

Bygland Lutheran Church

Family Fellowship Servant Group Handbook

April 2020-March 2023

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 done.
- significant relationships develop through working together.
- new members are integrated into the congregation through development of friendships within the servant groups.

Responsibility Schedule

<u>Month</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
January	-----3-----	-----2-----	-----1-----	
February	-----4-----	-----3-----	-----2-----	
March	-----1-----	-----4-----	-----3-----	
April	-----3-----	-----2-----	-----1-----	
May	-----4-----	-----3-----	-----2-----	
June	-----1-----	-----4-----	-----3-----	
July & August	-----2-----	-----1-----	-----4-----	
September	-----3-----	-----2-----	-----1-----	
October	-----4-----	-----3-----	-----2-----	
November	-----1-----	-----4-----	-----3-----	
December	-----2-----	-----1-----	-----4-----	

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 the his/her participation is wanted and needed. Foster a cooperative team spirit in the group.
- See that any funds received from serving funeral lunches, potluck meals or midweek Lenten suppers are turned over to the Family Fellowship Treasurer.

Servant Group Responsibilities

Serving Funerals

Leaders of the servant group are in charge of lining up the needed food and workers. Members of your own group should be the first ones asked. Volunteer help and donations of food and money from friends of the family and others will be gladly received also. Leaders should feel free to ask members from other groups to help/bring food.

If a funeral is in the morning, hot dishes/hearty salad, 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 leaders of the servant group will be contacted as far in advance as possible. Such special events include serving a congregational potluck meal, arranging receptions, providing babysitting for special church events, providing a meal for a pastor's association meeting, and assisting with gowns for confirmation.

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. At the top left side of each thermostat is a little switch that can be adjusted to “heat, off or cool.” For AC you will need to flip the switch to “cool” and then adjust the thermostat to about 72 degrees. Do this to narthex, sanctuary, and dining room thermostats.

After church activities are over, return these thermostat switches to the original setting = off. (You don’t need to adjust the temperature since the unit is shut off.)

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

*Jamie & Danielle Brundin

(jbrundin@rrv.net)

893-2025, (218)791-3634

*Randy & Sue Moe (randy.moe@rrv.net)

893-2225, (218)230-1862

Phil and Arlet Phillips (aphillips@rrv.net)

893-2645, (701)741-6609

Roger & Becky Moe (bygmoes@rrv.net)

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Jay & Erin Almlie 773-1682, (218) 779-2577

Ronnie & Gayle Thorson

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Roger Krostue (rogerkrostue@aol.com)

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Dave & Cathy Krostue (ckros@aol.com)

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Eric & Kassandra Schaumburg 893-2106

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Chris Egeland (cegeland11@gmail.com)

(701)610-6056

Sheila Wurden (701) 740-9455

If your work group has only two leaders (instead of three) someone else should volunteer to be a leader.

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

Group 2

*Duane & Wendy Waller (dnwwaller@yahoo.com)
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*Troy & Patti Pecka (pjpecka@hotmail.com)
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Steve & Kathy Flaar
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Steve Short (sshort@rrv.net)
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Paul & Stephanie Egeland
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Jon Wurden 893-2445

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Group 3

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*Eric & Becky Egeland

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*George High & Ardis Maney (maneyhi@rrv.net)

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Group 4

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