

Administration

Goal: To ensure JFUMC operates in a friendly and efficient manner.

Staff Contact: Michelle McCoy, 982-8176 or m.mccoy0822@gmail.com

| Number | Description | # of Volunteers | Frequency of Service | Length of Time |
|--------|---|-----------------|-------------------------------------|----------------|
| 1 | Receptionist - Assist church receptionist by answering phones and performing other office duties. | 10 | Weekly or Monthly | 4 Hours |
| 2 | Light maintenance - replace batteries, tighten hinges, minor repairs, strip floors, etc. | 4 | Weekly, Mon - Thurs 8 am - 5 pm | 1-2 Hours |
| 3 | Update and maintain bulletin boards in JFUMC's facilities. | 2 | Weekly, Mon - Thurs 8 am - 5 pm | 1 Hour |
| 4 | Landscape church grounds. | 20 | Monthly, Mon - Thurs 8 am - 5 pm | 3 Hours |
| 5 | Painting - room by room plans for fresh paint throughout all our buildings | 4 | Monthly | 2-6 Hours |
| 6 | Data Processing - Provide data entry for Gold Cards (worship attendance), Sunday School attendance, surveys, Every Member in Ministry, volunteer opportunities, and other items. | 5 | Sunday afternoons | 2-4 Hours |
| 7 | Assemble Children's activity bags for worship. | 3 | Weekly, Mon - Thurs 8 am - 5 pm | 1 Hour |
| 8 | Assemble first time visitor gifts . | 3 | Weekly, Mon - Thurs 8 am - 5 pm | 1 Hour |
| 9 | Assemble new member packets . | 3 | Monthly | 4 Hours |
| 10 | Large Mailings - assist with large mailings that cannot be done by machine. | 10 | As Needed | 1 - 6 Hours |
| 11 | Library - Catalogue and process books and videos. Check books in and out. Shelve returned books. | 5 | Monthly | 2 Hours |
| 12 | Archives - Gather relevant information about the history of the church to be archived and displayed. | 6 | Monthly | 2 - 4 Hours |
| 13 | Financial Accounting - Count contributions to the church. | 4 | Mon - Wed | 2 Hours |

Children's Ministries

Goal: To teach, love, and encourage children to enable them to make a personal profession of faith.

Staff Contact: Donna Hendricks, 982-8176 or donna.hendricks1@gmail.com

| Number | Description | # of Volunteers | Frequency of Service | Length of Time |
|--------|---|-----------------|---|--|
| 21 | Pioneer Clubs - Plan, implement, and chaperone after-school program for elementary children | 10 | Wednesdays 3:00 pm to 5:00 p.m. (School year) | 3 Hours per week |
| | Vacation Bible School Chairpersons - Work with the staff to plan, publicize, train teachers, and implement Vacation Bible School in the format and time frame designated by the Children's Council. The following three chairpersons are needed: | | | |
| 22 | Preschool VBS Chairperson - for 3 and 4 year olds | 1 | Annually | 20 Hours Before VBS, 30 Hours During VBS |
| 23 | School Age VBS Chairperson - for K through 4th graders | 1 | Annually | 20 Hours Before VBS, 30 Hours During VBS |

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| 24 | Mission Team VBS Chairperson - for 5th and 6th graders | 1 | Annually | 20 Hours Before VBS, 30 Hours During VBS |
| 25 | Vacation Bible School Teacher - Assist with Vacation Bible School through activities such as providing refreshments, leading arts & crafts, leading worship, story telling, recreation, music, or shepherding a class through the activities. | 20 | Once a Year In The Summer | 4 Hours for 5 Days |
| 26 | Early Christian Awareness (ECA) - Teach basic Christian values and concepts through music, finger plays, and manipulatives to children in the older infant and toddler nurseries during the Sunday School hour. | 12 | All Month, Once a Year | 1 Hour on Each Sunday |
| 27 | Nursery Coordinators - Work on Sunday morning from 9 a.m. to noon to welcome visitors, provide directions to classes, check out pagers to nursery parents, and take attendance. | 13 | Once a Quarter | 3 Hours on Sunday |
| 28 | Children's Sunday School Teachers During School Term: Preschool - Love and teach children through worship, prayer, Bible reading, fellowship, and service from 9:30 - 11:00 a.m. | 2 | During School Year (9 Months) | 1.5 Hours on Sunday |
| 29 | Children's Sunday School Teachers During Summer: Preschool - Love and teach children through worship, prayer, Bible reading, fellowship, and service from 9:30 - 11:00 a.m. | 2 | During Summer (3 Months) | 1.5 Hours on Sunday |
| 30 | Children's Church - Lead or shepherd pre-school through 3rd graders during 10:55 worship service using a pre-selected, age-appropriate curriculum to model the love of Christ; special request for first service worshippers and those willing to give more than one month per year so our pre-schoolers will be with familiar persons! | 24 | One month each year | 1.5 Hours on Sunday |
| 31 | Children's Sunday School Teachers: Promise Land for K-5 - Love and teach children in worship, prayer, Bible reading, fellowship, and service through rotation learning stations from 9:30 - 11:00 a.m. | 72 | 4-6 Week Blocks | 1.5 Hours on Sunday |
| 32 | Children's Shepherds: Promise Land for K-5 - Love and guide a group of children through the rotation lessons from 9:30 - 11:00 am, take attendance, and lead a devotion. | 10 | Weekly Sept-May | 1.5 Hours on Sunday |
| 33 | Special Needs Aid - responsible for the care and nurture of one special needs child during the Sunday School hour. Volunteers will visit with Christian Education Director to match with a child. | 5 | Sundays | 1.5 Hours on Sunday |
| 34 | Advent Fair Coordinator/Volunteer - Organize, plan, and implement an Advent Fair for children. | 10 | Annually | 10 Hours |
| 35 | Supplies & Facility Coordinator for Rotation Sunday School - Inventory, organize, and shop for supplies for Rotation Sunday School rooms and other Children's Ministry events. | 3 | As Needed | As Needed |
| 36 | Easter Egg Hunt - Plan the annual egg hunt for children ages infant through 2nd grade. | 15 | Annually | 4 Hours Plus Preparation |
| 37 | Promotion Sunday - Plan this special Sunday School event where children move up to the next age/grade level. | 8 | Annually | 8 Hours |
| 38 | Children's Council - Serve on the committee that offers leadership to the children's ministries including selecting dates for events and making decisions about current ministries. | 12 | Quarterly | 1.5 Hours per Meeting |

Youth and College

Goal: To teach, love, and encourage young people and walk with them on their faith journey.

Staff Contact: Philip Smith, 982-8176 or pastorpdsmith@yahoo.com

| Number | Description | # of Volunteers | Frequency of Service | Length of Time |
|--------|---|-----------------------|---|--|
| 46 | Jr. High (Middle School) Youth Counselors - Work with small groups of youth. Assist with programs, trips, and special events. Share your time and faith with the youth. | 10 | Wednesday Evening Plus Special Events | 2 - 3 Hours per Week |
| 47 | Sr. High Youth Counselors - Work with small groups of youth. Assist with programs, trips, and special events. Share your time and faith with the youth. | 10 | Wednesday Evening Plus Special Events | 2 - 3 Hours per Week |
| 48 | Snack Supper Volunteer - Prepare a light meal for the youth group on Sunday evening. Sunday School classes can do this, too. | 50 | Once or Twice a Year | Prep Time |
| 49 | Snack Supper Coordinator - Coordinate with parents, Sunday School Classes, and other interested adults the Snack Supper schedule for Sunday evenings during youth group. | 2 | Weekly | Scheduling |
| 50 | Youth Sunday School Teachers - Lead a small group of youth in Bible study using established curriculum and your own faith. May serve as regular teacher, share in a rotation team, or volunteer as a substitute teacher when needed. | 10 | Weekly During the Sunday School Hour | 1 Hour per Week plus prep |
| 51 | Confirmation Mentor - Spend time with a confirmation student through one-on-one time and class activities. | One per Confirmand | Periodically Sept-May | 3 Hours per Month |
| 52 | Confirmation Class Sponsor - Attend & participate in the confirmation program. | 3 | Sept-May | 6 Hours per Month |
| 53 | Confirmation Big Brother/Big Sister - a <i>YOUTH</i> who will spend time with a confirmation student and help them learn about our youth ministries | One per Confirmand | Periodically Sept-May | 3 Hours per Month |
| 54 | FaithSharing Opportunities - Volunteer to share part of your faith journey with our youth. This will happen at different times during the year in Youth Group, Worship, and Sunday School. | 25 | Annually | 1 Hour |
| 55 | Youth Choir Volunteer - Assist in rehearsals, attendance, administration, retreats and tours. | 4 | Sunday Afternoon Plus Selected Outings | 1.5 Hours per Week Plus Special Events |
| 56 | Bible Study Leader - Lead a Bible study for youth. | 2 | Weekly During the School Year | 1.5 Hours per Week |
| 57 | Jr. High (Middle School) Mission Team Adult Coordinator - Help plan, promote and coordinate administrative details for a mission trip. | 4 | Annually | 1 Week Plus Preparation |
| 58 | Sr. High Mission Team Adult Coordinator - Help plan, promote and coordinate administrative details for a mission trip. | 4 | Annually | 1 Week Plus Preparation |
| 59 | Guest Mission Group Coordinator - We need adults and youth that can host visiting mission teams by helping them at the church, providing activities, coordinating events with our youth, coordinating meals, etc. | 12 | Annually | 1 week, varied hours |
| 60 | Mission Fair Coordinator - Organize youth and adult volunteers, recruit & coordinate outside vendors, work with Mission Fair volunteers on set up, size and location of space, plan and order items to sell, set up displays, collect money, and clean up. | 3 | Annually in November | Event Plus Preparation |

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| 61 | Fundraising Coordinator - Coordinate youth fundraising efforts to support youth in mission. | 3 | School Year | As Needed |
| 62 | Mission Shareholder Dinner Coordinator - Plan and coordinate annual dinner to celebrate youth mission and to recognize supporters and donors. | 2 | Once a Year | As Needed |
| 63 | Outing Chaperone - Accompany youth on a trip and share your life with our young people. | 4 | As Needed | Length of Event |
| 64 | Drivers for Outings - Attend training and drive youth on outings, retreats, and other trips. | 4 | As Needed | Length of Event |
| 65 | Audio-Visual Team Leader - Lead teams of youth to create, produce, and run sound equipment, videos, and multimedia presentations for Sunday youth activities. | 2 | Weekly | As Needed |
| 66 | Youth Center - Staff the new youth building for some after-school hours, Sundays, or summer hours as you are able. | 4 | Weekly | As Needed |
| 67 | Website Updating and Design - Design and update the JFUMC Youth website. | 2 | Weekly | As Needed |
| 68 | Shoppers - We provide the money and you do the shopping for outings, retreats, and some Sunday night activities. | 2 | As Needed | An Afternoon |
| 69 | Attendance/Visitor Follow-up - Enter information into the computer that will allow us to be effective in communicating with our youth group visitors. | 2 | Weekly | 1 Hour per Week |
| 70 | Youth Communications - Help with electronic and printed youth media items (including Facebook, web, Twitter, texting). | 2 | Up to Weekly | 2 Hours |
| 71 | Prayer Team - Pray weekly for our youth. You will get a list of names to specifically pray for each week. | 7 | Weekly | 1 Hour per Week |
| 72 | Sports Ministries - Assist with the development of new sports ministries for our youth, working with other churches and non-profits. | 2 per team | Weekly | Games |
| 73 | Fun Trip Coordinators - Help plan, promote and coordinate administrative details (including accounting of scheduled collections and payments) for fun trips such as canoe/camping trips, large city visits, beach trips, ski trips, or other fun activities. | 1 | As Needed | As Needed |
| 74 | Young Adult Ministry Coordinator - Help communicate with JFUMC youth who are 18-25 years old. Plan, communicate and coordinate activities for JFUMC college students when they are home. | 2 | Weekly | 1 Hour per Week |
| 75 | Scouting - Assist with scouting programs at JFUMC. | 4 | Weekly | 2 Hours per Week |

L.I.F.E. Groups

Goal: To provide opportunities for learning, studying and experiencing the Christian faith that promote and strengthen one's Christian discipleship.

Staff Contact: Donna Hendricks, 982-8176 or donna.hendricks1@gmail.com

| Number | Description | # of Volunteers | Frequency of Service | Length of Time |
|--------|--|-----------------|----------------------|-------------------------------|
| 81 | LOVING GOD Class Sponsor - Help lead part of a new day-retreat for people who are wanting to learn about the first steps in The Journey with JFUMC. You will choose and team teach an area with which you are comfortable, and get to meet some of our newest journeyers! Each class will focus on how we develop a real and personal relationship with God through Jesus Christ. | 12 | Quarterly | 1 Hour, Plus Preparation Time |

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| 82 | Alpha Task Force member - help organize and launch a 13-week small group ministry to offer basic course in Christian faith this Fall. Each week, participants join for a meal, speaker, and small group discussions about basic Christian beliefs. Everyone also has the opportunity to join a weekend retreat scheduled once during the 13 weeks. We need a kitchen crew, table leaders, speakers, and supporters. | 12 | Weekly for 13 weeks plus planning and evaluation | 1 Hour, Plus Preparation Time |
| 83 | Men's Retreat Team - Serve on the planning team for men's retreats 1-2 times per year as a way of helping youth and men develop their faith and biblical knowledge. Includes registration, publicity, hospitality, meals, worship, program, and activities. | 8 | 4 Team Meetings Plus Sub-committee Meetings as Needed | 12 Hours plus weekend retreat |
| 84 | Women's Retreat Team - Serve on the planning team for women's retreats 1-2 times per year as a way of helping youth and women develop their faith and biblical knowledge. Includes registration, publicity, hospitality, meals, worship, program, and activities. | 8 | 4 Team Meetings Plus Sub-committee Meetings as Needed | 12 Hours plus weekend retreat |
| 85 | Walk to Emmaus - attend a 72-hour spiritual retreat weekend that teaches about the way United Methodists do ministry, then come back and help us sponsor new people to attend! Walks are offered 2-3 times per year, and most are at our retreat center in Hot Springs. | 12 | Weekly for 13 weeks plus planning and evaluation | 3 Hours per Week |
| 86 | Adult Sunday School Superintendents - Assist Sunday School classes and teachers on Sunday mornings by being available in the halls before, during, after Sunday School to welcome people, guide those looking for classrooms, and help Sunday School teachers trouble shoot as needed (example: get more batteries for a remote that won't work, find staff support when needed). | 4 | Weekly, Sunday Mornings - Possible to Serve on a Rotation with Others and Also Possible to Serve for One Quarter | 1 Hour per Week |
| 87 | Adult Sunday School Teachers - Teach, co-teach or serve on a rotation schedule for adult Sunday School class(es) as fits the volunteer's schedule to help class members grow in Christian faith. | 15+ | Weekly to Monthly, Sunday Mornings | 1 Hour, Plus Preparation Time |
| 88 | Adult Sunday School Substitute Teacher - Teach one Sunday per month of your choosing. | 5 | Sunday morning 1 time per month during: January, March, May, July, September | 1 Hour, Plus Preparation Time |
| 89 | Telephone Class Teacher - Teach a lesson to homebound members and friends via conference call. | 5 | 1 Time per Month on Sundays | 30 Minutes, Plus Preparation Time |
| 90 | Christian Education Ministry Team - Work on a team to create and implement a balanced and relevant plan for adult Christian education and formation through Bible study, topical studies, and Sunday School. | 12 | Meet 6-12 Times per Year | 30 Hours per Year |
| 91 | Disciple Series Bible Study Teacher - Lead a Disciple Bible study to deepen the Christian faith and Biblical understanding of class members. May also serve with our new online classes. | 10 | 34 Weeks Spread Over One Year | 2.5 Hours per Week, Plus Preparation Time |
| 92 | Bible Study Teacher - Prepare and teach/facilitate a study of the Bible selected by the Christian Education Ministry team or of interest to the teacher approved by the pastor to deepen Christian faith of adults. | 12 | Varies According to the Study Offered | 1-2 Hours per Session, Plus Preparation Time |

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| 93 | Christian Living Study Teacher - Teach/facilitate a study approved by the Christian Education Ministry Team to help one live the Christian faith daily and broaden one's view and understanding. Examples of these classes have included: Boundaries, Creation, Parenting, Peace University (Financial). | 12 | Varies According to the Study Offered | 1-2 Hours per Session, Plus Preparation Time |
| 94 | Small Group Leader - Lead a small group with a common interest or focus. | 6 | Varies According to the Study / Group Offered | 1-2 Hours per Session, Plus Preparation Time |
| 95 | Older Adult Ministries - Serve as a member of the team that plans activities, mission, and social events for adults age 55+ . May include travel (plans/organizes trips), programs (like Young at Heart luncheons), and fund raising for mission and travel. | 12 | 4 Team Meetings Plus Sub-committee Meetings as Needed, daytime meetings | Varies |
| 96 | Organize Dinner with Friends , a monthly gathering of members in a local restaurant or home. | 2 | Monthly | 3 Hours per Month |
| 97 | New Member Host - Serve as a host when a new member joins during a worship service. Stand with the new member as they are greeted by the congregation. Have the new member complete a membership card and share the new member packet. | 52 | Quarterly | 1/2 Hour if a New Member Joins |
| 98 | Singles Ministries - Serve as a member of the team that plans activities, missions, and social events for single adults of all ages. May include travel (plans/organizes trips) and fund raising for missions and travel. | 6 | 4 Team Meetings Plus Sub-committee Meetings as Needed | Varies |

Caring and Support

Goal: To provide unconditional love and care to members and the community.

Staff Contact: Rev Charles Watt, 982-8176 or cmwatt@cebridge.net

| Number | Description | # of Volunteers | Frequency of Service | Length of Time |
|--------|---|-----------------|---|----------------|
| 106 | Caring Center Volunteers - Return calls to those who have requested assistance. | 10 | As Needed | 1-4 hours |
| 107 | Caring Wheels - Drive members to medical appointments and tests. | 25 | As Needed | Optional |
| 108 | Home Communion Stewards - Deliver Sacraments to members at home. On the first weekend of each month, members of this committee take communion to church members. | 15 | Quarterly | Optional |
| 109 | Homebound Visitation - Visit members who are at home or in nursing / retirement centers. | 12 | As Needed | 1 Hour |
| 110 | Hospital Follow-up - Phone members who are recovering following hospitalization. | 2 | Daily | Optional |
| 111 | Hospital Visitation - Visit local hospitals. | 20 | Weekly | Optional |
| 112 | Intercessory Prayer Group - Pray for persons on the church confidential prayer list Sundays at 5:00 p.m. from church or home. | 20 | Weekly | 1 hour |
| 113 | Nursing Home Worship Teams - Assist with community worship at local nursing homes. | 12 | 2nd Sat at 3pm; 3rd Tues at 2pm; 3rd Fri at 3pm; 4th Sun at 3pm | 1 hour |

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| 114 | Prayer Shawl Ministry - Present shawls prayerfully knitted or crocheted to persons who need support and encouragement. | 10 | Monthly | Optional |
| 115 | Shepherd Ministry - Contact 12 to 15 families of the congregation twice a year by phone or mail. | 100 | Quarterly | 2 Hours per Qtr |
| 116 | Sunday Morning and Special Events Van Transportation - In a church van, pick up members who need a ride to JFUMC for worship or a special event. | 20 | 10 Times / Year | 5 Hours per Time |
| 117 | Stephen Ministers - Provide confidential, one-to-one Christian care to individuals who are experiencing difficulties. Requires 50 hours of classroom training, 2-year commitment, ongoing peer support, and supervision. | 25 | Weekly | 2 Hours |
| 118 | Care Bearers - Provide confidential home visits to persons in need of some extra care and support. Requires two days of training and ongoing support. | 2 | Weekly | 1 Hour |
| 119 | Divorce Support Group Facilitator - Lead and facilitate a group to support families experiencing divorce. | 1 | Up to Weekly | Optional |
| 120 | Grief Support Group Facilitator - Lead and facilitate a group to offer help and hope for individuals and families by sharing their feelings in a small, confidential group. | 1 | Weekly | 1 Hour |
| 121 | Helping Hands - Provides meals to families during times of grief by coordinating and serving potluck meals after funerals. | 20 | As Needed | 4 Hours |
| 122 | Divorce Counseling - Provide individual divorce counseling from pastoral referrals. | 5 | Weekly | 2 Hours |

Communications

Goal: To increase awareness among members and the community of worship services, events, activities, opportunities and public of the UMC.

Staff Contact: Kelley McDonald, 982-8176 or kelleymcdonald@gmail.com

| Number | Description | # of Volunteers | Frequency of Service | Length of Time |
|--------|---|---|----------------------|---|
| 131 | Reporter - cover events and ministries by interviewing and reporting on their details and outreach | 6 | Weekly | 1-2 Hours per Week as needed |
| 132 | Photographer - Take pictures of new members, baptisms, and events. | 5 | Monthly | Sunday 9 am - 12 p.m., Other Times for Events |
| 133 | Proofreading - Proofread Connection newsletter and other publications. Receive pdf files, proofread, and send corrections back to the church. | 4 for Connection; 2 for other publications | Weekly | 1 Hour per Week |
| 134 | Connection Newspaper Reporter - Interview church members about personal experiences in ministries, write stories in Microsoft Word, and transmit files to church. | 6 | Weekly | 4 - 5 Hours per Week |
| 135 | Connection Newspaper Support - When communications director is out of town, produce weekly newsletter using InDesign or other publishing software and transmit camera-ready pdf file to printer. | 2 | Weekly | 12 - 20 Hours |
| 136 | Brochure and Flyer Production - Produce and update brochures and flyers on ministries using desktop publishing software. | 5 | Monthly | 2 - 4 Hours |

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| 137 | Sanctuary Sound - Work soundboard in balcony during Sunday worship in the sanctuary. Help maintain microphones, mixers, and amplifiers. | 5 | Monthly | Sunday 7:30 am - 12:00 pm |
| 138 | Pastor's Report - Produce monthly Pastor's Report using InDesign, Pagemaker, or other software after gathering information from church staff. Compress and send file to Membership Office for distribution with financial statements. | 1 | Monthly | 2 Hours per Month |
| 139 | Presentations - Produce presentations at the church on ministries using PowerPoint software. | 4 | Periodic | 10 - 20 Hours per Month |
| 140 | Annual Business/Services Director - Update information for new membership business/service directory based on input from staff and members. Select digital photographs, and transmit Microsoft Word file to Communications staff. | 1 | Annually | 10 - 20 Hours per Year |
| 141 | Advertising - Work with advertising representative from and church staff to reach potential advertisers for newspaper and annual business/services directory. | 1 | Annually | 1 - 2 Hours per Day During Four Week Period in Spring |
| 142 | Advertisements - Prepare and submit matching grant proposals to Igniting Ministry six to nine months in advance of Easter and Christmas. Provide evidence of reaching required percentage of target audience. Request approval | 1 | Twice / Year | 10 - 15 Hours Twice a Year |
| 143 | Website Support for JFUMC - Post most recent sermon text, Connection newsletter issue, photographs, and upcoming events. | 2 | Up to Weekly | 1 - 2 Hours on Monday |
| 144 | Website Updates of Ministry Areas - Work with staff on updating ministry areas of the JFUMC website. | 2 | Up to Weekly | 1 Hour per Week |
| 145 | Internet Ministry Electronic Newsletters - Update address book and weekly electronic newsletter with link to church website and online Connection newsletter, transmit newsletter using Constant Contact software. | 2 | Up to Weekly | 1 - 2 Hours on Thursday |
| 146 | Website Development - Serve on committee re-designing church website. | 3 | Up to Weekly | Duration of Project |
| 147 | Post church events on local television website calendars, local radio station website calendars, and city/county/state website calendars. | 1 | Weekly | 1 Hour per Week |
| 148 | Facebook & Twitter - update pages daily with church events and announcements | 1 | Up to Daily | 1 Hour per Day |

Mission and Community
Goal: To serve others, locally and around the world, as the hands and feet of Christ.
Staff Contact: Philip Smith, 982-8176 or pastorpdsmith@yahoo.com

| Number | Description | # of Volunteers | Frequency of Service | Length of Time |
|--------|--|-----------------|----------------------|----------------------|
| 156 | Mission Fair - Organize the event to allow non-profit organizations to sell items to support their worthy causes. | 5 | Sept-Nov | 12 Hours |
| 157 | Mission 5000 - Assist with coordination, set-up, preparation, and serving of free lunch to people in the community each Saturday from 11:00am - 1:00pm. | 25 | Weekly | 4 Hours per Saturday |
| 158 | Mission 5000 Shoppers - We provide money and you do the shopping for Mission 5000 lunches. | 10 | Weekly | 1 Hour per Week |

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| 159 | Food Pantry - Monthly pick up of food pantry items used for Mission 5000 and other similar outreach efforts. Pick up in Little Rock and unload into M5K Food pantry at JFUMC. | 12 | Monthly | 2 Hours |
| 160 | Interfaith Hospitality Network Ambassador - Represent JFUMC as we seek a partnership with IHN to provide housing and meals to homeless families who stay at the church four weeks during the year. | 60 / week | 4 Weeks / Year | 3 - 8 Hours |
| 161 | Methodist in Action (MIA) - be part of the team that plans our annual day of service; work with other churches, organizations, businesses, restaurants, and governmental organizations to gather greater community support. | 12 | Weekly for two months of planning meetings; daily for 2-3 days prior to even | 2 Hours per Week plus weekend of event |
| 162 | Encouragers - Visit one of our area schools to meet one-on-one with a child and offer tutoring, support, and other encouragement. | 25 | Weekly | 1 Hour per Week |
| 163 | Tutoring at JFUMC - Tutors work with children helping them with basic skills needed for learning. Training is provided. | 10 | Weekly | 30 Minutes per Week |
| 164 | Christmas Families - Manage the program to provide Christmas gifts to children and families in need. | 20 | Oct - Dec | 10 Hours Total |
| 165 | Backpacks of Love - Work to provide children in need with a new backpack at the beginning of the school year, complete with supplies appropriate to their school and grade. | 20 | July and August | 6 Hours over various dates |
| 166 | International Mission Trip - Participate in a one week mission trip to another country, such as Chile or Zimbabwe. | 20 | Five 1.5 Hour Meetings Jan-May Plus the Mission Trip | Meetings Plus the 9 Day Mission Trip |
| 167 | Red Cross Blood Drive - Plan and/or donate the gift of life during blood drives held at church four times a year. | 30 | Quarterly | 45 Minutes |
| 168 | United Methodist Committee on Relief (UMCOR) Trip - Trip to Baldwin, LA, for a week of service at the UMCOR depot. | 15 | 1 Week | 1 Week in the Spring |
| 169 | Sew 'N Sew Group - Join this group of missionaries as they create hundreds of school bags and other sewing projects to support our work through UMCOR in the USA and around the world. | 20 | Up to Weekly | Up to 8 Hours |
| 170 | Prayer Shawl and Hatmakers - Prayerfully stitch prayer shawls or hats for those in need of encouragement. | 30 | Varies | Varies |
| 171 | Serve others, fellowship and study through a United Methodist Women's group. | 150 | Monthly | 2 Hours per Month |
| 172 | Jail/Prison Ministry - Visit one of our area jails and/or prisons to meet with incarcerated people in effort to provide fellowship, support, study, and prayer. | 20 | Weekly | 2 Hours per Week |
| 173 | Christian Parolee Mentoring - receive training and then commit to 12-18 month mentoring support for area resident who has been released from prison after completing a Christian-based program for reintegration into society. Supervised and guided by faith-based organization under supervision of the Arkansas Department of Correction. | 5 | Weekly | 2 Hours per Week |
| 174 | Green Team - Be part of a small group to help JFUMC become more environmentally friendly through recycling, gardening, and more! | 12 | Varies | 2 Hours per Month |

Welcoming

Goal: To welcome every person to JFUMC with the love of Christ.

Staff Contact: Michelle McCoy, 982-8176 or m.mccoy0822@gmail.com

| Number | Description | # of Volunteers | Frequency of Service | Length of Time |
|--------|---|-----------------|----------------------|---|
| 181 | Greeter - Welcome people to church on Sunday morning, assist them in finding Sunday School Classes and other key locations, and answer questions about the church. | 48 | One month each year | 1 Hour per Week (8:00 - 9:00 or 10:30 - 11:30 Sunday a.m.) |
| 182 | Name Badge Team - Order and distribute name badges for all church members and visitors. Encourage members to order and wear name badges. | 6 | Order Monthly | 1 - 2 Hours per Month |
| 183 | Neighborhood Gifts - Deliver gifts to neighbors to thank them for their hospitality and neighborliness and to invite them to church. | 15 | Annually | 2 - 3 Hours per Year |
| 184 | Parking Ministry - Welcome people in the parking lots helping people find a parking space and greeting all. | 12 | Monthly | 1 Hour per Month |
| 185 | Welcome Desk Coordinator - Set up and clean up hospitality area for members and guests, including coffee, materials, and gift bags in the lobby each week. | 26 | Twice / Year | 1 - 2 Hours |
| 186 | Ushers - Greet and seat worshippers. Distribute church bulletins. Receive morning offering. Assist during communion. Distribute first time guest gifts. | 12 | Quarterly | 2 - 3 Hours per Luncheon |

Music

Goal: To express God's word and love through all forms of music.

Staff Contact: Philip Frederic, 982-8176 or pfrederic@comcast.net

| Number | Description | # of Volunteers | Frequency of Service | Length of Time |
|--------|--|-----------------|--|--|
| 191 | Chancel Choir (Sr. High Youth and Adults Any Age) - Vocal choir rehearsing Wednesday 7:30-8:30 p.m. Sing for most 8:35 a.m. Sunday worship services in the sanctuary. No audition required. | 30 | Weekly | 3 Hours per Week |
| 192 | Praise Band - Help lead worship through song for the 10:55 a.m. worship service. Monday and Thursday rehearsals. Lead worship weekly. | 10 | Weekly | 3 Hours per Week |
| 193 | Youth Praise Team (6th-12th Grade) - Vocal choir rehearsing 4:00 to 5:00 on Sundays. Sing one Sunday each month for 10:55 a.m. worship service. | 8 | Alternating Weeks | 4 Hours per Month |
| 194 | Youth Praise Team Volunteer - Assist in rehearsals, attendance, administration, retreats, and tours. | 5 | Sunday Afternoon Plus Selected Outings | 1.5 Hours per Week Plus Special Events |
| 195 | Children's Choir (K-5th grade) - Assist with children's choir on Wednesday evenings. | 5 | Weekly or monthly | 45 Min per Week |
| 196 | Handbell Choirs (3rd grader and up, adults any age) - Handbell choir rehearsing weeknights. Experience is not required but reading music is helpful. | 15 | Weekly | 11 Hours per Month |
| 197 | Handbell Choir Volunteer - Assist in rehearsals, attendance, administration, retreats, and tours. | 5 | Weekly or monthly | 1.5 Hours per Week Plus Special Events |
| 198 | Instrumentalist (Any Age) - Play as needed in worship services. | 10 | Periodically | As needed |

Worship

Goal: Enable the congregation to praise, learn, and worship.

Staff Contact: Michelle McCoy, 982-8176 or m.mccoy0822@gmail.com

| Number | Description | # of Volunteers | Frequency of Service | Length of Time |
|--------|---|-----------------|---------------------------|---|
| | Holy Communion Server - Assist in serving the Sacrament. | | | |
| 206 | Sunday, 8:35 a.m. Service in the Sanctuary | 48 | Once or More Per Year | 1.5 Hours |
| 207 | Sunday, 10:55 a.m. Service in the Sanctuary | 48 | Once or More Per Year | 1.5 Hours |
| | Acolytes -Youth in grades 3 and above (and adults) who participate in Sunday morning sanctuary worship services by processing and recessing with the crucifer, candlelighter, and Bible, receiving the offering, and assisting with Holy Communion and baptisms. | | | |
| 208 | Sunday, 8:35 a.m. Service in the Sanctuary | 12 | Twice Per Month | 1.5 Hours |
| | Greeter - Welcome people to church on Sunday morning, assist them in finding Sunday School Classes and other key locations, and answer questions about the church. | | | |
| 209 | Sunday, 8:35 a.m. Service in the Sanctuary | 48 | Twice Per Month | 1.5 Hours |
| 210 | Sunday, 10:55 a.m. Service in the Sanctuary | 48 | Twice Per Month | 1.5 Hours |
| | Ushers - Greet and seat worshippers. Distribute church bulletins. Receive morning offering. Assist during communion. Distribute first time guest gifts. | | | |
| 211 | Sunday, 8:35 a.m. Service in the Sanctuary | 48 | Twice Per Month | 1.5 Hours |
| 212 | Sunday, 10:55 a.m. Service in the Sanctuary | 48 | Twice Per Month | 1.5 Hours |
| 213 | Altar Guild - Prepare the sanctuary for all worship services. | 16 | Weekly; 3 Months per Year | 5 Hours per Week |
| 214 | Sanctuary Sound - Work soundboard in balcony during Sunday worship in the sanctuary. Help maintain microphones, mixers, and amplifiers. | 8 | Twice Per Month | 2 Hours |
| 215 | Sanctuary Worship Visuals - Enhance the worship experience through visuals that connect to the theme of the sermon and worship service by coordinating with the staff worship team and then designing and placing visuals that connect to the worship services. | 12 | Monthly | 2 Hours per Month |
| 216 | Drama Ministry Team - Use theater as a tool for telling the message of Christian faith by acting and/or carrying out production tasks for skits and plays scheduled throughout the year (in worship and other church settings). | 20 | Weekly or monthly | Rehearsal and Performance, Varies with the Production |

AREAS OF INTEREST - NOMINATED / ELECTED POSITIONS

| Number | Description | # of Positions | Selection |
|--------|--|----------------|---|
| 221 | Church Council Chairperson - Communicate upcoming meetings (quarterly meetings and planning meetings), lead meetings, and follow up on necessary items; two year term includes first year as vice-chair and second year at chair. | 1 | Elected at Fall Charge Conference for Jan-Dec (2 year term) |

| | | | | |
|-----|--|---|--|---|
| 222 | Lay Leader - Meet regularly with the Sr. Pastor to discuss vision and direction of church; seek new relationships within the district and conference to connect our congregation with the larger ministries of the denomination. | 2 | | Elected at Fall Charge Conference for Jan-Dec (2 year term) |
| 223 | Annual Conference Delegate - Represent our congregation at the state-wide conference (4 days) in June and the district conference (1 day) in the Fall; one person per appointed pastor and one alternate delegate in case the delegate is unable to attend. | 4 | | Elected at Fall Charge Conference for Jan-Dec (2 year term) |
| 224 | Church Council Secretary - Take minutes during council meetings and distribute them to chair, lay leader, and Sr. Pastor. | 1 | | Elected at Fall Charge Conference for Jan-Dec (2 year term) |
| 225 | PPRC - Work with committee responsible for direction and policies of staff and pastoral appointments. | 3 | | Elected at Fall Charge Conference for Jan-Dec (3 year term) |
| 226 | Finance - Work with committee responsible for financial accountability at JFUMC. | 3 | | Elected at Fall Charge Conference for Jan-Dec (3 year term) |
| 227 | Trustees - Work with committee responsible for building, grounds, and insurance matters. | 3 | | Elected at Fall Charge Conference for Jan-Dec (3 year term) |
| 228 | Nominations - Work with committee responsible for bringing nominations for church officers before the Charge Conference each Fall. | 3 | | Elected at Fall Charge Conference for Jan-Dec (3 year term) |
| 229 | Endowment Chairperson - Work with Sr. Pastor and committees to study and establish an endowment for JFUMC; recruit interested servants; visit with other congregations that have established endowments; make presentation to Council in 2011. | 1 | | Elected at Fall Charge Conference for Jan-Dec (2 year term) |