title: Youth Ministry Assistant

Description of Duties: Assist with various aspects associated with activities of youth ministry such as trip counselor, transportation, chaperone.

Time Requirement: As needed

260

Job Title: Family Ministries Committee

Description of Duties: Plan and coordinate activities that enhance fellowship and spiritual growth of church families, couples, and singles.

Time Requirement: Usually 4 planning meetings are held per year, and 6 to 8 events, including the annual church retreat.

261

Job Title: Young Adult Ministries Coordinator

Description of Duties: Plan and coordinate activities that enhance fellowship and spiritual growth of adults in the 20s and 30s, and also to address the issues unique to this age group.

Time Requirement: Anticipate a few hours per month (new ministry)

262

Job Title: Older Adult Ministries Coordinator

Description of Duties: Plan and coordinate activities that enhance fellowship and spiritual growth of adults in the 55 and older. Presently, this group meets for lunch on the first Thursday of the month.

Time Requirement: 2-3 hours per month

263

Job Title: Singles Ministries Coordinator

Description of Duties: Plan and coordinate activities that enhance fellowship and spiritual growth of single adults, and also to address the issues unique to this group.

Time Requirement: Anticipate a few hours per month (new ministry)

264

Job Title: College Ministries Coordinator

Description of Duties: Plan and organize opportunities to connect with college students of congregation, both locally and away from home to let them know that their church family cares for them.

Time Requirement: Varies with project

280

Job Title: Scholarship Committee

Description of Duties: Oversee and fundraise the resources of the scholarship fund; raise awareness of St. Andrew's Scholarship Program; select recipients of scholarships.

Time Requirement: 4-6 meetings per year

281

Job Title: Boyd Library Committee

Description of Duties: Manage and maintain books and other resources located in library.

Time Requirement: 2-4 hours per month

282

Job Title: United Methodist Women

Description of Duties: Join with other women of the church for monthly Cluster Meetings and periodic General Meetings. The purpose of UMW is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative supportive fellowship; and to expand the concepts of mission through participation in the global ministries of the church.

Time Requirement: Approx. 1-2 hours per month

283

Job Title: United Methodist Men

Description of Duties: Join with other men of the church for monthly meetings and other organized activities that enhance faith and fellowship. Service projects, including supporting Scouting, are also undertaken by the UMM.

Time Requirement: Monthly meetings: 1-1 ½ hours, plus other activities.

OUTREACH MINISTRIES

300

Job Title: Missions Committee

Description of Duties: Work with other committee members to determine which mission and outreach projects will be supported by the church

Time Requirement: A 1-year commitment is requested (though 3 years is preferred). There are usually 4 planning sessions per year.

301

Job Title: Ethnic & Ecumenical Concerns Committee

Description of Duties: Promote programs that build understanding and love between individuals of different faiths and cultures. Our goal is to reach out into our community to encourage interactions in order to promote a better understanding of all God's children.

Time Requirement: Varies, depending on program.

302

Job Title: Habitat for Humanity Volunteer

Description of Duties: Assist in construction of or fund-raising for a home in the local Habitat Community (Brendan Woods in Bluffton)

Time Requirement: Construction work teams usually work ½ day per week; fund-raising requires a few hours per month.

303

Job Title: Thanksgiving Meal Volunteer

Description of Duties: Assist with serving, hosting, preparing, or coordinating the Community Thanksgiving Dinner.

Time Requirement: Varies, depending on duty (usually 2-3 hour shifts)

304

Job Title: Bridge Builder Committee

Description of Duties: Assist individuals & families transitions to self-sufficiency by networking with agencies and resources available in the community.

Time Requirement: Varies with circumstance; average 2-4 hours per month

305

Job Title: Counseling Center Steering Committee

Description of Duties: Provide support and guidance for the counselor. Plan and coordinate yearly community outreach workshops.

Time Requirement: Meeting 6 times/year plus workshop time requirements

306

Job Title: Stephen Minister

Description of Duties: Participate in Continuing Education, Small Group Supervision, meet with your Care Receiver once a week. Develop a caring relationship by showing God's love and opening the door for God's healing. Pray with and/or for your Care Receiver and the other Stephen Ministers.

Time Requirement: A minimum 2-year commitment. 50 hours of training to become a Stephen Minister; 2 meetings per month; approx. one hour per week with your Care Receiver.

307

Job Title: Parish Nurse/Health Ministries

Description of Duties: Assist Parish Nurse in planning and coordinating programs that promote good health for members of the congregation and community.

Time Requirement: As needed.

308

Job Title: Women on Their Own Participant

Description of Duties: Mission of the group is to build a Christian community of women who are on their own for a variety of reasons. Members encourage and support each other in social & spiritual growth.

Time Requirement: Evenings, 2 times per month

320

Job Title: Emergency Outreach Coordinator

Description of Duties: Respond to requests made by people in the Hilton Head/Bluffton area who find themselves in an emergency financial situation.

Time Requirement: Varies, 1-2 hours per week

321

Job Title: Congregational Relief Coordinator

Description of Duties: Respond to requests made by members of the church who find themselves in an emergency financial situation.

Time Requirement: Varies, usually a few hours a month.

322

Job Title: Adult/Intergenerational Mission Trip Participant

Description of Duties: All participants are involved in planning, preparing and carrying out the goals of the particular mission (domestic or international)

Time Requirement: Varies with each trip

323

Job Title: Disaster Response Team

Description of Duties: Train and be on-call to respond to natural disaster situations within the state and/or across the country

Time Requirement: Varies on situation, usually 1 week (or more) per year.

324

Job Title: Hispanic Ministries

Description of Duties: Assist Hispanics living in the area as needs arise

Time Requirement: Varies as needed.

325

Job Title: ARK After School Care Volunteer

Description of Duties: Assist with after school care program; work with elementary children on a one-on-one basis with academic skills

Time Requirement: Once a week (2 hours) for 2 or more months

326

Job Title: Deep Well Food Collection Volunteer

Description of Duties: Sort and count food donations collected at church

Time Requirement: One hour once per month

RELATIONAL MINISTRIES

The purpose of Relational Ministries is to provide encouragement to St. Andrew Christian believers to be INTENTIONALLY WELCOMING & INVITATIONAL IN OUR COMMUNITY AND CONGREGATION.

400

Job Title: Lay Visitation Administrator

Description of Duties: Manage worship service visitor information by sorting the Sunday worship data and routing ONLY potential new member prospects to neighborhood visitation teams via e-mail on Sunday afternoon. Collect and organize new member prospect contact information in a weekly status report.

Time Requirement: 1 and 1/2 hours/week.

401

Job Title: Lay Visitation Team

Description of Duties: Neighborhood visitation teams primary responsibility is to visit new member prospects on Monday or Tuesday following the prospects Sunday worship experience. A drop-by visit is suggested to offer thanks for worshipping with us, deliver a Welcome brochure and a small gift and a follow-up phone call or visit within a week or so to determine the interest in St. Andrew. All prospect contact information should be returned to the Lay Visitation Administrator.

Time Requirement: There will be other teams in your neighborhood; so actual visitor contacts could be 3 or 4 a year. 1/2 to 1 hour/visit.

402

Job Title: Member Nurturing Committee

Description of Duties: Create an atmosphere within our congregation that helps all members connect with meaningful ministries and small groups. Assist with new member orientation classes and help new members assimilate into our church family. Develop and communicate Membership Expectations with a goal of helping every member become deeply committed Christians.

Time Requirement: 2 to 3 hours/month.

403

Job Title: Small Group Development

Description of Duties: Members who have an interest or passion in Small Groups, with an interest in participation, recruiting, or leadership

Time Requirement: An hour or so on a weekly or bi-weekly basis

404

Job Title: Guest Services Committee

Description of Duties: Intentional greeting and welcoming in our parking lot for Sunday services and at the entrances to the Celebration Center & Education Building. Provide facilities information and directions for the various Sunday school and social activities.

Time Requirement: 15 to 30 minutes/Sunday.

405

Job Title: New Member Orientation Assistant

Description of Duties: Assist our Pastors with New Member Orientation Classes. Handle new member materials packet, welcoming/greeting and collecting new member information for distribution to lay and staff.

Time Requirement: 4 hours/class. 4 classes a year.

406

Job Title: New Member Photographer

Description of Duties: Photograph new members. Provide photos and up date the new member photo display in the Education Building. Provide photos for new member information available on our church web site.

Time Requirement: 1 hour/new member orientation class.

407

Job Title: New Member Surveys

Description of Duties: Follow up with new member information surveys for each new member orientation class. Collect and distribute this information to lay and staff.

Time Requirement: 2 hours/new member orientation class.

408

Job Title: We Care Ministry Committee

Description of Duties: Develop, encourage and provide information for "We Care Shepherds" in all groups within St. Andrew. This group should provide leadership to assist all St. Andrew groups with caring efforts for its members, sharing their joys and concerns.

Time Requirement: 1 hour/week.

409

Job Title: Attendance Record Keeper

Description of Duties: Enter all worship service attendance data in our Church Windows record system.

Time Requirement: 2 to 3 hours/week.

410

Job Title: Membership Secretary

Description of Duties: Maintain official church records of membership, including letters of transfer, baptisms, weddings, deaths, etc.

Time Requirement: Average 2 hours per week

420

Job Title: Leisure Ministry Advisory Team

Description of Duties: To help make sure the leisure ministry program is offering a well-balanced program that is bringing the community to the church, and to make sure we are "Extending the Hand of Faith" through our programs. Also help when needed to oversee programs.

Time Requirement: 6 meetings a year

421

Job Title: Upward Basketball Coach

Description of Duties: Minister and coach children on a basketball team during one practice a week and one game a week. Children age range from 4 years old – 8th grade.

Time Requirement: *Season is December – February* 1 (one hour) practice a week and 1 (one hour) game a week + a coaches training event 2 hours (one time)

422

Job Title: Upward Basketball Referee

Description of Duties: Minister and referee children on a basketball team during games. Children age range from 4 years old – 8th grade.

Time Requirement: *Season is December – February* Games last 1 hour and you can do as many as you would like + a referee coaches training event 2 hours (one time)

423

Job Title: Upward Indoor Soccer Coach

Description of Duties: Minister and coach children on an indoor soccer team during one practice a week and one game a week. Children age range from 4 years old – 2nd grade.

Time Requirement: *Season is August – October* 1 (one hour) practice a week and 1 (one hour) game a week + a coaches training event 2 hours (one time)

424

Job Title: Upward Indoor Soccer Referee

Description of Duties: Minister and referee children on an indoor soccer team during games. Children age range from 4 years old – 8th grade.

Time Requirement: *Season is August - October* Games last 1 hour and you can do as many as you would like + a referee coaches training event 2 hours (one time)

425

Job Title: Upward Advisory Team

Description of Duties: Help set policy and purpose for the Upward Sports Program. Assist where needed to see that Upward Sports Program runs smoothly.

Time Requirement: 6 meetings a year

426

Job Title: Leisure Ministry Guest Chef Team

Description of Duties: Recruit & schedule chefs for cooking demonstrations; assist with the cooking demonstration. Assist in attracting the community to the events.

Time Requirement: 4 meetings a year and time needed to host guest chef event.

427

Job Title: Leisure Ministry Adult Sports Team

Description of Duties: To start, oversee, and help run sport programs for adult in the church and community.

Time Requirement: 4 meetings a year, and time needed to oversee sports program

440

Job Title: Fall Festival Planning Committee

Description of Duties: Assist in planning the direction, coordination, and components of the annual Fall Festival.

Time Requirement: 6-8 meetings a year, plus additional time week of Fall Festival set-up.

441

Job Title: Fall Festival Volunteer

Description of Duties: Work in advance, during week of set-up, and/or during the day of the annual Fall Festival. A wide range of jobs and duties are offered; over 100 volunteers are needed.

Time Requirement: As much time as can be given!

SPIRITUAL FORMATION MINISTRIES

500

Job Title: Spiritual Formation Committee

Description of Duties: Assist in planning and raise awareness of opportunities for individual as well as congregational spiritual growth.

Time Requirement: Varies, depending on event; a minimum of 1 year commitment is requested.

501

Job Title: Prayer Quilt Ministry Assistant

Description of Duties: Assist with making quilts. Kits are made available to volunteers. Non-sewers are also needed to insert prayer strings into completed quilts.

Time Requirement: Whatever time volunteer is willing to give; work at own pace.

502

Job Title: Prayer Chain

Description of Duties: Be part of team that prays for individuals or families as needed when requested.

Time Requirement: Depends on nature and number of requests.

503

Job Title: Healing & Wholeness Communion Steward

Description of Duties: Prepare elements of communion prior to the weekly service of Healing and Wholeness. Clean-up after service is also needed.

Time Requirement: 20-30 minutes per week

STEWARDSHIP MINISTRIES

600

Job Title: Stewardship Ministry Committee

Description of Duties: Consider ways in which to help educate the congregation year-round about the various aspects and discipline of Stewardship, not only funds but also their presence, service, etc.

Time Requirement: Varies depending on any campaigns the committee selects to undertake. Generally, there is a focus on stewardship of funds in the fall.

ADMINISTRATIVE MINISTRIES

700

Job Title: Staff Parish Committee (Ministry of Personnel)

Description of Duties: Confer with the congregation and the pastors/staff about ministry direction. Assess the ministry of the pastors/staff in the context of the church's mission.

Time Requirement: Attend monthly meetings with occasional special meetings as needed

701

Job Title: Trustees Committee (Ministry of Properties)

Description of Duties: Responsible for the upkeep and issues related to the use, maintenance and security of the assets of the church and parsonage. Help to carry out policy of the church council as related to the facilities. Special knowledge in the trades or property management is often of great value.

Time Requirement: Meet once per quarter or for specially called meetings. May be asked to work on a specific project or issue.

702

Job Title: Finance Committee

Description of Duties: Members of the finance committee are charged with gathering information to generate an annual church budget. The committee reviews the church financials and finance policies to make recommendations to the church council on issues related to church funds. They work closely with the Stewardship committee.

Time Requirement: Meet approximately six times per year, most concentrated in the early fall and in early winters, or as needed.

703

Job Title: Lay Leadership Committee

Description of Duties: Bring suggestions to the committee of people who might lead and participate in particular ministries. Also assist in monitoring and evaluating congregational needs for leadership.

Time Requirement: Meet as need requires January through July. Meet 5 or 6 weeks in a row in August and September to enlist members in leadership for the following year.

704

Job Title: Endowment Committee

Description of Duties: Committee members work to increase the awareness of the Endowment Fund as a giving opportunity, to grow the interest earned on the principal of the Endowment, and to evaluate the most worthy requests for seed money or for long-term needs of the church.

Time Requirement: Meet approximately four times per year.

705

Job Title: Memorial Committee

Description of Duties: Members of the Memorial Committee seek to care for the investment of funds given as memorials and to work with family or church requests on the use of memorial funds.

Time Requirement: Meet twice a year, unless a special request requires more input.

706

Job Title: Long Range Planning Committee

Description of Duties: Must have vision to help develop strategies for the growth of the St. Andrew beyond any current plans both spiritually and physically from new programs to new facilities.

Time Requirement: Meetings several times per year to look work on plans 3 to 10 years in the future.

707

Job Title: Building Committee

Description of Duties: Upon approval, building committees may be formed to work directly with architects, town staff, builders and other contractors to construct or remodel facilities. Must work to keep costs within budgets and interface with trustees as needed.

Time Requirement: Meetings monthly or more often depending upon the scope of the project.

708

Job Title: Legal Counsel

Description of Duties: Provides legal advice pro bono or on an agreed upon rate for the benefit of the church.

Time Requirement: As needed.

709

Job Title: Church Historian

Description of Duties: The Historian is charged with compiling and maintaining information on the development and highlights of the congregation which may include newspaper articles, bulletins, newsletters, photos and other sources in a manner to preserve the history for generations to come.

Time Requirement: Regular involvement in the life of the church to be aware of the landmark events and personal time to assure filing and safe-keeping of documents

720

Job Title: Fellowship Coffee Volunteer

Description of Duties: Prepare coffee, juices and trays of Danish, etc., for the coffee and conversation fellowship time between worship services.

Time Requirement: Rotation schedule means that volunteers are on the list approximately once every three months. On assigned Sunday, assure all items are ready per directions provided before or during the 9am service and clean up when fellowship is over, most of which can be completed by 11am.

721

Job Title: Memorial Receptions

Description of Duties: Prepare receptions in the Celebration Center at which grieving families may greet friends and other family following a memorial service.

Time Requirement: Time is dependent upon number of services which occur, number attending receptions, and time of day receptions are scheduled. Most are light refreshments served in a lovely fashion.

722

Job Title: Hospitality & Kitchen

Description of Duties: The Chair (and any committee members) of the Hospitality and Kitchen committee work to assure there are adequate supplies for church events and that the kitchen is maintained in an orderly, cleanly and efficient fashion. They work closely with staff and other committees on anticipating fellowship opportunities and needs.

Time Requirement: Several times a month, a check of the kitchen and its contents is needed to assure supplies are in-stock and equipment is operating.

723

Job Title: Wonderful Wednesday & Special Event Support

Description of Duties: Assist in the preparation, serving, clean-up, or collection of fees for special fellowship meals, including winter/spring and fall Wonderful Wednesdays.

Time Requirement: Varies depending on task, number attending, etc. Can often be flexible if serving vs cleaning.

740

Job Title: Communications Assistant

Description of Duties: Oversee the many facets of church communications from web, to print to audio/video.

Time Requirement: Must be very involved in the life of the church and in-touch on a regular almost basis with church staff and other committee stewards and chairs to seek the ways to communicate the mission and program of St. Andrew By-The-Sea.

741

Job Title: Newsletter Support

Description of Duties: Assisting with running off and mailing of the weekly newsletter, *The Fisherman*.

Time Requirement: Weekly; mailings are on Wednesdays before 3pm.

742

Job Title: Website Design/Management

Description of Duties: Must have experience with Microsoft FrontPage or other dynamic web software, or be able to write in HTML to produce an engaging web presence and be able to update the church website at least once weekly.

Time Requirement: One hour per week plus as needed.

743

Job Title: Office Aides

Description of Duties: Light typing, office work, data entry, telephone answering

Time Requirement: One hour to one half day per week or month; morning or afternoon as needed.

744

Job Title: Receptionist

Description of Duties: Greet office visitors, answer telephone, address meeting cards.

Time Requirement: One hour to one half day per week or month.

745

Job Title: Telephone Calling Volunteer

Description of Duties: Available to make phone calls should the need arise.

Time Requirement: As needed.

746

Job Title: Mailing Aides

Description of Duties: Stuff envelopes, staple; prepare materials for mailing

Time Requirement: One hour to one half day per week or month when needed.

747

Job Title: Computer Input

Description of Duties: Update membership, record attendance, input volunteer information.

Time Requirement: One hour to one half day as scheduled.

748

Job Title: Tellers/Counters

Description of Duties: Count monies from offerings and Sunday School with one or two other volunteers.

Time Requirement: Two hours as scheduled.

749

Job Title: Bulletin Boards

Description of Duties: Maintain our hallway bulletin boards.

Time Requirement: Once Monthly

750

Job Title: Calligraphy

Description of Duties: Making name tags or other special lettering on certificates or memorial books.

Time Requirement: Varies

751

Job Title: Woodworking/Carpentry

Description of Duties: Use skills of woodworking or carpentry to repair small projects or make items for the ministry areas. May also be contacted for interest in volunteering for special mission projects (some local) in which some woodworking or carpentry skills are needed.

Time Requirement: On an as needed basis