



Stewardship Opportunities

Dear Friends in Christ,

We hope you will find this information to be a useful tool when you are completing your Time and Talent sheets for the upcoming year. We have attempted to give a little description to the various areas of service. Some of these service areas require attention only once or twice a year (such as Spring and Fall Clean-Up Days) and others could require attention several times a year (such as greeters or ushers) how often you will be asked to serve will be determined by how many volunteers we have for a specific area.

Please prayerfully consider how you can use your talents to help All Saints with our mission of "Responding to the Gospel to carry out God's mission"

In Christ,

All Saints Congregation Council

Congregation Council Members

Pastor

Vicar Michelle Wandersee

President

Steve Jones

Vice President

Kay Johnson

Secretary

Caryn Huber

Christian Education

Heather Brown

Finance

Steve Jones

Fellowship

Annette Jones

Outreach/Social Ministry

Jan Sloan

Stewardship

Kay Johnson

Property

Bob Branson

Worship

Jean Whipple

Youth & Family Ministry

Vacant

Worship Committee

Jean Whipple, Council Representative
Amy Harn, Committee Chair

Readers: Having received copies of the Scripture lessons prior to the appointed Sunday, the reader stands in front of the congregation and reads them during the service.

How often: Once every two or three months.

Usher: Count attendance, and direct worshippers during communion.

How often: Once every two or three months.

Server/Acolyte: Light candles at the beginning of the service, assist with communion, and extinguish the candles at the end of the service.

How often: Frequency depends on the number of acolytes in rotation.

Greeter: Individuals and/or families greet worshippers as they enter the church at the main entrance on Sunday morning.

How Often: Approximately two to three times per year.

Song Leader: Provide special music or assist/lead congregation with hymns during worship.

How often: As scheduled

Media: Operate the computerized Media Shout program to display Worship on the overhead screens.

How Often: As scheduled

Video Camera Operator: Operate camera during worship to record and upload to Facebook.

How Often: As scheduled

Coffee Hour Provider: Provide refreshments to be served after worship.

How often: Approximately once every two to three months

Offering Counter Team: Count offering after worship, enter given amounts into the computer using the ICON program and assure offering is delivered to the night depository at the bank.

How often: Two to three times a month

Pianist/keyboardist: Instrumental accompaniment for liturgy and hymns during both worship services.

How often: Several times a month

Contemporary Music/Praise Team

Participant: Contemporary music during service on the third Sunday of each month. Led by Dan Danielowski.

How Often: Once a month

Instrumentalist/Soloist: Provide special music during worship.

How often: As needed.

Church Drama Participant: Participate in plays during Christmas or Easter.

How often: As scheduled.

Wine Provider: Provide one gallon bottle of Mogan David Concord Grape wine for communion.

How often: Approximately one time per year.

Committees:

Worship & Music Committee: The committee oversees all aspects of worship and music at church, working closely with Pastor, Altar Guild, and organists.

How often: Committee meets as scheduled

Altar Guild: Assist in creating and maintaining a climate of worship for the congregation by caring for the chancel and its furnishings, communion ware, and linens. Also set up weekly communion, and assist with the arrangement of special flowers (Easter and Christmas).

How often: Scheduled for two consecutive weeks approximately every two to three months.

Hymn Picking Committee: Committee chooses music/hymns to enhance worship utilizing recommendations online on Sundays and Seasons website.

How often: Committee meets once per month





Property Committee

Bob Branson, Property Committee Chair

This committee meets to assess various needs of the church building and grounds as well as actually doing some of the work.

How often: Meets on an as needed basis.

General Indoor Support:

Chair and Table Set-up: Set up tables and chairs for special meetings/potlucks at church.

How often: As needed.

Set out garbage: Roll the containers into the first parking spot for pick-up by Republic Disposal.

How often: Weekly on Sunday following Worship.

General Outdoor Support

Lawn Mowing: Mow the church lawn using the church's riding mowers. You will be teamed up with another volunteer.

How often: Approximately two to three times a year, depending on how many volunteer for this opportunity.

Spring and Fall Clean-Up Days: Clean winter debris from the yard, clean and dust the interior of the church, wash windows. Other tasks as identified.

How often: Twice a year.

Landscape Care: Weeding and watering of outdoor plants during the summer months.

How often: Approximately once a month for a week during the summer, depending on how many volunteer for this opportunity.

Vendor Coordination: Coordinate vendor activities (such as furnace cleaning, parking lot resealing, gutter cleaning/repairs.)

How often: As necessary

Snow Removal: Shovel walks and throw out de-icer.

Maintenance and Repairs

Electrical and Woodworking



Christian Education

Heather Brown, Christian Education Chair

SUNDAY SCHOOL:

TEACHER: Facilitate learning using prepared materials with children.

How Often: Weekly September through May. Not every week is required. We have a signup sheet which allows teachers to choose the weeks that they are available to teach.

Background check required.

SUBSTITUTE TEACHER: Fill in for absent teacher to provide continuity for the children in their faith journey.

How Often: As needed.

Background check required.

TEACHER'S AIDE: A perfect position for high school youth or an adult to assist teacher or substitute teacher in the sharing of prepared materials with the children. How Often: Weekly September through May. Not every week is required. We have a signup sheet which allows teachers or aides to choose the weeks that they are available to teach.

Background check required.

VACATION BIBLE SCHOOL: Usually held in June or July, Vacation Bible School is open to the community. We need volunteers that will act as aides to the counselors, lead crafts, supply craft material which may be needed, and provide, prepare and/or serve refreshments each day.

How Often: Once a year for one week during the summer. You do not need to commit to a full week. We will have a schedule of volunteers.

Background check required

CONFIRMATION:

Confirmation is a three-year educational program offered for students in 6th, 7th and 8th grades and culminates in their confirmation upon completion of the three-year curriculum on Reformation Sunday each October.

Confirmation Leader: Adult who facilitates the prepared educational program.

How often: Once to twice a week (duties shared by Vicar) from September to May. Make-up or transition classes are held in June, July, and August for 8th graders who will be confirmed in the fall.

Background check required



Stewardship Committee

Kay Johnson Stewardship Committee Chair

Stewardship Committee: This committee oversees the Time and Talent assessment and the financial pledge program. In addition, they help to educate the congregation about the biblical understanding of stewardship.

How Often: Committee meets as needed

Pledge Campaign: Help with mailings of pledge information.

How often: Once a year in the Fall.



Finance Committee

Steve Jones, Finance Committee Chair

Finance Committee: The Finance Committee is responsible to manage the finances at All Saints Church. The Committee coordinates the budgeting process for the Church. The Treasurer maintains the bank accounts of the Church, pays the bills and salaries based on the approved budget and provides reports of the accounts and spending to the Committee and Congregation Council.

The Financial Secretary tracks pledges and donations and provides reports of giving to the Congregation, Committee and Congregation Council. The Committee analyzes giving and spending and manages the overall state of finances for the Church. The Committee advises the Congregation Council on all financial matters.

How Often: This committee meets once a month and possibly more frequently during budget preparation.



Fellowship Committee

Annette Jones, Fellowship Committee Chair

Fellowship Committee: This committee meets to plan one time fellowship activities (such as Ice Hogs games or ball game trips,) as well as planning and coordinating the annual All Saints Picnic in September. It is responsible for setting up for congregational dinners such as the annual meeting and Easter Breakfast.

How often: Meets as needed.

Church Picnic Committee: On Sunday School Kick-Off Day (1st Sunday after Labor Day) the church invites the community to a picnic. Help is needed to plan the activities to be offered at the picnic as well as the set up, running the event and cleaning up at the end.

How often: Planning meetings scheduled as needed prior to the September event. This committee is co-chaired by the Outreach/Fellowship Committee.

Get Coffee Hour Supplies: Volunteers are needed to pick up basic supplies for the kitchens such as coffee, lemonade, plastic cups, plates, and so forth.

How often: About once a month, or more often if there have been several events at the church.

Funeral Luncheons: When a member of our congregation dies, we offer the family a luncheon here at the church for the mourners. Help is needed in providing the food, setup and cleaning up. You can sign up for either set-up and clean-up or to bring food, or both.

How often: As needed

Wedding Coordinator: This person is a liaison between the bridal party and the church, meets with the couple prior to the wedding, opens the church the day of the wedding, and sees to any needs of the bridal party. There is a stipend for this service paid by the bridal couple.

How often: As needed.



Outreach/Social Committee

Jan Sloan, Outreach/Social Committee Chair

Outreach/Social Ministry Committee: Plans programs that reach out to the unchurched in our community helping them to know Christ and working to grow our community of faith at All Saints.

How often: As needed.

Church Picnic Committee: On Sunday School Kick-Off Day (1st Sunday after Labor Day) the church invites the community to a picnic. Help is needed to plan the activities to be offered at the picnic as well as the set up, running the event and cleaning up at the end.

How often: Planning meetings scheduled as needed prior to the September event. This committee is co-chaired by the Fellowship Committee.

Blood Drive: Coordinate with Rock River Blood Center for a yearly blood drive. Set date, do tear-down and set up for event in the Fellowship Hall, handle publicity, and find coordinator to make calls and schedule times for blood donations.

How Often: Once or twice a year

People Helping People Shopping Cart: All are invited to bring non-perishable foods for the shopping cart in the main entryway to the church. People Helping People makes suggestions each month as to what foods they would need the most, but you can bring anything as long as it is not expired and non-perishable. The Outreach/Social ministry committee is responsible for delivery of the food to People Helping People each month.

How often: Ongoing—the need is always there!

Other Opportunities to Serve:

Office Helper: Help is needed to assemble special mailings, newsletters and Sunday announcement bulletins.

How often: Weekly—please volunteer as much as you are able.

Library Helper: Help is needed to check in and shelve books and to process materials. Training can be provided! Anne Morgart is the church Librarian.

How often: As needed as determined by the librarian.

Synod Assembly Delegate: Every year, congregations from the Northern Illinois Synod gather on the third weekend in June at Augustana College in Rock Island, IL. The business of the Synod is taken care of at that time (such as approving a budget for the Synod as well as setting policy, and so forth). In addition to the above, this is a wonderful opportunity to worship together. All Saints covers the cost of attendance at this assembly, and in addition to the Pastor, we are allowed to send three voting members as well as one youth voting member.

How often: Once a year, in June. This is an overnight trip and we stay at a local hotel at the delegate's expense. All Saints would cover the cost of on campus dormitory accommodations.

Leadership opportunities

Serve on Church Council / Council committees as described in this brochure.

Organizations

Bible Study: There are two opportunities for Bible Study at All Saints:

Tuesday Night Bible Study meets in the main conference room at 7:00 pm and is facilitated by Steve Reid.

Wednesday Afternoon Bible Study meets in the main conference room at 1:30 pm and is facilitated by Vicar Michelle Wandersee. You are invited to join as often as you can!

Men's Group: Men meet together every Friday for breakfast

Prayer Chain: Facilitated by Gloria Olsen Is prayer an important part of your life? In it we talk to God who cares about us. God answers our prayer, but we also are to pray for God's will to be done. The prayer chain is a group of faithful who pray upon request. If you have a prayer request, you can call the church office or fill out the yellow prayer request card in the folder with the Friendship Pads. If you would like to be a member of the prayer chain, please mark that box on your time and talent sheet.

Quilters: Women meet twice a month to work on quilts that are given to the ELCA to help where needed in the world.

Religious Book Club: The Book Club meets on the fourth Monday of the month (excluding December). You are welcome to attend whether you have read the book or not—either way you will gain a lot of insight from the discussion and the yummy treats offered during the break.

The Gathering: Women meet once a month on the second Tuesday for fellowship and to work on hobbies.

WELCA (Women of the Evangelical Church in America)

Marlene Roberts —Convener

All Women of All Saints are members of WELCA and are invited and encouraged to attend WELCA events. These include Quarterly Meetings, Quilters (first Thursday of each month), the GATHERING (second Tuesday of each month) as well as special events such as Ladies' Day Out, crafting workshops, and so forth. WELCA has been responsible for the remodeled kitchen, new carpeting and upholstery in the sanctuary, new carpeting in the Fellowship Hall, window blinds in the offices, the round tables in the Fellowship Hall, and much more.