

First Lutheran Church

2017-2020 Service Group Information Booklet

**200 East 5th Street
Morris, MN 56267
320-589-3242
office@flcmorris.org
www.flcmorris.org**

***First Lutheran Church
Mission Statement:***

***Chosen by Christ
Empowered to Serve***

***A special thank you
to our honorary members
who have been instrumental
in the foundation of service at
First Lutheran Church.***

God Bless You!

KINDNESS SERVICE GROUP

January & July 2017
April & October 2018
February & August 2019
May & November 2020

Jon & Tabitha Amundson
Ryan & Laura Anderson
Doug Beyer
Kyle & Amy Dougherty
David & Yvonne Evenson
Sheila & Leroy Fahje
Jay & Joleen Hanson
Allan & Elizabeth Harris
Dennis & Carole Johnson
Marge Kleinhans
Kristi Krusemark
Bruce & Laura McCormack
Brad & Ana Miller
Allen & Julie Monroe
Brandon & Christie Olhoft
Connie Randall
Jason & Selena Reed
Mick Rose
Ron & Deanna Rosen
Marilyn Smith
Paul & Kelsey Staples
Jim & Marian Thraen
Shirley Tullos
Jon & Shana Ulrich
Ward & Carol Voorhees
Steve & Sherri Wagner

PEACE SERVICE GROUP

February & August 2017
May & November 2018
March & September 2019
June & December 2020

Rochelle Anderson
Judy Bluth
Emilie Brustuen
Shane & Deb Decker
Darlene Drum
Terry & Jill Dybdahl
Doug & Sharon Ehlers
Arlene Fellows
Ken & Noreen Grunig
Dale & Zona Jacobson
Rob & Peggy Jergenson
Dennis & Natalie Ketterling
Mark & Deb Mattheis
Herb & Marlene Nelson
Rebecca Nemmers
Hugh Reimers
Raelene Reimers
Gwen Rudney
Tom & Heather Schneider
Heidi Suess
Kent & Erica Swenson
Dorwin & Millie Tschetter
Jill & Steve Van Kempen
Ryan & Lynn Watzke
Priscilla Wood

FAITH SERVICE GROUP

March & September 2017

June & December 2018

April & October 2019

January & July 2020

Eugene & Cathy Anderson

Lloyd & Janet Anderson

Ryan & Alisha Anderson

Sarah Buchanan

Dennis & Sandy Fuhrman

Greg & Naomi Fynboh

Don Geiszler

Amee Gibson

Glen & Kahla Gillespie

Paul & Sandy Grove

Tim & Kristin Grove

Mark & Mary Huebner

Ray & Jane Johnson

Dave Jungst & Lindy Ekola

Mike & Rhonda Lair

David & Dorothy Minners

Troy & Beth Minners

Diane Nelson

Mike & Denise Odello

John & Jean Schultz

Sarah & Colby Schultz

Cathy Solvie

Jo Solvie

Randy & Bobbi Jo Staples

Scott Staples

Robert & Joanne Thompson

Sally Utech

Jim & Sharon VanAlstine

Neil & Pam Wiese

GRACE SERVICE GROUP

April & October 2017

January & July 2018

May & November 2019

February & August 2020

Audrey Anderson

Shelley Beyer

Brenda Boever

Ray & Robi Bowman

Rich & Judy Buro

LeAnn Dean

Paul & Renee Ersted

Jenna Kettner

Steve & Jeanne Halbe

Charles Henrich, Jr

Scott & Kelli Hentges

Jim & Jacqui Hills

Linda Holland

Kris & Josh Hutchings

Gary & Corrine Knochenmus

Michael & Holly Kolden

Dale & Liz Michealson

Allen & DiAnn Mithun

Dave Nelson

Mark Nemmers

Dale & Lois Peterson

Allyn & Hannah Plattner

Curt & MaryAnn Quisberg

Del & Carlene Sarlette

Charles & Marlene Seip

Chris & Bobbi Siegel

Greg & Julie Thymian

Cheryl Voorhees

Kevin & Lori Wevley

Hannah Zehringer

CHARITY SERVICE GROUP

May & November 2017

February & August 2018

June & December 2019

March & September 2020

Doyle & Jone Anderson
Jeff & Ali Anderson
Jerry & Ardell Anderson
Karen Bolling
Gary & Deb Brunko
Elizabeth & Mike Buss
Lauren Carlson
Bob & Vicky Dalager
Barry & Nancy Erdahl
Brian & Ann Erdahl
Angie Gocha
Mark Gunderson
Steve & Diane Hammond
Irene Henjum
Cheryl Higgins
Brent & Jackie Huebner
Steve & Michelle Just
Marty & Kristin Ohren
Don & Karen Ritter
Tammy Roth
Dick & Suzanne Smith
Nathan Smith
Joan Smith
Myron & Marilyn Syverson
Evelyn Warnes
Kevin & Jeanne Williamson

HOPE SERVICE GROUP

June & December 2017

March & September 2018

January & July 2019

April & October 2020

Connie Anderson
Lori & Justin Anderson
Luella Anderson
Amanda & Mark Barsness
Jim & Jill Beauregard
Matt & Marisa Carlson
Dolores Crow
Wanda Dagen & Doug Moe
Dean Danter
David Denzer
John & Diane Dosedall
Dennis & Laurie Feutchenberger
Bob & Nadine Heck
Matt & Adrienne Hilbrands
Steve & Randee Hokanson
Holly Johnson
Mary Alyce Krattenmaker
Cody & Molly Krosch
Jim & Jackie Krosch
Skip & Vicki Maanum
Dennis & Anita Neisius
Judy Olson
Dana Pappenfus
Wayde & Laura Peterson
William Peterson
Jeanne Richards
Stan & Janet Staples
Todd & Angie Staples
Gary Wagner
LaVonne Watson

All of the following information can be found on our website at www.flcmorris.org. Church members are no longer provided a print copy of these responsibilities unless they request a copy from the church office.

SERVICE MONTHS	2017	2018	2019	2020
JANUARY & JULY	<i>Kindness</i>	<i>Grace</i>	<i>Hope</i>	<i>Faith</i>
FEBRUARY & AUGUST	<i>Peace</i>	<i>Charity</i>	<i>Kindness</i>	<i>Grace</i>
MARCH & SEPTEMBER	<i>Faith</i>	<i>Hope</i>	<i>Peace</i>	<i>Charity</i>
APRIL & OCTOBER	<i>Grace</i>	<i>Kindness</i>	<i>Faith</i>	<i>Hope</i>
MAY & NOVEMBER	<i>Charity</i>	<i>Peace</i>	<i>Grace</i>	<i>Kindness</i>
JUNE & DECEMBER	<i>Hope</i>	<i>Faith</i>	<i>Charity</i>	<i>Peace</i>

Service Group Co-Chair Responsibilities

When you are the co-chair of your service group, you will coordinate volunteers for these service areas: coffee hour, special potluck or events during your service month, and funeral workers (food is provided by a separate committee). A co-chair term is two years.

The remaining service positions (usher, communion preparer, nursery attendant, greeters, etc.) will be filled in with names taken from the Time & Talent sheets. The schedule will be prepared by the Worship & Music Committee and mailed out each month from the church office.

Recruit Your Replacement

You have been asked to serve a two year term as co-chair. After you have served for 12 months of your two year term as co-chair, you will recruit a member of your group to serve a two year term. During the next 12 months you will be training your replacement. Using this system, every 12 months one co-chair will go off and one will come on. By doing this there will always be someone with a year of experience leading your service group. Each service group will always have two chairs.

Getting Volunteers

Service group co-chairs will be mailed a hard copy of the sign up sheet and an updated list of service group members the month before serving. A sign up board is posted on the bulletin board near the church office (worship & music worker lists will also be posted there). Complete the sign-up sheets by calling members in your group. Please try to get this information completed prior to the newsletter deadline (printed on newsletter calendar).

Funeral Luncheon Serving

Find and manage workers for a funeral luncheon. The six service groups take turns serving funeral luncheons on a rotational basis. You will be notified when it is your turn to serve a funeral luncheon. **Co-chairs should be at the church one hour before the service and stay throughout the luncheon** (or appoint someone to manage the kitchen if you are not able to attend). You will be contacted regarding the luncheon ie: what type of food will be served, number of guests, time of day etc. Your service group workers set the tables, serve the food and clean up. They do not make the food. **You are the troubleshooter as needs arise.** If you are in need of workers outside of your service group list, use the funeral volunteer list. If you are short food, charge food at Willie's Super Valu. Be sure to mark the receipt what the charge was for and turn the receipt into the church office.

FUNERAL LUNCHEON SERVING DUTIES

- Your service group co-chairs are in charge or will delegate their responsibilities to someone if they cannot be at the funeral luncheon. You will be contacted regarding the luncheon, what type of food, number of guests, time of day etc. If you are in need of workers outside your group, use the funeral volunteer list. There is a hotdish committee that will have prepared the chosen recipe and you may need to start the roasters, do not over stir the hotdish. Other food is donated.
- Before the funeral (this can be done the evening before) set tables with tablecloths, coffee cups, cream/sugar, salt and pepper, napkins, spoons and forks. Other jobs that can be done the night before include, set plates for serving on serving counter/table, serving spoons for hotdish and salads, trays with placemat on for buttered rolls, large plates for bars, pickle dishes and forks, knives and spatulas for bars, coffee pots for serving, cart for water and lemonade with glasses, brown bowls for hotdish. Also fill pitchers with water and set in refrigerator overnight. Placemats are only used as backup if the tablecloths cannot be used. All items can be found in the Martha room (room behind kitchen) and church kitchen.
- Arrive at church to work 1-2 hours before the service time to prepare food and counter. The coffee maker needs to be turned on and needs 1 hour before brewing. (if the custodian hasn't turned it on). The family arrives one hour before the service, coffee and water/lemonade need to be ready for them. Hostesses will prepare cart and serve the family beverages in an upper room before the funeral.
- Prepare platters for serving. The dinner rolls need to be sliced into 14 slices per loaf and buttered. Dinner rolls can be put on large plates or trays for the counter. Bars need to be cut (we ask for 2 dozen from each person) and put on larger plates for the counter. Hotdish, pickles and salad are put in larger bowls for the counter serving. Always check both sides of the refrigerator for food and always check the list on the counter to find all food brought to be used for the funeral. Call names if the food has not been brought. When needed, extra food may be purchased at Willie's. Don't set all the salads out at the same time, two per side is good, otherwise they take a scoop from all offered.
- The purpose of the buffet style is less work, put plates, all food etc. on counter to pick up. Everyone (including family) goes through the buffet line with 2 lines starting in the center of the counter and leaving by the sides. Coffee and lemonade and water can be served on carts from the sides of the dining hall. Leave 1-2 tables open for the family to use when they return from the cemetery. Hostesses will be aware and seat accordingly.
- Leftover food is offered to the family, any other food leftover is divided among the workers for them to take home. Do not freeze or leave in the refrigerator.
- Clear tables and wash all dishes. Any soiled tablecloths are left to be laundered. Tidy up kitchen and dining room..
- Leave the list on the counter for Nina or Lois to pick up. Do not destroy. They need it for future reference.
- Afternoon funerals will be served with sandwiches, bars and pickles. Serving will be done as described above, with buffet line.
- Pay special attention to the operating instructions posted by the coffee maker and dishwasher.

USHER DUTIES

HEAD USHER

There is one head usher for each service. The offerings are deposited separately. The head usher is responsible for taking the offering to the Night Depository Vault at Riverwood Bank in Morris. Bank bags and keys are in the Sacristy. Put the offering in the bag. Turn the bar at the end of the zipper to lock the bag. Use the key to open the bank night depository vault. Drop both the key and moneybag in the vault door. The head usher at the last service also deposits the offering from coffee hour. The Sunday school offering is not included.

- Be at church 30 minutes before services.
- If there are not enough ushers, ask people from the congregation to assist.
- Ring bell before and after service, directions are posted on the wall by the bell tower.
- Collect worship attendance cards and put them on the secretary's desk.
- Collect unused bulletins and put them on the secretary's desk (do not throw them away)

SIDE USHER

- Be at church 30 minutes before services.
- Hand out bulletins, Celebrate inserts and worship attendance cards at both entrances.
- Escort people to pews as needed.
- Collect offering, beginning at the front.
- Bring offering to altar during the offertory song or when the Pastor indicates.
- Assemble communion rail and pads for traditional communion services.
- Count number of people in attendance, record number in book in ushers cabinet.
- Open windows as needed.
- Clean pews after services (papers, bulletin, etc.)
- Arrange hymnals right side out facing forward.
- Close windows after services.

NURSERY ATTENDANT DUTIES

The nursery is staffed during the second service each Sunday. Co-chairs recruit one adult to care for the children. Teenagers may assist but one adult must be present at all times (adopted by Church Council Fall 2001).

Please arrive 20 minutes before the church service starts. Check to see that the nursery is clean and ready to welcome children. Remain in the nursery until the service is over, as parents may bring their children at any time during the service. If items are needed in the nursery, please let the church secretary know. Clean up the nursery after the children leave. Sort the toys and return them to the bins.

GREETER DUTIES

Greeters are stationed at both entrances of the church and welcome people to Sunday morning services. They also help direct visitors to areas of the church as needed. Greeters should arrive 20-30 minutes before church starts.

COMMUNION PREPARER DUTIES

Remain available throughout communion to refill bread and wine as needed. You will be taking care of preparation, set-up and clean-up of all communion ware. All communion ware is located in the upper and lower cabinets in the sacristy.

Communion with wafers and trays of individual wine cups (Silver Tray)

- Silver Tray style communion is used on the 1st and 2nd Sunday of each month.
- Assist during the service to help keep serving pieces filled.
- Use the silver serving pieces.
- Fill plastic wine glasses 1/2 full.
- Do not fill outer ring on serving trays.
- Put 3 glasses with grape juice in the center ring. Open juice is in the sacristy refrigerator.
- Put a filled wine glass inside the chalice and cover with stiff board.
- Put communion wafers on Paten (plate) and in Ciborium (silver covered dish).
- Put 2 or 3 gluten free wafers on a separate plate/dish (small blue pottery plate)
- Arrange silver pieces on the altar according to the chart in the Sacristy.
- Work with the acolytes during the service to keep filled trays on the altar so things move smoothly.
- Be sure to stay after the service to clean up.
- Dispose of all used cups, clean silver pieces with damp towels, dry completely.

Communion with unleavened bread and serving pitchers (Pouring Chalice)

- Pouring Chalice style communion is used on the 3rd and 4th (and if applicable the 5th) Sunday of each month.
- Assist during the service to help keep serving pieces filled.
- Use the pottery serving pieces.
- Communion bread is baked by Jane Johnson and Sharon Ehlers and will be in the sacristy refrigerator or freezer in the Martha Room (room behind the kitchen) on Saturday. Do not put bread out prior to Sunday morning, as it dries out. Use hosts/wafers when bread is not available.
- Put 2 or 3 gluten free wafers on a separate plate/dish (small blue pottery plate)
- Fill each blue pottery chalice about 3/4 full with wine (do not overfill). Place the plates with bread on them over the chalices and place them on the altar; cover with white clothes. Place red washcloths alongside the blue pitchers.
- Fill two small glass pitchers (on saucers) with grape juice and put them on the altar.
- Fill the large blue pottery pitcher 3/4 full to be used to refill the chalices.
- Arrange serving pieces on the altar according to the chart in the Sacristy.
- Put approximately 150 communion cups in the cloth lined basket (please separate the cups). Cover with cloth and set on small table placed near the front pew.
- Have two plastic lined baskets for used cups placed on the altar.
- Dispose of all used cups, clean pottery pieces with damp towels and dry completely.
- Return bread and opened grape juice to the sacristy refrigerator.

COMMUNION SERVER DUTIES

Normally the 1st and 2nd Sundays of the month use the communion wafers and silver trays with individual cups. The 3rd, 4th (and 5th if applicable) use the blue pottery serving pitchers and plates with unleavened bread.

The communion wear will be set-up and cleaned up by the communion preparer; not the communion server. The pastor will motion you forward when it is time to serve. Hand sanitizer is normally available on the altar for your use.

Serving of bread/wafers

- present it to those communing using the words “the body of Christ given for you.”
- children younger than 5th grade are given a blessing by the pastor
- gluten free wafers are available and are normally kept on a separate plate on the altar

Serving of communion wine

When using the silver tray:

- present the tray to the individual and have them remove their own cup, and say “the blood of Christ, shed for you.”
- The inner center ring will have cups with grape juice
- please be aware of people that may need assistance

When using the pour chalice:

- wrap a dark color wash cloth around the chalice to help prevent spillage
- the individual will take his/her own cup from a basket and present it to you for filling
- pour wine into their cup and say “the blood of Christ, shed for you.”
- a separate small glass pitcher will be available on the altar for those that prefer grape juice

Assist the pastor when communion is brought out to those in the congregation who are not able to come forward to the altar.

LECTOR DUTIES

The office will mail out the scripture readings to the assigned lectors. You may read from the mailing sent to you, or from a pew bible. Come forward during the allotted time and read from the lector pulpit (on the left side). If a Psalm is to be read responsively from the pew bible, please make sure you give the congregation amply time to have their bibles open and locate the psalm.

COFFEE HOUR DUTIES

Coffee Hour is served each Sunday starting at approximately 10:30am.
Be sure to check the monthly newsletter or bulletin for any changes.

Coffee maker and dishwasher/drain directions are posted

****PLEASE READ THEM CAREFULLY****

Chairpersons: you will receive your worker list and coffee hour schedule the month prior to serving. Please call each person on your list and ask them to help out. We ask that you give the church office your completed coffee hour worker list prior to the newsletter deadline, so it may be printed in the current newsletter.

Below is a general outline of duties. If you have any questions, please feel free to call the church office.

- Please arrive at church with adequate time for heating the coffee maker (approximately 1 hour) and to prepare serving trays.
- Serve from the counter and plan on 40-60 people which includes the Sunday school. Sunday school is not held every Sunday, so to plan accordingly. (please check the monthly calendar printed in the newsletter)
- Please donate food and juice for the coffee hour you are serving. On special occasions, (such as Confirmation Sunday, Graduation Sunday, etc.), you will be instructed by the church office and/or your chairperson to order a cake from Willie's SuperValu. You will be given approximate numbers attending to determine if a half sheet or whole sheet cake will be needed. Servers for those special coffee hours are responsible for ordering the cake and arranging for delivery or pick-up. Please use the charge account at Willie's for ordering cake on these special occasions. Be sure to mark the receipt "coffee hour" and turn in to the church office.
- Coffee directions:
 - Regular coffee:** Turn on coffee maker 1 hour prior to brewing coffee. Instructions are printed on the side of the large coffee maker. **Make a 1/2 pot for regular coffee hour; full pot for larger special occasions.** Be sure to clean and turn off unit when leaving.
 - De-caaffeinated Coffee:** Use the 12-cup glass coffee maker if available. Directions are on top of machine. Be sure to turn off and unplug when leaving.
 - Tea:** packets are in the drawer; use hot water from the middle spigot on large coffee maker.
- Creamer cups may be sitting on the serving counter, or by the refrigerator (do not refrigerate them). Put out packets of sugar, powdered creamer and spoons.
- Juice and water pitchers. Put on serving cart with glasses and position close to the counter.
- For special occasions, place coffee cups and coffee thermos on the tables.
- Put out a basket for free will offering, which is in the drawer to the right of the coffee maker. Also in the drawer are coffee hour forms and envelopes. Fill out the form by counting number served and amount of money donated. Put the form and money in an envelope and place in Rita's wire basket located in the office waiting area; or give the envelope to the head usher to be kept at the bank with the general offering.
- Leftover food should be taken home by those serving. DO NOT leave leftovers in the refrigerator unless there are set plans for its use within a few days. If so, please mark food with the date and as to what it will be used for.
- Use the sanitizer washer to do the dishes. Instructions are posted on the wall by the washer. Be sure to turn off switches when done.
- Washcloths and kitchen towels are to be taken home and laundered. Please bring the clean towels back to church by the following Sunday.