

Ministry Together... With Every Member In Ministry

Job Guidelines For Volunteer Ministry Positions

First United Methodist Church
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Colorado Springs, CO 80903
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ADMINISTRATION

Lay Leader: Serve as the primary advocate for the laity. Recognize, foster awareness of, and celebrate within the faith community the ministries of all laity in daily life. Meet regularly with the senior pastor to discuss the vision/mission, and evaluate the relevance of ministries based on their capacity to serve as growth engines for the church. Serve on the Lay Leadership Committee with senior pastor. Be a member of the charge conference, the executive committee, and the finance committee to advise about ministry opportunities and needs within the community and world. Interpret primary tasks, programs, and concerns of the annual conference and general church in order to foster understanding of their connectional interaction with the local congregation. Serve on the Staff Parish Relations Committee and the Church Council. Serve January 1-December 31 for a 3-year term.

Executive Committee/Church Council Chair: Provide encouragement and support for members of the committees, expressing appropriate and timely recognition for their work. Be a spiritual leader – focus on ministry rather than administration, with a critical task of reminding everyone that the work of the church is holy, worshipful work. The council chairperson clarifies that it is the work of the council to seek and perform God's will, rather than its own will or personal agendas. The work of the church is to honor and glorify God by creating settings where men, women and children can enter into a life-changing relationship with God. This position keeps the council focused on the primary task and vision of the congregation, and actively guides the work of the council – preparing agendas, conducting meetings, communicating with members, and monitoring the progress of the members. Maintaining a close and intentional working relationship with the pastor(s) and lay leader of the congregation is paramount. Provide accountable leadership to the charge conference; understand the polity and doctrine of the United Methodist Church, and become familiar with its resources and organization. Serve as chair January 1-December 31 for a 1-year term after serving one year as vice-chair. The vice chair is to assume the responsibility of the chair in their absence or resignation. Executive Committee meets the 3rd Tuesday of each month at 6:00 PM; Church Council meets every other month the 3rd Tuesday at 7:00 PM.

Staff Parish Relations Chair: Provide encouragement and support for members of the committee, expressing appropriate and timely recognition for their work. Work with the senior pastor about expectations each has for the functioning of the committee. Form an understanding of “partnership” for your work together. Become acquainted with the District Superintendent for information about working with ministry candidates, ministerial evaluations, continuing education, and other areas of your work. Ask about conference policies and federal laws related to sexual harassment, childcare workers, and equal opportunity employment and benefits for lay staff. Develop a calendar of meetings in

consultation with the pastor and other people who will attend. Provide appropriate communication with the congregation regarding staff changes. Attend meetings of the Executive Committee and Church Council. Ensure that members of SPRC provide encouragement and support for members of the staff team, and express appropriate and timely recognition/appreciation for the work of the SPRC Committee members. Serve as chair January 1-December 31 for a 1-year term after serving one year as vice-chair. The vice chair is to assume the responsibility of the chair in their absence or resignation.

Staff Parish Relations Committee Member: Implement the assessment/evaluation process of ministry areas with a clear understanding of expectations between the SPRC and staff. This underscores the importance of job descriptions. Effective assessment calls for building positive relationships, and for strong communication skills. Review salary packages for the pastor and staff and send recommendations to the finance committee. Review continuing education and continuing spiritual formation plans with the pastor(s) and staff. Interview candidates for ordination as deacon or elder. Meet the 2nd Monday each month at 5:30, and on an on-call basis as needed to accomplish work as situations dictate. Serve January 1-December 31 for a 3-year term. The second year may be served in the position of vice-chair if so elected, and the third year may be served in the position of chair if so elected.

Lay Member of Annual Conference: Understand and communicate the purpose of the annual conference which is to make disciples for Jesus Christ by equipping its local churches for ministry and by providing a connection for ministry beyond the local church; all to the glory of God. Study the Book of Discipline (250.2). Serve as interpreter of the actions of the annual conference session, and report to the local church on actions of the annual conference. The church elects one lay representative for each clergy member on staff who is registered with the Rocky Mountain Conference. There is no limit to the number of times a church member can be elected to represent the church at Annual Conference.

Board of Trustees Chair: Provide encouragement and support for members of the board, expressing appropriate and timely recognition for their work. Chair monthly meetings of the Board. Attend monthly meetings of the Executive Committee and Church Council. Maintain a close liaison with the senior pastor and church administrator in developing and administering Trustee related funds, and in planning for capital improvements of church property. Report bi-monthly to the Church Council the work of the Board. Provide appropriate recognition of volunteer commitment to the Board. Serve as legal signatory on behalf of the church (checks, loans, other documents). Maintain a link with the finance committee, memorials committee, fine arts committee, ranch committee, and all ministry areas which request changes to the church's real and personal property. Serve as chair January 1-December 31 for a 1-year term after serving one year

as vice-chair. The vice chair is to assume the responsibility of the chair in their absence or resignation.

Board of Trustees Member: Provide supervision, oversight and care of all real property owned by the church. Receive all bequests and trusts, and unsolicited gifts to the church in the amount of \$5,000 or more, transferring funds to be invested with the Foundation. Perform annual review of church accessibility and insurance responsibility. Elect one member to serve on the finance committee as required by the Book of Discipline. Attend bi-monthly Church Council meetings. Serve January 1-December 31 for a 3-year term. The second year may be served in the position of vice-chair if so elected, and the third year may be served in the position of chair if so elected.

Finance Committee Chair: : Provide encouragement and support for members of the committee, expressing appropriate and timely recognition for their work. Be responsible for guiding the work of the committee throughout the year, planning agendas, and presiding at meetings. Be responsible for gathering all budget requests to be reviewed by the committee. Recommend to the Church Council and Executive Committee any changes that need to be made in the budget after it has been approved. Ensure that the congregation and pastor(s) are informed about the church's financial situation. Participate in the Church Council and Executive Committee meetings. Be accountable to the Charge Conference through the Church Council and Executive Committee. Serve as chair January 1-December 31 for a 1-year term after serving one year as vice-chair. The vice chair is to assume the responsibility of the chair in their absence or resignation.

Finance Committee Member: Maintain confidentiality in matters of this committee. Participate in submitting a yearly budget to the Church Council as calendared by the Church Administrator and the Director of Finance. Oversee and establish policies for receipt of, expense of, and accounting of all funds. Understand the procedures and responsibilities as directed by the church administrator and finance director. Approve all fund-raising activities for all departments. Serve January 1-December 31 for a 3-year term. The second year may be served in the position of vice-chair if so elected, and the third year may be served in the position of chair if so elected. Meet the 2nd Monday of each month at 5:00.

Stewardship Committee Member: This committee works closely with the church's Director of Administration. Each member of this committee must demonstrate knowledge of the church's organization, mission statement and goals. They will assist in implementing a relevant, high-commitment stewardship program for the church.

Ranch Committee Chair: Provide encouragement and support for members of the committee, expressing appropriate and timely recognition for their work. Chair meetings of the committee. Recruit volunteers to serve on the ranch committee. Insure the overall operation and maintenance of the ranch is accomplished, based on goals established and approved plans for each year. Supervise and coordinate actions of sub-committees appointed to maintenance, development and finance. Provide guidance and assistance to the ranch managers and committee members. Maintaining a close and intentional working relationship with the ranch managers and church administrator is paramount.

Ranch Committee Member: Volunteer to serve as secretary, treasurer, or on subcommittees such as maintenance and development. Attend and participate in ranch committee meetings each month. Participate in workdays at the ranch accomplishing clean-up, maintenance, construction, repair, cutting and splitting firewood, painting, etc. Be a team member in the overall operations and maintenance of the ranch. Take pride in facilitating a beautiful and well maintained facility for programming at the ranch.

Memorials Committee: The chair will provide encouragement and support for members of the committee, expressing appropriate and timely recognition for their work. One person is assigned to attend monthly Board of Trustee meetings. Observe a code of confidentiality. Because this is a small committee, attendance is important! Develop and implement guidelines for acknowledgment of memorial gifts. Oversee all projects in the Memorial Garden and Columbarium. Provide church members with a list of property needs to which gifts may be made. This list should come through suggestions of the staff and Board of Trustees. All gift monies used to purchase any items which will become the property of the church must be cleared through the Board of Trustees. Serve January 1-December 31 for a 3-year term. The committee elects his own chairperson annually. This committee meets the 2nd Monday of each month at 5:00.

Archives Committee: Present annually a progress report of the History and Archiving Committee to Church Conference. The church's volunteer coordinator recruits and supervises archival committee. Collect, organize, and archive church records, photographs, and other church memorabilia which are historical in nature. Maintain an index file showing the location and extent of all records being kept. The committee shall write (or cause to have written) a narrative account of major events in the church which have occurred in the past year, and will accept new records and historical materials for archiving. The committee may collect, transcribe, and archive oral histories from members and staff about church and community events. The committee will archive permanent records of meeting minutes of the Church Council, various church committees, and the Executive Committee. There is no limit to the term of serving on this committee.

COMMUNION MINISTRY

Chairpersons: Provide encouragement and support for members of the committee, expressing appropriate and timely recognition for their work. [Commit to one year at a time, January 1-December 31.] Maintain all communion supplies, and prepare communion elements for worship services that will have Holy Communion served. Preparations are done each Saturday the first Sunday of each month, and/or for special services throughout the year. There is no limit to the term of serving as chair of this committee.

Communion Committee: Agree to assist with worship/communion services the first Sunday of each month, and assist with special services throughout the year. This includes putting communion elements in place and cleaning up following the assigned service. . Commit to one year at a time, January 1-December 31, renewable.

WELCOMING MINISTRIES

Andrew Ministers: These dedicated hospitality volunteers who exhibit the Spiritual Gift of hospitality, are required to submit an application and attend training sessions before becoming an Andrew Minister. Regularly scheduled communication meetings are also required to keep apprised of the church's ministries, enabling them to effectively serve under the leadership of the Volunteer Coordinator.

Sunday Hospitality Center Coordinators: Coordinators maintain all refreshment/coffee related supplies, and recruit /schedule volunteers. They oversee the Sunday Hospitality Budget. They provide encouragement and support for members of the teams, expressing appropriate and timely recognition for their work. They oversee seasonal table decorations for the Hospitality Center. They encourage their volunteer teams to extend welcoming hospitality to all people participating in Sunday morning fellowship.

Sunday Hospitality Center Volunteers: They host coffee and light refreshments on Sunday mornings, serving on a rotational schedule. They serve on a rotational schedule prepared by the coordinator(s).

Ushers: Teams rotate as scheduled by head ushers every other month to serve the sanctuary worship services at 8:00, 9:30 and 11:00 on Sundays, as well as serving for special seasonal services, concerts, and funerals as scheduled. Detailed job descriptions and training are available to new ushers at the time they are enlisted to serve.

GUEST CONNECT

Bread Delivery Coordinator: Recruit a team of volunteers to deliver bread to first time visitors. Provide encouragement and support for members of the team, expressing appropriate and timely recognition for their work. On Monday afternoon, prepare delivery assignments (bread with church logo, Encounter, map, names of people to receive bread, and delivery bags) and notify volunteers of their assignments.

Attendance Data Entry: Accurately record information from the attendance pads each week into the Shelby database. Enter the names of first-time prospects. Time required is approximately 2-3 hours each week.

Phone Calls to First Time Visitors: Monday-Wednesday each week, make phone calls to gather family information which will help the ministry staff provide appropriate information to first-time visitors. Report information gathered to the senior minister's office by Thursday of the same week.

Letter Writing to Visitors: Receive names of families who have visited the church more than once, inviting them to contact you if they would like to visit with someone about the church's ministry opportunities. This list will be emailed to you from senior pastor's office.

VOLUNTEER RECOGNITION

Volunteer Recognition Committee: Members will demonstrate skill in identifying volunteers deserving of recognition. Within the parameters of the allocated budget, they design and implement expressions of appreciation to volunteers throughout the church. Additionally, they can be invited to assist the Lay Leadership Committee with identified needs for volunteer recognition/ appreciation.

GENERAL ASSISTANCE MINISTRIES

Mailing Team: Volunteers willing to be “on call” assist when needed for publication, collation, stuffing and labeling envelopes for mailings, etc.

Bulletin Stuffers: Volunteers meet each week in the volunteer workroom to place inserts in the worship bulletins. Volunteers are “on call” for this helpful task on Friday afternoons.

Decorating Committee: The chair facilitates committee meetings for the purpose of planning decorations for major religious seasons, esp. Thanksgiving, Advent/Christmas and Lent/Easter. They provide the manpower to install and remove decorations, and maintain storage of supplies. The committee works closely with the senior pastor in their design of seasonal decorations, and the custodial staff for assistance.

Banner Committee: Volunteers work closely with the senior pastor to design, construct, and display worship banners in the sanctuary, as well as for other special needs as requested. These talented crafters work Tuesday mornings at the church.

Gardening/Landscaping: Exhibit an interest in the beautification of the church grounds. Volunteers on this team must be physically able to do the work of trimming, raking, planting, etc. as they assist in the maintenance of the church’s outdoor landscaping. The committee works closely with the church administrator and custodial staff.

Social Affairs Committee: Volunteers assist Staff Parish Relations Committee in hosting receptions for staff, and they provide receptions following major Chancel Choir performances. The chairperson purchases all supplies needed and provides encouragement and support for members of the committee, expressing appropriate and timely recognition for their work. The committee oversees set-up, serving, and clean-up. They take responsibility for care of linens, table centerpieces as designated by the group requesting the reception, and soliciting refreshments if needed.

Pew Stuffers: Rotating teams (by month) meet to tidy up the sanctuary on Monday mornings. They realign and replenish the Bibles, hymnals, information and pencils in the pew pockets. They also collect any items left in the pews.

MUSIC & ARTS MINISTRY

Music and the Arts Chairperson: : Provide encouragement and support for members of the Music and Arts committees and participants, expressing appropriate and timely recognition for their work. Be a committed and active member of the Music & Arts Ministry (21-30 hours month). Chair any meetings of this department, represent this ministry on Church Council, sharing decisions of the council with the Minister of Music and members of the department. Serve one year January 1 - December 31. Attend annual Music & the Arts leadership retreat, and any additional leadership retreats planned for lay leaders.

Chancel Choir Member: Attend weekly Thursday evening rehearsals (2 hours) and 2-3 Saturday workshops during the year. Sing at the 11:00 worship service each Sunday (1 ½ hours). Perform two major works during the year. You may perform in small groups or in solo work by audition. This is a one year commitment September-August.

Chancel Choir Librarian: (10 hours week for members of Chancel Choir) Fill all choir folders prior to the fall workshop. Collect all anthems sung each Sunday and return them to the choir library. Clear folders during December and refill for the balance of the year. Clear folders in June and return all copies to the choir library. Recruit and train other volunteers as needed to assist in library duties. This is a one-year commitment September-June.

Robe Chairperson: Fit new choir members for robes. Assign numbers and robe hangers. Keep records of robe assignments and help keep robes in proper condition and assigned places. This is a one-year commitment September-June.

Youth Singers Coordinator: Responsibilities include: advisor to Director of Youth Singers; attend Youth Singer rehearsals each Sunday 3:45-5:00 PM; attend warm-up sessions and worship on Sunday mornings at 7:45-9:15 AM; attend all concerts, special programs and retreats as required; assign and maintain music, folders and robes; assist with communication between Music Department and Youth Singer families; go on annual tour as chaperone if needed; assist in coordination of fund raisers; and coordinate Youth Singers Banquet held each spring. This is a one-year commitment during the school year through the annual June tour; Renewable yearly.

Youth Singer: Attend weekly rehearsals (1 ½ hours) and 2-3 workshops during the year. Sing at the 8:00 worship service (1 ½ hours) each Sunday September-June. If selected, participate in the annual Youth Singers' Tour in June. This is a one year commitment during the school year, September through the date of Youth Singers' spring banquet. *Those selected for the Tour Choir rehearse and sing for worship through June.

Children's Choirs Accompanist: Attend weekly rehearsals (1 hour) on Wednesdays at 4:30 PM and accompany choir when children sing in worship or for other occasions. This is a one-year commitment September-May. Modest keyboard skills are needed, plus a love for and interest in young children.

Children's Choir Coordinator: With the Minister of Music and Arts, recruit, enlist, and train (if necessary) directors, accompanists and workers for each choir. Be available to visit or sit-in on weekly rehearsals of the Children's Music Ministry. Be able to substitute for any director who has to be absent. Communicate weekly with the Children's Choir directors, and monthly with parents of children in the choirs, as to upcoming important information. Order curriculum. Coordinate all children's activities such as occasional parties, the Christmas program, singing at nursing homes, and spring banquet. Attend monthly meetings of the *Children's Ministry Council and communicate important information concerning the children's music programming and calendar. Attend bimonthly meetings of the music staff. Select and coordinate a spring musical. Attend called meetings of the *Music and Arts Council. This is a one year commitment September-May; approximately 6-8 hours per week.

Children's Choir Parent: Attend all children's choir rehearsals (Wednesdays at 4:30). Assist the director by taking attendance, helping with robes, monitoring behavior, helping with social events and parties. Help children prepare for worship service, sitting with the choir. Need to have a love of small children, and patience and concern. An interest in children's music and singing is helpful.

Chapel Organist: Play for one Sunday morning Chapel Worship Service each month. Provide the prelude, offertory and postlude in addition to accompanying hymn singing. Worship services at 7:30-8:30 AM. These volunteers are scheduled by the Minister of Music and Arts, and by Pam Lehmkuhl, administrative assistant.

Handbell Ringers: Attend rehearsals and play as required for worship service and other events. Music reading and previous hand-bell experience is helpful, but not required. Carillon Ringers: grades 7-12 (beginners/moderately skilled); Celebration Ringers: grades 9-12 (members of Youth Singers and more advanced players); Chancel Ringers (members of Chancel Choir and others). One-year commitment September-June.

Chamber Singers: This group is for members of Chancel Choir selected by audition. Members attend regular rehearsals of both Chancel Choir and Chamber Singers. They perform in church and throughout the community as invited. This is a one-year commitment September-June.

Brass Ensemble Member: Prepare music assigned and attend rehearsals as called – sometimes on Saturday. Perform at worship services as required. Must have superior skills on all brass instruments, the ability to sight-read accurately, and the ability to transpose your own part when required. Commitment is open ended.

Visual Arts Chairperson: Arrange and supervise periodic art shows in the Wesley Memorial Room. Attend all *Music and Arts Council meetings. Time commitment will vary. Must have knowledge of and interest in hanging shows, and general organizational skills.

Program Coordinator: This volunteer ensures that the number of chairs in the choir loft is adequate for Sunday worship and special concerts. Chairs in the choir room are arranged prior to rehearsal to accommodate seating requirements. This person also assists the Children's Choir Coordinator with banquets and special worship performance needs. Assistance to choir officers regarding details for banquets, picnics, and other social events is an important ministry contribution. Secure an assistant or replacement as needed to perform duties.

STUDENT MINISTRIES

Sunday School Leaders and Assistants: Prepare lessons based on the curriculum and present it on Sunday mornings. There are four classes available at this time: a mid-high and senior high at 9:30 and mid-high and senior high at 11:00.

Student Ministries Council: This is a group of adults, who meet with the Director of Student Ministries, interested in visioning ongoing ministry that reaches young people in our community. Their purpose is to vision, plan, and develop leadership positions for the implementation of outreach to students in middle school, high school, and college.

Wednesday Night Mentors: Adult volunteers who are willing to build relationships with our young people at Student Fellowship on Wednesday nights from 6:00 to 8:30 PM. There are varying opportunities: mid-high fellowship from 6:00-7:00 PM; and senior high fellowship from 7:00-8:30 PM.

Transportation Coordinator: Volunteers assist with transportation needs as part of the on-going ministry to Colorado Springs School for the Deaf and Blind. Volunteers for this ministry are willing to transport students from CSDB to the church and back on Wednesday nights.

Special Events Sponsor: Adult volunteers willing to make themselves available to be sponsors for special events. These events include mission trips, weekend retreats, concerts, etc.

Cell Group Coordinator: Adult volunteers willing to be present at all student-led cell group meetings. The students are responsible for all aspects of the meeting. An adult is needed to help maintain a safe and positive atmosphere. Student-led cell groups are on Thursdays at 7:00 and they meet in various homes across the city.

Prayer Warrior: People willing to commit to fast and pray one day a month on behalf of the young people in the church.

Lifestyle Mentors: Adults who are willing to make themselves available on an on-going, long-term basis to minister to a small group of students through getting involved in their daily lives.

Volunteer Coordinator for Student Ministries: Adults who can professionally organize volunteers to staff the Gathering Studio where youth will meet to visit, study, hang out during open hours. This coordinator will work closely with the Director of Student Ministries in equipping volunteers recruited for work within Student Ministries. All volunteers working with Student Ministries will have

background checks and fingerprinting completed prior to volunteering with young people.

Hospitality Coordinator for Student Ministries: These volunteers are adult and/or student volunteers who complete Andrew Ministry training, and/or who exemplify the spiritual gifts of hospitality in such a way that they can develop a team of hospitality volunteers to specifically extend a sincere welcome to, and follow up with, visitors and newcomers on Sunday mornings and Wednesday evenings.

Student Ministry Mission Team Coordinators: In cooperation with the Director of Student Ministries, meet as needed to select mission projects for students and their families. Recruit leadership needed for each event; oversee the budget for student mission projects; and report to the congregation on a regular basis the outcomes of these events. . Provide appropriate recognition of volunteer commitment to the leadership and teams for their work.

Student Ministry Parental Support Team: In cooperation with the Director of Student Ministries, develop a team of teachers/leaders/facilitators to develop and implement programming designed to offer spiritual and emotional support to families with teenagers.

CHILDREN'S MINISTRY

Children's Ministry Council:

Kingdom City Teacher: Prepare a lesson based on the curriculum and present it three times to three different age groups on Sunday mornings. There is a choice of Session I from 9:15 – 10:45, or Session II from 10:45-12:10.

Kingdom City Shepherds: Assist both the children and the teacher each week. There is a choice of Session I from 9:15 – 10:45, or Session II from 10:45-12:10 as well as a choice of age groups.

Kingdom City Coordinator: Help the teachers in your area plan the lessons, set up the room, acquire any needed supplies. The choice of areas is: games and music, science, art, video, computers, storytelling, carpentry, and cooking.

Kingdom City Hospitality: Session I volunteer: at 9:00 pick up the coffee and snacks from the Hospitality Center kitchen and take them to the Kingdom City Hospitality Bar. Make juice and set out paper products etc. Session II volunteer: anytime between 11:40 and 12:10 wash juice pitchers, put away paper supplies, place money donations on the ministry director's desk, empty the coffee pots and take them back to the Hospitality Center kitchen.

Kingdom City Welcome Desk: Greet families as they arrive, give out name tags, ask new families to fill out an information card, offer brochures and newsletters, explain the day's rotation. There is a choice of Session I from 9:00-10:30 or Session II from 10:30-12:10.

Kingdom City Weekday Assistant: Complete small projects as needed, such as updating attendance, sending cards, preparing craft projects, etc. Day and time are flexible.

Kingdom Garden Teacher: Prepare a weekly lesson based on the curriculum. There is a choice of Session I from 9:15-10:45 or Session II from 10:45-12:10 as well as a choice of preschool ages.

Kingdom Garden Teaching Assistant: Help the children and the teacher. There is a choice of Session I from 9:15-10:45 or Session II from 10:45-12:10 as well as a choice of preschool ages.

Summer Sports Camp: Coaches and helpers for basketball, tennis and soccer; snack coordinator to take water, cups, ice and snack to the park and serve each day around 10:30 AM.

Summer Vacation Bible School: Teachers prepare a daily lesson based on curriculum; teaching assistants help the children and teacher; coordinators help plan, set-up, and obtain supplies; skit coach works with actors to present the daily skit.

Summer Day Camp: Teachers prepare a daily lesson based on curriculum; teaching assistants help the children and teacher.

TELEVISION MINISTRY

TV PRODUCTION STAFF:

Sunday Morning Video Staff: Provide a televised broadcast at either the 8:00 (aired at 8:30), 9:30, or 11:00 AM worship hours every Sunday. Serve in one of the following capacities:

Producer: program coordinator, making sure there is a full crew and the service gets on air at the right time slot.

Director: in charge, determining shot selections, timing and graphics

Engineer: sets up cameras, checks and fixes any/all electronic problems prior to/during air time.

Technical Director: takes verbal directions from director and operates switcher during airtime.

Audio: Sets up microphones, mixes sound and adjusts sound levels during airtime.

Graphics: Sets up titles, video, etc. by computer during airtime.

Camera: Checks out camera, operates camera during airtime.

Time frame is 2 hours per Sunday service, and other times as needed for special projects, weddings or funerals.

The television staff provides orientation and training.

Television Committee Chair: Provide encouragement and support for members of the committee, expressing appropriate and timely recognition for their work. Prepare agendas and preside at all TV Ministry Board meetings. Attend Church Council meetings every other month. Keep in close communications with the TV production staff to provide help and support. Assign responsibility for keeping attendance records of all volunteers. Acquire information on new and used equipment as purchases become necessary. Initiate appreciation/recognition of TV ministry volunteers. One-year commitment may be renewed annually.

Television Committee Secretary: Keep and disseminate to committee members an up-to-date roster of all members. Attend and take minutes of all meetings. Call members as chairperson designates, reserve meeting rooms, purchase and send cards, awards etc. as determined by TV Ministry. Skills needed include the ability to take precise notes, good communication skills, and

the ability to use a computer database. One-year commitment may be renewed annually.

Television Committee Treasurer: Keep a check/balance account of TV Ministry accounts in accordance with the church's finance department. Attend all meetings and give the financial report. Keep records of all TV Ministry equipment. One year commitment may be renewed annually.

Video Tape Reproduction: Take responsibility for reproducing all requests for cassette and VCR tapes that are made by the TV Ministry.

MISSIONS / OUTREACH

ESM Food Sunday: On designated Sundays, volunteers collect, inventory, and package food [which has been donated by church members and left in collection boxes at church entrances] for delivery to the ESM food pantry. During the week, a volunteer loads all donations into a pickup and delivers the food to ESM.

ESM Stars: During Advent, ESM works with four local elementary schools to identify children from low-income families who will not receive gifts for Christmas. Toy and clothing gift suggestions are received from parents and guardians. ESM Stars Coordinator receives this information from ESM and creates a star for each gift request. Church members take the star and purchase the gift listed, bringing the wrapped gift, with star attached, back to church. Coordinator arranges for publicity, hospitality center and collection room space, volunteers to hand out stars, receive gifts and sort and pack gifts for delivery, and for delivery to the schools.

Interfaith Hospitality Network: A chairperson recruits coordinators for the various leadership positions in place to facilitate First United Methodist Church's responsibilities to host families according to the schedule coordinated in conjunction with IHN. Coordinators recruit volunteers for the following areas: room set-up, overnight supervision, meals, tear down, clean up, and bed transportation. A large number of church volunteers are needed each time the church hosts families, which can be up to four times a year.

Acacia Meals: First United Methodist Church is called upon four times a year to provide volunteers who will serve Sunday dinner at the Acacia Hotel. One person or couple coordinates volunteers for this ministry.

Russia Initiative: A team of adults and youth support the church's designated mission to the UM Church in Novgorod, Russia. Some people go to Russia, others assist with fundraisers, and still others help with supplies that are collected and sent to Novgorod with those traveling there in mission. Financial support plays a significant role in supporting this mission commitment.

Chairperson – Russia Initiative Committee – First United Methodist Church
This is a limited term position appointed by the Church Council. The duties are to plan with the staff representative the activities of the lay participants on the committee, Chair the Russia Initiative Committee, so or appoint person to do minutes, recruit participants, publicity, and fund raising if approved and needed. This person represents the Russia Initiative Committee on the Mission Committee of First United Methodist Church.

Gideon's: First United Methodist Church gives financial support for the purpose purchase and distribution of Bibles through the Gideon organization.

United Methodist Women: The women in UMW raise funds each year to support 16 missions, both locally and internationally. They do this through an annual bazaar that utilizes many volunteers for crafting, baking, jewelry, flea market, etc. Proceeds from the profits realized by the quilting group add to UMW mission funds, as do funeral and wedding receptions hosted by the UMW. Fellowship with other women is an important benefit from participating in this specialized ministry.

United Methodist Men: This organization annually seeks mission projects to support both local and international causes. They sponsor special program events for church members, such as prayer retreats. They provide manual labor assistance at the Church Ranch, and in other ways that may be requested. Fellowship with other men is an important benefit from participating in this specialized ministry.

Kairos Prison Ministry: Men and women share Christ with the least of us, the incarcerated, by going into eight prisons across the state (6 men's and 2 women's) and putting on a 72 hour Kairos weekend which is filled with spiritual growth, prayer, love, and acceptance. Monthly follow up weekends are then required to continue the relationships previously established with the prisoners. Volunteers wishing to serve Kairos commit for at least six months.

Mission Momentum Coordinator: Each month a different mission is represented in Mission Momentum, chosen at the beginning of each year by the Missions Council, with the goal of raising money and increasing awareness of each organization. Mission Council members whose mission is being represented that month do publicity for their respective organization. The Mission Momentum Coordinator gathers information about missions outside First United Methodist Church and writes bulletin and Encounter articles to garner support for these groups.

Ecumenical Social Ministries Board:

ESM Healthcare:

Habitat for Humanity: Habitat for Humanity is a Christian organization that provides housing for people who are inadequately housed. As a sponsor church we are committed to providing prayer, fundraising and construction crews for building a home.

McCurdy School Soup Labels: McCurdy School is a United Methodist school in New Mexico that provides quality education to the indigent populations. First United Methodist Church gathers labels from companies that participate in "Labels for Education" (Campbell's, General Mills, etc.) to assist the school in getting necessary school supplies and equipment. Labels are placed in the Good

Sunday collection boxes at each church entrance. The volunteer ensures that instructional fliers are replenished, collects and trims the labels, and then sends them in bulk quantities to the McCurdy School.

Missions Media Coordinator: The media coordinator for missions stays apprised of all that is going on in missions within the church and communicates that information to the congregation through the bulletin, Encounter, brochures, and the web-site. When there is little to be publicized within First United Methodist Church, the media coordinator then writes educational articles that inform church members about United Methodist missions and opportunities (UMCOR, UMVIM, etc.)

Community Connections Coordinator: Coordinators organize educational tours to local organizations with parallel missions to First United Methodist Church. This entails setting up the tour with the organization, coordinating the church bus and driver, and publicity. In addition, the coordinator assists in the annual volunteer fair, in which outside non-profit agencies come and are available to provide church members information about their organization. This event requires a person to maintain the database, send invitations, and follow up. Other people are needed for set up and hospitality.