



## **SERVICE OPPORTUNITIES**

*Last updated February 16, 2020*

This document is designed to assist you in selecting an area(s) in which you might serve for the coming year. It does not include ALL areas of service at Midway UMC, but does list the majority.

### **HOW DO I USE IT?**

Simply read through it at your leisure and find a few areas of service that fit your experience, or simply sound interesting. Our goal is to help you find the best place for you to serve, using your talents and passions. The best way to do that? Just TRY something! There's no long-term commitment. Where possible and applicable, estimated time commitment required is provided.

### **CAN I CHANGE MY MIND?**

Absolutely! If you get involved in an area of service and for any reason are unable to serve or change your mind and want to try something else to find a better fit, just contact the team leader.

### **WILL I GET TRAINING?**

The leader of each team is available to help you feel comfortable with your new position. Depending on the role, training might be done as a group, on the job, via email, or another method. Regardless...yes, you will be given direction.

### **WHERE DO I FIND MORE INFORMATION?**

For more information about finding your place of service, contact Communications & Connections Coordinator Julia Murray: [julia@midwayumc.org](mailto:julia@midwayumc.org) or 678.333.5529.

## WHOM DO I CONTACT ABOUT...

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### Administrative:

#### ***Office Volunteer***

Help with general office tasks on an as-needed basis, including answering phone, making copies, greeting guests, and more. Time: can coordinate schedules; about 3 hrs at a time

### Adult Ministry:

#### ***Men's Ministry***

Midway Men's Ministry was established for men to connect, study, serve, and grow as brothers in Christ. Service and social events are planned throughout the year.

#### ***Adult Small Groups***

Usually consisting of 7-12 people, where adults connect through fellowship and discipleship in short-term Bible or book studies. A group might meet weekly, bi-weekly or monthly.

#### ***Adult Sunday School***

Classes meet weekly on Sunday mornings and are focused on spiritual growth through Bible study, book study, and other aspects of exploring God's word together. Time: 1 hr/wk

#### ***Teach Adult Classes***

Lead or facilitate adult small groups - either on Sunday mornings or at other times of the week - depending on the leader's schedule.

#### ***Women's Ministry***

For women of all ages, this ministry was created to help women build a strong foundation in Christ, built on four pillars: study, service, support, and social. Activities have included "Girls' Night Out" activities, movie nights, group worship monthly, lunch-and-learns, mission opportunities, themed Bible studies, retreats, and more.

### ***Help Plan Women's Retreat***

A one-time event, usually held in January/February. The planning team divides tasks to make lighter work for all. Suggested areas of help include: programming, communications, decorating, food, setup/takedown, and more

### **Audio/Visual:**

#### ***Sound Board***

From the sanctuary sound booth, oversees the sound board and mixers for all microphones, speakers, and other audio functions for Sunday 11:00 worship, and occasionally special events (based on volunteer's availability). Time: 2 hr/wk (Sun. AM and Wed. PM Praise Band rehearsal)

#### ***Run Visual Images on Screen***

From the sanctuary sound booth, project prepared slides as needed for song lyrics, sermon reference, announcements. Time: 1 hr/week + prep time at Wed PM Praise Band rehearsal

#### ***Record/Post Sermons Online***

From the sanctuary sound booth, operate equipment that captures sermons, perform simple editing as needed, and post on Midway's podcast channel. Time: about 1 hr/wk

#### ***Create Visual Images for Worship/Announcements***

From a variety of available template-based software, and provided information, create visually interesting, clean, crisp visual images for display on sanctuary screen for 11:00 worship, Welcome Center screen, and other communications venues such as social media, and the Midway Midweek e-newsletter. Time: about 1 hr/wk

### **BBQ & Bake Sale (May 1-2 and/or Nov. 6-7, 2020):**

#### ***Bake Items for Sale***

Make any amount of baked goods for purchase at the BBQ sale (can be divided into single servings (as with cookies) or sold as a whole (as with cake).

#### ***BBQ Committee***

Serve in a specific role to oversee an area of need, such as volunteer coordinator, inventory purchasing, delivery route planning, kitchen prep, etc.

#### ***Cook Chicken Overnight***

Serve on a shift for several hours overnight to cook and turn chickens on a covered grill pit outside the main building. Time: about 2 hours

### ***Cook Side Dishes***

With others, help prepare a large volume of the side dishes served with the chicken BBQ: baked beans and cole slaw. Time: about 2 hrs

### ***Sell Tickets***

On Sunday mornings in the weeks leading up to the BBQ (after worship), help church members sign up to sell tickets in packs of 10. Time: varies

### ***Deliver to Businesses***

On Friday of the sale, drive prepared BBQ plates to several businesses on a pre-determined route. Time: about 2 hours or less

### ***Serving Line***

On either Friday or Saturday of the sale, help to serve BBQ and side items into a container for delivery or church member pickup. Time: about 2 hrs

### ***Pick Up Supplies***

Drive to a local business(es) to pick up designated items for making side dishes and packing the items. Time: about 2 hrs

## **Buildings and Grounds:**

### ***Carpentry***

Repair projects at the church as needed. Time: as needed based on your schedule

### ***Church Work Day***

On a designated Saturday, serve with others on various projects on the church campus which may include raking mulch, spreading pine straw, trimming vegetation, spraying weeds, straightening storage areas, etc. Time: about 3 hrs

### ***Landscaping (trim/weed)***

Help with occasionally pulling weeds, trimming vegetation. Time: as needed, based on your schedule

### ***Maintain Church Library***

Organize and maintain contents of the library (including curriculum) for ease of use by church members. Time: as needed, based on your schedule; several hours throughout the year

### ***Playground Maintenance***

Based on skill level, help to keep all areas of the playground in good, safe working order, following specifications of the licensing board for our preschool. Time: as needed, based on your schedule

### ***Salt Icy Sidewalks***

During winter weather, as needed. Time: varies; 1-2 hours a year

### **Children's Ministry:**

#### ***Adult Leader***

Assist on Sunday mornings during 9:45 hour on a rotational basis to teach provided lessons to children up to 5<sup>th</sup> grade. Time: varies, depending on number of volunteers available; usually several hours/month

#### ***Volunteer for Special Events***

Assist with setup/takedown or manning stations at Easter Egg hunts, Trunk or Treat, etc. Time: varies, according to your schedule

#### ***Children's Choir Volunteer***

Lead or assist in leading children from pre-school to 5<sup>th</sup> grade in learning songs they will perform during worship several times a year. Time: varies; usually several hours/month around special occasions

#### ***Nursery Volunteer – Sunday AM***

Care for children (newborn through toddler) on a rotational basis, Sunday mornings. Time: approx. 4 hours/mo, several months a yr

#### ***Nursery Volunteer – Special Event***

Care for children (newborn through toddler). According to your schedule. Time: varies

### **Children's Consignment Sale (Week of March 22 and/or August 16, 2020):**

#### ***Set-up/Take-down***

Set up/remove all tables, clothing racks, bins, signs, etc. for this bi-annual event. Time: several hours at each, twice during the year

#### ***Sort/Set Out Items***

As consignors drop off items for the sale, check each item for cleanliness/quality, assist in putting all items out in designated areas of the gym. Time: varies, depending on your schedule; usually several hours during sale week, twice during the year

#### ***Cashier***

Using provided scanning system, ring up shopper's items in a friendly, patient manner in a busy atmosphere. Time: varies, depending on your schedule; usually several hours during sale week, twice during the year

### ***Serve on Sale Committee***

Help to make decisions and plan appropriately for the sale, in a designated role which oversees individual areas, including volunteers, communications, publicity, missions, etc.

### ***Checkout Assistance***

Working as a team, efficiently preparing shoppers' items to check out. Time: varies, according to your schedule; usually several hours during sale week

## **Communications:**

### ***Graphic Design***

Assist in creating flyers, graphics for print and social media, booklets, info packets and more for internal or external use. Time: As needed, based on your schedule

### ***Publicity***

Prepare press releases or simple informational pitches to local media, for promotion of weekly activities or special events. Time: 2 hrs/mo

### ***Social Media***

Assist with formulating a cohesive, collaborative schedule for social media promotion. Implement clear, concise, engaging posts accordingly, using good grammar and spelling.

### ***Website Maintenance***

Assist with creating/maintaining content for midwayumc.org (Word Press). Time: about 1-2 hours/wk

### ***Photography***

Capturing clear, crisp images of Midway life is key to telling our story and showing how we do life together, which aids in giving guests a better idea of what to expect when they visit, and in helping to boost participation in all aspects of Midway life. Photography at special events, during worship occasionally, of youth/children's activities, and as needed. Time: as needed, based on your schedule

## **Guest Services:**

### ***New Guest Contact***

Follow up with first-time guests in the form of a hand-written note, email, or phone call, as appropriate. Time: 1 hour/wk or less

### ***Greeter on Sunday AM***

15 minutes before your chosen worship service, greet all warmly as they arrive, with special attention to new guests by helping them to feel welcome and at home. Time: 20 min/wk; serving every Sunday for one month, approx. 2-3 months of your choosing during the year

### ***Usher During Sunday Worship***

Responsible for helping to ensure a positive worship experience for all, distributing bulletins, passing the offering plates, handling emergencies that arise, making all feel welcome and at home. Time: Arrive 15 min. before worship; serve during your chosen worship service, every Sunday for one month, approx. 2-3 months of your choosing during the year

### ***Coordinate Ushers/Greeters***

Coordinate signup and ensure ushers/greeters are scheduled for coming month, ensuring substitutes are available. Time: about 1 hour/month

### ***Parking Lot Crew***

Assist with traffic direction on Sunday mornings (time slots according to your schedule) or on special-event Sundays, providing a warm welcome even before guests are parked. Time: approx. 2 hrs

### **Hospitality:**

#### ***Help Coordinate Meals for Special Events***

Create meal signup for Easter, Homecoming, musical Cantatas and any other special events

#### ***Help Make Meal Item for Special Event***

For Easter, Homecoming, Cantatas and any other special events

#### ***Homecoming Setup/Takedown of Tables/Chairs***

1<sup>st</sup> Sunday in June. Time: approx. 1 hour for each

#### ***Check Coffee Supplies***

For use on Sunday mornings, informing church office when supply is low

#### ***Make Coffee Before Worship***

On a monthly rotational basis. Time: approx. 1 hr/yr

#### ***Clean Up Coffee After Worship***

On a monthly rotational basis. Time: approx. 1 hr/yr

#### ***Wedding Coordinator***

Paid position. Time: varies

## **Missions:**

### ***Prayer Team for Missions***

Participate in team that collectively provides prayer support specific to the missional needs at Midway. Time: varies

### ***Disaster Response Team (DRT)***

Volunteers trained to respond physically in the days immediately after a natural disaster (the “relief phase,” after first responders have left the area) to help ensure affected property is safe, sanitary, and secure, while residents await rebuilding. Response area: Georgia and surrounding states. Time: as little as one or two days (if local), as team member schedules allow.

### ***Assist with Coordinating Blood Drives***

Several roles available: proactively contacting regular donors to offer choice of time slots for upcoming drive; greeting guests at drive, coordinating donor incentives from community vendors, handwriting notes to first-time donors and inviting them to worship.

### ***Assist with Angel Tree***

Provide support in fulfilling Christmas gift requests on behalf of our mission partners at No Longer Bound and Wellspring Living. Time: approx. 5 hours over several weeks in November and early December

### ***Assist with Family Promise***

Provide support either in person or behind the scenes during one of four weeks per year our church hosts homeless families overnight who are working toward financial independence. Volunteers set up/take down bedrooms, do laundry, prepare meals, and share fellowship with guests. Training is required for new volunteers. Time: 1-2 hrs four times/yr

### ***Assist with 5K***

Provide support in one of a variety of areas including planning, communications, publicity, set-up, take-down, registration, food prep, parking, and more. Time: varies

### ***Assist with Music for Missions (August 29, 2020)***

Provide support in one of a variety of areas including set-up, decorating, meal prep/serving, clean-up, coordinating silent auction, and much more. Time: varies (some work is leading up to event, some is day of event)

### ***Liaison with a Mission Partner Org***

Work directly with contact at an organization with whom Midway partners, to communicate needs to the Missions Committee and to the church staff, and to help determine how Midway can provide support

## **Music Ministry:**

### ***Sing in Adult Choir***

Sings weekly at 8:30 AM traditional worship in historic chapel, Aug - June. Rehearsals: Weekly on Wednesday PM. Time: 3 hrs/wk

### ***Sing in Christmas and/or Easter Cantata***

Including rehearsals. Time 12 hours/yr

### ***Praise Band/Vocalist (audition)***

Leads worship at 11:00 worship service on a rotational basis, occasionally leading at 9:45

## **Nurture:**

### ***Card Ministry***

On a rotational basis, sends handwritten cards upon request by church members. Time: varies; approx. 1 hr/mo or less

### ***Contact Missing Members***

Email or call members who have been away from worship. Time: varies; approx. 1 hr/mo

### ***Make Meals for Grieving or for Families with a New Baby***

On a rotational basis. Time: varies; approx. 2 hrs/yr

### ***Prayer Team***

Provide weekly prayer support for requests from the congregation. Time: varies

### ***Prayer Shawl Ministry (knit/crochet)***

Knit or crochet prayer shawls to be prayed over collectively by the congregation during worship and presented upon request to those experiencing a health or other crisis. Time: varies; several hours a year

### ***Cards to Homebound Members***

On a rotational basis. Time: varies, depending on participants; approx. 1 hr/mo

### ***Visit Homebound Members***

On a rotational basis. Time: varies; approx. 2-3 hrs/mo

### ***Transport Homebound to Doctor Appts/Grocery***

As needed. Time: varies, depending on participants. Approx. 2 hrs/mo

## **Vacation Bible School (June 1-5, 2020):**

### ***Decorate Before Event***

With a team, as needed. Decorating begins Tuesday, May 26 and continues that week. Time: varies; approx. 3 hrs

### ***Greeter***

Warmly greet all who arrive for VBS (parents and children)

### ***Station Leader (adult)***

Plan and implement VBS curriculum (detailed instructions and script are provided!). Support is provided by a Station Assistant, and materials list is purchased by a coordinator. Time: approx. 4 hrs/day for the 5-day program + pre-planning in the weeks preceding

### ***Station Assistant (youth/adult)***

Help Station Leader plan and implement VBS curriculum. Time: approx. 4 hrs/day + pre-planning

### ***Crew Leader (youth/adult)***

Co-lead a group of 9-12 children (all are the same age) with another leader. Time: approx. 4 hrs/day + 1-2 meetings before VBS begins

### ***Take Down Decorations***

After VBS is over (Friday, June 5). Time: approx. 1-2 hours

## **Worship:**

### ***Decorate Altar Table for Special Occasions***

Time: 3 hrs/yr

### ***Serve Communion***

Serving either bread or juice during your chosen worship service, on a rotational basis. Time: varies, depending on participants and worship service (9:45 receives Communion weekly); approx. 4 times/yr

### ***Set Up/Clean Up Communion***

On a rotational basis. Time: varies; approx. 6 times/yr

### ***Sanctuary Prep for Sunday Worship***

Straighten Bibles in chairs, replace pens, pick up stray items left behind after worship. On a rotational basis. Time: approx. 1 hr/mo

### ***Re-Set Chairs After Special Events***

Time: approx. 1 hr per event

***Decorate/Un-decorate Worship Areas for Christmas***

Also known as “Hanging of the Greens,” join with others in the church family to decorate Christmas trees, hanging garland, etc. Time: approx. 2 hrs decorating & 1.5 hr undecorating/yr

**Youth Ministry:**

***Assist with Sunday PM activities***

On a rotational basis or just one time. Either bring dinner or volunteer to help during activity time (lead a lesson, a game, a small group, etc.). Time: approx. 2.5 hours/mo

***Drive 15-Passenger Bus (no commercial license required)***

As needed for special events. Time: varies, depending on distance/length of trip

***Help Lead Sunday School***

Assist with leading a lesson or group discussion. Time: once/mo, or according to your schedule

**Miscellaneous:**

***Want to Help but Not Sure How***

Someone will contact you to discuss skills, experience...what gives you joy?