

# Called to Serve

## TIME & TALENT REFERENCE BOOK



**St. Mark's  
Lutheran**

ASHEVILLE, NC

Love • Grow • Serve

### MISSION:

Making disciples by loving Christ, growing in faith, serving all people.

### VISION:

Transforming lives through God's grace as an inclusive, intergenerational congregation in Worship, Outreach, Learning and Fellowship

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# Core Values



## Christ-Centered Love

Because we are loved by God and freed by grace, we strive to demonstrate a Christ-centered compassion and love for people, the environment, and all of God's creation. [1 John 4: 7-12]

## Authentic Discipleship

Following Christ's example, we love and teach discipleship, a life of faith that is focused on worship, relationships, and service to others. [Luke 6: 12-19]



## Inclusive Belonging

We welcome and include all people regardless of race, gender, sexual orientation, age, ability, appearance, or anything else that may divide us. [Romans 8: 38-39]

## Community & Service

We are a joyful, vibrant Christian community who enjoys worshiping together, fellowship, and practicing generous acts of service for our family, our community, and our world. [Romans 12: 9-16]

## Nurturing Faith Formation

Recognizing that spiritual growth is a life-long process, we encourage all people to worship, learn, and grow in faith by spending time with God's Word and practicing their faith at home, church, and in the world. [Proverbs 22: 6]





# Ministry Opportunities

*2024-2025*

The following ministry opportunities are ways that we live out baptismal calling to serve all people as the congregation of St. Mark's Lutheran Church. For additional information or to get involved, contact the name listed or the Church Office.

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# Worship

**Worshipping God and proclaiming the good news through word, sacraments, scripture, and song.**



## Worship & Music Ministry Team

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Supporting worship planning, inviting participation of lay leaders in worship, and offering suggestions and feedback.

Time Involved: Quarterly meetings

Contact: Cantor David Anderson

## Acolyte/Torch Bearer/Crucifer/Bible or Banner Bearer

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Carrying the cross, Bible, banner or torches during processions, lighting the candles, presenting the offering plates and assisting at communion.

Time Involved: Approximately 1x per month & Special Services

Contact: Danielle Barker, Parish Administrator

## Altar Guild

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Preparing the worship space, altar, bread and wine, paraments, and flowers, cleaning up after service and twice a year polishing the items used in worship.

Time Involved: On a rotating basis, approximately 1x per month

Contact: Amy Zellers

## Assisting Minister

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Helping lead worship by sharing in the liturgy, leading prayers and creeds, preparing the Lord's Table and distributing communion.

Time Involved: On a rotating basis, approximately 1x per month

Contact: Danielle Barker, Parish Administrator

## Lay Reader

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Proclaiming two bible lessons during either service.

Time Involved: On a rotating basis, approximately 1x per month

Contact: Danielle Barker, Parish Administrator

## Communion Assistant

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Distributing the wine during communion.

Time Involved: On a rotating basis, approximately 1x per month

Contact: Danielle Barker, Parish Administrator

## Flower Arranger

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Arranging flowers to adorn the sanctuary

Time Involved: On a rotating basis, approx. 1x per month, 1 hr. per arrangement.

Contact: Deacon Katie Rivers

## Usher

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Preparing sanctuary for worship, handing out bulletins, guiding people to their seats, directing communion, taking up offerings, and straightening up after service.

Time Involved: On a rotating basis, approximately 1x per month

Contact: Danielle Barker, Parish Administrator

## Communion Bread Baker

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Baking bread at home to be used for Communion.

Time Involved: On a rotating basis, approximately 1x per month

Contact: Cantor David Anderson

## Live Stream Operator

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Running the camera and moderating the live stream Sunday morning during the 8:30 worship service, and other services (funerals, festivals, weddings) as needed.

Time Involved: On a rotating basis, approximately 1x per month

Contact: Danielle Barker, Parish Administrator

# Music Ministry

**Sharing talents by rehearsing and providing special music to enhance our worship services and offering our praise to God.**  
**Contact: Cantor David Anderson**

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## Choir

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Singing to lead worship liturgy and hymns and provide an anthem for both worship services on a rotating basis.

Time Involved: Rehearsals Thurs. 7:00 to 8:00 pm. Worship services approximately 2x per month

Training: No special training or skills needed.

## Handbell Ringer

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New ringers are needed periodically and substitute ringers are needed occasionally.

Time Involved: Rehearsals Thurs. 5:30 – 7:00 pm. Worship services approximately 1x per month

Training: Ability to read music is necessary. Other training provided as needed.

## Instrumentalist

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Playing an instrument (brass, woodwind, percussion, strings, or keyboard) for occasional enhancement of worship services. Piano and/or organ substitutes are also needed. Please let us know what instrument you play.

Time Involved: Per occasion, rehearsal w/ Cantor David

Training: Rehearsal time with Cantor David

# Youth Ministry

**Gatherings designed to nurture a life-long commitment to service and faith development.**

## Youth Group

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Enjoying worship, outreach, learning and fellowship components with the sixth through twelfth grade youth and occasional third through fifth graders.

Time Involved: Approx. 2x per month      Contact: Deacon Katie Rivers

## Youth Group Volunteers

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### Meal Providers

Preparing and providing food and beverages for Youth Group gatherings.

### Drivers (w/ van or large vehicle)

Transporting youth to and from events off campus.

### Chaperones

Providing adult leadership, and general safety guidance on trips and retreats.

Time Involved: Approx. 1x per month      Contact: Deacon Katie Rivers



**Faith Formation opportunities include Sunday morning classes for adults and children, Confirmation and First Communion instruction, Book Study, Vacation Bible School, Christmas pageant, Easter activities and intergenerational celebrations.**

## **Faith Formation Ministry Team**

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Coordinating learning opportunities for all members by brainstorming, facilitating and empowering them for leadership of, and participation in, faith building classes.

Time Involved: Monthly meetings

Contact: Deacon Katie Rivers

## **Faith Formation Helpers**

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Assisting with special events such as Rally Day, the Christmas Pageant, and Intergenerational Events, through crafts, games, storytelling, providing snacks, setting up and cleaning up.

Time Involved: As needed

Contact: Deacon Katie Rivers

## **Faith Formation Teachers & Substitutes (Adults & Children)**

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Teaching children in age groups through high school, working in teams of two, teaching lessons from curricula decided upon by the Faith Formation team. Teaching adult classes on topics to support life-long learning in the areas of Scripture, Theology, Discipleship and Faith in Action. Substitutes fill in as needed.

Time Involved: 1 hr. per class, plus preparation time

Contact: Deacon Katie Rivers

## **Nursery Attendant**

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Caring for young children in the nursery during worship

Time Involved: 1-2 hours per month

Contact: Deacon Katie Rivers

## **Library Team**

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Inspiring faith and promoting reading and use of Christian literature through library book selection, computer data entry, processing and display of books, CD's and DVD's.

Time Involved: 9:30am, 1st and 3rd Fridays of each month

Contact: Eileen Cram

# Outreach

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**Showing God's love through service to our community and the wider world.**

## Christian Action Ministry Team (CAT)

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Leading the congregation in outreach activities such as food in-gatherings, hunger awareness (Crop Hunger Walk), disaster relief drives, the Giving Tree (Thanksgiving/Christmas), and the work of the special task groups including: ABCCM, Transformation Village shelter meals, Habitat for Humanity, Homeward Bound, and more!

Time Involved: Monthly meetings plus work on individual projects

Contact: Dan Dudde

## Racial Healing Team

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Partnering with WNC Baptist Fellowship Church, this groups helps to lead the congregation in dismantling racism by addressing the root causes of racism in our society.

Time Involved: 6-8 meetings per year

Contact: Debbie Layne

## Circle of Welcome

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Working with Lutheran Services of the Carolinas and helping to welcome and support a refugee family in Asheville

Time Involved: A little or a lot based off of your availability

Contact: RJ Hronck

## Christine W. Avery Learning Center (CWALC)

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Supporting the work of CWA and the children who in their care. Various opportunities available

Time Involved: Regular and 1x opportunities available

Contact: Deacon Katie Rivers

## Sandwich Makers

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Each week, members of St. Mark's make sandwiches at home to give to people in need at ABCCM.

Time Involved: Weekly and fill in opportunities available

Contact: Dan Dudde

# Outreach cont.

## Quilting Ministry

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Making quilts for Lutheran World Relief, ABCCM, baptisms, our ill and shut-in members, and graduates.

Time Involved: Tuesdays, 9:00am to 11:30am

Contact: Eileen Cram

## Yarn Angels

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Making prayer shawls, hats, scarves, mittens, pocket crosses, etc. for those inside and outside the walls of St. Mark's.

Time Involved: 2nd Tues. (12-2pm) & 4th Sat. (10am-12pm) of each month

Contact: Barbara Ulrichs

# Caring Ministry

**Supporting, caring, and ministering to members and friends of the Congregation**

## Lay Communion Visits

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Delivering communion to people who are unable to attend worship.

Time Involved: Weekly and fill in opportunities available

Contact: Pastor Matt Smith

## Prayer Team

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Praying for joys, celebrations, and concerns as requested by the church family.

Time Involved: Thursdays at 5:00pm

Contact: Carolyn Bradley

## Drivers and Helpers

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Helping those who cannot drive get to appointments, worship, or run errands. Being available to assist members with tasks at home.

Time Involved: Weekly and fill in opportunities available

Contact: Danielle Barker, Parish Administrator

# Stewardship

**Stewardship includes all aspects of our lives, and how we use the blessings given to us by God.**



## Stewardship Ministry Team

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Fostering stewardship of our life, our time and talents, our finances, our care of creation and our own bodies.

Time Involved: 3-4 meetings per year

Contact: Susan Van Tassel

# Finance

**Working together with the Stewardship Team and the Endowment Board, this team is responsible for advisement on current fiscal affairs, budget planning and long-range financial recommendations.**

## Finance Ministry Team

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Carrying out the objectives above to assure the financial well-being of the congregation.

Time Involved: Quarterly meetings

Contact: Natalie Haynes

## Offering Counter

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Working in groups of two or three to count the offerings, sort them into various categories and prepare the tellers' report.

Time Involved: On a rotating basis, approximately 1x per month at 1 1/2 hours per offering count

Contact: Vickie Hauser



# Property

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**Constant attention is given to the building and grounds in order to provide an appealing and functional environment for the congregation's ministries and for community groups that meet here.**

## Property Maintenance Team

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Helping to keep our facility in good order for ministry and lower maintenance and repair costs by dusting, painting, minor plumbing, carpentry, minor electrical repairs, gardening, landscaping, mowing, raking, litter clean-up, and grape harvesting, etc. Skill are always appreciated, but all that's needed is willing hands.

Time Involved: Wednesday morning workdays, weekly, with fellowship lunch

Contact: Steve Henry, Facilities Manager

## Facilities/Custodial Vacation Volunteer

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Performing basic custodial tasks when the facilities manager or church custodian is on vacation

Time Involved: 1-2x per year

Contact: Steve Henry, Facilities Manager

## Interior Decorating Team

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Suggesting and implementing attractive interior designs to provide a welcoming space.

Time Involved: Varies

Contact: Bonnie Morris

# Administration

**The “behind-the-scenes” work that must be done is a ministry in our church.**

## Parish Administration Volunteer

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Covering the office in the administrator's absence and helping with special office projects.

Time involved: 1-2x per year

Contact: Danielle Barker, Parish Administrator

## Archives Team

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Compiling, organizing, and preserving the congregation's historical records, including oral histories, and providing occasional displays of historical material.

Time Involved: Third Tuesdays, 1:30 to 3:00 pm, January through November

Contact: Eileen Cram

# Evangelism & Hospitality

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**Our mission is to joyfully share the good news of God's love in Jesus Christ by inspiring the people of St. Mark's to spread the Gospel, make our church's ministry known, invite others to worship, welcome newcomers and mentor new members.**

## Evangelism & Hospitality Team

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Supporting our evangelism mission to spread the good news of Jesus and ensure a welcoming environment. This team also walks with visitors who would like to become members of St. Mark's.

Time Involved: Meetings monthly

Contact: Ken Lane

## Coffee Hour Host

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Helping to prepare Coffee and snacks, set-up and clean-up Welcome Center Coffee fellowship times.

Time Involved: Weekly and fill in opportunities available

Contact: Ken Lane

## Photographer

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Capturing the "spirit" of St. Mark's, from worship to ministry team work, fellowship, and special events.

Time Involved: Special Events

Contact: Danielle Barker, Parish Administrator

## Greeter

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Welcoming people upon arrival, introducing and supporting visitors in worship.

Time Involved: On a rotating basis, approximately 1x per month

Contact: Danielle Barker, Parish Administrator

## Story Teller

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Helping to share stories for St. Mark's publications about God's activity and the ministry that happens in this place through writing articles.

Time Involved: Stories published in 1x per monthly newsletter

Contact: Danielle Barker, Parish Administrator

# Fellowship

**Fellowship Ministry plans for ways in which members and friends to spend time together as God's people.**



## Fellowship Team

Planning, scheduling and implementing, social events such as special meals, picnics, the Easter breakfast, and the Thanksgiving dinner.

Time Involved: Planning and setup for 3 meals a year

Contact: Deacon Katie Rivers

## Funeral Receptions

Ministering to those in grief by providing light refreshments after a member's funeral.

Time Involved: As needed

Contact: Danielle Barker, Parish Administrator

## Kitchen Volunteer

Working to keep our church kitchen organized, well-stocked and ready to facilitate all fellowship activities.

Time Involved: As needed

Contact: Deacon Katie Rivers

## Potluck Meal Volunteer

Setting up or cleaning after special meals during Lent and Advent and for Easter breakfast, Thanksgiving dinner, etc.

Time Involved: Approximately 2 hours per meal

Contact: Deacon Katie Rivers

## Lutheran Men in Mission Breakfast Meetings (LMM)

Participating in food, fellowship and Bible study and supporting special service projects.

Time Involved: Monthly, 2nd Saturdays, 8:30am to 10:30am, plus service projects

Contact: Bryan Short

## Silver Sisters

A group of women who meet for fellowship and service

Time Involved: 2-3 Service projects and 2-3 fellowship events each year

Contact: Vickie Hauser or Susan Van Tassel

## **Columbarium Board**

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Providing an appropriate final resting place by reviewing and applying Columbarium policies and arranging for engraving of niche covers.

Time Involved: Meeting as needed, usually 2–3x a year

Contact: Danielle Barker

## **Congregation Council Member (Elected)**

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Overseeing the ministry and business of the congregation and serving as a liaison to a ministry team.

Time Involved: Three year team, Jan. 1 through Dec. 31, with monthly Meetings

Contact: Pastor Matt Smith

## **Endowment Board Trustee (Elected)**

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Working to communicate to the congregation about the endowment supports the ministry of St. Marks. The Board is also responsible for reviewing investments and ensuring that gifts are used for the purpose intended.

Time Involved: Three year term, Jan. 1 through Dec. 31.

Contact: Eric Van Tassel

## **Long Range Planning Team**

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Studying the long term needs of the congregation and recommending to the Council those ministries and actions that can be undertaken by St. Mark's to further enhance the mission of this congregation.

Time Involved: Three year term, Jan. 1 through Dec. 31.

Contact: Pastor Matt Smith

## **Personnel Committee**

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Supporting the pastor and staff by monitoring the staff personnel files and employment policies.

Time Involved: Meeting as needed, usually 2–3x a year

Contact: Pastor Matt Smith

## **Financial Review (Appointed)**

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A team of three, each serving a staggered three-year term, performs an annual review of the churches financial transactions to ensure accuracy and accountability so that we remain good stewards of financial gifts for ministry.

Time Involved: 10–12 hours/year

Contact: Finance team

## **SYNOD Assembly Voting Member (Elected)**

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Representing St. Mark's at the every-other-year NC Synod Assembly

Time Involved: Attendance at Synod Assembly in early June

Contact: Pastor Matt Smith