

TEAM RESPONSIBILITIES

Revised 3-7-24

WORSHIP TEAM

- I. Baptisms**
 - a. Assist in helping during baptisms
 - b. Maintain Baptistry and supplies
- II. Flowers and Candles**
 - a. Maintain schedule of flowers for worship
 - b. Help during special occasions on set up and cleanup (Christmas, Easter, etc.)
- III. Safety and Security**
 - a. Maintain safety equipment (fire extinguishers, defibrillator, etc.)
 - b. Arrange CPR training as needed
- IV. On-Line Ministry:**
- V. Audio Visual (Sound)**
 - a. Maintain audio visual equipment
 - b. Set up, run or assist with equipment as needed
 - c. Maintain a schedule of operators
 - d. Assist music minister and other staff with audio visual equipment needs
- VI. Ushers**
 - a. Maintain church literature in sanctuary, narthex, and common areas
 - b. Greet and assist worshipers and hand out bulletins
 - c. Assist deacons with handing out welcome bags to visitors
 - d. Take up tithes and offerings as scheduled
- VII. Creative Arts**
 - a. Create and foster opportunities for artistic expression within May Memorial Church.
 - b. Provide artistic elements, both visual and performing, in worship
 - c. Provide fellowship opportunities for the church and community centered in the arts.

HOSPITALITY TEAM

- I. Kitchen and Fellowship**
 - a. Coordinate receptions, socials, and fellowships and enlist workers for the event
 - b. Supervise kitchen usage
 - c. Maintain equipment and utensil inventory
 - d. Maintain consumable supply inventory
 - e. To keep up with inventory, utensils, etc.
- II. Mid-Week Meal Team**
 - a. Plan mid-week family supper
 - b. Designate an individual to collect money at family night suppers
- III. Bereavement**
 - a. Work in conjunction with the deacons and pastor to minister to families at time of loved one's death
 - b. Take leadership for funeral receptions
- IV. Wedding Coordinators**
 - a. Plan and direct weddings that are held at May Memorial Church

STEWARDSHIP TEAM

Ways to Serve:

- I. Memorials**
 - a. Recommend and approve use of memorial gifts given to the church
- II. Library**
 - a. Maintain books and displays in church library
- III. Recycling**
 - a. Arrange for collection of recyclables within the church
- IV. The Closet Team**
- V. Marketing Team**

SPIRITUAL FORMATION TEAM

I. **Scholarship**

- a. Administer the Scholarship program according to approved guidelines which shall include submission and approval of scholarship applications and awarding of scholarships

II. **Children & Youth**

III. **Sunday School Resource**

- a. Plan, teach, support, advise, and assist in the Sunday School program for the study of God's word which is divided into departments and classes for all ages staffed by teachers:

Resource Leader

Nursery 1

Infants

PreK-K

Toddlers

Children Grades 1-2

Younger

Elementary

Children Grades 3-5

Older Elementary

Youth

Grades 6-12

Young Adults

Young Adults

Koinonia

Adults

Phoenix

Adults

Open Door

Adults

MISSIONS TEAM

- I. Food Pantry**
 - a. Fill food orders from the pantry for pre-approved clients and, if time permits, to stock shelves and remove outdated items
 - b. Meets 1st and/or 3rd Saturday of the month
- II. Backpacks of Love**
 - a. Fill backpacks with food items for school children to use over the weekends
 - b. Meets every 2nd Tuesday of the month except June, July and August
- III. Lonesome Dove**
 - a. Provide support and community for veterans through therapeutic riding
 - b. Three opportunities per month
- IV. Firewood**
 - a. Cut, deliver, and stack firewood for persons in need upon request
- V. Amelia Nursing Home**
 - a. Provide quarterly visitation and music for residents
- VI. Sewing**
 - a. Sew quilts and other sewing projects for hospital patients, homebound persons and nursing home residents.
- VII. Handyman Team**
 - a. Perform minor repairs and maintenance as acts of Christian love for individuals in our community who are unable to do them themselves
- VIII. Benevolence**
- IX. Medical Equipment**
- X. Just Kids**