



SKIDAWAY ISLAND UNITED METHODIST CHURCH

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EVERY MEMBER IN MINISTRY



HOW TO SERVE AT SKIDAWAY ISLAND UMC AND THROUGHOUT OUR COMMUNITY



We are blessed at Skidaway Island United Methodist Church to have a long history of members volunteering their service to enrich the spiritual experience of members and achieve the Mission and Vision of the Church. Volunteers routinely say that the reward they receive from service is far greater than the effort they expend volunteering. Please review this Handbook and consider where the gifts, interests, and talents God has given you can be used to serve God’s purposes in this Church.

“There are different kinds of gifts, but the same Spirit distributes them. There are different kinds of service, but the same Lord. There are different kinds of working, but in all of them and in everyone it is the same God at work.” 1 Corinthians 12:4-6 NIV

FOREWORD

We the people of Skidaway Island United Methodist Church are a community in covenant with God. We are people who proclaim the Gospel by our word and actions and as members of the Body of Christ.

OUR MISSION

- ⌘ Welcoming People to Christ (John 20:30–31, Acts 1:8)
- ⌘ Growing in our Relationship with God (Matthew 22:36–40)
- ⌘ Loving Others through Service (John 15:12–13)

OUR CORE VALUES

Love ⌘ Faith ⌘ Prayer ⌘ Service

OUR VISION

CHANGING LIVES: ⌘ Physically ⌘ Spiritually ⌘ Eternally

Our vows as members of our church include support through prayers, presence, gifts, service, and witness. The following pages outline the various volunteer opportunities for service that support our church and its ministries. An addendum will be provided for current contact information.

Open Hearts. Open Minds. Open Doors.

VOLUNTEER SHEET

Check the area(s) in which you’d like to volunteer and turn this sheet into the church office or place in the offering plate on Sunday mornings.

NAME:

PHONE #:

EMAIL ADDRESS:

WORSHIP MINISTRIES:

- Acolytes
- Christmas Decoration
- Crucifers
- Liturgists
- Ushers
- Greeters
- Altar Guild
- Funeral Ushers
- Welcoming Team
- Transportation
- Communion Stewards
- Sound/Video Technicians
- Worship Committee
- Music Committee

MUSIC MINISTRIES:

- Adult Handbell Choir
- Chancel Choir
- Music Assistants
- Volunteer Instrumentalists
- Arts on Skidaway
- Summer Choir
- Music Library
- Robe Captain

CHILDREN’S MINISTRIES:

- Pre-K
- Early Elementary
- Retreat Chaperones
- Summer Camp Teachers/Aides
- Music Exploration Chaperones
- Drama Camp
- Nursery Team

EDUCATION MINISTRIES:

- Adult Education
- Small Group Leaders
- Sunday School Class Leaders
- Support Group Greeter
- Rotation Station Leader
- Rotation Station Shepherd

YOUTH MINISTRIES:

- Sunday Life Group
- Wednesday Night Group
- Special Events & Theme Nights
- Community Outreach & Missions
- Youth Sunday
- River of Life
- Transportation
- Host Homes

MISSION & SERVICE MINISTRIES:

- Work Day Volunteer
- Backpack Buddies
- Meals on Wheels
- LOVE Mentors
- Regional Missions Trip
- International Missions Trip
- Missions Committee
- Missions Activities Fundraising

NURTURE MINISTRIES:

- College Outreach
- Flower Ministry
- Helping Hands
- Meal Ministry Team
- Memorial Reception
- Prayer Ministry Team
- Prayer Square Team
- Visitation Committee
- Wedding Coordinator
- Funeral Coordinator

FELLOWSHIP MINISTRIES:

- Coffee Team
- Fellowship Dinner

PROGRAM SUPPORT MINISTRIES:

- Communications Committee
- Attendance Team
- New Member Team
- New Neighbors
- Stewardship Team
- Church Office Volunteer

BOARDS & COMMITTEES

The following boards/committees are appointed for three year terms and approved by the congregation at the Annual Charge Conference.

ADMINISTRATIVE BOARD

Responsible for the church's finances, facilities, staff, lay leader appointments. Provides support and development for programs in addition to making recommendations for new program funding. Board comprised of Committee Chairs, Staff and at-large members representing the congregation.

LAY LEADERSHIP COMMITTEE

Identifies, nurtures, recruits, and nominates leaders for service to the church on key committees and teams. These nominations are approved by the congregation at the Annual Charge Conference.

STAFF/PARISH RELATIONS COMMITTEE

Annually assesses the staff/pastor, confers and consults with the district superintendent when required, and establishes a search team for staff replacement.

FINANCE COMMITTEE

Responsible for identifying and managing the finances of the church and congregation through program budgets and the development of annual funding programs.

TRUSTEES COMMITTEE

Supervise, maintain, and control the use of all property belonging to the church.

COUNCIL ON MINISTRIES

Coordinate department heads.

WORSHIP MINISTRIES

ACOLYTES

Participate in the Sanctuary Sunday worship service by processing down the aisle and lighting the altar candles. Third through seventh grade children are eligible and training is provided.

Time commitment: *1.25 hours Sunday mornings*

CHRISTMAS DECORATION TEAM

Decorate the Giddens Chapel and Sanctuary for Advent and Christmas and remove and store after the season.

Time commitment: *Several hours for two days*

CRUCIFERS

Youth carry the cross into worship each Sunday in the Sanctuary.

Time commitment: *1.25 hours Sunday mornings*

LITURGISTS

Participate in the worship services reading assigned Scripture verses.
Time commitment: *1-2 hours prior to service to familiarize themselves with the text and 1 hour during the service*

USHERS

Welcome parishioners, distribute bulletins, seat parishioners, direct congregation during communion, receive the offering and are on call for emergencies. After services, ensure hymnals and Bibles are replaced in the pew rack, pick up bulletins and collect Friendship Pad pages.

Time commitment: *2 hours several times a year*

GREETERS

Warmly welcome parishioners, assist visitors and new members and make them feel welcome at each worship service.

Time commitment: *1 hour on Sunday*

ALTAR GUILD

Serve the minister and staff in preparing the Sanctuary and Chapel for all worship services. Volunteers work in pairs

Time commitment: *Once a week for assigned month*

WORSHIP MINISTRIES

FUNERAL USHERS

Greet guests, provide bulletins and usher to seats if necessary.

Time commitment: *As needed*

WELCOMING TEAM

Seek out new members and visitors assist them and ensure that everyone feels welcomed.

Time commitment: *1 hour on Sunday*

TRANSPORTATION

Provides transportation services to membership.

Time commitment: *1 hour on Sunday*

COMMUNION STEWARDS

Assist with serving Communion.

Time commitment: *First Sunday of every month*

SOUND/VIDEO TECHNICIANS

Assist with the sound room.

Time commitment: *1 hour on Sunday*

WORSHIP COMMITTEE

Membership includes the chairpersons or coordinators of groups involved in worship: head ushers, altar guild, baptism, communion guild, flower guild, acolytes and crucifers, funeral ushers, weddings, seasonal decorations and liturgists, in addition to the senior pastor, the director of music ministries, and three members at-large.

MUSIC COMMITTEE

Includes individuals with responsibilities in the music ministry of the church as well as those who are not musicians, thus allowing for feedback from the congregation as a whole; fostering and assisting with the total music life of the church.

PROGRAM SUPPORT MINISTRIES

COMMUNICATION COMMITTEE

Help the office staff with large mailings - i.e. stuffing and stamping envelopes, postcards, etc.

Time commitment: *As needed*

ATTENDANCE TEAM

Update church attendance records based on Friendship Pads; identify and contact new & returning visitors.

Time commitment: *1.5-3 hours per week*

NEW MEMBER TEAM

Arrange for orientation luncheon/dinner for new members.

Time commitment: *As needed*

NEW NEIGHBORS TEAM

Identify and contact new residents for potential membership.

Time commitment: *As needed*

STEWARDSHIP TEAM

Conduct annual stewardship campaign to support the financial needs of the church.

Time commitment: *1 hour weekly from September - January*

CHURCH OFFICE VOLUNTEER

Help with office duties - answering phone and other secretarial duties.

Time commitment: *As needed*

NURTURE MINISTRIES

VISITATION COMMITTEE

Provide visits to members in need of support individually or to those who are unable to leave their house.

Time commitment: *Seasonal visits*

WEDDING COORDINATOR

Assist with planning and organizing weddings held in our church.

Time commitment: *As needed*

FUNERAL COORDINATOR

Assist with funerals and memorial services held in our church.

Time commitment: *As needed*

FELLOWSHIP MINISTRIES

COFFEE TEAM

Pick up donuts on Sunday mornings, make coffee, and clean up after 10:00 am service.

Time commitment: *1-2 hours several times a year*

FELLOWSHIP DINNER

Prepare tables, drinks, and provides for cashiers to check reservations and handle payments for fellowship dinners.

Time commitment: *3 hours per dinner*

MUSIC MINISTRIES

WESLEY RINGERS (ADULT HANDBELL CHOIR)

Meets every Monday from 4:30 pm - 5:30 pm from end of September to May. Present handbell pieces during worship services.

Time commitment: *1 hour rehearsal per week plus worship services*

CHANCEL CHOIR

Meets every Wednesday from 7:00 pm - 8:30 pm from September to May to practice for weekly Sunday services, in addition to special events.

Time commitment: *3 hours per week plus extra for special presentations*

MUSIC ASSISTANTS

Two adults are needed to assist with the children's choirs.

Time commitment: *1 hour per week*

VOLUNTEER INSTRUMENTALISTS

Volunteer instrumentalists are always welcome to share their God-given talents during our worship services and/or special events.

Time commitment: *As needed*

ARTS ON SKIDAWAY CONCERT SERIES

Volunteers to help with poster distribution, ushering at concerts and helping with receptions.

Time commitment: *As needed*

SUMMER CHOIR

Meets on Sunday mornings to rehearse only the hymns, responses and an easy anthem for that Sunday during the summer (June to August).

Time commitment: *1.75 hours per week*

MUSIC LIBRARY

Volunteers are needed to distribute anthems, hymns and responses for Chancel Choir rehearsals and to file the music after the services.

Time commitment: *1 hour per week*

ROBE CAPTAIN

Volunteers needed to make sure that robes (appropriate size and length) are available for choir members.

Time commitment: *As needed*

CHILDREN'S MINISTRIES

SAFE Sanctuary Guidelines require two adults present for each separate children's activity.

CHILDREN'S CHURCH (PRE-K)

Assist in leading pre-planned lessoned for Pre-K students (3-5 years) including crafts, story time and play.

Time commitment: *1 hour during Sunday worship several times a year*

CHILDREN'S CHURCH (EARLY ELEMENTARY)

Assist in leading pre-planned lessons for one classroom of early Elementary (K - 3rd grade) students.

Time commitment: *1 hour on Sunday morning*

RETREAT CHAPERONES

Help with overnight trips with older elementary age children offered a few times during the school year.

Time commitment: *Friday through Sunday based on the event*

SUMMER CAMP TEACHERS/AIDES

Lead a curriculum including music, recreation, study, and crafts.

Time commitment: *1 week during the summer*

MUSIC EXPLORATION CHAPERONES

Help with summer day-camp experience for elementary age children.

Time commitment: *3.5 hours (9:00 am - 12:30 pm)*

Monday through Friday, one week during the summer

DRAMA CAMP

Assist in teaching and preparation for a musical play performed in the Sanctuary at the end of the session. Also includes assisting in crafts, games and snacks during the week.

Time commitment: *1 week during the Summer*

NURSERY TEAM

Provide infant toddler care during Sunday worship, fellowship dinners, or as required for special occasions.

Time commitment: *1-3 hours*

NURTURE MINISTRIES

COLLEGE OUTREACH MINISTRY

Provide support and encouragement to members away at college by forwarding church news, organizing care packages and life skill seminars.

Time commitment: *As needed*

FLOWER MINISTRY

Prepare flowers for the altar and after worship arrange flowers in vases for delivery. Deliverers deliver arrangements on Monday.

Time commitment: *1-2 hours*

HELPING HANDS COMMITTEE

Provides assistance to members who need help with transportation, personal errands, etc.

Time commitment: *As needed*

MEAL MINISTRY TEAM

Provides food for families with sickness, hospitalization or death.

Time commitment: *As needed*

MEMORIAL RECEPTION COMMITTEE

Provides food for receptions in Bailey Hall following funerals.

Time commitment: *As needed*

PRAYER MINISTRY TEAM

Prays for individuals on a confidential prayer list received from pew cards, clergy, bulletins, and calls/emails.

Time commitment: *As needed*

PRAYER SQUARE MINISTRY

Prays for individuals on a confidential prayer list received from pew cards, clergy, bulletins, and calls/emails.

Time commitment: *As needed*

MISSION AND SERVICE MINISTRIES

WORK DAY VOLUNTEER

Volunteers with others at one of our Missions agencies doing odd jobs, etc.

Time commitment: *4-6 hours*

BACKPACK BUDDIES

Organize food into packs to provide weekend meals and snacks to children in need.

Time commitment: *2+ hours, 4 times a month*

MEALS ON WHEELS

Delivers prepackaged meals to housebound—
Meals provided by Senior Citizens.

Time commitment: *2-3 hours per assignment, 1-2 times per month*

LOVE MENTORS

Tutor children in school to help them with reading.

Time commitment: *2-4 hours per week (dep. on how many mentees)*

REGIONAL MISSIONS TRIP

Participate in semi-local mission activities such as hurricane relief.

Time commitment: *2-3 days*

INTERNATIONAL MISSIONS TRIP

Serve with group from church in a foreign country.

Time commitment: *5-7 days*

MISSIONS COMMITTEE

Participates in activities and decisions about which agencies to support and how to help them.

Time commitment: *1 - 2 hour meeting per month, plus other activities*

MISSIONS ACTIVITIES FUNDRAISING EVENTS

Participates in activities to raise money for agencies our church supports.

Time commitment: *Varies, typically 4 hours*

EDUCATION MINISTRIES

ADULT EDUCATION

Explore opportunities for adult Christian education, assist in planning, facilitating and supporting programs.

Time commitment: *Quarterly meetings*

SMALL GROUP LEADERS

Facilitate studies for either short-term or on-going sessions for varied topics including the Bible, Christian books or faith issues.

Time commitment: *Variable*

SUNDAY SCHOOL CLASS LEADERS

Study topics vary depending on the participants.

Time commitment: *1 hour per week*

SUPPORT GROUP GREETER

Provide hospitality and nurture for a specific support group.

Time commitment: *1-5 hours once a month*

CHILDREN'S ROTATION STATION LEADER

Lead pre-planned lessons in art, science, drama, or cooking to support the Biblical curriculum.

Time commitment: *1 hour for each Sunday for 1 month*

CHILDREN'S ROTATION STATION SHEPHERD

Serve as a helper for one age group of children as they rotate to different lessons.

Time commitment: *1 hour for each Sunday for 1 month*

YOUTH MINISTRIES

SAFE Sanctuary Guidelines require two adults present for each separate youth activity.

SUNDAY LIFE GROUP

Help middle school and high school youth grow in their faith and knowledge of God.

Time commitment: *1 hour on Sundays*

WEDNESDAY NIGHT GROUP

Help to build community through fellowship, sharing a meal together, and spiritual growth through teaching.

Time commitment: *2 hours on Wednesdays*

OTHER YOUTH VOLUNTEER OPPORTUNITIES

Time commitment: *Determined by the event*

- Carpooling
- Food preparation
- Tech assistance
- Serve on the Youth Committee
- Retreat Chaperones
- Buying or making food for events

YOUTH MINISTRIES

SPECIAL EVENTS AND THEME NIGHTS

Chaperone special youth events (i.e. movie and game nights) throughout the year.

Time commitment: *Twice a year*

COMMUNITY OUTREACH & MISSION OPPORTUNITIES

Assist in organizing and transporting youth for varying local mission opportunities that are scheduled throughout the year.

Time commitment: *As needed*

YOUTH SUNDAY

Assist with organizing a special Sunday that celebrates our youth, their gifts, and the accomplishments of our confirmands and graduating seniors.

Time commitment: *Once a year*

RIVER OF LIFE

Plan and supervise construction projects throughout the week for annual Summer mission Trip.

Time commitment: *One week*

TRANSPORTATION

Drive the church bus to and from different youth activities.

Time commitment: *As needed*

HOST HOMES

Host your home for various youth events throughout the year.

Time commitment: *As needed*