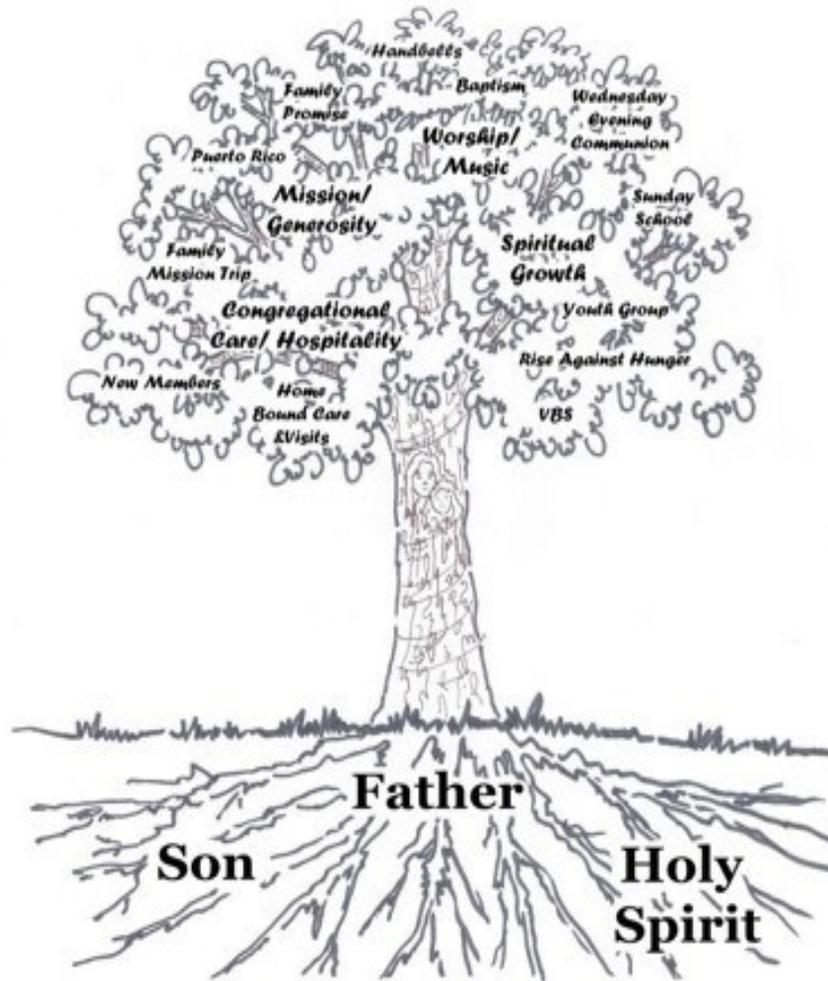


Sharing Our Time & Talents



Northminster Presbyterian Church
2019



NORTHMINSTER
Presbyterian Church (USA)

Friends in Christ,

Northminster has a long history of welcoming, caring for, and serving others — in the church, the community around us, and the world. We trust that God has given each of us particular gifts and calls us to use them with pleasure to extend Christ's love.

We encourage all members of the church to find a way to put their faith to work, to stay rooted and grounded with our fellow NPC'ers in service, and to reach for new ways to be the hands and feet of Christ here on Earth.

Opportunities for you to share your time and talents are described in this booklet, and you will find contact information for knowledgeable people who can tell you more. Explore the possibilities with prayerful, playful interest, and notice what piques your curiosity. Make a difference and make this the year you try something you've never done before!

You may complete a Time & Talents Commitment Form either on the provided form or on the church's website at www.northminster-atl.org/ministries. Online forms are automatically registered. We invite you to submit your paper forms during worship on Commitment Sunday, October 28, 2018

We cannot wait to see how you decide to serve this year at NPC!

Please share your stories with us and contact your pastors with any questions. May you discover great joy in the privilege of serving.

Jill Reeder, Chair of Stewardship

Patrick Day, Pastor
pday@northminster-atl.org

Nancy Kinzer, Associate Pastor
nkinzer@northminster-atl.org

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Contact: [Charlie Boone, cboone@northminster-atl.org](mailto:cboone@northminster-atl.org)

ADULT CHOIR: The adult choir is an integral part of worship at Northminster each Sunday and on special occasions.

Worship

Worship Committee

From choir members to ushers to liturgists, volunteers in these ministries prepare for NPC's worship to be faithful, fruitful, and joyful. The Committee meets every other month.

Contact: worship@northminster-atl.org

Volunteer Opportunity

- Serve on the Worship Committee

Time Commitment

- Committee meets every other month

Liturgist

Help lead in Worship, including liturgy and Scripture reading (provided by the Pastors).

Volunteer Opportunity

- Serve as lay liturgist for a Sunday service

Time Commitment

- Be present 15 minutes before service begins
- Preparation time before service: read through and familiarize yourself with the passage

Sound Board Operator

Operate sound system in Sunday worship and record the Sunday service. Training provided.

Volunteer Opportunities

- Set up and operate live sound and recording equipment before each Sunday service and other activities as needed
- Adults and senior high youth invited to participate

Time Commitment

- 30 minutes before service or event

Usher

Distribute bulletins and direct worshipers to seats in the sanctuary, take up offering, clean up the Sanctuary after worship, on occasion special needs for ushering such as memorial services, and assist with emergencies.

Volunteer Opportunity

- All ages are invited to participate – ages 10 and under with a parent

Time Commitment

- 30 minutes before the service one time per month

Usher Captain / Co-Captain

Volunteer Opportunity

- Head up the 9:00 or 11:15 am usher team by recruiting a monthly Lead Usher and assist him/her in recruiting weekly volunteer ushers

Time Commitment

- September through May

Communion

Communion is served in both worship services on the first Sunday of each month as well as on Christmas Eve at 11:30 pm, Maundy Thursday, and Easter Sunday.

Communion Preparation

Volunteer Opportunities

- Saturday preparation
- Sunday set-up and clean-up
- Adults and youth invited to participate in preparation process
- Serve Communion (ordained Elders and Deacons)

Time Commitment

- 1 hour on Saturday for prep
- ½ hour before and after each service for set-up / clean-up

- To serve: arrive 15 minutes early for worship

Sanctuary Decorating

Volunteer Opportunity

- Help with the Hanging of the Greens in early December; prepare the sanctuary for Easter Sunday on Holy Saturday

Time Commitment

- A few hours as scheduled in early December and during Holy Week

Advent Wreath Lighting

Candles are lit on the Advent Wreath for the four Sundays of Advent, as well as on Christmas Eve.

Volunteer Opportunity

- Individuals or families to light candles and read provided Advent script

Time Commitment

- 20 minutes once a year

Wedding Guild

Volunteer Opportunity

- Assist bridal party before and during rehearsal and wedding ceremony

Time Commitment

- 30 minutes before and after rehearsal on day before the wedding
- Several hours on the day of the wedding for bridal prep, pictures, etc.

MUSIC MINISTRY

People of all ages are invited to “make a joyful noise” through the music program. Participants learn useful musical techniques while contributing to worship services.

Time Commitment

- Rehearsals: 9:45 to 11:00 am on Sunday mornings August – May
- Extra rehearsals may be scheduled for Christmas, Easter, and other special music programs
- Sunday worship: 11:15 am to 12:15 pm

HANDBELL CHOIR: Open to any youth or adult who can attend rehearsal on a regular basis.

Time Commitment

- 1 hour rehearsals one night per week
- 90 minutes on Sunday when scheduled to play

YOUTH CHOIR: 6th – 12th graders work on vocal techniques, score reading, and singing in parts.

Time Commitment

- Rehearsals on Sunday nights from 5:00 to 6:00 pm
- 90 minutes on Sunday mornings, once each month

MUSIC FOR CHILDREN: Music time is provided for children 3 years old through 5th grade as part of the Sunday School curriculum.

Volunteer Opportunities in Music Ministry

Offer your talents:

- Adult Choir
- Handbell Choir
- Youth Choir
- Instrumentalist

Spiritual Growth

Spiritual Growth Committee

The Committee plans for and oversees Spiritual Growth for all ages in the church. The Committee meets once a month.

Contact: spiritualgrowth@northminster-atl.org

Volunteer Opportunity

- Serve on the Spiritual Growth Committee

Time Commitment

- Committee meets once a month

Children's Education

- **Classes** for ages 3 years through 5th grade meet each Sunday from 10 to 11 am.
- **Worship & Wonder** – During the 11:15 am worship service, younger children leave after the Children's Moment to learn the day's Bible story in a child-friendly way

Volunteer Opportunities

- Teach / Assist in leading a class
- Worship & Wonder – Lead or assist teaching a Bible story and craft for children
- Replenish Children's Worship Bags during the week for use on Sunday mornings; all materials are provided
- Host parent gatherings
- Provide childcare during parent gatherings

Time Commitment

- Sundays 10 to 11 am to teach / facilitate Sunday School
- Sundays 11:15 am to 12:15 pm to teach / assist in Worship & Wonder
- Planning time for teachers / leaders / assistants
- Preparation time for Worship Bags ~ 30 minutes per your schedule: once a week, once a month, or as needed.
- Varied times to host or babysit for parent gatherings

Vacation Bible School

Every summer for one week, kids Preschool – Grade 5 get to have fun, learn Bible stories, and discover God in very creative and hands-on ways.

Volunteer Opportunities

- Adult Station Leaders
- Assistant Station Leaders
- Youth Crew Leaders
- Director / Co-Director

Time Commitment

- Mornings 9:00 am to 12:30 pm one week during the summer
- One or more preparation meetings may be required

Youth Education

Classes for youth grades 6 – 12 are held each Sunday morning.
(See also Youth section.)

Volunteer Opportunities

- Teach / Assist in leading a class

Time Commitment

- Sundays 10 to 11 am to teach / facilitate
Sunday School
- Planning time for teachers / leaders / assistants

Adult Education

Classes are held each Sunday morning.

Volunteer Opportunities

- Teach / Assist in leading a class

Time Commitment

- Sunday mornings 10 to 11 am to teach / facilitate
Sunday School
- Planning time for teachers / leaders / assistants

Youth

Youth (6th—12th grade, NPC members and non-members) gather on Sunday nights with their friends and adult leaders. Each Sunday night includes sharing dinner together, participating in games / energizers, listening, and discussion of a spiritual-led program and final sharing in small group time (grade level based). It is a place to be together where everyone is accepted and can find a place to grow in their relationship with God. It is also a time to connect and make new, long-lasting friendships.

Youth Trips and Mission Projects include trips within Atlanta and the local community, Montreat Youth Conferences (both MS and HS), and other trips both recreational and for mission.

Contact: youth@northminster-atl.org

Volunteer Opportunities

- Assist with or lead Sunday night programs for Middle and /or High School students
- Serve as an adult small group leader on Sunday nights (no experience required)
- Chaperone local outings
- Chaperone summer trips
- Provide a Sunday night dinner for youth and their families
- Sunday night dinner coordinator
- Special Events Organizer; Summer Events Coordinator; Mission Projects/Trips Coordinator
- Serve on the Youth Committee

Time Commitment

- Youth Group meets from 6:00 to 8:15 pm on Sunday evenings
- Chaperoning time depends on duration of activity
- Meal providers – prepare and serve a meal
- Organizing and coordinating require varying amounts of time
- The Youth Committee meets every other month (may schedule additional meetings as needed)

Welcoming and Care

Membership Committee

Ensure that each person who enters the church receives a warm welcome and is made to feel at home in worship; that visitors are invited to discover how they may become involved in NPC; and that new members become well connected in the life of the congregation during their first year of membership. The Committee meets once a month as needed.

Contact: membership@northminster-atl.org

Volunteer Opportunities

- Serve in one or more of the ministries listed
- Serve on the Membership Committee

Time Commitment

- Varies by ministry
- Committee meets monthly or as needed

Greeters

Greet members and visitors as they enter the church before services. Set out table with Blue Bags for first time visitors.

Volunteer Opportunities

- All ages are invited to participate ~ ages 10 and under with a parent

Time Commitment

- 20 minutes before the service approximately once every 3 months

Pound Cake Bakers & Takers

Home-made pound cakes are delivered on Sundays after worship to first-time visitors.

Volunteer Opportunities

- Baker: 2 pound cakes for delivery or freezer storage
- Taker: Deliver pound cakes to first time visitors

Time Commitment

- Baking time once every 3 months
- Driving time to first-time visitor once every 6 weeks (if needed)

Welcoming New Members

Volunteer Opportunities

- Contact first time visitors to connect with them and thank them for attending
- Prepare Blue Bags that are given to first time visitors
- Assist pastor in leading Discover NPC classes
- Provide refreshments for Discover NPC classes

Time Commitment

- Discover NPC classes – 3 consecutive Sundays, three times a year during the Sunday School hour from 10 to 11 am
- Prepare Blue Bags – 1 hour every other month or as needed

Congregational Care Committee

Provide support and encouragement in several ways to NPC members and friends. The Committee meets every month or as needed.

Contact: congregationalcare@northminster-atl.org

Volunteer Opportunities

- Serve in one or more of the ministries listed below
- Serve on the Congregational Care Committee

Time Commitment

- Time varies depending on ministry activities
- Committee meets once a month

Care Ministers

Visit NPC members who are unable to attend services or activities on a regular basis. Visit on your own or with another Care Minister.

Volunteer Opportunities

- Visit periodically with homebound member(s)
- Read, listen to their stories, play a game, listen to music together
- Facilitate a program (i.e. music, readings, games, crafts, whatever your passion) for a small group of our homebound members

Time Commitment

- Varies: typically, one session of visiting per month and follow up as needed with Congregational Care Committee Chair or Pastoral Staff if other support needs are identified

Caring Cards

Send hand written cards to NPC members with words of love, support, thanksgiving, and encouragement.

Volunteer Opportunities

- Write and send cards to those in need within our church community; lists and materials provided
- Provide / make the cards needed for this ministry
- Keep a record of communications

Time Commitment

- Card writing: as your schedule permits, one month per year
- Varies as needed

Meals

Volunteers provide home cooked or store bought meals for those in need or crisis.

Volunteer Opportunities

- Provide a meal to a family in need or crisis
- Assist with grocery shopping

Time Commitment

- Meal prep or shopping and delivery

Drivers Program

Volunteer drivers provide rides to the church, doctor, or wherever is needed for those who aren't able to drive, either temporarily or permanently. Submit your name and contact information to Jan Copeland, jcopeland@northminster-atl.org in the church office to be added to the Driver Directory.

Volunteer Opportunities

- Provide rides for members who are unable to drive

Time Commitment

- Varies as you are able and as the demand fluctuates

Funeral Care

Coordinates receptions following Memorial or Funeral services at the church. Requests are sent out for donations of food, supplies, and/or money as well as for volunteers to assist at the reception. Arrangements may also be made for someone to stay at the home of the family during the funeral and reception, if requested. This volunteer opportunity is on an as needed basis.

Volunteer Opportunities

- Provide food for reception
- Help with: reception set-up, flower arranging on tables, Fireside Room set-up for family

- Assist with serving and clean-up
- Direct visitors and family members to the Sanctuary / Fireside Room
- Launder dish towels and tablecloths after reception

Time Commitment

- 1 hour the day before the reception
- 1½ hours before funeral to set up delivered food
- 2-3 hours to serve and clean up
- Any amount of time before, during, and after receptions as needed

Mission

Mission Committee

Manage and participate in the mission opportunities at NPC. The Missions Committee meets once a month.

Contact: missioncommittee@northminster-atl.org

Volunteer Opportunities

- Pick a project listed below
- I have a Mission project / activity that I am interested in introducing to the Committee
- Serve on the Missions Committee

Time Commitment

- Time varies depending on mission activity
- Committee meets once a month

Yellow Bag Ministry

This Ministry assists organizations that address various poverty issues in North Fulton County. Each month we feature a different component of care needed by the community.

Volunteer Opportunities

- Grab a card and fill a Yellow Bag with the items listed
- Deliver bags to the organization of the month
- Publicize the mission project to NPC groups and events
- Act as coordinator for this mission

Time Commitment

- One to two hours per month for delivery to organizations
- Weekly needs at NPC – one hour or less
- Monthly planning needs – two hours or more
- Publicizing the mission at NPC events – one hour per event

HomeStretch

This program is designed to help families transition from homelessness to independent living. It provides low cost housing and life skills counseling. NPC sponsors two families, providing mentors, financial counseling, furniture, as well as help at Christmas, Thanksgiving, and special occasions.

Volunteer Opportunities

- Act as a mentor to a family
- Act as a financial adviser to a family
- Help move furniture (people w/trucks especially needed)

Time Commitment

- Varies

North Fulton Community Charities

NFCC is a non-profit human service agency dedicated to preventing homelessness of individuals residing north of the Chattahoochee River in Fulton County. NFCC assists families with basic needs such as food, rent, utilities, clothing, and adult education classes during short-term emergencies.

Northminster supports NFCC with monetary donations and food items several times per year.

Volunteer Opportunities

- Food Pantry: food collection 3 times a year, one month each time
- Christmas in July: School Supplies Drive for school start-up needs
- Angel Tree: Christmas Gifts collection for families

Time Commitment

- Varies

Family Promise of the North Fulton/DeKalb Interfaith Hospitality Network (IHN)

The Interfaith Hospitality Network is a partnership of congregations within a community helping families facing homelessness try to get back on their feet. NPC is now a host site supporting this ministry with our hearts, hands, and facilities. Families will be staying with us for one week at a time, four times a year.

Volunteer Opportunities

- An evening or overnight host
- Set up / break down rooms for IHN families
- Cook / serve dinners or Saturday breakfast

Time Commitment

- Varies depending on volunteer activity

The Drake House

This is a crisis residential assessment center for homeless women and children in Roswell offering housing and programs to provide stability while working toward self-sufficiency.

Volunteer Opportunities

- Donate paper goods and personal care items to semi-annual drive at Northminster
- Assist in fundraising or as needed

Time Commitment

- Varies

Weekend Mission Trip

This annual weekend of service is for children and adults. This all-ages weekend get-away is close to home so you can maximize your time in fellowship and service.

Volunteer Opportunity

- Travel and work with a group
- Help organize activities

Time Commitment

- One weekend per year

Annual Mission Trip

This year, our annual week-long Mission Trip will be to Puerto Rico. While there, we will undertake construction projects as well as support and learn from our Puerto Rican brothers and sisters.

Volunteer Opportunities

- Away Team – travels to Puerto Rico
- Home Team – supports Away Team with prayers, fundraising efforts, and helps to gather items to donate for the trip
- Language Teacher – teach Spanish to the Away Team
- Prayer Partners

Time Commitment

- Away Team – one week in Puerto Rico plus some preparation time, also time to conduct fundraisers to offset the cost of the trip
- Home Team – limited time required
- Prayer Partners – before and while the Team is in Puerto Rico

Outreach Committee

Creates a presence for NPC ministries in the community, seeks ways to let people know who we are and the gifts this congregation is willing to share with those around us. This Committee meets once a month.

Contact: outreach@northminster-atl.org

Volunteer Opportunities

- Assist with communication efforts
- Assist with annual Live Nativity / Christmas Outreach Program
- Assist with Lenten needs / Easter Egg Hunt
- Assist with Blessing of the Animals service
- Assist with Kick-Off needs
- Assist with Day School Fall Festival
- Assist with Trunk or Treat
- Serve on the Outreach Committee

Time Commitment

- Varies depending on activity
- Committee meets once a month

Gatherings

Fellowship Committee

These volunteers take the lead for the "social connection" of the congregation. Our goal is to provide every member with the opportunity to engage in an NPC social function at least once a month. We provide direction to stimulate a broader "social" calendar. The Committee meets monthly as needed.

Contact: fellowship@northminster-atl.org

Volunteer Opportunities

- Fall Kick-Off (September)
- Kirkin' o' the Tartans luncheon (November)
- Live Nativity refreshments (December)
- Chili Cook-Off (January)
- Mardi Gras Party (February)
- Easter Sunday Coffee
- Host or organize small group activities
- Provide sign-ups for coffee each Sunday before 9 am worship service
- Serve on the Fellowship Committee

Time Commitment

- Preparation, set up, and clean up for each event
- Committee meets monthly or as needed

Other Skills / Abilities Needed

- Helping plan, facilitate, and create fun events for our church family

Men's Ministries

Men's Thursday Morning Group

This group meets weekly at 7:30 am on Thursday mornings for breakfast, coffee, discussions, and fellowship.

Contact: NPCThursdayMensGroup@northminster-atl.org

Time Commitment

- One hour per week

Tuesday Night Men's Group

This group meets weekly on Tuesday evenings from 7:30 to 9:00 pm in a member's home for interesting discussions of current events of biblical proportion.

Contact: TuesdayMG@northminster-atl.org

Time Commitment

- 1½ hours per week

Men in Aprons

This ad hoc group comes together a couple of times a year to cook pancakes and bacon for our congregation.

Volunteer Opportunity

- Cook breakfast for NPC members

Time Commitment

- Varies according to prep, cook, and clean up needs

Presbyterian Women

A church-wide organization whose membership is open to all women of the PC(USA) who choose to participate. Activities include: Bible Studies, Annual Spring Retreat, and quarterly Gatherings.

Contact: preswomen@northminster-atl.org

PW Coordinating Team (CT)

The leaders and moderators meet monthly to oversee the management of the organization.

Volunteer Opportunity

- Become a PW Coordinating Team Member

Time Commitment

- Meetings – 2 hours per month
- Additional time required varies based on position

Circle Bible Study Groups

Rebekah and Ruth Circles meet monthly from September through May and provide an inclusive, caring community of women who use PW resources to strengthen and enrich this community of faith. Rebekah Circle meets on the 3rd Tuesday evening of each month at 7 pm; Ruth Circle meets the 3rd Wednesday morning of each month at 9:45 am.

Volunteer Opportunity

- Become a teacher or leader of a Circle

Time Commitment

- Circle Meetings—2 to 3 hours per month

JOY Bible Study Group

This group meets at 9:45 am approximately twice a month on Wednesday mornings (during the school year) for Bible study by authors such as Beth Moore and Priscilla Shirer.

Volunteer Opportunity

- Become a member of the Bible Study

Time Commitment

- 2 hour class twice a month

Prime Timers

Seniors (members 55 and up) meet on the 2nd Tuesday of each month and occasionally at other times for lunch, an outing, or ministry work.

Contact: PrimeTimers@northminster-atl.org

Volunteer Opportunities

- Help coordinate this ministry

Time Commitment

- Lunch on the second Tuesday of each month
- Occasional outings to places of interest

Behind the Scenes

BFMC

(Business & Facilities Management Committee)

Oversees the Church's Facilities, Personnel concerns, and Finances. The Committee meets monthly or as needed.

Contact: BFMC@northminster-atl.org

Volunteer Opportunities

- Serve on the BFMC Committee
- Serve on the Personnel Committee
- Serve on the Facilities Committee
- Serve on the Nominating Committee

Time Commitment

- Personnel and Nominating Committee meetings as scheduled
- Committee (BFMC) meets 7:30 to 9:00 pm the second Monday each month

Other Skills / Abilities Needed

- Experience with financial management, budgeting
- Experience with Human Resources
- Facilities, see below

Facilities Committee

Maintain the physical property of the church, both inside and out. The Committee meets once a month.

Contact: facilities@northminster-atl.org

Volunteer Opportunities

- Lawn maintenance
- Spring and Fall work days
- Updating and maintaining the church's interior
- Open / Close Church on Sunday mornings
- Serve on the Facilities Committee

Time Commitment

- Work days, 2 hours every 6 weeks
- 2 to 3 hours two Saturdays a year
- As needed for repairs / projects
- Committee meets once a month

Other Skills / Abilities Needed

- Carpentry, plumbing, electrical
- Small engine maintenance
- Painting, landscaping, and minor repairs

Stewardship Committee

Plans for NPC's annual giving campaign, including congregational communications and celebrations of God's gifts to our lives and our church family. The Committee meets once a month on a Wednesday night.

Contact: stewardship@northminster-atl.org

Volunteer Opportunities

- Assist with communications during the annual campaign, including writing, printing, video production and picture taking to express gratitude for our congregation's generosity and share the stories of NPC's mission and ministry work
- Serve on the Stewardship Committee

Time Commitment

- Committee meets monthly or as needed

CTC (Communications & Technology Committee)

Works with other committees to insure NPC information is shared effectively with members and the community. Maintains the Northminster-atl.org website content. Maintains NPC computer equipment. The Committee meets once a month.

Contact: ctc@northminster-atl.org

Volunteer Opportunities

- Assist with updating the website
- Advertise upcoming events via different methods including local newspapers and Google AdWords
- Serve on the CTC Committee

Time Commitment

- Time required to send updates to web site or other Committee needs
- Committee meets once a month

Office Volunteers

Coordinator: Jan Copeland, jcopeland@northminster-atl.org

Volunteer Opportunities

- Collate weekly bulletins and/or occasional brochures, booklets, etc.
- Answer phones and greet visitors
- Input information into reception desk computer
- Sanctuary prep and organization for Sunday service
- Monday morning counters to tally worship collection

Time Commitment

- 2 hours a week to collate or count
- 3 hours a week to answer phones / greet visitors
- 1½ hours a week to organize the sanctuary