

TIME AND TALENT FORM

Faith

- Sing in the adult choir
- Ring in the handbell choir
- Play an instrument in worship
- Provide vocal music
- Serve as a liturgist
- Serve as an acolyte
- Serve as an usher
- Prepare communion elements
- Clean up after communion
- Serve communion (elders)
- Polish communion serving pieces
- Lead children's sermon (especially when pastor is away)
- Accompany congregation when church musician is away
- Provide sanctuary flowers or seasonal decorations
- Help plan special worship services around liturgical year
- Create art, banners, themed decor for worship
- Run audio or video during worship service
- Help incorporate technology into the worship service (videos, slide shows, etc.)

Study

- Serve as the regular Sunday School teacher for children, youth, or adults
- Serve as an assistant teacher for children, youth, or adults
- Serve as a substitute teacher for children, youth, or adults
- Serve as a nursery volunteer
- Serve as a driver for Small and Mighty events
- Help with youth outings and field trips
- Teach a 1-4 week adult class on a topic of interest during the Sunday School hour
(possible topics could include: climate change, death and dying, caregiving for an aging parent, grief, bible study, book discussion)
- Teach a 1-4 week adult class on a topic of interest at another time during the week (see above for possible topics)
- Help with Vacation Bible School (VBS)
- Help with the Hanging of the Greens in the sanctuary

Service

- Pick up monthly Hands of Mercy (HOME) food pantry offering and deliver it to HOME
- Help with Christmas basket preparations
- Help with Christmas basket distribution
- Volunteer with Roane County Cooperative Ministries
- Volunteer during Bethel's Family Promise Host Week
- Volunteer at the Family Promise day center
- Share a Minute for Mission during worship
- Help with Laundry Love
- Help with the Fair Trade Buying Club
- Help with food and hosting for Love Kitchen

Fellowship

- _____ Host a coffee fellowship on Sunday morning (prepare coffee and juice; bring snacks)
- _____ Host a fellowship lunch in the Fellowship Hall (set up plates, silverware, drinks, etc.)
- _____ Help with youth fellowship events (plan events, chaperone, etc.)
- _____ Help with Active Parenting/Young Adult fellowship groups (plan events, host events, provide child care)
- _____ Help with the annual church picnic (games, food)
- _____ Help with the annual Easter Sunrise breakfast (provide food, cook, set up, clean up)
- _____ Help with the Easter Egg Hunt (stuff eggs, hide eggs, chaperone the egg hunt)
- _____ Help with the Shrove Tuesday Pancake Supper (flip pancakes, decorate, games)

Property

- _____ Help maintain flower beds and landscaping
- _____ Do repairs, carpentry, painting, etc.

Communications

- _____ Coordinate the Open Door monthly newsletter
- _____ Participate in a “folding party” for the newsletter
- _____ Coordinate social media posts
- _____ Coordinate the church website posts (keep bulletins, announcements, etc. current)
- _____ Help with church directories, including online directories

Finance/Administrative

- _____ Help collect Sunday Offering
- _____ Help count Sunday Offering & Weekly Receipts and Make Bank Deposit
- _____ Serve as Church Treasurer (Disbursements and/or Receipts)
- _____ Serve as Backup Church Treasurer
- _____ Assist Church Office Administrator
- _____ Serve as Memorial Secretary, acknowledging Memorial Gifts
- _____ Serve on annual Financial Review committee
- _____ Serve on Finance Team
- _____ Serve on Personnel Team

Other

- _____ Serve on the Visitation Team, assisting the pastor with visits, home communion, etc.
- _____ Help with giving non-driving church members rides on Sunday mornings
- _____ Volunteer in the church office (help with bulletins, newsletters, pew envelopes)
- _____ Serve as a Sunday Sexton (to-do list is in the Gathering Area)
- _____ Help in the Barber Library
- _____ Help with the church computers and related equipment
- _____ Help with the Christmas pageant
- _____ Help set up/take down outdoor nativity scene
- _____ Decorating/undecorating church and/or sanctuary for special occasions
- _____ Help with the farmers market set-up or take down or special events
- _____ Be a member of the Earth Care Green Team
- _____ Write articles for the Open Door
- _____ Help with watering landscape

NAME _____ PHONE NUMBER _____

Session Teams and their Purpose:

Communications Team

The purpose of the Communications Team is to ensure that methods of communication remain open and available between the Minister and Session and the Congregation and Community. Primarily, this means overseeing administration of the church's website and social media. The Communications Team is responsible for creating and maintaining an operations manual that details how Bethel's website and social media pages are organized and administered, and ensuring that this information is readily available and accessible to the Session. The Communications Team is also responsible for identifying volunteers who may be appointed by Session to assist in administering the church's website and/or social media pages.

It is not the Communications Team's role to determine the "message" to be communicated by the church. This job belongs to the Minister and to the other Teams in the Session (Faith, Fellowship, Finance, Personnel, Property, Service, and Study). As such, it is expected that the Communications Team will work closely with each of the other Teams to ensure that each of these groups has access to prompt and effective means of communication.

Within the first six months of the Communications Team's formation, it is expected that members of the Communications Team will meet with each of the current volunteers who assist in Bethel's website and social media pages and determine whether these volunteers are interested in continuing their work in their present roles. If they are not, the Communications Team will determine whether new volunteers are needed, and if so, the Communications Team will locate individuals willing to volunteer in these roles. The Communications Team will then make a recommendation to Session as to which volunteer positions are needed ("Website Administrator," "Facebook Administrator," "Instagram Administrator"), and who is willing to volunteer for these roles. Session may, at its discretion, appoint volunteers to serve in any or all of these capacities.

Faith Team

This team assists the Pastor in worship preparation and special services planning. Members are drawn from the choir, the church musician, and interested volunteers. This team also oversees advertisements in the local news media in coordination with the Communications Team. The Faith Team ensures there are candles and decor for worship, complementary music, communion elements and servers as well as liturgists, ushers and acolytes.

Fellowship Team

This team is there to serve Bethel members and members of the community by providing a warm, caring place in the midst of the busy workings of the world. Meals, celebrations, outings and picnics, holiday gatherings, receptions and showers and recognition of accomplishments fall into the loving hands of this team. While everyone loves to celebrate the good times, Family and Fellowship can also be counted on to support our members and community when things are not going well during bereavement or illness. Just like the home provides food and encouragement to its family, Family and Fellowship provides comfort and nourishment to help our members carry out Bethel's mission in the Christian world.

Finance & Stewardship Team

This team is responsible for the stewardship of the church's finances, including receipts coming into the church and the spending of those receipts. The team insures that church financial resources are managed and recorded appropriately through developing financial procedures and controls, monitoring the budget, managing cash, investments and debt, and overseeing financial records, reports, personnel (volunteer Treasurer, counters, and paid staff), and annual reviews. The team provides support, as needed, to the volunteers and staff and assists in producing useful reports for the Session and Congregation. The team calls attention to the financial needs of the church to carry out ministries and missions, as needed. The team consists of: at least one or two elders currently on Session, the Church Treasurer, and at large members with an aptitude or interest in financial matters.

Personnel Team

This team serves as the church human resources group for both paid staff and volunteers. In cooperation with the pastor and teams with whom the staff and volunteers work, it develops accurate job descriptions, defines job duties, ensures adequate training, recommends compensation and benefits, performs annual reviews, and helps set annual developmental goals. When job openings occur, the team develops the job description, advertises the position, reviews applicants and assists in the interview process. The Team recommends for employment all staff except the Pastor, who is recommended by a Pastor Nominating Committee. The team is responsible for creating and administering all personnel policies and procedures that the Session adopts and for reviewing and updating the Personnel Policies & Procedures section of the Church Operating Manual annually. The policies and procedures include hiring and terminations, annual reviews, grievances, compensation & benefits, and training, as well and other personnel related matters.

Property Team

This team is responsible for keeping the facilities and grounds properly maintained and in good repair. This includes everything from making sure the pianos are tuned to painting the walls. Landscape: This group maintains and improves the already beautiful grounds including the Memorial Garden, Labyrinth, and Pet Memorial Garden.

Service Team

Bethel's Service Team supports local and global missions through direct service and financial support. Local ministries include organizing and hosting the Kingston Lakeside Farmers Market, providing food to the Hands of Mercy food pantry, hosting free Laundry Night events, volunteering at events hosted by the Roane County Cooperative Ministries, assisting homeless families through Family Promise of Roane County, serving 2-3 meals per year at the Rockwood "Love Kitchen", preparing Christmas baskets for ~50 families each year, "adopting" counselors at Camp John Knox, delivering collected household items to the Sunset Gap community, and providing service and communion to prisoners. Global ministries include supporting Grace School in Kenya, hosting International Peacemakers, and overseeing four special offerings collected each year (One Great Hour of Sharing, Pentecost, Peace & Global Witness, and Christmas Joy). The Bethel Service Team also hosts occasional mission trips.

Study Team

This team seeks to support the vision of Bethel by providing guidance and direction to children, youth and adults in their faith journey through Sunday School, Vacation Bible School, Confirmation classes, summer camp and retreats, Small and Mighty events, and intergenerational events. The youth collect the "Souper Bowl" offering on Super Bowl Sunday, which is donated to a local project of the youth's choosing (e.g., the RCCM Garden Grant Program, Laundry Love, Love Kitchen Bingo, etc.).

This team also provides opportunities for adults to begin/continue their faith journey through Sunday School classes and special study groups such as Lenten studies, Advent studies and new member classes.