



# Every Member in Ministry



**First United  
Methodist  
Church**

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**ARLINGTON HEIGHTS**

# Helping You Find Your Place in Ministry

Each Sunday our bulletin includes a listing of staff that begins,

## Ministers - All the People

Below this we list the pastors, musicians, youth director, preschool director, etc. In the United Methodist Church the largest and most extensive ministry belongs to the Laity. You are the team that does God's work in the world. Your pastors and program directors understand one of their responsibilities is to **give ministry away!** This is what it means to equip others.

*"And his gifts were that some should be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until we all attain to the unity of the faith and of the knowledge of the Son of God, to full humanity, to the measure of the stature of the fullness of Christ..."*

*Ephesians 4:11-13*

Please use this booklet prayerfully and enthusiastically as you ponder how and where God is calling **YOU** to be in ministry in our faith family. This will assist the Committee on Lay Leadership in its work of calling forth each member to an area for which they've been gifted.

*"As each has received a gift, employ it for one another, as good stewards of God's varied grace: whoever speaks, as one who utters oracles of God; whoever renders service, as one who renders it by the strength which God supplies; in order that in everything God may be glorified through Jesus Christ. To him belong glory and dominion for ever and ever. Amen."*

*1 Peter 4:10-11*

Boards, committees and commissions are framed and their schedule is included. They do much of the visioning and planning but need lots of people to assist in implementing these ministries. Tasks and talent opportunities are listed below most frames. You may not choose to be on a committee but would be glad to take on a project or share your talent.

Every person's involvement is important to carry out the mission of the church and for your growth as a servant of God.

If you are uncertain, feel free to seek guidance from one of the pastors or committee members.

Take joy in your God-given gifts!

Your Name \_\_\_\_\_

Address \_\_\_\_\_

Ph # \_\_\_\_\_

Email \_\_\_\_\_

# Every Member in Ministry

## Interest & Talent Indicator

### **Worship Commission** (meets every other month)

Works with the pastor(s) and musicians to create and execute creative vital and varied worship opportunities.

- Usher (9am)
- Sound Tech (9am)
- Liturgist (reader)
- Communion set up
- Drama Team
- Powerpoint/Audio Visuals/Media Team
- Worship Arts (visuals, banners, paraments, floral and other...)
- Usher (11am)
- Sound Tech (11am)
- Communion Server
- Pew Stewards (straightens)
- Liturgical Dancer

### **Missions Commission** (meets monthly)

Christian discipleship is patterned after the servanthood of Jesus, who cared for the sick, fed the hungry, and befriended the outcast. We are called to serve the needs of the poor and marginalized and advocate for social justice. We do this locally, nationally and globally. This committee communicates, solicits support and provides for opportunities to do hands-on mission engagement.

- Cookie Sale Coordinator early December
- Write newsletter article regarding mission projects
- Create missions bulletin boards
- Provide vision and passion for future mission projects/trips
- Join a mission trip and change lives – yours and others!
- PADS (homeless) ministry

### **Adult Christian Education Committee (ACE)** (meets monthly)

Surveys interests, designs and implements educational opportunities for adults, including Bible study, topical studies, small groups for spiritual formation, and opportunities for contextual learning. Works closely with the Minister of Education and pastor(s).

- Small Group Leader
- “Social” Co-Coordinator
- Teacher of Adults
- Kaleidoscope “Host/Hostess”

**Children and Family Education (CAFÉ) Committee** (meets monthly)

Responsible for planning, visioning, and implementing opportunities for Christian growth for all children and their families; church school, midweek programs and summer programs. Works closely with Minister of Education.

- Sunday Morning Superintendent
- Assemble Worship
- Sunday Nursery Helper
- "Special Event" Helper
- JAM (Jesus and Me) Wednesday Evening Helper
- Midweek Childcare during Church Programs
- I'll help anywhere!
- Church School Teacher
- Church School Helper
- Summer Program Helper
- Vacation Church School Team

**FUMC Preschool Board** (meets monthly)

Oversees weekday ministry of our preschool. Sets policies consistent with the congregation's policies, state mandates, and sound business practices. Church members, parents, and staff make up this board. Works closely with Preschool Director. Staff support of Minister of Education.

- Fundraising
- Teacher Appreciation

**Youth Commission** (meets monthly)

Responsible for recommending activities, programs, and settings for ministry with youth, including youth fellowship, learning, serving, and mission opportunities, empowering youth to be full participants in congregational life. Comprised of adults and youth. Works closely with Director of Youth & Young Adult Ministries.

- 7th Grade Church School Teacher
- ASP Volunteer, June 13-21, 2009
- High School Open Youth Center Leader, Brunch and Hot Topics
- Sunday a.m. Dramatists
- Special Event Set-up

**Grow Team** (meets monthly)

Focused on inviting, welcoming and assimilating people into our family of faith, this team focuses on newcomers and new members. Works closely with our Lead Pastor.

- Welcome Center Greeter
- Phone Caller
- Compile Welcome Bags
- Door Greeter
- Supply Shopper
- Newcomer's "Host"

**Communications Committee** (meets monthly and as needed)

Helps to develop and distribute the message of God, our church ministries, programs and events to members, prospects and community using all communications tools available to them. Develops and executes a plan for general and special events. Advises and creates messaging, branding, web site, collateral, signage and advertising in collaboration with church staff and ministry needs.

- Writer
- Editor/Proofer
- Web Developer
- Graphic Designer
- Public Relations
- Photographer
- Videographer

**Board of Trustees** (meets monthly)

Not fewer than three, nor more than nine, in three year classes

The board of trustees has the supervision, oversight and care of all real property, including parsonage(s) owned by the local church and all property and equipment acquired by the local church. Handles all insurance, maintenance, legal contracts. Assures that the building functions well as an effective tool for ministry.

- Carpentry
- Plumbing
- Electricity
- Painting
- Gardening
- Legal
- Handy Person
- Computer
- General Maintenance
- Housekeeping (light cleaning)

**Committee on Lay Leadership** (meets as called)

not more than 9 (3 year classes) plus Pastor and Lay Leader

Identifies, develops, deploys and evaluates spiritual leadership for the church. Calls members into service and recommends names of people to serve as officers and leaders on Council, boards, committees and commissions.

**Staff Parish Relations Committee** (meets at least quarterly)

Not fewer than 5, nor more than 9, in three year classes

Reflects biblically and theologically on the role and work of the pastor(s) and staff as they carry out their responsibilities. Assists pastor(s) and staff to discern their gifts and set priorities. Performs periodic evaluations and recommends compensation. Encourages, nurtures, supports and respects pastor(s) and staff and their families. Recommends staffing. Guides members who are discerning their "call" into ministry in their candidacy.

**Committee on Finance** (meets every other month)

Chair, Pastor, Lay Member, Chair of Church Council, Representative of Trustees, Chair of Staff-Parish, Chair of Stewardship, Lay Leader, Treasurer, Business Manager, Investment Committee Chair, Endowment Representative, At-Large Members as needed.

The committee, in collaboration with committees, commissions, boards and Church Council, compiles a complete budget for the church to be adopted by the church council; is responsible for developing and implementing plans that will raise funds to support the mission and ministry as reflected in the budget, administers funds received, assures appropriate recording of receipts and expenditures, recommends proper depositories, assures appropriations of designated funds, arranges for an annual audit, and communicates the financial health to the Council and congregation regularly.

- Counters (Mondays 10am)
- Auditor
- Mailing Assistants
- Fundraising

**Stewardship Committee** (meets 6 to 8 times a year)

Seeks to assist members with what they do with what they have all the time. Raises passion for the mission and ministry of Christ's church which results in generous financial support as well as eager participation and the offering of people's time and talent.

- Assist with Annual Commitment Sunday Brunch

**Endowment Committee** (meets periodically)

This committee encourages planned giving through gifts of cash, stocks, real estate, and bequests. All funds are invested; the proceeds of funds are available for on-going support of the ministry and mission of the church.

**Investment Committee** (meets quarterly or as needed)

Oversees the management of the Land Trust Investment account established in 1989 when Methodist Park was sold to the Arlington Heights Park District. Recommends annually any distribution of earnings, within the trust guidelines, to the Church Council.

**Memorial Committee** (meets as needed)

Is entrusted with stewardship of contributions made in memory of loved ones; consults with ministry staff regarding items needed for ministry enhancement; conveys possibilities for expenditure of funds with family of person memorialized; arranges dedication of item(s) on All Saints Sunday each year.

**Partners-in-Caring**

A ministry of compassion and helps, this group serves to care and support persons in a variety of situations. Training offered periodically.

- |  |   |
|--|---|
| <input type="checkbox"/> Hospital Visitation | <input type="checkbox"/> Nursing Home Visitor |
| <input type="checkbox"/> Homebound Visitor   | <input type="checkbox"/> One-on-One Friend    |
| <input type="checkbox"/> Eucharistic Visitor | <input type="checkbox"/> Prayer Chain         |

**Other** (add your own, too)

- |   |   |
|---|---|
| <input type="checkbox"/> Sunday Morning Hospitality       | <input type="checkbox"/> Grief Support              |
| <input type="checkbox"/> Cooking                          | <input type="checkbox"/> Divorce Support            |
| <input type="checkbox"/> Baking                           | <input type="checkbox"/> Unemployment Support       |
| <input type="checkbox"/> Office Volunteer                 | <input type="checkbox"/> Cancer Support             |
| <input type="checkbox"/> IT Support                       | <input type="checkbox"/> New Baby Support           |
| <input type="checkbox"/> Data Entry                       | <input type="checkbox"/> Men's Ministry             |
| <input type="checkbox"/> Phone Caller                     | <input type="checkbox"/> Event Planning             |
| <input type="checkbox"/> Prayer Chain                     | <input type="checkbox"/> Photography                |
| <input type="checkbox"/> Driver                           | <input type="checkbox"/> Church Library Support     |
| <input type="checkbox"/> Newsletter & other bulk mailings | <input type="checkbox"/> Holy Wanderers Trip Leader |
| <input type="checkbox"/> Knitting                         | <input type="checkbox"/> Quilting                   |

Other: \_\_\_\_\_  
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Illinois 60004

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