

# Ministry Descriptions for Galilee Lutheran Church



*“Sharing God’s Love, Changing Lives!”*



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## **Ministry Descriptions for Galilee Lutheran Church**

**Galilee Lutheran Church** uses ministry descriptions so that both volunteers and the church know what is mutually expected, and so that the volunteer can be held accountable to fulfill the responsibilities of the ministry position.

A ministry position description summarizes your duties and responsibilities and gives you important information about your area of service. Your ministry position description follows this page. Please read and study it carefully and discuss it with your supervisor if you have any questions.

Please note that the church reserves the right to revise and update your ministry description from time to time, as it deems necessary and appropriate. Of course, if you're currently in a position, you'll certainly be informed about any changes; your supervisor may also ask you to help evaluate revisions and improvements to your ministry position.

## Galilee Volunteer Ministry Descriptions:

### **Council**

[President](#)  
[Vice President](#)  
[Treasurer](#)  
[Recording Secretary](#)

### **Education Ministry Team**

[Education Ministry Team Coordinator](#)  
[Education Ministry Team Member](#)  
[Media & Library Coordinator](#)  
[Koins for Kids Coordinator](#)  
[Sunday School Superintendent](#)  
[Sunday School Teacher](#)  
[Sunday School Assistant](#)  
[Vacation Bible School Director](#)  
[Vacation Bible School Asst. Director](#)

### **Human Care Ministry Team**

[Human Care Ministry Team Coordinator](#)  
[Human Care Ministry Team Member](#)

### **Lay Ministry Team**

[Lay Ministry Team Coordinator](#)  
[Lay Ministry Team Member](#)  
[Shepherding Caller](#)  
[Attendance Secretary](#)

### **LWML**

[Lutheran Women's Missionary League](#)  
[President](#)

### **Men's Group**

[Men's Group President](#)  
[Men's Group Treasurer](#)  
[Men's Group Secretary](#)

### **Outreach Ministry Team**

[Outreach Ministry Team Coordinator](#)  
[Outreach Ministry Team Member](#)  
[Front Porch Visitor Coordinator](#)  
[Front Porch Visitor](#)

### **Preschool Ministry Team**

[Preschool Ministry Team Coordinator](#)  
[Preschool Ministry Team Member](#)

### **Property Ministry Team**

[Property Ministry Team Coordinator](#)

### **Stewardship Ministry Team**

[Stewardship Ministry Team Coordinator](#)  
[Stewardship Ministry Team Member](#)

### **Worship Ministry Team**

[Worship Ministry Team Coordinator](#)  
[Greeter Coordinator](#)  
[Greeter](#)  
[Lector Coordinator](#)  
[Lector](#)  
[Chancel Asst/Comm Steward Coordinator](#)  
[Chancel Assistant](#)  
[Communion Steward](#)  
[Chief Usher \(4:30, 8:00 and 10:45\)](#)  
[Bread and Wine Presenter Coordinator](#)  
[Bread and Wine Presenter](#)  
[Acolyte Coordinator](#)  
[Acolyte](#)  
[Altar Guild Coordinator](#)  
[Altar Guild Member](#)  
[Media Operator Coordinator](#)  
[Worship Service Producer](#)  
[Media Operator – Saturday](#)  
[Media Operator – Sunday](#)  
[Slides Team Coordinator](#)  
[Slides Preparer](#)  
[Nursery Attendant Coordinator](#)  
[Nursery Attendant](#)

### **Youth Ministry Team**

[Youth Ministry Lead](#)  
[Youth Ministry Council Rep.](#)  
[Confirmation Mentor](#)

# **Galilee Lutheran Church, Pasadena, Maryland**

## *“Sharing God’s Love, Changing Lives!”*

**Position:** Congregational President

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of Congregational President is to lead, guide, and support the Congregation and Ministry staff in Galilee’s Mission of “Sharing God’s Love, Changing Lives”.

**Qualifications:**

The Congregational President should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Congregational President should always portray a Christian model for those being served.

- Must be a member of Galilee

**Duties and Responsibilities:**

- Preside at Council and Congregational Meetings
- Represent Galilee at Lutheran Church – Missouri Synod (LCMS) and Southeastern District (SED) events
- Represents Galilee in business dealings inside and outside the Church
- Represent the Congregation in issues with LCMS
- Mediates issues within the Congregation and Ministry teams
- Be a steward of Galilee’s blessings and assets
- Follow attached guidelines as noted

**Length of Commitment:**

Two year term with a second– two year term possible if re-elected by the Congregation

**Accountability:**

God  
Galilee Congregation  
LCMS / SED  
Senior Pastor  
Church Council

**Date Written:** 9/27/2013

**Date Revised:** 10/07/2013

**Date Approved:** 10/08/2013

## **Detailed Outline of Duties & Responsibilities of Congregational President**

- I. Lead Council & Congregational Meetings
  - A. Lead monthly Church Council Meeting
    - Develop the agenda with Pastor
  - B. Lead two (2) Regular Congregational Meetings
    - November - Council Election and Spending Plan Adoption
    - January – Nominating Committee Election and Previous Year End Results
  - C. Call for and Lead any Special Congregational Meetings
    - Develop Agenda
    - Give two weeks' notice to Congregation
  
- II. Represent Galilee at Lutheran Church – Missouri Synod (LCMS) and Southeastern Conference (SED) events
  - A. Either attend or appoint someone to attend all events where representation is requested
  - B. Attend the Annual SED President's Conference
  - C. Attend the SED Annual Conference (Tending the Flame)
  - D. Attend or appoint a representative to attend the SED Convention every third year
  
- III. Represent Galilee in business dealings inside and outside the Church
  - A. Be the legal representative for transactions and contracts outside the Church
  - B. Sign checks, when the Church Treasurer is not available
  - C. Become Acting Chief Financial Officer when the Vice President is unavailable
  - D. Be responsible for maintaining the financial health of the Congregation
  
- IV. Represent the Congregation in issues with LCMS
  - A. Represent the Congregation in issues within the Circuit # 4, SED, and LCMS.
  - B. Be the Chair or appoint a chairperson for the Call Committee for replacement of Called Ministry Staff
  
- V. Mediates issues within the Congregation, and Ministry teams
  - A. Represent the Congregation when issues arise within and outside the Church
  
- VI. Steward of Galilee's Blessing and Assets
  - A. Approve use of Galilee's facilities and property
  - B. Oversee and authorize the proper use of financial resources, within the boundaries of Galilee's Constitution and the Congregational Approved Spending Plans, with the counsel of the Vice President, Treasurer, and Financial Secretary
  - C. Lead or appoint a Chairperson for the Finance Committee for development of Annual Spending Plan
  - D. Lead or appoint a Chairperson to lead the long term planning for use of Galilee's facilities and property
  
- VII. Responsible for delegating or assuming responsibility for two tactics in the Strategic Ministry Plan (SMP)
  - A. Tactic # 7 – Facilities Expansion Team
  - B. Tactic # 8 - Future Ministry Need Group

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Congregational Vice President

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the office of Vice President is to support the Council President or in the event of his or her inability to function, the Vice-President shall act for and in the stead of the President.

**Qualifications:**

The Vice President should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Vice President should always portray a Christian model for those being served.

- Must be a member of Galilee

**Duties and Responsibilities:**

- If required, perform all duties of the President.
- Regularly attend Church Council meetings and annual Congregational meetings
- Participate in Strategic Ministry Plan updates.
- Lead the development of the Church’s annual spend plan.
- Manage Human Resource activities.
- Review and maintain employee health and property insurance policies.
- Write end-of-year reports

**Length of Commitment:**

Two Years

**Accountability:**

Galilee Congregation  
Church Council

**Date Written:** 01/02/2013

**Date Revised:** 10/07/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
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**Position:** Treasurer

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Treasurer is to oversee and complete the financial responsibilities of the church/congregation.

**Qualifications:**

The Treasurer should be faithful in the use of Word and Sacrament; attend church regularly; and, be a good steward of time, talents, and treasures. The Treasurer should always portray a Christian model for those being served.

- Must be a member of Galilee

**Duties and Responsibilities:**

- Input all the bills and payroll information into the computer (Church & Preschool).
- Pay bills and employees when designated.
- Print end-of-month reports and give to council members at monthly meetings.

**Length of Commitment:**

Two years

**Accountability:**

Church Council

**Date Written:** 12/10/2012

**Date Revised:** 10/07/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
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**Position:** Recording Secretary

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of Recording Secretary is to record the official record of Galilee Lutheran Church’s Council monthly meetings, and occasionally upon call for special circumstances.

**Qualifications:**

The Recording Secretary should be faithful in the use of Word and Sacrament; attend church regularly; and, be a good steward of time, talents, and treasures. The Recording Secretary should always portray a Christian model for those being served.

- Must be a member of Galilee

**Duties and Responsibilities:**

- Attend all monthly meetings, taking notes to record the official record of the Church Council business acts and authorized expenditures of the budget.
  - A. All official business must be made upon motion of a council member, seconded, and voted upon, by the entire council.
- Record meeting minutes accurately and completely.
- Draft meeting minutes to send to Pastor for review and suggestions for completeness may be made. The Recording Secretary decides if these changes are acceptable to place in the official record.
- Email the meeting minutes for the prior month’s meeting to all council members for their review.
  - A. Council members may comment on the accuracy and possibly make changes to the minutes. If acceptable, a motion to accept the meeting minutes must be made by another council member, seconded, and voted upon.

**Length of Commitment:**

Two years

**Accountability:**

Church Council

*Note: Ethical standards to record only the information which is actually stated on the record and only allowing edits for clarity and accuracy of the minutes which is the official record and legally binding. Taped recordings are not permitted unless all parties consent (Maryland State law).*

**Date Written:** 09/18/2013

**Date Revised:** 10/07/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Education Ministry Team Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of Education Ministry Team Coordinator is to oversee and support the educational ministries of the church including: Sunday School, VBS, adult education and other activities.

**Qualifications:**

The Education Ministry Team Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Education Ministry Team Coordinator should always portray a Christian model for those being served.

- Must be a member of Galilee
- Be willing to dedicate 1-2 hours weekly for communication, bulletin and *Gazette* submissions and Education Ministry Team and Council meeting one evening each month
- Have good communication and organizational skills

**Duties and Responsibilities:**

- Lead Education Ministry team meetings
- Write and submit newsletter/bulletin articles/announcements
- Share and display information to congregation and community
- Recruit volunteers for ministry team and events
- Set up activities, such as Field Trips with the Pastor, Birthday party for Jesus, Trunk or Treat, etc...
- Order materials, plan parties, etc.
- Coordinate with VBS director (event, materials, dates, etc...)
- Complete spending plan line items for Education Care Ministry Team on a yearly basis

**Length of Commitment:**

Two years, with the choice of renewal for another two years

**Accountability:**

Director of Discipleship  
Church Council

**Date Written:** 12/04/2012

**Date Revised:** 03/07/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Education Ministry Team Member

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of Education Ministry Team Member is to participate in enhancing the educational ministries of the church including: Sunday School, VBS, adult education and other activities.

**Qualifications:**

The Education Ministry Team Member should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Education Ministry Team Member should always portray a Christian model for those being served.

- Must be over the age of 18
- Must love children and adults

**Duties and Responsibilities:**

- Actively participate in Education Ministry team meetings
- Be willing to serve in the Christian education of the congregation as Sunday school, Bible class and VBS personnel as needed through actions and prayer

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Education Ministry Team Coordinator

**Date Written:** 12/04/2012

**Date Revised:** 03/07/2013; 10/07/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Media and Library Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Media and Library Coordinator is to organize, update and maintain the materials in the church library.

**Qualifications:**

The Media and Library Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Media and Library Coordinator should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Coordinate the maintenance of the Galilee Library
- Coordinate the Catalog/ordering of new books
- Publicize Library offerings for the *Gazette*

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Education Ministry Team  
Director of Discipleship

**Date Written:** 12/04/2012

**Date Revised:** 10/07/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Koins for Kids Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Koins for Kids Coordinator is to manage the offerings brought in for sponsored child, maintain accurate records and report progress to Sunday school children and Education Ministry Team.

**Qualifications:**

The Koins for Kids Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Koins for Kids Coordinator should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Follow guidelines outlined in attached handout
- Collect cans from each classroom on a monthly basis
- Count and total funds collected during Sunday school hour, put in designated pouch and turn into office labeled correctly
- Update progress of funds raised and share with children during Sunday school opening

**Length of Commitment:**

One year, with choice of renewal for following years

**Accountability:**

Education Ministry Team

**Date Written:** 09/05/2013

**Date Revised:** 10/07/2013

**Date Approved:** 10/08/2013

# **Galilee Lutheran Church, Pasadena, Maryland**

## *“Sharing God’s Love, Changing Lives!”*

**Position:** Sunday School Superintendent

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Sunday school Superintendent is to provide leadership as a Christian adult in the oversight of the Sunday school program, including: staff management, curriculum and administration.

**Qualifications:**

The Sunday school Superintendent should be faithful in the use of Word and Sacrament; attend church regularly; and, be a good steward of time, talents, and treasures. The Sunday School Superintendent should always portray a Christian model for those being served (children, parents and teachers).

- The Sunday School Superintendent must love children (or adults if the case merits)
- Must be age 18 or over
- Must have teaching experience (public, private, preschool or Sunday school)
- Must be a member of Galilee
- Must be approved by the Education Ministry Team and undergo a background check
- Be willing to dedicate 2-3 hours weekly during Sunday school classes and Education Ministry Team meetings one evening each month
- Good communication and organizational skills

**Duties and Responsibilities:**

- Be willing to serve Sunday school personnel as needed through actions and prayer
- Oversee/Plan Sunday school curricula (w/ help from Ed. Min. Team)
- Order & distribute Sunday school materials
- Organize/schedule Sunday school teacher meetings and regularly communicate with staff
- Provide registration opportunities to families prior to start of Sunday school
- Keep track of registration information
- Maintain attendance records
- Coordinate special Sunday school activities
- Provide loving discipline as needed for individual children
- Attend Education Ministry Team meetings (as needed or monthly)

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Education Ministry Team  
Director of Discipleship

**Date Written:** 12/04/2012

**Date Revised:** 03/07/2013; 10/07/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Sunday School Teacher

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Sunday school teacher is to provide adult Christian guidance to our children as they grow in their understanding of God, God's love shown through Jesus Christ, God's church, and the church's mission.

**Qualifications:**

The Sunday school teacher should be faithful in the use of Word and Sacrament; attend church regularly; and, be a good steward of time, talents, and treasures. The Sunday school teacher should always portray a Christian model for those being served.

- Must love children (or adults if the case merits)
- Must be age 18 or over
- Complete required training or have approval of Sunday School Superintendent
- Undergo a background check

**Duties and Responsibilities:**

- Love and mentor students
- Plan and present weekly Sunday School lesson in concurrence w/ curricula
- Teach/show students God’s love in action
- Attend Sunday School teacher meetings

**Length of Commitment:**

One year, with choice of renewal for following years

**Accountability:**

Sunday School Superintendent

**Date Written:** 12/04/2012

**Date Revised:** 10/07/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Sunday School Teaching Assistant

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Sunday School Teaching Assistant is to provide adult Christian guidance to our children as they grow in their understanding of God, God's love shown through Jesus Christ, God's church, and the church's mission.

**Qualifications:**

The Sunday School Teaching Assistant should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Sunday School Teaching Assistant should always portray a Christian model for those they are serving.

- Must love children (or adults if the case merits)
- Must be age 16 or over
- Complete required training or have approval of Sunday School Superintendent
- Undergo a background check if over the age of 18

**Duties and Responsibilities:**

- Should love and mentor students
- Assist Sunday School Teacher with planning and presenting lessons
- Assist Sunday School Teacher with class control (i.e. discipline)
- Provide one-on-one attention for individual child when necessary
- Attend Sunday School teacher meetings

**Length of Commitment:**

One year, with choice of renewal for following years

**Accountability:**

Sunday School Superintendent

**Date Written:** 12/04/2012

**Date Revised:** 10/07/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Vacation Bible School (VBS) Director

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the VBS Director is to Coordinate and facilitate the VBS experience through management of event and recruitment and training of volunteers.

**Qualifications:**

The VBS Director should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The VBS Director should always portray a Christian model for those being served.

- Must love children
- Must be able to encourage/motivate VBS team members
- Must be a member of Galilee
- Must be approved by the Education Ministry Team and undergo a background check.

**Duties and Responsibilities:**

- Select and plan the yearly VBS program with the assistance of the Education Ministry Team and other volunteers
- Recruit/Organize VBS teachers, assistants and helpers
- Coordinate the VBS program during its scheduled time frame (One week in the summer)

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Report to Education Ministry Team Coordinator  
Report to Director of Discipleship

**Date Written:** 12/04/2012

**Date Revised:** 7/26/2013; 10/07/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
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**Position:** Assistant Vacation Bible School (VBS) Director

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Assistant VBS Director is to help the VBS Directors coordinate and facilitate the VBS experience through management of event and recruitment and training of volunteers.

**Qualifications:**

The Assistant VBS Director should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The VBS Director should always portray a Christian model for those being served.

- Must love children
- Must be able to encourage/motivate VBS team members
- Must be a member of Galilee/Or with Pastor’s approval
- Must be approved by the Education Ministry Team and undergo a background check.

**Duties and Responsibilities:**

- Assist the VBS Director with selecting and planning the yearly VBS program with the assistance of the Education Ministry Team and other volunteers
- Assist with coordinating day-to-day activities during VBS week

**Length of Commitment:**

One year, with the choice of renewal for following years.

**Accountability:**

VBS Director

**Date Written:** 12/04/2012

**Date Revised:** 7/26/2013; 10/07/2013

**Date Approved:** 10/08/2013

## **Galilee Lutheran Church, Pasadena, Maryland** *“Sharing God’s Love, Changing Lives!”*

**Position:** Human Care Ministry Team Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Human Care Ministry Team Coordinator is to identify opportunities and coordinate/manage volunteers that desire to provide service through Human Care opportunities.

**Qualifications:**

The Human Care Ministry Team Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Human Care Ministry Team Coordinator should always portray a Christian model for those being served.

- Must be a member of Galilee

**Duties and Responsibilities:**

- Lead Human Care Ministry Team meetings (monthly)
- Attend Council meetings (monthly)
- Identify opportunities for Human Care within the congregation and local community
- Field requests from Galilee member's in need and do our best to help them (either financially, or by connecting them to a counselor or organization that can help them)
- Oversee the following activities (which may or may not occur annually):
  - American Red Cross Blood Drives
  - Food Drives (for NCEON)
  - Hats for the Homeless
  - Christmas in July (We choose a local charity or individual/family in need to donate the proceeds to)
  - Orphan Grain Train fundraising and service opportunities
  - Alzheimer's Memory Walk
  - Job Search Counseling Workshop
- Complete spending plan line items for Human Care Ministry Team on a yearly basis

**Length of Commitment:**

Two years, with the choice of renewal for another two years.

**Accountability:**

Church Council  
Director of Discipleship

**Date Written:** 12/10/2012

**Date Revised:** 10/07/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Human Care Ministry Team Member

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Human Care Ministry Team Member is to help coordinate Human Care opportunities in the congregation and community.

**Qualifications:**

The Human Care Ministry Team Member should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Human Care Ministry Team Member should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Participate actively in Human Care Ministry Team meetings
- Be willing to serve as needed through actions and prayer

**Length of Commitment:**

One year, with the choice of renewal for following years.

**Accountability:**

Report to Human Care Ministry Coordinator

**Date Written:** 12/10/2012

**Date Approved:** 10/07/2013

**Date Revised:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Lay Ministry Team Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Lay Ministry Team Coordinator is to facilitate and create opportunities for church members, friends and visitors to connect with serving, spiritual growth and fellowship. The Lay Ministry Team Coordinator works with the Director of Discipleship to recruit the volunteers and help maintain the Shepherding Ministry.

**Qualifications:**

The Lay Ministry Team Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Lay Ministry Team Coordinator should always portray a Christian model for those being served.

- Must be a member of Galilee

**Duties and Responsibilities:**

- Lead ministry team meetings (as needed)
- Attend council meetings (monthly)
- Assimilate and connect new members to serving, social, and spiritual growth opportunities.
- Help organize and put on any fellowship activities that may seek our help
- Oversee the stocking of kitchen supplies needed for using the fellowship hall for social activities
- Promote activities that bring non-members into the church
- Promote prayer within the congregation
- Oversee the Shepherding Callers and the encouragement to inactive members
- Complete spending plan line items for Lay Ministry Team on a yearly basis

**Length of Commitment:**

Two years, with the choice of renewal for another two years.

**Accountability:**

Church Council  
Director of Discipleship

**Date Written:** 12/10/2012

**Date Revised:** 06/18/2013, 10/07/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Lay Ministry Team Member

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Lay Ministry Team Member is to help create opportunities for church members, friends and visitors to connect with serving, spiritual growth and fellowship.

**Qualifications:**

The Lay Ministry Team Member should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Lay Ministry Team Member should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Participate actively in Lay Ministry team meetings
- Be willing to serve as needed through actions and prayer
- Help organize and put on any fellowship activities that may seek our help
- Promote prayer within the congregation

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Lay Ministry Team Coordinator

**Date Written:** 12/10/2012

**Date Revised:** 06/18/2013; 10/07/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Shepherding Caller

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of Shepherding Caller is to assist the pastor and staff by following up with members lapsing into inactivity with support from the Lay Ministry team.

**Qualifications:**

The Shepherding Caller should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Shepherding Caller should always portray a Christian model for those being served.

- Must be a member of Galilee

**Duties and Responsibilities:**

- Follow up with persons not recorded in worship for three weeks, and at six weeks: encourage, pray for and seek for them to reactivate
- Work with Attendance Secretary, Lay Ministry Team and Director of Discipleship to maintain list of persons to call
- Make regular phone calls in a timely fashion according to Shepherding guidelines

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Lay Ministry Team Coordinator  
Director of Discipleship

**Date Written:** 12/11/2012

**Date Revised:** 08/27/2013; 10/07/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Attendance Secretary

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Attendance Coordinator is to enter in and maintain the attendance records for worship, Sunday school and print reports as needed for church records, Shepherding ministry, etc...

**Qualifications:**

The Attendance Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Attendance Coordinator should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Track and enter data for worship attendance on a weekly basis
- Track and enter data for children’s Sunday school attendance on a monthly basis
- Print reports on a weekly basis for Shepherding ministry and pass on to Director of Discipleship for Shepherding Callers to make inquiries to absent members.
- Print other reports as needed
- If unable to serve a specific week, find someone to fulfill responsibilities

**Length of Commitment:**

One year, with the choice of renewal for following years.

**Accountability:**

Lay Ministry Team Coordinator  
Director of Discipleship

**Date Written:** 08/27/2013

**Date Revised:** 09/05/2013; 10/07/2013

**Date Approved:** 10/08/2013

## **Galilee Lutheran Church, Pasadena, Maryland** *“Sharing God’s Love, Changing Lives!”*

**Position:** Lutheran Women’s Missionary League (LWML) President

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Lutheran Women’s Missionary League (LWML) is missions—Mission Education, Mission Inspiration, and Mission Service. Our motto is to **SERVE THE LORD WITH GLADNESS** (*Psalm 100:2*). The LWML is the official women’s organization of the Lutheran Church—Missouri Synod.

**Qualifications:**

The President should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The President should always portray a Christian model for those being served.

**Duties and Responsibilities:**

The primary purpose of the President is to:

- Preside at all meetings of the organization and its Executive Committee
- Appoint specified Committees and any other Committees deemed necessary
- Be an ex-officio member of all Committees except the Nominating Committee
- Perform whatever additional duties the organization may prescribe

Additional responsibilities may include:

- Be responsible for and involved in planning for the organization
- Prepare meeting agendas, and include opportunities for community building
- Serve as the official spokesman for the organization or appoint an officer to do so, but approve all public statements
- Attend LWML meetings, events/rallies, etc. and encourage others to attend
- Provide for the distribution of LWML publications
- Provide LWML informational packets to Galilee’s new members
- Submit Annual Report to Galilee summarizing Galilee’s LWML activities, missions support and accomplishments
- Ensure your fellow Officers have the materials and information needed to perform their duties such as files, LWML Handbook, Officer guidelines, and contact information for Officers at various levels, as needed
- See that general duties are written for each office of your specific organization
- Arrange for orderly and complete transfer of materials from outgoing to incoming Officers, along with any information that would make their work easier

**Length of Commitment:**

Two Years (calendar year: January-December)

**Accountability:**

Church Council  
Galilee’s LWML members

**Date Written:** 09/23/2013

**Date Revised:** 09/27/2013, 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Men’s Group President

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of Men’s Group President is to help the group find opportunities to raise funds and participate in events that benefit Galilee Lutheran Church as well as non-profit organizations on a local, national and international level.

**Qualifications:**

The Men’s Group President should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Men’s Group President should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Take the lead in finding and managing opportunities for Men’s Group to raise funds and participate in events that benefit both the church and the community
- Lead monthly meetings
- Communicate with congregation through bulletin announcements and newsletter articles submitted to Director of Discipleship

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Church Council  
Men’s Group

**Date Written:** 09/05/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Men’s Group Treasurer

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of Men’s Group Treasurer is to keep financial records of group’s participation in various opportunities that raise funds and benefit Galilee Lutheran Church as well as non-profit organizations on a local, national and international level.

**Qualifications:**

The Men’s Group Treasurer should be faithful in the use of Word and Sacrament; attend church regularly; and, be a good steward of time, talents, and treasures. The Men’s Group Treasurer should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Assist in finding and managing opportunities for Men’s Group to raise funds and participate in events that benefit both the church and the community
- Attend monthly meetings and maintain financial records for Men’s Group

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Men’s Group President

**Date Written:** 09/05/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Men’s Group Secretary

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of Men’s Group Secretary is to keep record of group’s participation in various opportunities that raise funds and benefit Galilee Lutheran Church as well as non-profit organizations on a local, national and international level.

**Qualifications:**

The Men’s Group Secretary should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Men’s Group Secretary should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Assist in finding and managing opportunities for Men’s Group to raise funds and participate in events that benefit both the church and the community
- Attend monthly meetings and record minutes

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Men’s Group President

**Date Written:** 09/05/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Outreach Ministry Team Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Outreach Ministry Team Coordinator is to reach out to the unchurched and the local communities: reaching out to people who do not know Jesus Christ by the power of the Holy Spirit.

**Qualifications:**

The Outreach Ministry Team Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Outreach Ministry Team Coordinator should always portray a Christian model for those being served.

- Must be a member of Galilee

**Duties and Responsibilities:**

- Carrying out Galilee’s mission statement: “Sharing God’s Love, Changing Lives!”
- Lead Outreach Ministry Team meetings (monthly)
- Be willing to serve as needed through actions and prayer
- Live life by Christ’s example and plant seeds using His Word and resources developed by team, with support from Pastor.
- Complete spending plan line items for Outreach Ministry Team on a yearly basis

**Length of Commitment:**

Two years, with the choice of renewal for another two years

**Accountability:**

Church Council  
Pastor

**Date Written:** 12/19/2012

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Outreach Ministry Team Member

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Outreach Ministry Team Member is to reach out to the un-churched and the local communities: reaching out to people who do not know Jesus Christ by the power of the Holy Spirit.

**Qualifications:**

The Outreach Ministry Team Member should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Outreach Ministry Team Member should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Carrying out Galilee’s mission statement: “Sharing God’s Love, Changing Lives!”
- Participate actively in Outreach Ministry team meetings
- Be willing to serve as needed through actions and prayer
- Live life by Christ’s example and plant seeds using His Word and resources developed by team, with support from Pastor

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Outreach Ministry Team Coordinator

**Date Written:** 12/11/2012

**Date Approved:** 12/19/2012; 10/08/2013

**Date Revised:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Front Porch Visitor Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of a Front Porch Visitor Coordinator is to schedule Front Porch Visitors to serve as needed to worship guests.

**Qualifications:**

The Front Porch Visitor Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Front Porch Visitor Coordinator should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Schedule Front Porch Visitors on a monthly basis. Schedule for the year is given to the church secretary
- Monitor supplies of pumpkin bread and bags and arrange to have bread baked, if needed, and bags purchased
- Recruit new volunteers to serve as Front Porch Visitors
- Communicate with Outreach Ministry Team on updates, issues, etc...

**Length of Commitment:**

One year, with choice of renewal for following years

**Accountability:**

Outreach Ministry Team

**Date Written:** 09/05/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

## **Galilee Lutheran Church, Pasadena, Maryland** *“Sharing God’s Love, Changing Lives!”*

**Position:** Front Porch Visitor

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of a Front Porch Visitor is to care for/visit worship guests at their homes through delivery of bread and warm greeting.

**Qualifications:**

The Front Porch Visitor should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Front Porch Visitor should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Communicate with church secretary during month of service to identify guests and locale for visits. The church secretary is provided with a schedule of persons who have volunteered for the year.
- The person assigned to a particular month is called by the church secretary if there are any Front Porch visits to be done. Visitor picks up the card (from the office door marked ‘Front Porch visits’) with name, and directions to the guest’s house. Pastor usually makes a note at the bottom of the card.
- Bags are delivered (in the cabinet in the copy room). Each bag contains a loaf of pumpkin bread (in the freezer in the kitchen). A Portals of Prayer and an olivewood cross can be included. (table in the Narthex).
- When making Front Porch Visit, visitor knocks on door and if guest answers, say something like “Hi, I’m from Galilee Lutheran Church. Thank you for visiting our church last Sunday. We have a gift for you. Do you have any questions? We hope you’ll visit Galilee again.”
- If no one is home, visitor can leave the bag hanging on the door. Inside the bag, leave a note (provided in the folder of the church office door). Note can say something like “So sorry that I missed you, thank you for visiting Galilee last Sunday, hope you’ll come again.” “Enjoy the bread!”
- After making the visit, fill out card and give it back to the pastor, letting him know how the visit went.

**Length of Commitment:**

One year, with choice of renewal for following years

**Accountability:**

Front Porch Visitor Coordinator

**Date Written:** 09/05/2013

**Date Revised:** 09/07/2013; 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Preschool Ministry Team Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Preschool Ministry Team Coordinator is to communicate with the Preschool team, and facilitate opportunities for partnership with the congregation and community.

**Qualifications:**

The Preschool Ministry Team Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Preschool Ministry Team Coordinator should always portray a Christian model for those being served.

- Must be a member of Galilee

**Duties and Responsibilities:**

- Lead Preschool ministry team meetings
- Lead suggestions for Epiphany Chest
- Take requests to Council
- Attend Council meetings and take feedback to Preschool ministry team
- Create annual budget including salaries for all teachers, aides, and Director, health insurance, Social Security, retirement
- Lead "Parents night out" in December.
- Problem-solve and mediate w/ Director, Pastor, council president

**Length of Commitment:**

Two years, with the choice of renewal for another two years

**Accountability:**

Church Council  
Director of Discipleship

**Date Written:** 12/10/2012

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Preschool Ministry Team Member

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Preschool Ministry Team Member is to participate in enhancing the Preschool ministry and help facilitate opportunities for partnership with the congregation and community.

**Qualifications:**

The Preschool Ministry Team Member should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Preschool Ministry Team Member should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Participate actively in Preschool Ministry team meetings
- Willing to serve as needed through actions and prayer

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Preschool Ministry Team Coordinator

**Date Written:** 12/10/2012

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Property Ministry Team Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Property Ministry Team Coordinator is to help to maintain the church property, which includes the building and land surrounding it.

**Qualifications:**

The Property Ministry Team Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Property Ministry Team Coordinator should always portray a Christian model for those being served.

- Must be a member of Galilee.

**Duties and Responsibilities:**

- Attend Council Meetings (monthly)
- Pursue maintenance tasks for inside and outside of building as needed and requested
- Complete spending plan line items for Property Ministry Team on a yearly basis

**Length of Commitment:**

Two years, with the choice of renewal for another two years

**Accountability:**

Church Council

**Date Written:** 09/27/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Stewardship Ministry Team Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and bible study.

**Purpose:**

The purpose of the Stewardship Ministry Team Coordinator is to address stewardship as a God-directed and mandated activity and provide opportunities for the congregation to be educated about and grow in stewardship responsibilities.

**Qualifications:**

The Stewardship Ministry Team Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Stewardship Ministry Team Coordinator should always portray a Christian model for those being served.

- Must be a member of Galilee
- Have some financial knowledge
- Have leadership ability and desire
- Be creative insofar as identifying opportunities and implementing solutions

**Duties and Responsibilities:**

- Lead ministry team meetings (as needed), which includes creating agendas, taking minutes, Facilitating discussion, Research topics to be discussed, etc...
- Attend council meetings (monthly)
- Recruit and retain qualified and interested team members
- Maintain an ongoing understanding of the church’s financial position
- Stay current with biblical stewardship trends and activities
- Practice good personal stewardship
- Complete spending plan line items for Stewardship Ministry Team on a yearly basis

**Length of Commitment:**

Two years, with the choice of renewal for another two years

**Accountability:**

Church Council  
Pastor

**Date Written:** 09/09/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Stewardship Ministry Team Member

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Stewardship Ministry Team Member is to support opportunities for the congregation to be educated about and grow in stewardship responsibilities.

**Qualifications:**

The Stewardship Ministry Team Member should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Stewardship Ministry Team Member should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Participate actively in Stewardship Ministry team meetings
- Be willing to serve as needed through actions and prayer
- Help plan/organize and put on any Stewardship activities

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Stewardship Ministry Team Coordinator

**Date Written:** 09/09/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

## **Galilee Lutheran Church, Pasadena, Maryland** *“Sharing God’s Love, Changing Lives!”*

**Position:** Worship Ministry Team Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Worship Ministry Team Coordinator is to facilitate various aspects of worship and the events and activities that enhance the worship experience.

**Qualifications:**

The Worship Ministry Team Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Worship Ministry Team Coordinator should always portray a Christian model for those being served.

- Must be a member of Galilee

**Duties and Responsibilities:**

- Attend council meetings (monthly).
- Communicate with each worship activity coordinator on a regular basis (at least once a year)
- Facilitate various tasks and activities related to the Worship ministry
- Communicate with Pastor and with various worship groups related to enhancements
- Take on extra tasks related to Advent, Lent and other holiday worship services
- Guide and recommend coordinators of various worship volunteers
- Help recruit volunteers to serve in worship activities. (Ex: greeters, bread and wine presenters, lectors, etc...)
- Handle financial requests and reimbursements from worship ministry areas (Ex: Altar guild, music, etc...)
- Complete spending plan line items for Worship Ministry Team on a yearly basis

**Length of Commitment:**

Two years, with the choice of renewal for another two years

**Accountability:**

Church Council  
Pastor

**Date Written:** 12/11/2012

**Date Revised:** 07/30/2013; 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Greeter Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of Greeter Coordinator is to recruit and schedule volunteers to serve as greeters for each of the weekend worship services and any additional/holiday services.

**Qualifications:**

The Greeter Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Greeter Coordinator should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Recruit volunteers to serve through phone calls, emails and face-to-face conversations
- Schedule volunteers to serve as greeters on a monthly basis
- Call and remind volunteers of their scheduled commitment
- Send a copy of the greeters’ schedule to both the office and Director of Discipleship
- Follow up with greeter if they do not serve as scheduled. Check on reason volunteer was absent and keep them accountable to their commitment to serve

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Worship Ministry Team Coordinator

**Date Written:** 08/01/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Greeter

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Greeter is to welcome people to worship services, hand out bulletins, and identify visitors and help them connect to the church.

**Qualifications:**

The Greeter should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Greeter should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Follow the attached guidelines, given to you by the Greeter Coordinator
- Arrive 15-20 minutes prior to the service
- Warmly greet people prior to the service
- Hand out bulletins to attenders of worship
- Shake hands and greet people as they leave worship
- Identify visitors, make them feel welcome and answer questions

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Greeter Coordinator

**Date Written:** 08/21/2013

**Date Approved:** 10/08/2013

**Date Revised:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Lector Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Lector Coordinator is to recruit and schedule volunteers to serve as Lectors for each of the weekend worship services and any additional/holiday services.

**Qualifications:**

The Lector Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Lector Coordinator should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Recruit volunteers to serve through phone calls, emails and face-to-face conversations
- Schedule volunteers to serve as lectors on a monthly basis
- Send a copy of the lectors’ schedule to both the office and Director of Discipleship
- Phone reminders to volunteers or obtain email address to give to Director of discipleship for weekly email reminders
- Follow up with lectors if they do not serve as scheduled. Check on reason volunteer was absent and keep them accountable to their commitment to serve

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Worship Ministry Team Coordinator

**Date Written:** 08/01/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Lector

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Lector is to deliver the Scripture readings through readings aloud during the worship service.

**Qualifications:**

The Lector should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Lector should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Show up to serve/read on scheduled days/times
- Provide email address to Lector coordinator so that readings may be sent ahead of time
- Look over reading prior to scheduled time

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Lector Coordinator

**Date Written:** 08/21/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Chancel Assistant/Communion Steward Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of Chancel Assistant/Communion Steward Coordinator is to schedule Chancel Assistants and Communion Stewards that serve in all weekend and holiday worship services.

**Qualifications:**

The Chancel Assistant/Communion Steward Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Chancel Assistant/Communion Steward Coordinator should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Schedule chancel assistants and communion stewards for regular Saturday/Sunday services, as well as extra worship services throughout the year (see attached sheet)
- Send schedule to volunteers who are serving and manage any substitutions, last minute additions, etc.
- Send schedule and contact information for volunteers to Director of Discipleship for information to be published in weekly bulletins and sent out in weekly email reminders
- Follow up with Chancel Assistants and Communion Stewards if they do not serve as scheduled. Check on reason volunteer was absent and keep them accountable to their commitment to serve

**Length of Commitment:**

One year, with the choice of renewal for following years.

**Accountability:**

Worship Ministry Team Coordinator

**Date Written:** 07/30/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Chancel assistant

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of a chancel assistant is to assist the pastor during Communion, at Baptisms and in whatever other needs arise for the service.

**Qualifications:**

The chancel assistant should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The chancel assistant should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Be present 15 minutes before the scheduled beginning time of the service to receive any special instructions and be part of the prayer for the worship leaders before the service starts
- For Baptisms, see description in the chancel assistant orientation folder
- For Communion, see description in the chancel assistant orientation folder
- Be available to assist the Pastor in whatever other needs arise

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Worship Ministry Team Coordinator  
Pastor

**Date Written:** 09/17/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Communion Steward

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of a Communion steward is to help the pastor or the chancel assistant by distributing the wine at worship services where aisle Communion (continuous distribution) is used.

**Qualifications:**

The Communion steward should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Communion steward should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Be present 15 minutes before the scheduled beginning time of the service to receive any special instructions and be part of the prayer for the worship leaders before the service starts
- Come forward at the start of Communion to receive the Sacrament with the rest of the worship leaders
- Distribute the wine during Communion at one of the “stations” with either the Pastor or the chancel assistant. If you are unsure whether a young person should be receiving Communion, you may ask them, “Have you been communing?” and go from there.

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Worship Ministry Team Coordinator  
Pastor

**Date Written:** 09/17/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Chief Usher

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of Chief Usher is to manage the responsibilities and tasks related to worship before, during and after the services.

**Qualifications:**

The Chief Usher should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Chief Usher should always portray a Christian model for those being served.

- Be people-oriented, friendly & hospitable
- Be cheerful & warm; easy to approach
- Be eager to welcome people to services
- Be knowledgeable of locations of restrooms, nursery, etc...

**Duties and Responsibilities:**

- Follow the attached guidelines for which ever worship time you are serving at
- Arrive early for pre-worship preparations (doors, bulletins, lights, etc...)
- Recruit volunteers to help with the taking of the offering/communion
- Collect prayer cards
- Make sure offering envelopes are delivered to office after worship

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Worship Ministry Team Coordinator

**Date Written:** 08/20/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

## **Chief Usher Guidelines – 4:30pm Worship**

### **Prior to Beginning of Service**

1. Arrive between 3:30-3:45pm
2. Unlock vestibule door and turn on lights in vestibule and hallway.
3. Take bulletins from library to entrance of sanctuary.
4. Turn on lights in sanctuary and narthex.
5. Open all exterior doors in narthex (keys are on adjacent walls).
6. Place offering plates near where you will sit (under one's pew).
7. Check thermostats for temperature and make adjustments if necessary.
1. Look in bulletin to see if the follow people are present to serve:
  - a. Acolyte
  - b. Chancel assistant
  - c. Lector
  - d. Greeter – Make sure name badges are set out for assigned persons (These can be found, along with lanyards, in the Quiet Room.)
  - e. Bread & Wine Presenters (2<sup>nd</sup>, 4<sup>th</sup> & 5<sup>th</sup> Saturdays)
8. Between 4:25 – 4:30, have acolyte light candles.
9. If need be, assist acolyte in lighting Easter candle (wicks for lighting the candles are on the top shelf of the closet in the narthex).

### **During Service**

1. After service starts, kindly restrict entrance if prayer is in progress. Stay in the entrance for first 15 minutes of service to assist latecomers.
2. During the singing prior to the “Good News for Kids”, collect prayer cards from congregation and give to pastor.
3. At the time of the sermon, turn off light switches #5 thru #12 and turn back on after the sermon.
4. During the sermon, take the head count and record the number on the sheet provided inside the Quiet Room by the door.
5. At the “Gathering of Gifts”, collect the offerings (usually need 2-3 ushers).
6. Take 1 or 2 plates with the offerings to the pastor at the altar.
7. Have a second usher/helper take any food in the baskets to be offered at the altar.

*If Communion is scheduled:*

Select ushers for assistance in guiding parishioners to communion.

*If Baptism is scheduled:*

Place baptismal font & Paschal candle in center space in front of the pews. See Pastor for detailed responsibilities prior to service.

After the Service

1. Take the offering to the office and put it in the safe.
2. Place offering plates on the stand near the entrance to the sanctuary.
3. Return name badges and lanyards to storage in Quiet Room.
4. Take food and put inside narthex cupboard. Return basket to chancel.
5. Turn off fan and lights in the Sanctuary.
6. Lock outside doors in Narthex.
7. Turn off air/heat & lights in Narthex.
8. Close doors and turn off lights in hallway heading toward Fellowship Hall.
9. Ensure lights are off in bathrooms.
10. Tell Pastor that Sanctuary and Narthex are closed and locked up.

## **Chief Usher Guidelines – 8am Worship**

### Prior to Beginning of Service

10. Arrive between 7:00-7:15am.
11. Unlock vestibule fellowship hall main entrance door and turn on lights in vestibule entrance and hallway.
12. Turn on lights in fellowship hall and turn on coffee urns. Check thermostats and fans for temperature and make adjustments as necessary.
13. Take 8 AM bulletins from library to entrance of sanctuary.
14. Turn on lights in sanctuary and narthex.
15. Open all exterior doors in narthex (keys are on adjacent walls) and pre-school door (usher's keys).
16. Check and see if downstairs preschool room (basement) door is unlocked. If it is not, please find the key in the top key box in the church office, with a yellow label and unlock it.
17. Remove cover from piano, and unlock organ and piano (keys in organ bench). Open lids to both keyboards.
18. Place offering plates near where you will sit (under one's pew).
19. Check thermostats for temperature and make adjustments if necessary. (Set AC at 70.)
20. Place food basket near altar (usually stored outside of entrance to the sanctuary adjacent to food cabinet in narthex).
21. Look in bulletin to see if the follow people are present to serve:
  - f. Acolyte
  - g. Chancel assistant
  - h. Lector
  - i. Greeter - Make sure name badges are set out for assigned persons (These can be found, along with lanyards, in the Quiet Room.)
  - j. Bread & Wine Presenters (1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Sundays)
22. Between 7:55-8:00, have acolyte light candles.
23. If need be, assist acolyte in lighting Easter candle. If needed, assist acolyte in lighting Easter candle. (Wicks for lighting the candles are on the top shelf of the closet in the narthex).

### During Service

8. After service starts, kindly restrict entrance if prayer is in progress. Remain in the narthex for at least 15 minutes to serve latecomers.
9. During the singing prior to the "Good News for Kids", collect prayer cards from congregation and give to pastor.
10. At the time of the sermon, turn off light switches #5 thru #12 and turn back on after the sermon.

11. During the sermon, take the head count and record the number on the sheet provided inside the Quiet Room by the door.
12. At the “Gathering of Gifts”, have assistant ushers collect the offerings (usually need 4-6 ushers).
13. Have an assistant usher take 1 or 2 plates with the offerings to the pastor at the altar.

*If Communion is scheduled:*

Select ushers for assistance in guiding parishoners to communion rail. Space at railing is limited to 20. (Anyone in a wheelchair will need assistance to railing.)

*If Baptism is scheduled:*

Place baptismal font & Paschal candle in center space in front of the pews. See Pastor for detailed responsibilities prior to service.

#### After the Service

11. Take the offering to the office and give it to counters (Alex or Jillian may help with this).  
If no one is present, then put it in safe.
12. Place offering plates on the stand near the entrance to the sanctuary.
13. Take food basket to fellowship hall and place on the table by the fan control switches for Larry Stivers.
14. Return name badges and lanyards to storage in Quiet Room.

## **Chief Usher Guidelines – 10:45am Worship**

### **Prior to Beginning of Service**

2. Arrive at church about 10:20am.
3. Take bulletins from library to entrance of sanctuary.
  - a. Ensure large print copy available for those in need.
4. Ensure lights and air/heat is on in Sanctuary/Narthex.
5. Look in bulletin to see if the follow people are present to serve:
  - k. Acolyte
  - l. Chancel assistant
  - m. Lector
  - n. Greeter - Make sure name badges are set out for assigned persons (These can be found, along with lanyards, in the Quiet Room.)
  - o. Communion Stewards (2<sup>nd</sup>, 4<sup>th</sup> & 5<sup>th</sup> Sundays)
  - p. Bread & Wine Presenters
6. Begin identifying people to help with offering collection (6) and Communion (4).
7. See Pastor for any special instructions
8. Between 10:40-10:45, have acolyte light candles.
9. If need be, assist acolyte in lighting Easter candle (wicks for lighting the candles are on the top shelf of the closet in the narthex).

### **During Service**

1. After service starts, kindly restrict entrance if prayer is in progress. Remain in narthex for 15 minutes after service starts to assist latecomers.
2. Just prior to “Good News for Kids”, go get the children from the nursery to attend the message.
3. During the singing prior to the “Good News for Kids”, collect prayer cards from congregation and give to pastor.
4. At the time of the sermon, turn off light switches #6 thru #10 and turn back on after the sermon.
5. During the sermon, take the head count and record the number on the sheet provided inside the Quiet Room by the door.
6. At the “Gathering of Gifts”, have assistant ushers collect the offerings (usually need 4-6 ushers).
7. Have an assistant usher take 1 or 2 plates with the offerings to the pastor at the altar. Take the rest of the offering to the office for counting.
8. Have a second usher take any food in the baskets to be offered at the altar. (*Try to recruit youth to help with this task.*)

*If Communion is scheduled:*

Select ushers for assistance in guiding parishoners to communion.  
See attached picture for communion flow.

*If Baptism is scheduled:*

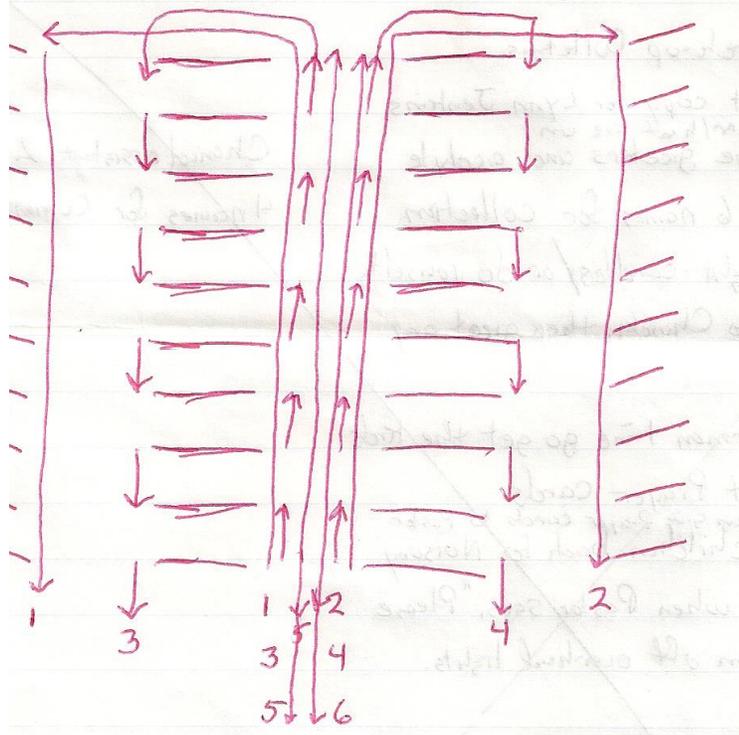
Place baptismal font & Paschal candle in center space in front of the pews. See Pastor for detailed responsibilities prior to service.

After the Service

15. Take the remaining offering to the office.
16. Place offering plates on the stand near the entrance to the Sanctuary.
17. Take food basket to vestibule and place on the bench for John Nilsen.
18. Turn off fan and lights in the Sanctuary.
19. Lock outside doors in Narthex.
20. Return name badges and lanyards to storage in Quiet Room.
21. Turn off air/heat & lights in Narthex.
22. Lock Preschool Room (Key #2 found in church office key box).
23. Close doors and turn off lights in hallway heading toward Fellowship Hall.
24. Ensure lights are off in bathrooms.
25. Turn off lights, adjust thermostats and turn off fans (if off) in fellowship hall. If someone is still using fellowship hall, alert them they are responsible turning off lights, adjusting thermostats and turning off fans when they leave.
26. Tell whoever is in the office that Sanctuary and Narthex are closed and locked up.

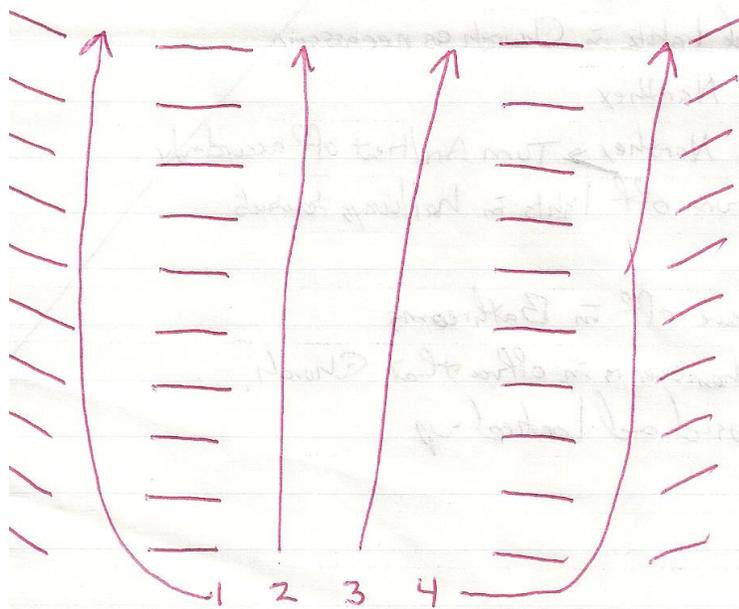
# Collection

Alter



# Commentary

Alter



**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Bread and Wine Presenter Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of Bread and Wine Presenter Coordinator is to recruit and schedule volunteers to serve as Bread and Wine presenters for each of the weekend worship services (with communion) and any additional/holiday services.

**Qualifications:**

The Bread and Wine Presenter Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Bread and Wine Presenter Coordinator should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Recruit volunteers to serve through phone calls, emails and face-to-face conversations
- Schedule volunteers to serve as bread and wine presenters on a monthly basis
- Send a copy of the bread and wine presenters’ schedule to both the office and Director of Discipleship
- Phone reminders to volunteers or obtain email address to give to Director of discipleship for weekly email reminders.
- Follow up with bread and wine presenters if they do not serve as scheduled. Check on reason volunteer was absent and keep them accountable to their commitment to serve

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Worship Ministry Team Coordinator

**Date Written:** 08/01/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Bread and Wine Presenter

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Bread and Wine Presenter is to present the elements of the Lord’s Supper at the Altar to be blessed prior to the service of communion.

**Qualifications:**

The Bread and Wine Presenter should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Bread and Wine Presenter should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Show up to present on scheduled days/times
  - Saturday – 4:30pm (2<sup>nd</sup>, 4<sup>th</sup> & 5<sup>th</sup> weeks of month)
  - Sunday – 8am: (1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> weeks of month)
  - Sunday -10:45am (2<sup>nd</sup>, 4<sup>th</sup> & 5<sup>th</sup> weeks of month)

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Bread and Wine Presenter Coordinator

**Date Written:** 08/21/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Acolyte Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Acolyte Coordinator is to train new volunteers who are willing to serve in this role in worship.

**Qualifications:**

The Acolyte Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Acolyte coordinator should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Train acolytes (or recruit someone to) on an annual or bi-annual basis, dependent upon amount of interested volunteers
- Schedule acolytes for regular Saturday/Sunday services, as well as extra worship services throughout the year (see attached sheet)
- Send schedule to volunteers who are serving and manage any substitutions, last minute additions, etc
- Send schedule & contact information for volunteers to Director of Discipleship for information to be published in weekly bulletins and sent out in weekly email reminders
- Follow up with acolytes if they do not serve as scheduled. Check on reason volunteer was absent and keep them accountable to their commitment to serve

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Worship Ministry Team Coordinator

**Date Written:** 03/28/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Acolyte/Crucifer

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of Acolyte is to participate in tasks, which enhance the worship experience and assist the Pastor and other worship leaders (Including: light the candles and help with communion as directed).

**Qualifications:**

The Acolyte should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Acolyte should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Attend training session, which is required prior to serving as an acolyte
- Show up 15 minutes prior to the service and robe up in preparation for the start of worship
- Light candles, as directed by chief usher, 5 minutes before worship begins
- Assist with communion as directed by Pastor and Chancel Assistant
- Extinguish candles during closing song and walk out, put extinguisher and robe back in proper places
- Follow other instructions as noted during training sessions

**Crucifer:**

- Show up 15 minutes prior to the service and robe up in preparation for the start of worship
- Carry in the cross as directed by Pastor, Chief Usher during opening song
- Carry out cross as directed at close of worship

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Acolyte Coordinator

**Date Written:** 08/21/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Altar Guild Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Altar Guild Coordinator is to recruit and schedule volunteers to serve on Altar Guild for each of the weekend worship services and any additional/holiday services.

**Qualifications:**

The Altar Guild Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Altar Guild Coordinator should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Schedule volunteers to serve as Altar Guild on a monthly basis
- Send a copy of the Altar Guild schedule to both the office and Director of Discipleship
- Phone reminders to volunteers or obtain email address to give to Director of discipleship for weekly email reminders

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Worship Ministry Team Coordinator

**Date Written:** 08/01/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Altar Guild Member

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of an Altar Guild member is to prepare the elements and items that enhance the worship experience.

**Qualifications:**

The Altar Guild member should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Altar Guild member should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Prepare communion elements prior to worship services that serve Holy Communion
- Change paraments according to the season in the church year
- Change oil in candles
- Clean baptismal font
- Assist with the making and hanging of banners for various services, seasons and special events

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Altar Guild Coordinator  
Worship Ministry Team Coordinator

**Date Written:** 08/01/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Media Operator Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of Media Operator Coordinator is to recruit and schedule volunteers to serve as Media Operators for each of the weekend worship services and any additional/holiday services.

**Qualifications:**

The Media Operator Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Media Operator Coordinator should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Recruit volunteers to serve through phone calls, emails and face-to-face conversations
- Schedule volunteers to serve as media operators on a monthly basis
- Send a copy of the media operators’ schedule to both the office and Director of Discipleship
- Phone reminders to volunteers or obtain email address to give to Director of discipleship for weekly email reminders
- Follow up with media operators if they do not serve as scheduled. Check on reason volunteer was absent and keep them accountable to their commitment to serve

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Worship Ministry Team Coordinator

**Date Written:** 08/01/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Worship Service Producer

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Worship Service Producer is to load the schedules for all the weekend and special worship services, so that the media operators may successfully run service on projector/screens.

**Qualifications:**

The Worship Service Producer should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Worship Service Producer should always portray a Christian model for those being served.

- You have basic skills in using a Microsoft Windows based computer
- You have basic skills in using of Microsoft PowerPoint and have basic working knowledge of the program
- You have basic skills in playing videos on computer and DVD player
- You have basic skills in using the Easy Worship Software

**Duties and Responsibilities:**

- Load weekly worship services (three total: one for Saturday, two for Sunday and occasionally additional services depending on the time in the year)
- Check the media email inbox for any special notes, songs, backgrounds, videos, scripture passages, etc...that Pastor, Dir. Of Discipleship, office or anyone else may send in
- Obtain copies of bulletin (either hard copy or via email) and add songs, Scripture, video, power points, etc...to worship services via the Easy Worship software program
- If songs are not available, access CCLI Song Select (see Media/Loading procedure for this information) or if unavailable, type in the new song and add it to the library
- Make sure services are loaded and ready prior to worship on Saturday afternoon

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Worship Ministry Team Coordinator  
Director of Discipleship

**Date Written:** 04/25/2013

**Date Revised:** 08/01/2013; 10/08/2013

**Date Revised:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Saturday Evening Media Operator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Saturday Media Operator is to run the media computer and sound board for the Saturday afternoon worship service.

**Qualifications:**

The Saturday Media Operator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Saturday Media Operator should always portray a Christian model for those being served.

- You have basic skills in using a Microsoft Windows based computer
- You have basic skills in using of Microsoft PowerPoint and have basic working knowledge of the program
- You have basic skills in playing videos on computer and DVD player
- You have basic skills using a sound board

**Duties and Responsibilities:**

- Attend training/re-training sessions whenever they are held
- Commit to serving two hours per service based on assigned days (3:30-5:30pm)
- **Be in the booth by 3:30 pm to practice songs along with Living Water worship band. (Note: Make sure announcements are running 15 min prior to service)**
- Load videos through computer or DVD as noted by worship leader or related to announcements, presentations
- Double check that worship schedule in Easy Worship matches the one presented in the worship bulletin prior to the start of service
- Be diligent and attentive to worship as the service proceeds
- Make adjustments to sound board and worship schedule as needed throughout the service
- Serve on scheduled days and notify media operator coordinator if change needs to be made or you are unable to serve

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Media Operator Coordinator

**Date Written:** 03/28/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Sunday Media Operator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Sunday Media Operator is to run the media computer and sound board for the Sunday morning worship services.

**Qualifications:**

The Sunday Media Operator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Sunday Media Operator should always portray a Christian model for those being served.

- You have basic skills in using a Microsoft Windows based computer
- You have basic skills in using of Microsoft PowerPoint and have basic working knowledge of the program
- You have basic skills in playing videos on computer and DVD player
- You have basic skills using a sound board

**Duties and Responsibilities:**

- Attend training/re-training sessions whenever they are held
- **Be in the booth 15 minutes before worship begins. (Note: Make sure announcements are running 15 min. prior to service)**
- Load videos through computer or DVD as noted by worship leader or related to announcements, presentations
- Double check that worship schedule in Easy Worship matches the one presented in the worship bulletin prior to the start of service
- Be diligent and attentive to worship as the service proceeds
- Make adjustments to sound board and worship schedule as needed throughout the service
- Serve on scheduled days and notify media operator coordinator if change needs to be made or you are unable to serve

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Media Operator Coordinator

**Date Written:** 03/28/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

## **Galilee Lutheran Church, Pasadena, Maryland** *“Sharing God’s Love, Changing Lives!”*

**Position:** Slide Team Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Slide Team Coordinator is to manage slide team members as well as problem-solve appearance and technical issues related to putting together slide presentations for worship.

**Qualifications:**

The Slide Team Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Slide Team Coordinator should always portray a Christian model for those being served.

- You have basic skills in using a computer
- You have access to a Microsoft Windows based computer
- You have an appropriate version of Microsoft PowerPoint available (97-03, 07, 10) and have basic working knowledge of the program
- You know how to browse the web and use search engines
- You know how to send files as email attachments
- You have access to a high-speed internet connection

**Duties and Responsibilities:**

- Recruit volunteers to serve through phone calls, emails and face-to-face conversations
- Schedule volunteers to serve as lectors on a monthly basis
- Send a copy of the slide preparers’ schedule to both the office and Director of Discipleship
- Phone reminders to volunteers or obtain email address to give to Director of discipleship for weekly email reminders
- Compose announcement/sermon slides for assigned weekend worship (up to 2 hour time commitment).
- Send completed slides to appropriate parties for review and display
- Trouble shoot when technical and display issues arise
- Follow up with slide preparers if they do not serve as scheduled. Check on reason volunteer was absent and keep them accountable to their commitment to serve

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Worship Ministry Team Coordinator

**Date Written:** 12/11/2012

**Date Revised:** 08/01/2013; 10/8/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Slides Preparer

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Slide Preparer member is to create and deliver PowerPoint slides presentations supporting weekly worship services and special events.

**Qualifications:**

The Slide Preparer should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Slide Preparer should always portray a Christian model for those being served.

- You have basic skills in using a computer
- You have access to a Microsoft Windows based computer
- You have an appropriate version of Microsoft PowerPoint available (97-03, 07, 10) and have basic working knowledge of the program
- You know how to browse the web and use search engines
- You know how to send files as email attachments
- You have access to a high-speed internet connection

**Duties and Responsibilities:**

- Be a willing and active volunteer on a monthly basis to create slides
- Follow guidelines for contrast, font (type/size), images, etc...spelled out in the “Slide Guide”
- Compose announcement/sermon slides for assigned weekend worship (up to 2 hour time commitment).
- Send completed slides to appropriate parties for review and display
- Produce slides for events such as: congregational meetings, special appeals or special occasions/holidays

**Length of Commitment:**

One year, with the choice of renewal for following years.

**Accountability:**

Slide Team Coordinator

**Date Written:** 12/11/2012

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Nursery Attendant Coordinator

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Nursery Attendant Coordinator is to recruit and schedule volunteers to serve as Nursery attendants for weekend worship services.

**Qualifications:**

The Nursery Attendant Coordinator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Nursery Attendant Coordinator should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Recruit volunteers to serve through phone calls, emails and face-to-face conversations
- Schedule volunteers to serve as nursery attendants on a monthly or quarterly basis
- Send a copy of the nursery attendants’ schedule to both the office and Director of Discipleship
- Phone reminders to volunteers or obtain email address to give to Director of discipleship for weekly email reminders.
- Follow up with nursery attendants if they do not serve as scheduled. Check on reason volunteer was absent and keep them accountable to their commitment to serve

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Worship Ministry Team Coordinator

**Date Written:** 08/01/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Nursery Attendant

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of the Nursery Attendant is to provide care and watch over children who visit the nursery during the worship service.

**Qualifications:**

The Nursery Attendant should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Nursery Attendant should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Show up 10-15 minutes prior to the service and report to the nursery
- Watch over children as they play in the nursery
- Take children out to listen to the “Good News for Kids”
- Take child back to parents (if there are other adults to supervise), if the child is misbehaving
- Provide guidance with activities/Teach lesson or craft (if available)
- Clean and straighten the room after the children leave
- Report any concerns or ideas for improvement to Nursery Attendant Coordinator or Director of Discipleship

**Length of Commitment:**

One year, with the choice of renewal for following years

**Accountability:**

Nursery Attendant Coordinator

**Date Written:** 08/21/13

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

## **Galilee Lutheran Church, Pasadena, Maryland** *“Sharing God’s Love, Changing Lives!”*

**Position:** Youth Ministry Lead

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study. In addition, this person must have a love and understanding for youth and be willing to work with the parents of youth.

**Purpose:**

The purpose of the Youth Ministry Lead is to work with the parents to develop and implement a yearly Youth Ministry Schedule of activities, making up the Galilee Youth Program. The Youth Ministry Lead may also be the Youth Ministry Representative on the council.

See attached for additional notes

**Qualifications:**

The Youth Ministry Lead should be faithful in the use of Word and Sacrament; attend church regularly; and, be a good steward of time, talents, and treasures. The Youth Ministry Lead should portray a Christian model for the youth of Galilee as well as their parents.

- Must be a member of Galilee
- Undergo a background check

**Duties and Responsibilities:**

- Develop the yearly Youth Ministry Schedule with the help of the youth parents. The schedule should include opportunities for service both at Galilee and throughout the community, opportunities for learning about receiving and sharing God’s love and gifts, and opportunities for age appropriate fellowship.
- Coordinate facilities and help needed to deliver Youth Ministry activities
- Coordinate retreat and conference opportunities as well as manage funding for those trips
- Help facilitate communication between youth participating and their parents
- Work with the Youth Ministry Council Representative to identify opportunities for fund raising to support Youth activities and conferences

**Length of Commitment:**

One year, with choice of renewal for following years

**Accountability:**

God  
Church Council  
Staff

**Date Written:** 09/08/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

### **Additional Notes & Guidelines:**

The purpose of Youth Ministry is to provide a loving, safe, and non-judgmental environment where the youth of Galilee and the surrounding community can grow in knowledge of Christ as well as learn to be active participants in the Christian community, not only at Galilee but throughout their lives. This includes helping youth to have a broader understanding of the needs not only in the Pasadena Community but throughout the world.

The Youth Ministry Lead should rely on assistance from the Youth Ministry Council Representative, parents of the youth involved in the Youth Program, the Galilee Church Council, Galilee staff and Galilee membership.

## **Galilee Lutheran Church, Pasadena, Maryland** *“Sharing God’s Love, Changing Lives!”*

**Position:** Youth Ministry Church Council Representative

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study. In addition, this person must have a love and understanding for youth.

**Purpose:**

The purpose of Youth Ministry is to provide a loving, safe, and non-judgmental environment where the youth of Galilee and the surrounding community can grow in knowledge of Christ as well as learn to be active participants in the Christian community, not only at Galilee but through-out their lives. This includes helping youth to have a broader understanding of the needs not only in the Pasadena Community but throughout the world.

The purpose of the Youth Ministry Representative is to represent Youth Ministry on the Galilee Church Council. The Youth Ministry Representative on the council may also be the Youth Ministry Leader but this is not an absolute necessity as both these positions require a larger responsibility than most council volunteers would be able to make.

**Qualifications:**

The Youth Ministry Church Council Representative should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Youth Ministry Council Representative should portray a Christian model for those being served.

**Duties and Responsibilities:**

- Work with and support the Youth Ministry Lead in developing and implementing the Galilee Youth Program
- Represent Galilee Youth Ministry at regular and ad-hoc Galilee Church Council Meetings
- Present requests for Youth Fundraising to the Galilee Church Council
- Present the annual Youth Ministry Schedule and facility needs to the council and the office
- When opportunities or issues arise that affect Youth Ministry, guide the council into making a decision that minimizes impact on the youth program
- Manage funding for Youth Activities

The Youth Ministry Council Representative should rely on assistance from the Youth Ministry Lead, parents of the youth involved in the Youth Program, the Galilee Church Council, Galilee staff and Galilee membership.

**Length of Commitment:**

Two years, with the choice of renewal for another two years.

**Accountability:**

The Youth Ministry Church Council Representative is accountable to the parents of the youth participating in Youth Ministry, Youth Ministry volunteers, to the Church Council and to God.

**Date Written:** 09/08/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013

**Galilee Lutheran Church, Pasadena, Maryland**  
*“Sharing God’s Love, Changing Lives!”*

**Position:** Confirmation mentor

**Prerequisite:**

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

**Purpose:**

The purpose of a confirmation mentor is to work with a youth confirmation student who is using an alternate route to complete studies preparing for adult membership. The program of study will be determined by the pastor, who will personally recruit the mentor.

**Qualifications:**

The confirmation mentor should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Confirmation mentor should always portray a Christian model for those being served.

**Duties and Responsibilities:**

- Be willing to read through material that the student has been asked to read and study – typically the book *‘Free To Be’* with a study guide
- Meet with the student to go over the material, discussing the concepts and answering any questions that the student may present
- When the student has completed his/her studies to the satisfaction of the confirmation mentor, communicating this fact to the Pastor

**Length of Commitment:**

Depends on student’s pace in completing the work and a mutually-agreed upon deadline for completion of studies with confirmation mentor. Typically, one to six months, depending on the time of year (i.e., whether school is in session)

**Accountability:**

Pastor

**Date Written:** 09/17/2013

**Date Revised:** 10/08/2013

**Date Approved:** 10/08/2013