



# WE SERVE



**Peace Lutheran**  
CHURCH

**202 Dickinson Street  
Monroe, WA 98290  
360.794.2082  
Peacemonroe.org  
peacechurchmonroe@live.com**

## 1) Staff

- Pastor
- Office Administrator
- Preschool Director
- Custodian
- Coffee Hour

## 2) Volunteer Positions

### A) Leadership Team

- President
- Vice President
- Treasurer
- Secretary
- Member At Large
- Lay Ministers
- Zion Lutheran School Association Rep

### B) Worship Volunteers

- Altar Guild
- Children's Church
- Children's Worship Packets
- Hosts
- Readers
- Reader Coordinator
- Sunday School
  - a) Children
  - b) Youth
- Technology
  - a) Audio/Video Technician
  - b) Livestream Technician
  - c) Video Editor

## 3) Other Activities

- Bible Study
  - a) Adult
  - b) Women's
- Endowment
- Jesus Java
- Little Doves Volunteer
- Lunch Bunch
- Men's Breakfast

- Peace Builders
- 2-4-1 Food For those in Need

## 4) Community Ministries and Volunteer Opportunities

- Dorothy House
- Matthew House
- Monroe Gospel Women's Mission
- Take the Next Step
- YMCA

## 5) Miscellaneous

## **1: STAFF**

### **Pastor**

The role of the Pastor is to lead the congregation under Christ through Word and Sacrament Ministry. He is also responsible for overseeing all of the spiritual teaching and care of the congregation. He is responsible to the congregation through the Leadership Team in accordance with his Call to serve the congregation.

### **Office Administrator**

The Office Manager works with the Pastor to make sure that the congregation functions smoothly. She is responsible for preparing bulletins and other materials, and handles communication through the church office. For more specific duties see the job description in the Appendix.

### **Preschool Director**

The preschool director is responsible to lead a Christ-centered preschool program that demonstrates the love of Jesus. She is responsible to hire staff and lead programs that fit with that mission. She works closely with the Pastor in our shared ministry of Little Doves Preschool which is a ministry of Peace Lutheran Church.

### **Music Director**

The Music director is a paid position hired by the leadership team.

The music director is responsible for the following:

1. Picking appropriate worship music for each service in consultation with the Music Selection Team.
2. Preparing and coaching the Praise Team to lead music during the service.
3. Accompanying the Praise team to lead music during the service.
4. Evaluating and improving our worship music.

### **Custodian**

The custodian is responsible for keeping the building clean and in good order. She is responsible to the Preschool Director and the pastor.

## **2: VOLUNTEER POSITIONS:**

### **A) LEADERSHIP TEAM VOLUNTEERS**

The Leadership Team is responsible to the Voters' Assembly (confirmed members) and shall be the governing body of the congregation, responsible to administer the congregation's affairs except the following matters for action only by the Voters' Assembly:

1. Call or remove a called worker
2. Purchase or sell church property or buildings valued over 10% of the annual operating budget
3. Adopt the Annual Financial Plan
4. Dissolve the congregation

A. The Leadership Team, as the chief governing council of the congregation, shall act in all matters pertaining to the legal and general welfare of the congregation, except those reserved for the Voters' Assembly in Article VI.B. of the Constitution.

- B. The Leadership Team shall see to it that all activities of the church reflect the purpose and faith of the congregation.
- C. It shall concern itself with establishing all policies governing the activities of the congregation and with the implementation of the mission, vision, budget, and plans adopted by the Voters' Assembly.
- D. The Leadership Team shall meet at least quarterly and may be called more frequently at the request of the President or any three Leadership Team members. An elected officer shall be present and preside with two members of the Leadership Team to constitute a quorum for any meeting. Notice of each meeting shall be posted. The minutes shall fully disclose all actions taken. Minutes of the meetings shall be available to confirmed members upon request.
- E. Each Leadership Team member shall serve for a term of two years. The Leadership Team members elected shall be installed on the first Sunday immediately following the election.

- **President**

1. Presides at all meetings of the Voters' Assembly and the Leadership Team.
2. Appoint any necessary boards, committees, task groups or action teams in consultation with the Leadership Team.
3. Enforce the constitution and bylaws.
4. Perform the general duties as are common for the office, including such additional duties as may be directed by the Voters' Assembly from time to time.
5. The President shall be appointed by the Leadership Team from the elected members of said team.

- **Vice President:**

1. Perform all of the duties of the President in the latter's absence and such other additional duties which may be directed by the Voters' Assembly or by the President from time to time.
2. The Vice President shall be appointed by the Leadership Team from the elected members of said team.

- **Treasurer:**

1. Keep and preserve the accurate records of all receipts and disbursements, and submit a written report of them at all regular meetings of the Voters' Assembly and Leadership Team.
2. Ensure accuracy and propriety of all financial transactions of the congregation.
3. The Treasurer shall be appointed by the Leadership Team from the elected members of said team.

- **Secretary:**

1. The duties shall be those commonly required of that office, especially the keeping and preserving of accurate records of all Voters' Assembly meetings, and handling such correspondence as the congregation may require.
2. Keeps minutes of all Leadership Team meetings.
3. The Secretary shall be appointed by the Leadership Team from the elected members of said team.

- **Lay Ministers**

1. Encourage the Ministry Staff in their work through prayer, word and action and provide for the spiritual and physical health and welfare of the Ministry Staff and their families.
2. Minister to the needs of congregational members under guidance of the pastor.
3. Function as the human resources committee for staff members and report to the Leadership Team.
4. Develop a biblical context for Lay Minister duties.

- **Zion Lutheran School Association Representative**

Zion Lutheran School is a private school, with a stellar reputation, educating children from Preschool through High School. The school is managed by a coalition of four churches (Peace Lutheran in Monroe, Zion Lutheran in Snohomish, Lamb of God in Lake Stevens and Messiah in Marysville) that support and oversee the school. As a member of the association, our support takes two forms. One is the donation of and annual payment as a member of the association. These funds assist in the operation of the school. Secondly, we provide one or two of our members to volunteer and serve on the School Board. The board meets once a month and carries out the normal duties such as setting and/or approving staffing, budget and policies for the school. If you are interested in serving on the Zion School Board contact the church office.

## **B) WORSHIP VOLUNTEERS**

- **Altar Guild**

The Altar Guild is the committee charged with the care of the sanctuary. It is the group that ensures that the paraments are changed for each season of the church year, and plans and installs the decorations for Christmas, Easter and other occasions. The members take turns on a rotating monthly schedule setting up for communion each week. They also clean up, make sure the candles are filled with oil and periodically polish the brass and silver.

Wine is purchased by Sheryl Becker (425)259-2196 and communion wafers and cups are ordered by the Office Administrator when informed by the altar guild or Karen Johnson (360)348-1289 that we are running low. To volunteer or if you have questions contact: Lesley Humphreys (425)210-0398

- **Children's Church**

At Peace's regular worship service, volunteers give a short Bible message usually with an object lesson related to the theme of the worship service. Volunteers prepare and deliver a creative and age-appropriate Bible lesson to the children of the congregation. All volunteers working with children must pass a background check. Contact Todd (907)259-5115

- **Children's worship packets**

Peace provides packets of activities for children during the worship service. To help stock these packets please call the church office.

- **Communion Assistants**

Helping with communion includes pouring wine and speaking a blessing such as, "The blood of Christ shed for you" or "The blood of Christ for your forgiveness." If you would like to serve in this way and have not in the past, a short five-minute training will prepare you to serve. To volunteer please contact Pastor.

- **Readers**

Readers are responsible to read the Old Testament lesson, lead the reading of the Psalm, and read the Epistle lesson during the service. Lessons are emailed to the reader prior to the service. The reader should be able to read clearly, accurately, loudly and fluently. Readers can serve on a one-time basis or as often as they have time. To volunteer please contact the RGC Coordinator, Jill Burrington-Brown 425-293-3643

- **Reader Coordinator**

The Reader coordinator will schedule readers and Gospel communicators to serve for each service. The Reader Coordinator will communicate with each volunteer before putting them on the schedule. He or she will then communicate the schedule to the Office Administrator to be published in the announcements. For new readers or Gospel Communicators the RGC coordinator will either train the new volunteers or connect them with someone who can train them.

- **Sunday School**

Peace holds Sunday School during our adult worship time. There are opportunities to teach older and younger children, as well as opportunities to help as an aide. Teachers lead children through a Bible Story and craft to help them understand Jesus' love. *All Sunday school teachers must pass a background check.*

To volunteer please talk to:

**a) Children's Class:** Kim Roeske 907-259-5683

- **Coffee Hour**

After worship services the congregation hosts a coffee hour with snacks. Volunteers can help provide snacks and prepare the coffee. To volunteer contact: Karen Johnson (360)348-1289

- **Technology:**

**(a) Audio/Video Technician**

The Audio & Video Equipment Technician is responsible for setting up, installing, operating, testing and troubleshooting audio and video equipment.

Also, produces the best possible atmosphere for worship through sound reinforcement. This includes but is not limited to, creating the best music mix possible, creating an audio mix that meets the mood the pastor/worship leader wants to convey, and supporting the audio needs of the people involved with the church service. Ultimately, he or she glorifies God through providing excellent audio services.

**Responsibilities:**

**Pre-Service**

- Set up sanctuary and narthex for musicians and install equipment such as microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for events and functions such as church service, meetings, etc.
- Set up and operate sound equipment.
- Perform sound check; includes gain settings, monitor mixes, proper volume settings, and eq/mixing process. Monitor sound feels to ensure quality.
- Test and resolve equipment issues.
- Diagnose and correct media system problems.
- Setup and test recording equipment.
- Review PowerPoint presentation inserting blank slides and ensuring lyrics match with musicians.
- Check with worship leader and pastor for schedule and any schedule changes.

### **During Service**

- Responsible for adjusting sound levels during service as needed.
- Responsible for following worship leader's direction and musician's direction during services. (For example, boosting monitor levels.)
- Responsible for recording portions of the service.
- Responsible for providing a distraction-free service as it relates to audio production.

### **Post Service**

- Talk with the musician to find out if issues existed for them during service.
- Note any broken/faulty equipment and take it out of service if possible.
- Clear sanctuary and narthex of equipment as needed.

## **(b) Livestream Technician**

The Livestream Technician facilitates the video and audio stream to Facebook Live. He or she monitors the service and adjusts camera angles and scenes for those watching the service remotely.

### **Pre-Service**

- Set up computer/camera for streaming.
- Do video and sound checks.
- Begin livestream.

### **During Service**

- Monitor camera angles
- Change scenes
- Advance PowerPoint when necessary

### **Post Service**

- End Live Stream
- Disconnect/ put away computer.

## **(c) Video Editor**

The Video Editor edits and posts worship and children's videos to YouTube and our website. Basic understanding of video editing and posting videos is necessary but can be taught.

### **Lead Host:**

Peace Lutheran Church is a hosting community. Every Jesus' follower is part of our hospitality team. A warm smile and helpful information go a long way toward helping people feel welcome at our church. The Lead Host is responsible to work with the hosting community to make sure every person who enters our community feels comfortable and welcome.

### **Before Service**

- Windows opened if necessary
- Fans turned on
- Unlock fire door.
- Light Candles or work with a child to do it.
- Handouts distributed

- Welcome each person entering the church.
- Introduce yourself to anyone that you do not know.
- Tell visitors that we are very happy that they are with us. Point out the restrooms. Invite them to sign our guestbook and fill out our visitor information cards. Offer to answer any questions they might have.
- Assist visitors as needed

### **During Service**

- Count attendance and record in copy room
- Bring Offering to Altar
- Usher people to communion
- Close back door if noise from family area is too loud
- Extinguish candles at close of service or get a child to do it.
- Hand out invitation cards
- Assist in any need as necessary

### **After Service**

- Greet visitors on their way out, invite them to stay for coffee time and introduce them to another member.
- Invite visitors to come back again.
- Give first time visitors a welcome bag.
- Check rows and clean up items left behind
- Make sure windows are closed and fans turned off

## **3) OTHER ACTIVITIES:**

### **• Bible Study**

#### **a) Adult Bible Study-** Todd Roeske

Peace offers a weekly Adult Bible Study on Sunday Mornings at 8:45 AM. This study is meant to be a place where we can learn together and dig deeply into God's Word. Questions are always appropriate. For more information contact Todd (907)259-5115.

#### **b) Women's Bible Study**

The women of the congregation have several short-term Bible Studies over the course of the year. Some meet on Saturdays and some meet on a weekday evening. You can get involved by joining one of the studies or volunteering to lead a study. Contact Gayle Foster (425)210-8089, Michol Phillips (425)923-6698 or Cara Fleming (206)226-4933

### **• Endowment for Missions**

Peace Lutheran Church has an endowment fund to support mission outreach. Members and friends of the church donate money to the endowment fund. This money becomes the principle and is invested. The principle is never spent and earns interest. It also grows as members give to the fund over time. This results in



even greater interest earned each year for even greater giving. This interest is withdrawn each year and given to whatever our church decides as intended by the Endowment By-Laws. The money is only used for outreach and never for ordinary operational needs. If you would like to donate you can donate through your regular offerings by marking them "Endowment Fund" or "Endowment for Mission Fund." You can also participate in helping to decide where the funds will go by serving on the Mission Forever Endowment team. You can find out more by talking with Ken (425)327-2708 and Nancy Strain (425)308-9984 or Bob Johnson. (425)870-0681

- **Jesus Java**

In an effort to support and to reach out to our preschool community, once a month we offer coffee to our preschool families as they drop off their children and before Parent Chapel. Volunteers help prepare the coffee, greet families with a smile, and clean up afterwards. For more information contact Todd (907)259-5115.

- **Little Doves Volunteer**

Little Doves hold various events during the year such as the Christmas Bazaar, and the Spring Fling. Volunteers can help Little Doves with setting up, cleaning up and in other ways. To volunteer contact Linda Herman. (425)232-4502

- **Lunch Bunch**

The second Monday of every month everyone is invited to join the Lunch Bunch for a meal at a local restaurant for a meal and good fellowship. Everyone pays for their own meal. If interested in more information, contact Ken (425)327-2708 and Nancy Strain (425)308-9984.

- **Men's Breakfast** -Bob Johnson (425)870-0681

Once a month the men of Peace Lutheran get together for a Saturday breakfast and a time of fun, conversation and fellowship. There is no set agenda, church membership or age requirement. We simply gather and the banter flows naturally. The expectation is that each individual pays for his own meal. Yet, it is not uncommon for someone to pick the ticket for everyone. That is never expected or required. It just happens that way some times.

Our meeting date is the second Saturday of the month. We meet at 8:00 AM at the Monroe Denny's Restaurant. All men are welcome and we look forward to seeing you there.

- **Peace Builders** -Bob Johnson (425)870-0681

Peace Builders is a group volunteering their services to meet the needs of people throughout our community. It consists of men and women with a variety of background of skills and abilities. Their services are offered not only to church members. Services are meant for anyone in our area, within reasonable driving distance, who has a need for some assistance. The reason for the need is unimportant. It could be they're physically unable to complete the task, lack the resources to bring in a professional, emotionally distraught or ...

When called upon, the team will take on tasks such as yard cleanup, gutter clean out, house cleaning, plumbing, small repairs and the like. We strive to be there when someone is in need of help. When life throws a challenge at someone, we're willing to be there to ease the burden.

Peace Builders operates on three simple rules.

1. No one is charged for the work that is done.
2. We supply the manpower. We don't buy the supplies needed to do the work.
3. If the work requires a licensed professional, or is beyond our capabilities, we don't take on the task. Our goal is to help the situation without putting someone in further jeopardy.

## 4) Community Ministries and Volunteer Opportunities:

- **Dorothy's House**

Contact info: [www.dorothyshousemonroe.com](http://www.dorothyshousemonroe.com)  
425.422.1955

Dorothy's House exists to provide hope for pregnant women experiencing homelessness. We provide personalized care through case management, mentorship, life-skills classes, and more. Our goal is that every woman will leave us empowered to conquer life and motherhood.

- **Monroe Gospel Women's Mission:**

Contact Info: [www.monroegospelmission.com](http://www.monroegospelmission.com)  
450 S Lewis St  
Monroe, WA 98272  
360.863.9003

What they do:

Case Management:

Our staff works with each client to help her reach her personal goals. Through bi-weekly meetings and other check-in's, we are dedicated to propelling our clients towards success.

Life-Skills Classes

Our life-skills classes equip our ladies to have solid foundations wherever life may take them. Class topics include setting healthy boundaries, setting and achieving goals, conflict resolution, and money management.

Basic Needs:

Monroe Gospel Women's Mission is a 90-day emergency shelter. While here, the ladies have access to food, clothing, toiletries, and much more. If you are interested in donating, please visit our Amazon Wish list for ideas.

- **Take the Next Step:**

Contact info: [www.ttns.org](http://www.ttns.org)  
202 S. Sam St  
Monroe, WA 98272  
360.794.1022

### Drop-In Community Resource Center

Our Drop – In Center is a safe, welcoming, and respectful place. Here, you can find help, encouragement, and connection to resources. The coffee is always on and we are here to help.

### Community Dinners/Life Skills Classes

Tuesday evenings at 6pm volunteers prepare and serve delicious dinners. We always have plenty! Join us for dinner and stay for Life Skills Classes.

### Kidz Club After School Program

Kidz Club is an after-school program for elementary age students. We meet Tuesday and Thursday afternoons for help with homework, reading and math, to learn new life skills, and fun!

### Growing Together Teen Moms

Teen moms and their children find encouragement and support. They grow together as they learn from each other and their mentors.

### Student Leadership

Middle school and high school students learn life and leadership skills as they work with our students in Kidz Club. They become positive role models and bring hope to our community.

### Cold Weather Shelter

When the temperature falls below freezing, the Monroe Cold Weather Shelter opens. Last winter, the shelter gave homeless individuals a safe, warm place to stay 168 times.

### • **YMCA:**

Contact info: [ymca-snoco.org](http://ymca-snoco.org)  
14033 Fryelands Blvd  
Monroe, WA 98272  
360.805.1879

From board members to youth sports coaches to smiling greeters, volunteers are the heart of the Y. Hundreds of business leaders, community members, parents, teens, and so many more dedicate their time and talent to strengthening their local community through youth development, healthy living, and social responsibility.

Becoming a volunteer allows individuals to give back and learn something about themselves in the process. The Y is a nonprofit like no other. Get involved today.

### *Volunteers of the Y:*

Lead our Boards of Directors and committees

Raise funds to ensure the Y is accessible to all members of the community

Coach our sports teams and teach many of our classes

Motivate and support youth in building the character strengths, skills and relationships that lead to positive behaviors, better health, smart life choices, and the pursuit of higher education and goals

Extend a hand to help adults who want to do more, be more or live healthier

Advocate for the Y's efforts to influence policies and initiatives that positively impact societal issues of importance to the nation, and your community

Participate in opportunities to give back and support neighbors

Showers After Hours: Helping our homeless neighbors in need.

**Etc. ...**

## **5) MISCELLANEOUS:**

### **List all needs and who is responsible:**

Audio Visual—Brad Feilberg (425)610-6339

Building

Cleaning -Aracely 206-3350185

Coffee Hour -Karen Johnson (360)348-1289

Computers/Tech—

Grounds: Mowing –Kurt Nowadnick (425)343-8462

Gardener- Pedro (425)322-6761

Kitchen -Office Administrator orders supplies per Karen's request

Little Doves- Linda Herman (425)232-4502

Maintenance

Office -Office Administrator Tarrell Johnston

Recycling -Everyone chips in and takes recycling to add to their home recycling trash.

Supplies – Office and cleaning supplies are ordered by the Office Administrator upon request

Worship – Office Administrator orders supplies per request