

# **Service Strengthens The Church**

## **Each of Us Can Serve!**

**St. Paul's Lutheran Church  
Littlestown, Pennsylvania**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**As Christians, it is our privilege and responsibility to nourish our spiritual life by the daily use of God's Word, by regular worship with a Christian congregation, by frequent reception of the Lord's Supper, and by using our time and talents for others.**

**All that we have is God's gift to us. What we do with what we have is our gift to God!**

**Each of us, as members of St. Paul's Evangelical Lutheran Church, can increase our gifts to God through the use of our time and talents in His Service.**

*You need the church,  
and the church needs you!*

*If you have a warm handclasp, use it.*

*If you have a gift of speech, speak.*

*If you have energy, spend it for good.*

*If you have money, give it.*

*If you have time, share it.*

*If you have a generous spirit, minister to the needy.*

*If you love little children or youth, lead them.*

*If you can sing, glorify God with your voice.*

*If you are fond of the beautiful and the artistic, decorate God's altar.*

*If you have a heart of love, visit the sick, greet the stranger,  
sympathize with the troubled or sorrowing ones.*

*If you have business ability, the church and the pastor need you.*

*If your faith is adequate, pray without ceasing.*

*If your church means life to you and yours, tell others about it.*

**Please place an X in the box beside the area where you are already volunteering or would like to volunteer your time and talents at St. Paul's. Return to the church office when completed.**

## Worship & Music Committee

Assists the Congregation Council in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America, that competent ushers are recruited and trained and that hymnals and other devotional materials are provided and properly cared for. This committee supervises, and strives to advance, the welfare and effective service of the choirs of our congregation. It arranges for the care of paraments, vestments, and musical instruments and, in consultation with the pastor, the organist, and the choir directors, it furnishes music supplies appropriate for use during worship in a congregation of the Evangelical Lutheran Church in America.

	Already Serving	Will Serve Now	Will Serve Later
<b>Worship</b>			
Worship & Music Committee Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend Worship Services Regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acolyte Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acolyte	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crucifer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Usher Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Usher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greeter Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greeter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lector Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lay Assisting Minister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homebound Communion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nursery Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nursery Helper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday Night Handbell Babysitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record Worship Service (Audio)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record Worship Service (Video)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Count Offering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Already Serving	Will Serve Now	Will Serve Later
<b>Music (Adult)</b>			
Chancel Choir	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Praise Choir	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handbell Choir	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soloist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pianist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instrumentalist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Instrument Played _____)			
Robe Attendant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Music Librarian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Already Serving	Will Serve Now	Will Serve Later
Sound Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pageants, Dramas, or Special Music	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Music (Youth)

	Already Serving	Will Serve Now	Will Serve Later
Youth Choir Pianist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth Choir Parent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cherub Choir Pianist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cherub Choir Parent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pageants, Dramas, or Special Music	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Annual Events

	Already Serving	Will Serve Now	Will Serve Later
Lenten Soup Suppers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rogate Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harvest Home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advent Preparations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family Retreat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Ecclesiastical Arts Committee

A sub-committee of the Worship & Music Committee, these participants prepare, care for, and display liturgical needle and artwork, banners, and other appropriate worship instruments for use in the services of God's house.

	Already Serving	Will Serve Now	Will Serve Later
Ecclesiastical Arts Committee Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewing or Handiwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Making Banners or Posters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bulletin Boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chrismos (cross-stitched)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Memorials Committee

A sub-committee of the Worship & Music Committee. Members are appointed by the president of the Congregation Council subject to the approval of Congregation Council. With the approval of Congregation Council, this committee issues and allocates the funds donated to our congregation through memorial gifts.

	Already Serving	Will Serve Now	Will Serve Later
Memorial Committee Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Altar Guild

The Altar Guild is, in essence, a ministry whose function is to assist in creating and maintaining a climate of worship for the congregation. Made up of monthly teams, responsibilities include preparation of Holy Communion, care of worship linens, vestments, paraments, vessels, candles, flowers, and preparation for special services.

	Already Serving	Will Serve Now	Will Serve Later
Altar Guild Monthly Team Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare Altar For Communion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear Altar After Communion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Altar Flower Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Occasion Flower Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Christian Education Committee

The Christian Education committee provides a lifelong process of faith development through structural learning programs and activities that meet the educational levels of children, youth, and adults. The goals of this committee are to nurture understanding of the Christian faith from an ELCA Lutheran perspective, to teach each member to live as a disciple of Jesus Christ and proclaim the Good News.

	Already Serving	Will Serve Now	Will Serve Later
<b>Education</b>			
Christian Education Committee Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday School Teacher (Grade _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday School Helper (Grade _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substitute Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday School Music – Vocal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday School Music – Piano	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Companion Congregation Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Vacation Bible School

	Already Serving	Will Serve Now	Will Serve Later
Teacher (Grade _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helper (Grade _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Games	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Snacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Youth Ministry Committee

The St. Paul's Youth Committee is a dedicated group of volunteers that works to promote a ministry directed at the youth of St. Paul's. Our purpose is to create a positive Christian experience for all of our young members and non-members. There are 3 active age groups: 5<sup>th</sup>-6<sup>th</sup> grade, 7<sup>th</sup>-8<sup>th</sup> grade, and 9<sup>th</sup>-12<sup>th</sup> grade. This committee meets as needed during the year to plan and coordinate activities for the youth as well as monthly youth meetings.

	Already Serving	Will Serve Now	Will Serve Later
Youth Ministry Committee Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth Advisor (Grade _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth Chaperone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth Congregational Council Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Library Committee

A sub-committee of the Christian Education Committee for the purpose of furnishing, cataloguing, and promoting the use of St. Paul's library of Christian books, tapes, and publications.

	Already Serving	Will Serve Now	Will Serve Later
Library Committee Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help Keep Library Organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promote Usage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend Meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Service Ministry Committee

This committee extends Christian compassion and aid to the ill, the aged, the orphaned, the needy, the imprisoned, and, in general, to persons of all ages in need of aid in body or spirit. It attempts to enlist in these efforts as many as possible of the individual members and organizations in our congregation.

The Service Ministry Committee plans and prepares for family and youth oriented social activities of our congregation, providing programs demonstrating Christian faith active in love. In addition, this committee arranges or prepares fellowship activities associated with funeral, weddings, and holidays of the church year for both the local community and for members of our congregation.

Service	Already Serving	Will Serve Now	Will Serve Later
Service Ministry Committee Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Funeral Luncheons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Occasion Banquets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Congregational Picnic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Already Serving	Will Serve Now	Will Serve Later
Reception for New Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Worker Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easter Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wedding Receptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fellowship	Already Serving	Will Serve Now	Will Serve Later
Sponsor Interlude Table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Property Committee

This committee is charged with the proper maintenance and protection of all property of our congregation, and taking care that the property is kept in good repair.

	Already Serving	Will Serve Now	Will Serve Later
Property Committee Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Painting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housekeeping (Kitchen)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Repairs – Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Repairs – Outside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spring Cleaning of Church Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seasonal Care of Cross Garden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flower Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Finance Committee

Prepares a draft budget for the succeeding year, including our congregation's full indicated share in support of the wider ministry being carried on its behalf by the Evangelical Lutheran Church in America and the Lower Susquehanna Synod, and submits this draft budget to the Congregation Council for action prior to the Annual Business Meeting of our congregation. Exercises oversight of all the financial affairs of our congregation, including its investments, insuring that they are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence commitments to the synodical treasurer. Subject to the approval of Congregation Council, it is responsible for our congregation's total insurance program.

	Already Serving	Will Serve Now	Will Serve Later
Finance Committee Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Audit Committee

A sub-committee of the Finance Committee. Members conduct annual audits of all accounts of the Treasurer and Financial Secretary. Generally two members of the congregation are sought by the Finance Committee and recommended to Congregational Council to serve on the Audit Committee.

	Already Serving	Will Serve Now	Will Serve Later
Audit Committee Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Christian Witness Committee

Assists our congregation, relying on the Holy Spirit, in proclaiming the Gospel by example and by programs that invite all people to repent and share the Lord's kingdom. This committee motivates the members of our congregation to witness to their faith at every opportunity in daily life. This involves ministry to and with inactive members, active members, and those in our congregation's spiritual life, periodically, studying the congregation in the context of our surroundings community, and working with other committees and groups in our congregation to make evangelism the effort of our entire congregation.

This committee provides for the communication of the Gospel through fellowship in other local, churchwide, and world-wide Christian ministries. It seeks to lead members of our congregation to higher levels of proportional giving of time, talents, and treasures for the Lord's work.

Each year, this committee prepares a list of those on the roll who have not communed for two years, so the Congregational Council can consider their status as far as membership in our congregation is concerned. Those recommended for removal from the roll due to inactivity, as described in the bylaws, become the concern of this committee. Members of this committee make contact with inactive congregation members in an effort to restore them to active membership.

	Already Serving	Will Serve Now	Will Serve Later
<b>Outreach (Congregation)</b>			
Christian Witness Committee Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Member Sponsor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visit Homebound Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prayer Chain Caller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deliver Packets to New Residents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deliver Cookie Packets to Visitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deliver Offering Envelopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep in Touch With Non-Resident Members (College Students, Military, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strawberry Festival	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help With Christian Family Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outreach (Community)

	Already Serving	Will Serve Now	Will Serve Later
Food Pantry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blood Donor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CROP Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help With Meals on Wheels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help With Homebound Meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help at Lutheran Home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide Transportation for Ill or Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Records Committee

Keeps a record of all policies and procedures established by our congregation. Also preserves records of all minutes of organizations of our congregation; baptisms, marriages, and deaths of members of our congregation; and all congregational histories. It seeks to preserve altar ware, artifacts, and other items of historical significance.

	Already Serving	Will Serve Now	Will Serve Later
Records Committee Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Mutual Ministry Committee

Provides support and guidance for the pastor of our congregation and/or the pastor's family. As part of its duties, this committee will advocate for a fair and just pastor's salary on a yearly basis. It provides discerning feedback and guidance concerning the state of the pastoral ministry. This committee also consults with the pastor as to what might be mutually beneficial professional and personal growth, especially as related to continuing education. This committee should meet at least semi-annually, as well as anytime there is a pressing need. All issues discussed when this committee meets will be held in the highest confidence.

	Already Serving	Will Serve Now	Will Serve Later
Mutual Ministry Committee Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Nominating Committee

Members consist of those retiring from Congregational Council. This committee annually presents candidates for all lay vacancies to be filled on Congregational Council (except the Youth Representative position) to the Congregational Council for approval as nominees prior to the Annual Business Meeting of St. Paul's.

## Call Committee

Members are appointed by Congregational Council when a Pastoral vacancy occurs. The Call Committee provides a job description for the Pastor, interviews candidates for Pastor who have been recommended by the Bishop of the Synod, and recommends a candidate to fill the position of Pastor to the congregation.

## Congregational Council

The Congregational Council consists of twelve members and a youth representative. Each year four new members are elected at the Annual Congregation Business Meeting for three-year terms to replace those who are retiring from service. Sometimes a shorter term of service may be available due to a vacancy on the Council. Youth representatives are elected to serve a one-year term, but not more than three consecutive terms. Stated briefly, the Council, with the able assistance of the committees listed in this booklet, is charged with guiding the Congregation in both spiritual and business matters of the church. If you are interested in giving such worthwhile service to St. Paul's make your desire known by contacting any member of the Council or the Pastor.

	Already Serving	Will Serve Now	Will Serve Later
Congregational Council Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Church Office

	Already Serving	Will Serve Now	Will Serve Later
Secretarial Substitute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answer Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assemble Bulletins, Epistle, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assemble Yearbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Any Additional Areas You Can Serve That Were Not Listed Previously:

**If you don't hear from the committee chair, please call the church office (359-4822) and let the secretary know what you are interested in helping with. She will contact the appropriate committee chairperson.**

*Thank you for volunteering your time, your talents, and your treasures.*



*Whatever you do,  
work at it with all  
your heart, as  
working for the  
Lord, not for men,  
since you know that  
you will receive an  
inheritance from the  
Lord as a reward. It  
is the Lord Christ  
you are serving.*

*Colossians 3:23-24*