



ST. GREGORY'S EPISCOPAL CHURCH

Radiates God's Grace, Equipping All
People to Change the World



Since all that we have and all that we are comes from God, we are created to care for each other. We can do this by sharing the gifts that God has given us!

Please prayerfully consider the ministry opportunities on this list to see how you might be able to use your gifts to care for this community, and reach out to the staff member listed if you have any questions or would like to sign up.

No matter your unique spiritual gifts, physical capabilities, schedule restrictions, or financial situation (all purchases will be reimbursed!) there are ways that **EVERYONE** can serve!





Seasonal Ministry Opportunities

TASK	FREQUENCY/ TIME FRAME	DESCRIPTION	# of VOLUNTEERS NEEDED (task removed when slots filled)	TO SIGN UP, CONTACT STAFF
Friday night movie setup	Weekly, through end of October	Arrive 30 minutes before movie starts: set up screen; bring out speakers; bring AV cart outside; set up cones; turn off big parking lot spotlights; put DVD in DVD player.	2	Shelley (847) 943-9687 shelley@stgregoryschurch.org
Friday night movie break down	Weekly, through end of October	When movie is over: take down screen; bring speakers inside; bring AV cart inside; stack cones; turn big parking lot spotlights back on; remove DVD and put back in case.	2	Shelley (847) 943-9687 shelley@stgregoryschurch.org
Food truck Friday set up	As scheduled	30 min before food truck scheduled to arrive: set up folding tables and chairs, bring garbage cans outside, and sell tickets.	2	Shelley (847) 943-9687 shelley@stgregoryschurch.org
Food truck Friday break down	As scheduled	Take down/put away folding tables and chairs, bring garbage cans back in, put trash in dumpster, count \$ at end of evening (two people must be present and unrelated), empty coolers and bring in kitchen.	2	Shelley (847) 943-9687 shelley@stgregoryschurch.org
Food truck Friday beverage help	As scheduled	Speak with Shelley to see what needs to be purchased in advance (like ice, bottled water, soda) and go purchase (will be reimbursed). Fill cooler(s) with ice/drinks and bring outside by the time food truck is scheduled to arrive.	1	Shelley (847) 943-9687 shelley@stgregoryschurch.org
Interior window cleaner	One time only, in August or September	Gently dust and remove cobwebs with a duster in all stained glass in sanctuary, Founder's Hall, and Parker Room; sweep/vacuum floor underneath windows afterward.	1	Charlene (847) 945-1678 parish@stgregoryschurch.org
Landscape metalwork	One time only, in August or September	Evaluate and repair iron edging between grass/cement on all church grounds (will be reimbursed).	2	Charlene (847) 945-1678 parish@stgregoryschurch.org
Exterior stair repaint	One time only, in August or September	Paint exterior cement stairs with safety yellow fluorescent paint (will be reimbursed for paint costs).	1	Charlene (847) 945-1678 parish@stgregoryschurch.org

Task	Frequency/ Time Frame	Description	# of Volunteers Needed (task removed when slots filled)	To Sign Up, Contact Staff
Bathroom door opener install	One time only, in August or September	Install hands free foot-opener on interior of both bathroom doors (supplies provided).	1	Charlene (847) 945-1678 parish@stgregoryschurch.org
Pumpkin patch shifts	As needed	There are 230 total shifts to fill for this year's patch - when the sign-up is live, there will be a link here on which you can click to sign up!	<i>unlimited - as many as possible</i>	Shelley (847) 943-9687 shelley@stgregoryschurch.org
Pumpkin patch setup	Before pumpkins arrive	Put up tent, put lights on trees, get relevant items out of storage and decorate patch, arrange wooden face photo ops, and arrange haybales.	3-5	Shelley (847) 943-9687 shelley@stgregoryschurch.org
Pumpkin patch break down	At end of patch	Take down tent, remove lights from trees, put decor back in storage, and put any remaining pumpkins in dumpster (leave haybales for Nativity use).	3-5	Shelley (847) 943-9687 shelley@stgregoryschurch.org
Pumpkin unloading	On date scheduled	Show up at scheduled date/time, unload pumpkins for approx 2-3 hrs (must be physically able to heft pumpkins).	<i>unlimited - as many as possible</i>	Shelley (847) 943-9687 shelley@stgregoryschurch.org
Pumpkin unloading food organizers	On date scheduled	Order pizzas well in advance and pick up drinks/ice (will be reimbursed) and put in coolers for unloaders to drink while working, put out garbage cans, pick up snacks (crackers/granola bars etc, will be reimbursed), make sure we have paper goods; set up tables/chairs for eating in FH.	3	Shelley (847) 943-9687 shelley@stgregoryschurch.org
Pumpkin unloading cleanup	On date scheduled	Sweep out truck, put garbage/rotten pumpkins in dumpster, break down extra boxes and put in dumpster.	4-5	Shelley (847) 943-9687 shelley@stgregoryschurch.org
Pumpkin Olympics commissioner and committee	mid- to end of October	Commissioner and team will plan events, source supplies, coordinate with other churches, setup/breakdown tables/chairs, communicate with parks department, plan trophies/award ceremony, organize Olympic-themed music (set up speakers), plan food for afterward, collect \$ on day of (two people must be present and unrelated). Will be reimbursed for all purchases.	4-6	Shelley (847) 943-9687 shelley@stgregoryschurch.org
College care package coordinator	October	Get boxes from the post office and put together, address boxes (Shelley will collect addresses), organize collection point (for physical supplies and notes to kids), buy pumpkins from the patch for the kids, pack boxes with items (Shelley will make list of items and purchase them), store leftover supplies for the next time. Will be reimbursed for all purchases.	2-3	Shelley (847) 943-9687 shelley@stgregoryschurch.org
Fall window helper	Fall	Remove window air conditioning units and install storm windows.	3	Charlene (847) 945-1678 parish@stgregoryschurch.org
Propane tank monitor	As needed through fall events	Check on level of propane in propane heaters, refill as needed (will be reimbursed; must be able to heft 20-30lb tank).	1	Charlene (847) 945-1678 parish@stgregoryschurch.org

TASK	FREQUENCY/ TIME FRAME	DESCRIPTION	# of VOLUNTEERS NEEDED (task removed when slots filled)	TO SIGN UP, CONTACT STAFF
St Francis Day organizer and committee	sometime in October	Organizer and committee will come up with creative ways to celebrate St Francis (pet blessings, pet costume contest, St Francis medals, petting zoo... the sky is the limit!) and organize the event. Purchases will be reimbursed.	3-4	Kathryn (801) 380-8245 kathryn@stgregoryschurch.org
Winterize building exterior	late fall/early winter	Get the church building ready for winter by covering the faucets, bringing hoses inside, turning on gutter heaters, getting shovels out of storage, and filling bins with salt.	1	Charlene (847) 945-1678 parish@stgregoryschurch.org
Snow patrol	Winter	Help Casey with snow removal after large storms as needed - must live close to church and be physically able to shovel snow safely (church will provide shovels).	1-2	Casey (847) 945-1678 sexton@stgregoryschurch.org
Nativity setup	Weekend after Thanksgiving	Bring Nativity pieces down from cathedral storage, put together, and put up outside (using leftover haybales from patch).	3-5	Shelley (847) 943-9687 shelley@stgregoryschurch.org
Epiphany pageant director and assistants	For the Epiphany pageant 2022 (January 6)	Source content (write or have written); recruit assistants to help with staging/performing/sets/costumes; lead rehearsals; source or create costumes, props, and sets; assign roles; wrangle kids (gather videos); general production	4-6	Shelley (847) 943-9687 shelley@stgregoryschurch.org
Nativity break down	after Epiphany	Take Nativity display apart, put back in cathedral storage, and dispose of haybales.	3-5	Shelley (847) 943-9687 shelley@stgregoryschurch.org
College care package coordinator	March	Get boxes from the post office and put together, address boxes (Shelley will collect addresses), organize collection point (for physical supplies and notes to kids), buy pumpkins from the patch for the kids, pack boxes with items (Shelley will make list of items and purchase them), store leftover supplies for the next time. Will be reimbursed for all purchases.	2-3	Shelley (847) 943-9687 shelley@stgregoryschurch.org
Spring window helper	Springtime	Take storm windows down and install window air conditioning units.	3	Charlene (847) 945-1678 parish@stgregoryschurch.org
Art/craft fair coordinator and committee	Summer 2022	Get in touch with the village to find out how StGs can host an art or craft fair next summer. Head up a group of volunteers from StGs to secure necessary permits, organize vendors, hire entertainment, etc.	2-3	Kathryn (801) 380-8245 kathryn@stgregoryschurch.org
Back to school coordinator	Fall 2022	Organize back to school welcome - coordinate logistics and invite volunteers; purchase supplies (juice, donuts, signs, etc), set up tables/chairs, get backpack tags/other giveaway items; recruit volunteers; get high school kids to come perform to make it a party (have band play or flag twirlers etc)! All purchases will be reimbursed.	1	Shelley (847) 943-9687 shelley@stgregoryschurch.org

"As Needed" Ministry Opportunities

TASK	FREQUENCY/ TIME FRAME	DESCRIPTION	# of VOLUNTEERS NEEDED (task removed when slots filled)	TO SIGN UP, CONTACT STAFF
Restocker	As needed	Monitor paper towels, toilet paper, hand/dish soap in bathroom and kitchen; replace with existing stock as needed (notify Charlene when stock is running low).	1	Charlene (847) 945-1678 parish@stgregoryschurch.org
Sign hanger	As needed	Put up and take down vinyl signage before/after events.	1	Casey (847) 945-1678 sexton@stgregoryschurch.org
Paper goods inventory	As needed	Inventory coffee, napkins, creamer, sugar, paper plates, plastic silverware, and K-cups - let Charlene know a week before it'll run out so she can purchase.	1	Charlene (847) 945-1678 parish@stgregoryschurch.org
Family/youth volunteer	As needed	Work with Shelley to serve the families and youth in the worshipping community - duties may involve teaching, driving, doing a retreat session, leading a craft, organizing, etc.	<i>unlimited</i>	Shelley (847) 943-9687 shelley@stgregoryschurch.org
Kitchen planter monitor	As needed	Plant and maintain two planters on either side of kitchen doorway.	1	Charlene (847) 945-1678 parish@stgregoryschurch.org
Gravesite prep	As needed	Be able to come on short notice to dig 1'x1' hole for interment of ashes in graveyard, and cover when service is complete.	2-3	Charlene (847) 945-1678 parish@stgregoryschurch.org
Interior window cleaner	As needed	Gently dust and remove cobwebs with a duster in all stained glass in sanctuary, Founder's Hall, and Parker Room; sweep/vacuum floor underneath windows afterward.	1	Charlene (847) 945-1678 parish@stgregoryschurch.org
Churchyard nameplates	As needed	Hang brass nameplates on the plaques on the back of the sanctuary.	1	Charlene (847) 945-1678 parish@stgregoryschurch.org
Church photographer	As needed	Document church events, then create photos available to be posted on social media/website/etc.	3-4	Casey (847) 945-1678 sexton@stgregoryschurch.org

Ongoing Ministry Opportunities

TASK	FREQUENCY/ TIME FRAME	DESCRIPTION	# of VOLUNTEERS NEEDED (task removed when slots filled)	TO SIGN UP, CONTACT STAFF
Stairwell monitor	Weekly	Monitor and clean out the stairwells to the basement by removing leaves/debris as needed.	1-2	Charlene (847) 945-1678 parish@stgregoryschurch.org
Money counter	2-3x per month	Count money received for deposits, then drive deposit to the bank in Lake Forest (must be two people at a time who are unrelated).	2	Charlene (847) 945-1678 parish@stgregoryschurch.org
Interior deep cleaning	Twice a year	Wash interior of all windows (including office windows to hall); vacuum underneath radiators (use church vacuum); mop both stairwells up to the second floor; vacuum stairwells to choir loft; vacuum/mop choir loft; dust and remove cobwebs from choir loft.	6-8	Charlene (847) 945-1678 parish@stgregoryschurch.org
Exterior deep cleaning	Twice a year	Wash exterior of all safely-accessible windows.	2-3	Charlene (847) 945-1678 parish@stgregoryschurch.org
Replace batteries	Twice a year	Go around church and replace batteries on programmable devices (door locks, thermostats).	1	Charlene (847) 945-1678 parish@stgregoryschurch.org
Replace batteries	Twice a year	Go around church and replace batteries on non-programmable devices (clocks, non-hardwired smoke detectors).	1	Charlene (847) 945-1678 parish@stgregoryschurch.org
Wax floors	Once a year	Wax all hard surface floors.	4-8	Charlene (847) 945-1678 parish@stgregoryschurch.org
Tree maintenance	Once a year	Work with an arborist to evaluate trees on church grounds, talk to Charlene when trimming needed (she will schedule).	1	Charlene (847) 945-1678 parish@stgregoryschurch.org
Greeter/usher	ongoing	Greet attendees at onsite worship services, hand out bulletins, make newcomers feel at home. Reminders sent in advance, can volunteer according to your own schedule.	unlimited	Kathryn (801) 380-8245 kathryn@stgregoryschurch.org
Worship leaders	ongoing	Help lead onsite and online worship services by serving as a reader or eucharistic minister. Duty descriptions provided, reminders and readings sent in advance. Can volunteer according to your own schedule.	unlimited	Kathryn (801) 380-8245 kathryn@stgregoryschurch.org
Social event chairperson and committee	ongoing	Chairperson will head a team to coordinate fun social events for the worshipping community - picnics, pool days, StGs-at-Ravinia evenings, etc.	3-5	Kathryn (801) 380-8245 kathryn@stgregoryschurch.org
Faith in Action coordinator and committee	ongoing	Coordinator will head a team focused on serving the community - find ways to serve, promote service events, coordinate events with other churches, etc.	3-5	Anne (847) 943-9815 anne@stgregoryschurch.org

TASK	FREQUENCY/ TIME FRAME	DESCRIPTION	# of VOLUNTEERS NEEDED (task removed when slots filled)	TO SIGN UP, CONTACT STAFF
Community meals volunteers	ongoing	Help serve meals to those in need.	<i>unlimited</i>	Anne (847) 943-9815 anne@stgregoryschurch.org
Critter chaplain	ongoing	Minister to families who have lost a pet: lead special liturgy, provide emotional support, assist if needed when pet's ashes are interred in the St Francis corner of the churchyard.	3-5	Kathryn (801) 380-8245 kathryn@stgregoryschurch.org
Altar guild	ongoing	Help care for, organize, and set up the church for onsite Sunday services.	<i>unlimited</i>	Anne (847) 943-9815 anne@stgregoryschurch.org
StGs choir	ongoing	Help Kirstie and the quartet lead services in song (learn an anthem in a pre-service rehearsal). Attend according to your own schedule - no auditions, only prerequisite is a love of singing.	<i>unlimited</i>	Kathryn (801) 380-8245 kathryn@stgregoryschurch.org
Letter writing ministry	ongoing	Write a letter or note to anyone who needs encouragement, and/or for celebrations in life (like birthdays). Mailing supplies provided.	<i>unlimited</i>	Anne (847) 943-9815 anne@stgregoryschurch.org
Help run Sunday ppt	ongoing	Be trained to learn how to run the Sunday powerpoint (reliable wifi is required).	4-6	Kathryn (801) 380-8245 kathryn@stgregoryschurch.org
BGMT committee	ongoing	Join committee to coordinate caretaking of the building and grounds.	5	Charlene (847) 945-1678 parish@stgregoryschurch.org
Care Circle leaders	ongoing	Provide pastoral care and regular check-ins to people in their geographic region, and meet periodically as a group (approx 1-2 hrs time commitment per month).	10	Anne (847) 943-9815 anne@stgregoryschurch.org
Boy Scout charter rep	ongoing	Serve as liaison between StGs and the Scouts/Cub scouts/council.	1	Anne (847) 943-9815 anne@stgregoryschurch.org
Labyrinth ministry	ongoing	Coordinate caretaking of Labyrinth; promote online and in person; organize events to take place in it; make streaming meditations available on StGs website.	1	Kathryn (801) 380-8245 kathryn@stgregoryschurch.org
Library organizer	ongoing	Put together bookshelves and disperse books from the library throughout the church.	1-2	Kathryn (801) 380-8245 kathryn@stgregoryschurch.org
Organizational helpers	ongoing	Coordinate with BGMT and staff to sort through and reorganize storage spaces through the church building.	<i>unlimited</i>	Charlene (847) 945-1678 parish@stgregoryschurch.org
Flower guild	ongoing	Arrange flowers for the altar and deliver to those who could use them after the services.	<i>unlimited</i>	Kathryn (801) 380-8245 kathryn@stgregoryschurch.org
Zoom tech ministry	ongoing	Help parishioners who have Zoom troubles so they can participate in online worship; go to people's homes as needed to help; be available via phone on Sunday mornings for those who are having tech issues.	2-3	Kathryn (801) 380-8245 kathryn@stgregoryschurch.org
Worship production minister	ongoing	After tech is installed onsite, be in charge of controlling the cameras/audio to facilitate streaming for online worship	2-3	Kathryn (801) 380-8245 kathryn@stgregoryschurch.org



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