

SPC 2025 – 2026 PROGRAM YEAR

Time and Talent Survey

Your church needs your time and talent!

Please sign up for those areas of congregational life
that mirror what you have to offer.

Place completed forms in the offering plate, narthex, or Fellowship Hall.

You may also mail them to the church office
or email Lynn Dampman at lynn@shepherdstownpresbyterian.org

SUNDAY AM VOLUNTEER NEEDS:

Your Name, Contact Info, Early/Late Service:

8:30am Early Service; 9:30am Sunday Seminar;
11am Worship Service; 11am Sunday Studio

Worship Content Planning (Both Services):

Worship Logistical Support (Both Services):

_____ Serve on Advent Worship Planning Team,
via Zoom. Begins meeting in October to
consider themes and activities in worship
(and beyond, if desired) for Advent,
Christmas, and Epiphany.

_____ Sanctuary Guild. Set up candles, cloths, etc.

_____ Communion Guild: preparation, set up,
clean up

_____ Serve on Lenten Worship Planning Team,
via Zoom. Begins meeting in December to
consider themes and activities in worship
(and beyond, if desired) for Ash Wednesday
through Easter Sunday.

Hospitality (Both Services):

_____ Prepare Coffee/Provide Snacks for
Receptions

Sunday Seminar (9:30am):

_____ Serve on the Adult Education Committee

_____ Research Book/Content Recommendations
for Sunday Seminar

_____ Recruit/Schedule Weekly Facilitators

_____ Facilitate a Sunday Seminar session (book/
content provided)

_____ Technology Support (operate Zoom/OWL
technology for Hybrid options)

_____ Assist with liturgical art

Worship Service Assistance (Both Services):

*Children's Formation (11am Service):

* All volunteers must clear a background check
before engaging in direct contact with minors

_____ Readers/Assistants. Assist in worship
leadership by offering readings and prayers
selected by Pastor

_____ Volunteer in the Nursery (Infant – K)

_____ Teach Sunday Studio. Curriculum Provided.
Circle preference, if any: K-2 3-5

_____ Ushers.

_____ Provide Snacks for Sunday Studio

_____ Backup Tech Support. Run a/v equipment
when Mark is unavailable

_____ Sing in the choir, 11am service; Tuesday
evening rehearsals

_____ Participate in the Handbell Choir; time TBD

_____ Offer occasional Special Music (Prelude,
Interlude, Offertory, Postlude); please
indicate type of music (sung, instrumental,
combo): _____

***YOUTH GROUP VOLUNTEER NEEDS:**

* All volunteers must clear a background check before engaging in direct contact with minors

- _____ Chaperone a Sunday afternoon Youth Group Gathering
- _____ Lead a Sunday afternoon Youth Group Gathering (curriculum provided)
- _____ Provide snacks/meals for a Sunday afternoon Youth Group Gathering
- _____ Chaperone Youth Mission Trip and/or Retreat

ADDITIONAL ADULT FORMATION VOLUNTEER NEEDS:

- _____ Work with a team to plan a retreat
- _____ Work with a team to facilitate a retreat
- _____ Participate in a supper group
- _____ Facilitate a supper group

CONGREGATIONAL CARE VOLUNTEER NEEDS:

- _____ Follow Up with Visitors
- _____ Prepare a Meal for someone in the community
- _____ Offer transportation for someone in the community
- _____ Prepare snacks/reception offerings for funerals and/or weddings

MISSION SUPPORT VOLUNTEER NEEDS:

- _____ Serve on the Mission Committee
- _____ Serve on the EarthCare Team
- _____ Prepare meal components for 1st Sundays community meal through Jefferson County Community Ministries

- _____ Serve the Community Meal, 1st Sundays through Jefferson County Community Ministries
- _____ Volunteer for a night with the Overnight Shelter (dates TBA)
- _____ Prepare a breakfast for the Overnight Shelter (dates TBA)

SOCIAL JUSTICE VOLUNTEER NEEDS:

- _____ Serve on the Social Justice Committee (focus on Racial Justice, LBGTQIA+ rights)
- _____ Help research SPC history, with a focus on racial justice
- _____ Serve on the More Light Ministry Team (LBGTQIA+ mission and advocacy)
- _____ Serve on the Immigrant and Refugee Support Committee
- _____ Help with the Annual More Light Thanksgiving Dinner
- _____ Volunteer with the Eastern Panhandle Youth Alliance (LBGTQIA+ support group)
- _____ Volunteer with Guns to Gardens

ADDITIONAL HOSPITALITY NEEDS:

- _____ Serve on a Monthly After Worship (11am) Lunch Team (1st Sunday)
- _____ Help organize the Annual Church Picnic (September)
- _____ Help organize the Annual Joy Gift Dinner

ADMINISTRATIVE SUPPORT VOLUNTEER NEEDS:

- Property:*
- _____ Serve on the Property Committee
 - _____ Help with minor repair projects (light bulbs, painting, carpentry, etc)
 - _____ Oversee contracts for HVAC, Cleaning, Snow Removal, etc

_____ Maintain Gardens and Grounds (trim shrubs, weed gardens, mulch, sweep portico and walks, etc)

_____ Maintain Lost and Found

Finance:

_____ Serve on the Finance Committee

_____ Help with Financial Analysis, Budgeting, Financial Software

_____ Review and Approve Checks

_____ Prepare Payroll and Associate Tax Documents

_____ Serve on the Stewardship Committee

_____ Create and lead a Stewardship Campaign

Personnel:

_____ Serve on the Personnel Committee

_____ Provide Salary Analysis and Prepare Recommendations for Session

_____ Recruit and Hire New Employees

_____ Prepare Contracts for Employees and Contractors

_____ Coordinate Annual Reviews for Employees

_____ Prepare Annual Personnel Budget

Communications:

_____ Serve on the Communications Team

_____ Assist with updates and changes to the website

_____ Serve as webmaster

_____ Write Copy and Edit Weekly E-News

_____ Work on Social Media (TikTok, Facebook, Insta, etc.)

_____ Develop promotional materials for SPC

_____ Offer graphic design services

Office Support:

_____ Provide Backup office support when Lynn is on vacation or sick

_____ Provide Technology/Software Support

_____ Key entry and Database Management