

# St Andrews Lutheran Church Brisbane City

## Volunteering Role Information

**Special Considerations 2020/21 - Please read carefully!!**

### HYGIENE ADVICE /COVID-19

As general advice, **good hand hygiene** is paramount. **Hand sanitiser** is available both in the narthex of the church. Please use it as you come to church.

Another very simple thing that works is social distancing. Please be mindful for your fellow worshippers, and abstain from coming to the services if you have **symptoms of flu or cold or you know that you carry an extra risk**. Please contact the church office to let us know your situation.

We know that it feels strange, but for the time being we suggest people **acknowledge their fellow worshippers with a wave, a nod, or a bow keeping a proper distance, rather than a handshake**. This applies both in the beginning of the service and during the passing of the peace. The pastor will also comply with this and will not shake hands before or after the service.

The pastor and assistants will wash their hands before the service and also again before the Holy Communion liturgy. The **consecrated wine will be available in an individual cup** for each person.

From time to time, government directions will change due to changed circumstances. We will keep the congregation updated on current requirements.

We remain vigilant to government directions and heed advice from the LCA's and LCAQD's offices, and address our practices as needed.

## Welcome to Volunteering!

We value **service**. We are passionate about seeing many people serving our congregation to welcome, equip and lead others so we can build friendships, share our faith and invite others to walk with us.

There are many different ways that people can serve God in this congregation. Some are formal, others are informal. There are also opportunities for us to serve beyond the congregation and connect with the wider community.

We recognize that together we are the body of Christ. We are each unique parts of the body. Each part is important and has its own unique role. If one part doesn't do its part the entire body is affected. If one part of the body tries to do what another part of the body is designed to do, that part is stopping the rest of the body from serving.

To enable us to serve well together, we have developed brief job descriptions for each of our key areas of formal service in the congregation and beyond. Most of our tasks are 'rostered' to enable as many people as possible to serve. It is important that we work as a team – learn new skills and share responsibilities so that we can all step in as needed to ensure the jobs are done.

Our congregation is to be a safe place for both children and adults. Therefore, it is important that all volunteers whose role involves serving with other people (e.g. pastoral assistants, ushers, communion assistants, etc) undergo LCA Professional Standards Core Training and undergo refresher training when it falls due. All who wish to volunteer to serve in our children and youth ministries (where parents are not present with their children) must undergo additional training.

Thank you for your willingness to serve.

If you have any questions please contact: Karyn Cullen, Safety Co-ordinator or Shiron Dixon, Chair

If your defined task is a 'rostered' task and you are unable to fulfill your duties on any given day, it is your responsibility to swap with someone else on the roster who understands your task and to let the church office secretary know that you have swapped.

We publish rosters regularly and you will be contacted to advise your likely availability in advance.

If you know in advance that you are unavailable to serve on particular days please liaise with others on the roster to swap duties or let Carmen Ost in the church office know at least a week before.

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# A – Office and Miscellaneous Tasks

## **MINISTRY SUPPORT VOLUNTEER OPPORTUNITIES**

There are many opportunities to volunteer. Help is always needed and appreciated in the church office, for instance, as the Church office secretary only works 1 day per week.

Please contact the Church office secretary with the completed expression of interest form at the end of this document if you are interested and able to help out in the office or in any of the roles below, letting them know the days and times you will be available.

Some examples of volunteer opportunities include:

- Compiling and folding the church newsletter
- Preparing and collating resources and promotional materials
- Ensuring that adequate 'Welcome' forms are in the pews, weekly.
- Cleaning the church
- Decorating the church for special services.
- Spring cleaning the kitchen once a quarter.
- Compiling and folding the church membership book annually.
- Gardening around the church.
- Periodic cleaning of cupboards and other storage areas.
- Maintaining the library.

Volunteers will receive any training that they require to complete their tasks.

## **CHURCH OFFICE SECRETARY DUTIES (this is a paid casual role)**

- Answer phone, help with enquiries, refer on to pastor or other relevant people as needed
- Publish and print bulletin.
- Check the PO Box weekly
- Send out newsletter via email and post
- Upload newsletter to church webpage.
- Maintain and update church webpage.
- Send roster reminders via email or text.
- Post to the St Andrew's Facebook page as required.
- Prepare and print promotional materials for weekly newsletters and church events.
- Prepare and collate other resources and materials as required.
- Maintain up to date contact details of members.
- Compile church statistics for LAMP, ACNC and CCLI
- Order consumable office items such as paper and stamps
- Order worship materials when needed, baptismal candles, communion wafers, bible study books, candle transfers, etc.
- Record baptisms, weddings, funerals and confirmations in church book
- Prepare in-service items for the above events, certificates, candles or application forms.
- Order disposable cups, plates etc as required under COVID or other guidelines

## **CHURCH CLEANING**

- Church to be cleaned at some point during the week indicated on the roster.
- Please inform the office when you will be there. (The Church office secretary can let you know if and when the church is being used)

All cleaning supplies are located in the cupboard between the kitchen and the second bathroom. Refer to appendix 1

- List for cleaning church
- Regular cleaning tasks
- Vacuum floor area including altar carpet, vestry and narthex
- Vacuum internal windowsills
- Vacuum stairs to organ loft

- Vacuum choir /organ loft area
- Wipe down backs of pews with O'Cedar oil or other polish and clean cloth
- Wipe down handrail to loft stairs
- Empty vacuum contents into bin before returning
- Check bins in vestry and narthex, empty if necessary
- Turn pew cushions where necessary
- Pew cushions can be washed if soiled on wool setting. Please advise the office if you do take covers home to wash and keep in mind Service times.

Spring cleaning items

- Clean windows
- Wash floor
- Wash pew cushions as needed
- Please notify the Church office secretary if any cleaning supplies are getting low or if the vacuum cleaner is not working properly

**CHURCH GROUNDS MAINTENANCE**

- Watering, mowing and weeding as needed
- Planning for and coordinating working bees for garden replanting and other design change as needed
- All equipment is stored in the garden shed
- Please notify the Church office secretary if any supplies are getting low or if the equipment is not working properly
- Ensure compliance with current Covid requirements, including check-in

## B –Volunteer Opportunities for Worship Services

There are many people needed to make a worship service happen, to ensure that everything is running smoothly, and to make it a welcoming place for everyone.

Please contact the Church office secretary if you are interested and able to help as a Steward/Usher/Covid Warden, Covid procedures announcements, Pastoral Assistant or Reader.

### **STEWARDS/USHERS (2) + COVID WARDEN**

- Arrive no later than 30 minutes before the service.
- Meet pastor to be briefed on any special events for the day.
- Hand out weekly news bulletins near the two entrance doors to the foyer.
- Make sure, as far as possible, that people are checked in and seated as appropriate to the prevailing Covid restrictions in the church for the start of the service.

### **Before the Service**

- Unlock foyer entrance doors (front and back doors), internal church doors, and vestry door. (keys are hanging on a hook in the left cupboard at the back of the church)
- Turn on all lights – foyer, toilet, worship space and behind altar.
- Turn on fans as required.
- Check that the contactless hand sanitizer is turned on and working. Place a pump bottle of hand sanitiser on one of the entrance tables.
- Turn on PA [up stairs]and hearing impaired amp [foyer near pulpit]
- Check battery charge in head piece microphone for Pastor/s (Spare batteries are in cupboard in vestry)
- Check lectern microphone is working.
- Put up hymn numbers when required (not during Covid)
- Check candles for prayer bowl (not needed during Covid)
- Light candles (Paschal and prayer bowl if used)
- Move appropriate signage from storage and place it at the entrance to the car park
- Place metal sheet in front of car park boom gate sensor to hold it open
- Clear the sanctuary area of any excess items that the pastor does not need for the service (i.e. chairs, amplifiers etc),
- Check that the centre aisle is clean. (Vacuum if necessary)
- Check if there is a baptism – if so, fill bowl with 'lukewarm' water, ensure the baptismal certificate and candle are available and consult with the Pastor officiating as to their requirements for the service (including your role) as formats can vary with Pastors and the scenario
- Inspect toy area and toys for any safety issues (during COVID no toys are provided)
- Familiarise yourself with the Covid procedures (available from any Karyn Cullen or another Church Council member)
- Make sure you have read the pew Bulletin beforehand and understand the announcements.
- Meet pastor to be briefed on any special events for the day.
- Have one person near the entrance. When weather is fine you may like to greet people outside. Be vigilant about social distancing for Covid procedure compliance, but your smile can be your welcoming instrument!
- The other may 'float' around in the foyer, particularly focusing on visitors/newcomers and assisting the Covid warden on duty.
- If the car park is expected to be rather full, a 3<sup>rd</sup> person may act as a car park attendant.
- Identify visitors and welcome them.
- Answer visitor questions. Offer headphones if hearing assistance is needed.
- Give helpful directions and explanations to visitors.

### **COVID SPECIFIC REQUIREMENTS**

- Treat hands with sanitizer regularly
- Set up QR codes and copy of declarations in an accessible place in the foyer (attached to 2 tables)
- Ensure that the collection basket is in place at the rear of the church – at the end of the aisle on a small table
- Wipe all top of seats in the worship space and railings at front of church with sanitiser
- Sight check-in in 'tick' on the attendee's phone
- Sign in those without phones on your phone check in as a guest and collect a phone number and email address if they are a visitor.
- Explain the procedure for check-in to all attendees, as needed.
- Take every attendee's temperature – explain what you are doing and ask their permission (above 37.4 is concerning, especially if showing symptoms as well; in that case, suggest the person does not enter the church and if they want to stay, set them up with a mask and a place at the rear of the church well clear of others; if there is any disruptive or non-cooperative behavior alert a Church Council member for further action.)
- Direct attendees to the contactless hand gel at the right of the entry to treat their hands
- Explain that people are to sit in front of a lanyard – family groups can sit together but maintain 1.5 m from the next person or group.
- Announcements about the Covid procedures during the service will be printed to be used by the announcer.

### **During the Service**

- Sit near the back and welcome late comers.
- During the bible reading count 'heads' Adults and Children (Approx 16 and younger).
- Make a note of totals including late arrivals on a slip of paper and place in the offering basket by the end of the sermon.
- Collect the offering. (Retiring offering during Covid)
- Direct people forward for Holy Communion – start from the front of the lectern side, and finish at the front of the pulpit side.
- Make sure musicians are able to commune when they are ready.
- Ensure that the outside foyer entry doors are in the closed position (i.e. not wide open), especially when the weather is really cold/hot or windy. This also reduces noise from outside.
- Ensure that the doors from the church to the vestry and downstairs are shut during the service to reduce noise.

### **COVID-SPECIFIC REQUIREMENTS**

- Monitor that all people remain in their seats apart from attending communion
- Continue to monitor additional arrivals and repeat procedure above for all
- Act as usher for communion queue to ensure a 1.5m space between communicants/groups of communicants
- Take a photo of the worship space (to show where people are seated to assist contact tracing efforts) – send to Church office secretary for contact tracing records

### **After the Service**

- Extinguish candles being careful not to spill the wax on the cloth or on yourself.
- Turn off fans.
- Advise collection counters of number of attendees and communicants (if note has not been placed in the offering basket).
- Turn out lights – worship space, foyer, toilet and altar lights.
- Turn off PA system
- Check that worship space doors are secure.
- Lock main doors and return key to cupboard.
- Start packing up only once the fellowship after the service has ended
- Help visitors to connect with regular members– although note that lengthy 'loitering' at the church steps in a group is not currently encouraged for Covid procedure compliance. You may wish to give visitors a copy of any relevant contact information and specifically invite them to morning tea and show them the way to the hall.
- Pack away any signage.

- If a baptism has occurred – Remove water from Font.
- Check for any papers left in the worship space and remove.
- Return your 'volunteer' badge, if you have been wearing one.

#### COVID-SPECIFIC REQUIREMENTS

- Act as usher for leaving the church to ensure a 1.5m space between attendees and direct leaving the church from the rear pew to minimize congestion in the aisle
- Stay until visitors go or as long as you can.

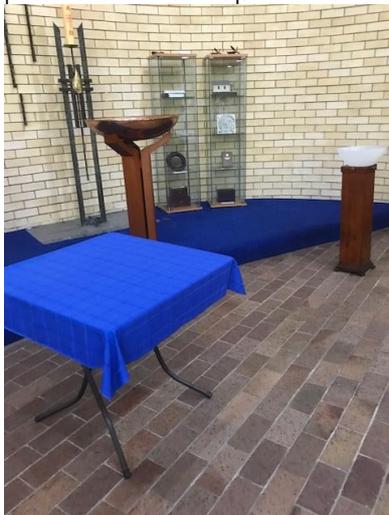
#### **COMMUNION ASSISTANTS** (usually 2 if Holy Communion, 1 under Covid arrangements)

- Attend training when advertised in the bulletin.

#### **Communion Assistant 1**

##### **Before the Service**

- Ensure that the other pastoral assistants that are rostered are all present and ready to serve.
- (There is a list of trained pastoral assistants on the list of elected and non-elected volunteers who can be approached if the rostered person is not available)
- When Holy Communion is celebrated the Head Pastoral assistant for the day (1<sup>st</sup> name listed on the roster) is to arrive 45 minutes before the service.
- Prepare elements for Holy Communion in the vestry and then place on the altar.
  - 1 Silver chalice of port with one mouthful for pastor only
  - 2 Silver trays with individual cups spaced so as to avoid a person picking one up touching another and filled about ¾ full (about 0.5mm high)
  - 2 silver plates of wafers (Use previously opened first – from container in drawer in vestry kitchen)
  - The covered serving dish with 1 wafer for the Pastor
  - 1 silver tray with a supply of about 20 -30 wafers (more if a special service)
  - 1 serviette and a cover cloth for the plate of wafers.
- Ensure the washing up sink is half full of warm water and soap or handwash and a dry clean towel are available for hand washing prior to the distribution.
- Light the candles 5 minutes before worship. (The large Paschal candle and the large candle in the prayer bowl are also lit)
- Ensure a table with table cloth is in front of pews either side of the aisle and a column with a plastic bowl on top for the returned individual communion cups.



- Check Parament colours and candles. (Paraments are stored in the cupboard in the vestry. A 'parament colour calendar' is available from Pastor, and colours are listed in the roster)
- Ensure that set up is complete 10 minutes before the service.
- Meet Pastor in vestry 15 minutes before the service starts for prayer and special instructions.

## **Other Communion Assistants**

### **Before the Service**

- Other Pastoral Assistants to arrive 15 minutes before the service.
- Meet Pastor in vestry for prayer and special instructions.

## **All Communion Assistants**

### **During the Service**

- After 'the Peace' is shared in the HC liturgy and during the hymn, the Pastoral Assistants come forward to wash their hands in the vestry preparation area and then return to the altar to receive HC and help with distribution. (Pastor will serve you the wafer and give you the wine trays to set on tables, one for each column of pews; then you will stand behind the lectern side table first take your individual cup and then direct each communicant to take a cup from the tray and return it to the plastic bowl nearby )
- During Communion distribution ensure smooth operation. Share these words with each communicant (the core words are underlined):  
"Take and drink, this is the blood of Christ shed for you for the forgiveness of sins."
- When distribution is complete return elements to the Pastor and return to your front pew seat.

## **Communion Assistant 1**

### **After the Service**

- Remove all items from the altar.
- Pour remaining wine in the chalice into the memorial rose garden.
- Empty remaining individual cups into carafe and store in refrigerator.
- Place 'opened' wafers in the container marked 'consecrated'.
- Wipe trays to remove any spilt wine.
- Wash wine chalices, and individual cups. Use boiling water from the kettle cooled to a bearable temperature to wash up.
- Take any wet teatowels and used serviettes home for washing and return next Sunday.
- Notify Church office secretary if supplies of communion wine (port) or wafers are running low.

### **When there is only one Communion Assistant**

- Proceed as for the information for two Communion Assistants, but with individual cups on two small tables, one on each side of the aisle. People will come forward from one side of the aisle at a time. The lectern side comes forward first (guided by an usher). When all from the lectern side have communed, move to the table on the pulpit side and complete serving.

## **LESSON READER**

- Attend training when advertised in the bulletin.
- If you change your rostered date with another reader please inform the church office secretary
- Pre-read through the readings carefully a number of times before Sunday and be aware of any unusual words. Pastor is happy to answer questions about pronunciation or meaning.
- Check that the microphone is on and that the book is open at the first reading.
- The first reader can ensure that the book is left open at the correct page for the second reader
- At the end of the reading say, "This is the word of the Lord". The congregation will respond with 'Thanks be to God'.

## **PASTORAL READERS**

- The Pastor will arrange for you to provide a pastoral reading service as needed and brief you on the sermon and answer any questions you have
- The lectionary readings will be emailed to you a week in advance if possible.
- Pastoral reading resources are available at lca.org.au (Service resources – Worship planning resources – Weekly worship planning)

- You can pick the hymns or, if the Pastor is available, enlist his assistance to do so.
- Pray about the sermon
- Read through the sermon carefully a number of times before Sunday and be aware of any unusual words.
- The Church office secretary will email the final service order by Thursday early afternoon - please contact them if you have any questions.
- Come to the vestry 15 minutes before the service begins for prayer.

### **MUSICIANS/SINGERS**

Contact Mark Boughen if you are interested and able to help in this area.

The organist and the Pastor will communicate around the requirements for each service.

#### **Before the Service**

- Attend rehearsals when scheduled by choir leader.
- Arrive before the service to set up microphones and practice.
- Take a moment to pray together before practice begins.
- Provide pre-service and post-service music unless otherwise shown on the service plan.

#### **After the Service**

- Pack up musical equipment with assistance from the sound technician.
- Return music equipment to its regular position for week day use.

### **FLOWERS**

Contact Church office secretary if you are interested and able to help in this area. The Pastor will advise if flowers are required and appropriate.

- Prepare vases of flowers as required for special services.
- Have flowers placed in the church at least 15 minutes before the service or set in place the day before. If placed the day before, check arrangements prior to commencement of service.
- If one vase has been prepared place on pedestal to the left side of the altar, near pulpit.
- If two vases have been prepared, place them on pedestals either side of altar. One as listed above and the second on blue carpet near candle bowl.
- If flowers are remaining from a wedding etc the office will try to inform you as early as possible.
- Flowers can be prepared and arranged in the hall. Alternatively, if room allows, prepare in the vestry.
- Do not place flowers on top of piano or on pulpit or altar.
- Vases are located in the ante room (near internal stairs) in cupboard.

### **MORNING TEA AFTER A REGULAR SERVICE** (2 rostered on)

Contact Carmen Ost in the church office if you are interested and able to help in this area – and only if you are willing to complete the TAFE Covid food service training. All procedures below are subject to the current food service requirements under government Covid safe plans. The main modifications are use of disposable cutlery (as we have no dishwasher) and all food and drinks to be served to people seated at their tables so that only the trained servers serve food and drinks.

#### **Before the Service**

- Arrive approximately 30 minutes before the service.
- Wash your hands thoroughly.
- All equipment can be found in the storage cupboards in the kitchen.
- Fill and turn on the hot water urn
- Check that there is a jug or 2 of cold water in the fridge – prepare or freshen those jugs, especially in summer.
- Turn on the lights in the hall (and fans in summer)
- The cups and saucers or disposable cups (and plates if needed for the food) should be set out, including glasses, spoons, dishes for used spoons and teabags. The coffee/tea/sugar is put out in the plastic containers they are stored in.

- Serviettes are available in the drawers to the left of the hall cupboards.
- You will be rostered on with another person so that you can liaise with them about sharing the provision of some food for morning tea. There are usually back up biscuits and crackers in the grocery cupboard (on the far right top of the hall cupboards). Check whether these need replenishing from time to time.
- Please bring milk and check whether the back up long life milk is available and still current.
- Numbers staying for morning tea vary. You can expect about 20 people as an average. The food can be set out at this point or after the service. There is an oven and also a microwave to heat food. Remember there are likely to be children – very hot food should be kept away from the edge of the table.
- This is not lunch! Large amounts, homemade or fancy food are not expected. Whatever you feel comfortable providing will be appreciated. Talk to the person you are rostered on with about variety and amount.
- There are signs in the drawer to the far right of the hall cupboards for gluten free, vegetarian, lactose free food if you bring any. There are people in the congregation who require gluten free food – we try to cater for them at a morning tea.
- A few tables of 4 and a long table is the usual set up, but feel free to be imaginative! The goal is a time of comfortable fellowship over a cup of tea – this can be achieved with a variety of table set ups. Table cloths are not necessary except for the serving tables – there are 2 long tables set up near the urn with plastic table cloths for easy cleaning.

### **After the Service**

- Leave the church during the last hymn to arrive in the hall to make final preparations before people arrive.
- Wash your hands thoroughly
- Double check that there are serving implements for all food to ensure the food is not handled.
- In more normal times, everyone helps themselves but to comply with Covid requirements, those rostered on will serve the food and drinks. All attendees are to remain seated.
- Wash up and return equipment to storage cupboard. You will often have a few people around who will help out with clearing the dishes and washing up and drying. 'Crocery' is disposable to comply with Covid requirements as there is no dishwasher
- Morning tea roster usually lasts for about an hour after the service, depending on numbers.
- The Pastor may have an informal announcement to share; there may be a birthday song to sing; there will be lots of conversation!
- Clean and wipe all bench areas and wipe the tables and the sink. Put the chairs and tables back to the sides of the hall.
- Report any consumables that are running low e.g: tea, coffee sugar etc. to the Church office secretary.
- Turn off the urn, the lights, stove and the fans before you leave
- Confirm that there is someone with a key to lock up the hall before you leave.

Note: Congregational and special celebration lunches are a big affair at St Andrews! If you are the creative chef type or the creative indoor decorator type, have we got a job for you! This is an ad hoc agile team (many hands make light work). This may be the ideal way to become involved if a regular rostered role does not suit you but you can commit some time on an ad hoc basis. Register your interest.

### **MONEY COUNTERS (2)**

Contact the Treasurer if you are interested and able to help in this area.

### **Before the Service**

- Check that the collection basket is in place at the rear of the church

### **After the Service**

- Always ensure a second person is with you.

- Collect money from altar/narthex and count it together in the vestry.
- Consult the ushers about numbers unless the information is already in the collection basket
- Record the following in the receipt and attendance books provided in the cupboard under the sink in the vestry kitchen and attendance books:
  - Total offering received.
  - Total attendance and communicant numbers. \* (\*As given by ushers)
  - Total numbers of adults present. \*
  - Total number of children under 16 present. \*
- Put money and receipt in the safe beside the altar or give to Treasurer for banking.

### **BANKER (1)**

The Treasurer is responsible for the banking.

### **After the Service**

- Collect offering money from the collection counters and ensure that money is deposited into the church account. Record deposit in the 'Green Book' and reconcile deposits at the end of each month in preparation for Church Council Treasurer's Report.

## **C. Volunteer Opportunities Beyond Sunday Services**

### **CHURCH COUNCIL MEMBER**

Contact our Chair if you are interested and able to help in this area.

The main role for team members is to ensure that the mission, vision and ministry of the congregation takes place.

Roles and responsibilities for members and office bearers are clearly set out in the 'LCA Governance Handbook for Parishes and Congregations' available at the Church Office.

All Church Council members and office bearers will undertake the governance training. Office Bearers will undertake the additional modules for Chair, Secretary and Treasurer as required.

### **PASTORAL CARE TEAM**

Contact the Pastor if you are interested and able to help in this area.

The main role for team members is to ensure that appropriate pastoral care takes place. Including:

- Demonstrate a compassionate and caring heart for others.
- Support Pastor and his family.
- Follow up church members with phone calls and/or visits.
- Assist visitors in getting to know regular members.
- Ensure that new people are integrated into congregation life.
- Make congregation members aware of the special needs of those who require practical help eg transport, house and yard cleaning etc.
- Inform Pastor of any health or individual member concerns if he/she is unaware.
- Make sure appropriate follow up occurs as required.
- Regularly pray for the people you are working with.
- Ensure that accurate records, if applicable, are maintained. Respect confidentiality.
- Attend regular, preferably, bi-monthly meetings with Pastor.
- Undertake Professional Standards Core Training.

### **WINE AND WORD LEADER**

Wine and Word is a regular group meeting of interested members where a study selected by attendees is led by the Pastor.

Contact the current Wine and Word leader if you are interested and able to help in this area.

The main role for Wine and Word leader is to facilitate the effectiveness of meetings.

Including:

- Demonstrate a welcoming, open, hospitable heart.
- Know and understand the purpose of Wine and Word.
- Promote and/or invite people to participate in the group.
- Pray about and facilitate planning, meetings, studies, discussions, activities etc.
- Involve group members in planning and decisions about venues, meetings, topics, discussion materials, activities and in caring for one another.
- Cultivate a safe and welcoming environment where people can grow in relationship with others and with Jesus Christ.
- Make members feel valued and accepted.
- Create opportunities/activities that enrich discussions and prayer times.
- Nurture community, loving relationships and fun activities within the group.

### **CHILDREN'S MINISTRY LEADER/HELPER**

Contact the Church office secretary if you are interested and able to help in this area.

The main role is to nurture the spiritual lives of our children who are at the very beginning of their Christian journey. Including:

- Demonstrate appropriate skills and an affinity for teaching children.
- Teach or help teach a group of children weekly during term time.
- Commit to preparing well and carefully each week. Plan and prepare or help prepare relevant bible stories, activities, games, crafts etc as required.
- Meet with the Pastor or Worship Committee as required to ensure that the programme of materials and content are approved by the Pastor
- Demonstrate the ability to pass on biblical knowledge and share your own faith journey with children.
- Model Christ's love so children will see Jesus in you.
- Cultivate a fun, safe and welcoming environment where children can grow in relationship with others and with Jesus Christ.
- Know the children in your group, the types of learners they are and any issues they might be struggling with. Assist children that may provide challenges.
- Build a relationship with the children and let them know you as a Christian.
- Pray regularly for your children.
- Ensure the safety of children in the group.
- Ensure that accurate records are maintained.
- Have a current 'Blue Card' (state based child protection requirement), undertake Professional Standards Core, Working With Children and Youth Team Member and Safe Guarding Children – Child Protection Training.

## Appendix 1

### Checklist for ushers

- Garage doors opened and have sensors covered
- Boom gate is up with shelf blocking the sensor
- St Andrew's car parking sign is out
- Windows open
- Fans and Lights on
- Check prayer bowl (when it is being used)
  - Any melted wax to be sifted out
  - An appropriate image is drawn in the sand, usually a cross
  - Fresh votive candles are topped up
  - Prayer candle lit
- Pascal Candle lit
- Check altar candles, do they need trimming or replacing?
- Lectionary turned to the right page
- Lector and pulpit colours correct (see roster)
- Service orders put on the front pew for Pastor and Assistant/s
- Water glass on the alter and pulpit for pastor
- Bottle of water in the narthex
- Service orders ready to hand out
- Amp turned on
- Head phones for hearing impaired, system on
- Front door open and ready to greet

## Covid Checklist

- Wipe down backs of pews with anti-bacterial wipes
- Wipe down external hand rails (ramp and stairs)
- Have thermometer out and ready to go
  - New batteries are in the cupboard if needed.
  - Ensure thermometer is on correct setting (Adult, child and surface temp) check graphic on the screen to confirm
  - Thermometer must be 3-5cm from person's forehead
  - Thermometer does not react well to ambient temperature changes (if outside is significantly different from inside temperature, it is best to stay inside as it takes up to half an hour to acclimatize.)

## Appendix 2

### St Andrews Lutheran Church Brisbane City Volunteer Expression of Interest

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I am interested in more information or would like to volunteer in the following area/s.  
(Please tick the relevant box or boxes; # = elected at AGM)

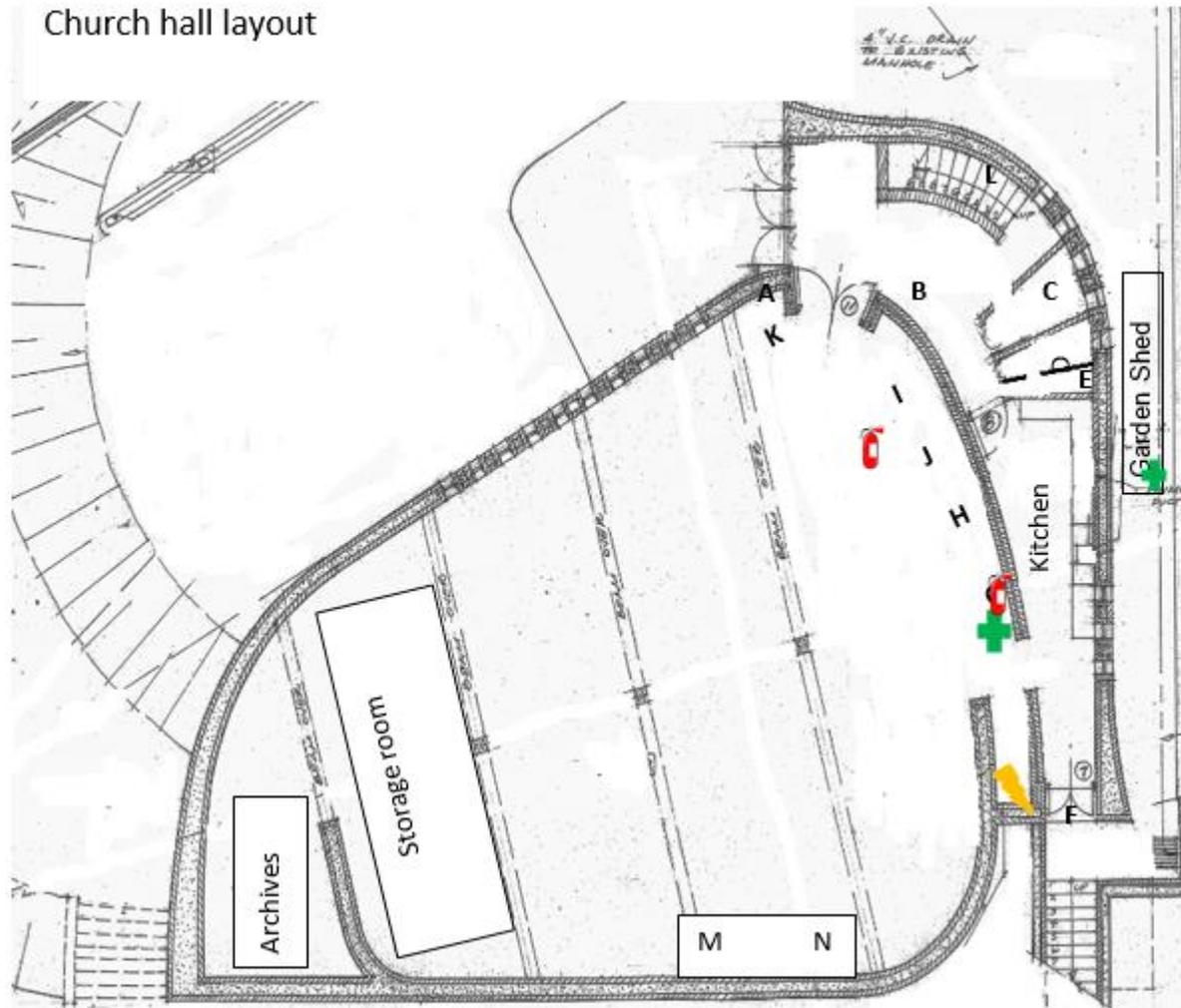
- Assistant in Church office
- Church Cleaning
- Steward/Usher
- Covid warden
- Communion Assistant
- Pastoral Assistant/Pastoral Care Team #
- Lay Reader #
- Lector
- Musician                      What instrument do you play? \_\_\_\_\_
- Choir
- Cantor/Psalmist
- Flowers
- Morning tea
- Money Counter and/or Banker
- Church Council Member #
- Wine and Word
- Children's Ministry Leader/Helper
- I have a current 'Blue Card' (working with children) valid to \_\_\_\_\_

Why are you interested in this area/these areas?

## Appendix 3

### St Andrews Lutheran Church Brisbane City Church Hall Layout

Church hall layout



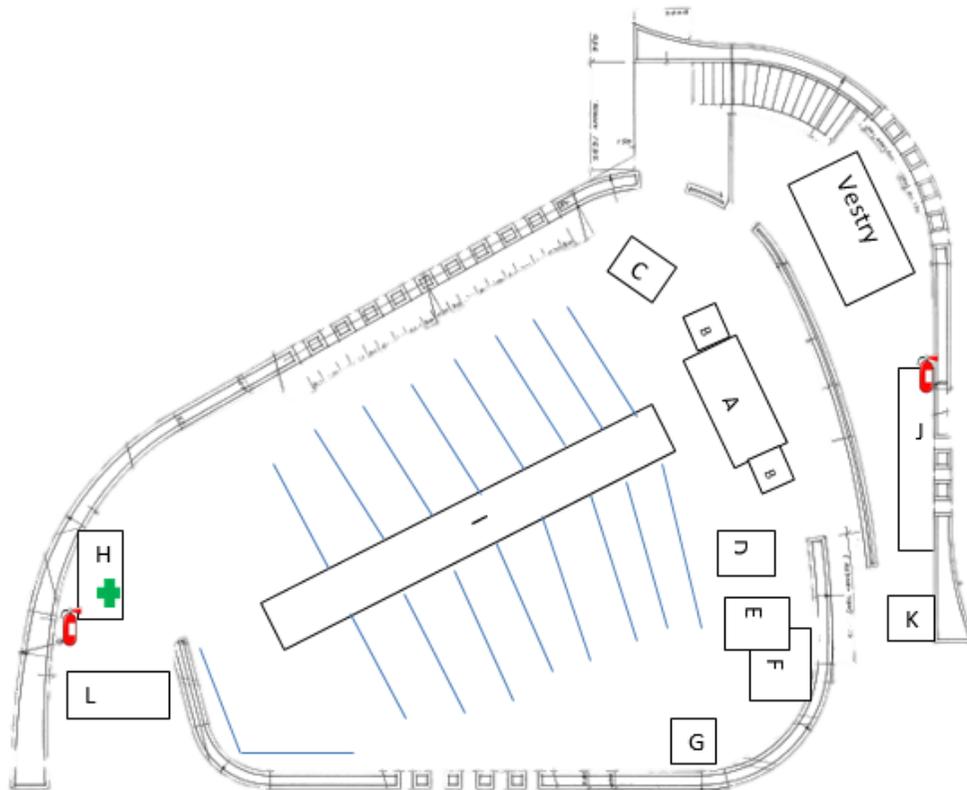
 First Aid box

 Fuse Box

 Fire Extinguisher

- A. Hall Back door
- B. Master light switch
- C. Toilet 1
- D. Toilet 2
- E. Cleaning cupboard
- F. Hall front door
- G. Remotes for fans (above first aid)
- H. Morning tea cupboard
- I. Crockery (Top cupboards)/ Platters and event supplies (Bottom cupboards)
- J. Cutlery / utensils draws
- K. Urn
- L. Stairs to Church worship space
- M. Sunday school supplies
- N. Table cloth cupboard

St Andrews Lutheran Church Brisbane City Church Layout



Key

 Fire extinguishers

 First Aid kit

- A. Altar
- B. Candles
- C. Pulpit
- D. Lectern
- E. Baptismal Font
- F. Display case
- G. Prayer bowl
- H. Narthex cupboard
- I. Aisle
- J. Preparation area
- K. Vestry Door
- L. Front / main door