**God’s Work**

**Our Hands**

**Fisher Lutheran Church**

**Work Group Handbook**

**2024-2026**

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**JOB DESCRIPTIONS**

1. **Serving Funerals**
   1. 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.

* 1. 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.

1. **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.

**III. 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.

1. **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.

**V. 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.

**VI. Switching Months**

Work groups will be responsible only once every 4 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.

**VII. Church Christmas Decorations**

The work group responsible for serving inDecember will decorate the Church along with other volunteers. Detailed instructions will be available for guidance. The work group responsible in January will take down the Christmas decorations as the church council determines.

1. **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.

**IX. 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

**X. 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.

1. **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.

1. As much as possible, allow work group members to choose their areas of service according to their particular interests, abilities and availability.
2. Establish some system within their group for contacting all the members when necessary.
3. 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 and parish

secretary of the names of volunteers for the month.

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.

1. See that any funds collected at events of the work group are turned in to the financial secretary for proper deposit.

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**RESPONSIBILITY SCHEDULE**

*A work group will be responsible each month according to the schedule.*

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| --- | --- | --- | --- |
| **Month** | **2024** | **2025** | **2026** |
| January | 1 | 4 | 3 |
| February | 2 | 1 | 4 |
| March | 3 | 2 | 1 |
| April | 4 | 3 | 2 |
| May | 1 | 4 | 3 |
| June | 2 | 1 | 4 |
| July / August | 3 | 2 | 1 |
| September | 4 | 3 | 2 |
| October | 1 | 4 | 3 |
| November | 2 | 1 | 4 |
| December | 3 | 2 | 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.