



St. Andrew Lutheran Church

10 South Lake Street • Mundelein, Illinois 60060

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The Rev. Jenna Pulkowski, Pastor

Standrewmundelein.com

People Power



Worship Services

<u>Position</u>	<u>Description</u>	<u>Commitment</u>	<u>Contact</u>
Assisting Ministers - Traditional Service	Assists Pastor during service with chanting / reading of Psalms, offering of prayers, Communion distribution and baptism. Psalms and prayers are provided in advance for review and clarification. Training provided.	Sundays at 8:30am, assignments rotate based on availability	Anita Pahlman 847-566-8081
Lay Readers	Reads the lessons during Sunday morning services. Lessons are provided in advance for review and clarification. No training required, but coaching available if requested/preferred.	Sundays at 8:30am or 10:45am, assignments rotate based on availability Schedules are set according to service preference.	Anita Pahlman 847-566-8081
Ushers	Acts as “ambassadors” of the congregation. Assist preparing the Sanctuary for worship (straightening chairs, posting hymns at the first service, restocking seat backs, setting out bulletins), warmly greet all who enter the Sanctuary, help members and guests with seating, hand out bulletins, distribute Visitor Welcome Bags, collect offering, take headcount for worship, assist communicants, and direct visitors around the church. Training is provided. Middle school age and above.	Sundays at 8:30am or 10:45am, assignments rotate based on availability Schedules are set according to service preference.	Anita Pahlman 847-566-8081
Hospitality Host	Brings snacks (homemade or store-bought) to encourage fellowship between services and after the second service.	Sundays between worship; positions rotate – sign-up available in the Narthex	Anita Pahlman 847-566-8081

Worship Services

<u>Position</u>	<u>Description</u>	<u>Commitment</u>	<u>Contact</u>
Communion Assistant	Hands out either bread or wine during Communion distribution; administers Communion to the pastor. Runners watch the cup trays during distribution to bring a replenishment tray when cups are running low. No training required, but coaching available if requested/preferred. Middle school age and above.	Sundays at 8:30am or 10:45am, assignments rotate based on availability Schedules are set according to service preference.	Anita Pahlman 847-566-8081
PowerPoint Tech	Advances the slides during the second service to keep in time with the readings, liturgies, and songs. No training required, but coaching available if requested/preferred. Middle school age and above.	Sundays at 10:45am, assignments rotate based on availability	Anita Pahlman 847-566-8081
Sound Tech	Responsible for turning the sound system on and off; adjusts microphone volume throughout the service and addresses sound issues. Training is provided. Middle school age and above.	Sundays at 8:30am or 10:45am, assignments rotate based on availability Schedules are set according to service preference.	Anita Pahlman 847-566-8081
Media Tech	Set up the equipment and host the livestream of services on Sunday mornings; post recordings on YouTube. Training is provided. High school age and above.	Sundays at 8:30am and/or 10:45am Schedules are set according to service preference.	Steve Grace 224-602-9084

Music Ministries

<u>Position</u>	<u>Description</u>	<u>Commitment</u>	<u>Contact</u>
Adult Choir – Traditional Service	Those who enjoy lifting up their voices in traditional music of praise are welcome to join us. High school age and above.	Rehearsals are on Thursdays (not every week) from 6-7pm. Choir generally sings once per month at the 8:30 service.	Ryan Burnett ryanpburnett@yahoo.com
Handbells – Traditional Service	Play music with handbells during worship. High school age and above.	Rehearsals are on Thursdays (not every week) from 7-8pm. Performances vary throughout the year.	Ryan Burnett ryanpburnett@yahoo.com
Power of Praise Team – Contemporary Service	If the upbeat of contemporary music is your desire, join our team. The Power of Praise Team leads worship for the Contemporary services. High school age and above.	Rehearsals vary but are always Sundays between services immediately after the Traditional Service at approximately 9:40am. Additional weeknight rehearsals are scheduled as needed.	Anita Pahlman 847-566-8081

Behind the Scenes

<u>Position</u>	<u>Description</u>	<u>Commitment</u>	<u>Contact</u>
Altar Guild	This group's general tasks include cleaning the chancel, setting up for Holy Communion, caring for the linens, paraments and vessels used in worship, filling the candles with oil, and picking up altar flowers from the florist in Mundelein. Training is provided.	Generally, two months per year. Saturday flower pick-up and worship preparation. Sunday transition between services and clean-up after second service.	Jim Kowalewski 224-715-2141
Bread Baker	Bake small loaves of bread used for Communion. Recipe is provided.	Weekly, as requested.	Jim Kowalewski 224-715-2141
Social Media Coordinator	Create fun, intriguing, or evocative social media posts about the ministries at SALC. Training is provided. High school age and above.	As needed	Pastor Jenna Pulkowski 847-986-8144
Offering Counter	Collect the morning offerings after services, count, record and deposit monies. This is a 2-3 person team each week. Good figure aptitude and calculator / balancing proficiency preferred. Training provided.	Generally, it's a once a month commitment after second service.	Andrea Ammons 224-214-6723

Behind the Scenes

<u>Position</u>	<u>Description</u>	<u>Commitment</u>	<u>Contact</u>
Narthex Slide Creator	Creates the slides that rotate on the screen in the Narthex and loads them onto the church computer. No training required, but coaching available if requested/preferred. Middle school age and above.	Weekly, must be completed by Saturday for Sunday worship.	Anita Pahlman 847-566-8081
PowerPoint Prep	Create slides for the contemporary worship service. Must have good attention to detail. No training required, but coaching available if requested/preferred. Middle school age and above.	Slides must be completed by Wednesday for Sunday worship. Assignments rotate based on availability.	Anita Pahlman 847-566-8081
Website Administrator	Keep SALC website current: update links to YouTube videos, new issues of Encounter and Midweek Blast, add photos, update worship times seasonally. Work with vendor to address issues. Training is provided. Middle school age and above.	As needed	Steve Grace 224-602-9084

Committees

<u>Position</u>	<u>Description</u>	<u>Commitment</u>	<u>Contact</u>
Worship & Music	Assists in creating, planning and evaluating the worship life of our congregation so that we will experience God in a meaningful setting of Word, Sacrament and Music.	Meets monthly on the 3 rd Tuesday of the month. Two larger planning meetings per year, generally 3 hours after church on Sundays in January and May.	Krissy Grace 847-997-6621
Faith Formation	Our Faith Formation Committee oversees the faith formation—i.e. Christian education—of the congregation.	Meets monthly on a Sunday between services	Tia Kowalewski 224-715-2142
Service	The Service Committee is about how we live out our faith in service to God! This includes Stewardship, Evangelism, Fellowship, Caring in Action, Health & Wellness, the Quilters, Weddings, and Funerals.	Meets monthly on the 3 rd Sunday of the month at noon (after the second service).	Jorge Cantú 847-863-0737
Operations	Responsible for the ongoing maintenance of the church building and grounds, general facilities, and equipment, and securing adequate insurance policies.	Meets monthly	Jeff Hayes 847-772-0142
Finance	Responsible for establishing adequate financial practices and oversight for the church, including budgeting, conducting an annual audit of the church's financial books and records, and ensuring the use of donated funds for their intended purpose(s).	Meets every other month on the 4 th Tuesday of the month at 7pm.	Anastasia Carmona 847-275-2892 Bruce Dir 847-219-5470