



Greetings! Here is a listing of many different opportunities to serve at Living Lord Lutheran Church. This is a work in progress, so check back often for updates! We hope you will find at least one opportunity to pursue with gusto as you seek to follow Jesus as your example and serve others in His name. May God bless you in your ministry!

Missions

Habitat for Humanity Team *(Contact: Ed Hoster & Tim Riehle)*

Opportunities: *Team Leaders (Ed Hoster & Tim Riehle) and Team Members*

Communicate Habitat for Humanity projects to congregation; recruit, train, and coordinate volunteers; construct Habitat homes; serve with other Habitat Teams.

Loving Hands Quilters Group *(Contact: Lin Seyller)*

Opportunity: *Quilter:* Join the Quilters Group every Tuesday from 9 AM to noon at Living Lord to make quilts for the needy and enjoy fellowship time.

Victory Centre Team *(Contact: Pastor Sue Allen)*

Opportunities: *Team Leader and Team Members*

Team Leader: Communicate with Victory Centre of Bartlett; communicate needs of Victory Centre to Living Lord; recruit/coordinate volunteers.

Worship Leaders: Teams of two to lead worship at Wednesday services (this includes following a short litany and providing a scripture reading and devotion).

Worship Services Schedule: First Wednesday, Worship with Holy Communion; second Wed., Prayer and Praise Service; third Wed., Healing Service with Anointing; fourth Wed., Prayer and Praise Service; fifth Wed., Prayer and Praise Service

Warm Wishes Team *(Contact: Bob Gorski)*

Job Descriptions: *Team Leader (Bob Gorski) and Team Members*

Communicate with Warm Wishes; communicate services of Warm Wishes to Living Lord; recruit, train, and coordinate volunteers; coordinate blanket pickups and deliveries; pick up and deliver blankets.

Zuleica Arano Mission Team (*Contact: Church office*)

Opportunities: Prayer Partners: Commit to praying for Zuleica and her family.

Fundraiser Team Members: Help plan and carry out fundraisers to reach our goal of helping her pay for post kidney-transplant medications.

Ministries

Congregational Care (*Staff Contact: Pastor Sue Allen*)

1. Care Card Ministry Team

Opportunity: Care Card Ministers: Send out care cards on behalf of Living Lord for one month at a time; **Time:** 30 minutes to 1 hour per week for one month, once or twice per year.

2. Care Connections

Opportunity: Care Connections Team Members: Connect with members using phone calls, e-mails, letters, and visits.

3. Long-Term Illness Care Ministers

Opportunity: A care minister is assigned to a member with a long-term illness. The care minister follows up with this person at least once a month and provides updates to the pastors. The care minister listens to the person, is supportive, and prays with and for that person.

4. Food Ministry Team (*Contact: Amanda Eastman*)

Opportunities: Food Ministry Team Leader (Amanda Eastman) and Members: Make a meal or baked goods for someone in need of support during a tough time; provide food/baked goods for a special event at Living Lord.

5. Loaves of Love Team (*Contact: Amanda Eastman*)

Opportunities: Team Leader (Amanda Eastman) and members: Drop off a loaf of bread along with a care note from the church to someone who is going through a difficult time, to encourage them and let them know the church is praying for them.

6. Hospital Calls

Opportunity: Hospital Visitor: Visit people who are hospitalized or in a nursing home to pray with and encourage them.

7. Holy Communion Ministers

Opportunity: Holy Communion ministers visit, pray with, and offer Holy Communion to homebound or hospitalized members.

8. Prayer Ministry (*Staff Contact: Laura Christensen, Office Assistant*)

Opportunity: Prayer Team Member: All Living Lord members are encouraged to enter into this powerful prayer ministry for one another, using the prayer list in *The Living News Update*.

9. E-mail Prayer Partners (Staff Contact: *Laura Christensen*)

Opportunity: *E-mail Prayer Partners*: Receive prayer requests via e-mail from Living Lord several times each week as prayers are submitted; your commitment is to pause and pray for the people listed in the prayer e-mail, lifting them up to the throne of God for God's care and provision.

10. Military Prayer Board

Opportunity: Post current photos and personal contact info on all military personnel on the military prayer board located by the Library, so the congregation can pray for and support these individuals by sending letters. Names are listed on the prayer section of our biweekly publication, *The Living News Update*.

11. Prayer Shawl Ministry (Contact: *Church office*)

Opportunities: *Knitters & Crocheters*: Knit or crochet prayer shawls, lap blankets, and baptismal blankets for those who need them. Volunteers make these on their own and drop them off in the church office to be distributed.

Hospitality

1. Bread of Life Team (Contact: *Laurie Neumann*)

Opportunities:

***Bread of Life Coordinator (Laurie Neumann)*:** Recruit and coordinate rotating schedule for Bread of Life Ambassadors to deliver fresh-baked bread and informational materials about Living Lord to first-time visitors; put together Bread of Life "Welcome" kits and make sure informational materials are up to date; **Time:** 1-2 hours per month. ***Bread of Life Ambassadors*:** Deliver (on a rotating schedule) fresh-baked (can be purchased) bread and information on Living Lord (Bread of Life kits) to first-time visitors; **Time:** 1 hour per month.

2. Community Care & Outreach Ministry (Staff Contact: *Pastor Sue Allen*)

Ministry Possibilities: Here are some objectives: (1) explore and evaluate how to continue and improve on existing events and groups hosted by Living Lord; (2) consider ways for Living Lord to become a magnet for learning and social events for the community; (3) explore ways to increase and enhance usage for senior ministry; and (4) develop Living Lord into a multiuse, 7-day community center.

Opportunities: *Community Care & Outreach Team Leaders (2-4 people) and Team Members (4-6 people)*: Coordinate with staff and team to pursue the ministry objectives above.

3. New Member Team (Staff Contact: *Pastor Sue Allen*)

Opportunities: *New Member Team Coordinator*: Put together new member information folders; coordinate team members' tasks; coordinate child care for participants in the new members class; **Time:** 3-4 hours 4 times per year (whenever new members are received). ***Photographer/New Member Insert Designer*:** Take digital photos of each new member family; create a new member "Welcome" worship bulletin insert (computer skills needed), containing bios and contact information; provide photo prints for new member bulletin board coordinator. **Time:** 1-2 hours 4 times per year, as new member classes are scheduled.

Bulletin Board Coordinator: Receive new member photos from photographer after each new member class; arrange on bulletin board; **Time:** 30 minutes 4 times per year, as new member classes are scheduled.

4. Special Events Team (*Staff Contact: Pastor Sue Allen*) **Opportunities: Special Events Coordinator and Team Members:** Work with team and staff to create, plan, and carry out special events and activities for our congregation and especially to draw in the larger Bartlett area community; examples might include participation in Bartlett's Independence Day Parade and/or hosting a Living Lord community picnic or concert. **Special Events Photographers:** Take digital photos of church events and send to communications director for Web site and publicity use.

5. Membership Directory Team (*Staff Contact: Sue Rankin, Administrative Assistant*) **Opportunities: Membership Directory Coordinator:** Communicate with congregation about directory photo opportunities; work with staff to coordinate production. **Membership Directory Photographers:** Take digital photos of members and send them to Directory Coordinator and/or church staff.

Youth & Family Ministry (*Staff Contact: Bob Esmail, Director of Youth and Family Ministries*) **Note:** *We are a Safe Haven congregation. All who work with our children or youth must complete Safe Haven training.*

1. Renewal of Wedding Vows (*Staff Contact: Pastor Sue Allen*)

Opportunities: Planner: Send a general invitation for all married couples to attend special worship service(s) held on or before Feb. 14; send a special letter of invitation to those married within the last year at Living Lord.

2. Nursery (*Staff Contact: Nancy Collins, Director of Preschool and Sunday School Ministries*) **Opportunity: Nursery Helper:** Help our paid nursery coordinators ensure coverage of the Nursery on Sunday mornings (and at other times as needed). You will help take care of small children and teach them about God. You must be able to arrive 15 minutes before the service/event begins and help clean up quickly afterward. **Time:** approximately 1.5 hours per month (one worship service time or event per month).

3. Little Sprouts (*Staff Contact: Pastor Sue Allen*)

Opportunities: Planner: Help coordinate and lead the monthly event for families with children aged 3 years and under.

4. FAITH QUEST (Sunday School Ministries) (*Staff Contact: Nancy Collins*)

A. Son Seekers — Preschool Sunday School

Opportunities: Lead Teacher: Create lessons and crafts and teach preschool-aged children using activities centered on learning about Jesus and popular Bible stories; **Time:** 2 hours per week: 1 in preparation, 1 in classroom. **Assistant Teacher:** Assist the lead teacher in teaching the preschoolers; **Time:** 1 hour per week in classroom.

B. Bible TREK — K-5th Grade Workshop Rotation Sunday School

Opportunities:

Registrar: Maintain records (attendance, registration, visitors); send out “we miss you” postcards for students who have missed 2-3 weeks; **Time:** 1-2 hours per week.

Curriculum Developer: Research, prepare, write, and maintain curriculum for each Round; train Workshop Leaders; **Time:** 2-4 hours per Round.

Workshop Leader: Lead the lesson in one Workshop area and commit to the entire length of the Round (e.g., 3, 4 or 5 weeks); **Time:** 1 hour per week for the duration of one or more Rounds.

Shepherd: Lead your assigned grade level to their Workshop each week, assisting the Workshop Leader in teaching and building relationships with the kids. Commit to one group for the entire length of the Round (e.g., 3, 4, or 5 weeks).

Gathering/Praise Leaders: Lead opening gathering/worship time; one leader must know how to play piano or another instrument to help the children sing the songs; **Time:** 1 hour per week for one or more Rounds.

Greeters: Welcome and direct families to FAITH QUEST classrooms; complete special FAITH QUEST prep projects as needed; **Time:** 1 hour per week for the duration of one or more Rounds.

Helpers (for adults or students from 7th grade and up): Sign up for volunteer staffing positions as indicated by the FAITH QUEST director each week. **Time:** 1 hour per week for the duration of the Round.

Decorating Team: Create a special FAITH QUEST experience by decorating the FAITH QUEST Central area and the halls with thematic decorations the week before each Round begins; decorate/stock the Challenge Tree and create banners; **Time:** 1-2 hours per Round.

C. CrossRoads — 6th Grade Sunday School (Staff Contact: Nancy Collins)

Opportunities: Curriculum Developer: Research, prepare, write, and maintain curriculum for each theme; **Time:** 2-4 hours per theme. **Teacher-Mentor** (2-3 co-leaders preferred): Prepare a weekly interactive and challenging lesson (which varies by week or month, depending on the theme); lead or assist with the weekly lesson; **Time:** 2-3 hours per week: 1-2 hours in preparation, 1 hour in classroom.

5. Vacation Bible School (Staff Contact: Nancy Collins)

Opportunities:

VBS Directors (3 adults): Select VBS curriculum; plan and run the program; recruit other adults to help; **Time:** 1-3 hours monthly, January through April; several hours per week in May and June leading up to VBS; 3-4 hours daily during VBS week.

Decorators (1-2 directors, 1-2 helpers): Create decorations and VBS displays to decorate the church for VBS; recruit helpers; **Time:** Several hours in the weeks leading up to VBS to plan and make decorations; 4-5 hours in the week before VBS to decorate; 1-2 hours after VBS to take down decorations.

Snack Leaders (1 adult director, 1 adult helper, 2 youth helpers — 6th grade and up): Plan, prepare, and manage VBS snacks in the kitchen during VBS week; **Time:** Several hours in the week before VBS to do food planning and shopping; 3 hours daily during VBS week.

Games Leaders (2 adult leaders, 2 youth assistants — 6th grade and up): Create and lead VBS games; manage student helpers; **Time:** Several hours before VBS week to plan games and coordinate supplies needed; 2-3 hours for VBS and Safe Haven training; 3 hours daily during VBS week.

Craft Leaders (1-2 directors, 3-4 adult craft leaders, 2 youth helpers — 6th grade and up): Directors design crafts and get all supplies for VBS week; leaders lead crafts; helpers assist leaders; **Time:** Several hours before VBS week to plan crafts (directors); 3 hours daily during VBS week.

Photography (1 adult photographer, 1 youth assistant — 6th grade and up): Take photos during VBS week for craft keepsake items and publicity; **Time:** 3 hours daily during VBS week.

Group Leaders (19 adult leaders, 17 youth assistants — 6th grade and up): Guide your VBS group of children through the week's activities; **Time:** 3 hours daily during VBS week.

Nursery (1-2 adults, 2 youth assistants — 6th grade and up): Take care of Group Leaders' small children during VBS week; **Time:** 3 hours daily during VBS week.

6th-7th Grade ("Jr. High") VBS Team (4-6 adults): Work with VBS Directors to create the VBS program for the 6th-7th graders; during VBS week, lead the 6th-7th grade program (lessons and service projects); **Time:** 2-3 hours planning time in advance of VBS week; 3 hours daily during VBS week.

6. Midweek MANIA (Staff Contact: Bob Esmail)

Opportunities: Adult Leaders (Heidi Sandler & Dan Schmidt): Organize and run this 5th-6th grade youth group on Tuesday evenings and at one overnight retreat in May. This includes planning schedules, managing snack sign-up, and planning service projects; **Time:** 3-4 hours per week: 2 to 3 hours on Tuesday evenings, 1-2 hours during planning times at the beginning of the school year and planning the retreat. **Teen Leaders:** Help organize and run this 5th-6th grade youth group on Tuesday evenings and at one overnight retreat in May; **Time:** 2-3 hours per week on Tuesday evenings; 1-2 hours to plan a single devotion; 1-2 hours to help to plan the retreat.

7. Confirmation Program (Staff Contact: Bob Esmail)

Opportunities:

Small Group Guide (many adults needed): Guide a small group of girls or boys in Bible practices and study; serve as a positive Christian role model for your group; arrange periodic service projects, learning opportunities, and other fun activities for your small group; **Time:** Wednesdays, 6:30-8:00 PM, fall through spring; other time as needed to do service projects and have fun.

Eighth Grade Encouragers: Coordinator (Ruth Lueck) — Recruit and assign encouragers. **Eighth Grade Encouragers —** Pray for your assigned student and send him or her a care card once a month. Your commitment begins at the

beginning of the student's eighth grade year and is completed at his or her confirmation in October of ninth grade.

8. High School Youth Program (Staff Contact: *Bob Esmail*)

Opportunities:

Mission Trip/Retreat Leader (many adults needed): Help guide the kids on trips, including missions and weekend retreats; serve as a positive Christian role model for these teens, teaching appropriate life principles; **Time:** Trip length: typically a weekend or a week.

Adult Leader (many adults needed): Hang out with our high school kids, serving as a positive Christian role model and teaching appropriate life principles; **Time:** Thursdays or Sundays from 6:30-8:30 PM at The Gathering and SNAC.

9. YA Ministry (Staff Contact: *Bob Esmail*)

Ministry Description: This is a ministry for young adults, post high school to 23-ish. **Opportunities:** Adults are welcome to get involved in this ministry for young adults to encourage them in their faith and engage them in worship, fellowship, and service opportunities.

YA Activities: **YA Mission Trip:** Enjoy fellowship while serving others in Jesus' name; **Annual YA Dinner:** Usually held in December, to share food and fellowship as we catch up on each others' lives.

10. Adult Education (Staff Contact: *Pastors*) **Opportunities:** **Teacher/Leader:**

Research a biblical or spiritual topic or interest under the guidance of a pastor; teach others about what you know or have learned; spread the word about your class (through church communications and personal invitation).

Small Group Ministry (Staff Contact: *Pastors*)

Ministry Description: This ministry affects almost every ministry at Living Lord. Small groups help people build relationships. Christ-centered relationships promote Christian fellowship and encourage us in our faith walk. Small groups can be formed to address or explore any issue, interest, or objective. Small group ministry is an effective way to receive support, offer support, and learn, serve, and grow in our efforts to become more like Christ.

Opportunities:

Small Group Leadership Team: Investigate various sources of small group development information and guidelines; launch new small groups; link people who are looking for a small group to an existing or a new small group; train small groups in group dynamics, disciple-making, and leadership development.

Small Group Leader: Form a small group on a topic or issue of interest; research materials to help develop and lead the group; seek support and guidance from a Living Lord pastor; get the word out about your group (through church communications and personal invitation).

Some Existing Small Groups: Sunday morning adult Bible study / Sunday morning high school Bible study / Monday evening adult small group study / Tuesday evening adult small group study / Men's Saturday morning Bible study / Loving Hands Quilters Group / Book Club

Worship & Music

1. Adult/Youth Contemporary Worship Teams (*Staff Contact: Pastor Sue Allen*) **Opportunity:** Lead worship through music (singers and band) during the 10:30 AM worship services; **Time:** 2-hour rehearsals weekly or based on your availability.

2. Praise Singers (*Traditional Adult/Youth Choir*) (*Staff Contact: Senja Morgan, Choir Director*) **Opportunity:** Offer vocal music at the 9:00 AM worship service; **Time:** 90-minute rehearsals Thursdays, 7:00-8:30 PM.

3. Adult Hand Bell Choir (*Staff Contact: Senja Morgan*) (*Leader: Denise De-Boe*) **Opportunity:** Offer bell music at the 9:00 AM worship service monthly and at special services; **Time:** 45-minute rehearsals, Thursdays evenings.

4. Children's Choirs (*Staff Contact: Senja Morgan*) **Opportunities:** **Director** (*Senja Morgan*): Two groups: For children in K-3rd grade and children in 4th-8th grade. Rehearsals take place Thursdays and/or Sundays as scheduled. Includes singing, instruments, and drama.

5. Christmas Pageant (*all ages*) (*Contacts: Steve & Mary Ellen Ricci*) **Opportunities:** **Directors** (*Steve & Mary Ellen Ricci*): Choose a production, direct production and rehearsals, and recruit other help as needed; **Time:** several hours for research and meetings; 1.5 hours on 1 night weekly for 6 weeks in the fall; 3-4 hours for dress rehearsal. **Music Leaders** (*Steve & Mary Ellen Ricci*): Direct voices and band and help lead rehearsals; **Time:** 1.5 hours on 1 night weekly for 6 weeks in the fall; 3-4 hours for dress rehearsal. **Costume Manager:** Design and recruit others to help create costumes; **Time:** depends on complexity of costumes. **Scenery Manager:** Design and recruit others to help create set and props; **Time:** depends on complexity of production. **Band** (*all ages*): Provide musical accompaniment for the singers; **Time:** 1.5 hours for 2 to 3 weeks before the performance; 3-4 hours for dress rehearsal. **Singers/Actors** (*all ages*): Make the program come alive through acting and song; **Time:** 1.5 hours on 1 night weekly for 6 weeks in the fall; 3-4 hours for dress rehearsal.

6. Altar Guild (*Contact: Julie Davis*)

Opportunities: **Altar Guild Leader** (*Julie Davis*): Order worship supplies including the bread and wine, candles, and oil; create and manage schedule for altar guild teams. **Altar Guild Teams:** Teams of 3-4 people rotate in a monthly schedule, making sure the altar is prepared for the pastors to lead worship. They also change the altar paraments with church seasons.

7. Worship Assistance (*Staff Contact: Pastor Sue Allen*) (*Scheduler: Julie McGowan*) **Ministry Description:** The following worship servants help facilitate well-run and inspiring worship services. They are scheduled on a quarterly, monthly, or weekly basis.

Opportunities:

- **Worship Facilitators:** Keep things organized before worship begins.
- **Worship Assistants:** Lead prayers and liturgy in worship.

- **Ushers:** Direct traffic, hand out bulletins, direct communion and offering, and count worshipers.
- **Readers:** Read lessons and help with communion.
- **Communion Assistants:** Help with communion.
- **Greeters:** Greet people as they enter the church building.
- **Acolytes (Confirmation students):** Light candles before worship; extinguish candles after worship.

8. Multimedia Team (Staff Contact: Church office)

Opportunities: Team Leader (Carol Gasen): Manage multimedia staffing for 10:30 AM worship services and other worship services and events held at Living Lord; create and manage a rotating schedule for multimedia technicians for worship and other events; actively communicate with multimedia technicians and office staff.

Multimedia Planner (Carol Gasen): Communicate with the team leader or church staff regarding assigned week's multimedia needs (for 10:30 AM worship services and other worship services and events); insert weekly worship elements into multimedia (Power Point / Media Shout) presentations; use multimedia tools and resources to create visually appealing and inspiring worship images and elements.

Multimedia Technicians (for 10:30 AM service and as needed for other events): Communicate with the team leader or church staff regarding assigned week's multimedia needs; run Media Shout (or Power Point) during service or event.

9. Sound System Team (Staff Contact: Church office)

Opportunities: Team Leader: Manage sound system staffing for all services and special events at Living Lord; create and manage a rotating schedule for sound technicians for each service time and other events; train sound technicians; actively communicate with sound technicians regarding training, scheduling, and other issues.

Sound Technicians (2-3 for each service time, and as needed for other events): Attend training session(s) for sound board and other sound equipment (e.g., microphones, monitors, etc.); communicate with team leader regarding scheduling and other issues; arrive 15 minutes (or earlier, depending on the event) before scheduled services or events; test microphones, monitors, and sound quality for speakers, singers, and instrumentalists; monitor sound board during the service/event to ensure proper volume and sound quality; set up sound board for next anticipated service or event.

Fellowship (Staff Contact: Sue Rankin)

Opportunities:

- **Lenten Soup Supper Coordinator:** Organize and promote Lenten Soup Suppers.
- **Coffee Team (3-4 people):** Provide coffee for Sunday mornings.
- **Potluck Supper Team (2-3 people):** Organize church potluck suppers.
- **Tables of Eight Coordinator (Luanne Carroll):** Organize and promote Tables of 8, a program in which four couples gather at each others' homes for four dinners, with each couple taking a turn as host and all couples contributing to

each dinner.

- **Church Picnic Team (3-5 people):** Plan and promote church picnics.
- **New Events Team (3-5 people):** Plan and promote new fellowship events.

Social Ministry

Social Ministry Team (Staff Contact: Pastor Sue Allen)

Opportunities:

- **Social Ministry Team Leader (Mike Smith):** Serve as main contact between Living Lord and outside social service agencies that share our mission.
- **Volunteer Coordinator:** Recruit and coordinate volunteers to help with various social service agency projects.
- **Food Baskets Coordinators:** Coordinate Thanksgiving and Easter food baskets distributed through Feeding Northwest DuPage.
- **Christmas Giving Tree Coordinators (Mike & Daria Smith):** Coordinate effort to provide gifts for the needy.
- **Annual CROP Hunger Walk (Mike Smith):** Coordinate with other community organizations to plan this event, which fights local and world hunger through Church World Service.
- **Blood Drive Coordinator (Holly Gould):** Work with Heartland Blood Centers or other blood centers to host two or more blood drives at Living Lord per year. Promote blood drives to the congregation and community.
- **Health Screenings Coordinator:** Work with outside health agencies to offer health screening tests and assessments to Living Lord members and the community.
- **Food Drive Coordinator:** Coordinate food drives for local food pantries.
- **Lutheran World Relief Coordinators (1-2 people):** Coordinate LWR projects through Living Lord.

Stewardship

1. Stewardship Team (Staff Contact: Pastor Sue Allen)

Opportunities:

Team Leaders (1-2 people): Lead ongoing stewardship initiatives and follow-up activities. **Annual Giving Appeal Organizers (3-4 people):** Plan and conduct an annual program to encourage member commitments to the congregation's plan for mission and ministry. **Communications Coordinators (3-4 people):** Regularly send out *The Servant Spirit* newsletter and statements of giving to all giving units; educate members on biblical standards of giving; encourage members to live up to biblical standards.

2. Endowment Fund Team (Staff Contact: Pastor Sue Allen)

Opportunities: Manage existing assets; grow endowment fund; revise endowment fund policy; update brochure.

3. Green Team (Contact: Laura Hardy)

Ministry Description: In Genesis 1:28-31, God gives humankind dominion over the earth and everything on it, and He declares it "very good." It therefore follows

that as Christians, we not only have a role to play in conservation, but a God-given duty to manage “the garden” here at home (our church building and land and its uses) and in the world, through local and global conservation ministries and initiatives.

Opportunities: *Green Team Leader (Laura Hardy) and Team Members:* Lead and conduct the initiatives of the Green Team; recruit team members; communicate with other church leaders and the congregation.

Support Ministries

1. Property Team

Opportunities:

Property Team Leader (Jay Hinkle): Oversee maintenance of property; recruit, train, and coordinate volunteers. ***Property Team Members:*** Individuals take charge of the following areas: heating/air/ventilation Systems (***Jay Hinkle***); plumbing (***open***); electrical (***open***); carpentry (***Chuck Vanourek***); lawn (***Joel Teesdale***); gardening (***Laura Hardy***) appearance/presentation (***open***). *More help is always welcome!*

2. Church Office Help (Staff Contact: Sue Rankin)

Opportunities:

- ***Data Entry:*** Enter congregational information into our church database program; Time: 1-2 hours weekly or monthly, as needs arise.
- ***Newsletter Helpers*** (4-5 people): assemble (fold, stuff, seal, and address) newsletters (3-5 people) (Time: 1.5-2 hours, third Wednesday per month).
- ***Special Mailing Helpers*** (1-4 people): Stuff, seal, and address envelopes; ***Time:*** 1-2 hours as needed.

3. Finance Team

Ministry Description: Track, analyze, and report financial data to Council and congregation. **Opportunities:**

- ***Financial Secretary:*** Oversee income.
- ***Treasurer (Bob Gorski):*** Oversee expenses and prepare congregational budgets.
- ***Counters (Staff Contact: Sue Rankin):*** Count, record, and deposit offerings; counting teams are generally made up of 3 to 4 people who rotate three times per year and serve one month at a time. The job consists of opening the offering envelopes and recording the total giving on a counter sheet under the appropriate categories. ***Time:*** 1.5 to 2 hours each week for one month approximately three times per year.

Turn to the back page to indicate how you would like to serve! If you would like to serve in another way not listed here, please contact a pastor or the church office at 630.830.3630. At Living Lord, we are:

Growing to Serve... Serving to Grow

**Living Lord Lutheran Church
Service Opportunities
Action Page**

Note: Please tear off this page and place it in the offering plate or mail to: Living Lord Lutheran Church, 1044 Congress Drive, Bartlett, IL 60103.

Attn: *Service Opportunities*

Date: _____

Name: _____

Phone No.: _____

E-mail: _____

Please contact me about the following service opportunity(ies):
