



LGUMC

Service Opportunities

Fall 2016

Dear Friends and Members of LGUMC,

Our model of discipleship is simple; BELONG, GROW AND SERVE. We become followers of Jesus by BELONGING to God, self and others through worship and fellowship. We GROW through small group experiences that shape and deepen our faith. We SERVE our church, our community and our world by reaching out with God's love and being the change we want to see. This booklet describes some of the ways that you can SERVE God and others here at LGUMC. We pray that it will help you find a place where your gifts are realized and utilized to make a real difference.

You'll find opportunities to:

Serve Children, Youth and Adults within our church

Serve through Worship, Celebration and Arts

Serve our Local Community and our World

Serve our Church through Vision and Administration

Serving Children, Youth and Adults within our Church

Ministry Team: Sunday School Teachers - Preschool through Kindergarten

This is our mission:

To work with children in the Sunday school program to guide them as they grow in their understanding of themselves, of God and of God's love shown through Jesus Christ.

This is what we do:

- Share God's love with kids! Love the Lord and the students
- Attend scheduled leader training
- Teach a Bible story and share activities based upon the provided activities
- Supervise preschoolers and kindergarteners during outdoor activities

This is how long it takes:

The commitment is for one school year and you will schedule the number of Sundays per month. We hope teachers will commit to one Sunday per month. Preparation for a class required about 30 minutes. Teaching teams are encouraged.

Contact: Amber Mantalas

Note: Background checks are required

Ministry Team: Sunday School Teachers - 1st – 5th grade

This is our mission:

To work with children in the Sunday school program to guide them as they grow in their understanding of themselves, of God and of God's love shown through Jesus Christ.

This is what we do:

- Teach a Bible story/lesson and choose the related activities, such as arts & crafts or games, based upon the provided curriculum
- Plan and prep for leading the class is done ahead of class time
- Guide, model, nurture each student so he or she will experience the love of Christ through you and grow in faith
- Regularly attend teacher's training
- Coordinate responsibilities with co-teachers or teacher helper
- Arrive at least 10 minutes before your class begins to prepare

This is how long it takes:

The commitment is for one school year and you will schedule the number of Sundays per month that you would like to teach, with the hope you will teach one time per month. Preparation is about 30 minutes.

Contact: Amber Mantalas

Note: Background checks are required

Ministry Team: Sunday School Youth Assistance - Preschool to 5th Grade

This is our mission:

To work with children in the Sunday school program to guide them as they grow in their understanding of themselves, of God, of God's love shown through Jesus Christ.

This is what we do:

- be at least 14 years old and keep a schedule of your availability
- Build relationships with children by having conversations at the appropriate time
- Watch for children who need assistance
- Watch for children who are off-track, help them focus
- Assist the teacher with activities as needed
- Arrange for a substitute on a Sunday when you cannot be present

This is how long it takes:

The commitment is for one school year and you will schedule the number of Sundays per month. There is no preparation involved.

Contact: Amber Mantalas

Ministry Team: Youth Confirmation Team

This is our mission:

To share Christian faith with youth and encourage them with God's Love

This is what we do:

- Help mentor and minister to the youth as you help to lead them through their faith journey using the confirmation curriculum.
- Support other team members in leading as well as help to lead the different activities, give your full participation.
- Guide, model, nurture each youth so he or she will experience the love of Christ through you and grow in faith.
- Teach within the team
- Planning and prep ahead of class time
- Regularly attend planning meetings
- Arrive to sessions 10 minutes before hand.
- Stay afterwards to help clean up and to ensure all kids are gone

This is how long it takes:

This commitment is for several months during the year and requires full participation by each individual. Each session will vary on time.

Note: Background checks are required

Contact: Robbie Frederikson, Youth Pastor

Ministry Team: Youth Group or Small Group Assistants

This is our mission:

To share Christian faith with youth and encourage them with God's Love

This is what we do:

- Youth Group meets on Wednesday evenings 2 times per month; Small groups will meet on Wednesdays 2 times per month beginning January 2017
- Assist in games, activities and faith discussions led by Robbie
- Guide, model, nurture each youth so he or she will experience the love of Christ through you and grow in faith.
- Planning and prep ahead of class time
- Regularly attend youth counselor/teaching meetings/trainings
- Arrive to events/youth groups 10 minutes before hand.
- Stay afterwards to help clean up and to ensure all kids are gone

This is how long it takes:

This is for one school year and you will schedule the number of weeks you are able to volunteer.

Each regular youth group takes 2 hours and other youth events that you choose to participate in vary in time.

Contact: Robbie Frederikson, Youth Pastor

Note: Background checks are required

Ministry Team: Youth Up Front Sunday Morning Leaders

This is our mission:

To share Christian faith with youth and encourage them with God's Love

This is what we do:

- Sit with youth during worship and leave with them after the sermon to discuss the message and various aspects of the worship service
- Guide, model, nurture each youth so he or she will experience the love of Christ through you and grow in faith.
- Regularly attend youth counselor/teaching meetings/trainings
- Arrive in the Sanctuary 10 minutes before start of worship to greet youth and encourage their participation.

This is how long it takes:

This commitment is for one school year and you will schedule the number of weeks you are able to volunteer. Each session requires about 1 hour of your time.

Note: Background checks are required

Contact: Robbie Frederikson, Youth Pastor

Ministry Team: Adult Ministries Team

This is our mission:

To provide a broad spectrum of small groups and short-term classes for all adults at LGUMC to help them grow in their spiritual journey.

This is what we do:

- Identify and develop Bible studies, classes, and small groups
- Secure leaders/facilitators for each activity
- Provide publicity such as articles in the Spire or Bulletin
- Provide training and support to leaders as needed
- Support adult ministries at Church Board meetings

This is how long it takes:

The team meets about 6 times a year for one to two hours. Throughout the year works to identify group leaders and develop class offerings.

Contact: Pastor Jennifer Murdock

Adult Small Group Leader

This is our mission:

To bring people into a closer relationship with God through small group leadership.

This is what we do:

- Develop a caring and spiritually-centered environment
- Provide resources for study and consideration
- Communicate with group members
- Publicize group to congregation

This is how long it takes:

Varies depending on when group meets

Contact: Pastor Jennifer Murdock

Ministry Team: Fellowship Team

This is our mission:

To organize opportunities for all church members and friends to develop closer relationships with one another and build community.

This is what we do:

- Create a diverse array of fun church events throughout the year
- Consider the diversity of ages and abilities as we plan
- Communicate with the congregation about upcoming events
- Organize events

This is how long it takes:

The team meets approximately 4 times per year to discuss and plan events. Further commitment depends upon the events each team member is responsible for organizing.

Contact: Pastor Jennifer Murdock

Ministry Team: Summer Barbeque Team

This is our mission:

To enhance fellowship by providing BBQ foods at summer Thursday night BBQs.

This is what we do:

- Purchase supplies and meats for BBQ
- Cook at the BBQ
- Set up and Clean up after BBQ

This is how long it takes:

Three hours once a month

Contact: TBD

Ministry Team: Health Ministries

This is our ministry:

To improve the health of our congregation members and surrounding community with visitation, care, and educational events.

This is what we do:

- Organize 4 health education events per year
- Organize visitation to homebound members
- Train volunteers to provide supportive, spiritual care
- Organize 3 opportunities each year to sing for homebound members
- Provide meals to those who are sick or recovery from treatment

This is how long it takes:

2 hours for meetings. Other time dependent upon projects involved.

Contacts: Marcelle Dougan, Joann Disbrow and Linda Waldrop

Ministry Team: Meals for Memorial Receptions and the Sick

This is our mission:

To provide grieving and/or ill families with food after an illness or death in the family.

This is what we do:

- Are available on short notice to provide meals, desserts and refreshments
- Prepare meals and take them to homes of sick members, as coordinated by Director of Visitation.
- Prepare desserts and refreshments for receptions, as coordinated by Memorial Coordinator.

This is how long it takes:

A few hours to prepare and/or deliver a meal or food item, when needed.

Contacts: Marcelle Dougan, Director of Visitation and Barbara Agrimonti, Memorial Coordinator.

Ministry Team: Los Gatos Christmas Parade Team

This is our mission:

To reach out to our community and share the joy of music

This is what we do:

- Enroll in the Los Gatos Holiday Parade
- Determine this float's theme
- Secure float
- Work with Music Ministries and build a performance team for the float
- Design the float décor
- Prepare the float for the parade
- Day of parade, ensure the float and all participants are ready
- Create a team to make hot coca for anyone who needs it day of parade

This is how long it takes:

This commitment is for several months during the year and requires several meetings, some individual work as well as team work and participation day of the Parade.

Contact: Pastor Jennifer Murdock

Serving through Worship, Celebration and Arts

Ministry Team: Worship Team

This is our mission:

The *mission* of the Worship Team is to create/craft worship experiences to help people experience the presence of God in services of worship.

This is what we do:

- Lead monthly team meetings to brainstorm ideas for themes and service elements
- Plan worship experiences
- Work with respective teams to create the service elements

This is how long it takes:

1 to 2 hours in meetings monthly; additional time with various teams to create services.

Contact: Cindy Loper

Ministry Team: Divine Design

This is our mission:

To enhance the spoken word and message of the sermon and sermon series/season through the visual arts, and also sharing poetry, music, prayer, and encouraging creative expression through interpretive dance and drama.

This is what we do:

- Develop design concepts at regular group meetings
- Create works of art for display in the sanctuary
- Help with installation of artwork

This is how long it takes:

- Attend routine meetings
- Project time is flexible
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Contact: Lani Ballard

Ministry Team: Flower Committee

This is our mission:

To add beauty to the worship experience with floral decorations as a tribute to God

This is what we do:

- Buy and arrange flowers for the altar on rotation
- Coordinate with Divine Design for colors and style
- A budget of \$40 per week is provided

This is how long it takes:

- 2-3 hours every 5 or 6 weeks/volunteer
- 2 hours before Easter and Christmas

Contact: Linda Waldrop

Ministry Team: Le Gato Ringers (9:15 Traditional)

This is our mission:

- To enhance the worship experience through the joyful sound of ringing handbells
- To experience the joy of working together as a team to make music.

This is what we do:

- Attend rehearsals on Thursday evenings from 6:15 p.m.-7:30 p.m.
- Help set up and put away the bells and equipment
- Willingness to support the group by attending rehearsals. We need every player to make the music happen.
- Each player is responsible for 2-4 notes
- As your skills are improved, new ringing techniques can be learned
- Come to church early for rehearsal on the mornings we play in church at the Traditional Service.
- Willingness to work in harmony with your peers.
- Some knowledge of music is helpful (if you have played an instrument and can read music) or a strong desire to learn.

This is how long it takes:

- 1 hour 15 minutes of rehearsal weekly on Thursday evenings (except during the summer).
- Attendance at the Traditional Service when we play for the worship service. On these Sundays, rehearsal begins an hour before the service in the sanctuary.

Contact: Mason Neipp

Ministry Team: Chancel Choir (9:15 Traditional)

This is our mission:

- To build up the spiritual life of the congregation through music
- To show God's love through music to the community at large

This is what we do:

- Attend rehearsals
- Sing on Sunday mornings during the Traditional Service
- Perform occasionally for special events

This is how long it takes:

- Rehearsal once a week
- Attendance on Sunday mornings at the Traditional Service
- Special concerts and occasional extra rehearsal time

Contact: Mason Neipp

Ministry Team: Lay Reader – (9:15 Traditional)

This is our mission:

To assist in the leadership of the service and to read scriptures and/or prayers during the Traditional Worship Service

This is what we do:

- Help in Leading the Traditional Sunday Service
- Read Scripture and other prayers, poems, as needed

This is how long it takes:

Lay Leader- 1 hour at church service

Contact: Marylou Abrahamson

Ministry Team: Courtyard Coffee House

This is our mission:

To provide coffee after the Traditional Service

This is what we do:

Coordinator

- Arrange for the coffee table to be set up
- To pre-measure the coffee used
- To recruit (2) volunteers for each week
- To call to remind volunteers
- Order coffee as needed

Volunteer

- To make and serve coffee after the Traditional Service

- Rinse pots and put coffee accessories away; ensuring some coffee remains for second service

This is how long it takes:

- ~1 1/2 hour a week

Contact: Jean Mundell

Ministry Team: Tech Team (9:15 Traditional)

This is our mission:

To enhance each worship service by seamlessly integrating technology into the service

This is what we do:

- Production of visual images for each service every week
- Visual projection during the services every week
- Audio control during the services every week
- Lighting control during the service every week
- Audio taping for extended ministry/worship to those who cannot attend services.

This is how long it takes:

- Visual production: 3 hours per week
- Visual projection: 2 hours per week (including lighting)
- Audio control: 2 hours per week (including audiotape)

Contact: Pete Taylor

Ministry Team: Greeters (9:15 Traditional)

This is our mission:

To be the goodwill ambassador who greets each worship attendee on Sunday morning and makes each person feel that his/her presence is truly valued at LGUMC

This is what we do:

- Arrive at the sanctuary entrance by 8:30 am on Sunday mornings
- Station yourself outside the sanctuary doors
- Smile!
- Extend a friendly greeting to all
- Stay at the doors until 9:15 to welcome latecomers

This is how long it takes:

45 minutes on Sunday mornings

Contact: Marge Ulrich

Ministry Team: Ushers (9:15 Traditional Service)

This is our mission:

To welcome and provide assistance during the Traditional Worship Service

This is what we do:

- Open sanctuary doors, check lighting and temperature, light alter candles
- Hand out bulletins and assist anyone needing help
- During service, remain near the back of the sanctuary to assist congregants, if needed
- Take attendance and record number on attendance card
- Collect offering with 4 assistants you have recruited that morning
- During the last hymn, open doors, and assist those needing help
- After service take offering, attendance and visitor cards to the office
- Pick up any remaining bulletins or trash in the sanctuary before you leave

This is how long it takes:

One hour and 40 minutes on Sunday morning on rotation

Contact: Jeff Mitchell

Ministry Team: Communion Elements Team (9:15 Traditional and 11:00 Open House)

This is our mission:

To provide delicious and quality elements to promote the excellence of the sacrament.

This is what we do:

- Make Bread
- Slice individual pieces and fill communion cups (9:15)
- Prepare and arrange altar before Service (9:15 and 11)
- Place loaves on plates and fill communion chalices (11:00)
- Remove communion elements and clean up after service (9:15 and 11)

This is how long it takes:

1 hour a month (to set up on 1st Sundays); 10 hours if you are assisting in bread baking

Contact: Cindy Loper

Ministry Team: Open House Praise Teams

This is our mission:

To create a worship environment led by vocalists and instrumentalists where all may experience the loving presence of Christ

This is what we do:

- Lead worship at the Open House service every other week
- Attend rehearsals before the service (one on Tuesday evening and then the Sunday morning 9:30 rehearsal before worship)
- Follow the worship leader
- Put the team before self on the chancel/platform
- Set up and tear down equipment for worship leading

This is how long it takes:

Three (3) hours on Sunday morning: (every other week)

9:30 – 10:15 rehearsal and prayer before worship;

11 – 12 lead worship

12 – 12:30 tear down mics and equipment

Tuesday evening rehearsals: 7:30 – 8:45 pm (every other week)

These spiritual gifts apply:

- Faith
- Hospitality
- Music- Vocal/Instrument

Vocalists: skilled in listening and blending with a group; it's helpful to have microphone and monitor experience. (Lead sheets and CD's are provided – not the written notes on the music). Must be able to sing on pitch with keyboard and guitar as the pitch reference.

Instrumentalists: skilled and able to play in a band with a groove; must be able to 'hear' the music on the CD examples and then play from lead sheets (chords and lyrics only)

Contact: Kevin McCullough

Ministry Team: Open House Media Team

This is our mission:

To support a worship environment where all may experience the loving presence of Christ by running the sound, lighting and media slides for the Open House services of worship.

This is what we do:

- Sound: do sound checks for the praise teams before the Open House service begins; help set up microphones if needed.
- Media: create and/or run the Media Shout slides; run the lights per the cue sheet indications; listen, watch and be flexible as the service flows – adjust to changes if they happen whether during a song or a worship flow change

This is how long it takes:

Two hours on Sunday morning for the mornings
10:30 – 11: sound check and set up
11 – 12: worship service
12 – 12:30: turn off system and help tear down
Occasional rehearsal time with the praise teams.

Contact: Cindy Cook

Ministry Team: Open House Hospitality Team

This is our mission:

To welcome the community into worship and help create an environment where all may experience the loving presence of Christ by greeting people before the Open House Service, answering questions about the campus, serving coffee and goodies, and widening participation in the worship service.

This is what we do:

- “Gushers”: Greet people as they enter the worship center, collect offering, take attendance and answer questions about the campus
- Coffee Team: Places coffee and goodies made earlier on table near entry and cleans up after the service
- Scripture Readers: Read scripture during the service and other prayers and readings on occasion

This is how long it takes:

On a rotation basis:

- Gushers: 15 minutes before worship begins and through worship service.
- Coffee team: 15 minutes before worship begins for preparation and 15 minutes at the end of service for clean up.
- Scripture Readers: 10 minutes to review scripture before service and 5 minutes during worship

Contact: Cindy Brain

Serving our Local Community and the World

Ministry Team: Outreach Committee

This is our mission:

To share God's love by being the organizing glue that connects people with projects that minister to the least, the lost and the last - the poor, the disenfranchised, and the victims of injustice and prejudice in our local and the wider community

This is what we do:

At present, there are about a dozen activities, mentioned below. To learn more about each ministry below, contact the Outreach Committee.

- Organize, carry out and/or support new and established Outreach activities.
- Write and submit articles to the Spire each month and the Sunday bulletin each week

This is how long it takes:

This commitment requires attendance to a monthly meeting. Time varies based on interest and involvement in different outreach ministries.

Contact for Outreach Team and related projects: Laurie Jones

Christmas Gift Fair

This is our mission:

To provide our members with alternative Christmas-giving opportunities.

To support non-profits in their work by creating an opportunity to receive donations.

To raise awareness of organizations and groups whose missions and goals are in alignment with those of LGUMC

Hunger Challenge

This is our mission:

To remind/educate ourselves about the challenges of hunger everywhere. To give members the opportunity to help alleviate hunger here and in other areas of the world on the 1st Sunday of each month.

Children's Gift Tree

This is our mission:

To reach out with love to needy children in our community who might not be getting any Christmas presents and give the congregation the opportunity to give gifts to children in need over the holiday.

Coffee and Chocolate Sales

This is our mission:

To help independent farmers who are willing to use planet-friendly, sustainable agricultural techniques and to provide members with the opportunity to support Equal Exchange/UMCOR by selling coffee and cocoa products on Outreach Sundays (first Sunday of each month) on a non-profit basis.

San Jose Family Shelter Collections

This is our mission:

To involve the entire church in reaching out with God's love to residents of the San Jose Family Shelter by conducting all-church drives for underwear, Easter baskets, and socks.

Second Harvest Food Collection

This is our mission:

To reach out with God's love to provide nonperishable food items for families in need by collecting items throughout the month and donating them to Second Harvest.

Rotating Shelter

This is our mission:

To provide dinner during one week in June and one week in August for the sixteen residents of the Rotating Shelter

Back to School Uniforms

This is our mission:

To help students in an economically distressed school district by collecting money for school uniforms in July and August.

Ministry Team: San Jose Family Shelter Breakfast

This is our mission:

To serve a hot breakfast to approximately 100 family members on the 1st Saturday of each month. The preparation and serving is done at the San Jose Family Shelter.

This is what we do:

- Arrive at 6:30 am
- Help prepare the breakfast
- Shop for food once per month
- Keep supplies (frying pans, etc) clean and in order

This is how long it takes:

Commitment if approximately two hours per morning. Shopping time is extra.

Contact: Chris and Amy Munson

Ministry Team: Shower Ministry

This is our Mission:

To provide weekly showers and a meal for members of our community without homes.

This is what we do:

- Arrive each Thursday at 4:15 to open Student Center
- Get out shower supplies
- Greet guests as they arrive
- Sign them in and guide them to showers
- Hand out sandwiches or other prepared meal
- Clean showers and leave by 5:30

This is how long it takes:

1 ¼ hour each Thursday you commit to serve

Contact: Barbara Agrimonti

Ministry Team: Open Mic Night at Recovery Café

This is our Mission:

To support those living on the streets and working toward recovery through the Recovery Café ministry of First Disciples of Christ Church in Downtown San Jose

This is what we do:

- Work with Recovery Café staff to provide a meal for participants on 3rd Saturdays, every other month
- Shop for food based upon the grocery list provided by staff
- Make the dinner
- Listen and enjoy the participants open mic performances
- Occasionally share poems and songs during the performance time

This is how long it takes:

3 hours on a Saturday you commit to serve; 1 hour prior shopping for groceries

Contact: Tom Waldrop

Ministry Team: Serve Sunday Organizing Team

This is Our Mission:

To organize 3 Sundays per year in which our congregation worships by serving in our local community.

This is what we do:

- Brainstorm and plan service projects with a variety of local organizations
- Develop organizational lists with project descriptions
- Staff Sunday sign-ups to get congregation committed to projects

- Find project leaders to lead teams

This is how long it takes:

2 2-hour meetings in the 6 weeks leading up to a Serve Sunday; some additional time to make phone calls and emails

Contact: Elvi Braun

Ministry Team: Social Justice

This is our mission:

To educate ourselves on issues of social justice, to educate our church community and to provide opportunities for the church community to respond with advocacy and compassionate care.

This is what we do:

- Meet monthly
- Plan hunger advocacy events
- Support the San Jose Pride Festival
- Organize educational events to learn about election issues
- Support avenues for social education and engagement

This is how long it takes:

Approximately 2 hours for monthly meeting. Other time depends upon involvement in particular projects.

Contact: Jean Mundell

Ministry Team: Volunteers in Missions

This is our mission:

To involve the people of LGUMC in acts of “Good Works” locally, nationally and internationally. Our church currently engages in regular mission trips to Colonet, MX.

This is what we do:

- Coordinator
 - Inform congregation about volunteer opportunities related to the United Methodist Church
 - Work with team leaders in organizing teams
 - Inform the congregation as to the accomplishments of the volunteers
 - Lead projects from time to time
 - Manage the Volunteer in Mission fund
- Participants
 - Build and maintain houses and buildings in less fortunate areas

- Commit to travel to projects that are in various locations around the country and the world

This is how long it takes:

Intensive during the planning and pre-participation experience for the Team (20 hrs +).

Missions usually last 1-2 weeks

Contact: Pete Taylor

Ministry Team: Live Oak Senior Nutrition and Service Center

This is our mission:

To provide an opportunity for fellowship and community with a nutritious lunch for seniors over sixty in the Los Gatos/Monte Sereno area

This is what we do:

- 1) Lunch volunteer to serve lunch at the church or Villa Vasona
- 2) Noontime entertainment—music, etc. at church during the lunch hour
- 3) Drivers to pick up clients and bring them to church for lunch, return clients to homes after lunch, run errands such as transportation to doctor's appointments, etc. A car and a valid CA driver license required.

This is how long it takes:

- 1) 2/3 hours each time.
- 2) Approximately 1 hour
- 3) Time varies

Contact: Mary Gullart

Ministry Team: Live Oak Adult Day Services

This is our mission:

Live Oak is a nonprofit community service agency providing a caring and accepting environment designed to promote the well being of the less independent adults by offering a specialized program of recreation and socialization opportunities

This is what we do:

- Provide structured activities
- Serve a hot breakfast and nutritious lunch
- Provide respite and support for caregivers

- Help combat isolation, with contact, support and enrichment
- Help maintain the frail adult in their home and community

This is how long it takes:

Live Oak Adult Day Services is open Monday thru Friday from 9 am to 3pm. Volunteer hours are flexible.

Contact: Kelly Mitchell

Ministry Team: Grace Preschool Board

This is our mission:

To oversee the Grace Preschool Program and to facilitate any needs that may occur to run the program efficiently

This is what we do:

- Mentor staff
- Oversee Licensing Accreditations
- Oversee school finances
- Aid with computer input
- Encourage parent involvement
- Update equipment and supplies as needed
- Act as liaison between church and school

This is how long it takes:

Board meets once a month; additional time needed for projects

Contact: Kristy Currie

Serving through Vision and Administration

Ministry Team: Board of Trustees

This is our mission:

To manage the church property, equipment, and investments to support the vision and mission of LGUMC. The Board of Trustees are the legal body of LGUMC.

This is what we do:

- Oversee, maintain, and supervise all LGUMC church property including the parsonage
- Report annually to the church conference on the state of the church's property

- Ensure that all trust funds of the congregation are invested properly – Endowment Committee is a sub-committee of Trustees
- Ensure that the articles of incorporation of the congregation are kept up-to-date.
- Be responsible, in conjunction with the pastor, for use of the church buildings
- Maintain adequate insurance coverage on all church property
- Develop appropriate risk management policies
- Submit to the committee on finance the annual budget requests for insurance, property maintenance and new equipment
- General oversight of Grace Preschool and Live Oak Senior Nutrition Center.

This is how long it takes:

Participate in Monthly meeting. Time varies based on involvement on projects

Contact: Larry Kroh

Ministry Team: Committee on Lay Leadership and Nominations

This is our mission:

To assess the LGUMC leadership needs and provide development, nurturing and training for the congregational leadership

This is what we do:

- Asses church leadership needs
- Develop and implement leadership training annually
- Assist with nomination process for Church Council Members and team chairs

This is how long it takes:

Quarterly meetings. Additional time varies on projects and ministry leadership needs.

Contact: Pastor Jennifer Murdock

Ministry Team: Staff Parish Relations Team

This is our mission:

To support the staff and the Parish to enable everyone to work toward LGUMC's Mission and Vision. To nurture good relations among LGUMC's staff and congregation.

This is what we do:

- Meet regularly with the staff members. Mostly as liaisons to offer evaluation and support
- Conduct yearly evaluations
- Set up health benefits, etc for staff
- Provide recommendations to the Church Council/Church Conference for compensation packages

- Seek, interview and recommend to the Church Conference qualified candidates for ordained and diaconal ministries.

This is how long it takes:

Monthly meetings with summer break: liaisons meet with respective staff members periodically

Contact: Tom Waldrop

Ministry Team: Finance Committee

This is our mission:

To ensure that all donations to LGUMC are managed faithfully and transparently in fulfilling our mission. To work on strategic finance accounts along with the Finance Secretary and the Account Manager

This is what we do:

- Coordinate annual budget process with the committees and ministries
- Review expenditures and requests for non-budgeted items as they occur
- Update committees and ministries regarding budget matters
- Ensure contributed funds are expended as donors request

This is how long it takes:

Monthly meeting or 1-2 hours

Contact: Doug Evans

Ministry Team: Stewardship Team

This is our mission:

To develop the fiscal resources necessary to support the vision and mission of LGUMC

This is what we do:

- Design, create and maintain a broad-based stewardship program which recognizes the importance of each participant in our church family and ensures the continued involvement, cultivation and care of those who give through their prayers, presence, gifts and service.

This is how long it takes:

Meetings once a month in preparation for campaign; as needed in other times

Contact: Pastor Jennifer Murdock

Ministry Team: Welcoming Team

This is our mission:

To foster an atmosphere which is friendly and welcoming to all who come onto the LGUMC campus

This is what we do:

- Obtain greeters and ushers for Traditional Worship Service
- Obtain greeters and coffee mates for Open House Worship Service
- Develop and implement programs and processes to connect visitors and their needs
- Work with Congregational Care to integrate newcomers into the life of the church
- Contact visitors to answer any questions about LGUMC

This is how long it takes:

- 2-4 hour meeting quarterly or as needed
- 2 month rotation of team members obtaining greeters for traditional service (1-2 hours/month when your turn in rotation)
- Visitor contact team: 1 hour on Sunday on rotation

Contact: Jonnye Cartmill

Ministry Team: Congregational Care

This is our mission:

To support our church membership by shepherding guests into deeper commitment and reaching out to inactive members.

This is what we do:

- Coordinate New Member Brunches
- Establish a presence in the courtyard between services where people can speak to us about someone who has been absent.
- Care for your friends and those you do not yet know.
- Keep our membership records current
- Collect responses from connection cards

This is how long it takes:

- Flexible

Contact: Patty Kuehmann and Pastor Jennifer Murdock

Ministry Team: Information Technology

This is our mission:

To enable the Staff to efficiently execute their function through enabling information technology.

This is what we do:

- System Administrator

Implement, expand and maintain a secure interconnected system of workstations, laptops, printers using local area networks access points and wireless nodes.

Skills required: Good understanding of computer hardware, computer systems and user software.

This is how long it takes:

Two to four hours per week (unless there is a crisis)

Contact: Hans Wiggers and Larry Capps

Ministry Team: Church Bulletin Boards

This is our mission:

To provide a method for people to become aware of the events that are going on at the church

This is what we do:

- Change information on the bulletin boards as needed (monthly or for special events)
- Keep backgrounds fresh and up to date

This is how long it takes:

- Up to 16 hours for background changes
- 1 ½ hours for information changes

Contact: Marylou Abrahamson

Ministry Team: Church Library

This is our mission:

To provide resources for church groups and individuals to enhance their personal and spiritual growth and to provide religious education and to maintain church history files.

This is what we do:

- Check out books, videos
- Shelve Books
- Process new books (list Dewey Decimal number, stamp and cover books, put on accession list, enter onto computer)
- Update catalogue in computer
- Clean Room
- Inventory Books
- Help people find materials they need
- Write short articles for Spire, bulletin
- Send overdue notices
- Collect and organize articles, photos, materials about church members and the church from members and local newspapers

This is how long it takes:

Flexible

Contact: Carol Crow

Ministry Team: AED Coordinator (Automatic External Defibrillator)

This is our mission:

To maintain the viability of the Public Access Defibrillation Program at LGUMC which is part of the “chain of survival” in Santa Clara County.

This is what we do:

- Function as liaison between LGUMC and the County Medical Director
- Maintain equipment and supplies
- Organize training programs and regular retraining programs
- Forward any incident data to the medical director
- Hold post-incident debriefing sessions for any persons involved

This is how long it takes:

A few minutes monthly to check on equipment and prepare for hosting training classes.
Four hours for the class itself

Contact: Board of Trustees

Note: Must be a registered nurse or paramedic. Certified for CPR

Ministry Team: Kitchen Committee

This is our mission:

To stock the kitchen with needed supplies for the church's many fellowship activities and ensure the cleanliness of the area.

This is what we do:

- Clean out refrigerator and freezer monthly removing unmarked and/or spoiled food
- Purchase Sunday morning coffee and tea, serving supplies such as hot and cold cups, sweeteners, stirrers, napkins, plastic tableware, and coffee filters.
- Refill the coffee supply baskets
- Take stock of dish soap, plastic storage bags
- Take inventory of dish towels and launder used ones.
- Straighten up kitchen counter surfaces and dispose of unwanted items.
- Report needed repairs and lack of appropriate maintenance to Trustees.

This is how long it takes:

Approximately 2 hours/month

Contact: Marylou Abrahamson; Barbara Agrimonti

Ministry Team: Mailing and Special Projects/ Office Volunteer

This is our mission:

To provide support in the Church office

To prepare mailings to the congregation

This is what we do:

- Filing, as needed
- Data entry
- Duplicating
- Folding
- Stuffing
- Sealing
- Applying mailing labels
- Posting

This is how long it takes:

Flexible, 1-3 hours as needed

Contact: Marylou Abrahamson