

My Personal Time and Talent Commitment – 2013

St. James Presbyterian Church is able to provide many excellent programs and events to a wide range of interests because we have many talented and skilled people. Please review this form and identify areas where your talents or skills could be made available. A chairperson or member of the committee may contact you to explain more about how your skills can best be utilized by a committee. Please put your initials by those topics that are of special interest to you, then provide your name and contact information and return this form to the church office.

I am interested in serving as noted below: (Please use initials to mark the projects where you would like to offer your time and talent).

Building and Grounds: Responsible for maintaining the church building and grounds.

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| <input type="checkbox"/> Serve as committee member | <input type="checkbox"/> Custodial tasks weekly |
| <input type="checkbox"/> Monthly work party (2 nd Saturdays) | <input type="checkbox"/> Summer lawn watering |
| <input type="checkbox"/> Maintenance, installation, repairs. My skills are: | <input type="checkbox"/> Plant care |
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Christian Faith Formation (previously Christian Education): Plans and implements the educational programs for all ages. Responsible for youth programs and organizes the Youth Council of parents and volunteers. Youth programs are more activity oriented, but with a special emphasis on Christian values.

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| <input type="checkbox"/> Serve as committee member | <input type="checkbox"/> Member of Youth Council |
| <input type="checkbox"/> Church School Teacher | <input type="checkbox"/> Nursery Assistant |
| <input type="checkbox"/> Adult | <input type="checkbox"/> Create CFF Brochures |
| <input type="checkbox"/> Grade level | <input type="checkbox"/> Vacation church school helper |
| <input type="checkbox"/> Teacher assistant, grade _____ | <input type="checkbox"/> Youth group chaperone |
| <input type="checkbox"/> Substitute Teacher, grade _____ | <input type="checkbox"/> Library/computer entry/media center |

Congregational Life: Initiates and implements programs intended to create a warm and fun environment for events and activities that bring members together for fellowship. Supports other committee events by assisting with preparation and serving of meals. Oversees the care of kitchen, supplies, and dining and cooking wares.

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| <input type="checkbox"/> Serve as committee member | <input type="checkbox"/> Assist with Advent planning |
| <input type="checkbox"/> Help plan and host potluck and special events | <input type="checkbox"/> Greeters at events |
| <input type="checkbox"/> Habitat for Humanity work team | <input type="checkbox"/> Bread/soup/cookie maker |
| <input type="checkbox"/> Aid with special worship services or events | <input type="checkbox"/> Assist with Easter Sunday Brunch |
| <input type="checkbox"/> Assist with implementing women's annual retreat | <input type="checkbox"/> Tall Timber Family Retreat Coordinator |
| <input type="checkbox"/> Help with rebuilding cabin at Tall Timber Camp | <input type="checkbox"/> Organize Dinners for Eight |

Deacons Keeps in touch with members and participants, regarding their health and general welfare. Hosts Sunday morning coffee hospitality.

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| <input type="checkbox"/> Prepare meeting for family in crisis | <input type="checkbox"/> Available to make hospital, nursing home or home visits to shut-ins |
| <input type="checkbox"/> Transportation to Sunday church or special services | <input type="checkbox"/> Help with memorial services |
| <input type="checkbox"/> Make cookies as needed | |

Finance & Budget Committee: Develops preliminary and annual budget for Session approval; reviews monthly income and expense reports with Treasurer; conducts the annual Stewardship Drive.

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| <input type="checkbox"/> Serve as committee member | <input type="checkbox"/> Plan and coordinate annual pledge drive |
| <input type="checkbox"/> Offering Counter | <input type="checkbox"/> Plan and coordinate capital campaigns |
| <input type="checkbox"/> Volunteer Bookkeeper | <input type="checkbox"/> Volunteer Treasurer |

Membership Committee: Responsible for membership growth and retention.

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| <input type="checkbox"/> Serve as committee member | <input type="checkbox"/> Neighborhood outreach |
| <input type="checkbox"/> Sponsor new members | <input type="checkbox"/> WWU outreach |
| <input type="checkbox"/> Work on publicity and press releases for church | <input type="checkbox"/> Pulse mailing crew |
| <input type="checkbox"/> Help with website | |

Mission and Social Action: Studies and identifies mission and social action projects in the community and around the world. Keeps a calendar of mission activities and recommends funding for denominations mission efforts, community events and service organizations. Plans mission trips. Arranges Minute for Mission speakers to interpret a wide range of

needs during worship. Organizes monthly peace vigil in Bellingham/Ferndale. Encourages volunteer and financial support as a means to proclaim and witness to God's love for the world.

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| <input type="checkbox"/> Serve as committee member | <input type="checkbox"/> Angel tree helper or coordinator |
| <input type="checkbox"/> Food Bank Liaison | <input type="checkbox"/> Mission interpretation and activity planning |
| <input type="checkbox"/> Interfaith Coalition Liaison | <input type="checkbox"/> Skagit Hispanic Ministries Liaison |
| <input type="checkbox"/> WWU Students Progressive Christian Voices Liaison | <input type="checkbox"/> School Supplies Drive |
| <input type="checkbox"/> Correspond with selected missionaries | <input type="checkbox"/> Organize Crop Walk participation |
| <input type="checkbox"/> Help with Winter Coat and Blanket Drive | <input type="checkbox"/> Plan mission trip |

Personnel Committee: Responsible to advertise, interview and recommend the hiring of staff to fill vacancies. Also prepares job descriptions, does performance reviews, and recommends wage/salary amounts to Session

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| <input type="checkbox"/> Serve as committee member | <input type="checkbox"/> Substitute for church secretary |
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Presbyterian Women of Saint James: Organized to provide specialized mission support and fellowship.

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| <input type="checkbox"/> Participate as Board member (moderator, secretary, treasurer) | <input type="checkbox"/> Prayer Shawl ministry |
| | <input type="checkbox"/> Participate in the Association |

Session: Responsible for the overall operations and functioning of the church.

Serve as Clerk of Session - Maintains the official records of the church. Files denominational reports in a timely manner. Acts as the recording secretary for all meetings of the congregation and the Session. Coordinates with the pastor on the meeting agendas.

- Serve as a Presbytery Commissioner (ordained elders)
- Serve on General Assembly National Committee (ordained elders)
- Serve on Presbytery committee (ordained elders).

Worship Committee: Studies and identifies mission and social action projects in the community and around the world. Keeps a calendar of mission activities and recommends funding for denominations mission efforts, community events and service organizations. Plans mission trips. Arranges Minute for Mission speakers to interpret a wide range of needs during worship. Organizes monthly peace vigil in Bellingham/Ferndale. Encourages volunteer and financial support as a means to proclaim and witness to God's love for the world.

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| <input type="checkbox"/> Serve as committee member | <input type="checkbox"/> Music librarian |
| <input type="checkbox"/> Serve on Sacristy sub-committee whose members keep the sanctuary prepared for worship. | <input type="checkbox"/> Provide flowers from shop or yard |
| <input type="checkbox"/> Ushers | <input type="checkbox"/> Lector on Sundays or Reader at special services |
| <input type="checkbox"/> Head Usher – coordinates usher team | <input type="checkbox"/> Chancel choir |
| <input type="checkbox"/> Correspond with selected missionaries | <input type="checkbox"/> Soloist for special times |
| <input type="checkbox"/> Special non-English speaking/reading skills | <input type="checkbox"/> Audio/Video system operator |
| <input type="checkbox"/> Handbell choir | <input type="checkbox"/> Play in Sinfonietta 2 times per year |
| | <input type="checkbox"/> Write short meditation for Lenten Booklet |

Please Print Your Name(s), the initials used above and your phone number and e-mail address.

Your Name	Initials Used	Phone	e-mail address

I feel a person need or calling to do an activity not listed. Please call me so we can determine if it fits within and existing St. James program/committee. My name is:

I do not see anything listed that I can help with now, but maybe in the future, as I do want to be a participant in the programs and mission of the church. My name is:

Thank you for taking time to review this form.