

PRESBYTERIAN CHURCH OF OKEMOS VOLUNTEER JOB DESCRIPTIONS

For the electronic version:
Click any line in the Table of
Contents to jump to that job.
Click the link in any header/footer
to jump to the Table of Contents, or
open the Table of Contents in the
pdf viewer.

2019



Table of Contents

Overview, Elected Positions..... 5

 Elder 6

 Deacon 7

 Endowment Committee..... 8

 Nominating Committee 9

Administration Committee 10

 Administration Committee Chair 11

 Bookkeeper 12

 Gardening and Landscaping Assistant 13

 Recycling Coordinator 14

Christian Education 16

 Christian Education Committee Chair..... 17

 Church Librarian..... 18

 Children and Youth 19

 Bulletin Board Assistant 19

 Children and Youth Assistant 20

 Family Camp Coordinator 21

 Sunday School Teacher 22

 Vacation Bible School Assistant 23

Adult Education..... 24

 Book Club Coordinator..... 24

 Writing Life Stories..... 26

 Women’s Connection Coordinator 27

Communications and Engagement 28

Communications and Engagement Chairperson29

New Member Mentor30

Photographer31

Church Historian32

Social Media Assistant33

Webmaster Assistant34

Webmaster35

Mission Committee36

 Mission Committee Chair.....37

 Alternative Christmas Market Coordinator38

 Cass Mission Trip Coordinator40

 Crop Walk Coordinator41

 Mission Bulletin Board Coordinator.....44

 Public Policy Coordinator for Mission Committee.....45

 Thanksgiving Basket Organizer46

Parish Life47

 Parish Life Committee Chair48

 Coffee Coordinator49

 Fellowship Hour Snack Coordinator.....50

 Kitchen Coordinator51

 Parish Life Committee Member52

Stewardship53

 Stewardship Committee54

Worship and Music55

 Worship and Music Committee Chair56

 Advent Decoration Director57

Audio Coordinator.....	59
Children’s Bible Bag Organizer.....	60
Communion Preparation and Cleanup	62
Flower Donation Coordinator	63
Greeter	64
Usher Coordinator	65
Usher	66

PRESBYTERIAN CHURCH OF OKEMOS

Overview, Elected Positions

This document brings together a list of volunteer job descriptions. Some of these jobs are positions that are elected and some of these are unelected. The nature of the unelected positions evolves with the interests of the volunteer. To learn more about a particular position, contact the Elder in charge of the committee under which you find the position listing.

Elders, Deacons, and Members of the Endowment Committee are nominated by the Congregation's Nominating Committee and elected each year at the Annual Meeting of the Congregation. A person's name needs to be submitted to the current nominating committee in order to be considered for one of these elected positions. Five members at-large of the Nominating Committee are elected to a one-year term each year at the Annual Meeting. Session appoints two elders to the committee and deacons appoint one deacon to the Nominating Committee, again to a one-year term. Elders, Deacons, and Endowment committee members are elected to a three-year term. Elders report to the Congregation and Presbytery, Deacons report to Session, and the Endowment Committee reports to Session. Nominating Committee reports to the Congregation, not Session. Session reviews the work of Nominating Committee after people have been elected.

PRESBYTERIAN CHURCH OF OKEMOS

JOB DESCRIPTION

Elder

Reports to: Session, Presbytery

Elders serve on Session which is the ruling body of the local church. Once elected, the status of Elder is retained after the elected term ends. Elders serving an active elected term are **Ruling Elders**.

DEFINITION OF RULING ELDER FROM THE BOOK OF ORDER (G-2.0301)
“As there were in Old Testament times elders for the government of the people, so the New Testament church provided persons with particular gifts to share in discernment of God’s Spirit and governance of God’s people. Accordingly, congregations should elect persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit. Ruling elders are so named not because they “lord it over” the congregation (Matt. 20:25), but because they are chosen by the congregation to discern and measure its fidelity to the Word of God, and to strengthen and nurture its faith and life. Ruling elders, together with ministers of word and sacrament, exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of a congregation as well as the whole church, including ecumenical relationships.”

Primary Responsibilities of Ruling Elders:

- Attend monthly Session Meetings
- Chair, or serve on one or more committees of Session
- Oversee all operations of the church
- Establish and monitor an annual budget
- Approve all delivery of sacraments
- Approve all additions and deletions to membership

Estimated Hours per month required: Monthly 12 - 15

Length of Term: 3 years

PRESBYTERIAN CHURCH OF OKEMOS

JOB DESCRIPTION

Deacon

Reports to: Session

The office of Deacon, as set forth in Scripture, is one of sympathy, witness and service after the example of Jesus Christ. As provided in the Book of Order, Board of Deacon members are elected and ordained by the congregation to assist the pastors in congregational care with the following areas of focus.

Primary Responsibilities:

- Attend monthly Board of Deacons meetings
- Coordinate and/or participate in all activities undertaken by the board
- Involve members of the congregation as needed.
- Provide care to members in need

Deacons Currently Coordinate: (see Deacon Handbook for more information)

- Visitation
- Meals during a special need
- Delivering worship recordings
- Transportation
- Special Requests
- Sanctuary Flower Delivery
- Cards and Personal Greetings
- Funeral and Memorial Service Receptions
- Valet Parking
- Wedding Rehearsal and Ceremony Assistance

Estimated Hours per month required:

Daily _____ Weekly _____ Monthly 4-10

Length of Term: 3 years

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Endowment Committee

Reports to: Session

Primary Responsibilities:

- Oversee all aspects of the Endowment Fund including development and revision of policies.
- Approve all expenditures from the endowment fund
- Oversee investment of the endowment fund
- Communicate relevant information to the congregation related to the fund.

Estimated Hours per month required:

Daily _____ **Weekly**_____ **Monthly** 4

Length of Term: Three years with possible reappointment for another three-year term

PRESBYTERIAN CHURCH OF OKEMOS

JOB DESCRIPTION

Nominating Committee

Reports to: Session

Primary Responsibilities:

The nominating committee identifies and recruits members of the congregation to serve on standing committees of the Church. Four elders and four deacons are elected by the congregation each year at the Annual Meeting of the Congregation. The elders (Session members) are responsible for the management of the church, and the deacons are responsible for the care of the congregation. Nominees are formally presented to the congregation at the Annual Meeting of the Congregation.

The committee typically consists of two assigned elders, and one deacon plus 4 additional members at large who are elected at the Annual Meeting of the Congregation by the congregation. It works closely with the pastoral staff to nominate members who would serve as sitting elders and deacons. A sitting elder or deacon is one who serves a three-year term in active leadership in the church usually by chairing a session committee or an activity within the deacons, and by attending one meeting /month of the general Session or deacon board.

The at-large members of the nominating committee serve a one-year term, and it generally requires two to three meetings throughout the year to identify candidates, along with periodic progress updates. The committee extends invitations to church members to be involved in the work of the committees of the church.

Length of Term: 1 year

Administration Committee

PRESBYTERIAN CHURCH OF OKEMOS

JOB DESCRIPTION

Administration Committee Chair

Reports to: Session

Primary Responsibilities:

- Schedules monthly Admin Committee meetings
- Prepares agenda/capture minutes for the monthly meetings
- Monitors monthly revenue and expenditures
- Prepares annual budget for Session
- Oversees building and property maintenance including the annual church clean-up day
- Approves facility use by outside groups
- Oversees legal and insurance needs
- Oversees the Memorial Fund

Estimated Hours per month required:

Daily _____ Weekly _____ Monthly 10

Length of Term: 1-3 years while serving as Elder

PRESBYTERIAN CHURCH OF OKEMOS

JOB DESCRIPTION

Bookkeeper

Reports to: Administration Committee

Primary Responsibilities:

- Performs all bookkeeping functions including:
 - Maintaining chart of accounts
 - Budgeting
 - Recording of Revenue
 - Processing of Expenditures and payment of bills
 - Payroll
 - Federal, State, Local Tax reporting
- Provides monthly reports to administration committee and Session

Estimated Hours per month required 25

Length of Term: Continuing at discretion of person who volunteers

Other Information Needed:

2 people should be trained to perform this function so there is proper backup

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Gardening and Landscaping Assistant

Reports to: Administration Committee Chair

Primary Responsibilities:

- Plant flowers in the spring
- Maintain landscaping
- Clean up flower beds in the fall
- Notify property committee of needs identified

Estimated Hours per month required

Daily _____ **Weekly**_____ **Monthly** _____ 4-6 _____

Length of Term: Continuing at discretion of person who volunteers

Other Information Needed: Requires some physical duties that may require stamina and dexterity.

PRESBYTERIAN CHURCH OF OKEMOS

JOB DESCRIPTION

Recycling Coordinator

Primary Responsibilities:

The church has recycling pick up every other week on the same day as garbage pick-up. (Tuesdays) There is a pick-up schedule on the Granger website (www.grangernet.com/recycle-guidelines.) The Coordinator posts the dates on the door of the closet with recycling bin in the garage off the kitchen. This is done at the beginning of the year. There also is a bulletin board in the garage with other recycling information.

The person putting out the garbage also puts out the recycling Tuesday morning (often from Men's group)

The list of accepted items is also on the web site but in summary it is:

- Corrugated Cardboard
- Plastic Bottles and Jugs
- Mixed Paper
- Boxboard
- Tin Cans and Aluminum
- Clear and Colored Glass Bottles and Containers

There is a separate collection for Styrofoam that does not go with Granger but is picked up by Mickey Martin. It is collected for her in the garage, in a red bin on the shelf.

There also is a green bag hanging on the shelves in the garage for those wishing to participate in clothing/ fabric recycling, called simple recycling.

Approximately twice a month, the coordinator will empty recycle bins into the Granger yellow top recycling container and styrofoam collection bin on shelves.

There are many collection bins placed around the church.

There are 4 cardboard bins for paper in the Sunday School rooms and a box for paper in the choir room.

There are 3 cardboard bins for paper placed around Fellowship Hall, one by the sanctuary, one by the south door and another by the coffee bar.

In addition, by the kitchen window, there is a large container for any recycling including plastic cups, utensils and other plastic. There also is a blue container specifically for Styrofoam.

Inside the kitchen, there are two blue recycling bins for any recycle objects, one by the door to the garage and the other in the dishwashing area.

The cardboard paper bins do not need to be emptied very often but the ones by the kitchen do need emptying more often. Unfortunately, when emptying, it needs to be sorted for appropriate recycling as we still get trash in the bins by the kitchen. The things that often need to be taken out and thrown away are food scraps, napkins, paper plates and plastic bags. They CANNOT be recycled.

The Coordinator also can be putting periodic notes in the Grapevine and Bulletin about recycling issues at church and opportunities elsewhere. It is often under the heading "Caring for Creation"

Christian Education

PRESBYTERIAN CHURCH OF OKEMOS

JOB DESCRIPTION

Christian Education Committee Chair

Reports to: Session

Primary Responsibilities:

- Schedule monthly Committee meetings
- Chair both Adult Ed and CE staff meetings.
- Prepare agenda/capture minutes for the monthly meetings in consultation with CE staff.
- Works closely with CE Director to assure:
 - Sunday School Classes have teachers
 - Curriculum is available
 - Youth Group is organized and has leaders
 - Youth Group activities are scheduled
 - Nurseries are staffed
 - Bulletin Boards are maintained
 - Vacation Bible School is conducted
- Adult Education opportunities
- Appoints Church Librarian

Estimated Hours per month required

Daily _____ Weekly _____ Monthly 6-8

Length of Term: 1-2 years while serving as Elder

PRESBYTERIAN CHURCH OF OKEMOS
JOB DESCRIPTION
Church Librarian

Reports to: Christian Ed Committee Chair and Pastors

Primary Responsibilities: Keep the library updated, organized, and tidy. Identify needed materials.

Estimated Hours per month required

Daily _____ Weekly _____ Monthly 1 _____

Length of Term: Continuing at discretion of person volunteering

Children and Youth
PRESBYTERIAN CHURCH OF OKEMOS
JOB DESCRIPTION
Bulletin Board Assistant

Reports to: Christian Ed Director

Primary Responsibilities:

1. Research bulletin board ideas
2. Assist CE Director in obtaining materials for boards
3. Assist in designing and cutting out materials for boards
4. Help deconstruct and save board materials

Estimated Hours per month required

Daily _____ **Weekly** _____ **Monthly** 6-8

Length of Term: Continuing at discretion of person volunteering

PRESBYTERIAN CHURCH OF OKEMOS
JOB DESCRIPTION

Children and Youth Assistant

Reports to: Christian Ed Director

Currently filled by an intern

Primary Responsibilities:

1. Assist CE Director with planning for the year
2. Attend Parent Meetings for planning the year
3. Attend Youth Group functions as needed
4. Help secure parent chaperones and drivers for functions
5. Help plan and attend lock-ins

Length of Term: Continuing at discretion of person volunteering

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Family Camp Coordinator

Reports to: Christian Ed Director

Primary Responsibilities:

- Publicize camp (Minute for Mission, Sign-up table, posters) and generate enthusiasm for members to come.
- Help register individuals and families as needed.

Estimated Hours per month required:

Work is seasonal from February through May

Length of Term. 1 year

PRESBYTERIAN CHURCH OF OKEMOS
JOB DESCRIPTION
Sunday School Teacher

Reports to: Christian Ed Director

Primary Responsibilities:

1. Teach Sunday School using curriculum provided by the Directory of Christian Education.
2. Attend CE staff meetings

Length of Term: Continuing at discretion of person volunteering

PRESBYTERIAN CHURCH OF OKEMOS

JOB DESCRIPTION

Vacation Bible School Assistant

Reports to: Christian Ed Director

Primary Responsibilities:

- Set date for Summer VBS with CE Director
- Meet with CE Director/CE Committee in January to discuss the plan for summer VBS
- Review VBS materials available commercially
- Decide on theme by March 31
- Secure staff leaders for VBS by April 30
- Purchase materials for VBS by April 30
- Schedule meeting schedule for planning (April, May, and June)
- Assist CE Director in calling potential volunteers
- Help with decorations
- Attend meetings
- Participate in VBS and be available to assist where needed

Estimated Hours per month required

Work is seasonal from February through July

Length of Term: Continuing at discretion of person volunteering

Adult Education
PRESBYTERIAN CHURCH OF OKEMOS
JOB DESCRIPTION
Book Club Coordinator

Reports to: Christian Education Committee Chair

- To attend as many of the monthly meetings between September and June as possible;
- To contribute one's share of reactions, likes, dislikes, and experienced meanings of the book;
- To listen attentively to what others contribute;
- To ask pertinent questions of the book, the author, oneself, and other readers;
- To discuss carefully, compassionately, and confidently;
- To pay attention to religious matters in the material covered and in the conversation.

What responsibilities and opportunities some of us share:

- Every December and June to recommend books to read during the rest of the year and to decide which ones we will assign for each month;
- To discuss first impressions of the books, last impressions—and impressions in between;
- To guide the discussion of books that one has recommended;
- To bring a brief lunch if the session has started at 12:30 p.m.;
- To write brief reviews, recommending summer reading, in the July and August issue of The Grapevine;

What responsibilities are the leader's:

- To guide discussion—spontaneously, around the table, with a handout, or with a review from The Grapevine;
- In the month before the discussion, to notify Laurie of the time, date, and place as well as the book under discussion;
- At the beginning of September and January, to notify someone at Schuler Bookstore of the books selected for the next four to six months so they can be ordered and purchased at discount;
- To invite people to write short reviews in the July and August issue of The Grapevine, especially recommending summer reading;
- To write thoughtful, telling reviews of books, films, or public speeches for “Book Nook” in The Grapevine—reviews falling under the categories of religion and spirituality, history, literature, and miscellany;
- Every year, to read 50 books and to write 10 reviews; every 5-10 years, to publish a collection of the best reviews.

These lovers of books meet monthly from September through May to discuss books that members have recommended. Our selections are eclectic. In January, we often discuss important movies of the past year. Book reviews in The Grapevine can supplement our discussion.

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Writing Life Stories

Primary Responsibilities:

What responsibilities and opportunities apply to all of us:

- To attend as many of the monthly meetings as we can;
- To listen attentively to what other people read;
- To ask pertinent questions in a nonthreatening way;
- To discuss carefully, compassionately, and confidingly.
- What responsibilities and opportunities some of us share:
- To encourage writing and reading from several sources: journals, letters, poems, short stories, fiction, essays, opinion pieces, formal speeches;
- To write and read material that is personal and yet speaks publicly;
- To combine inner humor with outer seriousness, outer humor with inner seriousness, or both;
- To bring lunch or “steal” from the leftovers in the Fellowship Hall.
-

What additional responsibilities and opportunities are the leader’s:

- To guide the reading and discussion in an open, fair, and productive way;
- To set up and remind others of the specific days of each session;
- To let Laurie know what days, times, and places of our meetings are so she can publicize that information in weekly bulletins, online, and in The Grapevine;
- To contribute truthful, telling, and evocative material for others to consider (through my journal entries, letters, poetry, speeches, argumentative essays, and books.)

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Women's Connection Coordinator

Primary Responsibilities:

- Create the calendar with meeting dates for September-May (excluding December).
- Send the dates to the church administrative assistant to be marked on the master calendar.
- Schedule a presenter for each meeting and discuss the procedure, etc., with her/them.
- Create a sign-up grid for the meetings: presenter, devotions, lunch providers.
- Write an article for the monthly Grapevine.
- Write notices for bulletins the Sunday before and the day of each meeting.
- The week before, contact the presenter, devotions person, lunch providers to remind them.
- On the meeting day, set up the meeting room and help get the lunch ready.
- Lead the meeting and fill in where needed (devotions, providing lunch, closing prayer).
- Assist with clean-up as needed.

Daily _____ **Weekly**_____ **Monthly** approx. 6

Communications and Engagement

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Communications and Engagement Chairperson

Reports to: Session

Primary Responsibilities:

- Coordinates literature for visitors and new members.
- Coordinates the pairing of mentors for new members to help new members find involvement in the congregation.
- Oversees and reviews the web site, other technology such as electronic sign-up lists, and provides member training.
- Oversees social media accounts and social media coordinators.
- Assists other groups with literature formatting and desktop publishing and publicity.
- Coordinates church photographers and historian.
- Coordinates the pictorial directory.

Estimated Hours per month required

Daily _____ Weekly _____ Monthly 10-12

Length of Term: 1-2 years while serving as Elder

PRESBYTERIAN CHURCH OF OKEMOS

JOB DESCRIPTION

New Member Mentor

Reports to: Communications and Engagement Committee

Primary Responsibilities:

The primary goal of the New Member/Mentor relationship is to connect the new member with the church community as early as possible during and after the process of joining the church. There are many ways in which this may be accomplished, at the discretion and direction of each new member and mentor.

Possibilities include:

- Personal invitations to church events or groups, with attendant information regarding the same
- Being a contact person(s) during fellowship hour and beyond
- Introducing and connecting the new member to other church members,
- “Translating” church policies, practices and/or opportunities, or generally answering questions, as needed
- Becoming Prayer Partners
- Helping to integrate the Time and Talents of the new member with the activity or group

The relationship may be different with each pairing but the goal is the same: to Welcome and Embrace all people into the Presbyterian Church of Okemos community.

Length of Term: Continuing at discretion of person volunteering

PRESBYTERIAN CHURCH OF OKEMOS
JOB DESCRIPTION
Photographer

Reports to: Communications and Engagement Committee

Primary Responsibilities:

Uses church camera to take photos of church events. Coordinates with the Church Historian.

Length of Term: Continuing at discretion of person volunteering

PRESBYTERIAN CHURCH OF OKEMOS
JOB DESCRIPTION

Church Historian

Reports to: Communications and Engagement Committee

Primary Responsibilities:

Coordinates with the photographer(s) and prints selected photos.
Maintains church scrapbooks.

Length of Term: Continuing at discretion of person volunteering

**PRESBYTERIAN CHURCH OF OKEMOS
JOB DESCRIPTION**

Social Media Assistant

Reports to: Communication and Engagement Committee

Primary Responsibilities:

- Monitors Social Media for relevant information that can be shared on Social Media platforms
- Post images from events
- Assist other members in posting images
- Monitor Sites for Comments

Estimated Hours per month required

Daily _____ **Weekly** 1-2 **Monthly** _____

Other:

Length of Term: Continuing at discretion of person volunteering

PRESBYTERIAN CHURCH OF OKEMOS

JOB DESCRIPTION

Webmaster Assistant

Reports to: Communication and Engagement Committee

Primary Responsibilities:

- Post events and sermons on the church web site.

Estimated Hours per month required

Daily _____ **Weekly** 1-2 **Monthly** _____

Other: The web site provides a window for editing content, 'what you see is what you get' WYSIWYG, to create content, insert and align images. The webmaster provides resources for finding images. The software is 'friendly' to automatically resize images to standard sizes. Care is needed to fill checkboxes for categories and layout. Posts are 'pushed' to Facebook and Twitter depending on settings used when making posts.

Timeliness is important!

Initial training time depends on computer technology background. Some experience with cascading style sheets and html code is helpful. Events need to be posted promptly. Work can be done from your own computer from home.

Length of Term: Continuing at discretion of person volunteering

PRESBYTERIAN CHURCH OF OKEMOS

JOB DESCRIPTION

Webmaster

Reports to: Communication and Engagement Committee, Head of Staff

Primary Responsibilities:

- Oversees all aspects of the Church’s website.
- Post major events on the home page slide show. Add text overlays.
- Train and coordinate with publicity representatives from other committees. Administer online sign-up sheets.
- Crop and resize images. Upload to web site.
- Maintain web site software, domains, and software licenses. Software core is updated automatically by our hosting company. Webmaster updates plugins.

Estimated Hours per month required

Daily _____ **Weekly** 2-4 **Monthly** _____

Other: Initial training time depends on computer technology background. Some experience with cascading style sheets and html code is helpful. Events need to be posted promptly. Work can be done from home.

Length of Term: Continuing at discretion of person volunteering

Mission Committee

PRESBYTERIAN CHURCH OF OKEMOS

JOB DESCRIPTION

Mission Committee Chair

Reports to: Session

Primary Responsibilities:

- Schedules monthly Mission Committee meetings
- Prepares agenda/capture minutes for the monthly meetings
- Organizes Mission Activities throughout the year
- Authorizes Mission expenditures
- Monitors Mission budgets
- Coordinates communication of mission efforts with congregation
 - Grapevine
 - Minutes for Mission
 - Mission Blog on PCO website
 - PCO Sunday Bulletin

Estimated Hours per month required:

Daily _____ Weekly _____ Monthly 20

Length of Term: 1-2 years while serving as Elder

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Alternative Christmas Market Coordinator

Primary Responsibilities:

- Plan, organize, stage the event
- Set the date (usually done by Session in early summer ... has been the first Sunday December for the past few years.)
- In September, gather a committee to decide what groups, organizations to include, usually start with last year's list. Ask committee members to call selected groups, asking if they would like to be included, informing the group of the event date, time
- Advertising possibilities
 - Notes in bulletin
 - Minute for Mission
 - Flyer in bulletin
 - Poster at entrance to sanctuary
 - Bulletin board
 - PCO Facebook page
 - Next Door media contact
 - Newspaper
 - Etc.
- Ask for volunteers to staff the tables not staffed by an organization
- Call or e-mail week before to remind of date and time to set up
- Set up tables with markers on each for each group –usually do the Saturday evening or afternoon before event
- Ascertain if every group has enough space, offer coffee, treats to volunteers
- Check with each group after event to determine amount raised
- Clean up –after event on Sunday, usually finished cleaning up by 1:30, 2:00

Length of Term: One event

Other Information Needed:

Separate committees for advertising, set up and clean up would be helpful.

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Cass Mission Trip Coordinator

Primary Responsibilities:

- Coordination of dates for the trip between Rev. Sue Pethoud, Volunteer Coordinator at Cass, & Mission Committee
- Establishment of project for PCO to accomplish with Sue
- Advance trip to Cass to gather information on what materials will be needed (either organize this trip or organize and participate in it).
- Solicit participation by members in trip through Adult Ed class, bulletin board, Grapevine articles and bulletin information. Create signup sheets for people going on the trip and those supporting it through donating materials or food or praying for the participants and encouraging them.
- Do background checks (criminal record and child abuse/neglect) checks on all adult participants.
- Collect and submit necessary fees and forms from all participants.
- Develop a schedule of activities for participants, always to include something informative about Detroit and participation in church services at Cass United Methodist Church.
- Report on outcome of trip.
- Arrange for other connection with Cass, ranging from small tasks, like inviting them to the Alternative Christmas, or larger jobs, like helping them find replacement grant funding to keep a shelter open.

Estimated time per year required: 90 hours, typically beginning in December.

Special note: Wayne Scott has been instrumental in creating a work plan to involve all participants in completion of our project.

Length of Term: 1 year

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Crop Walk Coordinator

Primary Responsibilities:

The greater Lansing area CROP Walk occurs every year on the second Sunday in October. It usually starts and ends at the STEM Academy (former Dwight Rich Middle School) at 2600 Hampden Drive in southwest Lansing. The 10-kilometer walk starts at 2:00 p.m. A short program at 1:45 p.m. precedes the walk. The 5-K mark is very close to the STEM Academy.

Here are the important dates and procedures that we have put in practice at the Presbyterian Church of Okemos for several years.

First week in September: attend the CROP recruiters' rally at First Presbyterian Church in Lansing. Take bag of CROP material. If possible, help distribute the bags of material not picked up by other recruiters. Ask Rob for dates to give minutes for mission for CROP Walk.

Second Wednesday in September: attend the Mission Committee meeting. Report on last year's CROP Walk. Ask for help in arranging the lunch at our church, which precedes the walk in Lansing. If possible, get a volunteer who will be ready to help at the CROP table in Fellowship Hall on Sundays before the walk.

Second week in September: fill out the necessary information on each donation envelope, including the name and date of the walk, name of the church, name and telephone number of the recruiter.

Three or four weeks before the CROP Walk: set up the table in Fellowship Hall, including signup sheets (adults and youth walkers), donation envelopes, and relevant information about hunger, Church World Service, and the CROP Walk. Set up posters of people in previous walks, a map of the route, the church's Website for online contributions, and a reminder that checks are to be made out to CWS/CROP. Make sure someone is at the table every Sunday before the walk.

Three and a half weeks before the walk: take CROP brochures over to Laurie so that she can put them in the Sunday bulletins.

Three weeks before the walk: have the recruiter give a minute for mission, mentioning the CROP brochure in the bulletin, the persistent problem of hunger, details about the walk itself, the places where the money will go, or anything else that is pertinent.

Three weeks before the walk to the day of the walk: secure pledges to combat hunger in Lansing, the U. S., and the world. Encourage Sunday School teachers to get youth involved. Delegate additional responsibilities such as creating t-shirts.

One week before the walk: have a youth give a minute for mission.

The second Sunday in October: join other walkers in a brief dedication during the Sunday worship service. Eat lunch prepared by members of the Mission Committee.

Bring only the top sheet of the donation envelope to register at the Stem Academy in Lansing (it is your proof of insurance). Sit with P. C. O. group for a picture. Walk. Or rock.

If appropriate, pick up plaque(s) given at ceremony before the walk.

By first Sunday in November: walkers should collect all pledges and turn the donation envelopes over to the recruiter. Recruiter should collect donations, count the money, and address any problems with pledges and actual money turned in.

Second Thursday in November: take donation envelopes to the ingathering at First Presbyterian Church in Lansing.

Sometime in December or January: call treasurer of Lansing CROP Walk and see if the treasurer's figures agree with the recruiter's.

Late in December or early in January: give report to chair of Mission Committee.

Last Saturday in January: attend breakfast sponsored by Mack Davis and greater Lansing area CROP Committee. Pin down dates of next year's CROP Walk and monthly meetings of CROP Committee. Evaluate last fall's CROP Walk.

January through December: if possible, attend monthly meetings of Lansing area CROP Committee at First Presbyterian Church of Lansing.

February or March: write a final CROP report for THE GRAPEVINE, thanking everyone.

Summer before CROP Walk: if appropriate, turn plaque back to coordinator of greater Lansing area CROP Walk.

In August, write a brief announcement in The Grapevine, alerting people when the CROP Walk will take place. In September, write a full announcement, including the who, what, when, where, why, and how of the Walk.

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Mission Bulletin Board Coordinator

Primary Responsibilities:

- Coordinate with committee chair and members regarding the (theoretically) monthly themes of the bulletin board.
- Work with Laurie Horstman and Sally Belloli on the contents. Typically, I find appropriate photos and usually an appropriate Biblical passage to give to Sally. I give Laurie the text that goes on the board, which she blows up into large font. When Sally is in town, she puts the board together. When she's not, I do it, with the help of whatever taller member I can find to help.

Estimated Hours per month required

Estimated time per year: 10 hours

Length of Term: Continuing at discretion of person volunteering

**PRESBYTERIAN CHURCH OF OKEMOS
JOB DESCRIPTION**

Public Policy Coordinator for Mission
Committee

Primary Responsibilities:

- Provide written and verbal reports to the Mission Committee on public policy issues related to the main social justice issues before the legislature, with special focus on state legislation
- Write Grapevine articles that encapsulate these reports on public policy
- Periodically, provide adult ed classes on influencing public policy to PCO members and in 2017, in one other church and in a meeting held by AFAR
- Assist AFAR with outreach on refugee issues, e.g., setting up a meeting with Congressional delegation

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Thanksgiving Basket Organizer

Primary Responsibilities:

- Get names of 10-12 families from Meridian Township (Darla Jackson)
- When list arrives, assign a number to each family and make sign-up sheets
- Get food lists ready 2-3 weeks before the Sunday that falls before thanksgiving
- Notify families, send a mail notice
- Set up a table in Fellowship hall 2-3 weeks prior to event for signing up by family to bring donations. Be at the table to help with sign-up and answer questions each Sunday after church 2-3 weeks prior to event delivery.
- Use lists A and B, dividing in half so that each family has 4 lists
- Give Laurie bulleting notices for a few weeks prior to event announcing sign-up and general information. These should go in the bulletin each week up to the event.
- Schedule a Minute for Mission and let congregation know what to do and where to take the food.
- Have drivers sign-up. Need 10-12 drivers to deliver food to families.
- Have the drop off location clearly announced and ready to receive food at least a week prior to event for early drop off.

Estimated Hours per month required:

Monthly: October (3 hours) November (10 hours)

Other:

Time for delivery if needed, Clean up, shopping for towels, Thanksgiving napkins

Length of Term:

Two months/year

Parish Life

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Parish Life Committee Chair

Reports to: Session

Primary Responsibilities:

- Schedules monthly Parish Life Committee meetings
- Prepares agenda
- Organizes Parish Life Activities throughout the year
- Authorizes Parish life budget expenditures
- Monitors Parish Life budget
- Coordinates communication of Parish Life activities to congregation
 - Grapevine
 - Bulletin Inserts
 - Minutes for Parish Life

Estimated Hours per month required:

Daily _____ Weekly _____ Monthly 3

Length of Term: 1-3 years while serving as Elder

**PRESBYTERIAN CHURCH OF OKEMOS
JOB DESCRIPTION**

Coffee Coordinator

Primary Responsibilities:

- Order the coffee, creamer, sugar & monitor the stock.
- Post sign-up sheet on kiosk in Fellowship Hall
- Recruit helpers as needed
- Clean up coffee makers after coffee hour

Coordinate Volunteers for:

- Coffee Preparation
- Coffee Clean-up (Dishwashing)

Daily _____ Weekly _____ Monthly 2-5

**PRESBYTERIAN CHURCH OF OKEMOS
JOB DESCRIPTION**

Fellowship Hour Snack Coordinator

Primary Responsibilities:

- Post sign-up list quarterly on kiosk in Fellowship Hall.
- Email or call to remind volunteers.
- Recruit snack providers when needed.
- Provide minimal snacks in pantry/freezer for emergency fill-in purposes.
- Help set up snacks on Sunday mornings as needed or requested.
- Provide snacks when there is no volunteer.

Daily _____ Weekly_____ Monthly 2-5

PRESBYTERIAN CHURCH OF OKEMOS

JOB DESCRIPTION

Kitchen Coordinator

Primary Responsibilities:

- Keep cupboards, drawers, refrigerator, and pantry organized.
- Purchase items for kitchen use as needed.
- Post list of supplies needed on the bulletin board.
- Purchase supplies when observed they are very low.
- Replace cups, plates, napkins, plasticware, etc., in the cupboards as needed.
- Do occasional cleaning with others who offer or are recruited
 - (ovens, deeper cleaning of sinks, counters, etc.)
- Assist groups using the kitchen however needed.

Daily _____ **Weekly** 1-2 **Monthly** _____

Other: additional hours when there are events

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Parish Life Committee Member

Primary Responsibilities:

- Attend monthly committee meetings on the first Wednesday of the month at 7:00 PM unless posted otherwise.
- Volunteer to serve birthday cake on third Sunday each month when available
- Attend Parish Life events when available
- Help to coordinate fellowship activities as determined by the committee

Estimated Hours per month required

Daily _____ **Weekly**_____ **Monthly** 1-3_____

Other: Time commitment varies from 1-4 hours for a typical Parish Life event.

Length of Term: 3 years if the member is a serving Elder. Other members do not have a specified length of service. All are welcomed to join anytime.

Stewardship

PRESBYTERIAN CHURCH OF OKEMOS
JOB DESCRIPTION
Stewardship Committee

Primary Responsibilities:

- Prepares and sends materials to the congregation seeking members commitment of time, talent and giving for our church.
- Prepares special solicitations to support church finances.
- Organizes members' commitments of time and talent into a document for standing committees to enlist members who indicate interest in serving the church in selected activities.
- Initiates and implements every member visit to seek input from church members on how the church can better serve the congregation.
- Reports to the congregation on the success and needs for time talent and giving.

Estimated Hours per month required

Daily _____ Weekly _____ Monthly 3 _____

Other: Hours per month are concentrated during the late summer and fall.

Length of Term: 3 years

Worship and Music

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Worship and Music Committee Chair

Reports to: Session

Primary Responsibilities:

- Schedules monthly Worship/Music Committee meetings
- Prepares agenda/capture minutes for the monthly meetings
- Develops Annual Worship/Music Budget
- Authorizes Worship and Music budget expenditures
- Monitors Worship/Music Budget
- Oversees Sanctuary Decorations (seasonal)
- Plans Special Worship services
- Oversees Communion Prep and Clean-up
- Schedules Ushers
- Schedules Greeters
- Schedules Flower Donations
- Oversees Children's Worship Materials
- Oversees Valet Parking Service
- Coordinates communication of Worship activities to congregation

Estimated Hours per month required:

Daily _____ **Weekly** _____ **Monthly** 10

Length of Term: 1-2 years while serving as Elder

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Advent Decoration Director

Primary Responsibilities:

Organize and direct Advent decoration of the sanctuary
(Excludes Chrismon tree, banners, and poinsettias)

Early Preparation:

- Determine the date decorations need to be completed.
- Schedule work day(s) and times
- Request helpers. (Tuesday Artist Circle and others)
- Order a case of Oasis Maxlife wet floral foam bricks.

Decoration:

- Create chancel wall greenery
- Create 6 outside window candle/greens arrangements
- Hang 6 artificial wreaths on sanctuary/foyer glass using suction hangers
- Hang large gold ornaments between organ pipes using gold rods with artificial greenery
- Hang artificial arrangement or create greenery over coffee bar in Fellowship Hall

Decoration Removal:

- Determine when Advent decorations are to be removed and schedule a work session(s)
- Enlist helpers
- Greens should be composted.

Estimated Hours required Annually

- Early preparation 1-2 hours
- Decoration 6-8 hours
- Decoration removal 4 hours

Other Information Needed:

Supplies needed:

- Fresh greens (15 bundles of fresh boughs may be purchase from Tanenbaum Tree Farm for \$3.00/bundle)
- Pruners
- Clear trash bags from janitor room (lay under containers to protect wall and windowsills)
- Scissors
- Strapping tape

Location of decorations:

- Wreaths, rods (for over organ pipes), and coffee bar ceiling arrangement are in basement.
- All other decorations are in Senior High classroom cupboards.

PRESBYTERIAN CHURCH OF OKEMOS

JOB DESCRIPTION

Audio Coordinator

Primary Responsibilities:

- Recruit youth who are interested in serving the church as an audio tech.
- Hold a training session to familiarize them with the sound board.
- Pair a new volunteer with a seasoned volunteer for a few Sundays until they learn to do this,
- Schedule volunteers for the month, semester, or year. Check weekly to make sure the position is covered on Sunday morning.
- Check with ministers to make sure there is coverage for special occasions or services.
- There has been discussion of having adults included in the training and on the rotating schedule.

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Children's Bible Bag Organizer

Primary Responsibilities:

- Materials are available in the church office file under "C" for Children's Bulletins.
- The calendar with the lectionaries tells you which Gospel lesson to find for Sunday.
- Look for the scripture lesson in the files and make 4 copies, back to back of the two bulletins. One is for children ages 3-6 and one for 7-12. Laurie can also do this if you ask her on Tuesday or Wednesday prior to the Sunday you need them, or she could do a month at a time and put them in the mailbox for you. One is available in the center in the mailbox area.
- Occasionally, there is no bulletin so I use the free downloads on the computer related to the scripture. It might be a color page or some kind of puzzle. There are also some generic ones that are in the file. You can ask Sue to help you with this.
- In Fellowship Hall, sort the bags, throw away old papers, add new ones, making sure each bag is properly equipped. Pre-reading Bags should have an activity book, story book, clipboard with blank paper and the current bulletin attached, crayons, pencil. Reading Bags should have a , clipboard with blank paper and the current bulletin attached, colored pencils, activity book, story book.
- It takes about 30 minutes a week to complete these tasks. I change out story books for seasonal use or general use. This takes additional time.

Estimated Hours per month required

Daily _____ **Weekly** 30 minutes **Monthly** *Additional 30 minutes

Length of Term: As needed

Other Information Needed: *Keep an eye out at the Dollar Tree for Inspirational Activity or Puzzle Books. They sometimes have some to add to the bags. Also, the pencils may need sharpening monthly.

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Communion Preparation and Cleanup

Primary Responsibilities:

Most months, PCO serves Communion once, with greater frequency around Easter.

It is usually the job of the chair of the Worship & Music Committee to identify preparers, servers, and cleanup volunteers. Only Elders—currently ruling or otherwise—can serve Communion, but anyone can participate in preparation and cleanup.

None of these tasks are currently considered to be regular. Those interested in helping should contact the chair of Worship & Music.

Preparation: Communion is served in one of two ways: distribution or intinction. Distribution preparation requires more work, and is best done as a two-person job. When Communion will be via distribution, the preparers should arrive no later than 90 minutes before the service. Intinction preparation is more possible as a one-person job: if one person is doing preparation, it should be possible to complete the work by arriving 90 minutes before the service; if two people are doing preparation, 60 minutes should be adequate.

Cleanup: One person can easily complete cleanup after intinction; two people are ideal for distribution.

Instructions for preparation and cleanup are available in the cupboard in the kitchen, with the Communion supplies, to the left of the fridge. The Worship & Music chair can email these instructions upon request, as well.

Length of Term: Sunday-by-Sunday basis

PRESBYTERIAN CHURCH OF OKEMOS JOB DESCRIPTION

Flower Donation Coordinator

Primary Responsibilities:

Members are invited to donate flowers to beautify the sanctuary during our Sunday services. Volunteers can purchase and arrange these flowers themselves, or bring in flowers from their home garden.

Donors can choose to commemorate a certain date (a loved one's birthday, anniversary, graduation), acknowledge or thank a friend or group, or memorialize loved ones.

Following services, donors can bring flowers home with them or allow deacons to deliver them to church members in need of some extra brightness (e.g., the homebound, those struggling with illness or loss, etc.).

Donors can sign up online at the PCO website, at <https://okemospres.org/flowers>

Other: ~30 minutes on a given Sunday

Length of Term: Sunday-by-Sunday basis

PRESBYTERIAN CHURCH OF OKEMOS

JOB DESCRIPTION

Greeter

Primary Responsibilities:

Every Sunday, and on special events, we would like 1-2 people, or a family, to sign up to greet people as they enter the church building.

Greeters go a long way to welcoming worshipers into our community, and they are especially important for connecting with visitors.

If you are greeting, please arrive approximately 30 minutes before the service or event starts, wear your name tag, and position yourself by the door to parish hall. Then, just give warm smiles and handshakes! No other skills needed!!

Greeters can sign up online at the PCO website, at <https://okemospres.org/greeters/>

Other: ~30 minutes on a given Sunday

Length of Term: Sunday-by-Sunday basis

PRESBYTERIAN CHURCH OF OKEMOS

JOB DESCRIPTION

Usher Coordinator

Primary Responsibilities:

- Recruit ushers
- Train Ushers
- Maintain a roster of current ushers and substitutes
- Make and distribute the schedule to ushers and Church Administrative Assistant
- Bridge ushers and worship committee

**PRESBYTERIAN CHURCH OF OKEMOS
JOB DESCRIPTION**

Usher

Primary Responsibilities:

- Greet people
- Hand out bulletins
- Collect to offering and take to church office
- Watch and assist those coming to front door as needed
- Tidy the pews after the service
- Collect visitor pads and return to Laurie's box
- Fill in the count sheet
- Other duties are outlined in an usher instruction sheet

Estimated Hours per month required

Daily _____ Weekly _____ Monthly 2 _____