

*Believing, Belonging, Becoming*

# VOLUNTEER GUIDEBOOK



MOUNT OLIVET  
LUTHERAN CHURCH

# VOLUNTEER GUIDEBOOK

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## CHILDREN & FAMILY MINISTRY

### Nursery Volunteer

**PURPOSE:** Care for children while parents attend Sunday worship and other special worship services / events (Stewardship Dinners, Thanksgiving, Christmas Eve, Good Friday Dinner, etc.)

**SPECIFIC DUTIES & RESPONSIBILITIES:** Care for and play with children in the nursery.

**TIME COMMITMENT:** Flexible, according to volunteer's schedule. Help needed at both the Mpls & West Campuses.

**TRAINING:** Provided.

### Sunday School Volunteer

**PURPOSE:** To strengthen Christian development and faith formation through age-appropriate classroom experiences. Encourage children to learn about God, Jesus, their faith and the world around them.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Volunteers are needed to teach, substitute, assist, or help with teacher preparation duties.

**TIME COMMITMENT:** Sundays, September-May. Flexible schedules for those that are interested in co-teaching, part-time teaching and / or up to the full Sunday School year. Mpls or West Campuses, during the 9, 10, 11 am services.

**TRAINING:** Provided.

### Choir Sunday School Volunteer – Mpls

**PURPOSE:** To support a choir and Sunday School combined classroom along with a choir director.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Volunteers are needed to assist in the combined choir and Sunday School classes. Volunteers will provide classroom management / support during choir instruction and will lead a devotion / lesson based on the Sunday School curriculum to the group each Sunday.

**TIME COMMITMENT:** Sundays, September-May. Flexible schedules for those that are interested in co-teaching, part-time teaching and / or up to the full Sunday School year. Mpls Campus only, during the 9, 10, 11 am services.

**TRAINING:** Provided by a staff member.

### Sunday School Floating Substitute

**PURPOSE:** Be "on hand" Sunday mornings to sub in a classroom as last minute needs arise.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Teach a predetermined curriculum to a class of 15-20 students. Must be flexible and comfortable teaching all class levels (3yrs through 6th grade). Willingness to assist in office in other ways if the need for a sub does not arise.

**TIME COMMITMENT:** Could work at a permanent hour through the church school year or for a month's duration. Be on hand each Sunday.

**TRAINING:** Provided by a staff member.

### Sunday School Special Needs Helper

**PURPOSE:** Provide assistance to children with special needs.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Assist one-on-one with a child who has special needs with classroom activities.

**TIME COMMITMENT:** One hour on Sunday mornings, September-May.

**TRAINING:** Provided.

### Sunday School Superintendent

**PURPOSE:** Assist teachers by handing out supplies, picking up offering baskets, and collecting attendance sheets.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Hand out supplies, make copies, collect offering, and attendance sheets.

**TIME COMMITMENT:** Work approximately one hour every Sunday morning, September-May.

**TRAINING:** Provided by a staff member.

### King's Kids Campus Counselor (7th-12th Gr+)

**PURPOSE:** Assist with King's Kids camps at the Retreat Center.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Guide a small group of campers throughout the camp day with enthusiasm and a positive attitude. Lead by example and encourage children to get involved in activities and get to know fellow campers.

**TIME COMMITMENT:** Determined by camp schedule and your availability.

**TRAINING:** Provided by the C&FM staff.

### Vacation Bible School Staff & Counselors

**PURPOSE:** To provide a fun, faith based morning for young children to learn about God. To help children discover that church is a place where they are loved and welcome.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Guide and assist a small group of children throughout the morning activities with enthusiasm and a positive attitude.

**TIME COMMITMENT:** Mornings during Vacation Bible School. Mpls and West Campuses.

**TRAINING:** Provided by the C&FM staff.

## YOUTH MINISTRY

### Adopt-A-Grandparent Junior High Volunteer

**PURPOSE:** Join junior high youth with Mount Olivet Home residents for fun activities.

**SPECIFIC DUTIES & RESPONSIBILITIES:** As a group, junior high school people come together with the residents of Mount Olivet Home. Special games and activities are planned in hopes that the pair get to know each other and enjoy their time together. Activities include crafts, bingo, talent night, worship services, etc.

TIME COMMITMENT: Two Mondays of each month,  
October-April, 4:45-7pm  
TRAINING: Attend two training sessions in September.

### **Adopt-A-Grandparent Adult Volunteer**

PURPOSE: Help supervise a program that builds relationships between junior high youth and senior citizens.

SPECIFIC DUTIES & RESPONSIBILITIES: Assist youth with communication and escorting of grandparents. Help junior high coordinator run activities.

TIME COMMITMENT: 2 Mondays each month,  
4:45-5:45pm, October-April.

TRAINING: Attend one training session in October,  
4:45-5:45pm.

### **Circle of Friends Adult Leaders (Mpls)**

PURPOSE: Assist in creating positive relationships between high school aged kids, with and without special needs.

SPECIFIC DUTIES & RESPONSIBILITIES: To assist with weekly events, interact with youth with and without special needs, help build friendships.

TIME COMMITMENT: Mondays, 6:30-8pm October-May.

TRAINING: Attend one training session in September.

### **Circle of Friends High School Volunteer (Mpls)**

PURPOSE: For Hi-Leaguers and kids in the community with special needs to grow in love and understanding of each other.

SPECIFIC DUTIES & RESPONSIBILITIES: High school volunteers paired with kids with special needs from our community. Activities are planned to provide positive interaction between the Hi-Leaguer and their partner.

TIME COMMITMENT: Mondays, 6:30-8pm October-May.

TRAINING: Attend one training session in September.

### **Confirmation Small Group Leader**

PURPOSE: Teach junior high Confirmation students the basics of our Christian faith, share their faith and commitment to Christ and his church, and encourage student participation in the class and in the church. Must have a real desire to work with junior high students and the ability to lead.

SPECIFIC DUTIES & RESPONSIBILITIES: Lead a class of ten to twelve 7th- or 8th-grade Confirmation students through the provided curriculum and maintain class records on attendance and memory work. Team teach or assist a student who requires additional help.

TIME COMMITMENT:

Class time – 1 hour 15 minutes weekly, October-April.

Prep time – 20 minutes weekly

Mpls – Sun 8:45-9:45am, Wed 4-5:15pm, 7-8:15pm

West – Wed 7-8:15pm

TRAINING:

Leader workshop – one hour in fall.

Teacher training – as needed for each unit.

### **Confirmation Attendance / Service Hours Recorder**

PURPOSE: Assist Confirmation coordinator and leaders with monitoring student worship attendance.

SPECIFIC DUTIES & RESPONSIBILITIES: Log and maintain ongoing records of Sunday worship attendance and service hours for each Confirmation student.

TIME COMMITMENT: One hour per week. October-April.

TRAINING: Provided by the Confirmation coordinator.

### **Food Drive Junior High Volunteer**

PURPOSE: Assist youth staff and food drive coordinator with sorting and collecting food donations.

SPECIFIC DUTIES & RESPONSIBILITIES: Greet and retrieve food from Mount Olivet members and visitors as they bring in their donations. Sort food into different bags and help load the donation truck.

TIME COMMITMENT: Sunday mornings from 8:30am-12:30pm, 3 food drives per year. Multiple 1½-hour shifts on each date.

TRAINING: On the job.

### **Hands & Feet**

PURPOSE: Pair high school youth with local non-profits to assist Minneapolis residents through assistance and fellowship.

SPECIFIC DUTIES & RESPONSIBILITIES: Pack and deliver groceries, serve meals, and engage with residents.

TIME COMMITMENT: Will vary based on event. Two monthly opportunities (2-4 hours).

TRAINING: On the job.

### **Hi-League House Group Leader**

PURPOSE: Lead a small group of high school students in discussions once a month based on curriculum provided by the youth staff, work with youth staff in developing relationships with youth, assist at Hi-League, and share your faith.

SPECIFIC DUTIES & RESPONSIBILITIES: Attend Sunday Hi-League House Group nights, befriend kids in informal settings.

TIME COMMITMENT: Sundays evenings, 2 hours once a month.

TRAINING: On the job.

### **Junior High Adult Leader**

PURPOSE: Assist junior high coordinator with events and to develop relationships with kids so this program can better meet their needs.

SPECIFIC DUTIES & RESPONSIBILITIES: Attend monthly events, interact with junior high person, develop relationships.

TIME COMMITMENT: Will vary upon event.

TRAINING: On the job.



## **SOFit – Special Olympics Fitness – Volunteer (9th-12th Gr, West Campus)**

**PURPOSE:** To build healthy life skills and habits in partnership with and in support of a Mount Olivet Rolling Acres Special Olympics Athlete.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Mount Olivet Hi-Leaguers & Mount Olivet Rolling Acres Special Olympic athletes partner in an 8-week, Unified Wellness and education program sponsored by Special Olympics Minnesota! As Unified Partners, Hi-Leaguers and Special Olympic athletes focus on the 4 pillars of Health and Wellness – Physical, Emotional, Social, and Nutritional – in a wide range of classroom and physical activities.

**TIME COMMITMENT:** There are two 8-week sessions – fall and spring. Volunteers may participate in one or both sessions. Tuesdays, Mount Olivet West Campus, 6:30-8pm.

**TRAINING:** Registration with Special Olympics Minnesota through Mount Olivet SOFit is required. No prior experience necessary.

### **Sunday Serve**

**PURPOSE:** To allow junior high students to learn about their community by participating in different service projects for various organizations.

**SPECIFIC DUTIES & RESPONSIBILITIES:** As a group, junior high students come together to serve their community through different service projects. Each project is aimed at serving a different community that needs assistance, and educating students about the population in need. Projects include making sandwiches for the hungry, packing “survival packs” for homeless youth, shopping for Pastor Scott’s ministry, and many more.  
Mpls Campus – Limited to 8th-grade students  
West Campus – 7th- and 8th-grade students

**TIME COMMITMENT:**  
Mpls Campus – One Sunday a month, September-May, 8:45-11am (students will worship together before the project)  
West Campus – One Sunday a month, September-May, times vary based on event.

**TRAINING:** On the job.

### **Tuesday Nights at West (7th & 8th Gr)**

**PURPOSE:** Assist with this program that was created for families with younger children who are in choir to have activities and dinner while children are not in rehearsal.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Provide a friendly environment for young children by coloring, playing games, watching silly shows, and aiding them when they need help carrying their food or finding the restroom.

**TIME COMMITMENT:** Tuesdays, 4:30-6:30pm, September-May

**TRAINING:** On the job.

## ADULT MINISTRY

### ADULT LEARNING

#### **Living the Message Small Group Facilitator**

**PURPOSE:** Facilitate discussion of assigned biblical text once a month, October through May.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Prepare for discussion. Invite and welcome members to monthly meetings. (These can take place at your home, at church, or at another place convenient for the group.) Previous Bible study experience or knowledge is not necessary.

**TIME COMMITMENT:** Time necessary to (1) read assigned text and prepare for discussion, (2) attend or listen to one-hour introduction to the assignment prior to small group meeting, (3) facilitate 1 to 1-1/2 hour small group meeting (this includes a 45-minute discussion plus social time together).

**TRAINING:** Facilitator training provided; discussion materials provided.

#### **Programmatic / Teaching Support**

**PURPOSE:** Share your skills and expertise by helping to plan, promote, lead, or teach classes, seminars, workshops, or events that contribute to members’ needs and interests in a faith-connected setting. Current examples of this type of engagement include programs such as Career & Calling, faith-based yoga, spiritual / energy healing, book discussion groups, and Parents Share.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Varies, depending on situation or occasion.

**TIME COMMITMENT:** Varies.

**TRAINING:** Planning with and direction from Adult Learning Director or staff member.

#### **General Support**

**PURPOSE:** Provide assistance as needed for class registration, organization, small group discussion, set-up and/or clean-up.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Varies, depending on occasion. May include acting as small group discussion facilitator in Bible or other classes, welcoming participants, registering walk-ins, setting tables, simple food preparation, serving, and clean-up, selling tickets or books, or other needed assistance.

**TIME COMMITMENT:** One to four hours on occasion.

**TRAINING:** Training and/or direction from staff member.

## COMMUNICATIONS / OFFICE

### Communications Team

PURPOSE: Provide your design talent for special projects.

SPECIFIC DUTIES & RESPONSIBILITIES: Work on special assignments for upcoming events. Design brochures, booklets, etc.

TIME COMMITMENT: As frequently as desired.

TRAINING: Specific direction given by a staff member.

### Computer Data Entry

PURPOSE: Provide support to church staff.

SPECIFIC DUTIES & RESPONSIBILITIES: Assist with entering information into the computer. Projects will vary throughout the year.

TIME COMMITMENT: Based upon need and your availability.

TRAINING: Direction given by staff member.

### General Office

PURPOSE: Assist the church staff with many and varied jobs that need to be done.

SPECIFIC DUTIES & RESPONSIBILITIES: A large variety of office work – filing, data entry, and mailings.

TIME COMMITMENT: Varies with volunteer's schedule.

TRAINING: Instructions given with each project.

### Photographer / Videographer

PURPOSE: Capture images that represent the life and work of Mount Olivet Church.

SPECIFIC DUTIES & RESPONSIBILITIES: Attend activities and take photographs / videos of the events.

TIME COMMITMENT: Depending on project and volunteer's schedule.

TRAINING: Direction provided by church staff members.

### Receptionist

PURPOSE: Answer the phone in a business-like manner, greet and help those who come to the church office.

SPECIFIC DUTIES & RESPONSIBILITIES: Direct in-coming calls to staff and answer basic questions. Greet visitors to the church and direct them to their appointments, meetings, and scheduled events.

TIME COMMITMENT: Weekly, bi-weekly, or monthly.

Mpls – M-F 5:30-7pm, Sat 9am-12noon

Sun 8-10:45am or 10:45am-1pm

West – M-F 9am-12noon

Subs – Fill in when needed.

TRAINING: Work with a trained volunteer.

### Telephone Caller

PURPOSE: Assist in various phone projects.

SPECIFIC DUTIES & RESPONSIBILITIES: Telephoning at home or Mount Olivet, depending on the project.

TIME COMMITMENT: Based upon project and volunteer's schedule.

TRAINING: Provided by staff members.

### Production Volunteer

PURPOSE: Assist the production / publication coordinator in copy and production projects.

SPECIFIC DUTIES & RESPONSIBILITIES: Work with printers and copiers. Re-load paper when needed or assist with folding finished products.

TIME COMMITMENT: Twice a month for 2-3 hours.

TRAINING: Provided by a staff member.

## FACILITIES

### Church Grounds Gardening

PURPOSE: Assist with keeping the church grounds blooming and beautiful during spring, summer, and early fall.

SPECIFIC DUTIES & RESPONSIBILITIES: Assist with planting, weeding, pruning, etc.

TIME COMMITMENT: Flexible upon availability.

TRAINING: Provided on the job, or bring your own gardening skills and expertise.

### Creation Care

PURPOSE: To promote care for God's creation throughout our church and community.

SPECIFIC DUTIES & RESPONSIBILITIES: Work with the team on various projects in the areas of worship life, education, buildings and grounds, outreach, and affiliate ministries.

TIME COMMITMENT: Based on projects.

TRAINING: Provided by the Creation Care team.

## FOOD / KITCHEN

### Dorcas Society / Funeral Reception

PURPOSE: Assist with the preparation and serving of refreshments following a funeral or memorial service.

SPECIFIC DUTIES & RESPONSIBILITIES:

Mpls and West Campuses – Set tables, assemble sandwiches and otherwise support kitchen staff in the preparation and serving of food, along with clearing of tables.

TIME COMMITMENT: As needed throughout the year.

Flexible scheduling and shorter shifts available if requested.

TRAINING: On the job with coordinator present.

### General Kitchen Volunteer

PURPOSE: Help before, during, or after events.

SPECIFIC DUTIES & RESPONSIBILITIES: Setting tables, serving food, dishing up plates, clearing tables, helping prepare food, or cleaning up kitchen.

TIME COMMITMENT: Depending on the meal, but usually three hours.

TRAINING: On the job with coordinator present.

### Dish Room Volunteer

PURPOSE: Help clean dishes before, during, and after events.

SPECIFIC DUTIES & RESPONSIBILITIES: Washing all dishes from event, clean coffee machine counter, cleaning all carts, cleaning kitchen floor (sweep), take out all trash from kitchen, cleaning dish room, put away dishes.

TIME COMMITMENT: Varies with event.

TRAINING: On the job with coordinator present.

### Lutefisk Dinner Volunteer

PURPOSE: Help with the traditional Scandinavian Lutefisk Dinner that helps raise money for the church.

SPECIFIC DUTIES & RESPONSIBILITIES: Helping prepare food, setting up tables and decor, greeting or assisting attendees, serving food, clearing dishes and serving beverages, or cleaning following the dinner.

TIME COMMITMENT: The dinner is traditionally the first Friday in December, 3-7pm. Help is needed on the Thursday prior and Friday of the event. A variety of volunteer shifts are available.

TRAINING: On the job with coordinator present.

### Stewardship Dinner Volunteer

PURPOSE: Assist with the Stewardship Dinners.

SPECIFIC DUTIES & RESPONSIBILITIES: Setting tables, serving food, clearing tables, helping prepare food, or cleaning up kitchen.

TIME COMMITMENT: Stewardship Dinners usually begin the second week in September and run weekday evenings for three weeks. Morning or evening times are available.

TRAINING: On the job with coordinator present.

### Wedding Reception Volunteer

PURPOSE: Assist with wedding reception duties.

SPECIFIC DUTIES & RESPONSIBILITIES:

Mpls and West Campuses – Setting tables for reception, assist with buffet lines, cutting and plating cake, serving and refilling beverages at tables, clearing tables, cleaning up.

TIME COMMITMENT: Two- to three-hour shifts prior to, during, and after reception. Usually Saturday morning and afternoon shifts.

TRAINING: On the job with coordinator present.

## LIBRARY

### Archives

PURPOSE: Collect, inventory, and preserve materials relating to the history of Mount Olivet, its development, growth, and programs of service and outreach.

SPECIFIC DUTIES & RESPONSIBILITIES: Individual members are responsible for separate sections – keeping the inventory and preserving the materials in archival packets and boxes.

TIME COMMITMENT: On-call basis.

TRAINING: On the job with coordinator present.

### Library Volunteer

PURPOSE: Help maintain and staff the library during the week and Sunday mornings.

SPECIFIC DUTIES & RESPONSIBILITIES: Checking in and out library materials, shelve books, assist library patrons, answer phone, look for requested material etc. Handle book sales, fines, and keep library statistics. Helpful to have knowledge of the Dewey Decimal System and computer data entry.

TIME COMMITMENT: Regular schedule: usually two times per month (two hours per day) or one hour Sunday morning. Substitute – called when need arises. Also evenings, Monday, Tuesday, and Wednesday.

TRAINING: Provided by the librarian.

## MOUNT OLIVET CHURCH WOMEN & CIRCLES

The “Mount Olivet Church Women” (MOCW) is the organization that unifies all women of Mount Olivet. Our mission “to make connections through fellowship and service opportunities that create a community at Mount Olivet to enhance *believing, belonging, and becoming.*” All women are invited to become involved in a Mount Olivet Church Women’s circle – where you can serve, learn, and grow in friendship with other women in a small group setting. The following pages include the listing of current circles ...

### Amity Circle

MEET: Wednesday (varies)

LOCATION: Homes, Restaurants, Mpls Campus

CURRENT AGES: 55+

SPECIAL INTERESTS & PROJECTS: Fellowship, Partner with Pastoral Care to Make and Deliver Meals, Book Discussions, Speakers, Christmas Brunch, Holiday Boutique

### Blossom Circle

MEET: 3rd Sunday of the month at 4pm (can vary)

LOCATION: Homes

CURRENT AGES: 25-35

SPECIAL INTERESTS & PROJECTS: Fellowship, Fashion Show, Youth Choirs & Music Department

### Cathedral Circle

MEET: Monthly at 6pm

LOCATION: Homes

CURRENT AGES: 50-65

SPECIAL INTERESTS & PROJECTS: Fellowship, Cathedral of the Pines, Fashion Show Raffle, Holiday Boutique

### Celebration Circle

MEET: Quarterly

LOCATION: Various

CURRENT AGES: 35-50 – we welcome new members

SPECIAL INTERESTS & PROJECTS: Fellowship, Sunday School, Pastor Scott’s Christmas Share, Holiday Boutique Dala House

### **Fairwood Circle**

MEET: 1st Tuesday of the month at 1pm

LOCATION: Mpls Campus Lounge

CURRENT AGES: 60+

SPECIAL INTERESTS & PROJECTS: Fellowship,  
Volunteering for Mpls Church Office, Stewardship  
Dinners, Community Events, Fashion Show

### **Flicka Circle**

MEET: 3rd Wednesday of the month at 1pm, except  
January and March.

LOCATION: Mpls Campus Youth Center

CURRENT AGES: 60+ (open to new members)

SPECIAL INTERESTS & PROJECTS: Fellowship, Fashion  
Show, Stewardship Dinners

### **Grace Circle**

MEET: 3rd Tuesday of the month at 6:30pm

LOCATION: Various

CURRENT AGES: 50+

SPECIAL INTERESTS & PROJECTS: Fellowship, Christmas  
Brunch, MO Cookbook, Pastor Scott's Program, Circle  
of Friends' Banquet, Stewardship

### **Harmony Circle**

MEET: 3rd Monday of the month at 7pm

LOCATION: Mpls Education Lounge & Members Homes

CURRENT AGES: 40-70

SPECIAL INTERESTS & PROJECTS: Fellowship, Blankets  
& Cookies for Pastor Scott's Program, Spring Potluck,  
Stewardship, Holiday Boutique

### **Hope Circle**

MEET: Quarterly

LOCATION: Homes

CURRENT AGES: 60+

SPECIAL INTERESTS & PROJECTS: Fellowship, Fashion  
Show Raffle, Stewardship Dinners, Volunteering for  
Mpls Campus Office

### **Inspiration Circle**

MEET: 2nd Wednesday of the month at 7pm

LOCATION: West Campus Conference Room

CURRENT AGES: 30-50

SPECIAL INTERESTS & PROJECTS: Fellowship, Yoga, West  
Campus Philanthropy, Christmas Share, Fashion Show,  
Mothers & Others Tea

### **Joy Circle**

MEET: 2nd Wednesday of the month, evenings.

LOCATION: 1700 Chapel

CURRENT AGES: 40+

SPECIAL INTERESTS & PROJECTS: Fellowship, Mpls Crisis  
Nursery, Baby Welcome Kits for Pastor Scott's Program,  
Stewardship Dinners, Simpson Housing, Fashion Show

### **Lydia Circle**

MEET: 3rd Tuesday of the month at 9:30am

LOCATION: Mpls Campus Lounge

CURRENT AGES: 60+

SPECIAL INTERESTS & PROJECTS: Fellowship, Pastor

Scott's Program, Stewardship Dinners, Food Items at  
Holiday Boutique, Fashion Show

### **Melody Circle**

MEET: As needed depending on activities

LOCATION: Cook's Dining Room

CURRENT AGES: 20+

SPECIAL INTERESTS & PROJECTS: Fellowship, Music Dept,  
Recitals, Christmas Concerts, Baccalaureate Breakfast,  
Holiday Boutique, Fashion Show

### **Olivet Circle**

MEET: 3rd Wednesday of the month at 12noon

LOCATION: Mpls Campus Lounge

CURRENT AGES: 60+

SPECIAL INTERESTS & PROJECTS: Fellowship,  
Volunteering for Mpls Campus Office, Glen Lake  
Home, Fashion Show

### **Radiance Circle**

MEET: 3rd week of the month, evenings, day of the week  
varies

LOCATION: Homes

CURRENT AGES: 30-45

SPECIAL INTERESTS & PROJECTS: Fellowship, Lutefisk  
Dinner

### **Rebekah Circle**

MEET: 3rd Wednesday of the month at 7:30pm

LOCATION: Various

CURRENT AGES: 60-70

SPECIAL INTERESTS & PROJECTS: Fellowship, Christmas  
Brunch, Stewardship Dinners

### **Spirit Circle**

MEET: 2nd Monday of the month at 7pm

LOCATION: Mpls Campus Lounge

CURRENT AGES: 45-80

SPECIAL INTERESTS & PROJECTS: Fellowship, Bible Study,  
Stewardship Dinners, Pastor Scott's Program, Rolling  
Acres' Chanhassen Home

### **Victoria Circle**

MEET: 2nd Tuesday of the month at 10am

LOCATION: West Campus Narthex

CURRENT AGES: 50+

SPECIAL INTERESTS & PROJECTS: Fellowship, Speakers,  
Baking, Needlework, Love INC, Garage Sale, Lutefisk  
Dinner, Mothers & Others Tea, Fashion Show

### **Willow Circle**

MEET: 2nd week of the month, rotating evenings

LOCATION: Various

CURRENT AGES: 25-55

SPECIAL INTERESTS & PROJECTS: Fellowship, Christmas  
Brunch, Holiday Boutique Dala House



## HOSPITALITY TEAM/GREETERS

**PURPOSE:** Create a warm and welcoming atmosphere.

**SPECIFIC DUTIES & RESPONSIBILITIES:** To provide a friendly hello to members and visitors before each worship service.

**TIME COMMITMENT:** Sunday mornings, scheduled on a rotating basis or on call.

**TRAINING:** Given by the volunteer coordinator.

## PARKING LOT ATTENDANT

**PURPOSE:** Help those attending worship services and/or special events find parking quickly and easily.

**SPECIFIC DUTIES & RESPONSIBILITIES:**

Mpls and West Campuses – Direct cars in and out of the parking lot with assistance from police officers.

Assist guests walking through the lot and/or crossing the street; monitor proper parking.

**TIME COMMITMENT:** Sunday mornings on a rotating basis, 8:30am to 12noon.

**TRAINING:** On the job.

## WORSHIP PREPARATION

### Altar Guild & Communion Assistants

**PURPOSE:** To care for and prepare worship areas.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Preparation of Holy Communion; decorating for Easter, Thanksgiving, and Christmas; changing liturgical colors; linen duty; and light dusting on chancel and altars.

**TIME COMMITMENT:** Sign up for Sunday services, otherwise flexible – some daytime, some evenings, Mpls & West Campuses.

**TRAINING:** Direction given by staff member.

### Church Pew Guild

**PURPOSE:** Responsible for care and preparation of pews for worship services.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Assist with cleaning under pew cushions, book racks, and replacing pens and offertory envelopes. Great family activity!

**TIME COMMITMENT:** One to two hours, eight times a year.

**TRAINING:** Direction given by staff member.

### Sunday Ushers

**PURPOSE:** Meet and welcome the people coming to services, answer questions and concerns.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Greeting and welcoming those attending worship; distributing bulletins and seating worshippers; and responsible for collection of the offering. Dark clothing for all. Coats and ties for men.

**TIME COMMITMENT:**

Mpls Campus – One hour each Sunday of a designated month, every four months. Services are at 9, 10, 11am and 12noon for a total of 13 Sundays per year, plus extra services at Christmas, Easter, Lent, and Advent.

Together with concerts and other special services, total time may not require more than 20 hours per year.

West Campus – One service, once a month, or on a substitute basis. Services are at 9, 10, & 11am

**TRAINING:** You will be invited to attend a training session for orientation.

## CARE MINISTRY

### Mount Olivet Friends

**PURPOSE:** Socialize with same-age young adults in their 30s with and without disabilities.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Engage in activities, encourage communication and friendship.

**TIME COMMITMENT:** 6:30-8pm every other Thursday, October through May.

**TRAINING:** On the job.

### Thursday Friends

**PURPOSE:** Socialize with and develop relationships with young adults in their 20s with and without disabilities.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Participate in activities, encourage communication, and friendships with participants with disabilities and also with other volunteers. Very rewarding.

**TIME COMMITMENT:** 6:30-8pm every other Thursday, October through May.

**TRAINING:** On the job.

## COMMUNITY CONCERN

### Angel Gifts

**PURPOSE:** Bring Easter cheer to families in need by assembling and delivering gift baskets.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Donate new items for the Angel Gift Baskets – such as personal hygiene items and gifts for children and adults. Assemble the items for a gift basket on the day of delivery.

**TIME COMMITMENT:** 3 hours on a Saturday before Easter.

**TRAINING:** On site at assembly day.

### Community Emergency Services

**PURPOSE:** Assist in serving the basic needs of the inner-city poor.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Sorting donated food, restocking food shelf, packing home-delivery bags, and delivering to homebound seniors.

**TIME COMMITMENT:** Special projects throughout the year – each project around 2 to 3 hours.

**TRAINING:** On-site training provided.

### Dignity Center

**PURPOSE:** Provide support, opportunity, and resources for people in transition as they regain stability in their lives and move towards self-sufficiency.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Assist in many ways – hospitality, office support, one-on-one support, assemble kits, and one-time volunteer jobs.

**TIME COMMITMENT:** Based upon your availability.

**TRAINING:** Training provided on site.

### **Hunger Task Force / Food Drive**

**PURPOSE:** Educate congregation on world hunger. Provide food for people in need through Food Drives.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Sorting and packing for Community Emergency Services (CES), Volunteers Enlisted to Assist People (VEAP), and Bountiful Basket.

**TIME COMMITMENT:** Varies from 1 to 3 hours, 3 times a year, after worship services.

**TRAINING:** On-site training provided.

### **International Ministry**

**PURPOSE:** Gather information about ways Mount Olivet members may work for good in the international community. Assist with special projects.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Assemble health care packages. Creating pillowcase dresses. Work with Feeding My Starving Children.

**TIME COMMITMENT:** Based on scheduled events.

**TRAINING:** Provided by board member or on site.

### **Love INC**

**PURPOSE:** Mount Olivet is a partner in Love INC (in the name of Christ) with 23 other churches in eastern Carver County. Love INC provides support to families experiencing difficulty due to job loss, low income, or other unexpected situations.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Answer incoming phone calls. Help pick up or deliver donations of furniture, household goods, baby items, personal care products, and school supplies. Drivers for the truck or anyone able to use their own vehicle to pull the trailer.

**TIME COMMITMENT:** Hours are flexible.

**TRAINING:** Provided on site.

### **Meals Via Wheels Driver**

**PURPOSE:** Give those who are unable to cook due to illness and disability a hot meal at lunch time.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Delivering a hot noon meal to elderly and disabled residents of southwest Mpls. A reliable car is necessary. Being dependable and punctual is important.

**TIME COMMITMENT:** About one hour, once every six weeks, 11:30am-12:30pm

**TRAINING:** Training provided on site.

### **Pastor Scott's On-Call Ministry Team**

**PURPOSE:** Provide outreach to the needy in the inner-city and throughout the metropolitan area.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Donate items for distribution, such as clothing, food, or furniture. Assist Pastor Scott in sorting the donated items for

distribution, delivering the items, and / or assisting with furniture pick-up.

**TIME COMMITMENT:** Two-three hours per month, furniture pick-up third Saturday every month or on-call for furniture pick-up.

**TRAINING:** Training provided on site.

### **The Sheridan Story**

**PURPOSE:** Mount Olivet and Shir Tikvah partner with The Sheridan Story to provide weekend “backpack” meals to students at Green Central Elementary School who are living in “food insecurity.”

**SPECIFIC DUTY & RESPONSIBILITY:** Help on Fridays to distribute food bags to children's lockers.

**TIME COMMITMENT:** Sign up for as many Fridays during the school year as you can. 1-1/2 hours.

**TRAINING:** On-site training provided.

### **Simpson Housing Services**

**PURPOSE:** Provide outreach to the homeless.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Assist with serving dinner at Simpson Housing Services throughout the year.

**TIME COMMITMENT:** 3 hours, once a month.

**TRAINING:** On-site training provided.

### **VEAP**

**PURPOSE:** VEAP (Volunteers Enlisted to Assist People) provides basic needs and services to low-income families and individuals. It serves residents of Bloomington, Edina, Richfield, and South Mpls (south of 50th Street and west of Cedar Avenue) through its four main programs: food, children / youth, social services, and transportation.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Various opportunities serving in the food pantry, driving of VEAP vehicle to provide rides to limited-income older adults and disabled individuals to or from medical appointments, grocery shopping, or personal errands. Various administrative opportunities. At Christmas, volunteer to help parents find the perfect gift for their child in the VEAP Toy Store.

**TIME COMMITMENT:** Hours are flexible.

**TRAINING:** On-site training provided.

## **MOUNT OLIVET HOMES AUXILIARY**

### **Garage Sale Volunteer**

**PURPOSE:** Raise money for Mount Olivet Home, Mount Olivet Careview Nursing Home, Mount Olivet Rolling Acres, and Mount Olivet Day Services.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Assist in accepting, sorting, pricing, and displaying donations prior to the sale, or cashier, greet and assist shoppers during the sale.

**TIME COMMITMENT:** As much time as you can give during at the end of April or early May.

**TRAINING:** On-site training provided.

## MOHA Gala Volunteers

**PURPOSE:** Raise money for Mount Olivet Home, Mount Olivet Careview Nursing Home, Mount Olivet Rolling Acres, and Mount Olivet Day Services.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Assist with various aspects of planning the annual MOHA Gala including donation solicitation, communications, auction coordination, decorations, set-up and clean-up.

**TIME COMMITMENT:** Based on your availability.

**TRAINING:** Direction provided by event coordinator.

## PASTORAL CARE

### Caregivers – A Ministry of Friendship

**PURPOSE:** A pastoral care ministry through which trained volunteers provide unconditional support and friendship.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Provide compassionate listening and support to members who may be bereaved, homebound, lonely or in need of friendship. Participate in Homebound Communion services, three times a year. Communicate regularly with the Pastoral Care Team.

**TIME COMMITMENT:** Each caregiver is asked to make a minimum of one to two visits each month which are to be scheduled at their convenience. Attend Caregiver meetings.

**TRAINING:** Scheduled by appointment.

### Link Caller

**PURPOSE:** Provide a friendly phone call, once or twice a month, to brighten another parishioner's day.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Call an assigned parishioner monthly and communicate with the Pastoral Care Team.

**TIME COMMITMENT:** One or two phone calls per month based on volunteer's availability. Attend meetings as scheduled.

**TRAINING:** An initial training session is required.

### Homebound Communion Service Drivers

**PURPOSE:** Provide transportation to and from the Communion service for those who are otherwise unable to get to church.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Bring another member and join them in attending a communion service and lunch. Dependability and flexibility, since personal situations with the elderly change daily, are helpful. A valid driver's license and clean driving record is required.

**TIME COMMITMENT:** Three times a year.

**TRAINING:** Provided by staff member.

### Prayer Ministry Volunteer

**PURPOSE:** Participants set aside time each day to pray for specific requests which come to us confidentially on the Mount Olivet prayer line. Anyone is welcome to request prayer.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Commitment to intercessory prayer.

**TIME COMMITMENT:** One day per week to receive the prayers and continue to pray each day for the whole week.

**TRAINING:** Orientation with coordinator and attending six meetings per year.

### Prayer Shawl Ministry

**PURPOSE:** To provide comfort to those who are in need.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Combine knitting skills with prayer to create prayer shawls for those who are ill or in need of the comfort of this gift.

**TIME COMMITMENT:** Based on volunteer's availability plus optional gathering times; Minneapolis (quarterly) and West (monthly).

**TRAINING:** Knitting experience required. Directions given by the coordinator.

### Transportation Driver

**PURPOSE:** Provide occasional transportation to members for medical or dental appointments.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Pick up individuals at their homes and bring to and from appointment.

**TIME COMMITMENT:** When available.

**TRAINING:** A valid driver's license and clean driving record is required. Directions given by a staff member.

## MUSIC MINISTRY

### Senior Choir Member

#### (Adults, Mpls & West Campuses)

**PURPOSE:** Lead the congregation in worship through the singing of liturgy and anthems.

**SPECIFIC DUTIES & RESPONSIBILITIES:**

Mpls Campus – Attend weekly rehearsals Thursdays 7-8:30pm and Sunday mornings 10-11am. Sing at the 11am and 12noon worship services each Sunday and at special events throughout the year.

West Campus – Attend weekly rehearsals Thursdays 7-8:30pm and Sunday mornings 9-10am. Sing at the 10am and 11am worship services each Sunday and at special events throughout the year.

**TIME COMMITMENT:** Up to four hours per a week, September-May.

**TRAINING:** Open to post high school singers and beyond. Placement interview required.

### **Cathedral Choir Member (9th-12th Grade, Mpls & West Campuses)**

**PURPOSE:** Lead the congregation in worship through the singing of liturgy and anthems.

**SPECIFIC DUTIES & RESPONSIBILITIES:**

Mpls Campus – Attend weekly rehearsals Wednesday evenings 7-8:30pm and Sunday mornings 8-9am. Sing at the 9am and 10am worship services each Sunday and at special events throughout the year.

West Campus – Attend weekly rehearsals Wednesday evenings 7-8:15pm and Sunday mornings 8-9am. Sing at the 9am worship service each Sunday and at special events throughout the year.

**TIME COMMITMENT:** Up to four hours per a week, September-May.

**TRAINING:** Open to all interested 9th- through 12th-graders.

### **Children & Youth Choir Member (3yrs to 8th Grade, Mpls & West Campuses)**

Cherub Choir (Preschool)

Alleluia Choir (Kindergarten & 1st Grade)

Hosanna Choir (2nd & 3rd Grade)

Chapel Choir (4th-6th Grade)

Chancel Choir Men & Women (7th & 8th Grade)

**PURPOSE:** Provide special music for designated worship services and special events.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Attend weekly rehearsals and provide special music for Sunday worship services and special events approximately 6-12 times throughout the year.

**TIME COMMITMENT:** Up to one hour per week plus performances, September-May.

**TRAINING:** Open to all interested children and youth PreK through 8th Grade.

### **Instrumental Ensembles (4th Grade to Adults)**

Handbell Choirs (Mpls & West Campuses)

Joyful Noise! Orff Ensemble

(4th-6th Grade, MPLS Campus Only)

**PURPOSE:** Provide special music for designated worship services and special events.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Attend weekly rehearsals and provide special music for Sunday worship services and special events approximately 4-6 times throughout the year.

**TIME COMMITMENT:** Up to one hour per week plus performances, September-May.

**TRAINING:** Ability to read music is helpful. Handbell technique will be taught in rehearsal.

### **Melody Circle & Blossom Circle – See “MOCW Circles”**

## AFFILIATES

### CATHEDRAL OF THE PINES CAMP

#### **Heath Care Professional**

**PURPOSE:** Be on hand at camp to provide medical assistance to campers, counselors, and camp staff.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Be on hand to evaluate injuries and illnesses, provide treatment as necessary, and determine if further treatment is necessary. The health professional also provides for emotional needs of camper with patience and listening. Must love to be with children.

**TIME COMMITMENT:** One camping session is desired. Length of sessions vary.

**TRAINING:** RN, LPN, EMT, or MD required. Direction given by camp staff.

#### **Cathedral of the Pines Kitchen Help**

**PURPOSE:** Prepare and serve meals for campers, counselors, and camp staff.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Assist in preparation and serving of meals and cleaning up kitchen area following meal as part of a cooking team.

**TIME COMMITMENT:** One camping session is desired. Length of sessions vary. Session openings based on availability and cancellations.

**TRAINING:** On-site training provided.

### MOUNT OLIVET CONFERENCE & RETREAT CENTER

#### **Accompanist / Instrumentalist or Vocal Musician**

**PURPOSE:** Accompany group singing / lead, perform, and enhance worship services and other group activities throughout the year.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Accompanist for weekend retreats, mid-week worship, or weekday events. Vocalist or instrumentalist to provide the special music at events throughout the year. Provide own transportation. Reliable.

**TIME COMMITMENT:** Weekend, evening, or weekday event.

**TRAINING:** Must be experienced and comfortable performing for and working with large groups. Direction given by a staff member.

#### **Spring Volunteer Day**

**PURPOSE:** Beautify the Retreat Center grounds with flowers and other outside projects.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Plant flowers and help with other projects, which could entail clearing buckthorn, wood chipping the trails, taking deer fencing down, woodworking projects, or landscaping projects.



**TIME COMMITMENT:** Held on a Saturday in May from 9am to 3pm. Lunch is provided and the pool, whirlpool, and sauna are available after the work day.  
**TRAINING:** Direction provided by a staff member.

### **Fall Volunteer Day**

**PURPOSE:** Prepare the Retreat Center grounds for winter.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Pull out and compost frozen annuals and vegetables. Install deer fencing around plants needing protection. Stack picnic tables for the winter. Buckthorn removal, wood chipping the trails, and other woodworking or landscaping projects may also be on the list of work items for the day.

**TIME COMMITMENT:** Held on a Saturday in October from 9am to 3pm. Lunch is provided and the pool, whirlpool and sauna are available after the work day

**TRAINING:** Direction is provided by a staff member.

### **Volunteer Special Projects**

**PURPOSE:** Provide extra help to Retreat Center staff to accomplish tasks that will enhance our guests' experience.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Painting, drywall repair, weeding flower gardens, help maintain trail system, splitting wood, planting shrubs and trees, various woodworking, or landscape projects.

**TIME COMMITMENT:** Depends on volunteer's availability and scope of project. Exact times arranged with site director.

**TRAINING:** Direction is provided by a staff member.

### **Archives Volunteer**

**PURPOSE:** Update and complete Retreat Center Archives.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Scan and store photos and program materials digitally.

**TIME COMMITMENT:** Depends on volunteer's availability and scope of project. Exact times arranged with guest services director.

**TRAINING:** Direction is provided by a staff member.

### **Gift Book Volunteer**

**PURPOSE:** Update and complete Gift Book.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Update information for in-kind donations and memorial gifts.

**TIME COMMITMENT:** Depends on volunteer's availability and scope of project. Exact times arranged with guest services director.

**TRAINING:** Direction is provided by a staff member.

## **MOUNT OLIVET DAY SERVICES**

### **Classroom Assistant**

**PURPOSE:** Aid and assist classroom staff in infant, toddler, and / or preschool classrooms.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Assist with art projects, teacher prep, classroom clean-up, reading stories, and interacting with children.

**TIME COMMITMENT:** One to five days per week (9am-12noon and / or 2:30-4:30pm). Flexible!

**TRAINING:** Provided by Mount Olivet Day Services staff.

### **Musicians**

**PURPOSE:** Provide entertainment for adults and children at Mount Olivet Day Services.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Instrumentalists and / or vocalist to provide music. Musician could also lead sing-a-longs and provide music during lunch.

**TIME COMMITMENT:** One to two hours monthly.

**TRAINING:** Orientation arranged by child and adult services staff.

### **Outing Escort**

**PURPOSE:** Assist staff with transporting participants to events offsite, enhancing program quality.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Escort and assist staff with adults on outings. Duties include pushing wheel chairs, assisting people with walkers, etc.

**TIME COMMITMENT:** Two to five hours twice a month.

**TRAINING:** Direction given by a staff member.

### **Pet Therapy Assistant**

**PURPOSE:** Provide therapeutic interaction for adult participants with loving pets.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Share stories as well as photographs while assisting staff with small group interactions with your pet. Provide up to date veterinarian records. Pet must be well-trained and calm.

**TIME COMMITMENT:** Hours flexible upon availability.

One and a half hours preferred monthly.

**TRAINING:** Direction given by a staff member.

### **Computer Aide**

**PURPOSE:** Provide opportunity for adult participants to experience computer activities, games, research, and educational interests.

**SPECIFIC DUTIES & RESPONSIBILITIES:** One to one support with using adaptive computer.

**TIME COMMITMENT:** Flexible.

**TRAINING:** Instruction on the basic use of the adapted computer will be provided.

### **Program Assistant**

**PURPOSE:** Enhance program quality by assisting with activities.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Assist with set-up and various duties for special events, serve lunch, assist with games, provide entertainment, or demonstrate special hobbies with participants (cake decorating, stamp collecting, etc.)

TIME COMMITMENT: Weekdays, two to four hours per month.  
 TRAINING: Direction given by staff member in charge of activities.

### **Speaker**

PURPOSE: Enhance the educational component of MODS programming.  
 SPECIFIC DUTIES & RESPONSIBILITIES: Speak on a topic or demonstrate a skill. Display a hobby or collection (dolls, spoons, travels, etc.) and provide a video slide show if desired.  
 TIME COMMITMENT: Flexible. Session lasting 30-45 minutes.  
 TRAINING: Direction as needed by staff members.

### **Support Clerical Services**

PURPOSE: Provide support to the Day Services staff by performing clerical duties.  
 SPECIFIC DUTIES & RESPONSIBILITIES: Assist with clerical duties such as typing, filing, and mailing.  
 TIME COMMITMENT: Hours flexible upon your availability.  
 TRAINING: Training will be arranged by staff.

## **MOUNT OLIVET HOME & MOUNT OLIVET CAREVIEW**

### **Chapel Escorts**

PURPOSE: Assist residents to worship services and special events.  
 SPECIFIC DUTIES & RESPONSIBILITIES: To push wheelchairs to and from worship service in chapel.  
 TIME COMMITMENT: Sundays, Mondays, Wednesdays, 9:15-10:45am.  
 TRAINING: Orientation to the facility and specific duties provided by the Therapeutic Recreation Department.

### **“Friends” Program**

PURPOSE: On-going group of interdenominational visitors for the residents of our two nursing facilities.  
 SPECIFIC DUTIES & RESPONSIBILITIES: Visit residents in need of spiritual care and friendship, and serve as advocates for residents. Read and share scripture and / or other reading.  
 TIME COMMITMENT: Varies with each individual friend.  
 TRAINING: Orientation to the facility provided by the volunteer coordinator. Training provided by the chaplain.

### **Gift Shop Volunteer**

PURPOSE: Staff the gift shop.  
 SPECIFIC DUTIES & RESPONSIBILITIES: Sell merchandise in the gift shop and work the cash register.  
 TIME COMMITMENT: One-half day every week or every other week. Substitute positions are also needed, people would be on an “on call” basis.  
 TRAINING: Orientation to the facility and specific duties provided by the gift shop volunteer.

### **Inhouse Vendor Escorts**

PURPOSE: Help our residents to their eye and dental appointments within the facility.  
 SPECIFIC DUTIES & RESPONSIBILITIES: Escort residents to their inhouse exams.  
 TIME COMMITMENT: Approximately 4 hours 1 to 2 times per month.  
 TRAINING: Orientation to the facility and specific duties provided by the volunteer coordinator.

### **Manicurist**

PURPOSE: Provide nail care to residents of the Mount Olivet Careview Home.  
 SPECIFIC DUTIES & RESPONSIBILITIES: Polishing, filing, no cutting. Supplies are provided.  
 TIME COMMITMENT: Hours flexible upon your availability, but on a regular basis.  
 TRAINING: Orientation to the facility and specific duties provided by the Therapeutic Recreation Department.

### **Musicians**

PURPOSE: Provide inspiration and variety during Wednesday service and Sunday worship in chapel.  
 SPECIFIC DUTIES & RESPONSIBILITIES: Instrumentalists and / or vocalists to provide music before and / or during worship. Organist is available to assist you. Families are welcome to participate.  
 TIME COMMITMENT: Based upon your availability, Sundays, 10am service.  
 TRAINING: Orientation to the facility and specific duties provided by the volunteer coordinator and pastor. Need not be a professional.

### **One-On-One Volunteer**

PURPOSE: Visit with the residents of Mount Olivet Home and Mount Olivet Careview Home. Visits are greatly appreciated by the people.  
 SPECIFIC DUTIES & RESPONSIBILITIES: Provide companionship to residents requesting volunteer visits.  
 TIME COMMITMENT: Varies with each resident.  
 TRAINING: Orientation to the facility and specific duties provided by the Therapeutic Recreation Department.

### **Outing Assistant**

PURPOSE: Assist Therapeutic Recreation Department with outings in the community for residents’ enjoyment.  
 SPECIFIC DUTIES & RESPONSIBILITIES: Assist residents in and out of the bus and push wheelchairs as needed to local restaurants, picnics, and establishments.  
 TIME COMMITMENT: Varies with each outing.  
 TRAINING: Orientation to the facility and specific duties provided by the Therapeutic Recreation Department.

### **Therapeutic Recreation Assistant**

PURPOSE: Assist our Therapeutic Recreation staff with their structured activity program for the residents’ enjoyment.  
 SPECIFIC DUTIES & RESPONSIBILITIES: Assist with a variety of activities – bingo, crafts, chapel services, and special music programs.

TIME COMMITMENT: Varies depending on the type of program or special event.  
TRAINING: Orientation to the facility and specific duties provided by the Therapeutic Recreation Department.

## MOUNT OLIVET ROLLING ACRES

### Special Talent

PURPOSE: Share your talents with the clients of Rolling Acres.

SPECIFIC DUTIES & RESPONSIBILITIES:

Willingness to share your special skills such as music, arts and crafts, cooking, and sports with the individuals of Rolling Acres. Specifics of this position will be tailored to fit the individual or group's interest.

TIME COMMITMENT: Based on Rolling Acres schedule and volunteer's availability.

TRAINING: Any training needed will be provided by the volunteer coordinator.

### Special Events Assistant

PURPOSE: Provide assistance to the Recreation Department in planning and preparing for special events.

SPECIFIC DUTIES & RESPONSIBILITIES: Assist with the planning, advertising, or decorating for special events such as dances or theme parties.

TIME COMMITMENT: Flexible, could involve a one-time experience or on-going experiences.

TRAINING: Initial training provided by the volunteer coordinator.

### Yard Work

PURPOSE: To provide assistance with yard work at the Mount Olivet Rolling Acres homes.

SPECIFIC DUTIES & RESPONSIBILITIES: Weeding, watering, general up-keep, and raking.

TIME COMMITMENT: Based on need and volunteer's availability.

TRAINING: Provided by the volunteer coordinator.

### Recreation Volunteer (Victoria and Chanhassen)

PURPOSE: Assist our Therapeutic Recreation Coordinator with structured activity programs.

SPECIFIC DUTIES AND RESPONSIBILITIES: Assist with various evening and weekend activities, music program, seasonal events and special events – including dances, music, crafts, arts, movies, and seasonal outdoor activities (lifeguard and piano skill appreciated).

TIME COMMITMENT: Varies, but mostly evening and weekends for 1 to 2 hours.

TRAINING: Initial training will be provided by the volunteer coordinator.

### Special Olympic MORA Delegations Volunteer (Victoria)

PURPOSE: Assist our Therapeutic Recreation Coordinator with structure sport coaching and athlete trainings.

SPECIFIC DUTIES AND RESPONSIBILITIES: Assist with practice and competition of the various events that our athletes participate in: Bowling, Basketball, Athletics (track and field) and Bocce. Additional sports may be added.

TIME COMMITMENT: Varies, but mostly evening and weekends for 2 to 3 hours, for training and whole days for Area and State competitions.

TRAINING: Initial training will be provided by the volunteer coordinator.

### Recreation Outing and Volunteer (Western Suburb)

PURPOSE: Assist our Therapeutic Recreation Coordinator and community homes with outing into the community.

SPECIFIC DUTIES AND RESPONSIBILITIES: Assist with helping participants when going out into the community for social, recreational or educational opportunities. Pushing wheelchairs or being 1:1 with participants during the outing.

TIME COMMITMENT: Varies, but mostly evening and weekends for 1 to 2 hours,

TRAINING: Initial training will be provided by the volunteer coordinator.

### Adult Day Services Volunteer (Chanhassen)

PURPOSE: Assist Day Service staff with various tasks and activities during the day.

SPECIFIC DUTIES AND RESPONSIBILITIES: Assist day service staff with different group activities, set up activities, assist participants during the program and help with clean up.

TIME COMMITMENT: Weekdays, 2 to 4 hours every week or bi-weekly.

TRAINING: Initial training will be provided by Adult Day Service staff or the volunteer coordinator.

## CARE OF CHILDREN, YOUTH & VULNERABLE ADULTS

In an effort to maintain the integrity of both our Mount Olivet mission, “*Believing* in Jesus Christ through the gifts of the Holy Spirit, *Belonging* to the community of Jesus Christ, and *Becoming* like Jesus Christ through servanthood,” and our general Christian belief that Mount Olivet should be a safe place for all who worship and participate in our programs, Mount Olivet has instituted a program for the care of children, youth, and vulnerable adults. Through this program all individuals who provide guidance, teaching, leadership, or other assistance to children, youth, and / or vulnerable adults are required to submit to a background screening, including, but not limited to a screening by the Minnesota Bureau of Criminal Apprehension. Each individual required to submit to these screenings will be notified by the appropriate program staff supervisor prior to initiating any volunteer duties. All volunteers will have an opportunity to find out more about this program through a briefing delivered by a Mount Olivet staff member.

**POLICY** – Mount Olivet Lutheran Church is a congregation called to share the love of Christ with all people touched by our ministries. It is our policy to demonstrate this love by making our church and its programs safe places for the most vulnerable among us (children, youth, and vulnerable adults) and to provide safeguards against all forms of abuse. Church leaders and members are to be made aware of vital issues and concerns related to such abuse. Everyday operating procedures will be followed which greatly reduce the risk of any form of abuse from occurring in any area where church volunteers and / or church staff might be considered legally or morally responsible.

**QUESTIONS?** Call the church office at 612.926.7651.





## MOUNT OLIVET LUTHERAN CHURCH

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612.926.7651

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