



together for tomorrow

Everyone Ministering – 2008 Catalog

"For I know the plans I have for you," declares the Lord. Jeremiah 29:11

Bonhomme Presbyterian Church

Everyone Ministering – 2008 Catalog

Welcome to the Ministry catalog at Bonhomme Presbyterian Church! It is exciting to be able to offer a new way for everyone to become more connected as a church family and more engaged in service to our Lord Jesus Christ.

So what is this catalog all about?

One of our five Kingdom Goals is “Everyone Ministering.” The first key word here is “Everyone.” Everyone, regardless of age, time, or skills, can find a way to become connected at Bonhomme. The second key word is “Ministering.” In order for the church body to function as God intends, we all find ways to become active in ministry work. There are so many opportunities to be part of a ministry of Bonhomme and this catalog gives you a chance to find a way to help. It doesn’t matter how much or how little time you spend, it all matters to God. So take some time to read through the ministries and see where you can apply your skills and passion.

How do we actually get connected and involved in a ministry?

This year, the pledge card will have a section for listing a ministry that you would like to be part of. As the cards are received, we will make sure that the leaders of each ministry have your information in order to contact you. A very important aspect of this new process is to allow someone to find a ministry that suits their skills and passions. The church staff and leaders of the ministries will work with you to make sure you have found the right ministry. This is a fantastic way to get more involved.

For questions about the catalog and the ministries, please contact Elizabeth Harris (Lay Ministry Coordinator) in the church office at 636-532-3486 Ext. 712 or via email at eharris@bonpres.org.

Now is the time to take the activity level at our church to a new level! Our call as a church is to use everything God has given us to help accomplish His will for our lives. Please prayerfully focus on the subject of how you spend the time God has given you and use this catalog to help you. Remember, every effort, no matter how long or short, whether it is highly visible or behind the scenes, is equally important in making the body of Christ function.

“For I know the plans I have for you,” declares the Lord. Jeremiah 29:11

Bonhomme Presbyterian Church - Everyone Ministering

#	Deacon Ministry	Ministry	Description	Time / Frequency	Leader
1	Worship	Acolytes	Light candles at the beginning of each Traditional Service and extinguish at the end of the service. Open to 3rd, 4th, and 5th graders.	Sundays 8:30 and 11:00 (frequency depends on participants)	Mary Oldfield 636-532-3486 moldfield@bonpres.org
2	Worship	Advent Candle Lighters	Families or singles light the advent candles at each Traditional Service during Advent.	8:30 and 11:00 - One service during Advent	Sue Showalter 314-878-0473 sshawal@aol.com
3	Worship	Music and Creative Arts at Contemporary Worship	Praise Team (Band & Vocals). Opportunities in music, drama, dance, and other creative arts.	8:30 and 11:00 Contemporary services (regularly or rotation) and as needed for rehearsals.	Howard Sheppard 636-532-3486 hsheppard@bonpres.org
4	Worship	Chancel Choir	For adults, sing in Traditional Worship each week plus special services (Christmas Eve, Ash Wednesday, Maundy Thursday, etc.). College-age and up (though youth are welcome if they express their interest to the director).	Sing each week at either 8:30 or 11:00 am Traditional service. Weekly rehearsal on Wednesdays from 7:00-8:30 pm.	Lynn Packwood 636-532-3486 lpackwood@bonpres.org
5	Worship	Bonhomme Belles	For adults (college age and up), present a handbell prelude for both Traditional services once per month.	One Sunday per month. Weekly rehearsals on Tuesdays from 8:00-9:00 am.	Lois Nelson 314-576-1847 jcraignelson@earthlink.net

#	Deacon Ministry	Ministry	Description	Time / Frequency	Leader
6	Worship	Voices of Emmaus (VOE)	For youth in grades 9-12, sing for Traditional worship once per month, plus special services (Easter Sunrise, Christmas Eve). Occasionally sing in Contemporary Worship. Tour every year or two.	One - two Sundays per month. Weekly rehearsals on Sunday, 5:00 - 6:00 pm.	Lynn Packwood 636-532-3486 lpackwood@bonpres.org
7	Worship	Les Cloches (High School Bells)	For youth, grades 9-12, ring for Traditional Worship.	Weekly rehearsals on Sunday afternoon, 4:30-5:30 pm.	Lynn Packwood 636-532-3486 lpackwood@bonpres.org
8	Worship	Galilean Choir	For youth in grades 6 - 8, sing for Traditional Worship once per month, plus special services. Occasionally sing in Contemporary Worship.	Weekly rehearsals on Sunday, 6:30 - 7:15 pm.	Caryl Wilson 314-878-5492 lcwilson88@earthlink.net
9	Worship	Carillonneurs (Middle School Bells)	For youth, grades 6-8, ring for Traditional Worship.	Weekly rehearsals on Sunday 7:15 - 8:00 pm.	Lynn Packwood 636-532-3486 lpackwood@bonpres.org
10	Worship	Children's Choirs, Chimes, and Bells	Programs for children, age 4 to grade 5. 4:30-5:30 Happiness Singers (age 4-5) Music Makers (grade K-1) 4:30-5:15 Chime Choir (grade 2-3) Chansons (bells for grades 4-5) 5:15-6:00 Praise Singers (grade 2-3) Bonhomme Carolers (choir for grades 4-5).	Meets every Wednesday afternoon at times noted in description.	Lynn Packwood 636-532-3486 lpackwood@bonpres.org
11	Worship	Children's Choir Leaders, Workers, and Accompanists	Adults and mature youth who enjoy working with children and can lead learning activities, teach musical concepts, and assist with "crowd control".	Time includes leading/working within the time frames listed under Worship, as well as prep time 2 hours per week.	Lynn Packwood 636-532-3486 lpackwood@bonpres.org

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12	Worship	Instrumental Ensemble	For mature youth and adults who play orchestral instruments.	Meets each Tuesday from 7:00-8:00 pm. Play for Traditional Worship every 4-6 weeks.	Lynn Packwood 636-532-3486 lpackwood@bonpres.org
13	Worship	Communion Elements Preparation	Prepare the elements and clean up after each Communion service in Contemporary and Traditional Worship.	8:30 and 11:00 Traditional (1st Sunday each month) Contemporary (6 times per year)	Phoebe Burbridge (Trad) Becca Klingler (Cont) PB 636-733-9036 BK 636-532-8279 phoebo@sbcglobal.net bsklingler@aol.com
14	Worship	Technical Services for Contemporary Service	Operate video, audio, and lighting systems at each Contemporary service and for special occasions and events held in the Great Hall.	8:30 and 11:00 Contemporary Worship (regularly or rotation) and as needed for rehearsals, special occasions and performances.	John Steffen 636-532-3486 jsteffen@bonpres.org
15	Worship	Technical Services for Traditional Worship	Operate audio system at each Traditional service and for special occasions and events held in Sanctuary.	8:30 and 11:00 Traditional Worship services (regularly or rotation) and as needed for special occasions.	Marion Mitchell 314-576-7647 fmmscm@earthlink.net
16	Worship	Usher Coordinator	Coordinate the Usher Captains and communicate list to staff.	Ongoing	Becca Klingler 636-532-8279 bsklingler@aol.com
17	Worship	Usher Captain	Recruit Ushers. Give Ushers their assignment and make sure that all duties are performed and that appropriate doors are closed during service. Help count offering; help count attendance at service.	Responsible for one of four worship services on assigned Sunday.	Becca Klingler 636-532-8279 bsklingler@aol.com

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18	Worship	Ushers	Greet worshippers, hand out bulletins and usher congregants at Traditional or Contemporary services. Collect offerings and responses. Help count attendance at service. Straighten worship area after services.	8:30 or 11:00 Traditional or Contemporary services.	Becca Klingler 636-532-8279 bsklingler@aol.com
19	Worship	Wedding Guild	Assist with weddings and wedding planning at Bonhomme.	As needed depending on wedding dates.	Lisa Stump 314-965-5052 stltump@charter.net
20	Worship	Liturgists/Worship Leaders	Individuals lead/read Scripture Lessons and Prayers at Traditional services. (Training is provided)	Sundays 8:30 or 11:00 (on rotation)	Lynn Packwood 636-532-3486 lpackwood@bonpres.org
21	Worship	Special Services	Help to implement special services such as Easter Sunday and Christmas Eve.	Times specified for respective services	Michelle Harrell 636-532-5064 michelleharrell1@aol.com
42	Communications	Graphic Artists	Create graphic designs for: Bonhomme webpage, in conjunction with Web Master; Slides for Contemporary Worship Services; Pioneer Press and other BPC publications; Miscellaneous documents. Artists may work either at the church, or at home.	5-15 Hours per week depending on # of people	Bob Buchanan 636-532-2905 rdbuchanan@charter.net
43	Communications	Editor	Manage the creation and publication of all Bonhomme publications. A priority includes the Pioneer Press (publish a professional newsletter). Works closely with the office staff collecting information. Experience needed: editing of small publications.	10-20 Hours per week (need single individual to lead)	Bob Buchanan 636-532-2905 rdbuchanan@charter.net

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64	Community and World Service	Pregnancy Resource Center (PRC)	PRC is a Christ-centered organization that empowers people throughout the St. Louis area to make life-affirming choices about relationships, health and pregnancy. Volunteers are needed at every level to help administer and provide services.	Depends on volunteer activity	Lisa Mann 636-728-0831 lisaman@charter.net
65	Community and World Service	Habitat for Humanity	Work as partners with all God's people to eliminate substandard housing in the St. Louis area. We develop communities with God's people in need by building houses in decent communities in which people can live and grow into all that God intended.	Wed (9am - 3pm) & Sat (7:30 am - 3pm) during a 16-week build. Work can be for one day, as many as your schedule permits.	Cris Heffernan 636-939-3986 (home); 314-750-1777 (cell) cheff@mobilelearn.com
66	Community and World Service	The Freedom School - Mailings	School requires assistance with monthly mailings. Work may be done at the school or at home. Process includes assembling the materials, stuffing envelopes, etc.	Work is done Thursday mornings, every other month. Involves about 2-4 hours per month.	Cal Solla 314-878-3283 www.thefreedomschool.org
67	Community and World Service	The Freedom School - Creative Team	The school needs someone with creative talents to design, maintain and update public bulletin board spaces and assist, as needed, with individual classroom boards. The school is for pre-K-6th graders and is a Christ-centered environment.	Flexible schedule with estimated monthly hours of 2-7.	Cal Solla 314-878-3283 www.thefreedomschool.org
68	Community and World Service	The Freedom School - Readers	Adults read to students (K-6th) in school classrooms – program is called “Friday Readers”. Adults are paired with a student – at older grades, the students read to the Friday Readers. Being a Christian school, prayer and Bible stories are encouraged.	Weekly/2 hours, Fridays from 9:00am – 11:00 am; it is not mandatory to be there each week. Carpooling usually provided.	Cal Solla 314-878-3283 www.thefreedomschool.org
69	Community and World Service	The Freedom School - Office Assistant	Office Assistant position (volunteer) to assist the school Principal with answering phones, making photocopies, preparing administrative work, and other tasks as needed. This task could be shared with up to 4 individuals.	Thursdays from 9am-3pm, total of 24 hours/month	Cal Solla 314-878-3283 www.thefreedomschool.org

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70	Community and World Service	The Freedom School - Webmaster	The school needs a "webmaster" to maintain their web-site. Experience/skills in web development and maintenance are required. Work may be done remotely or at the school, located on 82nd St. in University City.	Hours are flexible, and estimated at 5-8 hours/month	Cal Solla 314-878-3283 www.thefreedomschool.org
71	Community and World Service	The Freedom School - Art Aide	Assisting the Art Teacher with projects, materials, clean-up, student assignments, etc. Aide should enjoy working with children, have some interest in Art, but does not need to be artistic.	Mondays, Thursdays, Fridays from 8am-10am. Volunteers may work one or more days per week.	Cal Solla 314-878-3283 www.thefreedomschool.org
72	Community and World Service	The Freedom School - Events	School needs help with various events such as Back to School Potluck, Winter and Spring Programs, etc. Needs include set-up and clean-up, food preparation, organization, etc.	Events are planned months in advance and occur throughout the school year. Hours are based on each event.	Cal Solla 314-878-3283 www.thefreedomschool.org
73	Community and World Service	Restore St. Louis Work Days	Restore St. Louis organizes projects to assist the elderly, immigrants and other at risk families with many needs – home repair, yard work, moving/delivering furniture, delivering food, etc. Projects are great one-time or on-going opportunities.	Most projects are done on Saturdays with various hours.	Andrew Stern (Restore St. Louis) 314-726-2302 x22
74	Community and World Service	Firm Foundation Tutoring Program	Program needs volunteers from high school students to seniors to tutor elementary school and secondary school students. Tutoring includes a Bible verse, devotional, homework and other materials provided by the program.	Once or more weekly/ 1-1/2 hours. Mondays, Tuesdays and Thursdays.	Mike Boland 636-530-7575 Kelly0906@aol.com
75	Community and World Service	Isaiah 58 - Clothing Pantry	Organize and manage Bonhomme's donation of clothing for the Isaiah 58 clothing pantry. Maintain publicity, etc. to encourage donations, keep clothing racks maintained and in good order, schedule pickups, maintain liason.	Approx 1hr/week plus 6-8 per month	Jack Zdvorak 636-978-4485

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76	Community and World Service	Isaiah 58 - "Buy-a-Bird"	Isaiah 58 has a fund raising effort (Buy-a-Bird) to purchase turkeys and other foods used to prepare Thanksgiving dinners. These are distributed to needy families.	Annually leader 8-12 hrs. Orders 2 weeks @ 1hr.	Jim Ross 314-878-7562
77	Community and World Service	Meal-a-Month	Arrange publicity and pastoral support for program. Maintain collection area, boxes, signs, etc. Deliver food to West Church.	Weekly approx 6-8 hrs/month	Jim Greenwood 314-323-7723
78	Community and World Service	World Impact - Urban Ministry Institute	Seeking tutors for adult students enrolled in The Urban Ministry Institute (TUMI), a ministry of World Impact. TUMI provides seminary-level education, training leaders for urban churches.	By arrangement.	Linda Carlson 314-533-8313 x27 lcarlson@worldimpact.org
79	Community and World Service	World Impact	Need painters, carpenters, electricians, and general handymen or women! World Impact is an inner-city missions organization, focused on ministering Christ's love to the urban poor. Our Ministry has many opportunities for renovation and work projects.	By appointment.	Beth Carroll 314-533-8313 x23 bcarroll@worldimpact.org
80	Community and World Service	Help the Homeless	Outreach to the homeless downtown. The outreach typically includes giving food and clothing to the homeless though each volunteer is limited only by their own creativity. Many of the homeless enjoy discussing the Gospel.	The goal is to have one family provide outreach each weekend between October and March (Sundays work well)	Steve Ecker 636-230-2945 steve@topproducersinc.com
81	Community and World Service	Missionary Liaison	Maintain contact via e-mail with one of the overseas missionary families supported by Bonhomme. Communicate news about the missionary's work to the congregation via the Pioneer Press and website. Help coordinate any visits to Bonhomme during the year.	Contact via e-mail each month or two. Short article for Pioneer Press/web-site once a year.	Chris Heffernan 636-939-3986 cheff@mobilelearn.com

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82	Community and World Service	Guys for Life - Administrative Assistant	Perform standard administration tasks including create and distribute correspondence and documents, create and maintain files and records, perform information research, coordinate schedules, and support special projects.	20 hours per week, flexible schedule	Kurt Johnson 636-519-8629 kurtjohnson1@charter.net
83	Community and World Service	Guys for Life - Marketing & Client Relations Leader	Create and implement a marketing plan and develop and maintain relationships with Pregnancy Resource Center (PRC) clients across the U.S.	20 hours per week, flexible schedule	Kurt Johnson 636-519-8629 kurtjohnson1@charter.net
84	Community and World Service	Guys for Life - Fund Raising & Donor Relations Leader	Create and implement a fund raising and donor relations plan, lead planning and implementation of fund raising events, and develop and maintain relationships with prospective, current and former donors.	20 hours per week, flexible schedule	Kurt Johnson 636-519-8629 kurtjohnson1@charter.net
105	Christian Education	Special Friends Ministry	Mentors to serve children with physical, mental, and/or emotional needs.	Sunday mornings during Sunday School and Service; also for special events such as Vacation Bible School	Renee VanHorn, Shana Meyer, Linda Dawson, Mary Thomas RV 636-530-4598 SM 636-519-7602 LD 636-519-1257 MT 636-207-9612 www.bonpres.org (under Children's Ministry)
106	Christian Education	Nusery School - Board Members	Maintains the school for the benefit and well-being of the children in the community, promoting the highest standards of education in a Christian atmosphere. The board has up to 11 board members, elected to a 2-yr term. Must be members of BPC.	2 Year commitment/monthly meetings & event support	Carol Prosser 636-532-3486 nurseryschool@bonpres.org
107	Christian Education	Nursery School - Teacher Helpers	Volunteers for this group join others in assisting the teachers with their lesson plan preparation. Almost all projects involve cutting project pieces from construction paper. Bring scissors, cup of coffee and enjoy fellowship.	Monthly, as scheduled	Carol Prosser 636-532-3486 nurseryschool@bonpres.org

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108	Christian Education	Nusery School - MOMS in Touch Prayer Group	This group meets to pray collectively and individually for the teachers, staff, children and families and that our school would follow God's will in all things.	Bi-weekly at 9:30 a.m. Days vary.	Carol Prosser 636-532-3486 nurseryschool@bonpres.org
109	Christian Education	Nursery School - Miscellaneous Special Events Helpers	Several events throughout the school year take much planning and preparation and can always use great volunteers. Such events include Fall Festival, Trike-a-thon and Playground Mulch Day.	Varies by event	Carol Prosser 636-532-3486 nurseryschool@bonpres.org
110	Christian Education	Adult Bible Teacher	Teach classes on Sunday morning or mid-week. Study commentaries, curricula and other resources to prepare lessons. Maintain personal contact with all class participants.	1 hour per week plus preparation.	Rev. Kyle Erickson 636-532-3486 kerickson@bonpres.org
111	Christian Education	Youth Middle School Sunday School Teacher	Teach classes on Sunday morning. Curriculum is provided. Prayerful study to prepare lessons. Maintain personal contact with all class participants.	1 hour per week plus preparation.	Rev. Kyle Erickson 636-532-3486 kerickson@bonpres.org
112	Christian Education	Youth High School Sunday School Teacher	Teach classes on Sunday morning. Curriculum is provided. Prayerful study to prepare lessons. Maintain personal contact with all class participants.	1 hour per week plus preparation.	Rev. Kyle Erickson 636-532-3486 kerickson@bonpres.org
113	Christian Education	Youth Confirmation Sunday School Teacher	Lead a small group of students on Sunday morning. Curriculum is provided. Prayerful study to prepare lessons. Maintain personal contact with all class participants.	1 hour per week plus preparation.	Rev. Kyle Erickson 636-532-3486 kerickson@bonpres.org

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114	Christian Education	Youth Fellowship Sponsor	Work with Jr. High (Galileans) or Sr. High (Emmaus) youth groups. Help lead small groups of students, participate in studies and games. Maintain relational contact with students during the week (phone calls, e-mails, etc.)	2 hours per week on Sunday evenings, plus contact time during the week.	Rev. Kyle Erickson 636-532-3486 kerickson@bonpres.org
115	Christian Education	Youth Mission/Service Project Sponsor	Work with groups of students on local service projects. Drive the students to the worksite and guide/encourage students in the mission work to be done.	One Saturday per month, approximately 7:30 a.m. – 3:00 p.m.	Rev. Kyle Erickson 636-532-3486 kerickson@bonpres.org
116	Christian Education	Youth Special Event Sponsor	Occasional availability to help with special events for youth. This may include driving as well as helping to maintain appropriate supervision for the event. Need someone who can be responsible for groups of teenagers.	Events occur occasionally. People can help 1 time or on an on-going basis.	Rev. Kyle Erickson 636-532-3486 kerickson@bonpres.org
117	Christian Education	Preschool Sunday School Team Teacher (2-5 Year Olds)	Teams of two teachers prepare and lead weekly Bible lesson using supplied curriculum. Prays regularly for each student. Attends training and enrichment meetings. Faithfully attends Sunday morning worship services.	September through May. 9:35 a.m. - 10:50 a.m. Preparation and planning time varies.	Mary Oldfield 636-532-3486 EXT 719 moldfield@bonpres.org
118	Christian Education	Elementary Sunday School Teacher (1st - 5th Grade)	Teams of two teachers prepare and lead weekly Bible lesson using supplied curriculum. Prays regularly for each student. Attends training and enrichment meetings. Faithfully attends Sunday morning worship services.	September through May. 9:35 a.m. - 10:50 a.m. Preparation and planning time varies.	Mary Oldfield 636-532-3486 EXT 719 moldfield@bonpres.org
119	Christian Education	Preschool Sunday School Small Group Leader/Helper	Assists teacher as needed in helping children with snack, crafts and learning activities. Helps greet children and makes sure all children are signed in by a parent. In class small group leader when needed. Attends training and enrichment meetings.	September through May. 9:35 a.m. - 10:50 a.m. Frequency depends on number of helpers.	Mary Oldfield 636-532-3486 EXT 719 moldfield@bonpres.org

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120	Christian Education	Elementary Sunday School Small Group Leader/Helper	Assists teacher as needed in helping children with snack, crafts and learning activities. Helps greet children and makes sure all children are signed in by a parent. In class small group leader when needed. Attends training and enrichment meetings.	September through May. 9:35 a.m. - 10:50 a.m. Frequency depends on number of helpers.	Mary Oldfield 636-532-3486 EXT 719 moldfield@bonpres.org
121	Christian Education	Preschool and Elementary Summer Sunday School Teacher	One to two teachers prepare and lead weekly Bible lesson using supplied curriculum. Prays regularly for each student. Attends training meeting. Faithfully attends Sunday morning worship services.	June and July 9:35 a.m. – 10:50 a.m. Preparation and planning time varies.	Mary Oldfield 636-532-3486 EXT 719 moldfield@bonpres.org
122	Christian Education	Preschool and Elementary Summer Sunday School Helpers	Assist classroom teacher as needed during Bible lesson and activities. Fulfills security requirement of two teachers in every classroom with children. Two helpers each week in green and yellow rooms.	June and July 9:35 a.m. – 10:50 p.m.	Mary Oldfield 636-532-3486 EXT 719 moldfield@bonpres.org
123	Christian Education	Children's Time Leader during Traditional Worship	Plans 3-5 minute Children's Sermon based on sermon text during 8:30 and 11:00 worship services each week.	Depends on Children's Time team rotation schedule. Usually one time per month.	Mary Oldfield 636-532-3486 EXT 719 moldfield@bonpres.org
124	Christian Education	Children's Worship Bag Coordinator	Prepares and maintains worship bags with activities for children during worship services.	45-60 minutes to replenish bags each week. Copying – 30 minutes once a month.	Mary Oldfield 636-532-3486 EXT 719 moldfield@bonpres.org
125	Christian Education	Supply Coordinator for Sunday School	Monitors Sunday School classroom cabinets for needed supplies and replenishes as needed. Prepares orders for Children's Ministry Director to place. Organizes and maintains resource/supply room.	About 20 minutes in each of 9 classrooms quarterly. 2-3 hours every few months in storage room and activities closet.	Mary Oldfield 636-532-3486 EXT 719 moldfield@bonpres.org

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126	Christian Education	Kid's Worship Leader	Plans and leads Kid's Worship for 4-6 year old children during the 11:00 worship service.	Planning time varies. Frequency varies depending on number of leaders. 10:45 a.m. – 12:20 p.m. every Sunday.	Mary Oldfield 636-532-3486 EXT 719 moldfield@bonpres.org
127	Christian Education	Kids Day Out Board President	Facilitate KDO Board meetings and follow agenda. Make reminder calls about meetings. This person is the contact person for all KDO business. Assist board members with their responsibilities if needed.	4 hours per month.	Barb Whiteaker 636-532-3486 kidsdayout@bonpres.org
128	Christian Education	Kids Day Out Christian Education Liason (2 people)	Attend monthly Christian Education meetings. Gathers KDO Kingdom Goals information and ideas and organizes information to be used by Christian Education and Session.	4 hours per month	Barb Whiteaker 636-532-3486 kidsdayout@bonpres.org
129	Christian Education	Kids Day Out Treasurer	Manages finances and accounting activities of the KDO organization including the timely payment of expenditures, the maintenance of financial records, preparation of annual budget, and prepare and present monthly financial reports to church staff.	2 hours weekly (timely payment) and 5 hours monthly (other duties)	Barb Whiteaker 636-532-3486 kidsdayout@bonpres.org
130	Christian Education	Kids Day Out Marketing Rep	Takes care of making brochures and flyers and designs and outside advertising needed by the program.	3-4 hours per month	Barb Whiteaker 636-532-3486 kidsdayout@bonpres.org
131	Christian Education	Kids Day Out Board Secretary	Takes notes at meeting and type up meeting minutes. Print minutes to be read at each meeting for approval.	4-5 hours per month	Barb Whiteaker 636-532-3486 kidsdayout@bonpres.org

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132	Christian Education	Kids Day Out Board Hospitality Rep	Provides gifts for various occasions.	4 hours per month	Barb Whiteaker 636-532-3486 kidsdayout@bonpres.org
133	Christian Education	Kids Day Out Fundraising Rep (3 people)	Organize fundraising events.	4-5 hours per month	Barb Whiteaker 636-532-3486 kidsdayout@bonpres.org
154	Congregational Care	Help for Parish Nurse	Bonhomme's Parish nurse, Nicki Reynolds, is in need of people to help with clerical work.	Weekly, 1 – 2 hours	Nicki Reynolds, Parish Nurse 636-532-3486 nreynolds@bonpres.org
155	Congregational Care	Parish Visitors	Trained Parish Visitors visit Bonhomme members or family members who are home bound or in nursing homes on a regular basis. (Note – no volunteers are needed at this time.)	At least one visit per month (One short training meeting.)	Donna Webber 314-469-6597 dwebber@msn.co
156	Congregational Care	Defibrillator Training	CPR and defibrillator training are provided to interested parties on a regular basis.	As needed, after being certified	Nicki Reynolds 636-532-3486 nreynolds@bonpres.org
157	Congregational Care	Prayer Shawl Ministry	Handmade shawls are provided to shut-ins and those who are ill. Prayers are said for the recipient as each shawl is being made.	Varies	Nicki Reynolds 636-532-3486 nreynolds@bonpres.org

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158	Congregational Care	Hosting Memorial Receptions	Volunteers host and serve at receptions held at Bonhomme after memorial services. Leaders, servers and cookie bakers are needed.	2 – 4 hours when needed.	Barbara Berndt 636-537-1401 barberndt@sbcglobal.net
159	Congregational Care	Grief Share	A support group for those who have lost a loved one. A leader for the 13 weekly sessions is needed.	2 -3 hours per session	Clair Allyn 636-537-3658 cwallyn@sbcglobal.net
160	Congregational Care	Job Search Ministry	Counseling by a lay person is available on a one-to-one basis for anyone seeking advice during a time of unemployment.	Varies, average is 3 to 4 hours per person being helped.	Dave Giffin 636-532-0031 davidgiffin@hotmail.com
161	Congregational Care	Marriage Course	A very practical course, which gives any married couple or couple about to be married the tools to build a strong and healthy marriage that lasts a lifetime. Married couples to help lead the 7 sessions are needed.	2 ½ - 3 hours per session	June Davis 636-532-9440 jdavis636@hotmail.com
162	Congregational Care	Stephen Ministry	A support ministry that equips lay people through extensive training to provide confidential, one-to-one, Christian care to individuals who are experiencing difficulties in their lives.	After training, weekly visitations and one monthly meeting	Barbara Berndt 636-537-1401 barberndt@sbcglobal.net
163	Congregational Care	Attendance Recording	Attendance is recorded on computer for all services and relies on signed attendance sheets. Volunteers to enter data are needed.	1 ½ - 2 hours once a month (or as a substitute as needed.)	Clara Hagerman 314-469-3474 mchag@charter.net

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164	Congregational Care	Tender Loving Care (TLC) Ministry	A new program that will track recorded attendance in an effort to stay connected with all of our members. It is our hope that we will be able to identify anyone who needs assistance and minister to them in an appropriate manner. Volunteers are needed.	Varies	Bob Burbridge 636-733-9036 phoebo@sbcglobal.net
165	Congregational Care	Senior Newsletter Distribution	Collate and affix address labels to around 500 newsletters and deliver to the Chesterfield Post Office.	Newsletter is published on a quarterly basis and would require 1 person approximately 3-4 hours to complete.	Barbara Turner 636-227-6380 turnerdb@earthlink.net
166	Congregational Care	Divorce Care	A support program designed for those who need to find help, discover hope and experience healing from the pain of separation or divorce. Leader(s) for the 13 sessions needed.	2 -3 hours per session	Leader Needed
167	Congregational Care	Flower Delivery	Sunday sanctuary flowers from the traditional service are arranged and delivered to members who are shut-in or ill. Leader(s) and volunteers are needed.	2 – 3 hours each time	Leader Needed
188	Parish Life	Wednesday Night Dinner	Dinner is served to approximately 100 people. 8-10 volunteers each week to do clean up and help with dishwashing & drying.	6:00 Each Wed.	Bill Hemberger 636-256-8310 janehem@aol.com
189	Parish Life	Souper Bowl of Caring	Held on Super Bowl Sunday. Collection of canned soup and cash at all services. Boy Scout Troops and Leaders volunteer to hold containers to accept donations.	Annually	Ken Hunt 314-432-8928 khuntinc@aol.com

#	Deacon Ministry	Ministry	Description	Time / Frequency	Leader
190	Parish Life	Thanksgiving Dinner	This event is held on the Sunday evening prior to Thanksgiving. 2-4 volunteers sell dinner tickets, 10-12 volunteers are needed to set up Great Hall, 10-12 are needed following the dinner to clean up tables and store decorations.	Annually	Madeleine Tufts 636-532-4292 tygre2005@sbcglobal.net
191	Parish Life	Grocery and Gift Card Sales	This program is set up to benefit refurbishing of the Fellowship Hall area. 2-4 volunteers are needed for each service, one team to sell at Contemporary and one at Traditional. Also need 1-2 volunteers to sell at Wednesday night dinners.	Weekly	Willette Weber 314-567-7375 wfweber@aol.com
192	Parish Life	Church Retreats	Men's Retreat, Women's Retreat and All-Church Retreat are held on an 18-month rotation, with one held in spring and one in fall. Skills needed would be long-range planning and coordinating capabilities.	Men's Retreat: April '07 All-Church Retreat: Aug.'07 Women's Retreat: Spring '08	John Stephenson (Men's) Cindy Wendt (All Church, Women's) JS 636-256-9217 CW 636-532-7813 jdstep@aol.com cwendt2002@yahoo.com
193	Parish Life	Connecting New Members	Contact members who joined with the last two classes (at least) to learn where they are in their feelings about being connected & cared for. This would require the ability to listen and to give information. Prepare New Member Reception.	As needed	Leader Needed
194	Parish Life	Bonhomme Men's Fellowship - Ticket Sales	Support promotion and ticket sales for various Bonhomme Men's Fellowship events, including Men's Breakfasts, Men's Retreat, Men's Charity Golf Tournament, and other events.	1st weekend of the month Sept - June	Kurt Johnson (636) 519-8629 kurtjohnson1@charter.net
195	Parish Life	Bonhomme Men's Fellowship - Men's Breakfast	Prepare and serve Men's Fellowship breakfasts. The event requires 8 individuals to assist with food preparation, service, facility setup and cleanup. Attendance is from a low of 50 to a high of 120.	3rd Saturday of the month Sept -June	Jim Kilby (314) 469-3164 JLKilby@sbcglobal.net

#	Deacon Ministry	Ministry	Description	Time / Frequency	Leader
216	Buildings and Grounds	Elves	Elves take on special projects to improve the Church facilities. Projects vary according to other ministries needed. Skills needed include woodworking / construction and project planning.	Time and Frequency vary according to the project. Team approach is used to balance out time requirements.	Greg Kramer 636-527-8803 greg.kramer@emersonprocess.com
217	Buildings and Grounds	Grounds Crew	Grounds Crew work on the exterior of the Church facilities. Projects include Gardening, Landscaping, Mulching, etc., as well as general clean-up of the grounds.	Up to three times a year, Spring, Summer, and Fall.	Greg Kramer 636-527-8803 greg.kramer@emersonprocess.com
218	Buildings and Grounds	Upkeep Crew	Upkeep Crew work on the interior of the Church facilities. Projects include painting and special cleaning projects.	Up to four times a year	Greg Kramer 636-527-8803 greg.kramer@emersonprocess.com
219	Buildings and Grounds	Licensed Craftsmen Crew	Licensed Craftsmen Crew assist in special projects requiring Licensed Craftsmen to meet pertinent codes, or requiring specialized expertise. Craftsmen needed include Carpenters, Electricians, Mechanics, Plumbers, Roofers, etc.	Varies according to project - will work with Licensed Craftsmen to work out mutually acceptable projects and schedules.	Greg Kramer 636-527-8803 greg.kramer@emersonprocess.com
240	Stewardship	Stewardship Campaign Development	Volunteers needed to help develop the annual stewardship campaign. This includes strategic discussion of ideas and how they align with the church vision. A plan to conduct the campaign is also developed. Good project management skills are helpful.	Once per month Feb-July for 1-2 hours	Jim Kilby 314-606-3164 jkilby@sbcglobal.net
241	Stewardship	Stewardship Campaign Marketing	This ministry develops the marketing materials that are needed for the annual stewardship campaign. Materials include posters, pledge brochures, and other visuals that are needed. Helpful skills include marketing/graphic design and creative minds.	Development of marketing materials occurs from April – September. Meetings are held monthly.	Jim Kilby 314-606-3164 jkilby@sbcglobal.net

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242	Stewardship	Mailings	Helps with the time required to stuff and mail envelopes and materials to the congregation.	2-3 days per year / 1-2 Hours for each mailing	Jim Kilby 314-606-3164 jlkilby@sbcglobal.net
263	Evangelism	Outreach Calling Team	This team calls all of our guests who have worshipped at BPC or expressed interest in the church to make sure they have information about the church and connect with the ministries that they are interested in finding.	Anytime they would like to make phone calls	Church 636-532-3486
264	Evangelism	New Member Class Team	This team is brought to action for new member classes to make sure follow-up calls are made to all invited, to help with the actual classes, and to help coordinate the details of the session meeting when they join the church.	4 times a year.	Church 636-532-3486
265	Evangelism	Greeting Team/Ambassadors	Shake hands of all entering the building at whichever of the 4 services they normally attend as well as provide information to visitors.	Once a month or as a fill-in basis	Greg Kramer (Cont.) and Clara Hagerman (Trad.) Church 636-532-3486
266	Evangelism	Assimilation Team	This team of individuals helps to connect all new people to ministries and happenings at BPC that will allow them to become part of the church family and use their gifts and grow in faith.	Varies	Church 636-532-3486
287	Membership	Small Group Leader Coaching Team	This team follows up with all small group leaders of Bible Studies, Alpha, etc, to ensure that they are supported, prayed for, and resourced for all their needs for themselves and their group.	Calling leaders twice a month and meeting with the team monthly.	Church 636-532-3486

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308	Administration	Lay Ministry Database	Enter database information following fall Stewardship Programs and after New Member Classes.	2-3 people, 10 hours total following Stewardship, less time after New Member Class	Elizabeth Harris 636-532-3486 eharris@bonpres.org
309	Administration	Office Volunteer - Pioneer Press Assistance	Collating Pioneer Press including labeling and sealing.	Once per month	Laura Staufenbiel 636-532-3486 lstaufenbiel@bonpres.org
310	Administration	Office Volunteer - Bulletin Collating	Collate the weekly service bulletins.	Friday mornings	Laura Staufenbiel 636-532-3486 lstaufenbiel@bonpres.org
311	Administration	Office Volunteer - Telephone Operator	Volunteer to answer phone for Receptionist during staff meetings, vacations, sick leave.	Occasional	Laura Staufenbiel 636-532-3486 lstaufenbiel@bonpres.org
312	Administration	Office Volunteer - Annual Report Collating	Collate and staple the Annual Report.	Once per year	Laura Staufenbiel 636-532-3486 lstaufenbiel@bonpres.org
313	Administration	Office Volunteer - All Church Mailings	Assistance in All-Church mailings including labeling and stuffing envelopes.	Occasional	Laura Staufenbiel 636-532-3486 lstaufenbiel@bonpres.org