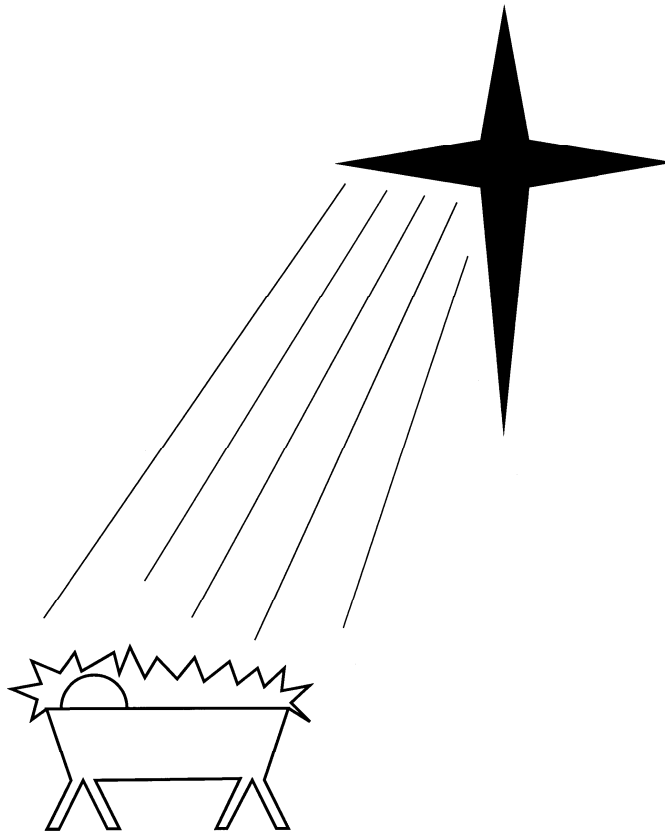


## **Appendix of Current Ministry Opportunities Of Immanuel Lutheran Church Of Grand Ledge**

This Appendix lists the current ministry opportunities at Immanuel Lutheran Church. This appendix may change as ministries develop.

Individuals wishing to participate in a current ministry or with an idea for a new ministry should contact a member of any one of the four Resource Teams, or a Council Member.



... he will be called "IMMANUEL"

Note: This Appendix is not part of the Bylaws of our congregation; rather, this is a tool to inform our congregation about current ministry opportunities.

On the following lists, ministries are listed by Resource Teams and are in random order.

Listed ministries are responsible to their Resource Team and shall report to that Team.

## **GATHERING RESOURCE TEAM**

### ***Key Elements: Inviting/Welcoming, Family, Fellowship, Uniting***

The Gathering Resource Team shall seek to welcome persons and invite them to hear the Good News of God's love. It shall provide resources to share the good news and publicize the outreach and evangelism of the church and its activities. It shall provide for the reception and acceptance of new members. It shall foster fellowship in the congregation and support ministries for men, women, youth and older adults. It shall provide opportunities and resources for music and worship in accord with the teachings of the scriptures.

- Membership Encouragement Program (Contact members prior to becoming inactive)
- Promote attendance
- Guest Book - Visitor's Book
- Ensure communication is being made to members in the armed forces, students and families away
- Promote Church, Sunday School and communion attendance (provide transportation as required)
- Prospective member file
- Pictorial Directory
- Tract Ministry
- Coordinate staffing of the nursery
- Staff the nursery
- Enlist choir, song leaders and music ministry (adult choir, hand bell choir)
- Serve as a choir member, song leader, hand bell choir, and in other music ministry
- Enlist, train and schedule greeters, ushers, acolytes, assisting ministers, lay readers, communion assistants, sound system technician
- Serve as a greeter, usher, acolyte, assisting minister, lay reader, communion assistant, sound system technician
- Altar care (Altar Guild)
- Decorations and flowers for seasons and special days
- Maintain worship supplies
- Worship Bulletins
- Friendship club
- Golf league
- Immanuel softball league
- Easter Breakfast

### **Gathering Resource Team, continued**

- Healing Services
- Immanuel Visitation Ministry
- Independence Village Outreach Ministry
- Drama Ministry
- Annual church camping trip
- Coffee Hour (schedule volunteers, prepare food, and volunteer to serve)

## **PREPARING RESOURCE TEAM**

### ***Key Elements: Teaching, Planning, Studying, Discovering***

The Preparing Resource Team shall encourage people to grow in faith and deepen their personal relationship with Jesus Christ. It shall assist members in determining their spiritual gifts and how to use those gifts in ministry with others. It shall provide educational ministry, equip teachers and provide educational resources, seek to increase the understanding of biblical stewardship principles, and support participation in the ministries of the church.

- Sunday School curriculum and material
- Enlist teachers
- Training teachers
- Sunday School Staff (Classroom Teachers, Music Teachers, etc.)
- Educational Records (establish and keep current)
- Vacation Bible School
- Educational Equipment and Supplies (purchase and supervise)
- Confirmation Program
- Purchase teacher resource material
- Library
- Maintain Cradle Roll (Birth to Nursery Sunday School Program)
- Promote Spiritual Growth & Development (Birth through Adult)
- Staff and oversee Children's Church Program
- Devotional materials
- Worship Bulletins
- Young Adult Group
- Junior and Senior High School Youth Organizations
- Develop Youth Mentors, Leaders and Parental involvement (solicit and train)
- Stewardship drive
- Birthday card program
- Coordinate camps & retreats
- Small Group Ministry (Frozen Chosen, Hope Circle, Prayer Shawl Ministry, Second Circle, Tuesday Morning Men's Bible Study, Quilting Ministry, Luther League II, God's Crusaders, Bible Study Groups)
- Graduation recognition
- Healing Prayer Ministry

## **SERVING RESOURCE TEAM**

### ***Key Elements: Giving, Caring For, Attending To***

The Serving Resource Team shall enhance the caring ministry of the congregation and equip members for God's service in the world. It shall oversee ministry to people who are homebound, hospitalized or have other special needs. It shall administer programs to meet needs in the local community and around the world. It shall support community projects, other benevolent activities and function as liaison to organizations sponsored or supported by the congregation.

- Educate the congregation on the relationship between faith and health
- Provide screening, referrals and support for individuals identified as at risk for various health-related problems
- Recruit and train members to serve as Parish Visitors who will implement a visitation program and card ministry
- Periodically assess health needs of the congregation and develop programs to address needs identified
- Provide representation on the Good Samaritan Fund Committee
- Yearly recognition of Scouting Programs
- Baskets of Hope
- Blood Drive
- Crop Walk
- Funeral Dinners
- Habitat for Humanity
- Provide meals to homebound
- Hospital visits
- Island Art Fair Hospitality
- LSSM
- Prayer Chain Ministry
- Relay for Life
- Provide transportation for those who need it
- Teddy Bears in the Pew
- Toddler Time
- Gardening Around the Church Grounds
- Kids Hope
- MiCAFE

## **SUPPORT RESOURCE TEAM**

### ***Key Elements: Fiscal, Building/Facilities, Business Office, Legal/Compliance***

The Support Resource Team shall assure the overall business operations of the church. It shall manage the fiscal and legal duties necessary for ongoing operation of the church. It shall care for church property, grounds, facilities, and physical assets held by the congregation.

- Staff Parish Nurse Position
  - Prepare position description
  - Annually review performance
- Staff Church Office Position
  - Prepare position description
  - Annually review performance
- Staff Christian Education Director Position
  - Prepare position description
  - Annually review performance
- Staff Custodian Position
  - Prepare position description
  - Annually review performance
- Staff choir director(s) position(s)
  - Prepare position description
  - Annually review performance
- Staff organist(s) position(s)
  - Prepare position description
  - Annually review performance
- Annual Pastor Evaluation
- Prepare annual report
- The Lutheran (periodical)
- Annual inspection of facilities
- Purchase cleaning supplies
- Inventory & Care of the equipment - annual review and report to the Church Council
- Church Signs
- Provide offering envelopes for members and pew envelopes
- Spiritual Gifts Inventory
- Annual audit of financial records
- Children, Youth & Vulnerable Adults Training
- Investment management

### **Support Resource Team, continued**

- Draft Policy & Procedure Manual for Council Approval
- Web Site
- Negotiate all contracts
- Prepare the budget
- Budget monitoring
- Insurance policies
- Constitution and Bylaw revisions
- Audit Memorial Fund
- Superintend Memorial Garden Fund
- Charter Organization Representative for Scout Troop 901
- Memorial Team
- Memorial Garden Team
- Archives Team
- Maintain inventory of kitchen supplies
- Purchase kitchen supplies
- Fall Clean up
- Spring Clean up