

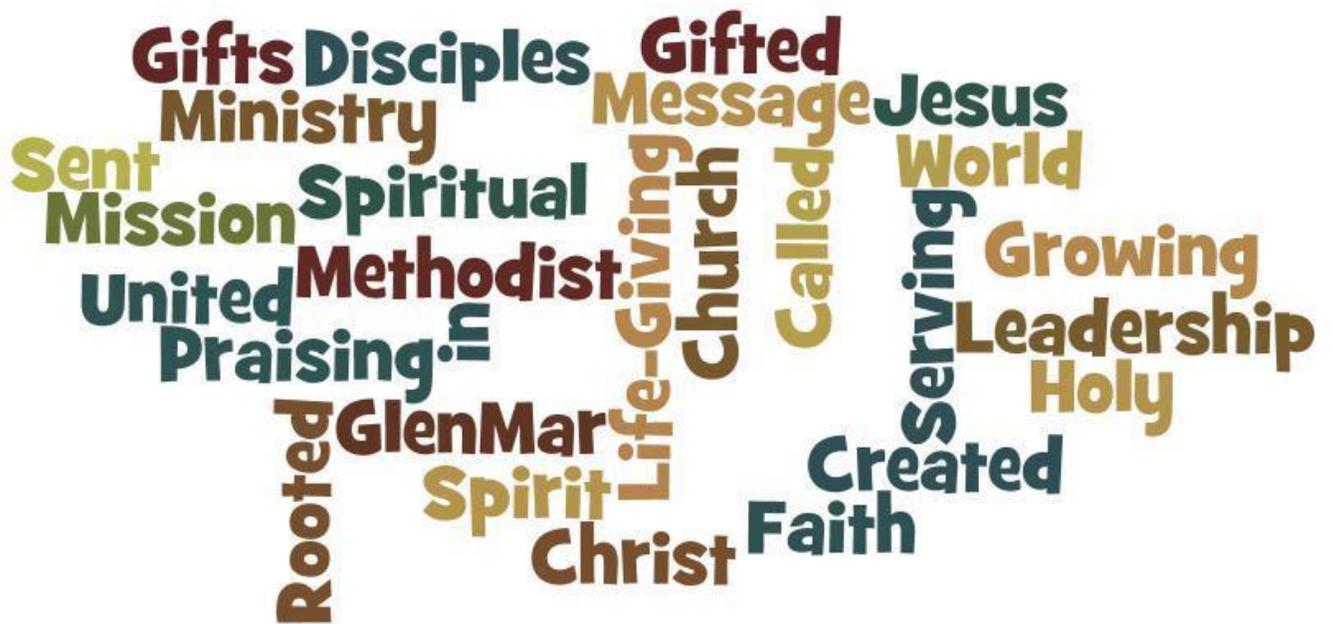
# **Guide to Ministries**

**2016**



praising God | growing disciples | serving the world

Glen Mar Church seeks to root people in the life-giving message of Jesus Christ



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How to use this guide.

Welcome!!

Each of us has unique gifts and talents that we can use to serve God. We hope that you will find this guide helpful in the process of connecting in ministry and growing as a Disciple through Glen Mar Church. This book contains servant descriptions, approximate time commitments and spiritual gifts that help suit one to a particular ministry. The guide is divided into the following sections.

**Praising God** – Help prepare the church building and God’s people for celebration and worship. Teams work together to support Glen Mar’s four weekend worship services through music, scripture, sound, visuals, ushering, and much more.

**Growing Disciples** – Consists of a multitude of teams in ministry with all ages of our community. Each ministry is unique in the ways it seeks to root people in the life-giving message of Jesus Christ for the development of Christian disciples. Sunday School, Confirmation classes, Bible studies and small groups related to Christian education and spiritual formation, are obvious parts. Other activities include but are not limited to Caring Ministries, Vacation Bible School, Glen Mar Day Camps, as well as Middle School and Senior High Youth Groups.

**Serving the World** – Support Glen Mar’s ongoing mission activities and missionaries and begin new mission efforts in our local, national and international communities. Funding is generated from fundraising activities for targeted mission projects and proceeds from the sale of gift cards.

**Administrative Ministries** – Ministries related to the order of the church.

**Appointed Ministries** – Members of these teams are invited to serve by the Leadership Development Team. If interested in serving with one of these groups, contact the Minister of Operations.

At the bottom of each ministry team description, specific spiritual gifts are listed. To find out more about Spiritual Gifts, a free online survey is available at [www.ministrymatters.com](http://www.ministrymatters.com) and is a good place to begin. Pastor for Community Life, Rev. Anna Schwartz, has many years experience helping people discover their unique giftedness and how they can use these gifts to serve. Please feel free to contact her at 410-465-4995, x206 or [Anna.Schwartz@GlenMarUMC.org](mailto:Anna.Schwartz@GlenMarUMC.org).

Contact any of the church staff listed as guides to learn more about a ministry that sounds like a good fit. Or feel free to suggest a new one! The staff directory with contact information is in the guidebook or available on the website, [www.glenmarumc.org](http://www.glenmarumc.org).

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# **Praising God**

**(Ministries Related to Worship at Glen Mar  
UMC)**

Name of Ministry: ACOLYTES

Servant Role: Acolytes

Description: Acolytes primarily participate in Glen Mar's festival services (Christmas, Holy Week and Easter) to light worship candles. Acolytes may also be asked to serve periodically for the 8:00 a.m. and 9:30 a.m. Sunday services. Acolytes light the altar candles at the beginning of the worship service and extinguish them at the conclusion of the service. Depending on the service, they may or may not wear robes.

Recruiting, teaching, training and scheduling are done by the Minister of Children and Families, the 3rd grade Sunday School teacher, and the Pastor for Worship. Ushers in the worship services help to shepherd acolytes.

Time Commitment: Approximately 75 minutes for each worship service, arriving no later than 15 minutes prior to the beginning of the worship service for which the acolyte is scheduled to serve.

Ministry Purpose: To enhance the congregation's worship experience by bringing the light of Christ into worship.

Spiritual Gifts: Helps, Service

Specific: Youth in Grades 3 and above

Guided by: Minister for Children & Families and the Pastor for Worship

Name of Ministry: ALTAR GUILD

Servant Role: Altar Guild Member

Description: Members of the Altar Guild ensure that the traditional altar is prepared for worship and that the font is prepared for baptisms on baptism Sundays. They are responsible for changing the altar paraments according to the church seasons; caring for the paraments, brass candlesticks, altar cross and flower vases; ensuring that the candles are filled with oil before traditional worship services; setting out baptismal candles and roses for the newly baptized; and keeping the inventory of worship supplies stocked. During the Christmas and Easter seasons, they make sure the poinsettias and Easter flowers are watered. Keeping the sacristy organized and making sure supplies are ordered in a timely fashion are also important responsibilities.

Time Commitment: Variable according to seasons and frequency of baptisms and funerals. Responsibilities can be divided among a team of people and assigned on a monthly rather than yearly basis.

Ministry Purpose: The work of the Altar Guild enhances worship by contributing to a sense of sacred space and by helping to facilitate an experience of God for the gathered worshipping community.

Spiritual Gifts: Service, Administration, Faith

Specific: Adults

Guided by: WORSHIP DESIGN TEAM AND PASTOR FOR WORSHIP

Name of Ministry: CHERUB CHOIR

Servant Role: Choir members

Description: The Cherub Choir participates in the worship services to provide musical offerings. It participates in the worship services every six to eight weeks during the school year, mostly during the 9:30 a.m. and 11:00 a.m. services. They also sing during special church services and events. Children learn to praise God through singing and playing introductory instruments such as desk bells, boom-whackers and percussion instruments.

Time Commitment: Approximately 30 minutes per week for rehearsal and 45 minutes for service participation. Time commitments for Walk to Bethlehem and family Christmas Eve services can be one to four hours each day.

Ministry Purpose: Supplement the worship service with musical offerings, with voices and some instruments. Age-appropriate sign language and other motions are taught in a nurturing environment.

Spiritual Gifts: Service

Specific: Children ages 4 1/2 years through first grade; Directors and Other Helpers - middle school students and older.

Guided by: DIRECTOR OF MUSIC, CHERUB CHOIR DIRECTORS AND PASTOR FOR WORSHIP

Name of Ministry: CHILDREN'S MINISTRY - CLERICAL TEAM

Servant Role: Volunteer

Description: Performing clerical tasks on a weekly basis related to the various elementary ministries (i.e. putting together Sunday School baskets for each class, preparing curriculum, organizing supplies).

Time Commitment: Approximately 3 hours weekly

Ministry Purpose: To organize materials, rooms, and curriculum for the elementary Sunday School program and other children's ministries activities as needed.

Spiritual Gifts: Helps, Service, Administration

Specific: Adults

Guided by: MINISTER FOR CHILDREN & FAMILIES

Name of Ministry: CHILDREN'S MINISTRY - SPECIAL EVENTS

Servant Role: Volunteer

Description: Children's Ministry Special Events includes various programs intended to focus on a specific topic through a variety of fun activities. Some events take place on a yearly basis; others may change from year-to-year. Volunteers are needed to help with planning, shopping, leading, setup, cleanup, etc. Some of the events are led by other groups in the church: YOAM, Girl Scouts, Missions, etc.

Time Commitment: 1-4 hours during the event or in planning.

Ministry Purpose: To guide elementary-age children on their faith walk through fun teaching tools and activities.

Special Gifts: Administration, Teaching, Leadership, Shepherding, Helps

Specific: Volunteers include youth and adults who have received Safe Sanctuaries training

Guided by: MINISTER FOR CHILDREN & FAMILIES AND FAMILY COUNCIL.

Name of Ministry: CHILDREN'S WORSHIP BAGS

Servant Role: Maintaining Bags

Description: Maintaining the children's worship bags includes removing used materials such as coloring pages and refilling with supplies such as crayons, pencils, work sheets and other age-related items.

Time Commitment: It takes about 1-2 hours per month to complete this job. The schedule is flexible.

Ministry Purpose: To engage young children when they attend worship.

Spiritual Gifts: Administration, Service

Specific: Adults

Guided by: MINISTER FOR CHILDREN & FAMILIES AND FAMILY COUNCIL

Name of Ministry: COMMUNION SERVERS

Servant Role: Communion Server

Description: Paired with another servant, Communion servers offer the bread or cup to members of the congregation at one of the Glen Mar's four weekend worship services. There are also opportunities throughout the year to serve as a Communion server at special/holiday services where Communion is celebrated.

Time Commitment: Communion is celebrated at Glen Mar on the first Saturday and Sunday of every month. Communion servers serve at one of the services once every three to four months. New servers will receive training.

Ministry Purpose: To help worshipers experience the gracious presence of Christ that he promised to us in Holy Communion.

Spiritual Gifts: Faith, Service, Exhortation

Specific: Adults and youth who have gone through Confirmation are welcome to be Communion Servers.

Guided by: PASTORS' ASSISTANT AND PASTOR FOR WORSHIP

Name of Ministry: COMMUNION STEWARDS

Servant Role: Communion Steward

Description: Communion stewards help prepare the altar and the additional Communion Table on Communion weekend and at other special services. They set out the bread and juice before the start of the service and properly dispose of any leftover elements from the previous service. The head communion stewards maintain a supply of grape juice and gluten-free crackers and are in charge of ordering bread for Communion weekends and special services where Communion is served. They also assemble the take-home Communion bags that are made available to the congregation each month.

Time Commitment: Communion is celebrated at Glen Mar on the first Saturday and Sunday of every month. Volunteer time is 20-25 minutes once a month.

Ministry Purpose: To create opportunities for worshipers to experience the gracious presence of Christ that he promised to us in Holy Communion.

Spiritual Gifts: Service, Faith

Specific: Adults

Guided by: WORSHIP DESIGN TEAM AND PASTOR FOR WORSHIP

Name of Ministry: COVENANT RINGERS

Servant Role: Handbell Ringers

Description: The 13-member handbell choir meets to prepare advanced-level music (levels 3, 4, and 5) for various Sunday worship services and festival services.

Time Commitment: Covenant Ringers rehearses once a week for approximately 80 minutes between September and mid-June.

Ministry Purpose: To glorify God through music and inspire the congregation to worship God

Spiritual Gifts: Faith, Service

Specific Age: (Age/Grade) Youth and adults with ringing experience (or instrumental experience of 4 or more years) and advanced rhythm and note-reading ability. (Ringers do not need to be members of Glen Mar to ring in this choir.)

Guided by: DIRECTOR OF MUSIC AND PASTOR FOR WORSHIP

Name of Ministry: ECHOES OF JOY

Servant Role: Handbell Ringers

Description: 13 members of the hand bell choir meet to prepare intermediate-level music for Sunday worship and festival services.

Time Commitment: Echoes of Joy rehearses once a week for approximately an hour between September and mid-June.

Ministry Purpose: To glorify God through music and inspire the congregation to worship God.

Spiritual Gifts: Faith, Service

Specific: Youth and adults with beginning rhythm and note-reading ability. (Ringers do not need to be members of Glen Mar to ring in this choir.)

Guided by: DIRECTOR OF MUSIC AND PASTOR FOR WORSHIP

Name of Ministry: 5:00 MUSIC TEAMS

Servant Role: Musician, Worship Leader

Description: The 5:00 p.m. music team provides musical leadership at Glen Mar's weekly Saturday casual worship service. Instrumentation is primarily acoustic, and the repertoire is eclectic, including some mainstream contemporary worship music, re-harmonizations of traditional hymns, and some acoustic rock. Through music, prayer and invitation, the team inspires the congregation to a deeper relationship with God.

Time Commitment: Approximately 4 hours for each week of musical leadership, which includes a 1.5 hour pre-service rehearsal and warm-up (3:30-5:00 p.m.) and a 1-hour worship service commitment. Musicians are welcomed to participate as there is need for their instrument or voice part, and they may commit to leading on a regular basis or as a substitute.

Ministry Purpose: To invite and inspire worshipers to experience and respond to the living God through music.

Spiritual Gifts: Service, Faith, Leadership, Exhortation

Specific: Open to adults and youth who demonstrate instrumental/vocal proficiency. Must be able to commit to rehearsals.

Guided by: MINISTER FOR CONTEMPORARY MUSIC AND PASTOR FOR WORSHIP

Name of Ministry: 11:00 MUSIC TEAMS

Servant Role: Musician, Worship Leader

Description: The 11:00 a.m. music team provides musical leadership at Glen Mar's weekly 11:00 praise service. Their repertoire includes mainstream contemporary worship music, contemporary gospel and new arrangements and re-harmonizations of traditional hymns. Through music, prayer and invitation, the team inspires the congregation to worship God.

Time Commitment: Approximately 4.5 hours for each week of musical leadership, which includes a weekly 2-hour evening rehearsal, a 1.5-hour pre-service rehearsal and warm-up (9:30-11:00 a.m.), and a 1-hour worship service commitment. Musicians are welcomed to participate as there is need for their instrument or voice part, and they may commit to leading on a regular basis or as a substitute.

Ministry Purpose: To invite and inspire worshipers to experience and respond to the living God through music.

Spiritual Gifts: Service, Faith, Leadership, Exhortation

Specific: Open to adults and youth. Must be able to follow written sheet music and commit to rehearsals. Interested musicians should contact the Minister for Contemporary Music to schedule an audition.

Guided by: MINISTER FOR CONTEMPORARY MUSIC AND PASTOR FOR WORSHIP

Name of Ministry: FLOWER DELIVERERS

Servant Role: Flower Deliverer

Description: Flower deliverers package the weekend's altar flowers after the 11:00 a.m. Sunday service and deliver them to the homes of two individuals or families each week for one month. Every week, the Minister for Congregational Care selects individuals or families to receive altar flowers. These are persons who have recently experience a joy to be celebrated, such as a birth or milestone birthday/anniversary, or a difficulty, such as a health concern or the death of a loved one. Flower deliverers receive a folder each Sunday with directions to the homes of each recipient, as well as cards from the church to accompany the flowers.

Time Commitment: Approximately 1-2 hours each Sunday for one month of the year.

Ministry Purpose: To help individuals and families know that they are cared for and prayed for by the church.

Special Gifts: Mercy, Helps, Service

Specific: Adults who are able to provide their own transportation.

Guided by: MINISTER FOR CONGREGATIONAL CARE

Name of Ministry: GREETERS

Servant Role: Greeter

Description: After members of the parking lot ministry, greeters extend the first sign of hospitality and welcome to persons entering the church. With a smile and words of welcome, greeters open doors for persons coming into the church. Greeters are also stationed at other visible points of connection in the upper and lower Gathering Place to greet worshipers and direct visitors to places like restrooms, the nursery, and Sunday School.

Time Commitment: Approximately 35-40 minutes once a week for a month, every four months (approximately 25-30 minutes before worship, and about 10 minutes after worship.)

Ministry Purpose: To help visitors and regular attendees experience the love and radical welcome of Jesus Christ.

Spiritual Gifts: Hospitality, Helps

Specific: Adults, youth, and children. Family participation is encouraged.

Guided by: PASTORS' ASSISTANT AND PASTOR FOR WORSHIP

Name of Ministry: HOLIDAY DECORATING

Servant Role: Holiday Decorator

Description: Holiday decorators prepare the Spirit Center and Gathering Place for Christmas, Holy Week, and Easter. This may include any number of projects, including but not limited to hanging swags and wreaths, assembling and decorating the Christmas tree, setting up the nativity, arranging poinsettias and Easter lilies, and setting up and decorating the cross in the Gathering Place. After each season is over, servants are also needed to take down and store seasonal decorations.

Time Commitment: Variable according to the season, project and each servant's availability. Servants may choose to work on a single project or to help oversee the decorating for an entire season.

Ministry Purpose: To enhance people's experience of the church's liturgical seasons by creating attractive and festive worship and gathering spaces.

Spiritual Gifts: Service, Administration

Specific: Adults and youth

Guided by: PASTOR FOR WORSHIP

Name of Ministry: JOYFUL NOISE SINGERS

Servant Role: Singers

Description: The Joyful Noise Singers is a singing and ringing (chimes) experience for children in grades 2-5. They provide leadership in worship approximately every 6 weeks, primarily at the 9:30 and 11:00 a.m. services.

Time Commitment: Junior Choir meets on Sunday mornings from 10:45 to 11:30 a.m. They participate in various worship services and on special occasions between September and May.

Ministry Purpose: To facilitate spiritual and musical growth through singing and ringing for the glory of God and for the benefit of the congregation.

Spiritual Gifts: Faith, Service

Specific: Children in 2nd-5th grade who enjoy singing and playing instruments. (Children need not be members of Glen Mar to participate.)

Guided by: DIRECTOR OF MUSIC, VOLUNTEER CHOIR DIRECTORS AND PASTOR FOR WORSHIP

Name of Ministry: LAY READERS

Servant Role: Lay Reader

Description: Reads the scripture lesson(s) aloud for the congregation in one of Glen Mar's four weekend worship services. There are also opportunities throughout the year to serve as a lay reader at special/holiday services.

Time Commitment: 1¼ hours for each Saturday evening or Sunday morning worship service (arriving 15 minutes before each one-hour service), plus at-home prayer and preparation time. Lay readers are placed on a rotation for any of Glen Mar's three Sunday worship services, where they are asked to read the scripture lesson(s) approximately once a quarter.

Ministry Purpose: Lay readers help the congregation encounter the living Word of God.

Spiritual Gifts: Faith, Exhortation, Knowledge

Specific: Adults, youth and children. A brief training is required for all new lay readers, and a refresher training provided annually.

Guided by: PASTORS' ASSISTANT AND PASTOR FOR WORSHIP

Name of Ministry: LITURGISTS

Servant Role: Liturgist

Description: Leads the congregation in the Call to Worship, the opening and closing prayers, the Lord's Prayer, and a pastoral prayer for the Prayers of the People at the 8:00 and 9:30 a.m. services on Sunday. There are also opportunities throughout the year to serve as a liturgist at special/holiday services.

Time Commitment: 1 ¼ hours for each Sunday morning worship service (arriving 15 minutes before each 1-hour service), plus at-home prayer and preparation time. Liturgists are placed on a rotation for the 8:00 and 9:30 a.m. service, where they are asked to serve approximately once a quarter.

Ministry Purpose: Liturgists help guide the congregation in prayer and direction their attention toward God.

Spiritual Gifts: Faith, Exhortation, Knowledge

Specific: Adults and youth. Training is required for all new liturgists, and refresher training is provided annually.

Guided by: PASTORS' ASSISTANT AND PASTOR FOR WORSHIP

Name of Ministry: MEMORIAL LUNCH COORDINATOR

Servant Role: Greeting, food preparation, shopping, serving, and clean-up

Description: Work with the Pastors' Assistant to provide luncheons or receptions for funerals held at Glen Mar. Upon notification of funeral times and arrangements, contact members of the Memorial Luncheon Committee and coordinate food shopping, preparation, set up, food service and clean up. Serve as a guide and point person during the luncheon for food service.

Time Commitment: Can rotate service with one other Coordinator as schedules allow. Approximately 4 hours on site needed when a funeral occurs. Additional time could be needed to purchase food.

Ministry Purpose: To honor the deceased and provide hospitality and comfort for the family and friends of the deceased.

Spiritual Gifts: Help, Service

Specific: Youth and adults.

GUIDED BY: THE PASTORS AND PASTORS' ASSISTANT

Name of Ministry: MEMORIAL LUNCH COMMITTEE

Servant Role: Greeting, food preparation, shopping, serving, and clean-up

Description: Committee members assist the Memorial Luncheon Coordinators with one or more of the following needs: food shopping and preparation from an established menu for a memorial luncheon or reception, setting up tables for service, serving and replenishing food and clean up. As staffing allows, greet and direct those attending the service to the Spirit Center.

Time Commitment: Approximately 2 -3 hours as needed when a funeral occurs. Committee members can stay for part or all of the time as availability allows.

Ministry Purpose: To honor the deceased and provide hospitality and comfort for the family and friends of the deceased.

Spiritual Gifts: Help, Service

Specific: Youth and adults.

GUIDED BY: THE PASTORS AND PASTORS ASSISTANT

Name of Ministry: MEN'S CHOIR

Servant Role: Singers

Description: Vocal Ensemble for tenors and basses who sing to serve and support in various worship services and on special occasions. Ministry repertoire includes mostly accompanied and unaccompanied sacred choral music.

Time Commitment: Men's Choir meets twice per month for an hour and 15 minutes.

Ministry Purpose: To glorify God through music while offering music on behalf of the congregation as a sacrifice of praise.

Spiritual Gifts: Faith, Service

Specific: (Age/Grade) Open to older high school youth and adults (no audition required, just a love for singing). Singers need not be members of Glen Mar to participate.

GUIDED BY: DIRECTOR OF MUSIC AND PASTOR FOR WORSHIP

Name of Ministry: MUSIC MINISTRY VOLUNTEER

Servant Role: Organizing and filing music

Description: The volunteer would file new music as it arrives and music that has been performed. New folders would be labeled and added as necessary.

Time Commitment: Two to three hours per month once the system is learned. Wednesdays would be the preferable day of the week.

Ministry Purpose: To assist the Minister of Music and various music ensembles by maintaining music and organizing for easy storage and accessibility.

Spiritual Gifts: Administration, Helps

Specific: Adult or older High School youth

Guided by: DIRECTOR OF MUSIC

Name of Ministry: SANCTUARY CHOIR

Servant Role: Singers

Description: The Sanctuary Choir serves and supports at various worship services and sings weekly at the 9:30 a.m. worship service between September and mid-June. Reading music and auditions are not required. Choir repertoire includes spirituals, hymn concertatos, classic works, and contemporary sacred. During Christmas and Easter seasons some extra rehearsals are necessary.

Time Commitment: Rehearsals are once per week for 90 minutes and performances take place during the 9:30 service.

Ministry Purpose: To glorify God through music while offering music on behalf of the congregation as an expression of praise.

Spiritual Gifts: Faith, Service

Specific: (Age/Grade) This choir is open to older high school youth and adults (no audition required, just a love of singing and making music to the Lord). Singers need not be members of Glen Mar.

GUIDED BY: DIRECTOR OF MUSIC, CHOIR DIRECTORS, AND PASTOR FOR WORSHIP

Name of Ministry: SINGERS @ 8

Servant Role: Singers

Description: Singers@8 sing for 8:00 a.m. worship the third Sunday of each month, generally between September and June. This ensemble sings praise to God while leading the congregation with hymn singing. Periodically, Singers@8 joins the Sanctuary Choir for special services such as Palm Sunday, Easter, Christmas Eve, etc. It may also include singing for community programs with other church choirs throughout the year.

Time Commitment: Meet for rehearsals at least twice monthly for one hour. Other rehearsals as needed for special events.

Ministry Purpose: Participate in leading worship for the Glen Mar community, particularly for the 8:00 a.m. worship service, and to help root people into the life-giving message of Jesus Christ.

Spiritual Gifts: Faith, Service

Specific: All adult voices are welcome (soprano, alto, tenor, bass). Join us for singing and fellowship.

GUIDED BY: DIRECTOR OF MUSIC AND PASTOR FOR WORSHIP

Name of Ministry: SISTERS IN SONG

Servant Role: Singers

Description: Sisters in Song (SIS) sings for worship several times a quarter as needed and available, generally between September and June. This all-women vocal ensemble ministers through a varied musical repertoire including a cappella and accompanied selections, and features sacred and hymn anthems and spirituals. Opportunities to participate in community or special events are also available.

Time Commitment: Meet for rehearsals at least twice monthly for 30 minutes. Other rehearsals as needed for special events.

Ministry Purpose: Participate in leading worship for the Glen Mar community and helping root people into the life-giving message of Jesus Christ.

Spiritual Gifts: Faith, Service

Specific: Calling all women (high school age and beyond). Come join us for fellowship and wonderful singing.

GUIDED BY: DIRECTOR OF MUSIC AND PASTOR FOR WORSHIP

Name of Ministry: SOLOS AND DUETS

Servant Role: Singers and Instrumentalists

Description: Opportunities for solos and duets are available as a way to support and serve in a variety of worship services throughout the year, especially in the summer months. Rehearsals are scheduled as requested and needed.

Time Commitment: Rehearsals are dependent upon the skill level of the soloist or duet pair. Two or three 45-minute rehearsals are offered to the singer(s).

Ministry Purpose: To glorify God through music while offering music on behalf of the congregation as an expression of praise.

Spiritual Gifts: Faith, Service

Specific: (Age/Grade) open to youth and adults; some experience is helpful, especially for instrumentalists.

GUIDED BY: DIRECTOR OF MUSIC, CHOIR DIRECTORS, AND PASTOR FOR WORSHIP

Name of Ministry: SUMMER CHOIR (“No Strings” Choir)

Servant Role: Singers

Description: “No Strings” choir is a vocal ensemble which meets only during the summer months to provide music support for worship and to assist in leading the congregation in worship.

Time Commitment: There are four or five rehearsals and Sunday performances for this vocal ensemble. Singers meet once per week for one hour and perform for the 8:00 and/or 9:30 a.m. worship services on the following Sunday after rehearsal. No experience is necessary, just a love for singing.

Ministry Purpose: To glorify God through music while offering music on behalf of the congregation as an expression of praise.

Spiritual Gifts: Faith, Service

Specific: (Age/Grade) High School and adult singers are welcome to sign up for this summer ensemble in June of each year. Singers need not be members of Glen Mar.

Guided by: DIRECTOR OF MUSIC, CHOIR DIRECTORS AND PASTOR FOR WORSHIP

Name of Ministry: USHERS

Servant Role: Usher

Description: Ushers extend a welcome to church attendees by handing out worship bulletins and children's worship bags; help people find seats in the worship space; provide a visible point of contact for visitors with questions; and assist worshipers who may have accessibility needs. They facilitate the flow of worship by ensuring the altar candles are lit prior to the start of worship; distributing and collecting the attendance pads; collecting and presenting the offering; directing worshipers to receive Holy Communion; and helping to maintain order in the event of an emergency. They also maintain an accurate attendance record. In addition to regular weekend worship services, ushers may be called upon to serve at funerals and special/holiday worship services.

Time Commitment: Approximately 1 ½ hours each week for a month, three times a year (arriving 25 minutes before the start of the service at which they are to serve, and remaining 5 - 10 minutes after the end of each service.)

Ministry Purpose: To help visitors and regular attendees experience the radical hospitality of Jesus Christ, and to help facilitate the flow of worship.

Spiritual Gifts: Administration, Hospitality, Leadership

Specific: Adults and youth. Families with children are encouraged to participate together.

Guided by: PASTOR FOR WORSHIP

Name of Ministry: VOICES OF PRAISE

Servant Role: Singers

Description: Youth choral group (grades 6-12) who wish to serve and support worship through singing praises to God.

Time Commitment: Sundays, 8:30 – 9:15 a.m. Performances every 4-5 weeks at the 8:00 or 9:30 a.m. service.

Ministry Purpose: To glorify God through music while offering music on behalf of the congregation as a sacrifice of praise.

Spiritual Gifts: Faith, Service

Specific: (Age/Grade) Youth in grades 6 – 12 – no audition required, just a love for singing

GUIDED BY: DIRECTOR OF MUSIC, CHOIR DIRECTORS AND PASTOR FOR WORSHIP

Name of Ministry: WALK TO BETHLEHEM

Servant Role: This all-church event includes many opportunities for people of all ages, talents, and gifts.

Description: A wide variety of volunteer opportunities include guides, actors, singers, construction, set design, parking lot attendants, greeters, refreshments, costume care, and more.

Time Commitment: This varies depending on the servant role. Some of the preparation is done in advance and is flexible; other roles are needed during the weekend event, which is held in early December.

Ministry Purpose: To communicate the gospel message of Jesus' birth to the community outside our church home.

Spiritual Gifts: Administration, Teaching, Shepherding, Service, Leadership, Helps, Evangelism, Faith, Hospitality

Specific: Great family ministry event with all ages welcome. Children must have an adult with them to volunteer.

Guided by: MINISTER FOR CHILDREN & FAMILIES AND PASTOR FOR COMMUNITY LIFE

Name of Ministry: WELCOME CENTER TEAM

Servant Role: Welcome Center Host

Description: Welcome Center Hosts staff Glen Mar's Welcome Center before, during and after each worship service on Saturday evening and Sunday morning. They provide a warm welcome to visitors as they enter the church; are present to direct families with children to the nursery or Sunday School; answer any questions about the church and its ministries (or connect them to someone who can); and provide a hospitable point of connection after worship by distributing gift bags and inviting them to share contact information that will be used for visitor follow-up.

Time Commitment: Approximately 1½ to 1¾ hours for two consecutive weeks, once every three months. Hosts arrive approximately 20 minutes before the worship service for which they are to serve, and they stay approximately 15-20 minutes after worship in order to connect with any visitors.

Ministry Purpose: To extend the radical hospitality of Christ to Glen Mar's visitors by offering a visible point of connection on Saturday evenings and Sunday mornings.

Spiritual Gifts: Hospitality, Helps

Specific: Adults

Guided by: WELCOME CENTER COORDINATOR AND PASTOR FOR WORSHIP

Name of Ministry: WORSHIP A/V TEAM

Servant Role: Sound Technician/Multimedia Technician

Description: The Worship A/V Team provides audio and visual support for each of Glen Mar's four weekly worship services, all special/holiday services, funerals, church events, and weekly rehearsals where amplification is needed. Members of this team set up and put away all microphones, cables, and monitors for each event; they capture audio recordings of worship services and other events as requested. They support worship by mixing sound for musical groups and anticipating audio needs throughout. A minimum of 9 volunteers is needed each weekend; volunteers sign up via an email program.

Time Commitment: Varies depending on the time of the worship service or event and its tech requirements. Average commitment is about 2.5 hours per 1 hour service or 3.5 hours per 2 hour rehearsal for audio. For multimedia, commitment is 1.5 hours per 1 hour service.

Ministry Purpose: To provide technical support for worship services and events that will encourage participants to experience and respond to God's presence.

Spiritual Gifts: Service, Craftmanship

Specific: Adults and youth who are willing to be mentored by current audiovisual technicians.

Guided by: PASTOR FOR WORSHIP, WORSHIP A/V LEAD

Name of Ministry: WORSHIP DESIGN TEAM

Servant Role: Worship Design Team Member

Description: The Worship Design Team generates, coordinates and implements the creative aspects of the Saturday evening and Sunday morning worship experience (including all displays, dramas, digital media and congregational responses). The team helps the congregation connect more deeply with God through creative work that supports sermon series themes and the seasons of the Christian year.

Time Commitment: Varies according to the season and the length of sermon series. The design team meets about one to two times each month, with meetings lasting approximately two hours. Additional creative work is done outside of the meetings in order to implement the team's ideas. Persons interested in serving on the Worship Design Team who are unable to commit year-round may serve seasonally or on individual sermon series as time allows.

Ministry Purpose: To creatively communicate God's message and mission, and to create an environment where worshipers can experience and respond to the living God in their midst.

Spiritual Gifts: Wisdom, Knowledge, Administration

Specific: Adults

Guided by: PASTOR FOR WORSHIP

Name of Ministry: WORSHIP LEADERS

Servant Role: Worship Leader

Description: Worship leaders offer the opening welcome in each of Glen Mar's four worship services; they provide points of orientation for anyone who is visiting or relatively new to Glen Mar; they communicate the Prayers of the People (joys and concerns) to the congregation; and they invite people to respond to God's grace through the giving of their prayers, presence, gifts, service, and witness by introducing the offering and the weekly spotlight ministries.

Time Commitment: Approximately 1 hour and 15 minutes once every two months, plus at-home prayer and preparation.

Ministry Purpose: To invite and inspire God's people to worship, and to extend the welcome of Christ to our visitors and regular attendees.

Spiritual Gifts: Faith, Exhortation, Leadership, Wisdom

Specific: Adults or youth who have been through Confirmation. Training is required for all new worship leaders, and a refresher training is provided annually.

Guided by: PASTOR FOR WORSHIP

Name of Ministry: YOUTH HANDBELLS

Servant Role: Ringers

Description: 9-13 member handbell choir meets to prepare beginning to intermediate level music for Sunday worship and special occasions.

Time Commitment: Youth Bells rehearses weekly for one hour between September and mid-June.

Ministry Purpose: To glorify God through music while offering music on behalf of the congregation as a sacrifice of praise.

Spiritual Gifts: Faith, Service

Specific: (Age/Grade) Youth in 6th grade and up with beginning rhythm and note-reading ability. (Ringers do not need to be members of Glen Mar to ring in this choir.)

GUIDED BY: DIRECTOR OF MUSIC, VOLUNTEER CHOIR DIRECTORS, AND PASTOR FOR WORSHIP

# **Growing Disciples**

**(Ministries Related to Nurture and Growth at  
Glen Mar UMC)**

Name of Ministry: CARING MINISTRIES

Servant Role: Caring Ministers

Description: Caring Ministers are members of the Glen Mar community who are trained to provide basic pastoral care. Caring Ministers are in contact with those who are anticipating surgery, available to make hospital visits, and reach out to communicate or visit with members of the congregation for whom we have been praying.

Time Commitment: 24-hour period as scheduled

Ministry Purpose: To be first-responders to hospital emergencies, to make prayer calls or visits before surgery, to make hospital visits and follow-up calls in place of pastoral staff. To bring the peace, assurance and comfort of Christ to those in need. To keep the Minister of Congregational Care informed about those in need, and coordinate with the pastors in an urgent or emergency situation.

Spiritual Gifts: Helps, Service, Prayer, Discernment

Specific: Adults with training

Guided by: MINISTER FOR CONGREGATIONAL CARE

Name of Ministry: 9:30 SUNDAY SCHOOL - CHILDREN

Servant Role: Teachers

Description: Teachers prepare and present a weekly lesson to a group of children, ages pre-school to 5<sup>th</sup> grade. Curriculum is in place for each grade.

Time Commitment: Weekly, 9:15 -10:30 a.m., plus planning time. Lead teachers are expected to be in the classroom at least two times a month. Assistants need to be present at least once a month.

Ministry Purpose: To teach children about faith issues and guide them in their growth as disciples.

Spiritual Gifts: Teaching, Shepherding

Specific: Adults

GUIDED BY: MINISTER FOR CHILDREN & FAMILIES AND PASTOR FOR COMMUNITY LIFE

Name of Ministry: 11:00 CHILDREN'S WORSHIP

Servant Role: Adult leaders

Description: Adult leaders take part in children's worship through: drama, puppets, message and music. The relationship between the adults and children is essential to help develop the child's connection to their church and their relationship with God.

Time Commitment: Weekly, 10:30-12:00 a.m., plus planning time. The weekly commitment can change depending on what your role is for the lesson.

Ministry Purpose: To teach children about faith issues and guide them in their growth as disciples.

Spiritual Gifts: Teaching, Shepherding, and Evangelism

Specific: Adults and Youth

GUIDED BY: MINISTER FOR CHILDREN & FAMILIES AND PASTOR FOR COMMUNITY LIFE

Name of Ministry: CHURCH CHILDCARE

Servant Role: Childcare Provider

Description: To provide care for parents who attend worship services, evening meetings and functions throughout the year in the church. Paid staff provide childcare to children 2 and under. Volunteer opportunities are available for anyone 16 years of age and older.

Time Commitment: Varied, according to needs and requests.

Ministry Purpose: The trained staff provides a safe and fun environment where the children are cared for, nurtured and learn more about God.

Spiritual Gifts: Faith, Service, Helps, Mercy

Specific: 16 years and older. All staff must attend Safe Sanctuaries Training

Guided by: MINISTER FOR CHILDREN & FAMILIES AND CHURCH CHILD CARE  
COORDINATOR

Name of Ministry: CIRCLE MAKERS

Servant Role: Intercessory Prayer

Description: To meet with individuals, couples or families following one of the worship services for intercessory prayer in the chapel. Volunteers would offer encouragement and comfort through prayer for people seeking spiritual support.

Time Commitment: Varies but typically 10-20 minutes on site and perhaps additional private prayer throughout the remainder of the week.

Ministry Purpose: To offer encouragement and comfort for those seeking spiritual support.

Spiritual Gifts: Faith, Service

Specific: Adults

Guided by: MINISTER FOR CONGREGATIONAL CARE

Name of Ministry: COLLEGE CARE PACKAGES (YOU'VE GOT MAIL)

Servant Role: Assembly of care packages for college students from Glen Mar

Description: Four times a year, congregation members bring items to include in a care package for students attending college. These are assembled in packages and mailed to the students.

Time Commitment: Four times a year for 1-2 hours.

Ministry purpose: To provide support and encouragement to college students and to let them know that they continue to be in the thoughts and prayers of their fellow church members.

Spiritual Gifts: Helps, Faith, Service

Specific: Adults, Youth and Children; families could be involved in this together

Guided by: MINISTER OF CONGREGATIONAL CARE, GLEN MAR COLLEGE CARE PACKAGES VOLUNTEER COORDINATOR

Name of Ministry: CONFIRMATION CLASS

Servant Roles: Confirmation Lead Team, Guest Teacher

Description: The 8<sup>th</sup> grade Confirmation class meets weekly for an entire school year. The class participates in three retreats, field trips and special events, and several service projects. Guest teachers are needed to teach one or more Sunday morning classes – curriculum is provided. Together with the Youth Ministers, the members of the Lead Team plan the Confirmation process (curriculum is provided), are present at each class meeting and activity on a rotating basis, and are instrumental in guiding the Confirmation students in their journey.

Time Commitment: Guest teacher: 9:15 – 10:30 a.m. one or more Sundays plus planning time. Lead Team: Planning meetings during summer and occasionally during school year, 9:15 – 10:30 a.m. Sundays on a rotating basis, and special events.

Ministry Purpose: To guide Confirmation students in their journey toward taking responsibility for their own faith lives through a profession of faith in Jesus Christ.

Spiritual Gifts: Teaching, Shepherding, Administration, Service, Leadership

Specific: Adults.

GUIDED BY: MINISTER FOR MIDDLE SCHOOL YOUTH, MINISTER FOR YOUTH AND YOUNG ADULTS, AND PASTOR FOR COMMUNITY LIFE

Name of Ministry: DANCING NEEDLES

Servant Role: Dancing Needles Team Member

Description: Members of the Dancing Needles create hand-made prayer shawls which are given to people in hospitals, new babies, and those in need of special care as reminders that others care and are praying for them.

Time Commitment: Twice a month for one hour.

Ministry Purpose: To give a person a tangible reminder that he or she is cared for and covered in prayer.

Spiritual Gifts: Helps, Faith

Specific: Open to anyone who knits or crochets or would like to learn.

GUIDED BY: MINISTER FOR CONGREGATIONAL CARE AND GLEN MAR DANCING NEEDLES VOLUNTEER COORDINATOR

Name of Ministry: HELPING HANDS

Servant Role: Helping Hands Team Member

Description: Members of the Helping Hands offer practical support and expressions of care by taking meals and offering rides to those who are in need. Typically, this ministry serves people recovering from surgery, childbirth, grief, or other life event. The Helping Hands coordinator will call, sometimes on short notice, with a need.

Time Commitment: Flexible, as needed and available.

Ministry Purpose: To care for those in the community who are recovering from surgery, childbirth, loss, and grief or life transition.

Spiritual Gifts: Helps, Service, Hospitality

Specific: Adults who can provide a meal, either home-cooked or delivered, offer a ride, or perform other light tasks on short notice.

GUIDED BY: MINISTER FOR CONGREGATIONAL CARE

Name of Ministry: LUNCH BUNCH

Servant Role: Lunch Bunch Community

Description: Members of this fellowship community are older adults who support one another as they gather for lunch monthly. In service and outreach, this group supports Grassroots Crisis Intervention Center Shelter by raising funds and purchasing items to directly support the requests of Grassroots Shelter Coordinators.

Time Commitment: Meets monthly.

Ministry Purpose: To provide opportunities for older adults to share their lives with one another and to support other members of our community in need, specifically, the homeless.

Spiritual Gifts: Helps, Service, Faith

Specific: Open to all Older Adults of Glen Mar Church and Community.

GUIDED BY: MINISTER FOR CONGREGATIONAL CARE AND GLEN MAR LUNCH  
BUNCH VOLUNTEER COORDINATOR

Name of Ministry: MIDDLE SCHOOL YOUTH GROUP

Servant Role: Adult Leaders

Description: Weekly fellowship and faith-building activities for middle school students that include table games, small group time, and active games. Adult leaders are asked to interact with youth on a regular basis, getting to know them and guiding them in personal and spiritual growth. Adult leaders are encouraged to help with planning and implementation of programs. Leaders receive a monthly email and attend a quarterly meeting.

Time Commitment: 2.5 hours per week at Youth group meetings. Occasional planning time and attendance at special events is required.

Ministry Purpose: To build relationships with and foster faith development of middle school students.

Spiritual Gifts: Teaching, Shepherding, Leadership, Service, Helps

Specific: Adults; Must have Safe Sanctuaries Training.

Guided by: MINISTER FOR MIDDLE SCHOOL YOUTH AND PASTOR FOR COMMUNITY LIFE

Name of Ministry: PRAYER CHAIN / PRAYER CARDS

Servant Role: Prayer card sender

Description: Members of this team commit to spend a week in prayer for a member of the congregation and to send a card letting the individual know prayers are being said.

Time Commitment: At-home prayer time and weekly cards signed and mailed.

Ministry Purpose: To surround the congregation in prayer and encouragement.

Spiritual Gifts: Faith, Service

Specific: Adults

Guided by: MINISTER FOR CONGREGATIONAL CARE

Name of Ministry: SENIOR HIGH SCHOOL YOUTH GROUP

Servant Role: Adult leaders

Description: Weekly fellowship and faith-building activities for high school students that include gathering free time with table games, small group time, and active games. Adult leaders are asked to interact with youth on a regular basis, getting to know them and guiding them in personal and spiritual growth. Adult leaders are encouraged to help with planning and implementation of programs. There are also opportunities to serve on a Parent Advisory group that meets monthly and helps plan activities as well as adult leaders who accompany youth on mission trips throughout the year.

Time Commitment: For adult leaders of weekly Youth Group, 2½ hours per week for Youth Group meetings are required with occasional planning time and attendance at special events required. Parent Advisory participants meet monthly and those providing leadership for mission trips are involved on a scheduled basis.

Ministry Purpose: To build relationships with and foster faith development of high school students.

Spiritual Gifts: Teaching, shepherding, administration

Specific: Adults

Guided by: MINISTER FOR YOUTH AND YOUNG ADULTS, PASTOR FOR COMMUNITY LIFE

Name of Ministry: SHARED MINISTRY TEAM

Servant Role: Shared Ministry Team Member

Description: Members of the Shared Ministries Team work to help engage people in ministries and learning opportunities that will continue to root them in the life-giving message of Jesus Christ and provide opportunities for growth in discipleship. They work to plan and implement Spiritual Gifts Workshops during the year to help people in the congregation identify their spiritual gifts; connect with new members to help them identify their ministry interests; and communicate volunteer opportunities to the congregation.

Time Commitment: Monthly meetings plus implementation of workshops.

Ministry Purpose: The Shared Ministry Team helps people identify ministries that fit their interests, skills, and gifts, and connects them with those opportunities.

Spiritual Gifts: Discernment, Administration, Teaching

Specific: Adults

Guided by: PASTOR OF COMMUNITY LIFE

Name of Ministry: STEPHEN MINISTRY

Servant Role: Stephen Minister

Description: Stephen Ministers serve God's hurting people by offering one to one Christian caregiving by trained laypersons.

Time Commitment: Initial commitment of 50 hours of training that leads to commissioning. After commissioning, about 8 hours a month; approximately one hour a week with your care receiver, two hours a month in supervision, other time in phone or other electronic communication with your care receiver or at Stephen Ministry events.

Ministry Purpose: Named after Saint Stephen, the first commissioned layperson to minister to the needs of God's people (Acts 6:1-6), Stephen Ministers offer distinctively Christian caregiving on a one to one basis to those suffering from various types of challenges (death of a loved one, illness, divorce, unemployment, etc.). Extensive training and supervision is provided.

Spiritual Gifts: Faith, Mercy, Shepherd, Exhortation (Encouragement), Giving, Hospitality

Specific: Adults; Interview required

Guided by: MINISTER FOR CONGREGATIONAL CARE

Name of Ministry: STORK BITES

Servant Role: Meal Volunteer

Description: Volunteers prepare meals for families who have had a baby.

Time Commitment: Meal preparation for scheduled times that are organized on a rotation basis.

Ministry Purpose: To reach out and support families who are welcoming a new baby into their lives with meal assistance for a time.

Spiritual Gifts: Helps, Giving

Specific: Adults

Guided by: GLEN MAR STORK BITES COORDINATOR, MINISTER FOR CONGREGATIONAL CARE

Name of Ministry: VACATION BIBLE SCHOOL - CHILDREN

Servant Role: Teachers or helper

Description: Teachers or leaders for Vacation Bible School must be present during the summer event. There are a variety of jobs including: crew leaders, station leaders and preschool classroom teachers. Other fun volunteer experiences can be explored during your interview process.

Time Commitment: During the week of VBS, Monday-Friday 8:45a.m. -12:15 p.m.

Ministry Purpose: Reach out into our community and introduce the love of Christ to children.

Spiritual Gifts: Teaching, Shepherding, and Evangelism

Specific: Adults and youth

GUIDED BY: MINISTER FOR CHILDREN & FAMILIES AND PASTOR FOR COMMUNITY LIFE

Name of Ministry: YOUTH SUNDAY SCHOOL

Servant Role: Teachers

Description: Teachers prepare and present a weekly lesson to a class of youth. Youth are currently divided into a 6th grade class, a 7th grade class, and a senior high class for grades 9-12. (8th graders attend the Confirmation class). Curriculum is available, but teachers are free to choose their own lesson topics.

Time Commitment: 9:15-10:30 a.m. on Sunday plus planning time. Rotating teaching schedules may allow for bi-weekly or monthly teaching commitments.

Ministry Purpose: To teach youth about faith issues and guide them in their growth as disciples.

Spiritual Gifts: Teaching, Shepherding, Faith, Service, Leadership

Specific: Adults. Safe Sanctuary training is mandatory.

Guided by: MINISTER FOR MIDDLE SCHOOL YOUTH, MINISTER FOR YOUTH & YOUNG ADULTS, PASTOR FOR COMMUNITY LIFE

# **Serving the World**

**(Ministries Related to Outreach and Mission at  
Glen Mar UMC)**

Name of Ministry: AMES MEMORIAL UMC PARTNERSHIP

Servant Role: Volunteer

Description: Partnership between Glen Mar Church and Ames Memorial UMC, located in the Sandtown community of Baltimore City. We work together on a number of joint projects including food and clothing donation and facility support.

Time Commitment: Occasional to weekly, depending on the program

Ministry Purpose: To serve those who live in the Sandtown community by meeting their food and clothing needs, and Ames UMC with construction and cleaning needs.

Spiritual Gifts: Service/Helps, Hospitality

Specific: Youth to adults. For some programs, Safe Sanctuaries training is required.

GUIDED BY: GLEN MAR AMES PARTNERSHIP COORDINATOR, GLEN MAR MISSIONS BOARD, MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: ANGELS FOR A CURE (GLEN MAR'S RELAY FOR LIFE TEAM)

Servant Role: Team Member

Description: Relay For Life of Howard County team members raise money for the American Cancer Society and attend the annual Relay For Life of Howard County, a joyous event to celebrate life. Relay For Life of Howard County is usually held on a Friday night in early June. It is an overnight event, but overnight participation is not required. Team members raise money by helping with team fundraisers, which includes staffing tables between services at Glen Mar during two weekends. Team members can also raise money individually through a wide variety of means, which include sending email requests for donations from a personal page on the Relay For Life of Howard County website.

Time Commitment: Varies widely, but it is requested that each team member raise at least \$150. It is also requested that each team member attend Relay For Life of Howard County for at least a few hours. Meetings for all Relay For Life of Howard County teams are held monthly from January through June but regular attendance not required.

Ministry Purpose: To support cancer survivors at the Relay and to raise money for the American Cancer Society. ACS provides help for people who have all types of cancer. Donated money will be used for cancer research, prevention, detection and treatment, and patient services, including transportation to and from treatment, camps for children who have cancer, and a network of Hope Lodges that provide housing to patients during their treatments.

Spiritual Gifts: Helps, Giving

Specific: Any age is welcome. Parental supervision of children and youth is needed.

GUIDED BY: GLEN MAR ANGELS FOR A CURE COORDINATOR, GLEN MAR MISSIONS BOARD AND THE MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: BRIDGES TO HOUSING STABILITY

Servant Role: Mentor, Tutor, Handy Worker, Administrator

Description: Assist homeless families in Howard County to become self-sufficient. May include service as a mentor or tutor, property repairs, assist with move-ins, coordinate special events, or assist in the office. Volunteers could also support the annual fundraising effort at Glen Mar to support the work of Bridges.

Time Commitment: Varies according to job and interest level.

Ministry Purpose: To demonstrate the love of God by supporting Bridges to Housing Stability which exists to prevent homelessness in Howard County. It provides effective services and compelling advocacy that result in housing stability for Howard County households.

Spiritual Gifts: Service, Mercy, Helps, Faith, Administration

Specific: Adults and youth

Guided by: GLEN MAR BRIDGES TO HOUSING STABILITY COORDINATOR, GLEN MAR MISSION BOARD AND THE MINISTER FOR MISSIONS COORDINATION

Name of Ministry: COLD WEATHER SHELTER

Servant Role: Various and Multifaceted Servant Ministry opportunities

Description: Grassroots Crisis Intervention Center overflow housing based at Glen Mar one or two weeks each winter. Servant ministers help prepare food, provide transportation, do laundry, set up and take down, clean, be companions, and provide evening and overnight supervision.

Time Commitment: Varies depending on specific job from less than one hour (provide transportation) to 9+ hours (overnight supervision).

Ministry Purpose: To demonstrate the love of God through the ministry of feeding, clothing and sheltering.

Spiritual Gifts: Helps, Service Hospitality, Giving

Specific: Youth and adults. It is an excellent ministry for entire families.

Guided by: GLEN MAR COLD WEATHER SHELTER COORDINATOR, GLEN MAR MISSIONS BOARD AND THE MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: COLLEGE AND CAREER PREP

Servant Role: Teacher, Mentor

Description: Provide tutoring, mentoring, and college/career preparation to children and youth in the Sandtown community of Baltimore city.

Time Commitment: 2 hours in the evening, once per week

Ministry Purpose: To show God's love through teaching and mentoring children and youth who need educational support. Tutors help younger students with homework and skills, or help older students navigate a campus, career application, interview or the financial aid process.

Spiritual Gifts: Administration, Teaching, Service/Helps

Specific: College age and up.

GUIDED BY: GLEN MAR COLLEGE PREP COORDINATOR, GLEN MAR MISSIONS BOARD, MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: EXTREME FUNDRAISING (GIFT CARD MINISTRY)

Servant Role: Gift Card Sales

Description: Help staff the Gift Card sales including making sure order forms are correctly filled out, distributing gift cards, and receiving payments. Responsibilities may include recording payments received as well as the completion of a weekly inventory form.

Time Commitment: Approximately 30-45 minutes before/after Saturday/Sunday worship services.

Ministry Purpose: To promote stewardship of personal resources by selling gifts cards to fund mission ministries at Glen Mar.

Spiritual Gifts: Administration, Hospitality, Giving, Service

Specific: Adults

Guided by: GLEN MAR EXTREME FUNDRAISING COORDINATOR, GLEN MAR MISSIONS BOARD, AND THE MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: FOOD COLLECTION

Servant Role: Organize quarterly food collections for various food pantries (separate from our ongoing collection of immediate needs for Grassroots). Collaborate with the food pantries to identify items needed. Distribute empty grocery bags with printed lists to the congregation and provide a collection bin for return. Deliver bags to the food pantries.

Description: Glen Mar organizes quarterly food collections for various food pantries. The congregation is given empty grocery bags with lists of items to buy. Bags are returned to the church in a collection bin during a two-week period. When the collection is over, the bags are delivered to the designated food pantry.

Time Commitment: A few hours every quarter for coordinators, less for drivers.

Ministry Purpose: To feed the hungry.

Spiritual Gifts: Administration, Service/Helps, Mercy

Specific: Drivers needed to deliver items. Volunteers needed to coordinate collection.

Guided by: GLEN MAR FOOD COLLECTION COORDINATOR, GLEN MAR MISSIONS BOARD, AND THE MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: GLEN MAR DAY OF SERVICE

Servant Role: Organizer, leader

Description: Help plan the annual winter Day of Service event or lead one of the workshops on the day of the event. Planners attend meetings, coordinate with partner organizations, and help with publicity. Workshop leaders run a specific service project on the day of the event.

Time Commitment: Organizing committee members attend planning meetings in the fall. Workshop leaders generally work the whole day of the event.

Ministry Purpose: To provide a variety of service opportunities for community members of all ages, and to help others in Jesus' name.

Spiritual Gifts: Leadership, Administration, Service/Helps, Giving

Specific: This is a family event for all ages, from young children working with their parents to seniors. Off-site activities may have an age restriction.

Guided by: GLEN MAR DAY OF SERVICE COORDINATOR, GLEN MAR MISSIONS BOARD, AND THE MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: GLEN MAR FAMILY 5K AND 1-MILE WALK

Servant Role: Help plan the annual fall event to benefit the Howard County Food Bank. Attend planning meetings, obtain sponsorships and prizes, help with publicity, or volunteer on the day of the event as a course marshal.

Description: Glen Mar puts on an annual 5K and 1-Mile Walk that is open to the public. All sponsorship proceeds benefit the Howard County Food Bank. Participants also bring non-perishable food items for the food bank.

Time Commitment: Organizing committee members are asked to attend a few on-hour meetings a year. Most day-of-the-event volunteers work the morning of the event.

Ministry Purpose: To provide a family-friendly community event, to promote fitness, and to feed the hungry.

Spiritual Gifts: Administration, Service/Helps, Hospitality

Specific: Participation is open to all ages.

GUIDED BY: GLEN MAR 5K COORDINATOR, GLEN MAR MISSIONS BOARD,  
MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: GLEN MAR GOLF CLASSIC AND SILENT AUCTION

Servant Role: Volunteer in any of a variety of areas that are required to organize and implement a major annual fundraiser for Grassroots Crisis Intervention Center which includes a Silent Auction and a Golf Tournament

Description: An annual golf tournament is held in the Spring with opportunities for individuals and/or small groups donating money to sponsor golf holes, and pay for breakfast, and general expenses. Individuals and/or small groups are also needed to donate baskets for a silent auction that is held in conjunction with the golf tournament.

Time Commitment: Depending on the volunteer position, time commitments vary and area flexible in terms of planning and assembling of baskets, signs, lists, etc. Commitments for the days of the silent auction and the day of the golf tournament can involve 3-5 hours.

Ministry Purpose: To offer the congregation and community an opportunity for a fun experience that results in major funding for a community service organization that helps the homeless.

Spiritual Gifts: Administration, Helps, Service

Specific: Adults and youth

Guided by: GLEN MAR GOLF CLASSIC COORDINATOR, GLEN MAR MISSIONS BOARD, AND THE MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: GRASSROOTS DONATIONS

Servant Role: Periodically update the list of immediate needs. Print copies of the list and submit it to the website. Sort collected items and deliver to the Grassroots shelters.

Description: Glen Mar has an ongoing collection of food and supplies to meet the immediate needs of Grassroots' Family Shelter and Route 1 Day Resource Center. We monitor Grassroots' online list of immediate needs, and create a consolidated list to post on our website and print out for distribution at our Welcome Center. This is done seasonally or more often as needs change. When the collection bin is full, we sort the goods and deliver them to both the Grassroots Family Shelter in Columbia and the Route 1 Day Resource Center in Jessup.

Time Commitment: 2-3 hours per month or as needed.

Ministry Purpose: To meet the immediate food and supplies needs of the homeless in our community.

Spiritual Gifts: Administration, Service/Helps

Specific: Drivers needed to deliver supplies.

GUIDED BY: GLEN MAR GRASSROOTS DONATIONS COORDINATOR, GLEN MAR MISSIONS BOARD, MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: GRASSROOTS MEALS

Servant Role: Cook

Description: On the 4th Tuesday of each month, volunteers provide a specific dinner menu for residents and deliver to Grassroots Crisis Intervention Center in Columbia.

Time Commitment: 2-3 hours once a month.

Ministry Purpose: To demonstrate the love of God by providing a hot, nutritious meal to those in need.

Spiritual Gifts: Mercy, Giving, Service, Helps

Specific: All ages are welcome to cook and help deliver the meal to the shelter. This is an excellent family opportunity.

Guided by: GLEN MAR GRASSROOTS MEALS COORDINATOR, GLEN MAR MISSIONS BOARD, AND THE MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: HABITAT FOR HUMANITY

Servant Role: Construction, Handiwork, Service

Description: Serve as a member of the Glen Mar team as we work with Habitat for Humanity in Baltimore. Basic construction and home repairs.

Time Commitment: Monthly on the 2nd Saturday of the month. We meet in the church parking lot and leave Glen Mar at 8:30 a.m., carpool to the worksite, bring a bag lunch to eat on site, and return to Glen Mar about 2 or 3 p.m.

Ministry Purpose: To demonstrate the love of God through the ministry of rebuilding and providing housing for those in need. Habitat for Humanity is a nonprofit Christian housing organization in Baltimore with the purpose of rebuilding the vacant housing in the area, increasing homeownership and improving the health of the community. Habitat rehabilitates and builds houses in partnership with the homeowners using mostly volunteer labor and private funding, selling the completed homes at cost to low-income families at 20-30 year mortgages with no interest charged. Payments go into a revolving fund which in turn helps to finance other homes in the community.

Spiritual Gifts: Giving, Service, Helps, Leadership

Specific: Minimum 16 years of age.

Guided by: GLEN MAR HABITAT FOR HUMANITY COORDINATOR, GLEN MAR MISSIONS BOARD AND THE MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: PEOPLE ACTING TOGETHER IN HOWARD (PATH)

Servant Role: Advocate, Community Organizer

Description: Ecumenical outreach focusing on social justice issues in Howard County, including aging in place, jobs for youth, health care, affordable housing and usury.

Time Commitment: Roughly two hours a month for meetings or actions. Beyond that, individuals can commit as much time as they want to participate in the various PATH projects.

Ministry Purpose: To demonstrate the love of God through ministries of social justice. People Acting Together in Howard is a multi-racial, multi-faith, strictly non-partisan, county-wide citizens' organization, rooted in local congregations and associations. PATH engages congregation and community leaders in developing an agenda around issues that directly impact lives in our local community, i.e. public schools, housing, youth, day care and transportation.

Spiritual Gifts: Service, Discernment, Leadership, Mercy, Exhortation

Specific: Concerned citizens (youth and adult).

GUIDED BY: GLEN MAR PATH COORDINATOR, GLEN MAR MISSIONS BOARD AND THE MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: ROUTE 1 DAY CENTER

Servant Role: Greeter, Host, Server, Driver

Description: On the 4<sup>th</sup> Saturday of each month, 8 to 10 volunteers are needed to prepare one or more dishes. Half the volunteers stay to serve lunch on site or do other jobs (e.g. greeter, shower/laundry monitor, pantry). We also need drivers.

Time Commitment: 2-3 hours once per month

Ministry Purpose: To demonstrate the love of God by helping the homeless individuals in the Howard County Route 1 corridor.

Spiritual Gifts: Service, Helps, Hospitality

Specific: Children and youth can help prepare the food ahead of time, but only adults are allowed on site.

GUIDED BY: GLEN MAR ROUTE 1 DAY CENTER COORDINATOR, GLEN MAR MISSIONS BOARD, AND THE MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: SUMMER MISSION TRIPS

Servant Role: Short-term missionary

Description: Youth and adults annual summer mission trips to Hurley, VA and various destinations in the U.S. Hurley trips are primarily home-repair focused (siding, floors, roofing, drywall, painting, wheelchair ramps, etc.). We also have one or more additional mission trips to different locations each summer. Type of service at these trips varies depending on the location and need. Participants in any of the trips must attend three training sessions and help with fundraising projects.

Time Commitment: Three training sessions -- 2-3 hours each; fundraising events -- 4 hours per event; mission trips are generally one week long.

Ministry Purpose: Serving the world by helping those in need and sharing the love of God with hurting people.

Spiritual Gifts: Service, Mercy, Helps, Faith

Specific: Some trips are open to 8<sup>th</sup> grade and above; some to 9<sup>th</sup> grade and above.

Guided by: GLEN MAR MISSIONS BOARD AND THE MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: THRIFT SHOP (now run by Salvation Army)

Servant Role: Organizer, Cashier, Sorter

Description: There are a variety of jobs available for volunteers: sorting clothes and food, stocking the store, watching children in the play room while parents shop, running the check-out, or going out with the truck to pick up larger donations.

Time Commitment: The Thrift Shop is open to the public from 10 - 1:30 p.m. on Tuesdays, Thursdays and the 2nd and 4th Saturday each month. It accepts donations on those days from 9 - 4 p.m. Volunteers can work any time during those hours.

Ministry Purpose: To help people in need in Howard County as we minister to them in Christ's name. This is accomplished through the sale of used household items, clothing, mortgages, utilities, food, special needs, etc.

Spiritual Gifts: Helps, Service

Specific: Adults and youth in the 6th grade and older

The Thrift Shop is located at 3267 Pine Orchard Lane, Ellicott City, MD 21042

Guided by: GLEN MAR THRIFT SHOP COORDINATOR, GLEN MAR MISSION BOARD AND THE MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: VIM (VOLUNTEERS IN MISSION) TRIPS

Servant Role: Short-term missionary

Description: Participate in a Mission Team from Glen Mar on projects in both domestic and foreign locations. Participants also help with fundraising in preparation for the experience.

Time Commitment: Fundraisers -- about four hours per event; mission trips are typically one week in length.

Ministry Purpose: To serve the world where there is need and bring the love of God through our presence, gifts, service and witness.

Spiritual Gifts: Service, Helps, Leadership, Administration, Exhortation, Mercy

Specific: Adults and youth with an accompanying parent.

Guided by: GLEN MAR VIM COORDINATOR, GLEN MAR MISSIONS BOARD AND THE MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: YOAM (YOUTH ON A MISSION) TRIPS

Servant Role: Short-term missionary, adult or youth

Description: Youth and adults volunteer to participate in an annual home repair mission trip to Louisiana during winter break for college youth and spring break for senior high youth. Participants must attend three training sessions and help with fundraising projects, to serve through leadership, guidance, and hands-on service in support of two separate mission trips each year to Slidell, LA. Trips are organized by a youth leadership team. Most of the work on the trip is construction based.

Time Commitment: Three training sessions -- 2 hours each; fundraising events -- 4 hours per event; mission trips are generally one week long.

Ministry Purpose: To demonstrate the love of God through works of service in rebuilding the communities impacted by recent hurricanes in the Slidell, LA, and surrounding areas. Work also focuses on helping home owners recover from Hurricane Katrina and sharing God's love with hurting people.

Spiritual Gifts: Service, Mercy, Helps, Faith

Specific: The winter break trip is in early January and is open to all college-age volunteers and adults ages 18+. The spring break trip is the week of Howard County public schools spring break and is open to youth in the 9th grade and older, and adults.

Guided by: GLEN MAR YOAM COORDINATORS, GLEN MAR MISSIONS BOARD, AND THE MINISTER FOR MISSIONS COORDINATION.

Name of Ministry: WISH UPON A STAR

Servant role: Buyer, Donator, Provider, Distributor

Description: Help purchase gifts for families with children who would otherwise struggle to afford Christmas presents. We also need people to help organize and distribute gifts.

Time Commitment: Varies by job -- shopping for gifts 1 hour, organizing gifts -- 4 hours, distribute gifts -- 2 hours.

Ministry Purpose: Bringing the light of Christ to those in need at Christmas

Spiritual Gifts: Giving, Administration, Service, Mercy

Specific: Purchasing gifts is a wonderful family activity. Organizing and distributing is for adults only.

Guided by: GLEN MAR WISH UPON A STAR COORDINATOR, GLEN MAR MISSIONS BOARD AND THE MINISTER FOR MISSIONS COORDINATION

## **Administrative Ministries**

**(Ministries Related to the Order of the Church)**

Name of Ministry: COUNTING TEAM

Servant Role: Team Member

Description: Multiple teams of at least two members and a head counter are responsible to account for the tithes and offerings received during church services and for any revenue generated by fundraising or events. The head counter deposits funds in the bank.

Time Commitment: Approximately 2 hours per assigned weekend on a rotating basis; generally, a team serves one time per quarter. Sometimes extra for festival services around Christmas and Easter.

Ministry Purpose: To effectively account for and process revenue at Glen Mar according to good management practice and in a timely way for efficient operations.

Spiritual Gifts: Helps, Service, Administration, Giving

Specific: Comfort with calculator, accuracy in counting, attention to detail, dependability

Guided by: THE MINISTER FOR OPERATIONS, THE FINANCIAL SECRETARY

Name of Ministry: FACILITIES SERVICES TEAM (NEHEMIAH TEAM)

Servant Role: Team Member

Description: Assist in the care and maintenance of the building and grounds at Glen Mar. This team is responsible for minor repairs as needed, such as painting, drywall, carpentry work. Additional projects include grounds beautification and playground maintenance.

Time Commitment: 1-2 hours weekly, as needed.

Ministry Purpose: To facilitate the maintenance of the church's property with smaller projects that contribute to cost savings and service.

Spiritual Gifts: Helps, Service

Specific: Good with tools and practical repairs and maintenance. Can be scheduled to fit needs and is a good way to keep mission trip skills sharp.

GUIDED BY: THE MINISTER FOR OPERATIONS, FACILITIES SERVICES SUPERVISOR

Name of Ministry: KITCHEN TEAM

Servant Role: Team Member

Description: This is a “behind-the-scenes” & “fit to your schedule” ministry. To assist in taking and maintaining the inventory of Glen Mar’s kitchen so that the needed equipment and supplies are clean, and on hand as needed. Assist in keeping the kitchen clean and orderly and to check after events to assure that the next user receives the kitchen in good condition according to kitchen guidelines.

Time Commitment: 1-2 hours as needed monthly.

Ministry Purpose: To facilitate hospitality and safety when food is served at Glen Mar.

Spiritual Gifts: Administration, Helps, Service

Specific: Good organizational skills.

GUIDED BY: THE MINISTER FOR OPERATIONS

Name of Ministry: KITCHEN EVENT TEAM

Servant Role: Team Member

Description: One time, or regular service possible. Assists in food preparation, setup, cooking, and/or cleanup for food service events in support of worship, fundraising, ministries, and activities at Glen Mar. Some team members receive specialized training required by the State and local authorities for safe service of food in our food service commercial kitchen.

Time Commitment: Varies with events. On-the-job training provided by Certified Food Service Manager.

Ministry Purpose: To provide delicious, nutritious, fun food service events in safe, hospitable ways.

Spiritual Gifts: Helps, Giving, Service

Specific: Likes “hands-on” projects; able to be “on your feet” for several hours on event days; ability to follow guidance to achieve safe food outcomes.

GUIDED BY: THE MINISTER FOR OPERATIONS; COLLABORATION WITH CHIEF GEORGE DOHNER

Name of Ministry: MEMBERSHIP PICTORIAL DIRECTORY

Servant Role: Team Member

Description: Assist in compiling our church's pictorial directory.

Time Commitment: As needed

Ministry Purpose: To facilitate the production of Glen Mar's pictorial directory.

Spiritual Gifts: Administration, Helps, Service

Specific: To provide another method for recognizing and connecting with those coming to our growing church.

GUIDED BY: THE MINISTER FOR OPERATIONS

Name of Ministry: MEMORIALS SECRETARY

Servant Role: Facilitates Memorials Team

Description: Assures acknowledgement notes to donors and provision of donor names to the grieving family; maintains list and accounting for the donation in collaboration with the financial secretary; reconciles these records yearly; and reports to the Minister for Operations and/or the Trustees on the Memorials fund in October each year.

Time Commitment: As needed, but estimate is 2-3 hours monthly.

Ministry Purpose: To facilitate in the record keeping and acknowledgement of memorial donations made to Glen Mar.

Spiritual Gifts: Helps, Service, Giving

Specific: Willing to handwrite notes; able to maintain accurate records; able to show spiritual sensitivity and minister to the families who are grieving.

GUIDED BY: MINISTER OF OPERATIONS, FINANCIAL SECRETARY

Name of Ministry: MEMORIALS TEAM

Servant Role: Team Member

Description: Writes acknowledgement notes to donors and provides donor names to the grieving family.

Time Commitment: As needed, but estimate is 1-2 hours monthly.

Ministry Purpose: To facilitate in the record keeping and acknowledgement of memorial donations made to Glen Mar.

Spiritual Gifts: Helps, Service

Specific: Willing to handwrite notes; able to show spiritual sensitivity and minister to the families who are grieving.

GUIDED BY: MINISTER FOR OPERATIONS, FINANCIAL SECRETARY

Name of Ministry: PARKING LOT MINISTRY

Servant Role: Team Member

Description: Assist in traffic flow on the grounds of Glen Mar church by providing hospitality, direction and assistance to all who visit here, particularly on weekends and during special events. Support congregation with physical limitations with golf cart rides.

Time Commitment: 1-2 hours per weekend and as needed. Festival services always have special needs for extra members.

Ministry Purpose: To facilitate the orderly flow of people and vehicles at Glen Mar.

Spiritual Gifts: Helps, Service

Specific: Steady and dependable, ready to serve in cold or wet weather, as well as blue sky days.

GUIDED BY: THE MINISTER FOR OPERATIONS

Name of Ministry: SIDEWALK SNOW / SALTING TEAM

Servant Role: Team Member

Description: Service to the Glen Mar Community with a modest time commitment. Assist in RE-SALTING or removing light snow from the sidewalks on church service days. Once plowing and shoveling is done, this team does the actual service day preparation for worshipers. Good opportunity for all ages if health permits.

Time Commitment: As needed during winter weather events on Saturdays and Sundays. Come ½ hour before services and assist in managing safe access for the congregation. Need 4 teams to cover all of the services.

Ministry Purpose: To facilitate the safety of Glen Mar's walkways and safe passage for all.

Spiritual Gifts: Helps, Service

Specific: Touch up shoveling and hand spreading ice-melt.

GUIDED BY: THE MINISTER FOR OPERATIONS, THE FACILITIES SERVICES SUPERVISOR

Name of Ministry: SPIRIT CENTER CHAIRS SETUP TEAM  
SPIRIT CENTER CHAIRS STACKING TEAM

Servant Role: Team Member

Description: Great opportunity starting with service to the Glen Mar Church family with minimal time commitment. Assist in setup AND breakdown for worship services and events held in the Spirit Center. May also involve the altar and/or tables. Men, women, families, and older youth are welcome.

Time Commitment: Saturdays after 5 pm. Worship service for Sunday set up, approximately ½ hr. and /or Sundays at Noon for Sunday breakdown, approximately ½ hr.

Ministry Purpose: To facilitate the setup for worship services from and for other occasional flexible space functions held in the Spirit Center at Glen Mar.

Spiritual Gifts: Helps, Service

Specific: Physical ability to lift 20 lb. chair and to use hand trucks to move 6 stacked chairs at a time to proper weekday storage location.

GUIDED BY: THE FACILITIES SERVICES SUPERVISOR, THE MINISTER FOR OPERATIONS, THE PASTOR FOR WORSHIP

Appointed Ministries  
(Ministries by Invitation)

Name of Ministry: CHURCH COUNCIL

Servant Role: Council Member

Description: Church Council is nominated by the Leadership Development Team and is the leadership group for and from ministries and administrative committees of the church charged with the vision of the church--the big picture folks. Key functions include church-wide policies and practices and alignment of the variety of ministries and committees in the church with the vision. The Council meets quarterly on the last Tuesday of the month in March, June, September, and December. Membership includes a Chairperson, Vice Chairperson, Recording Secretary, Lay Leader(s), at-large members, the chair persons of administrative committees according to the United Methodist Book of Discipline, ministry heads, Church Treasurer, and pastors.

All meetings are open to the congregation.

Time Commitment: Quarterly meetings as well as additional duties as needed.

Ministry Purpose: To facilitate the overall vision, alignment and mission of Glen Mar.

Spiritual Gifts: Helps, Administration, Service, Discernment, Leadership

Specific: Membership by appointment and Charge Conference approval.<sup>1</sup>

GUIDED BY: THE LEAD PASTOR, THE MINISTER FOR OPERATIONS

Note: If you have an interest in serving on the Church Council, please let the Leadership Development Team/Lead Pastor know using the form at the end of this document.

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<sup>1</sup> As with all administrative meetings held within the church, anyone can attend the meetings, but only formal members are allowed to vote.

Name of Ministry: EARLY LEARNING CENTER BOARD

Servant Role: Board Member

Description: The ELC Board is nominated by the Leadership Development Team and is charged with setting overall direction and making decisions for governance of the Glen Mar Early Learning Center. Key items include establishing policies, budget planning and aligning the ELC within the church.

Time Commitment: Monthly meetings, 2<sup>nd</sup> Tuesdays, and sub-teams as needed.

Ministry Purpose: To oversee the administration of the Glen Mar Early Learning Center.

Spiritual Gifts: Administration, Helps, Service, Leadership, Discernment

Specific: Interest in the needs and development of children from infant to 4 years old; legal, financial, executive leadership

GUIDED BY: THE LEAD PASTOR OR DESIGNATED REPRESENTATIVE

Note: If you have an interest in serving on the ELC Board, please let the Leadership Development Team/Lead Pastor know using the form at the end of this document.

Name of Ministry: FINANCE MINISTRIES TEAM

Servant Role: Team Member

Description: Finance Team assures the responsible management of financial resources through annual budgets and fiscal projections to meet the programmatic plans of the church. Under the guidance of the Chair and by program analysis and budget planning, the finance team monitors and advises on financial position and thereby assures that available resources match plans in support of Glen Mar's mission of praising God, growing disciples and serving the world. The team develops a budget during the fall for approval by Church Council with a January 1 start date.

Time Commitment: Monthly meetings on the fourth Wednesday of the month and as needed.

Ministry Purpose: Members able to understand the implications of financial analysis and to create numerical plans for bringing vision into reality and to manage financial resources at Glen Mar and assure good management practice to continue with ministry purposes as stated.

Spiritual Gifts: Administration, Helps, Service, Giving

Specific: Membership by appointment and Charge Conference approval.

GUIDED BY: THE MINISTER FOR OPERATIONS, THE TREASURER

Note: If you have an interest in serving on the Finance Ministries Team, please let the Leadership Development Team/Lead Pastor know using the form at the end of this document.

Name of Ministry: LAY DELEGATE TO ANNUAL CONFERENCE

Servant Role: Lay Delegate

Description: Represents the laity of Glen Mar UMC at our denomination's annual meeting of the Baltimore-Washington Conference. The conference includes lay delegates and clergy and is typically held for 3 days in the Spring. The Annual Conference worships; receives training and inspiring speakers; hears the Bishop's State of the Church report; votes on important issues affecting the 600 churches of the Annual Conference, including budget and apportionments; and, celebrates the home-going of clergy and lay delegates, clergy retirements, commissioning and ordaining new clergy. Glen Mar sends five lay delegates, which is one for each pastor we employ, plus addition because our membership is over 1200. Registration is funded by the congregation.

Time Commitment: 3 days per year usually in late May, plus one day for pre-Conference briefing

Ministry Purpose: To participate in the connectional United Methodist Church through attendance at the Baltimore-Washington Conference and to report back to the congregation concerning important business affecting them.

Spiritual Gifts: Service, Discernment, Administration

Specific: Must be an official member of Glen Mar. Desire to go beyond the local church understanding of the meaning of the Body of Christ and participate in the forward thinking of the Baltimore-Washington Conference. Serves by appointment and Charge Conference approval.

GUIDED BY: THE LEAD PASTOR, THE MINISTER FOR OPERATIONS

Note: If you have an interest in serving as a lay delegate to Annual Conference, please let the Leadership Development Team/Lead Pastor know, using the form at the end of this document.

Ministry: LEADERSHIP DEVELOPMENT TEAM

Servant Role: Team Member

Description: This nominated team oversees the identification, development and care for the servant leaders at Glen Mar. Key initiatives include preparing the annual nomination slate for charge conference and providing oversight of volunteer service and leadership development at the church. Meetings are held monthly.

Time Commitment: Monthly meeting on the 4th Wednesday.

Ministry Purpose: To facilitate the development of servant leaders at Glen Mar.

Spiritual Gifts: Discernment, Helps, Service, Exhortation

Specific: Helps to have good understanding of the church administrative teams and their needs as well as to know talents and spiritual gifts of individuals in the congregation.  
Commitment to training and development of future leadership.

GUIDED BY: THE LEAD PASTOR

Note: If you have an interest in serving on the Leadership Development Team, use the form at the end of this document to inform the Leadership Development Team/Lead Pastor.

Name of Ministry: STAFF-PARISH RELATIONS TEAM

Servant Role: Team Member

Description: The Staff Parish Relations Team serves as the liaison between the congregation and the [staff](#) and acts as a personnel committee. They serve to support the roles of the staff and communicate them to the congregation. There are nine members of this team (serving three-year terms in three classes with three new members rotating in each year).

Time Commitment: Monthly meetings, 2<sup>nd</sup> Wednesday, and as needed.

Ministry Purpose: To facilitate the relationship between the congregation and the staff by understanding of the specific functions of the staff positions, heart for building relationships, knowledge of human resources administration and practice

Spiritual Gifts: Administration, Discernment, Helps, Service

Specific: Membership is by appointment and Charge Conference approval.

GUIDED BY: THE LEAD PASTOR, THE MINISTER FOR OPERATIONS

Note: If you are interested in serving on the Staff-Parish Relations Team, please use the form at the end of this document to inform the Leadership Development Team/Lead Pastor.

Name of Ministry: TRUSTEES

Servant Role: Member

Description: The team members are nominated by the Leadership Development Team and Trustees serve as the board of directors for the “corporation” (Glen Mar United Methodist Church, Inc.). Chairperson is elected each year from among the members. Responsibilities include oversight of overall operations, signing contracts, facilities management and scheduling, plus policies and procedures. The Trustees evaluate the needs of our facilities, use, and grounds on an ongoing basis. They receive and evaluate requests for improvements, changes, and additions to facilities in order to well maintain and be good stewards of our facilities and grounds, which we believe God has provided for the transformation of lives in Jesus' Name.

Time Commitment: Monthly meetings, 1<sup>st</sup> Wednesday, and as needed.

Ministry Purpose: To provide input for and willing to be hands-on in support of use, repair, and maintenance of the facility and grounds; understand the long and short term preventive and maintenance requirements of a large building; policy development for facility & property use, management, and operations of Glen Mar.

Spiritual Gifts: Administration, Helps, Service

Specific: Membership by appointment and Charge Conference approval.

GUIDED BY: THE MINISTER FOR OPERATIONS

Note: If you have an interest in serving as a member of the Trustees, please notify the Leadership Development Team/Lead Pastor using the form at the end of this document.

Name of Ministry: STEWARDSHIP MINISTRY TEAM

Servant Role: Team Member

Description: Stewardship Ministries Team undergirds development of a culture of generosity at Glen Mar. They support a spiritual climate of prayer, presence, witness, gifts, and service, with a goal of achieving a culture of tithing as they work side by side with the Finance Team to develop resourcing strategies in support of praising God, growing disciples and serving the world. Every year, there is giving to fund the ministry plan for the January to December fiscal year. This takes place in late Spring and a new pledge year starts July 1 and goes through June 30. Glen Mar's needs are supplied by the gifts, offerings & tithes of faithful persons. We respond to God's blessing to us and allows God's work for others through us. In our worship, ministries, missions, and activities God grows faith and makes life-giving transformations of individual lives happen.

Time Commitment: Monthly meetings, 3<sup>rd</sup> Wednesday, and as needed.

Ministry Purpose: To facilitate the development of and assists planning for operational consistent congregational support, communications, and resourcing strategies to create a culture of generosity and tithing at Glen Mar.

Spiritual Gifts: Giving, Teacher, Discernment, Service

Specific: Models good stewardship in all areas

GUIDED BY: THE MINISTER FOR OPERATIONS, THE TREASURER

Note: If you have an interest in serving in this area, please let the Leadership Development Team/Lead Pastor know, using the form at the end of this document.

## “I Am Willing to Serve”

The Leadership Development Team (LDT) works with people to help them get connected to ministry and leadership within the church. This form is a way for you to communicate your interest in serving in a ministry position or elected ministry position. Elected leaders serve on a team of people to care for a particular administrative area of our church. Ministry leaders serve by leading teams of people to accomplish ministry within and beyond the local church. We consider all our leaders to be servant leaders under God’s guidance and direction. Below are a few expectations we have for all our ministry servants.

- Actively supporting Glen Mar by prayers, presence, gifts, service, and witness.
- Servant Heart - Proper motivation for seeking a place of service.
- Alignment with the church’s mission, vision and values.
- Ability to attend meetings and fulfill requirements
- Willing to be a positive witness for Christ and the Church

The following questions are to assist us in getting to know a little more about you and help in discerning a best fit with you. We encourage you to also pray about what God may be prompting you to get involved in. It is always a good idea to discuss your thoughts with a staff person or ministry leader.

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

How long have you been attending Glen Mar? \_\_\_\_\_

<b>I am interested in Elected leadership (check all that applies):</b>	<b>I am interested in serving in a ministry (check all that applies):</b>
<input type="checkbox"/> Board of Trustees <input type="checkbox"/> Church Council	<input type="checkbox"/> Worship <input type="checkbox"/> Discipleship/Small Groups

<input type="checkbox"/> Early Learning Center Board <input type="checkbox"/> Endowment Team <input type="checkbox"/> Finance Team <input type="checkbox"/> Lay Member to Annual Conference <input type="checkbox"/> Leadership Development Team <input type="checkbox"/> Staff-Parish Relations Team <input type="checkbox"/> Stewardship Team <input type="checkbox"/> Other: _____	<input type="checkbox"/> Missions <input type="checkbox"/> Youth Ministry <input type="checkbox"/> Children's Ministry <input type="checkbox"/> Music <input type="checkbox"/> Hospitality/Connecting people <input type="checkbox"/> Fellowship/Fun Activities <input type="checkbox"/> Caring Ministry <input type="checkbox"/> Other: _____
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Please tell us a little more specifically what you have in mind. What are you interested in?

Have you participated in programs that have helped prepare you for this role of spiritual leadership? Please list professional or personal experiences, skills or expertise you bring to this position. (Note: specific expertise is not always required. The LDT seeks an appropriate balance of skills, gifts, and background for each team.)

Other than Glen Mar, have you been involved in other churches or non-profits over the past ten years? Can you tell us a little more about your involvement?

Tell us a little bit more about yourself. What are your hobbies, interests, or backgrounds that might be relevant?

*The LTD generally meets during the 3<sup>rd</sup> week of each month. Your form will be shared with the team at our next meeting to identify possible opportunities for you. A member of the LTD team will contact you directly after our next meeting to discuss any possible openings and to learn more about your interests.*

*Please return this form to the church office or email it to [matt.poole@glenmarumc.org](mailto:matt.poole@glenmarumc.org)*