|  |  |
| --- | --- |
|  | **St. Andrew’s**  **Volunteer Jobs**  January 2017 |

|  |  |  |
| --- | --- | --- |
| **Job** | **Job Description** | **Prime/Chair** |
| Audio Visual Equipment | Ensure equipment is working properly for all services and events. Maintain and purchase equipment as needed. | Ken Souliere |
| Audit swap | Attend an all-day Saturday workshop with other churches where financials are swapped for audit purposes. The treasurer attends along with two other members of St. Andrew’s. Teams swap books with other churches and conduct mini-audits. | Brian Hudson |
| Choir Manager/Librarian | Maintain library, manage choir communication, work with Music Director to plan choir events, concerts and fund raisers. | Rhonda Tees |
| Choir Member | Attend practices on Thursday evening (1.5 hrs.) and Sunday morning (30 min.) Undertake personal practice time as needed. Participate in worship, funeral and other special services, concerts and fundraisers as able. | Music Director |
| Collection during Sunday service | Pass collection plate to all congregants. Once collected bring plate to front of church. Wait for prayer and deposit plate on communion table. |  |
| Communications Officer | Design and maintain website and Staying *in Touch* e-mail. Write messages and news articles. Ensure all communication is current and relevant. Redesign website as needed based on priorities and activities. Write annual Fundraising letter to members. | Rhonda Tees |
| Gardening | Plant, weed, edge, prune, transplant and prepare beds for spring and winter. |  |
| Greeter | Welcome people as they arrive for services or events. Hand out bulletins. Answer questions or direct people to others who can provide answers and information. |  |
| Preparing collection for deposit | In conjunction with Nancy count the collections from Sunday service. This occurs during office hours the week after service. | Nancy |
| Reader | Review and practice passages. At the direction of the Minister and as indicated in the bulletin, read passages during service. |  |
| Sign Manager | In discussion with Minister determine what should be on the sign. Change sign regularly and as required. | Margie Argue  Joan Gillan |
| Worship Candles | Ensure candles are filled with oil every Sunday. Ensure supplies (matches and oil) are purchased and available. |  |

You might also consider joining one of the standing committees at St. Andrew’s or helping with the Sunday School

|  |  |
| --- | --- |
| Executive Council | Marilyn Snedden |
| Stewards | Bruce Hudson |
| Worship and Life | Joan Gillan |
| Ministry & Personnel | Dave Wilson |
| Special Events | Margie Argue |
| Pastoral Care |  |
| Sunday School | Bronwen Harmon |