

LORD OF LIFE TEAM OF VOLUNTEERISM AND SPECIAL EVENTS

Work Group Leader's Handbook February 2010 – January 2011

This handbook gives suggestions and an outline of activities for which Work Group Leaders are responsible.

Work groups are formed at Lord of Life Lutheran Church to help meet the needs of our congregation in many ways. Dividing the congregational families and individuals into twelve equal group forms these groups. Each group is assigned a month of primary responsibility. Work group leaders are assigned for a particular month and group. It is the responsibility of the **Leaders** to solicit workers, food, etc. when requested by one of the boards, groups, or the needs of members of our congregation. There are a variety of functions for which the Leaders may be asked to help secure food or workers.

Each confirmed member of the work group is encouraged to serve in some way. If a month has several functions, efforts should be made to contact others on the list. Therefore, an effort should be made to document which workers have served so as not to call on the same ones several times. If someone cannot donate food or time, you may ask them to donate money to purchase needed items for the event such as coffee, napkins, pickles, etc. In the event you have exhausted the list for a particular activity, your back-up workers are the next month's list.

Someone will contact you from the Church Office Staff approximately two weeks prior to the start of your scheduled month with a list of currently scheduled activities. If you have not been contacted, please call the church Office at 223-2986 or e-mail us at lordoflife@btinet.net.

The Church Office Staff is responsible to receive, screen and approve requests to schedule activities. If someone contacts you other than the Church Office Staff, regarding scheduling and activity, refer them back to the Church Office Staff. They will call you as soon as possible when activities have been added to your month's schedule. A minimum of two weeks notice will be requested whenever possible.

GENERAL GUIDELINES:

When asked for assistance pose the following questions:

- What are the details?
- How many people are expected?
- How should tables be arranged?
- Who will prepare the food?
- Who will serve the food?
- What is the time of the activity?
- How long is the activity expected to last?

If a method of serving isn't requested, do as it is the most convenient for you with the manpower you have available. Two-hour shifts should be maximum for workers. Some estimates follow:

- 5 or 6 people needed for setting up – about 1 hour
- 5 or 6 people for taking down – about 1 hour (Perhaps the same people can setup and take down)
- 5 or 6 people needed for serving
- 5 or 6 people needed for cleanup

SUPPLIES AVAILABLE:

- Three types of tables: round, square, and rectangle
- Chairs, approximate 250
- Coffee, sugar, creamer
- Dishes for about 200
- Cups
- Silverware
- Glasses
- Two roasters
- Serving platters
- Plastic table coverings
- Cloth table coverings for receptions
- Silver service
- Two sizes of punch bowls

SUGGESTIONS:

Don't allow dishes, vases, etc to leave the church.

When setting up for a funeral or informal reception, it is best to place napkins and silverware at each place so people can sit down rather than wait in line.

Coffee cups and servers can be set in the middle of the tables as well as a platter of cake or buns.

TYPES OF ACTIVITIES:

SUNDAY MORNING COFFEE:

September through May

- Sunday morning coffee and donuts are served between the 8:30 and 11:00 a.m. services. .
- Have someone make coffee at approximately 8:00 a.m. before worship and to clean up afterwards. Clean-up can begin around 11:30 a.m.
- Use the 50-100 cup coffeepot for regular coffee, the smaller one for decaf. and a few pitchers of water.
- Set out sugar, creamer, napkins and a few spoons on the table in the Fellowship Hall. If donuts or other pastries are being served, place them on a platter and set them on the table next to the coffee.
- Set out the "Coffee Money" can for donations.

- Place the money into an envelope marked “Coffee Money” and place in the office or give to one of the 11:00 ushers to be placed in the office. **Never leave money in the kitchen or out during services or overnight.**

May through August

- Have someone from your list for the month put the coffee on before the 9:30 a.m. service and also clean up after the morning worship service.
- Use the 32-cup coffee pot.
- Set out the sugar, creamer, napkins and a few spoons on the table in the Fellowship Hall. Workers may donate goodies for Sunday morning coffee during the summer months.
- Set out the “Coffee Money” can for donations.
- After clean up put the money into an envelope and give it to one of the pastors.

GREETERS:

Greeters are a very important evangelism tool. Please arrange for two greeters for each of the Sunday services and the Wednesday service. Instructions for greeters are included in this packet.

CONGREGATIONAL POT-LUCK DINNERS:

Setup is usually done before the 11:00 service. You will need 6-8 workers to put the table covers on, if needed, set out dishes, silverware, and napkins and also 3-4 people to make the kool-aid and put on 2 pots of coffee, (the 100 and 30 cup pots). The 100-cup coffeepot takes an hour to make and the 30-cup takes about 35 minutes. **Follow clean-up instructions under the “Clean Up” heading of this handbook.**

FUNERALS:

Funeral Coordinators: Helen Just (255-2882), Carole Tosseth (255-2322)

Funeral Subcommittee:

Gloria Snyder – 258-1901	Coralyn Hoovestol - 255-1401
Marion Johnson – 258-7361	Marci Hausauer - 223-4436
Arlene Stephenson - 258-0096	Minnie Malkmus – 400-8157
Helen Tollerud – 223-0286 (works part-time)	Genevieve Lyson - 223-2397
Nordeen Frank – 223-8011	Carol Baker – 224-0392
Betty Sprynczynatyk - 223-8693	Marcella Nathan - 255-1614
Beverly Kern – 224-0392	Dave & Joan Leer – 255-1949
Pearl Dockter – 223-3604	Pat Schroeder – 258-7311
Missy Munson – 250-0084 (Fri. pm, Sat., & Sun.)	Doreen Kadrmas – 255-2715
Barb Koch – 222-1804 (will work morning funerals only)	Diane Clinton – 258-2442
Beverly Mundell – 258-9168	Sue Stratton – 258-8862
Mavis Jundt – h-255-0914; w-255-1793 ext. 12	Marian Ellefson – 255-4608
Helen Swenson – 223-6286	Louise Heupel – 255-3344

The pastor will contact a Coordinator when there is going to be a funeral at Lord of Life and if a lunch is going to be served. The pastor will express the family’s wishes in regards to a lunch.

The Coordinator will estimate the approximate number expected and assist in determining food needs. Usually sandwiches, bars or cookies, coffee and punch are

provided. Depending on the time of day of the funeral, hot dishes could be considered. If hot dishes or a larger lunch were requested, the Church would be asking for help to cover the cost of the extra ingredients needed.

The Coordinator will contact the Work Group Leaders to make the necessary arrangements. You will need 5-8 people in the kitchen to put out the dishes, napkins, silverware, coffee servers, make coffee and kool-aid, arrange food on trays, etc. You may ask the family if leftover food could be sent home with them, with the workers, or donated and delivered to the Ruth Meiers Home, (contact them before making the delivery). **Never leave any food at the Church.** Coffee, kool-aid, or punch and sandwiches will spoil. Bars or cookies could be frozen for a short time in the kitchen deep freeze. Refer to Fellowship Hall guide for use. Follow clean-up instructions after activity.

MISSOURI SLOPE LUTHERAN CARE CENTER ACTIVITIES:

Lord of Life WELCA MSLCC representatives will contact work group leaders if help is needed for the following functions at MSLCC:

- **March – Birthday Party** – We furnish cakes and entertainment for both east and west wings.
- **May – Family Tea** – We usually furnish cookies and 2-3 workers.
- **July – Ice Cream Social** – We furnish cakes and 2-3 workers plus 2 couples for dishing ice cream and assist in serving tables.
- **October – Fall Bazaar** – Lord of Life is assigned to staff a booth, furnish rolls and bars for the kitchen lunch and a kitchen helper for each shift. Anyone in the church wishing to donate fancywork, crafts, baked goods, etc. for any of the booths should be encouraged to do so.

WEDDING RECEPTIONS:

- Coralyn Hoovestol (255-1401) is the Wedding Coordinator for Lord of Life. She will call you to identify the needs for the wedding reception. Coralyn handles the receipt of money for the reception.
- We do not furnish food for wedding receptions.
- The maximum for seating is 250 people.
- Table skirting is available and is stored in the closet behind the altar in the sanctuary. Contact Faye Barry to handle the cleaning of the skirts and coverings after the reception.
- The Church has two silver servers (polish) and two punch bowls. The large bowl holds 11 quarts. The small one handles six quarts. We also have approximately 26 glass cups that can be used. These glass cups could be used at the head table.
- Follow clean-up instructions after activity.

OTHER EVENTS:

- Confirmation Banquet – usually in October
- Arbor Day – usually in May
- Rally Day – usually the 2nd Sunday in September
- Christmas Program Reception – usually the 3rd Sunday in December

KITCHEN:

Faye Barry (255-3718) is the Kitchen Coordinator for Lord of Life.

Faye orders supplies such as coffee, sugar, creamer, kool-aid, napkins, cups, white table coverings and dish soap. Prior to any project, check out the work area to make sure you have all needed supplies. Let Faye know if any supplies are gone or low. Also please indicate if any of the equipment is not working or we are in need of additional equipment.

CLEAN-UP:

Kitchen clean up will take about one hour after an event. Dishes, coffee pots, etc. need to be washed (dishwasher needs to be used for dishes, cups and silverware, instructions for the dishwasher are posted on the wall), counters cleaned, floor should be swept and possibly scrubbed if needed, and the garbage put outdoors. Tables and chairs need to be cleaned and returned to their places. Vacuum carpet if needed. Put dishtowels by the washer. Someone will wash them Monday morning. Garbage bags, supplies, and vacuum are located in the janitor's room (door by men's bathroom). The janitor is **Art Remmich (751-0693)**.

FINAL DUTIES:

After each activity in your charge, please:

- Turn off lights
- Lock the doors

***** Please contact the Church Office Staff for a key to the building***

***** Smoking is prohibited in the church***

*****No alcoholic beverages permitted on church property***

THANK YOU:

Your decision to serve Lord of Life as a Work Group Leader is greatly appreciated. It is an important commitment of our time and energy and you are to be commended for your dedication. If you have any problems or suggestions, please feel free to contact any member of the Board of Volunteerism.

LORD OF LIFE LUTHERAN CHURCH GREETERS PROGRAM

“I was a stranger and you welcomed me.” Matthew 25:35

The Greeters Program is a ministry based on the Bible verse in the book of Matthew. We welcome new visitors and the members. We reach out to everyone coming through our church doors. We are hospitable to all who come to worship God.

The Board of Evangelism will call the Monthly Work Group Leaders and ask them to call the work groups and find greeters for each Sunday and Wednesday. We will need 2 greeters per Sunday service and the Wednesday service.

INSTRUCTIONS TO THE GREETERS:

- Please arrive at the church 15-20 minutes early.
- Pick up your GREETER nametag located in the black tray at the Information Center
- Stand by the two doors at the main entrance of the church
- Greet any members you know by name. If you do not know someone, welcome him/her to our church and state your name. Show the visitors where to go and to pick up a hymnal and bulletin.
- If the visitor/member needs assistance (wheelchair, etc.) ask another member close by for assistance.
- Stay by the doors until the church service begins.

Thank you very much for supporting our ministry of welcoming people to our church. We really appreciate you taking the time to help

Team of Evangelism

**LORD OF LIFE
LUTHERAN CHURCH**

***BOARD OF VOLUNTEERISM
AND SPECIAL EVENTS***

***WORK GROUP LEADER'S
HANDBOOK***

FEBRUARY, 2010 – JANUARY, 2011