

2011

Ministry Opportunities for
Increased Faithfulness

 <p>Pray Daily</p>	 <p>Witness to Others</p>	 <p>Worship Weekly</p>
 <p>Be in Relationships to Encourage Spiritual Growth</p>	 <p>Study the Bible</p>	 <p>Be a Faithful Steward of Time, Talent, and Treasure</p>

LIVING WORD LUTHERAN CHURCH

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*Therefore go and make disciples of all nations,
baptizing them in the name of the Father and of the Son
and of the Holy Spirit.*

Math. 28:19



Marks of Discipleship

(Time commitments noted in italics)



Pray Daily

Prayer Chain Coordinator	Maintains updated list of persons for the prayer chain & initiates emergency requests. <i>1-2 hrs/week</i>
Prayer Chain Member	Offers regular prayer for those identified in need. <i>30 min -1 hr/week</i>
Prayer Group Member	Meets every two weeks to pray for the needs of the congregation & the community. <i>1 hr /every other week</i>
Sr. High Prayer Chain Coordinator	Maintains updated list of persons for the Sr. High youth prayer chain & initiates emergency requests. <i>1-2 hrs/week</i>
Sr. High Prayer Chain Member	Sr. High youth who will offer regular prayer for those identified in need. <i>30 min -1 hr/week</i>

Lord, teach us to pray.

Luke 11:1



Worship Weekly

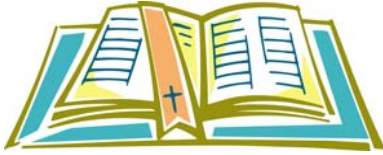
Worship Service Ministries:	
Acolyte – Sunday Worship	Children, age 10 (4 th grade) & up, assist with candle lighting & the Worship Service. <i>1½ hrs/week when assigned</i>
Acolyte – Special Services	Children, age 10 (4 th grade) & up, assist with candle lighting during special services. <i>1½ hrs/week when assigned</i>
Altar Guild Coordinator	Trains Altar Guild members for Altar Guild responsibilities & oversees needs for both regular & special services. <i>1½ hrs/week</i>
Altar Guild Member	Cares for the altar, altar paraments, & prepares for the Eucharist & baptisms. <i>1 hr/week</i>
Assisting Minister	Assists the Pastor in leading the congregation in the liturgy. <i>1 hr week/when scheduled</i>
Choir Member	Sings at selected worship services <ul style="list-style-type: none"> - Living Word Voices: (Adults) <i>1hr. 15min. rehearsal/week Sing on 3 out of 4 Sundays</i> - Alleluia Choir (Gr. K-3) <i>½ hr/week</i> - God'sFire (Gr. 4-6) <i>½ hr/week</i> - Men's Ensemble <i>15 min/week on selected Wednesday evenings</i> - Women's Ensemble <i>15 min/week on selected Wednesday evenings</i>
Communion Assistant	Assists the Pastors in the distribution of Holy Communion. <i>15 min/week</i>

Counter	Counts offerings received following worship services & makes deposits. <i>1-2 hrs/week every five to seven weeks</i>
Facility Walk-Through	Walks through church facilities to verify that the church is prepared for Sunday morning worship & Sunday School. <i>1 hr/week</i>
Facility Lock-Up	Walks through church facilities to verify that all doors are locked and lights are off after everyone has left on Sunday. <i>15 min/week</i>
Greeter	Welcomes worshippers & answers questions as they enter the church at worship times, or at the Welcome Center. <i>30 min/week</i>
Handbells	Plays at selected worship services.
Host/Hostess	Prepares & serves coffee, drinks & refreshments following the worship service of your choice. <i>30-45 min/week</i>
Instrumentalist	Living Word Orchestra and ensembles play at selected worship services. <i>45 min/week</i>
“Liturgy of the Word” Coordinator	Creates & copies bulletins, orders materials & schedules teachers for L.O.W. Mirrors the adult liturgy – beginning with readings of Scripture & prayers & a special message for the day. <i>(K-3) 2 hr/week</i>
“Liturgy of the Word” Teacher	Delivers a prepared message & worship to children (K-3) during the sermon time. <i>20 min/week</i>
Music Librarian	Files music, creates and maintains computer listing of all music.
Nursery Facility Support Team	Oversees & maintains nursery operations. <i>2 hrs/month</i>
Nursery Special Needs Children Volunteer	Assists with childcare during Worship Services for children with special needs. (Handicapped, Downs, Autistic) <i>1 ½ hrs/days at your convenience</i>
Nursery Volunteer	Assists with childcare responsibilities when needed. <i>1 ½ hrs/days as scheduled</i>

Presenter	Carries the bread & wine forward at the time of the offering. <i>5 min/week</i>
Reader	Reads the Lesson & leads the Psalm responsive reading. <i>10 min/week</i>
Sound Technician	Regulates the sound system & video camera for the worship services & adult education. <i>1 hr week/when scheduled</i>
Usher	Assists with seating, hospitality & other directions of worship services. <i>1 ½ hrs/wk</i>
Usher / Head Usher	Responsible for confirming ministry positions are staffed for assigned service. Acts as point of contact for special needs during worship services. <i>1 ½ hrs/week</i>



Drama and Liturgical Art:	
Banner Maker	Designs & crafts decorative banners for display & processions. <i>As needed by project</i>
Drama and Production Coordinator	Oversees the use of liturgical drama & artistic performances. <i>5 hrs/month seasonally</i>
Set Design and Setup	Assists with production/dramatic events. <i>2-5 hrs. per event</i>
Drama Performer	Presents dramatic readings for special occasions & services, especially during Advent & Lent. <i>As needed</i>
Decorator for Seasonal Services	Prepares the church for regular worship & for festival services, i.e., Advent/Christmas & Lent/Easter, etc. <i>As needed</i>



Study the Bible

Sunday School (age 3 through 8th grade):	
Confirmation Parent Coordinators	Coordinate Fellowship activities, End of Year Confirmation Party, Confirmation Dessert & Coffee and other Confirmation events. <i>5-10 hrs over the course of Confirmation (Sep – May)</i>
Administrative Coordinator	Assist administrative duties of Sunday School including attendance records, offering collection and deposit, and copies as needed. <i>1 hr/week during Sunday School</i>
Curriculum Coordinator	Oversees the 3 year old – Kindergarten curriculum. Ensure weekly lessons and craft supplies are stocked in assigned rooms. <i>1 hr/week (Not required to be completed during the Sunday School hour.)</i>
Teacher/Substitute Teacher	<u>Teacher:</u> Prepares lesson & teaches a specific age group each Sunday. <i>2 hrs /week including preparation</i> <u>Substitute Teacher:</u> Fills in for Sunday School classroom time during teacher absences. <i>1 hr / week as needed.</i>
Sunday School (Sr. High grades 9th – 12th grade):	
Sr. High Wednesday Night Bible Study Leader	Prepares lesson & teaches one Wednesday night per month. <i>2-3 hrs/month</i>

Vacation Bible School:	
Bible Stories	Prepare & lead daily Bible Story through skits and role-playing using a prepared curriculum. <i>7-10 hrs preparation, 3 hrs/day during VBS</i>
Coordinator/Assistant Coordinator	Lead planning & execution of VBS. Responsible for recruiting, training, communicating with & scheduling volunteers; budgeting & managing VBS efforts. <i>3-18 hrs /week preparation (seasonal), and 5 hrs daily during VBS</i>
Crafts	Design, prepare & teach daily crafts. Coordinate a team to assist with the daily VBS craft time. <i>7-10 hrs preparation, 4-5 hrs/ day during VBS</i>
Crew Guide	Lead, participate with, & motivate a crew of 5-6 students during VBS. Guide them through the various stations. No advance preparation required for Crew Guide except for 1 hr of Volunteer Training. <i>1 hr training, 3 hrs/daily during VBS</i>
Decorations	Help transform the church into the chosen theme by decorating the sanctuary, Family Life Center, and other areas. <i>2-5 hrs/wk preparation (seasonal)</i>
Family Meals/Kitchen Help	Help to plan, prepare, & clean up evening meals. <i>3-5 hrs/day during VBS</i>
Games	Prepare and lead daily games using a prepared curriculum. <i>4-5 hrs preparation, 3 hrs/day during VBS</i>
General Helper	Assist with different areas of VBS including - Sound Tech, Photographer, Assist with Registration, help prepare crafts, assist with Mission project, & sort items including t-shirts & name tags. <i>Time arranged with VBS Coordinator.</i>

Registration / Administration	Update registration forms, enroll VBS students, & assign participants to crews. Maintain accurate counts for registration, evening meals, volunteers & t-shirts. Collect and deposit registration fees. <i>3-6 hrs/week preparation (May-VBS)</i> <i>3-4 hrs/ first two days of VBS</i>
VBS- I'll Do Anything	If you really enjoy Vacation Bible School, but don't know where your particular talents are needed, let us help you find where God is calling you to serve.



Day Camp:	
Coordinator	Responsible for recruiting & scheduling volunteers to decorate and set up for Day Camp and help the Director of Youth Ministries oversee the staff. <i>6 hrs/week preparation for several weeks, then 6 hrs/day during Day Camp</i>
Camp Counselors/ Jr. Camp Counselors	High School Youth can serve as Camp Counselors leading groups of children during camp or leading an area of camp (crafts, games, Bible Stories) Jr. Camp Counselors are incoming 7 th -8 th graders who assist with Camp duties during the week. <i>6 hrs daily during camp</i>
Registration	Update registration form, enroll campers, & collect camp fee. <i>3 hrs preparation/1 hr weekly for several weeks prior to camp</i>
Snack Team Member	Help plan & prepare morning & afternoon snacks. <i>2 hrs preparation and 2 hrs/day during camp</i>



Witness to Others

Blood Drive Coordinator	Coordinates & recruits blood donors. <i>2 hrs annually</i>
Blood Drive Donor	Donates blood one or two times per year when mobile is present at Living Word. <i>1 hr annually</i>
GRACE	Volunteers at the GRACE community outreach center. <i>Flexible</i>
Habitat for Humanity	Participates in building homes in current projects. <i>5 hrs/per workday</i>
Holiday Assistance	Provides Thanksgiving, Easter baskets & Christmas gifts for needy children & adults. <i>1 hr/per season</i>
Holiday Assistance Coordinator	Responsible for Holiday Assistant management. <i>10 hrs/per season</i>
Other Missions Task Force Member	Assist with formalizing a proposal for Other Missions. <i>½ hr/week</i>
Philip Team Member	Makes phone calls to visitors after 3rd visit to welcome & offer the services of the congregation. <i>1 hr/week as needed</i>
Tuna/Mustard Sunday (GRACE) Coordinator	Monitors monthly booth & display for those who choose to give to the needy. <i>3 hrs/month</i>
Visitor Minister	Visits first time visitors on their doorstep & delivers a Welcome Packet. <i>2 hrs – one to two times/year (Sunday afternoons)</i>
Visitor Minister Coordinator	Recruits, assigns, & coordinates efforts of Visitor Minister. <i>1 hr/week</i>



Be in Relationships to Encourage Spiritual Growth

Annual Church Picnic Assistance	Assists with design & development of this annual event. <i>2-3 hrs/one time per year</i>
Annual Church Picnic Coordinator	Coordinates the details & design of this annual event. <i>2-3 hrs/one time per year</i>
Circles of Eight Coordinator	Coordinates & assigns hosts & participants to small group suppers of 8 in rotation. <i>4 hrs/quarter</i>
Circles of Eight Participant	Participates in small group of 8 folks by sharing a meal. <i>2 hrs/month (Aug-May)</i>
Fellowship Group Coordinator	Schedules and plans activities & events for group. <i>1 hr/month</i>
Fellowship Group Participant	Participates in Fellowship Group. <i>2-3 hrs/month</i>
50 Plus Ministry Coordinator	Plans activities and programs focused on fellowship, service, and Bible study for those over 50. <i>2 ½ hrs/month</i>
50 Plus Ministry Participants	Participates in activities and programs focused on fellowship, service, and Bible study for those over 50. <i>1 hr/month</i>
Men's Activities Ministry Team Leader	Coordinates activities & programs for men. <i>3-4 hrs/month</i>
Men's Activities Participant	Participates in one or more of the men's activities. <i>1 ½ hrs/month</i>
Reception Coordinator	Arranges & oversees meal-related receptions for funerals, anniversaries & special need occasions. <i>2 hrs/month as needed</i>

Special Event Cooking Assistants	Assists with special events, dinners, & receptions by providing or preparing food, serving, and/or setup. <i>2 hrs/month as needed</i>
Special Event Setup/Cleanup/Takedown	Assists with setup, cleanup & takedown at various congregational events. <i>1 hr as needed</i>
Sports Activities Participant	Participate in seasonal sporting activities such as volleyball or basketball. <i>2 hrs/week</i>
Wednesday Night Meal Coordinator	Individual responsible for coordinating meal and volunteers for Wednesday Family Night. <i>1hr to arrange /30 min on Wednesday</i>
Wednesday Night Meal Server	Individuals responsible to prepare drinks and salad and serve meal on Wednesday Family Night. Also, need individuals to set up and clean up. <i>2-3 Hrs /when scheduled</i>
Women's Activities Coordinator	Ladies In Faith Together (L.I.F.T) Plans & participates in programs specifically for women. Keeps membership informed & involved. <i>1 ½ hrs/month</i> <ul style="list-style-type: none"> • Retreats • Special Prayer Times • Monthly Prayer Focus
Women's Activities Participant	Ladies In Faith Together (L.I.F.T) Participates in one or more of the women's activities. <i>1 ½ hrs/event</i>



Disciple Care:	
Disaster Services Coordinator	Willing to coordinate a disaster response team. <i>Standby in case of emergency.</i>
Disaster Services Participant	Willing to serve on a disaster response team in case of emergency. <i>Standby in case of emergency.</i>
Disciple Lunch	Provides food and/or assists with setup & serving at a Sunday New Disciple lunch with the Pastors. <i>2 ½ hrs/two to three times year</i>
Funeral Reception Assistance	Provide setup, serving & cleanup assistance for funeral receptions at the church. <i>1 hr/month</i>
Meal Coordinator	Contacts & arranges for care meal providers to prepare & deliver meals. <i>2 hrs as needed</i>
Meal Provider	Prepares & delivers meals to those in need of temporary meal preparation assistance due to illness. <i>1 hr as needed</i>
Ride Provider - Daytime	Provide occasional temporary transportation to doctor appointments, grocery store, and bank. <i>1 hr/month</i>
Ride Provider – Worship Services	Provide occasional temporary transportation to Sunday Worship, Church activities. <i>1 hr/month</i>

HE
(cares) for you

**G.I.F.T. –
Growing in Faith Together
(Wednesday Nights)**



G.I.F.T Volunteer	3 to 5 individuals responsible for scheduling weekly activities, special events and running Wednesday night G.I.F.T activity time. <i>1hr/week</i>
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Youth Ministry:	
Event Driver	Adults to drive youth to & from the church during youth events. <i>2-4 hrs/as needed</i>
Youth – Chaperones/ Volunteers Jr. High	For retreats & trips. <i>As needed</i>
Youth K-6 Volunteers	Responsible for leading different activities involving children in Kindergarten through 6th grade. Activities will include: crafts, mission projects, Bible Study, games, special events & more. You can be involved in weekly activities, monthly activities or special events. <i>Time to be determined by activity.</i>
Youth-Chaperones/ Volunteers Sr. High Youth	For retreats & trips. <i>As needed</i>





**Be a Faithful Steward of
Time, Talent, and Treasure**

Administrative Areas:	
Church Sign Updating	Change the church sign message & maintain removable text. <i>1 hr/month</i>
Computer Data Entry Assistant	Performs weekly attendance data entry, database updating & word processing. This is an opportunity to sharpen your computer skills. <i>3 hrs/month as needed</i>
Congregational Historian	Keeps photos & other important documents for easy retrieval & review. <i>1 hr/month</i>
Library Coordinator/ Assistant	Oversees the collection of library books & makes them accessible for disciple use. <i>1 hr/month</i>
Membership Secretary	Keeps records of all members, current & past. Request & send letters of transfer. Update computer database. <i>16 hr/month</i>
Office Volunteer	Helps with occasional mailings, including monthly Word Alive. May also assist with answering phones, straightening pew racks, copying & filing. <i>1-3 hrs/as needed</i>
Personnel Committee	Assist with personnel administration. <i>1-2 hrs/month</i>
Photographer	Takes pictures of disciples new to the congregation, pictures for church archives & for special events. <i>1-2 hrs/month</i>
Security Contact	Resolves security violations after hours. <i>As needed - 1 wk/quarter</i>

Telephone Communicators	Makes telephone calls to Living Word disciples as required for specific purposes. <i>1-2 hours/month</i>
Voting Member to Synod Assembly	Attend Synod Assembly as a voting member. <i>1 weekend near the end of April/ Friday afternoon – Sunday afternoon – 2 yr term</i>
Web Site Updating and Maintenance	This is an opportunity to share in maintaining & updating the Living Word web site & learn HTML. <i>1 hr/month</i>
Wedding Assistance	Assists Wedding Coordinator with wedding planning & coordination. <i>As needed</i>
Wedding Coordinator	Works with wedding couple regarding wedding coordination. <i>As needed</i>

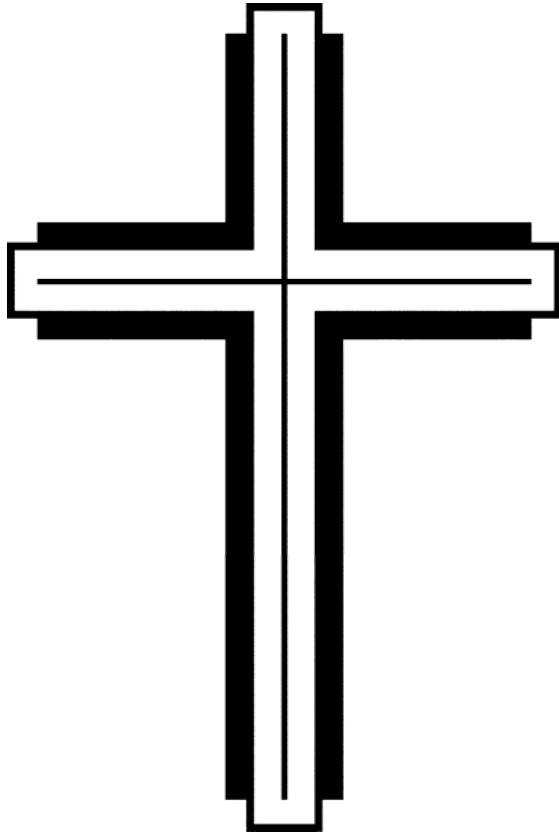
Finance:	
Finance Committee Chair	Position involves a commitment of time & talents, including: <ul style="list-style-type: none"> - Committee meeting preparation & follow up. <i>4 hrs/month</i> - Conducting the monthly meeting. <i>2 hrs/month</i> - Assistance in the preparation of the annual budget. <i>12 hrs/year</i>
Financial Secretary	Position involves a substantial commitment of time & talents including: <ul style="list-style-type: none"> - Balancing & posting of membership contributions. <i>2 hrs/week</i> - Preparation of report of contribution information for Finance Committee. <i>2 hrs/month</i> - Preparation & mailing of membership contribution statements. <i>18 hrs/quarter</i> - Assistance in the preparation of the annual budget. <i>20 hrs/once per year</i>

Finance Ministry Team Member	<p>Position typically involves 4-5 hours monthly, including:</p> <ul style="list-style-type: none"> - Participation in the monthly finance committee meeting. <i>2 hrs/month</i> - Follow up on finance related tasks as assigned by the Finance Committee. <i>1 hr/month</i>
Treasurer	<p>Position involves a substantial commitment of time & talents including:</p> <ul style="list-style-type: none"> - Oversight of contract controller, assistant treasurer & financial secretary. - Review & sign checks. - Reviews monthly bank reconciliations. - Maintain ledgers/accounting system in conjunction with contract controller. - Prepares monthly financial reports for Finance Committee, Executive Committee & Council. - Attend monthly Finance Committee, Executive Committee & Council meetings. <i>10-12 hrs/month + additional time for:</i> - Prepares annual financial reports for congregation. <i>8-12 hrs in Dec/Jan</i> - Leads annual planning/budgeting process. <i>12-20 hrs in Nov/Dec</i>



GALATIANS 5:13, NIV

Property Committee:	
Property Assistant	Assists to Coordinate and manage matters related to ongoing maintenance, operation, and improvements of building, grounds, furnishings and equipment. <i>2-6 hrs/week</i>
Property Chair	Coordinates & manages matters related to ongoing maintenance, operation, & improvements of building, grounds, furnishings & equipment. <i>2-6 hrs/week</i>
Electrical	Oversees improvements and maintenance of electrical system. <i>4-6 hrs/month</i>
Gardening/Grounds	Participates in landscaping & gardening design & maintenance. <i>1-2 hrs/month</i> Oversees improvements and maintenance of building exterior, signage and landscaping. <i>4-6 hrs/month</i>
Heating / AC	Oversees improvements & maintenance of heating & air conditioning system. <i>2-6 hrs/month</i>
Interior Maintenance	Oversees improvements and maintenance of building interior, furniture and equipment. <i>2-4 hrs/month</i>



*Great is the Lord,
and greatly to be praised!
1 Chron. 16:25*

Living Word Lutheran Church Staff

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Rev. David Eibel, Senior Pastor

Jo Starkweather, Director of Ministries

Deborah Tierney, Assistant Director of Youth Ministries

Jerry Tutt, Director of Information Technology and Production

Denise Eibel, Assistant Organist

Linda Ewell, Secretary

Cindy Barber, Secretary

Sherred Lopez, Custodian



Our Vision

Pray Daily - We seek to be faithful through prayer for all things, without ceasing, in order to grow in faith and understanding of God's will.

Worship Weekly - We seek to faithfully answer God's call to worship weekly in order to receive God's Holy Word and respond to His teaching with worship that is reverent and rooted in Scripture.

Study the Bible - We seek to be faithful in the study of God's pure, infallible, Holy Word as the sole and final authority for Christian doctrine. The Word convicts us of our sin and reveals our salvation through Jesus Christ alone. God speaks to us through His living Word, equipping us to bear witness to the truth.

Witness to Others - We seek to be faithful instruments of the Holy Spirit, witnessing daily through Scripture to the good news of the gospel. We actively proclaim Jesus Christ as the only way unto salvation so that others may come to faith according to God's will.

Be in Relationships to Encourage Spiritual Growth - We seek to be faithful to God by fostering relationships with each other in large and small gatherings. Together we strive to love one another in action and truth, bearing each other's burdens and encouraging spiritual growth.

Be a Faithful Steward of Time, Talent, and Treasure - We seek to faithfully praise and glorify God by joyfully using the blessings of time, talent, and treasure. We rejoice with thanksgiving, confident that God will use these gifts to grow His kingdom and abundantly meet our every need.

