



ADULT MINISTRY

Continuing Our Journey in Faith & Fellowship

Adult Sunday School Teacher

Contact: Pastor John Bletsch

Teach/co-teach an adult group bible or topical study on Sunday mornings at 10 am (1 hr.).

Fellowship Groups

- **Book Group** - Facilitate a book group one month a year. *Contact: Ets Reagan*

Gifts & Talents Committee

Contact: Janice Conner & Robin Sheard

Develop and update an inventory of ministry opportunities at St. Matthews. Determine if additional opportunities are needed to meet spiritual needs of congregation. Assist members in discerning their gifts and encourage use of these gifts in ministry. Meets as needed.

Methodist Night at Shannondell

Contact: Pastor John Bletsch

Join the pastor to lead a devotional with Shannondell residents. Monthly (2nd Monday), 5:00- 7:45 pm at Shannondell.

Men's Ministry Coordinator

Contact: Don Carroll

Help coordinate monthly men's ministry breakfast gatherings.

Small Groups

Contact: Pastor John Bletsch

Meant to be short term with minimal amount of planning, these groups try new endeavors such as Bible Study, Cycling and Gardening. Let us know if you have an idea for or would like to start a Small Group

Women's Ministry Team Leader

With a team, recommend, plan and run periodic events for the women of St. Matthew's. Events may be fellowship gatherings, information/educational presentations on topics of social interest, or activities to spread Christ's love to the congregation and our community.

BUILDINGS & GROUNDS CARE MINISTRY

Taking Care of the Things God Has Given Us

Trustee Committee Member

Contact: Joel Rittenhouse

Provides oversight and coordinates maintenance of the church building, grounds and parsonage

Trustee Workday

Contact: Joel Rittenhouse

Join a team to help care for the church, with such jobs as painting, cleaning, gardening, etc.

Sanctuary Garden Committee

Contact: Bob Hammer

Work with congregation members to memorialize deceased loved ones and to facilitate use of the Sanctuary Garden as a resting place for cremation ashes. Assist in general maintenance of the Sanctuary Garden.

CARE MINISTRY

Whatever You Do Unto the Least of These...

Bereavement Committee

Contact: Laura Bonstingl

- **Leader** - contacts committee members and coordinates tasks for the day of the event.
- **Volunteer** - Provide set up and support on the day of the memorial event. Includes the areas of family support, greeting and ushering.
- **Reception** - Provides support for the reception following the memorial service.

Care Packages

Contact: Ets Reagan

Share the love of Jesus with our college students and military personnel through care packages at Valentine's Day or other special events throughout the year.

Health & Wellness Team

Contact: Ginger Biddle

- **Team Member** - Supports health and healing of the mind, body, and soul as guided by the Holy Spirit. The only requirement is to have an interest in health/wellness (health care experience or expertise is not required).
- **Defibrillator/First Aid/CPR** - Maintain automated electronic defibrillator and first aid kits. Offer Am. Heart Assoc. basic life support (8 hr.) and first aid (8 hr.) training as needed. Must be licensed by PA as a Registered Nurse, Dentist, or Medical Doctor and be certified as a CPR Instructor or have access to such persons.

Holy Communion Lay Ministry

Contact: Pastor John Bletsch

Provide communion to our homebound members once a month

Meal Preparation

Contact: Jennifer Vastardis

Provide meals for those recuperating. Arranged through the Care & Service Committee.

Prayer Chain

Contact: Anita Robinson

Serve those in need with your prayers, requests provided via email.

Visitation

Contact: Anita Robinson

Visit homebound church members; arranged through the Care & Service Committee.

CHILDREN'S MINISTRY

Help Guide Small Feet Along the Right Path

Children's Sunday School Teacher

Contact: Vica Jones

Prepare and present a bible lesson to children on Sunday mornings at 9 am. May include reading, crafts, games and music (one hour each Sunday, not including prep time). Teachers may choose to alternate preparing lessons. Curriculum, supplies and training are provided.

Easter Egg Hunt Helper

Contact: Vica Jones

Assist with planning, filling plastic eggs and other activities (two to three hours prep time, one hour during event).

Jr. Church Teacher/Support

Contact: Vica Jones

Guide elementary age children in a pre-planned lesson in the knowledge of God and God's wonders; includes a bible story and craft during the 11 am Sunday worship service (45 min, 1-2 times per quarter). Curriculum, supplies and training provided.

Nursery/Toddler Room – Huggers & Rockers

Contact: Vica Jones

Spend one hour a week on a rotating basis, alongside a trained staff person, to show God's love to our precious little ones during Sunday morning worship, Sunday school, and special events.

Vacation Bible School Leader/Helper

Contact: Vica Jones

Prepare, plan/help with Vacation Bible School. Many opportunities available: planning, set-up, decorating, crew leaders, station leaders, helpers and more.

CHURCH SUPPORT MINISTRY

Keep the Church Running in High Gear

Church Historian & Record-keeper

Contact: Deb Rittenhouse

Organizes and maintains historical information, including pictures of St. Matthews events. Maintains a chart of who is responsible for church records, where located, and how long to keep.

Kitchen Committee

Contact: Job Open

Ensure kitchen areas are kept organized and clean. Liaison with groups using facilities.

Office Volunteer

Contact: Laura Bonstingl

- **Bulletin** - Proofread, copy, fold and collate weekly bulletin.
- **Vacation Coverage for Office Manager** - Answer phone, help with light clerical duties, format, edit, and print the weekly bulletin. Training provided.

EVANGELISM MINISTRY

Be a Light Unto Our Community

Evangelism Committee

Contact: Robin Sheard

- **Member** - Help St. Matthews be known, recognized in our community as people of God, and introduced to potential members. Meets as needed.
- **Movie Nights** - Help needed to plan, organize and facilitate a community outreach program centered on family friendly movies to be shown on the front lawn during summer months.

FAMILY MINISTRY

Keep Our Families Strong and Growing in Faith

Advent Celebration Coordinator

Contact: Eleanor Carroll

Provide sign-up sheets for participation and refreshments for this once a year dinner and worship service with our partnering churches in downtown Philadelphia. Arrange transportation as needed.

Back to Church Picnic Coordinator

Contact: Church Council Chair

Recruit volunteers to setup/cook/cleanup and provide supplies for this annual event. Work in cooperation with Pastor and Youth Director.

Christmas Festival

Contact: Vica Jones

This three hour festival will include a live Nativity, music, food, games, crafts and more. Help as a specific area coordinator or general volunteer.

- **Coordinators** - Recruit volunteers, organize and manage a specific area of the festival.
- **Volunteer** - Various opportunities to participate in this once a year event.

Hanging of the Greens Volunteer

Contact: Robin Sheard & Shelley Meenan

- **Coordinator**- Recruit volunteers and organize this annual service.
- **Volunteer** - Various opportunities to participate in this once a year service including reading pre-chosen passages and decorating the sanctuary.

FINANCE MINISTRY

Help Your Gifts Accomplish Their Purpose in the World

Finance Committee

Contact: Shelly Hammer

Prepare church budget and make financial and investment decisions for the church. Review monthly financial reports prepared by the Financial Administrator. Attend monthly meeting and assist with annual stewardship campaign as well as being a counter on Sunday mornings.

Counters

Contact: Shelly Hammer

Tally and record pledge and plate contributions after the worship service. Offer to serve four Sundays/year, or to be available as an alternate when needed.

Independent Auditor

Contact: Shelly Hammer

Audit finances of church annually, following guidelines and forms. Must not be on Finance Committee, should be detail oriented, and available to meet with Financial Administrator.

Memorial Committee

Contact: Kathy Niness

Oversees memorial contributions interfacing with families, pastor and trustees. Coordinates desired uses of funds with family members. Provides acknowledgment letters for donations and prepares book entries to memorialize activities/purchases undertaken with memorial funds. Meets as needed.

MUSIC MINISTRY

Share Your Musical Talents with Others

Chancel Choir

Contact: Mary Sugar

Sings regularly at the 11am Family Service leading hymns and worship music and providing a mix of traditional and contemporary anthems. Group meets once a week on Thursday evenings at 6pm in the sanctuary and at 10:15am on Sunday morning prior to the service.

Chancel Ringers *Contact: Mary Sugar*
Open to youth and adults and plays on average once each month during the 11am Family Service. Weekly rehearsals are Thursdays at 7pm in the Choir Room. Modest experience with music reading is helpful but not required.

Instrumentalists - Solo/Band *Contact: Mary Sugar*
Let us know if you play an instrument! We welcome both singers and instrumentalists to join us in the choir, where we will be doing a mix of traditional and contemporary music.

Summer Music *Contact: Mary Sugar*
Soloists, dance, singing groups and instrumentalists are solicited to offer music as they wish for summer worship services held at 9:30am Sunday mornings. Schedule in advance to get on the calendar and choose a time to practice prior to the service.

OUTREACH MINISTRY

Be a Beacon of Hope to Those in Need

Outreach Committee *Contact: Janice Conner*
Plans and provides opportunities for St. Matthews to be God’s hands and feet to our neighbors. Bring ideas, passion and energy to help others. Meets every other month.

Environmental Projects *Contact: John Schmidhauser*
Connect with the local community by doing directed projects at Valley Forge Park, roadway trash collection and other environmentally minded projects throughout the year. No experience needed.

Haws Avenue Soup Kitchen *Contact: Jennifer Vastardis*
Prepare and serve meals at Haws Avenue UMC for residents of Norristown. Menus are provided and sign ups for those wishing to help with food preparation (10:30 – 12:30) and serving and cleanup (12:30 – 3:00) are available in advance. Held several Sundays throughout the year, as announced.

WORSHIP MINISTRY

Help Reverently Honor Our God

Worship Committee At-large Member *Contact: Ginger Biddle*
Provide input to discussions and volunteer for tasks as you feel led. Able to vote. Meets every 2-3 months.

Altar Guild *Contact: Vica Jones*
Change altar cloths per season, meet with worship committee every 2-3 months.

Acolytes *Contact: Ginger Biddle*

- *Coordinator* - Coordinate acolytes for special church services as decided by the pastor and worship committee.
- *Acolyte* - Light and extinguish candles on the altar at the beginning and end of special worship services throughout the year as designated by the pastor and worship committee.

Children’s Activity Bags *Contact: Vica Jones*
Organize children’s bags with a variety of items to serve as quiet diversions for younger children as they sit in the pews. Bags are checked weekly for use at Sunday worship and “re-stocked” as needed.

Church Fellowship Hour Volunteer *Contact: Patty Neary*

- *Coordinator* - Schedule volunteers to provide and serve refreshments, and purchase staple items.
- *Volunteer* - Provide snack and serve refreshments after worship service. Includes set up and clean up. 1.5 hr. per event.

Communion Stewards *Contact: Aimee Stabley*
Purchase and set up the elements for communion. Meet with worship committee every 2-3 months.

Flower Coordinator *Contact: Pam Miller*
Provide and monitor sign up calendar for altar flowers for Sunday and holiday services. Act as liaison between purchasers and provider.

Greeters - Welcoming & Sanctuary *Contact: Karin Skahan*

- *Coordinator* - Schedule welcoming and sanctuary greeters for Sunday and holiday services. Meet with worship committee every 2-3 months.
- *Greeter* - Greet members and visitors as they enter church (Welcoming Greeter). Greet members and visitors as they enter the sanctuary while handing out bulletins (Sanctuary Greeters). Start 20 minutes prior to start of service.

Lay Reader *Contact: Kimmie Chady*

- *Coordinator* - Schedule lay readers for Sunday and holiday services. Meet with worship committee every 2-3 months.
- *Reader* - Read passages from the bible and/or the hymnal chosen by the pastor during the service.

Usher *Contact: Steve Franck*

- *Head usher* - Recruit and direct ushers for collection during Sunday and holiday services.
- *Usher* - Collect offering during worship service (9 and 11 am services).
- *Attendance Counter & Lighting* - Count and document attendance. Arrange lighting as directed by pastor. Provide assistance as needed. Meet with worship committee every 2-3 months.

Worship Support

- *Video Live-stream Support* - Helps run and manage live-stream video during Sunday and special worship services. Moderates live-stream video during 11 am service. Training will be provided. *Contact: Kyle Jones*
- *Slide Presentation Assistant* - Sets up and run projection equipment of presentations for Sunday worship services in the Sanctuary. Training will be provided on the ProPresenter software. *Contact: Ginger Biddle*
- *Sound System* - Help provide quality sound in the Sanctuary during worship services and special events. Training provided. *Contact: Steve Franck*

YOUTH MINISTRY

Help Make Christ the Centerpiece of Young Lives

Confirmation/Youth Mentor for Confirmation Class *Contact Vica Jones*
Willingness to meet with confirmand(s) and mentor them in their journey to becoming a member of the United Methodist faith an St. Matthew’s congregation.

Scouting *Contact: Ron Bellamy*
St. Matthew’s is actively involved as a charter organization in scouting as the sponsor of scouting programs for boys and girls, including cub packs and brownie troops. Support is also provided by church members serving on scout committees at various levels and functioning as merit badge counselors.

Special Event Chaperone *Contact: Vica Jones*
Accompany youth group to attend special events such as ski trips, retreats, fun nights, etc. (Must be at least age 19).

Summer Activities Host *Contact: Vica Jones*
Adults willing to host and set-up summer activities to provide our youth a time of fellowship, such as movie night, swim party, canoing, etc.

Youth Leader *Contact: Vica Jones*
An adult (at least age 19) who is passionate about helping our youth grow in their relationship with Christ will interact with youth extensively and lead their small group bi-weekly as part of the youth night.

Youth Specialist Mentor *Contact: Vica Jones*
Prepare a lesson/demonstration once a year in a craft or hobby that will spark interest and creativity and foster a mentoring relationship between adults and youth.

Youth Sunday School Teacher/Helper *Contact: Vica Jones*
Adults who are passionate about helping our youth grow in biblical knowledge. Sunday School classes are at 10:00 am and are separated into middle school 6-8 grades and high school 9-12 grades (1 hr. each Sunday, not including prep time). Teachers may choose to alternate preparing lessons. Curriculum, supplies and training are provided.

NOMINATED COMMITTEES

Limited openings. If interested, contact Pastor John Bletsch or chair of the Nominations Committee (Job Open)

Administrative Council
Administers the life of the church. Implements and evaluates the mission and ministry of the church.

Education
Helps to plan and implement educational opportunities and Vacation Bible School.

Endowment Fund Use
Manages the use of the endowment fund of the church.

Equalizing Representative to Annual Conference
Serve as church representative to annual conference and pre-conference.

Evangelism
Connecting the church with the community by participating in community events and welcoming people to church events.

Finance
Prepare church budget and make financial and investment decisions for the church.

Gifts and Talents
Plans and coordinates Stewardship campaign consisting of soliciting financial pledges and ministry volunteers.

Music
Assist in building up our various music ministries by helping to create and implement events and programs that enhance the worship life of the church and align with the goals of the congregation and strategic plan.

Nominations
Nominates persons from the congregation to serve the work areas of the church.

Outreach
Plans and provides opportunities for St. Matthews to be God’s hands and feet to our neighbors.

Staff Parish
Provides oversight, direction and care to the staff of the church.

Trustees
Provides oversight and coordinates maintenance of the church building, grounds and parsonage.

Worship
In Worship Ministry, our goal is to help everyone experience the worship that is going on in heaven here on earth.