

UNDERSTANDING OUR CHURCH: North Congregational Church Ministries

June 2012

Fifth in a series. This month we add [Executive Council & special committees](#), [Senior Minister](#), [Office Staff](#), and [other volunteers](#).

	Worship	Education/Enrichment/Communications	Missions/Caring (North Church)	Missions/Caring (outreach)	Fellowship	Operations/Business
Weekly/Ongoing	Communion Chancel flowers \$ Lay readers † Acolytes Children's Choir Chancel Choir / Chancel Bells † BelleMusik † Service music (prelude, hymns, postlude) Prepare Sanctuary for worship service (lights, sound system) Monitor doors, visitor's table Offering \$ Greeters † Worship Services (sermons, prayers, children's message) Baptisms, weddings, funerals, memorial services Bulletins (Order of Service)	Promotion of mission opportunities Sunday School † Nursery/Toddler Rooms Pilgrim Fellowship (PF) Bible Studies Book Group AED training Special programs and field trips Official church minutes, correspondence, legal and financial documents Communications & Promotions (website, advertising, press releases, mailings) Newsletters, email notices, phone calls	Visitations to home & hospital † Visit funeral homes, attend church funerals † Care teams for short or long term illness † Prayer shawls † Prayer boxes PF service projects House & Grounds contracts/repairs Weekly anthems and responses Long Range Planning (financial study) Memorials (use of donations) Pastoral care and visits Assist boards and committees Memorial Luncheons	St. Alexander's Food Cupboard \$ Coordinate missions with other boards Assist with Vacation Bible School † PF service projects Blankets+ Program \$ The Knitting Tree \$ Represent North Church at and participate in community and Congregational church events	Circle of Care cards Funds for coffee hour refreshments \$ Support Kids Klub Church groups - Wednesday Bowling, Dinner for Eight, Flick Chicks, Mascot ³ s Coffee hour hosts Tuesday lunches Wednesday evening dinners	Manage significant benevolence budget Board/Committee membership (all) † † † † † † † † † Library Committee Review financial reports (operating budget, investments) Manage separate WA benevolence budget Review board/committee reports; make decisions on behalf of church Personnel (job descriptions, staff interviews, salary recommendations) Supervise staff; coordinate with boards and committees Church membership records and directory Church calendar; coordinate rentals Financial transactions, recordkeeping, reports
Seasonal or As Needed	Advent/Christmas worship activities Christmas Pageant (children) Christmas Eve service (PF) Lent/Easter worship activities Early Easter service (PF) Receive new members Guest preachers	Missions Month (Fall) Women's Retreat Lenten Study Moments for Stewardship Special music for Advent/Christmas Special music for Lent/Easter Benefit Concerts for Music Program Annual Meetings Confirmation Class Get Acquainted with North Church Teacher training Soloist auditions	Hanging of the Greens † Boxing Up Day † Spring & Fall Cleanup Days † Flower planting & garden maintenance † Spiritual Gifts (time & talent) †	Crossroads Soup Kitchen (Fall, Winter) † UNICEF/Halloween Indian Trails white boxes (Advent) \$ NOLA mission (Winter) † CROP Walk (Spring) †, \$ Participation in Interfaith services (Thanksgiving/Easter) Halloween Party at Halstead Place Adopt-a-Family (Christmas) \$ Attend Congregational Church meetings (local and national)	Rally Day Advent Workshop Flowers & devotional books to shut-ins (Advent, Lent) Cookies to shut-ins (Advent) Strawberry Social All-church outings Chili Lunch Music department Christmas & summer parties CHAOS Christmas party Lenten suppers and other all-church meals (various groups)	Special offerings (Thanksgiving, Christmas, Easter) \$ Annual operating budget Annual pledge campaign \$ Rummage sale (fundraiser) †, \$ Nominating (recruit candidates for annual election) Review membership records (active/inactive)

Opportunities for North Church members to get involved

† volunteers

\$ donations of money or materials

Diaconate - worship, membership, visitation, flowers, benevolences/missions

Board of Religious Education (BRE) - educational, recreational, social activities

Board of Trustees - house & grounds, budget, investments; Stewardship - raise funds for operating budget

Music Committee & Music Staff; Ushers; Women's Association (includes Tuesday Lunch Circle, CHAOS) - service and fellowship

Executive Council & special committees; Senior Minister - spiritual welfare; Office Staff; Other volunteers