Name _____ Phone: _____

Email: _____

Please <u>single check</u> items that you <u>are willing to help with</u>, and <u>double check</u> the items that you <u>really want</u> to do.

Administrative

	Calendar (Maintain/Publish /Schedule activities)		Bookkeeper
	Create church Bulletins (announcements)		Webmaster
	Send cards (Birthday/anniversary/get well/welcome, etc.)		Tech support (IT, Network)
	Facilitators (meetings)		Shopping
	Secretarial duties (record attendance, etc.)		Take attendance

Maintenance/Janitorial

	Help clean up after church on Sundays		Help clean up after events
	Light gardening/ groundskeeping		Snow shoveling
	Lawn mowing crew (if not contracted)		Laundry
	General church cleaning		Handyman (light repairs)
	Spring Cleaning		Fall Clean up

Worship

	Planning Committee		Praise team - Vocalists
	Helping to find video clips,etc.for worship		Praise Team - Musicians
	Identify Adult groups/activities/studies		Sound Board team
	Communion (plan, shop)		Help Serve Communion
	Liturgist (Readings/ Scripture)		Drama Team

Hospitality

	Greeters		Help set up worship on Sundays
	Coffee Ministry (1 person schedule)		Help cook meals for special events
	Concessions for movie night		

Communication/community building

	Volunteer Coordinator (recruit/schedule)		Fifth Sunday Events
	Social Media		e-Newsletter
	Name tags (create/maintain)		Weekly email
	Greeting card ministry (making)		Text alerts
	SHCC people FB group (Admin)		Event planning
	Design t-shirt & set up sales		Event promotion
	Photography team		Lead Bible Studies
	Fundraising (Development)		Church Directory (of some sort, perhaps online?)

Youth/Children

	Coordinator/Team		Scheduler for youth meals
	Cook dinner on Tuesdays for youth		Nursery care - (Babies Sunday mornings)
	Cook dinner on Wednesdays for youth		Daycare - (Toddlers Sunday mornings)
	Sunday School Teachers - children		Identify/recruit/teach life skills groups for youth
	Tutoring		Youth support
	Chaperones for trips		Help with Creative Arts Camp/Special Events

Other

	Prayer team for church		Visitation team
	Transportation team		Wedding Coordination
	Funeral coordination		Help find appropriate movies for monthly movie night