

Unity of the Valley



Volunteer Opportunities

3912 Dillard Road
Eugene, OR 97405
541-345-9913

www.unityofthevalley.org

Your joyful service is welcomed at Unity of the Valley! The generous gifts of your time, energy, skills, and love contribute greatly to the smooth functioning of our church. Our spiritual community is blessed beyond measure by you!

We have a variety of volunteer opportunities listed in this brochure with general details on duties and time commitment involved.

Ellen Ticknor is our Volunteer Coordinator. She oversees all volunteers and is a great asset to Unity of the Valley and our volunteer program. If you have questions about volunteering, Ellen is the person to contact!

VOLUNTEER TEAM COORDINATORS

Volunteer Coordinator – Ellen Ticknor (541-344-1490)

Angel Network – Elder Council (541-345-9913, ext. 14)

Bookstore – Lorre Lucas (541-972-1718)

Celebration Team – Position Open

Church Facilities – Gary Wymore (541-461-5663)

Church Gardens – Inge Tarantola (541-968-5540)

Church Opener/Closer – Sharon Craft (541-895-4102)

Community Outreach – Position Open

Guest Greeters – Ann Woeste (541-344-4087)

Kitchen Angels – Position Open

Office Angels – Géna Duel (541-345-9913, ext. 11)

PowerPoint – Guy Dent (541-913-9098)

Prayer Chaplains – Bev Forster (541-484-6571)

Prayer Ministry – Inge Tarantola (541-968-5540)

Soup Angels – Joyce Aschim (541-315-6914)

Special Events – Linda Flock (541-344-0458)

Ushers – Susie Ingalls (541-554-9073)

Youth & Family – Shawna Newcomb (541-345-9913, ext.

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IT TAKES A VILLAGE ON SUNDAYS

♥ CHURCH OPENERS/CLOSERS ♥

Time Commitment: 2-3 hours per month

Skills Required: focus, punctuality, reliability, and flexibility

Reports to: Church Opener/Closer Coordinator

Duties & Responsibilities:

- Serve once a month as an opener or closer at the Sunday service.
- **Openers** arrive at church at 9:30 a.m. to unlock the building, turn on lights and heat, and perform various light tasks to ready the church for the Sunday service.
- **Closers** sit with the minister at the front of the Sanctuary during the service to be available to assist. They receive the offering bags from the head usher (after the offering) and then help a board member count the love offering. At around 1:00 p.m., the Closer turns off the lights, turns down the heat, and closes and locks all areas of the church.

Other Considerations:

May occasionally be asked (in advance) to fill in on a Sunday morning or trade with another church opener if you are willing and available.

♥ GUEST GREETERS ♥

Time Commitment: 15-30 minutes one Sunday per month

Skills Required: punctuality, reliability, enjoy people

Reports to: Guest Greeter Coordinator

Duties & Responsibilities:

Greet and welcome new attendees and hand out information about Unity before the Sunday service.



IT TAKES A VILLAGE ON SUNDAYS

♥ KITCHEN ANGELS ♥

Time Commitment: 2 hours per month

Skills Required: punctuality, reliability, at ease with kitchen duties

Reports to: Kitchen Angel Coordinator

Duties & Responsibilities:

- Serve at one Sunday service each month.
- Arrive at church 45-60 minutes before the service.
- Make coffee before the service so it is available before and after the service.
- Set out coffee carafes, cups, spoons, sweeteners, and creamers.
- Set out tea and carafe of hot water.
- Place cookies and crackers on plates and keep them in the oven until the service is over, then set out on counter and table.
- Replenish cookies, creamer, and other supplies as needed during Fellowship after the service (approximately 20-30 minutes).
- Put away supplies, clean up kitchen, load and start dishwasher before you leave.

Other Considerations:

May occasionally be asked to fill in on a Sunday morning or trade with another Kitchen Angel if you are willing.



The world is hugged by the faithful arms of volunteers.
~Everett Mámor

IT TAKES A VILLAGE ON SUNDAYS

♥ POWERPOINT ♥

Time Commitment: 2-3 hours per month (approximately)

Skills Required: punctuality, reliability, at ease with computers, know basics of PowerPoint program, focus and attention to detail during service

Reports to: PowerPoint Coordinator

Duties & Responsibilities:

- Serve at a Sunday service one Sunday each month.
- Arrive at church 45 minutes before service to set up computer.
- Load PowerPoint program from USB flash drive to computer.
- Confirm accuracy of song lyrics on PowerPoint presentation during Sunday music rehearsal; edit as needed.
- Check announcements with platform person for accuracy, edit as needed.
- Add slides occasionally (only as instructed by leadership)
- Start program 15 minutes before the service.
- Advance PowerPoint slides during the service.
- Be respectful of sound technician's needs during service (quiet).
- Shut down system after last service and lock up computer in cabinet.

Other Considerations:

May occasionally be asked to fill in on a Sunday morning or trade Sundays with another team member if available. TRAINING AVAILABLE.



IT TAKES A VILLAGE ON SUNDAYS

♥ SOUP ANGELS ♥

Time Commitment: 1-2 hours every 2 months

Skills Required: punctuality, reliability, work well with others, at ease with kitchen duties

Reports to: Soup Coordinator

Duties & Responsibilities:

- Help set out items for serving soup.
- Serve soup, if needed.
- Help clean up after meal.



♥ USHERS ♥

Time Commitment: 1.5 - 2 hours per month on a Sunday

Skills Required: punctuality, reliability, people skills

Reports to: Usher Coordinator

Duties & Responsibilities:

- Serve at one Sunday service each month.
- Arrive 30 minutes before service begins.
- Greet congregants and hand out bulletins and announcements.
- Help congregants find seats if necessary
- Hand out Welcome Packets to newcomers
- Accept Love Offering during the service.
- Tidy up Sanctuary after the service.

Other Considerations:

May occasionally be asked to fill in on a Sunday morning or trade Sundays with another usher if you are willing and available.



PRAY TO YOUR HEART'S CONTENT

♥ PRAYER CHAPLAINS ♥

Time Commitment: 3 Sunday services per month (offer one-on-one prayer after the service); approximately 2 hours of wellness calls per month; one, 2-hour Prayer Chaplain meeting per month.

Prerequisite Training: Prayer Works Wonders class, and attend one weekend off-site training and one 3-hour on-site training.

Skills Required: prayerful presence, confidentiality

Reports to: Prayer Chaplain Coordinator

Duties & Responsibilities:

- Provide one-on-one prayer after Sunday services.
- Occasional hospital or homebound visits.
- Make monthly wellness calls to Unity members who request it.
- Attend a two-hour meeting on the first Wednesday of each month.
- Prayer Chaplains are asked to make a one-year commitment.

Other Considerations:

All training dates and meetings are **mandatory**.



PRAY TO YOUR HEART'S CONTENT

♥ PRAYER TEAM ♥

Reports to: Prayer Ministry Director

Duties & Responsibilities:

- Each Monday, the Prayer Ministry Director gathers the prayer requests from the prayer box and allocates first names (to ensure confidentiality) to Prayer Team members to be prayed with for two weeks.
- The letter angel writes to anyone requesting a prayer letter and providing an address.
- A follow-up phone call is made at the end of two weeks to anyone requesting it, and an offer is made for continued prayer.
- All prayer requests are then sent to Silent Unity for another 30 days of prayer.



♥ TAIZÉ TEAM ♥

Time Commitment: 2 hours per month.

Prerequisite Training: Prayer Works Wonders class, Taizé Team training (8-10 hours weekend training)

Reports to: Bev Forster and/or Rev. Inge Tarantola

Duties & Responsibilities:

- Attend Taizé service 1 time a month.
- Contribute to Taizé service by being willing to read the prayer, a sacred reading, and/or praying with those who request prayer.
- Possibly help with Taizé service set up and take down of candles and kneelers before and after the service.
- Meet as a prayer team 30 minutes prior to the service to pray and meditate together to prepare for praying and being present with others.

LOVE AND SERVE THE CHILDREN



♥ YOUTH & FAMILY MINISTRY ♥

Position Titles: Lead Teacher Floater, Assisting Angels, and Angels at Large

Skills Required: punctuality, reliability, enjoy children, have a playful spirit

Reports to: Youth & Family Ministry Director

Duties & Responsibilities:

Lead Teacher:

- Be at church by 10 a.m. when scheduled.
- Check over curriculum for the day (already provided) and be ready to greet the children as they arrive.
- Follow the lesson plan.

Assisting Angel:

- Be at church by 10 a.m. to help Lead Teacher set up if needed.
- Assist Lead Teacher as you are directed.

Angels at Large

- Occasionally assist during the week on an on-call basis to help with Youth & Family bulletin board, holiday preparation, classroom set up, etc.

Other Considerations:

Be flexible. May occasionally be asked (in advance) to fill-in or trade Sundays with another team member.

NOTE: All persons working in the youth program must complete an application, be interviewed, and pass a state-required background check prior to working with the children.

REACH OUT TO NEIGHBORS AND COMMUNITY

♥ ANGEL NETWORK ♥

Our Angel Network is a group of volunteers who come together to create a circle of caring for our community when they are in need of supportive hospital or home visits, a ride to church or an appointment, a hot meal, or other short-term assistance.



♥ CELEBRATION TEAM ♥

Time Commitment: 2-4 hours per occasion

Skills Required: punctuality, reliability, enjoy food preparation, kitchen duties, and fun festivities

Reports to: Celebration Coordinator or Volunteer Coordinator

Duties & Responsibilities:

- On call to help with food and beverage preparation and service for social events such as the annual picnic, ice cream social, new members' luncheon, etc.
- Help clean up kitchen, load and start dishwashers as needed.

REACH OUT TO NEIGHBORS AND COMMUNITY

♥ COMMUNITY OUTREACH ♥

Time Commitment: 1-2 hours per month

Skills Required: A willingness to volunteer within the community and/or provide donated items, as needed. Additional details provided with opportunity, as they become available.

Reports to: Community Outreach Coordinator

Duties & Responsibilities:

- Submit ideas for proposed community service projects.
- Serve at one or more community service events and/or donate goods, as needed, per project.
- Be available to contact organizations for arranging date/time of group events, locations, and/or set up of event(s).
- Be available to contact upcoming participants, sending information and reminders of volunteer event(s) – either by phone or by email.

Some examples of Community Outreach are: First Place Family Shelter, Food 4 Lane County, Relief Nursery, etc.



REACH OUT TO NEIGHBORS AND COMMUNITY

♥ SPECIAL EVENTS ♥

Time Commitment: variable from ½ hour to 4 hours per event

Skills Required: at ease with public, reliability, punctuality

Reports to: Special Events Coordinator

Duties & Responsibilities:

- Serve as part of the support team for special events activities (workshops, concerts, and lectures) to help sell tickets, books, and CDs.
- Be at church ½ hour before the event for which you are scheduled to open the church and help with set-up tasks as needed.
- Help with product sales after Sunday service for special event's presenters when needed.
- Occasional errands such as getting lunch for a presenter or assisting during a workshop (handouts, etc.)

Other Considerations:

May occasionally be asked if you are available to pick up a special event's presenter at the airport or provide transportation to and from their place of lodging.



BOOKS, PHONES, AND UPKEEP

♥ BOOKSTORE ♥

Time Commitment: 1-2 hours per month

Skills Required: punctuality, reliability, ability to learn to operate and be at ease with cash register

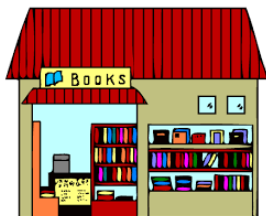
Reports to: Bookstore Manager

Duties & Responsibilities:

- Serve after a Sunday service once a month.
- Be in the Bookstore immediately after the end of the Sunday service.
- Be available to sell books, gifts, and other bookstore goods to customers for about ½ hour after the service.
- List special order requests for books or other items not in stock.
- Close up bookstore.

Other Considerations:

May occasionally be asked to fill in on a Sunday morning or trade with another Bookstore volunteer if you are willing and available.



♥ OFFICE ANGELS ♥

Time Commitment: 2 hours per week

Skills Required: Good communication skills, like greeting and working with others, some computer skills helpful, but not necessary

Reports to: Administrator

Duties & Responsibilities:

- Answer phones
- Greet and help people coming in the door
- Light office work



BOOKS, PHONES, AND UPKEEP



♥ FACILITIES ♥

Time Commitment: On call as needed

Skills Required: A willingness to volunteer your time and skills to help with one-time projects or ongoing maintenance of facility. Understanding of basic hand tools for minor plumbing, carpentry, painting, and safe work practices on ladders.

Reports to: Facilities Coordinator



♥ GARDENS ♥

Time Commitment: On call as needed

Skills Required: A willingness to volunteer your time and skills to help with ongoing maintenance and upkeep of the landscaping and grounds (i.e., weeding, raking leaves, etc.) and one-time projects.

Reports to: Gardens Coordinator

