



God's Work Our Hands

*Fisher Lutheran Church
Work Group Handbook
2021-2023*

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JOB DESCRIPTIONS

I. **Serving Funerals**

A. Procedure:

1. A Funeral Committee has been established to deal with the initial planning of funerals in the church.

Valerie Korynta

Lori Morken

Tami Newhouse

Wanda Rutherford

Sheryl Tinkham

The families will be directed to contact a member of the committee directly for menu options and arrangements. The committee will then contact the work group leader with the plans. The leaders will be in charge of lining up the workers and food items that are needed. Members of their own work group should be the first to be asked for assistance. Volunteer help from friends of the family and others will be gladly accepted. The leaders may need to solicit help from outside their work group in some instances.

B. Donations & Reimbursements:

1. Any money collected by the work group, including money from the family given through the funeral home, should be turned over to the church treasurer. Receipts and expenses should be turned in to the treasurer for reimbursement. Food purchased from vendors may be billed directly to the church.

II. **Greeters**

The work groups will be responsible for providing at least one greeter for every worship service. Greeters will be especially concerned to make all who attend feel welcome by greeting them, introducing themselves if appropriate, introducing visitors and newcomers to others, providing assistance and information needed and inviting visitors to sign the guest book. Greeters should inform the pastor of the names of visitors.

III. Lay Readers

The work group is responsible for providing lay readers for worship services. Lay readers should contact the pastor at least one week in advance to be provide the lessons to be read and any other instructions

IV. Ushers

The work group is responsible for providing an usher for each service to assist the head usher. The assigned usher will complete all duties with the head usher including: lighting the candles, distributing bulletins, collecting offering, ushering parishioners to communion and following the service, counting the number of individuals attending service, cleaning and organizing the pews following the service, counting the offering following the service, and all other duties as needed.

V. Sunday Coffee Fellowship

Coffee, juice and something to eat, such as donuts or cookies, will be served after every early worship service throughout the year. The work group is responsible for providing the food, serving it and bearing the cost of expenses. Those who serve the coffee fellowship may retrieve their expenses from the donations before turning them over to the financial secretary for deposit and use as the church council determines.

VI. Special Events

When arrangements are needed for a special event, the leaders of the work group will be notified as far in advance as possible. Request for help for special events should normally be submitted to the church council for approval and referral to the work group. The leaders will see that arrangements are made as needed. Such special events may include: serving congregational pot luck meals, arranging receptions, and providing babysitting for special church events.

VII. Communion Assistance

The work group will be responsible for providing a communion distribution assistant for each communion service. The assistant should consult the pastor for special instructions

VIII. Canvassing Membership

There may be occasions when the entire membership of the congregation needs to be canvassed or contacted for special reasons. Each work group may be asked by the church council at any time to canvass or contact their members.

IX. Duties of Group Leaders

- A Be responsible for securing from their work group the needed help for the various duties assigned to the work group.
- B. As much as possible, allow work group members to choose their areas of service according to their particular interests, abilities and availability.
- C. Establish some system within their group for contacting all the members when necessary.
- D. Meet with their work group sometime in advance of their assigned work month to divide responsibilities and make necessary plans.
- E Be responsible for notifying the pastor or parish secretary or others of the names of volunteers if there is a need for them to know.
- F Keep offering opportunities of service in the church to all work group members, bearing in mind that the involvement and participation of everyone is the goal.
- G. Foster a cooperative team spirit in the work group.
- H. See that any funds collected at events of the work group are turned in to the financial secretary for proper deposit.

X. Switching Months

Work groups will be responsible only once every 5 months according to the schedule in this handbook. However, if a person is unable to serve in his/her appointed month, he/she may trade months with someone, being sure to inform the leaders of those groups involved in the switch.

XI. Church Christmas Decorations

The work group responsible for serving in December will decorate the church. Detailed instructions will be available for guidance. The work group responsible in January will take down the Christmas decorations as the church council determines.

XII. Serving at the Annual Meeting

The work group serving the month that the annual meeting is held will provide coffee and a treat, such as bars, cookies or popcorn for the annual meeting, unless it is held following worship on a Sunday morning. In that case, a noon potluck of "finger food" will be served. The work group will provide kitchen coordination as needed.

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RESPONSIBILITY SCHEDULE

*A work group will be responsible each month according to the schedule.
Note that each work group is responsible only once every five months.*

	2021	2022	2023
January	2	4	1
February	3	5	2
March	4	1	3
April	5	2	4
May	1	3	5
June	2	4	1
July	3	5	2
August	4	1	3
September	5	2	4
October	1	3	5
November	2	4	1

WHY WORK 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 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 work groups.