

God's Work, Our Hands – A Time and Talent Glossary

Shepherd of the Hills is an active church. We offer weekly worship, children's and adult education. We encourage development in service, music, and artistic endeavors. We provide a place for fellowship, outreach, and hospitality. None of this happens by itself. Many people put in many hours to accomplish our mission.

Below is a list of some of the volunteer positions available at Shepherd of the Hills. Each of them includes a brief description of the job and the amount of time needed to complete it. Many jobs require more than one volunteer.

Worship

Worship is the heart of what we do here at Shepherd of the Hills.

Acolyte – Lights candles, carries processional cross, assists during communion. Acolytes can be children 9 and up.

Time Commitment: 1 hour (during the Sunday Service)

Altar Guild Volunteer – Prepares communion, sets up altar area, prepares areas for special worship events (e.g. baptisms).

Time Commitment: 30 minutes (prior to worship); 15 minutes (post worship)

Assisting Minister – Helps the pastor lead the community in worship.

Time Commitment: 1 hour during worship and up to half an hour in preparation prior to worship.

Bread Provider – Brings bread for communion. Bread may be homemade or purchased and should arrive at church at least 15 minutes prior to the service.

Time Commitment: 15 minutes and up.

Choir Member – Leads the community in song.

Time Commitment: 15 minutes during Sunday morning worship, 1-2 hours practice prior to worship.

Coffee Hour Host – Provides a snack for after worship and makes sure area is clean afterwards.

Time Commitment: 1 hour after worship.

Communion Assistant – Offers trays of small glasses at the communion rail.

Time Commitment: 15 min during worship.

Counters – Count the weekly offering after Sunday worship.

Time commitment: 1 hour

Flowers – Creates a floral arrangement for the church.

Time Commitment: 1 hour prior to worship

Lector – Reads the lessons in front of the congregation on Sunday mornings.

Time Commitment: 15 minutes during worship plus additional practice time as needed.

Usher – Assists the worshipers by handing out bulletins prior to the service, directing visitors, dismissing worshippers to communion, and installing communion rail (when needed).

Time Commitment: 15 minutes prior to worship, 1 hour during worship

Outside of worship, we have other groups that need volunteers.

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Children's' Ministry

The children of Shepherd of the Hills are a special priority.

Sunday School Coordinator – Oversees the greater functioning of the Sunday School.

Time Commitment: 1 hour most weeks.

Sunday School Teacher – Leads one of our age-divided Sunday School classes throughout the year. Sunday school happens during the worship service. Classes generally run from mid-September through the end of May with breaks for Advent (December) and for Lent (6 weeks in early Spring).

Time Commitment: 1 hour of preparation time prior to Sunday morning; 1 hour Sunday morning.

Day Camp Coordinator – Co-ordinates our summer day camp with staff from Mt. Cross. Camp runs for one week in July.

Time Commitment: 15-20 hours.

Children's Event Planner – Seasonal organization of such events as the Easter Egg Dying Party, Pumpkin Carving, and others.

Time Commitment: 2 hours per event.

Miscellaneous Volunteer – Stock children's busy bags, provide children's baptism birthday gifts, coordinate snacks, volunteer to assist at Summer Day Camp, etc.

Time Commitment: 1 hour to 2 hours per month.

Welcoming

Our welcoming committee responds to visitors to our Sunday morning services and reaches out to others in the community.

Correspondent – Writes a personal note to visitors thanking them for coming.

Time Commitment: 30 minutes.

Pew Attendant – Makes sure the pews are stocked with envelopes, welcome cards, and sharpened pencils.

Time Commitment: 15 minutes per week.

Solano Stroll Volunteer – The Solano Stroll is a large area street fair and a great opportunity to do outreach. A number of volunteers are needed to plan, set up, tear down, and staff our booth.

Time Commitment: 1-5 hours annually.

Finance

Running a church is running a small non-profit – we have to make sure that every penny counts.

Auditor – Looks over the church's books.

Time Commitment: 3 hours per year.

Committee member – Help to plan annual stewardship drive, reviews all matters pertinent to the financial management of the church.

Time Commitment: 1 hour per month.

Treasurer – Handles all the books for the church.

Time Commitment: 3-4 hours per week.

Events

Part of the joy of community is celebrating together.

Events Coordinator – Makes sure that all events have proper staffing.

Time Commitment: 1-5 hours per event.

Set up staff – Time Commitment: 1-5 hours per event.

Clean up staff – Time Commitment: 1-3 hours per event.

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Community Care

We take care of people in need within our midst.

Driver – Drive people in need of a ride to and from church.

Time Commitment: 30 minutes occasionally.

Meal Coordinator – Creates a calendar to supply meals to those who are recovering after giving birth or from surgery.

Buildings and Grounds

Our church property is our greatest physical asset. We take pride in caring for it.

Volunteer – Project vary in abilities and time needed.

Time Commitment: 1-20 hours.

Technology

We strive to use the most up to date methods of conducting our ministry

Volunteer – Projects vary. Sometimes we need set up, sometimes we need advice.

Time Commitment: 1 hour plus.

Social Concerns

We show our thanks to God by serving the world

Coordinator – Makes sure that the community is aware of need in our area and in our world. Schedules meetings and organizes events.

Time Commitment: 1 or more hours a week.

Volunteer – Our projects are varied as is the time and talent needed. Please watch your bulletin for details.

Adult Education

We never stop learning.

Coordinator – Organizes class schedule.

Time Commitment: 1 -2 hours per month.

Teacher – Leads one or more sessions after church or mid week for adults.

Time Commitment: 1 hour teaching 1-2 hours prep time per session.