

FAITH AND CARE CHAIRPERSONS GUIDELINES

The Faith and Care Groups are responsible for taking care of *church functions and work duties in their month.* These opportunities include the following:

Ushers/Greeters	Readers	Communion servers
Coffee servers/bakers	Funerals	Weddings
Meetings	Potlucks	Other special events

If chairperson(s) wishes, during the month prior to their assigned month they may visit with Pastor Mark regarding your duties and check the list of names .

CO-CHAIRPERSONS

Are responsible for finding persons to perform duties (listed below) for the month and to remind volunteers of duty they are signed up for. If you are unable to get enough people from your group, you may call on the Over and Above group near the end of this booklet. Give information to church office as soon as possible so it can be published in the VISITOR. Responsible for washing of kitchen towels/cloths in their month.

USHERS/GREETERS

Two ushers needed for worship services; they need to be at church half-hour prior to service. Greet, welcome, dispense bulletins and perform usher duties. (Instructions are available on cabinet in Narthex.)

READERS

Read Scripture lessons (the first and second) during worship service. Scripture sheets available on the Ushers Table.

COMMUNION ASSISTANTS

Assist in serving Sacrament of Holy Communion during the worship services and offer to help with clean up.

COFFEE SERVERS/BAKERS

Two persons should furnish 4 ½ dozen treats, there is usually someone to help start coffee (prior to 8:30 AM Sunday service), set up and serve coffee between services, and clean up. (Those providing treats and those serving and cleaning up doesn't necessarily need to be same people.)

DILWORTH WOMEN OF THE ELCA

Dilworth Women of the ELCA meet first Monday of each month except July, August and December. Find someone to serve lunch of your choice for these meetings, normally 8 – 10 people attend.

FUNERALS, WEDDINGS, DINNERS OR OTHER SPECIAL EVENT

The Committee in charge of the function will call you with their needs. Ask for the items needed for serving and when item is to be at the church. Give a list of donations to committee as soon as you can.

FUNDRAISERS

Held at least twice a year. Calling for these applies to every month. Every person in your month must be called to donate an item or to assist in the kitchen/serving/waitress/clean up duties as specified by the committee. Ask for baked goods for bake sale or if they are unable, then a donation of \$10.00 for the kitchen. Baked goods delivered to church by 9 AM on Saturday or during office hours on Friday.

WOMENS CHRISTMAS PARTY (month in charge is in a rotating basis)

Held first Monday of December at 7 PM. Lunch is choice of the co-chairpersons, normally serve punch or cider, coffee and treats for 25-30. Also in charge of dispensing gift exchange and the program consisting of welcome, devotions, group to sing or play, skit, readers, etc.