

Why Servant Groups? Because...

- we recognize that the work of the church is every member's responsibility.
- we want to involve as many as possible in the life and work of the church and to make all feel needed and wanted in some way.
- within the body of Christ there are varieties of gifts and of service.
- there is work to be done.
- significant relationships develop through working together.
- new members are integrated into the congregation through development of friendships within the servant groups.

Responsibility Schedule

Month	2026	2027	2028	2029
January		1	4	3
February		2	1	4
March		3	2	1
April	1	4	3	
May	2	1	4	
June	3	2	1	
July & August	4	3	2	
September	1	4	3	
October	2	1	4	
November	3	2	1	
December	4	3	2	

My Servant Group is # _____. The above schedule tells when your group is responsible for servant group duties.

Responsibilities of Group Leaders

- Secure from your servant group the needed help for the various jobs for which your group is responsible. **Leaders are not responsible to do all of the work.**
- As much as is possible, allow servant group members to choose their areas of service according to their particular interests, abilities, and availability.
- Establish some system within your group for contacting all members when necessary. Email can work well.
- Contact work group members in advance of your assigned month(s) to divide responsibilities and make necessary plans.
- Keep offering opportunities of service in the church to all group members. Keep inviting, keep reaching out, and keep asking. Let each one know that their participation is wanted and needed. Foster a cooperative team spirit in the group.
- See that any funds received from serving funeral lunches or potluck meals are turned over to the Family Fellowship Treasurer.

Servant Group Responsibilities

Serving Funerals

The Social Concerns Committee will deal with the initial planning of funerals in the church. The funeral home and/or family will contact a member of the committee for menu options and arrangements. The committee will contact the servant group leaders with the plans. Members of the servant group will be the first ones asked for help/bring food. Volunteer help and donations of food and money from friends of the family and others will be greatly appreciated also. Leaders should feel free to ask members from other groups to help/bring food.

If a funeral is in the morning, hot dishes/salads, rolls or bread, cake or bars, and coffee/lemonade will normally be served. Group leaders can also decide to serve just one main item. Recipes for large group options (hot dishes and salads) are located in a drawer near the front sink in the kitchen or leaders can create their own large food option. If a funeral is in the afternoon, sandwiches, cake or bars, and coffee/lemonade will normally be served. Food can also be purchased/catered by a local grocery store or restaurant.

Money given by group members or the deceased's family for food/serving will be given to the Family Fellowship treasurer. Family Fellowship will reimburse the group leader for lunch expenses, as shown on receipts.

Church Christmas Trees

The servant group responsible for December will help organize the decorating of the church and the Christmas trees. This will probably occur on set-up day for the lutefisk dinner. The group responsible for January will take down and put away the Christmas trees and decorations after Epiphany (Jan. 6).

Sunday Coffee Fellowship

The servant group is responsible for providing coffee and something simple to eat (like bars or cookies) on Sunday mornings after **early** church. This also applies to joint summer services.

Special Events

When arrangements are needed for a special event, the Social Concerns Committee, with the help of the leaders of the servant group for that month, will make the needed arrangements. Such special events could include serving a congregational potluck meal, arranging receptions, providing a meal for a pastor's association meeting.

Volunteer Custodians

Servant groups will provide volunteer custodians who will be responsible to open and lock the church, shovel snow from sidewalks, monitor the furnaces and air conditioning, turn thermostats up and down as appropriate, and turn on/off lights as needed. Detailed instructions for the job are included in this handbook.

Family Fellowship Potluck Meals

The servant groups will provide kitchen coordination for Family Fellowship potluck meals. Donations that are received at these meals will be turned over to the Family Fellowship treasurer and will be used to fund various church needs and projects.

Church Custodian Instructions

You will need to have a church key for the outside doors. Please shovel any snow away from the doors (shovel is located in front entrance closet and near the back doors).

TEMPERATURE CONTROLS

During cold or hot weather, you will need to come to the church 2-3 hours before church starts or the night before to adjust furnaces or air conditioning.

Heating: Turn thermostats up to around 68 degrees. The thermostats are located in

1. Narthex (upstairs entrance to sanctuary)
2. Sanctuary (church room)
3. Dining room (next to the kitchen door)
4. Upstairs Sunday School hallway (at top of steps)
5. Downstairs in assembly (quilting) room

After church activities are over, return these thermostats to the original level, about 60 degrees.

Cooling: Generally, the air conditioning will be turned off. On the bottom of each thermostat is a minus and plus that can be adjusted to "heat or cool."

After church activities are over, return these thermostats to the original setting.

Close the metal doors between the education building and the sanctuary/dining room.

LOCKING/UNLOCKING DOORS

Unlocking: Do this by 8:00 AM if church is at 9:00 or by 9:00 if Sunday School is first.

Enter through the **front door** using your key. Insert the hex wrench/key (located on the box to the right of the elevator)) into the hole found in the bar handle of the door. Push the bar in and turn the hex key until the bar stays in and the door is unlocked.

Handicap door- Use the same hex key to unlock the bar in this door.

Back door- (near Sunday School rooms) – unlock the door by entering the four-digit code. Turn the deadbolt to vertical position to unlock.

Kitchen door- Unlock this door from the outside with the key (so that the outside handle turns loosely). You don't need to do anything to the bar.

Turn on the **exit lights-** go to furnace room (behind kitchen) and raise the switch on the red box (located on left wall).

Locking:

After church activities are over and people have left, you should do the following:

1. Adjust thermostats
2. Turn off exit lights (red box in furnace room)
3. Pick up any stuff obviously out of place
4. Shut off all lights
5. Make sure the upstairs and downstairs fire doors are closed (metal doors between church and Sunday school areas).
6. Be sure to leave the doors **open** to all the rooms on second floor of education building (Sunday School rooms, etc.)
7. Lock the doors
 - a) Back door- turn dead bolt to horizontal position from inside.
 - b) Kitchen door- lock door from outside (so that the outside handle is locked).
 - c) Front door- release bar with hex key.
 - d) Handicap door- release bar with hex key.

Things you should know:

Switching groups

Each servant group will be responsible for those months as indicated by the enclosed schedule. If you are unable to serve in your appointed month, you may trade groups with someone, being sure to inform the leaders of those groups involved in the switch.

Co-Leaders

* indicates group leaders. The groups may choose different leaders from time to time. **It's important to give group leaders a break.**

Children

Children not listed are assumed to belong to their parents' servant group.

General policies

- After weddings: candles should be extinguished and the church left clean and orderly.
- After meetings in the basement: hymnals and speaker podium should be put away.
- Tables should be cleaned after use and left orderly.
- The last person to leave should see that all the lights are turned off.
- Tables, chairs, dishes, bowls, coffeepots or other equipment should not be taken out of the church or borrowed without council permission.

General Kitchen policies

- Dirty dishtowels, dishcloths, and potholders should be laundered and returned promptly.
- The kitchen should be left clean and orderly after each use.
- Sweep floor if needed.

Group 1

*Randy Moe

218-893-2225, 218-230-1862

*Becky Moe (bygmoes@rrv.net)

218-893-2935, 218-779-3895

Arlet Phillips (aphillips@rrv.net)

218-893-2645, 701-741-6609

Ronnie Thorson

218-773-9196

Roger Krostue (rogerkrostue@aol.com)

701-741-4745

Dave & Cathy Krostue (ckros@aol.com)

218-779-6865, 218-791-1180

Chris and Desiree Egeland (cegeland11@gmail.com)

701-610-6056

Gabe and Krissy Boushee

701-317-2773, 701-330-0225

Paul and April Hansen

218-289-2743, 218-791-8013

Allan Moe

218-779-3998

(Please advise your work group leaders* if you have an alternate or corrected phone number or email address.)

Group 2

*Duane and Wendy Waller (dnwwaller@yahoo.com)
701-741-2103, 701-741-2102

*Troy and Patty Pecka (pjpecka@hotmail.com)
218-791-7756, 218-779-6289

Denny and Pam Robertson (denny564@rrv.net)
218-893-4385, 701-739-1371

Kent and Holly Wavra (hwavra@yahoo.com)
218-893-4261, 701-740-3522, 218-779-1139

John and Kim Thorson (jotfarm@rrv.net)
218-693-1200, 701-740-2734

Steve Short (sshort@rrv.net)
218-242-5041

Paul and Stephanie Egeland (v-hmutual@rrv.net)
701-739-7372

Jon Wurden
701-741-0014

Andrew and Nickole Konderla
701-885-9045 (nickolewurden@hotmail.com)

Todd Thorson
218-779-5995

(Please advise your group leaders* if you have an alternate or corrected phone number or email address.)

Group 3

*MaryDon Krostue (lgk@rrv.net)

218-891-2225, 218-230-0019

*Eric and Becky Egeland

(beckyegeland@yahoo.com), (eegeland@rrv.net)

218-891-2261, 701-739-1783, 701-739-1784

Mark and Carol Egeland (markncarol@rrv.net)

218-893-2121, 218-779-8252

Brad and Cheryl Tupa (cheryltupa@aol.com)

218-893-2705, 701-739-1601

Jim and Marsha Ketring (jimandmarsha@rrv.net)

218-893-4351, 701-739-4083, 701-739-0225

Chris and Laura Arnold

701-610-6195

Myron Wardner (gramps4usa@yahoo.com)

218-773-8449

Tanner and McCayla Petterson

218-556-7657, 218-230-6817

Justin and Crystal Kahl

701-741-2441, 612-558-5710

(Please advise your group leaders* if you have an alternate or corrected phone number or email address.)

Group 4

*Al and Linda Halvorson (allindah@polarcomm.com)

701-740-4659, 701-741-1633

*Jeff Millar (iffrymillar@hotmail.com)

218-779-3522

Rich and Nancy Zalewski (nancy.zalewski@icloud.com)

218-893-4395, 218-779-2528

Jason and Haley Thorson (hthorson@gra.midco.net)

218-893-4565, 218-791-8784, 218-791-4124

Barry and Rachel Traub (btraub@hotmail.com)

701-741-9698, 218-779-3933

Scott Wurden

218-893-2815, 218-230-9475

Paul and Linda Aslakson (lsa@rrv.net)

218-893-2152, 701-739-4487, 218-741-5894

Nate and Laura Wurden (lauraaudrey@gmail.com)

701-740-1379, 701-314-0226

(Please advise your group leaders* if you have an alternate or corrected phone number or email address.)