



## **Northminster Presbyterian Church**

**2017—2018**

Grace to you and peace from God our Father and the Lord Jesus Christ! When we all come together to offer our varied gifts in God's name, we can accomplish "infinitely more than all we can ask or imagine, according to God's power that is at work within us" (Eph. 3:20). So please enjoy browsing this offering of the many ways in which you can be part of God's work through NPC, and consider in prayer and eager anticipation how you will share your time and talents.

You can convey your commitments either by completing a Volunteer Commitment form (one per person, please), and placing it in the offering plate or the box on the reception desk or on line at our website at [www.northminster-atl.org/ministries](http://www.northminster-atl.org/ministries). Any questions, contact Nancy Kinzer at [nkinzer@northminster-atl.org](mailto:nkinzer@northminster-atl.org).

## Table of Contents

<b>Shortcuts</b>	4
<b><u>Worship</u></b>	
<b>Worship Committee</b>	5
Liturgist	5
Sound Board Operator	5
Usher	5
Usher Captain / Co-Captain	6
Communion Preparation	6
Sanctuary Decorating	6
Advent Wreath Lighting	7
Wedding Guild	7
<b>Music</b>	
Adult Choir	7
Handbell Choir	8
Youth Choir	8
Music Makers (3 <sup>rd</sup> –5 <sup>th</sup> grade)	8
Cherubs (Kindergarten—2 <sup>nd</sup> grade)	8
<b><u>Spiritual Growth</u></b>	
<b>Spiritual Growth Committee</b>	9
<b>Children's Education</b>	
Sundays	9
Vacation Bible School	10
Nursery	10
<b>Youth Education</b>	11
<b>Adult Education</b>	11
<b><u>Youth</u></b>	
Youth Committee	11
Youth Volunteer Opportunities	12
<b><u>Welcoming and Care</u></b>	
<b>Membership Committee</b>	12
Greeters	13
Pound Cake Bakers and Takers	13
Welcoming New Members	13

<b>Congregational Care Committee</b>	14
Care Ministers	14
Caring Cards	14
Meals	15
Funeral Care	15
<b><u>Missions</u></b>	
<b>Mission Committee</b>	16
Yellow Bag Ministry	16
HomeStretch	16
North Fulton Community Charities	17
Family Promise	17
The Drake House	18
Weekend Mission Trip	18
Honduras Mission Trip	18
<b><u>Gatherings</u></b>	
<b>Fellowship Committee</b>	19
<b>Presbyterian Women</b>	
PW Coordinating Team	20
PW Circle Bible Study Groups	20
JOY Bible Study Group	20
<b>Men's Ministries</b>	
Men's Thursday Morning Group	21
Tuesday Night Men's Group	21
Men in Aprons	21
<b>Prime Timers</b>	21
<b><u>Behind the Scenes</u></b>	
<b>BFMC (Business &amp; Facilities Mgmt. Comm.)</b>	22
<b>Personnel, Nominating</b>	
<b>Stewardship Committee</b>	22
<b>Facilities Committee</b>	23
<b>CTC (Communications &amp; Technology Comm.)</b>	23
<b>Outreach Committee</b>	24
<b>Office Volunteers</b>	24

## ***Short-cuts***

<b><i>If your interest is...</i></b>	<b><i>See these pages...</i></b>
Teaching, Mentoring,	
Helping to lead .....	6, 9, 10, 11-13, 16-17, 18, 20,21
Working with Missions .....	16-19
Offering hospitality .....	5-6, 9, 12, 13, 15, 17, 19
Paying a friendly visit .....	14, 15
Music .....	7, 8
Cooking .....	12, 13, 15, 17, 19
Working outside .....	18, 22
Projects inside the church .....	17, 23
Travel .....	13, 18
Communications and Technology .....	5, 23
Helping to lead a program by	
serving on a committee	5, 9, 11, 12, 14, 16, 19, 22, 23, 24
One-event-at-a-time volunteering .....	5, 6, 7, 10, 15, 17, 19

# **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 the 3<sup>rd</sup> Monday every other month.

**Chair:** George Copenhaver, [gwopenhaver@gmail.com](mailto:gwopenhaver@gmail.com)

### **Volunteer Opportunity**

- Serve on the Worship Committee

### **Time Commitment**

- 7:30 to 9:00 pm on the 3<sup>rd</sup> Monday of 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**

- 15 minutes before service begins
- Prep time before service

## **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 worshippers to pews/areas of the church, take up offering, clean up the sanctuary after worship, 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 services on the first Sunday of each month and on Christmas Eve at 11:30 pm, Easter Sunday, and Maundy Thursday.

### **Communion Prep**

#### **Volunteer Opportunities**

- Saturday prep
- 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**

The Music Department at Northminster is an all-inclusive, full-graded choir program for Kindergarten through adults. Participants learn useful musical techniques while contributing to worship services.

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

**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
- Sundays 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:** 6<sup>th</sup> – 12<sup>th</sup> 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 MAKERS:** 3<sup>rd</sup> – 5<sup>th</sup> grade children study vocal techniques, music reading, and develop motor skills through established methods.

**Time Commitment**

- Rehearsals on Sunday nights from 5:00 to 6:00 pm
- 75 minutes on Sunday mornings once every 4 – 6 weeks

**CHERUBS:** Kindergarten through 2<sup>nd</sup> grade children develop aural and improvisational skills through movement, listening, and lots of singing.

**Time Commitment**

- Rehearsals on Sunday nights from 5:00 to 6:00 pm
- 75 minutes on a Sunday morning 4 times a year

**Volunteer Opportunities**

- Adult Choir
- Handbell Choir
- Youth Choir
- Music Makers
- Cherubs
- Music Makers adult Volunteer
- Cherubs adult Volunteer
- Instrumentalist



## **Spiritual Growth**

### ***Spiritual Growth Committee***

The Committee plans for and oversees Spiritual Growth for all ages in the church. The Committee meets on the 2<sup>nd</sup> Wednesday of each month.

**Chair:** Carol Coulter, [carol.coulter@comcast.net](mailto:carol.coulter@comcast.net)

#### **Volunteer Opportunity**

- Serve on the Spiritual Growth Committee

#### **Time Commitment**

- 7:30 to 9:00 pm on the 2<sup>nd</sup> Wednesday of each month

### ***Children's Education***

- **Classes** for ages 3 years through 5<sup>th</sup> 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
- **Way Cool Sunday Night** – NEW group for 3<sup>rd</sup> – 5<sup>th</sup> graders once a month on Sunday nights from 5:00 to 7:30 pm

#### **Volunteer Opportunities**

- Teach / Assist in leading a class
- Worship & Wonder – Lead or assist teaching a Bible story and craft for children
- Help facilitate Way Cool Sunday Night
- Prepare, clean out, and replenish our Children's worship bags mid-week
- 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
- Sunday evenings from 5:00 to 7:30 pm once a month to facilitate Way Cool gathering
- 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

**Nursery**

Volunteers work with the paid workers in the baby and toddler nurseries on Sunday mornings and other events as scheduled.

**Volunteer Opportunities**

- Nursery coordinator
- Nursery volunteer

**Time Commitment**

- Coordinator: 1 to 2 hours per month
- Volunteer: a one hour shift on Sunday mornings and other events as scheduled

## ***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.

A **Small Group Class** is offered for adults during Children and Youth choir rehearsals each Sunday evening.

### **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
- Sunday evening from 5:00 to 6:00 pm to facilitate a Small Group Class

## **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), ski trips to North Carolina, and mission trips to New Orleans, Asheville, Charlotte, Honduras, etc.

**Chair:** Linda Spagnola-Bragg, [lindasb@bellsouth.net](mailto:lindasb@bellsouth.net)

### **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 monthly on a Wednesday evening from 7:30 to 9:00 pm (Specific meeting dates are determined by the Committee)

## **Welcoming and Care**

### ***Membership Committee***

Insure that each person who enters the church receives a warm welcome, that they are invited to attend Inquirer classes, and that New Members become well connected in the life of the congregation during their first year of membership. The Committee meets on the 2<sup>nd</sup> Thursday of every other month.

**Chair:** Carla Ussery, [carla.ussery@verizonwireless.com](mailto:carla.ussery@verizonwireless.com)

### **Volunteer Opportunities**

- Serve in one or more of the ministries listed
- Provide leadership and guidance on development of an updated online directory
- Serve on the Membership Committee

### **Time Commitment**

- Varies by ministry (see next page)

- Online Directory – approx. 3 hours per month
- 7:00 to 8:30 pm the 2<sup>nd</sup> Thursday of every other month

### **Greeters**

Greet members and visitors as they enter the church before services.

#### **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**

- Serve as a sponsor for New Members
- Assist pastor in leading Inquirer classes
- Provide refreshments for Inquirer classes
- Contact first time visitors to connect with them and thank them for attending
- Stuff Blue Bags that are given to first time visitors

#### **Time Commitment**

- Membership classes – 3 Sundays per quarter during the Sunday School hour from 10 to 11 am
- New Member Sponsors offer hospitality to new members – time varies
- Blue Bags – 1 hour every month

## ***Congregational Care Committee***

Provide support and encouragement in several ways to NPC members and friends. The Committee meets on the 2<sup>nd</sup> Thursday of every other month.

**Chair:** Lisa Sills, [lisa.sills@gtri.gatech.edu](mailto:lisa.sills@gtri.gatech.edu)

### **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
- 7:00 to 8:30 pm on the 2<sup>nd</sup> Thursday of every other month

## **Care Ministers**

Make monthly visits to 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 once a month 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: one session of visiting per month plus a monthly check-in
- 1½ hours orientation with more as needed

## **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
- Provide / make the cards needed for this ministry
- Notify Congregational Care Committee of Communications

**Time Commitment**

- Varies

**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

**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

# **Missions**

## **Missions Committee**

Manage and participate in the mission opportunities at NPC.  
The Missions Committee meets on the first Monday of each month.

**Chair:** Debbie Miller, [debbie.miller@primerica.com](mailto:debbie.miller@primerica.com)

### **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 (see below)
- 7:00 to 9:00 pm on the first Monday of each 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
- Make home-made ice cream for Miss Mary's Ice Cream Crankin' in August
- Assist in fundraising or as needed

### **Time Commitment**

- Varies

## **Weekend Mission Trip**

Typically occurring in late September, 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

## **Honduras Mission Trip**

This is our annual one week Mission Trip to Rancho Paraiso in Central Honduras. While there, we partner with a village and undertake construction projects throughout the village, conduct Bible School with the children, make house visits, have a fiesta, and learn about our Honduran brothers and sisters.

### **Volunteer Opportunities**

- Away Team – travels to Honduras
- 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 Honduras 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 Honduras

## **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 on the 2<sup>nd</sup> Thursday of every other month.

**Chair:** Marline Kelly, [marlinekelly@bellsouth.net](mailto:marlinekelly@bellsouth.net)

**Volunteer Opportunities**

- Fall Kick-Off (August)
- Welcome Luncheons (October—May)
- Kirkin' o' the Tartans luncheon (November)
- Live Nativity refreshments (December)
- Chili Cook-Off (January)
- Mardi Gras Party (February)
- Easter Coffee (March / April)
- Host or organize small group activities
- Serve on the Fellowship Committee

**Time Commitment**

- Set up and clean up for each event
- 7:00 to 8:30 pm on the 2<sup>nd</sup> Thursday of every other month

**Other Skills / Abilities Needed**

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

## ***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.

**Moderator:** Sherri Rogers, [rogers4wolves@aol.com](mailto:rogers4wolves@aol.com)

### **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 3<sup>rd</sup> Tuesday evening of each month at 7 pm; Ruth Circle meets the 3<sup>rd</sup> 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

## ***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.

#### **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.

#### **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

## ***Prime Timers***

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

**Chair:** Julee Norris, [juleea1@mindspring.com](mailto:juleea1@mindspring.com)

#### **Volunteer Opportunities**

- Help coordinate this ministry

#### **Time Commitment**

- Lunch on the second Thursday 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 on the second Monday of each month (except in July).

**Chair:** Ben Rogers, [brogers@rh-law.com](mailto:brogers@rh-law.com)

#### **Volunteer Opportunities**

- Serve on the BFMC Committee
- Serve on the Personnel 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

### **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.

#### **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**

- 7:30 to 9:00 pm one Wednesday a month

## ***Facilities Committee***

Maintain the physical property of the church, both inside and out. The Committee meets on the 4<sup>th</sup> Wednesday of the month.

**Chair:** Fred Millard, [fmillard@eaglerocks.com](mailto:fmillard@eaglerocks.com)

### **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
- 7:30 to 9 pm on the 4<sup>th</sup> Wednesday of each month

### **Other Skills / Abilities Needed**

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

## ***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 on the first Thursday of each month.

**Chair:** Semmes Calvert, [stoufc@att.net](mailto:stoufc@att.net)

### **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
- 6:00 to 7:00 pm on the first Thursday of each month

## ***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 on the 3rd Thursday of each month.

**Chair:** Suzie Prante, [suzieprante@gmail.com](mailto:suzieprante@gmail.com)

### **Volunteer Opportunities**

- Help with communication efforts through social media, events, etc.
- Help with annual Live Nativity
- Help with annual Easter Egg Hunt
- Serve on the Outreach Committee

### **Time Commitment**

- Varies depending on activity
- 7:00 to 8:30 pm the 3<sup>rd</sup> Thursday of each month

## ***Office Volunteers***

### **Volunteer Opportunities**

- Collate weekly bulletins and/or occasional brochures, booklets, etc.
- Answer phones and greet visitors entering the building
- 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



**NORTHMINSTER**  
Presbyterian Church (USA)