

# Service Opportunities for 2010



Make Disciples of Jesus Christ, Glorify God, Inspire Others to Follow Christ

Williams Memorial United Methodist Church

Committed to Glorify God,

Inspire Others to Follow Christ &

Make Disciples of Jesus Christ



## How to Use this Booklet of Opportunities

We believe God speaks to each person about their gifts and service. By listing opportunities for ministry with Williams UMC, this booklet is designed to assist you in choosing the ministry to which God is calling you. This list is not complete. You may be involved in ministries which are not listed, keep doing what God calls you to do. If you do not have a present ministry in the church, this booklet will help you get started.

It is not an interest survey. When you volunteer for a ministry you are making a one year commitment. Next year you will have an opportunity to make a different commitment. As always, if something happens to change your situation your commitment may be changed by contacting the staff person who relates to your area of ministry.

Pick the area of ministry you desire to serve and then note the number of that ministry and place it on your commitment card. Four spots are available on your card. We encourage everyone to volunteer for at least one of the ministries of the Church. If you need more than four spots you may note them on the back of the card.

You may notice that committees are not listed. While those are important opportunities to serve your Church family, they are nominated by the Lay Leadership Committee on an annual basis. We choose the leadership from the people who are active in volunteering in the ministry of Williams.

Faithfully in Jesus Christ,  
Danny Wayman

## Bible Studies

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
E-1	Disciple I-IV (4 studies)	Four in-depth studies of the Bible lasting 30-32 weeks	8	Once a week Sept-May	8 hours per week
E-2	Bible Studies	Studying the Bible to enrich our relationship to Jesus (3 or 4 per year)	8	Seasonal	8 hours per week

## Sunday School Teachers

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
E-3	Sunday School Teacher	Prepare and present provided curriculum for adult Sunday School class	8	Every Week	8 hours per week
E-4	Sunday School Substitute	Substitute teach for adult Sunday School Classes	2	As Needed	As Needed

## Children's Sunday School

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
E-5	2 Years-Kindergarten Teacher	Prepare lesson from provided curriculum and teach children that God loves You	16	Every Sunday Morning Sept-May	1 hours
E-6	1-4 Grade Teacher	Prepare lesson from provided curriculum and teach children that God loves You	12	Every Sunday Morning Sept-May	1 hours
E-7	5-6 Grade Teacher	Prepare lesson from provided curriculum and teach children that God loves You	6	Every Sunday Morning Sept-May	1 hours
E-8	All classes	Substitute Teachers	3	As needed	1hours

## Children's Ministries — Sunday Night

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
Ch-1	4 & 5 year olds Alive at Five	This <b>Story Time</b> class provides a great way to learn about Jesus. We tell Bible Stories and play games	36	Sunday Nights Sept. Thru May-Rotating Monthly	2 hours
Ch-2	1st & 2nd Grades Alive at Five	<b>The Bible Zone</b> is a lively group that gathers for Bible stories, activities and games	40	Sunday Nights Sept. Thru May-Rotating Monthly	2 hours
Ch-3	3rd & 4th Grades Alive at Five	In <b>Bible Basics</b> children learn the books of the Bible and memory verses along with related games and activities	40	Sunday Nights Sept. Thru May-Rotating Monthly	2 hours
Ch-4	5th & 6th Grades Alive at Five	<b>JYF</b> Junior Youth Fellowship have Bible study and games in addition there are trips, events and on-going mission projects	40	Sunday Nights Sept. Thru May-Rotating Monthly	2 hours

## Children's Ministry — Summer Schedule

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
Ch-5	1st & 2nd Grade	<b>Live Big</b> help our 1st and 2nd grades to come to know Jesus and the Bible	3	Every Sunday Morning - Summer	1 hours
Ch-6	3rd thru 6th Grade	Helping make the bible come alive for these children	4	Every Sunday Morning - Summer	1 hours
Ch-7	Vacation Bible School Teacher/Helper	Theme for the year	100 youth & adults	1 week	3 hours
Ch-8	Easter Egg Hunt	Help hide eggs and assist children.	7	once per year	2 hours

## Food Service Ministries

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
Fd-1	Alive @ Five	To organize and service our Sunday night meal to children.	30	Sun. eve. Sept. - May	2 hours
Fd-2	Special Parties & Events	To cook, organize and serve meals to children and adults	20	3 to 4 times a year	varies
Fd-3	Special Parties & Events	Operate snow cone, cotton candy & popcorn machines, supervise blow-up toys & special attractions during kids' parties	40	3 to 4 times a year	varies
Fd-4	Sunday Morning Fellowship	Set up and replenish food for the Sunday Morning fellowship time before and after Sunday School.	30	Once per Month	3 Hours
Fd-5	Funeral and Bereavement Food Ministry	Provide food for funeral meals	30	As Needed	As Needed

## Communication Ministries

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
Co-1	Videographer	Video church events	4/rotating	monthly	15 minutes
Co-2	Video Editor	Edit video of church events.	2	as needed	2 hours
Co-3	Photographer	Take pictures at church events	6	as needed	varies
Co-4	Website Design Team	Help to design and maintain our church website. Much can be done from home.	10	Weekly	1 hour
Co-5	Insight Design Team	Help to design, edit and proof "Insight" magazine	4	Monthly	4 hours
Co-6	Insight Reporter	Write articles for the monthly "Insight" magazine	10	Monthly	varies

# Youth Ministries

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
Ym-1	UMYF Dinner Cooker	Assist with preparation, serving, and cleaning up for a meal at UMYF	30	4 times yearly	2 hours
Ym-2	UMYF Adult Sponsor	Actively participate in youth events on Sunday Nights from 5-7pm	15	3 times monthly	2 hours
Ym-3	Bible Study Assistant Teacher	Assist with Youth Bible studies during the school year	2	3 times monthly	1 hour
Ym-4	Randy Sams' Adult Helpers	Set menu and assist in buying, preparing, and serving food at Randy Sams'	10	every other month	3 hours
Ym-6	Sunday school assistant leader	Assist leader during Sunday school lesson for Youth Sunday school	12	2 times monthly	1 hour
Ym-7	Mission Dinner Adult Helpers	Assist youth with shopping, preparations, serving dinner and manage tables during Mission Dinner	6	Once a Year	3 hours
Ym-8	Event Drivers	Drive and assist during special events that require transportation	8	Upon Request	varied
Ym-9	Youth Missions & Camp Sponsors	Go to District Summer Camp or summer mission trips such as UM ARMY and BIG HOUSE with the youth.	30	One Week Per Year	Week Long
Ym-10	Prayer Team	Receive weekly prayer concerns by email and pray for youth events and leaders	30	Every Day	Varied

# Youth Arts Ministries

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
Ya-1	Singers	Sing in Youth Ensemble Singers!	lots	weekly	1 hour
Ya-5	YES! Yelpers	Parents and friends to assist with rehearsals and snacks	2	weekly	1 hour
Ya-2	Liturgical Dance Helpers	Parents and friends to assist with rehearsals	4	weekly	1 hour
Ya-3	Dancers	Dance with Liturgical Dancers	lots	weekly	1 hour
Ya-4	Youth Band	Play or Sing with the youth praise band	15	weekly	3 hours

## College Age Ministries

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
Ca-1	Assembling care/study packages	Buy and assemble and mail care packages for students away from home at college.	6	twice a year	6 hours
Ca-2	College Age Ministry	Help with College Classes and Fellowships	6	As Needed	As Needed

## Congregational Care Ministries

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
Cc-1	Worthmore	Visit our shut-ins to give love, support, and to shares communion	10	as often as needed	varies
Cc-2	Stephen Ministry	A Stephen Minister is a member of the congregation who is recruited, selected, trained, commissioned and supervised by Stephen Leaders to provide one-to-one Christian care to persons in need.	30	as often as needed	varies

## Administrative Ministries

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
Am-1	Weekday Greeters	Meet and greet guests and church family members. Answer telephones and assist staff with light duties as needed	5	once per week	3 1/2 hours
Am-2	Church Sign	Change church sign message each week	2	once per week	1/2 hour
Am-3	Good Treasures Helper	Greet customers, help prepare coffee and snacks, straighten books and assist customers with purchases	25	once per week	3 hours
Am-4	Recycle Program	Take paper recyclables from church office to drop site	1	Once per week	1/2 hour

# Children's Music

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
Cm-1	Toddler Music	Follow lesson plan teaching basic music concepts to toddlers	1	Weekly Sept-May	2 hrs/wk
Cm-2	Pre-School Music	Follow lesson plan teaching basic music concepts to pre-schoolers	1	Weekly Sept-May	2 hrs/wk
Cm-3	Children's Music Assistant	Assistant to Children's Choir Director during rehearsal time	1	weekly	varies
Cm-4	Children's Music Production Asst.	Assist director during the month prior to big productions, generally once or twice per year	2	varies	varies
Cm-5	Children's Music	Pianist	1	Weekly Sept-May	2 hrs/wk
Cm-6	Children's Music presentation prep.	Data input (type words into PowerPoint presentation	2	varies	varies
Cm-7	Children's Music Bell Assistants	Someone to be familiar with Krystal Bell System to serve as backup for choir time	1	varies	varies
Cm-8	Monitor for children's groups	To sit with children during services and assist them	4	w/service participation	1 hour
Cm-9	Snacks for children and youth in chimes and choirs	To assist during rehearsals	4	weekly rotation	1 hour
Cm-10	Safe Sanctuary support for all children in chimes, choirs, etc.	Safe sanctuary (screening required)	many	weekly	1 hour
Cm-11	Ageless Chimes Assistant	Assist chimes director during rehearsal time.	1	weekly	2 hours

# Evangelism Planning/Outreach

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
Eo-1	Visitation Ministry	Call on recent church visitors to take them a gift, provide information about Williams, and encourage them to return.	20	Monday evenings once per month	1 hour
Eo-2	Neighborhood Welcome Team	Greet new neighbors, take them a gift and information about Williams, and invite them to church.	unlimited	as needed	normally 1 hour per month
Eo-3	Inside Greeter 1x mo 8:00 a.m., 9:00 a.m., or 10:15 a.m.	Welcome people to church on Sunday morning, assist them in finding Sunday School classes, nursery and other key locations, and answer questions about the church. This is a great way to meet new people.	50	once per month	20 minutes
Eo-4	Parking Lot Greeter	Be the first to contact people on Sunday morning. Give directions and answer questions and lead them to their destination	50	once per month	30 minutes
Eo-5	Attendance Data Entry	Enter Sunday School and church attendance into the computer system at the conclusion of Sunday morning worship services or early Monday morning.	4	once per month	1 -2 hours per month
Eo-6	Telephone Committee	Make welcome calls to visitors to the church or to members who have become inactive to encourage them to return.	20	once per month	1 hour per month
Eo-7	Contact New Members	Contact new members to welcome them and ensure that they become involved in the Williams family by inviting them to Welcome to Williams.	20	monthly	1 hour per month
Eo-8	Welcome Tables and New Member Registration	Staff the Welcome Tables before and after each service. Register new members and take their photographs at the end of the service in which they join.	10	once per month	20 minutes per service
Eo-9	Prayer	Prayer for the mission and goals of the Church, that we may fulfill our mission statement to "Glorify God, inspire others to follow Christ, and to make disciples for Jesus Christ."	unlimited	unlimited	varies
Eo-10	New Member Greeter	Take photos and host new members through greeting time	2	twice monthly	as needed
Eo-11	New Member mentors	With pastor's guidance, help new members feel personally welcomed and comfortable	1 per new member	As needed	As needed

# Missions Ministries

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
Ms-1	Boxing Team	Meets once per week to prepare boxes for Society of St. Stephen, our food pantry. We prepare 20 boxes per week to give away, influencing our community for Christ one box at a time.	at least 20	once per month	1 1/2 hours
Ms-2	Stuff the Bus	Work with team to collect school supplies for the beginning of the school year. This is a major ministry of our church done each summer. Duties include collecting and sorting school supplies.	unlimited	annually	varies
Ms-3	Mentoring Program	This new ministry of the Missions Team goes into an elementary school to connect with a child on a weekly basis. This is a commitment for the school year and requires training by TISD.	unlimited	varies	varies
Ms-4	Computer Lab Teacher or Helper	Help people using the computer lab to learn life skills.	8	Once per month	1 1/2 hours
Ms-5	Miracle on 15th Street	Our annual Christmas celebration provides gifts and food for chosen families. We need shoppers, planners, promoters and a flexible work force to bring about this rewarding, special night.	unlimited	As Needed during Nov/Dec	varies
Ms-6	Pumpkin Patch Volunteer Coordinator.	Call youth and parents of youth to fill time slots during the pumpkin patch	1	Once a Year	4 hours
Ms-7	Pumpkin Patch Unloading/Clean up Coordinator	Help organize and oversee the unloading of pumpkins & cleanup after the Patch is closed	2	Once a Year	5 hours
Ms-8	Pumpkin Patch Children's Story Time Volunteer	Assist with Story Time in the Pumpkin Patch Monday-Friday 9am-noon. Read stories, carve pumpkins...etc.	8	Every other day during Patch	15 hours
Ms-9	Pumpkin Patch Family Night Coordinator	Help organize and oversee the food, games, and activities associated with Family Night in the Pumpkin Patch	2	Once per Year	4 Hours

# Contemporary Worship Ministries

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
Xp-1	Attendance Counter	Count attendance for Contemporary Worship Services	4	Once per month	1 Hour
Xp-2	Xperience Worship Usher	Welcome and distribute bulletins. Collect offering and assist with communion as needed. Pick up bulletins, paper, etc. following service	20	Once per month	1 1/2 hours per service
Xp-3	Xperience Worship Stage Design	Help with creation of props and decorations used to enhance the over all theme used during the worship services.	10	As needed	3 hours per week
Xp-4	Xperience Band	Play your instrument with a team of musicians to lead worship in the Xperience service and other worship opportunities (audition required)	15	Weekly	3 hours per week
Xp-5	Xperience Vocals	Sing with the Xperience vocals to lead worship the Xperience service and other worship opportunities (audition required)	10	Weekly	3 hours per week
Xp-7	Xperience Technical Team	Operate cameras, lights, computer and sound equipment during the services.	24	Once per month	4 hours per week
Xp-8	Xperience Worship Set-up	Help with the set up of everything used in the service except sound equipment. Ex. Drama props, stage decorations, seating, etc..	30	Once per month	2 hours
Xp-9	Xperience Worship Break-down	Help with the breakdown of everything used in the service except sound equipment. Ex. Drama props, stage decorations, seating, etc..	30	Once per month	2 hours
XP-10	Xperience Drama	Work on dramas to be presented regularly in the Xperience service. Also for Sanctuary service and special events.	10	Once Per Month	5 Hours (Incl Reh)
XP-11	Xperience Ensemble	Play an ensemble instrument such as saxophone, trumpet, percussion etc for special occasions with Xperience Band	20	Once Per Month	5 Hours (Incl Reh)
XP-12	Xperience Speaker	Read Scripture, Lead Children's Sermon, or prayer time during the Xperience Service,	30	Rotate Monthly	1 hour per rotation
XP-13	Communion	Serve Communion in the Xperience Worship Service	12	Once every 3-4 months	1 Hour

# Sanctuary Worship Ministries

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
Sw-1	Greet inside the Sanctuary	Speak to those who may be new, and to regular members as well. Welcoming	4/rotating	monthly	15 minutes
Sw-2	Parking lot greeter	To be in the parking lot and offer directions or assistance to those who need help, speak to all	4/rotating	monthly	15 minutes
Sw-3	Organ/Piano Instrumentalist	Play organ or piano for fill in, substitute, and special music	4	as needed	as needed
Sw-4	Singers	Sing in Chancel Choir	unlimited	weekly	2 1/2 hours
Sw-5	Players	Instrumentalists to play for special services	varies	as needed	2 hours
Sw-6	Ushers	Pass out bulletins, answer questions, take up offering, straighten after service	30	monthly	1 hour 15 minutes
Sw-7	Acolytes	Light sanctuary candles, assist with communion and offering	20	monthly	1 hour 15 minutes
Sw-8	Attendance counters	Count the number of congregants; collect registration sheets and give to office	4	monthly	10 minutes
Sw-9	Lay readers	Read Scripture for services	12 to 16	monthly	2 hours with prep.
Sw-10	Altar preparation	Attend to paraments weekly and add visual interest when needed	4	monthly	1 hour
Sw-11	Communion set-up/ Clean Up	Fill the communion glasses and prepare table and bread. Remove cups from altar rail, dispose of elements appropriately, wash napkins	12	monthly	1 1/2 hours
Sw-12	Sound technician	Set up and attend the sound board during services, including weddings funerals and special events	5	twice monthly	1 hour 15 minutes

## Sanctuary Worship Ministries, continued

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
Sw-13	Sound assistant	Coordinate the persons on the chancel and the person at the sound board	4	twice monthly 1 hour	1 hour
Sw-14	Librarian	Assist with choir and bell music	1	weekly	1 hour
Sw-15	Robe helper	Coordinate choir robes, maintain them	1	weekly	as needed
Sw-16	Acolyte Assistants	Schedule children and remind them of their service time, maintain robes	4	weekly	1 hour a week
Sw-17	Kid activity books for Sanctuary	Weekly refill the crayons, coloring pages and pipe cleaners	1	weekly	1 hour a week
Sw-19	Post flyers	As needed post flyers of service changes (joint services)	1	As needed	10 minutes as needed
Sw-20	Sanctuary Care	Replace and replenish offering envelopes, prayer cards, pencils, straighten hymnals, etc. Under pulpit stock kleenex and small bottles of water for leaders' use.	at least 10	once a month	1 hour

## Worship Ministries

#	Ministry	Description of Service	Total # Needed	Frequency of Service	Length of Time
Wm-1	Parking lot greeter	To be in the parking lot and offer directions or assistance to those who need help, speak to all	4/rotating	monthly	15 minutes
Wm-2	Sign Language	Interpret the worship services in sign language	2	as needed	2 hours

# Record of My Commitment

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