

**Church of St. Mary of the Lake
Volunteer Ministry Description
Spring 2008**

Position Title: ENVIRONMENT COMMITTEE (Church decorating)

Responsible to: Sacraments and Worship Committee and Director

Purpose of Position:

Create a worship atmosphere in the entire church, in accordance with the liturgical season and church function.

Responsibilities:

Core Team

Planning and preparing the decorations:

- Maintain live plants and flowers.
- Purchase flowers and plants and decorations within the budget.
- Brainstorm for each season's decorations.

Larger Team

Changing the decorations:

- Change church decoration about 8 times per year which includes hanging drapery, arranging plants and flowers.
- Sewing (minor) drapery and ambo banners as needed.
- Clean church upon completion of decorating.

Qualifications:

Core Team

- Be knowledgeable of liturgical seasons and appropriate colors (books and workshops available to gain this knowledge).
- Creative, open mind.
- Willingness to provide and listen to new ideas.

Larger Team

- Willingness to be a "worker bee":
 - o Physical strength for some heavy lifting OR
 - o Physically less taxing jobs like ironing, rolling material, etc.
- Be a "Committee Phoner" notifying people of days and times for decorating. This could be done from home.

Time Requirement:

Meet approximately 8-10 times per year to:

(Core Team) plan and prepare or (Larger Team) change decorations.

Each meeting lasts approximately 1 ½ to 2 hours.

If there is a large enough team there will be enough people to get the job done in a reasonable amount of time, even if everyone on the Committee is not able to make every meeting.

Location: Church

