

CLARENDON UMC

OPPORTUNITIES FOR YOU TO SERVE

“How is God calling you to be a faithful servant?”

The Stewardship Committee of CUMC is focusing on contributions of time and talent. This booklet has been created to let you know about ways you can be of service within your own congregation. Please look through these opportunities to serve and say “yes, I’ll do that!”

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The Stewardship Committee is trying to focus on contributions of time and talent, as well as financial resources. We want to publicize among the congregation those volunteer opportunities that are available and necessary to maximize the work of the church.

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WORSHIP

Communion stewards

Communion steward for **8:30 service** (6 times per year—scheduled in advance)

Description: Obtain communion elements from workroom behind church office: Loaf of bread, juice and gluten free crackers. Place bread on pottery plate and pour juice into one small and two large chalices. Place crackers in small dish. Put the elements on the communion table in sanctuary. Serve communion at the gluten-free station. After the service, refresh the elements with a new loaf of bread and new juice and crackers in preparation for the 11:00 service.

Contact: Lisa Gibbs-Smith(directorworshiparts@gmail.com)

Communion steward for **11:00 service** (6 times per year – scheduled in advance)

Description: Serve communion at the gluten-free station. After the service is ended, take the elements from the sanctuary to the workroom behind the church office. Wash plates and chalices and place on the shelf. Wrap up any leftover bread and crackers and leave on top of refrigerator.

Contact: Lisa Gibbs-Smith(directorworshiparts@gmail.com)

Communion Steward Coordinator

Communion Steward Coordinator for **8:30 service**

Description: Maintains the list of volunteer Communion Stewards and creates quarterly schedule of Communion Stewards for the 8:30am service. Sends out schedule by e-mail to the Communion Stewards and to the Director of Worship Arts for inclusion into the worship planning and notification process. (The volunteers are responsible for trading dates with other stewards when they are unable to serve on the assigned dates)

Contact: Lisa Gibbs-Smith(directorworshiparts@gmail.com)

Communion Steward Coordinator for **11:00 service**

Description: Maintains the list of volunteer Communion Stewards and creates quarterly schedule of Communion Stewards for the 11:00 service. Sends out schedule by e-mail to the Communion Stewards and to the Director of Worship Arts for inclusion into the worship planning and notification process. (The volunteers are responsible for trading dates with other stewards when they are unable to serve on the assigned dates)

Contact: Lisa Gibbs-Smith(directorworshiparts@gmail.com)

Scripture Reader

Description: Read assigned Scripture reading either at the 8:30 or 11:00 service once a quarter (scheduled in advance). Can come early to test the microphones if needed. Will receive the Scripture reading by Friday of the week reading.

Contact: Jane Dixon(jdixon580jd@gmail.com)

Deliver Children's Sermon

Description: Deliver the Children's Sermon at the 8:30 or 11:00 worship services once a quarter (scheduled in advance). Will be given the Scripture reading the week prior with resources on ideas for that Sunday.

Contact: Lisa Gibbs-Smith(directorworshiparts@gmail.com)

Pencils & Supplies (suitable for children & parents)

Description: Take out pencils in the pews and either take them home to sharpen or use church sharpener. Replace before Sunday morning. Replenish supply of cards in per racks.

Contact: Jane Dixon(jdixon580jd@gmail.com)

Name Tag Coordinator

Description: Maintains members' name tags, which are located in the vestibule near the pulpit entrance to the sanctuary. Arranges them in alphabetical order after the 11:00 worship service. Makes name tags for new members or for replacements.

Contact: Jane Dixon(jdixon580jd@gmail.com)

Audio-visual Assistant

Description: Operates slides for the 8:30 service order of worship. Attends the relevant Tuesday evening rehearsal (about 1 hour duration) for the assigned service. Comes to the sanctuary by 8:00am on the assigned Sunday to review and incorporate any changes prior to the start of the service.

Contact: Lisa Gibbs-Smith(directorworshiparts@gmail.com)

"Roadie" Assistant (Up)

Description: Helps set-up Praise Band equipment (microphones, monitors—NOT musical instruments). Need to arrive at the sanctuary by 7:15 am on Sunday morning to complete setup by 8:00am. Must be able to lift 20 pounds.

Contact: Lisa Gibbs-Smith(directorworshiparts@gmail.com)

"Roadie" Assistant (Down)

Description: 9:30am report time. As soon as the 8:30 service has ended, helps band members break down and store the equipment. Must be able to lift 20 pounds.

Contact: Lisa Gibbs-Smith(directorworshiparts@gmail.com)

Sing

Sing with **Adult Choir**

Description: Participation in the vocal music for the 11:00 worship service. We need people who love to sing the Lord's praises with a group of other enthusiastic choristers. From September to May, choir practice is held on Thursday evenings, 7:30-9:00pm in the choir room. Singers arrive at 10:30am on Sunday mornings to rehearse before the service. Ability to read music is helpful.

Contact: J. Reilly Lewis(jrlewisoffice@aol.com) or any choir member

Sing with ***Summer Choir***

Description: The summer choir has a more relaxed repertoire and rehearsal schedule. All persons who love to sing are invited to join the choir at 10:30 on Sunday morning in the choir room to rehearse for the 11:00 service. This is a good way for interested choristers to meet the choir and find out what a blessing it is to lead others in worship at the 11:00 service.

Contact: J Reilly Lewis(jrlewisoffice@aol.com) or any choir member

Sing with ***Celebration Singers***

Description: We need people who love to sing the Lord's praises in a variety of musical styles. We sing everything from spirituals to contemporary Christian. Choir practice is held on Sunday evenings, 5-6 PM in the chapel. We sing about once a month in the Arise Service (8:30 AM). Ability to read music is helpful.

Contact: Fran Underwood(cumc.adwa@gmail.com)

Ring Handbells

Description: If you have a basic knowledge of music reading, you can be a handbell ringer. Clarendon offers two adult groups: Chapel Bells for beginners and Chancel Ringers for more advanced ringers. Chapel Bells rehearse September through May on Tuesdays, 5:00-5:45 PM in the 3rd floor bell room. We play in church 2-3 times per semester (fall and spring). No experience necessary. Chancel Ringers is designed for those who have mastered ringing basics and are ready for additional challenge or for those who are good music readers ready to learn a new instrument. We rehearse September through May on Thursdays, 7:00-8:30 PM in the bell room. We play in church 3-4 times per semester (fall and spring). No experience necessary. Ability to read music strongly encouraged.

Contact: Fran Underwood(cumc.adwa@gmail.com)

Replenish Activity Bags (suitable for children & parents)

Description: We provide cloth bags with crayons, pens, activity books, coloring pages, etc. for "fidgety kids to use during the service. These need to be washed and possibly replaced with new bags. They also need to be checked every other month and replenished monthly if needed.

Contact: Jane Dixon(jdixon580jd@gmail.com)

Parking Lot Attendant

Description: Approximately 45 minutes after the close of the 11:00 service, close and lock gate to parking lot across Irving Street next to playground. Check all exterior doors of church to make sure they are locked.

Contact: J Paul Lewis(lewisgroupone@msn.com)

Usher

Usher for **11 a.m. Service**

Description: Before and during the service: Arrive at 10:45am. Retrieve 4 offering plates from cabinet in work room behind church office. Retrieve order of worship bulletins from work room. Put some on the stands at the two entrances to the sanctuary (Irving Street and beside the pulpit). Check hand held microphone on communion rail to make sure it is in the “on” position. As worshippers arrive, present them with a bulletin. At the appropriate time in the service, receive the offering. Collect the attendance booklets at the end of each pew and remove the signed attendance sheets. At the end of the service: Clean and straighten up the sanctuary, removing all extra paper (which is recycled in church office). Place all hymnals and Bibles in the racks. Place attendance pads back in the pews.

Contact: Dick Barr(rlbarr@prodigy.net)

Usher for **5:30 Christmas Eve Service**

Description: Arrive 30 minutes prior to the service. Make sure programs are available at the two entrances. Greet people and hand out programs. Take up offering. Secure the offering in location to be provided by Pastor or Director of Worship Arts

Contact: Lisa Gibbs-Smith(directorworshiparts@gmail.com)

Usher for **Special Events/Concerts**

Description: CUMC hosts musical groups throughout the year. Ushers/greeters are needed to make attendees feel welcome. Report time 30 minutes prior to start of the event. Hand out programs, greet visitors, direct people to restrooms and concert space. Following the event, help tidy up pews, greet people in Corry Hall if a reception is provided.

Contact: Lisa Gibbs-Smith(directorworshiparts@gmail.com)

Tidy Up

Description: For Christmas Eve: when 5:30 service ends, pick up all bags and their contents used during the service and return them to Director of Worship Arts. Pick up bulletins and tidy up the pew areas, replacing hymnals, bibles, picking up trash. Vacuum the sanctuary carpet. Lock up the church.

Contact: Lisa Gibbs-Smith(directorworshiparts@gmail.com)

Clerical assistant for music ministries

Description: Performs assorted clerical duties on an as-needed basis in support of music ministries. Could include numbering new music, filing music, sorting music for rehearsal and performance and keeping the attendance rosters updated. Sometimes assistance would be needed for lesson preparation such as duplicating teaching aids.

Contact: Lisa Gibbs-Smith(directorworshiparts@gmail.com)

Second Adult

Description: We need an adult volunteer for each children's music group to be the responsible second adult in the room during practices. Tuesdays 5:00-5:45pm and/or 5:45pm-6:30pm. Arrive 10 minutes before practice and stay until the last child has been picked up.

Contact: Lisa Gibbs-Smith(directorworshiparts@gmail.com)

EDUCATION/CHILDREN & YOUTH MINISTRY

Coordinate Easter egg hunt activities

Description: Organizes the Easter egg hunt on the Saturday before Easter. Recruits volunteers to fill the plastic eggs with candy and also volunteers to hide the Easter eggs and to assist the children in finding them. Collects the plastic eggs for use the following year. Supervises the games and activities during the Easter egg hunt.

Contact: Diane Smith(childrensministry@morefaith.org)

Teach Sunday School

Description: We need teachers for children and you. Works with provided curriculum to teach the Sunday School lessons. Works with at least one other adult in the classroom. Sunday school is from 9:45-10:45am on Sunday mornings.

Contact: Diane Smith(childrensministry@morefaith.org)

Counselor for Club 6/7.

Description: Assists the Director of Children & Youth Ministries in planning programs for the members of Club 6/7 (6th & 7th graders), including recreation, field trips and study sessions.

Contact: Diane Smith(childrensministry@morefaith.org)

Counselor for Youth Group

Description: Assists the Director of Children & Youth Ministries in planning programs for middle and high school members of the Youth Group, including study sessions, field trips and recreation.

Contact: Diane Smith(childrensministry@morefaith.org)

Vacation Bible School Teacher

Description: Prepares and teaches lessons for young children during a one-week session of Vacation Bible School (usually at the end of August—morning session only)

Contact: Diane Smith(childrensministry@morefaith.org)

Craft Leader for Vacation Bible School

Description: From the chosen curriculum, leads the crafts session for each age group during Bible School (usually at the end of August – morning session only).

Contact: Diane Smith(childrensministry@morefaith.org)

Coordinate snacks for Vacation Bible School

Description: Provides light, simple snacks and beverages in late morning for the Vacation Bible School students each of the five days of the session. (usually at the end of August)

Contact: Diane Smith(childrensministry@morefaith.org)

EVANGELISM & OUTREACH

Evangelism/Hospitality Ministry.

Description: Meet monthly to create a ministry to reach out into the community for Jesus Christ. This includes 1) following up with visitors who attend, 2) greeting new people and providing information about the church 3) coordinating New Comer dinners 4) spearheading Clarendon Day initiative 5) assigning mentors to new members to help acclimate them into the life of the church.

Contact: Tracy Wines(tracywines@vaumc.org)

Write a Note

Description: Volunteer will receive names and addresses of first-time visitors to our worship service by e-mail on Mondays. Write notes of welcome (sample wording provided) to those who have given us their mailing address. Write e-mails to those who have provided their e-mails instead of a postal address.

Contact: Cathy Betts(bestbetts@gmail.com)

Provide Newcomers Food

Description: A total of about 30 persons attend the Newcomers' Dinners we hold twice a year. A menu will be prepared and the volunteers will agree to bring the suggested item on the date scheduled for the dinner.

Contact: Lloyd Calderon(lcalderon13@verizon.net)

Lenten Devotional

Coordinate the production of the annual Lenten Devotional January 1- March 15

Description: Communicate via email with writers, providing templates, and reminders for due dates. Compile Lenten devotional and coordinate with a proof reader for final edits. Send final copy to printing company. Must have good attention to detail, writing and communication skills, patience, and be able to meet strict deadlines. Communication and compilation can be done from home. Must have experience formatting text and margins in Microsoft Word and creating PDF documents. Example templates, communications, and timelines will be provided.

Contact: Lindsey Kirkwood(lindsey.kirkwood@gmail.com)

Proofread for Lenten Devotional

Description: Approximately 5 days total effort (February-March timeframe). Must be available the week before Ash Wednesday each year. Coordinate with Lenten Devotional compiler to proof read Lenten Devotional book. Must have experience formatting text and margins in Microsoft Word. Must have good writing and communication skills and must be able to meet strict deadlines. Communication and proof reading can be done from home.

Contact: Lindsey Kirkwood(lindsey.kirkwood@gmail.com)

New Member Folders

Description: Prior to the Sunday on which the new member(s) join the church, a folder with pertinent information is assembled so that it can be presented after their joining ceremony. The folders, with a list of which items need to be included, are available in the church office. Some of the material is date-sensitive, and some of it is specific to the new member. Working with the pastor and/or the church secretary, prepare the folders to be ready the day the new member joins.

BUILDINGS AND GROUNDS

Custodial Services (Vacation Fill-in)

“Inside” jobs

Description: We need one or two people to cover the basic “inside” duties of the church custodian when he is on vacation. Includes sweeping, vacuuming, emptying trash, cleaning bathrooms. This could be performed by several persons, each one taking a day, similar to the coverage that has been performed by volunteers when the church secretary is away.

Contact: J Paul Lewis(lewisgroupone@msn.com)

“Outside” jobs

Description: Includes raking leaves, mowing grass, cleaning sidewalks of leaves and/or snow.

Contact: J Paul Lewis(lewisgroupone@msn.com)

Spring & Fall Spruce-ups

Description: We need a team of volunteers to help. Work includes spring and fall plantings, maintaining flower beds, weeding, trimming shrubs and general clean-up

Contact: J Paul Lewis(lewisgroupone@msn.com)

OUTREACH AREA

Clarendon Day (9/26) (Some suitable for children & families)

Set up

Description: We need 6 people to set up the tent, to haul chairs and bring the flyers and give-aways to the site, and to close down tent and return chair, flyers, and giveaway back to the church.

Contact: Jason Harrington(cumc_jason@yahoo.com)

Staff booth (Children welcome!)

Description: We need 10 volunteers to work a three-hour shift at the CUMC Booth on Clarendon Day (street festival held on a Saturday in the Fall) handing out material and speaking to visitors about the church and its activities.

Contact: Jason Harrington(cumc_jason@yahoo.com)

Deliver flowers

Description: We need team members to deliver flowers to home-bound or hospitalized members. Team members work in pairs. Includes arranging the altar flowers into smaller bouquets. Arranging and delivery can be done on Sunday or Monday. Would be every six weeks.

Contact: Dianne Swanson(nuworkingmom@hotmail.com)

AFAC

First Fridays (Odd months)

Description: We need 8 volunteers to work with the Good News Class for two hours at AFAC (2708 S. Nelson St) at 5:30 to repackage large bags of produce into smaller bags for AFAC clients.

Contact: Dick Barr(rlbarr@prodigy.net) or Lowell Larson (lowellalarson@msn.com)

First Saturdays (Even months)

Description: We need 10 volunteers to work for three hours (8:30 – 11:30) at AFAC (2708 S Nelson St) to help distribute food to families and individuals who come to AFAC for assistance.

Contact: Laura Bishop(bishopl@georgetown.edu)

First Saturdays II (Even months)

Description: We occasionally need 1 – 2 volunteers to help with the AFAC distribution at CUMC on Saturday mornings from 8:30 – 10:30. Helping distribute food to families and individuals who come to AFAC for assistance (in the Praise Room next to the side parking lot entrance)

Contact: Laura Bishop(bishopl@georgetown.edu)

Fifth Saturdays (~5 per year)

Description: We need 3 – 4 volunteers to help with the AFAC distribution at CUMC on Saturday mornings from 8:30 – 10:30. Helping distribute food to families and individuals who come to AFAC for assistance (in the Praise Room next to the side parking lot entrance)

Contact: Laura Bishop(bishopl@georgetown.edu)

ADMINISTRATIVE SUPPORT

Staff church office

Description: Cover the desk of the church office when the secretary is unavailable. Includes answering telephone, taking messages, greeting visitors and providing assistance to staff (such as making copies).

Contact: Diane Smith(childrensministry@morefaith.org)

Assist Financial Secretary

Description: Three times a year after Sunday morning services, help the Financial Secretary personally deliver statements and giving envelopes to members to save postage costs for the church.

Contact: Marjorie Hobart(marjhobart@aol.com)

IT Whisperer

Description: Provide computer IT assistance to church staff on an occasional basis

Contact: J Paul Lewis(lewisgroupone@msn.com)

COMMUNICATIONS

Maintain website

Description: We need 1 – 2 volunteers check the church web site Each week check and add any new events coming up. Training on making additions will be provided. Keep all information about ministries up to date.

Contact: Rhonda Lee(rlee241@comcast.net)

Facebook

Description: We need 1 – 2 volunteers to check the CUMC Facebook page several times per week, and add photos, news information, upcoming events, etc. Would be great to have expertise in creating short videos.

Contact: Rhonda Lee(rlee241@comcast.net)

Bulletin Board Boss

Description: We need 1 – 2 people to maintain the 2 general information bulletin boards in the church (on office floor outside the elevator and in the area in front of Corry Hall). Create posters and announcements to post on general bulletin boards including: New members, baptisms, upcoming events, and announcements.

Contact: Jane Dixon(jdixon580jd@gmail.com)

Newsletter Gatherer

Description: We need 1 – 2 people to help gather articles and pictures for the monthly newsletter. Make contacts with the various ministries in the church to determine what the needs are each month. Take or get pictures to include in the monthly newsletter. Help to edit articles.

Contact: Jane Dixon(jdixon580jd@gmail.com)

HOSPITALITY

Greeters

Greeters for **8:30 service**

Description: Arrive at 8:10am and take your position at either the Irving Street door in the Narthex or at the side door near the pulpit. Greet and welcome worshippers as they enter the sanctuary. If no usher is present, offer a bulletin.

Contact: Lloyd Calderon(lcalderon13@verizon.net)

Greeters for **11:00 service**

Description: Arrive at 10:40 am and take your position at either the Irving Street door in the Narthex or at the side door near the pulpit. Greet and welcome worshippers as they enter the sanctuary. If no usher is present, offer a bulletin.

Contact: Jean Hedges(jeankylehedges@gmail.com)

Host/hostess after Worship

Host/hostess for after **8:30 service**

Description: Arrive at 9:10 in Corry Hall. Place tablecloths on two serving tables. Set out paper plates and napkins. Arrange food items on platters and place on tables. Refresh cold beverages. Prefer to have enough volunteers so this is once a month.

Contact: Sign-up on the poster in Corry Social Hall

Host/hostess for after **11:00 service**

Description: Arrive at 11:40 in Corry Hall. Replenish paper plates and napkins, if needed. Refresh platters and cold beverages. Clean up serving tables, pack away leftovers and wash platters and serving utensils. Prefer to have enough volunteers so this is once a month.

Contact: Sign-up on the poster in Corry Social Hall