

God's Grace in Action Descriptions

CHURCH COMMITTEES:

Outreach Committee – Working in partnership with the Outreach Coordinator, this committee oversees all welcome, awareness, marketing and promotion, advocacy, evangelism and outreach services of the congregation, sharing the Good News with those outside of our congregation and with those in need. Specific tasks include the following: supporting local charities and addressing specific community needs through various programs and activities; fostering support for ELCA mission work; supporting ELCA efforts to advocate for the common good; assisting the Media Coordinator with efforts to increase awareness of Good Shepherd and to promote programs of the church.

Communications Committee – The Communications Committee will to the best of our ability strive to deliver to our congregation and our community the message of God, Family and Faith. We will utilize our God given tools of voice as well as additional tools available to us in digital media and print. We will also establish clear, concise guidelines for the use of these tools. Our goal is to strengthen our GSLC family and work to widen our reach to increase the size of our congregation for future generations.

Congregational Care Committee - The purpose of the Congregational Care Committee is to care for the needs of the congregation.

Facilities and Maintenance Committee – The Facilities and Maintenance Committee is responsible for the upkeep and maintenance of the church building and grounds. The committee holds work days at various times of the year where volunteers are encouraged to help with either indoor or outdoor maintenance or improvement projects. The committee meets on an as-needed basis.

Faith Formation Committee – The Faith Formation Committee supports and helps plan adult Bible studies, Sunday School, youth groups such as FX3 (Faith, Family and Friends) for 4th and 5th grades, Saints and Sinners for high school, the Confirmation program, youth mission trips, faith stepping stones and Vacation Bible School. The committee typically meets monthly.

Fellowship Committee – The purpose of the Fellowship Committee is to create an environment of and provide fellowship opportunities within the congregation and community.

Finance Committee - The purpose of the Finance Committee is to support the ministry of the church through financial planning and oversight. This committee is responsible for the ongoing oversight of the financial affairs of the church. In conjunction with the Church Council and the Stewardship Committee, prepare and present to the congregation an annual budget. They regularly review the financial affairs of the church, including offerings, contracts and service agreements, payment of salaries and bills, and disbursement of special funds. They support the staff and the Church Council by obtaining financial and legal information necessary for consideration of contracts, deeds and the like. They annually check the adequacy of all types of insurance for church property and equipment and negotiate insurance contracts and provide other support as requested. Meets monthly, generally on the 1st Thursday of the month, at 7:00 PM. Date may be adjusted as necessary to provide input prior to the monthly Council meeting. Beginning in September of each year, may meet twice during the month to prepare next year's budget.

Stewardship Committee – The Stewardship committee ensures the entire congregation has opportunities for service to the church and the community and participation in financial giving to church. This is accomplished through an annual campaign. The committee works with the Inreach Coordinator to provide the forms for service and the committee creates and formats the financial giving forms, ensures their accuracy, ease of use and distribution. The committee coordinates with other committees and staff to implement year round stewardship opportunities. The committee meets monthly.

Worship and Music Committee – The Worship and Music Committee in partnership with the worship staff oversee all worship services of the congregation, including Sunday Servants, worship assistants, lay readers, communion assistants, greeters, acolytes, ushers, and altar guild. Committee members collect feedback from the congregation regarding worship services, and address issues related to worship spaces. They define, publish, and revise the tasks and responsibilities of each of the Sunday Servants for Sunday services. The committee usually meets four times per year to discuss and provide input to worship staff pertaining to worship services and staff needs.

Activities & Groups:

God's Little Achers – Social group that meets once a month for senior adults.

Empty Nesters Group – Social group that meets once a month for active adults.

Green Team – This group looks for ways to keep Good Shepherd green as well as educating the congregation.

Men in Mission is an ELCA sponsored mission for men. It provides support and guidance for the men of all ages of Good Shepherd Lutheran Church in their walk with Christ and service to His ministry. The focus of MIM is the formation of small groups (3-4 members each) meeting regularly to grow in their faith, support, and ministry. The foundation of these groups will be to focus on the study of scriptures, prayer for one another and the world, growth in true Christian

fellowship through action, and helping every man to become a bold and daring follower of Jesus Christ! We meet every Wednesday at 7:00 PM at GSLC except the first Wednesday of every month we do a Social Outing.

Communications:

Social Media Skills – Be familiar with social media tools and add input on how to shape Good Shepherd’s role in this medium.

Web Skills – Knowledge of the web and interested in researching ways to enhance Good Shepherd’s website and medium.

Reviewing/ Editing Documents – These documents will be housed in Good Shepherd’s website.

Outreach:

Assist with Blood Drive – Red Cross blood drives take place on Saturdays four times per year, late January/ early February, early May, early August and early November. Three or four weeks prior to the blood drive, a volunteer is needed to set up the sign up table in the Narthex and put up a few informational posters around the church. The morning of the blood drive, one volunteer needs to arrive at the church by 6:30am to open the door for the Red Cross. Volunteers are also needed that morning to set up the canteen, registration area, and waiting area while the Red Cross personnel set up their blood donation stations. Volunteers also make coffee for the blood drive participants and assist the Red Cross with tables and chairs if needed. Volunteers are needed to check in blood donors when they arrive, do general welcoming, and see to the needs of the donors. At the end of the drive, volunteers clean up the canteen and registration areas and assist with putting away tables and chairs. The hours of the actual blood drive are from 8:00-1:00 (with setup and cleanup taking an hour or two on either end.) Volunteers are welcome to assist during any portion of this time.

Habitat for Humanity Work Crew – There is typically two builds per year and they can occur at varying times of the year. Work days are approximately six hours long. The number of work days per house varies.

Deliver Donations to MUST – Items for MUST ministries are collected in Fellowship Hall on an ongoing basis. These items include food, household items, clothing, etc. Delivery to MUST takes place approximately once a month, or more frequently if required. Each delivery takes about two hours.

Deliver Two-Can Sunday Food Donations – Two can Sunday collections occur the first Sunday of each month, and deliveries are made to various food pantries in the area by the following Tuesday. A delivery takes approximately two to four hours.

MUST Summer Lunch Coordinator – The coordinator organizes Good Shepherd’s participation in the MUST Summer Lunch program by acting as a liaison to MUST ministries, taking inventory of donations, and coordinating a group of volunteers to help purchase the necessary food items. This time commitment takes place over the course of several weeks, primarily in May and June and culminating in the week of lunch assembly in late June/ early July.

Help with MUST Summer Lunch Program – Lunches are assembled for a week (Monday-Friday) in late June/ early July. Assembly takes place in the morning (usually 8:30-10:30am), and volunteers are welcome to sign up for any or all of the days.

Hunger Walk Participant – The Hunger Walk, which benefits the Atlanta Community Food Bank and its partners, takes place once a year on a Sunday afternoon in mid-March. The 5K event takes place in Atlanta. Good Shepherd participates as a team. In the weeks leading up to the event, team members are asked to raise money or contribute individually to compete against other local Lutheran churches around Atlanta for the most money raised. Team members then represent GSLC by walking in the actual walk through Atlanta. The time commitment, including transportation to and from the event, takes approximately three to four hours.

Give a Kid a Chance Coordinator – The coordinator works to organize Good Shepherd’s participation in the Give a Kid a Chance project, which provides backpacks filled with school supplies and clothing to low income families. This time commitment takes place over the course of several weeks, primarily June/July.

Give a Kid a Chance Clothes Sorting Volunteer – Clothing for the Give a Kid a Chance event is collected and sorted in early June. Volunteers are needed to donate clothes and sort them. This event takes a total of approximately four hours (morning to early afternoon) and volunteers are welcome to attend part or the entire event.

Give a Kid a Chance Event Volunteer – This event takes place once a year on a Saturday in mid-July. The event consists of the distribution of the backpacks and the providing of services, such as haircuts and medical screening. In addition to assisting with the backpacks, volunteers are needed for general organizational tasks. Specialized volunteers are also needed as translators, hair stylists, optometrists, dentists and hygienists, audiologists, and ENT volunteers. Each volunteer shift is approximately three hours.

Assist with Mother’s Day Corsages – Mother’s Day corsages are assembled by volunteers the Saturday before Mother’s Day, and sales benefit the ELCA Malaria campaign. Corsage assembly usually takes two to three hours. No craft or creative expertise is necessary.

MUST Thanksgiving Basket Delivery – Specific food items are collected prior to Thanksgiving each year. A volunteer is needed to act as a liaison to MUST ministries, communicate specific food needs, and deliver these items to MUST. This delivery typically takes approximately two hours and is usually done the week prior to Thanksgiving.

Pay it Forward Gift Card Order and Delivery Volunteer – Gift card sales take place twice a year (beginning in October and April). During sales, volunteers are needed in thirty minute slots before and after each Sunday service. These man the table in the Fellowship Hall to take orders and deliver gift cards.

Day Mission Volunteer – Day mission projects (such as Forever Fed and God's Garden) take place throughout the year at varying times. Volunteer opportunities usually take between two and four hours, depending on the nature of the work.

LSG Holiday Boxes Coordinator – The major coordination of the event starts in the fall. Lutheran Services of Georgia is first contacted to determine how many boxes are needed for each age group. The congregation is then asked to donate boxes (a place of storage is needed), labels are made for the boxes, and the boxes are placed in the Narthex for pick up by the congregation members, who should return the boxes within two weeks. The coordinator probably spends several hours per week for several weeks on the coordination of the project.

Assist with LSG Holiday Boxes – Once the boxes are returned to the church, volunteers are needed to wrap them and label the wrapped boxes (about two hours, depending on how many volunteers there are). Once they are wrapped, volunteers are needed to deliver the boxes to Church of the Redeemer in Atlanta (two to three hours). Volunteers are also welcome to assist LSG with delivery to the final recipients (about half a day).

ELCA Mission Work – Occasionally throughout the year, opportunities arise for GSLC members to take part in ELCA mission work. The type of project and time commitment will vary.

ELCA Advocacy Support – Occasionally throughout the year, opportunities arise for GSLC members to take part in supporting advocacy support efforts. There are three main areas of advocacy we are currently involved with: immigration reform, social justice, and sex trafficking of minors. The type of advocacy support needed and the time commitment will vary. If you would like to be on our advocacy support email address, please indicate on your Return the Blessing with Service form and provide your email address. Information and needed will be distributed to you throughout the year.

Assist with Promotion and Advertising of GSLC – The Outreach committee is responsible for assisting Good Shepherd's Media Coordinator with efforts to increase awareness of GSLC and to promote programs of the church. Volunteers are required on an as-needed basis throughout the year. The task associated with this function of the Outreach committee will vary depending on specific needs.

I would like to receive Outreach Communications – Let us know if you would like to be included in the email distribution list for email communications, and please provide your email address on the Return the Blessing with Service form.

Congregational Care:

Prayer Chain – Receive emails from prayer requests made known to the church.

Funeral Meal Coordinator – Coordinate the food to be brought in for the meal held in Fellowship Hall after a funeral as well as ensure the room is set up appropriately for the event.

Prepare Meals for Those in Need- Sign up as your schedule allows bringing a meal to members of our congregation who are just home from the hospital or in need of meal assistance for a short duration.

Meals Coordinator – As the pastors identify the needs, coordinate meals for delivery to members. This is done in an online sign up.

Drive People to Church, Doctor, etc. – As needed and your schedule allows. Those in need will be identified by the pastors or members of Health Ministry.

Prayer Shawl Ministry – Yarn Angels – This group meets after the 11:00 service once a month to provide prayer shawls for members and their family and friends as needed.

Shepherding New Members - Assist a new member in adjusting and seeking out activities to take part in the church.

Assist in Health Ministry-They meet every other month and pursue health issues that would benefit the congregation. They seek out members who may need rides or visits, as well as pursuing well health concerns for members.

New Member Reception - Provide the welcome for the new member Sunday arranging the reception, pictures and recognition of the new members.

Facilities & Maintenance:

Outdoor Maintenance and Repairs – As the need arises.

Indoor Maintenance and Repairs – As the need arises.

Spring/Fall Church Yard Clean Up – This is done in one Saturday in the spring, and one in the fall.

Spring/Fall Indoor Church Cleaning - This is done in one Saturday in the spring, and one in the fall.

Faith Formation:

Chili Cook Off Coordinator – Work with the Faith Formation Committee to plan and run this fundraiser. This event takes place as needed no more than once a year.

Drive for Youth Activities – As needed and as your schedule allows, when FX3, Confirmation, Saints and Sinners or Mission Trips need transportation off GSLC campus.

FX3 Leader – Plan and lead lesson or activity for 4th and 5th grade children every other week during the school year from 1:00pm-2:30pm

FX3 Helper – Assist FX3 Leader and children as your schedule allows. This is requested at least two times per year for parents of this group.

Youth Activity Helper – As needed and your schedule allows, assist youth with either activities or fundraising events.

Updating Christian Education Bulletin Boards – Work in partnership with the Sunday School Superintendent to decorate bulletin boards for the upcoming school year. The boards are updated before the beginning of the next school year.

VBS Co-Director – Work with Faith Formation committee to plan and implement Vacation Bible School (VBS). VBS takes place for one week during the summer.

VBS Adult Volunteer – Assist children during the week of Vacation Bible School during the summer. Different areas include games, music, crafts, crew leaders, science, snacks, etc. One training session before the week begins is required.

VBS Youth Volunteer - Assist children during the week of Vacation Bible School during the summer. Different areas include games, music, crafts, crew leaders, science, snacks, etc. One training session before the week begins is required.

Fellowship:

Host Fellowship time. We are grateful to the congregation for its financial support to purchase coffee, lemonade, donuts and supplies. Members of the congregation volunteer to serve coffee and donuts during the Sunday School hour and after the late service each week. The time commitment is approximately 30 minutes. This is on-going every Sunday, unless there is a special event.

Easter Sunday: Plan the Easter Sunday Brunch. Members of the congregation sign up to bring breakfast items to share. The frequency is once per year. The time commitment is around an hour or two (Saturday Set-up, Sunday during the brunch or Sunday clean-up). The time of year is Easter weekend.

Thanksgiving Gathering: The Fellowship Committee provides the turkey, gravy, rolls and beverages following the Annual Meeting in November. The frequency is once per year. The time commitment is about an hour (Set-up, serve and clean-up). The time of year is a Sunday in November.

Kitchen Maintenance Crew Member – Assist with ensuring that the kitchen is clean and has the supplies necessary.

Special Occasion Table Decorator: Assist with various events during the year, as the need arises. The frequency depends on the year, some years there have been no extra events. Tasks may include decorating, banners, cakes, etc. The time commitment is usually minimal, one to two hours. The time of the year depends on the event.

Finance:

Budgeting – Assist the Finance Committee in reviewing committee reports and all contracts.

Excel Spreadsheet Skills – Assist the Finance Committee.

Financial Planning – Assist the Finance Committee in preparing and presenting annual budget.

Office & Staff Assistance:

Children's Ministry/Sunday School Office Helper – Assist Sunday School Superintendent as needed.

Collate Bulletins – Place inserts into bulletins used for worship each week. This is scheduled on a rotating basis.

Photographer – Take pictures of Good Shepherd events for use in the newsletter.

Reviewing/Editing Publications – Work with Media Coordinator as needed.

Specialized Computer Programs such as Word Press – Work with Media Coordinator as needed.

Facebook, Twitter, Instagram – Work with Media Coordinator as needed.

Basic Office Help – Other office skills you would like to offer to help Good Shepherd.

Stewardship:

Assist with Stewardship Drive – During committee meetings, help determine the stewardship pillars for the year.

Make Phone Calls to Members – As needed and your time allows.

Write Thank You Notes – Send thank-you notes as pledges and service forms are received.

Worship & Music:

Instrumental Musician – Assist in worship services.

Chancel Choir – Practice once a week and sing in the 8:30am service.

Adult Handbell Choir Member – Practice once a week and perform at Sunday morning service approximately once a month.

Vocal Soloist – As your schedule allows. Work with lead musician for the service.

Celebration Ringer Member - Ages fourth grade and rising. Practice once a week during the school year. Perform in service approximately once a month. Music reading ability not required.

Jubilate Ringer Member – Ages fourth grade and rising. Practice once a week during the school year. Perform in service approximately once a month. Music reading ability required.

Praise Team Sound Board Volunteer – Assist Praise Team service.

Praise Team Singer – As your schedule allows. Practice Saturday mornings.

Praise Team Instrumentalist - As your schedule allows. Practice Saturday mornings.

Hand Chimes Assistant – Assist Choir Director with Jubilate Ringers. Practice once a week.

Shepherd's Choir Member – For Kindergarten through 3rd grade children. Practice once a week during the school year and perform approximately once a month.

Shepherd's Choir Assistant – Assist Choir Director with Shepherd's Choir. Practice once a week.

Sanctuary Flower Coordinator – Receive and log payments for flowers and place order with florist.

Washing Acolyte Robes – As needed to wash and press the robes.

Advent/Christmas Decorating Volunteers – Volunteers are needed to help decorate the sanctuary and entryway with the hanging of garland and wreaths and the setting up of the large tree, along with the hanging of the Crismons on the tree. Volunteers would be asked to take down the tree and greens before Epiphany.

Acolyte – Scheduled on a rotating basis by the Office Coordinator. This is intended for third grade and older, after they have completed training, which is offered annually. Light the candles for the service and collect the empty individual cups.

Altar Guild - Scheduled on a rotating basis scheduled by the Office Coordinator. Prepare the elements of communion in the Sacristy and bring them to the altar before the service. Remove them after the service is done, clean and put away.

Assisting Minister - Scheduled on a rotating basis scheduled by the Office Coordinator. Training required. Assist the pastor in different parts of the liturgy.

Communion Assistant - Scheduled on a rotating basis scheduled by the Office Coordinator. Assist the pastor during communion.

Counter - Scheduled on a rotating basis scheduled by the Office Coordinator. Assist counting offerings on a two or three person team. Offerings are logged and deposited. Training required.

Crucifer – Scheduled on a rotating basis scheduled by the Office Coordinator. Proceed into sanctuary with the cross and process out at the end of the service.

Fellowship - Scheduled on a rotating basis scheduled by the Office Coordinator. Set out snacks and drinks before the service ends and clean up after socializing is done. Those serving at 8am need to pick up the doughnut order before coming to church.

Greeter – Scheduled on a rotating basis scheduled by the Office Coordinator. Arrive approximately twenty minutes before the service begins and welcome those coming to worship.

Lay Reader - Scheduled on a rotating basis scheduled by the Office Coordinator. The scripture reading will be emailed to you in the week before you are scheduled to read.

Nursery Volunteer – Scheduled based on a rotating basis scheduled by the Office Coordinator. Arrive fifteen minutes before the service begins. Clean up toys used before leaving.

Usher - Scheduled on a rotating basis scheduled by the Office Coordinator. Arrive twenty minutes before the service and pass out bulletins. Assist with those that arrive late, pass offering plates, ready the altar for communion and help guide each pew to communion. After the service is done, clean pews of any forgotten papers or other items and collect attendance log papers.