



SERVING AT ST. PETER

volunteer handbook



Revised July 2021

Table of Contents

Welcome!	1
WHO WE ARE	1
Our Mission, Vision and Values	1
Worship Fuels Serving	2
What is Equipping?	2
GETTING STARTED	3
If You Don't Know Where to Serve	3
Serving Together	4
Serving at our Church	4
Expectations	5
SAFETY AND SECURITY	5
Protection Ministry	5
Building Hours and Security	6
In Case of Emergency	6
HELPFUL INFO	7
How do I put an announcement in the "pulse"?	7
How do I reserve a room or request set-up for an event or activity?	7
Thank you!	8
As a Volunteer, You Might Be Working With.....	9
APPENDIX	10
What does "Equipping Each to Serve" look like at St. Peter?	11
Building Maps	12
Organizational Charts	15

Welcome!



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"Equipping Each to Serve"

We're glad you're interested in our ministry. We hope this Volunteer Handbook will help you figure out what God is calling you to do, and help you get out there and do it!

WHO WE ARE

Our Mission, Vision and Values

Our church's **mission**, which guides all we do, is to lead people to a full life in Christ (John 10:10). This full life in Christ is characterized by:

- Worshipping God passionately
- Studying God's Word deliberately
- Serving Others Unselfishly
- Giving Sacrificially
- Witnessing Genuinely
- Praying Constantly

Our **vision** is seeing lives and communities transformed as we become more like Jesus.

Our **values** are the beliefs and commitments that set our congregation apart and propel us toward our vision:

- Community
- Boldness
- Joy
- Empowering

Worship Fuels Serving

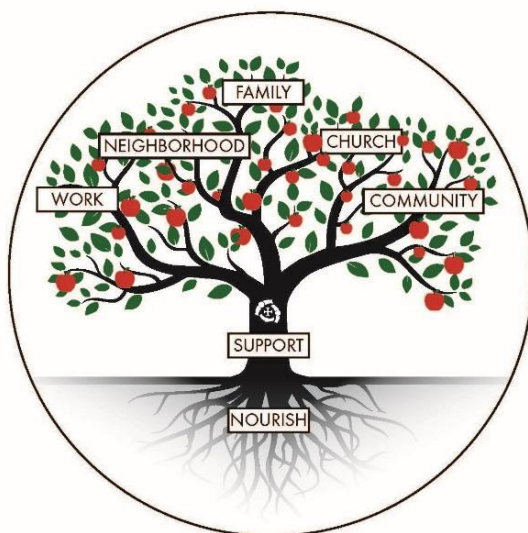
You can't drive a car without fuel. Worship fills our tanks for serving! Through scripture, we hear God's word. Through the sacraments, baptism and holy communion, we are filled with his grace. The message reminds us of who God is and what He does. Music and song do the same, plus they allow us to respond in gratitude and praise. In prayer, we bring him our concerns. In all of this, we're worshipping as a community, a community which supports us in our serving, too.

Our weekly worship services:

Sunday, 8:30 am – Sacred Service
 Sunday, 10:00 am – Modern Service

What is Equipping?

This tree illustrates what we teach about serving and equipping. (See also Appendix 1. What does 'Equipping Each to Serve' look like at St. Peter?)



Serving others unselfishly is a characteristic of a full life in Christ. Jesus calls it “bearing fruit” in John 12:6. Because our serving is a response to what God has already, freely done for us in Jesus, serving brings us joy and peace.

“Empowering” is one of our core values. That means we actively help and equip each other to serve as God has gifted and called us to serve. This equipping is led by our Equipping team and is also done informally by each of us as we encourage and support each other in our serving.

GETTING STARTED

If You Don't Know Where to Serve

Serving is 24/7/365 for the follower of Jesus. Loving God and loving our neighbor (Matt. 22:34-40) are part of everyday life. We serve everywhere – at home, at work and school, in the neighborhood, the gym, and wherever we find ourselves with those who need our attention and our care.

But, we still need to make decisions. Should I volunteer for the Red Cross or the Parent-Teacher association? Should I be an usher or a greeter or both? Which of my elderly relatives should I be helping and what should I do for them, and what about the elderly people who are my neighbors? Should I help out with the book fair, the fall festival, the Christmas party, the musical, or none of them because I'm exhausted? So many choices, so little time, so much guilt!

These two questions can help us make these decisions:

1) How has God gifted me? “Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms” (1 Peter 4:10). You are designed for the service God planned for you. “For we are God’s handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do (Eph. 2:10).

If you're unsure of your gifts:

- List the activities that make you happy; that fill you with energy.
- Ask several people who know you well, “What would you say my strengths are?”
- Discover your spiritual gifts, <https://www.fullifeinchrist.org/spiritualgifts>
- Check off your interests and skills on an inventory list, <https://www.fullifeinchrist.org/serving-form-about-my-gifts>
- What needs and causes touch your heart the most? These passions are part of how you were designed.
- Are you an introvert or extrovert? A leader or follower? Thoughtful or impetuous? Your personality is a gift from God, too.

2) Where has God placed me? Part of God’s plan for you is revealed in where you find yourself: the family you were raised in, the place you now live, the people you work with, the community that surrounds you, the church where you worship. Start with everyday serving in everyday life – do something unexpected for your spouse or friend; lend a hand to your next-door neighbor; say something nice to the grocery store clerk, pick up trash in the nearby park. Work your way outward from there.

Serving Together

Some tasks are best done when people work together. Many nonprofits offer ways to serve in the community. Even the IRS has volunteer opportunities!

- A searchable database of national volunteer opportunities is available at <https://www.volunteermatch.org/>. Most communities have a similar local database, too. A northwest suburban Chicago one is at <https://www.handsonsuburbanchicago.org/search>.
- Look for organizations that work toward goals you care about – disaster relief or the homeless; people struggling with cancer; political issues or ecological issues. Most will list volunteer opportunities on their website.
- Search online for volunteer opportunities in your community. Research librarians and local newspapers are also good sources.

Serving at our Church

Serving together is part of what defines a church. In many places in his letters (Romans 12:3-8; 1 Corinthians 12; Eph 4:1-16) Paul compares the church to a human body. Each of us is a part of that body, uniquely designed for the healthy functioning of that body. Everyone has a role in their church family.

COVID remains disruptive. Some ministries remain in a COVID pause, others are adapting, and new ministries have risen in response to COVID. Like the rest of the world, we're adapting as we go. Questions? Contact Karen Kogler, kkogler@FullLifeinChrist.org.

At St. Peter, we can help you find your role in our church family.

- Talk to any staff or ministry leader.
- You can meet with a trained Ministry Guide volunteer to talk over your interests and options.
- Our weekly 'pulse' newsletter lists current opportunities. Subscribe to it here, <https://www.fulllifeinchrist.org/news>.
- A list of current volunteer opportunities, linked to position descriptions, is available here, <https://www.fulllifeinchrist.org/ministrydescriptions>.
- Tell us about your gifts, <https://www.fulllifeinchrist.org/tell-us-about-your-gifts>. We'll add the info to our database. When your name comes up in our search for people with a specific skill or talent, we'll contact you with information about it.
- Karen Kogler, kkogler@FullLifeinChrist.org, is happy to help with these and other avenues to help you discover where God designed you to serve.

Expectations

What volunteers can expect:

- A place to serve that fits you. We aim for round pegs in round holes.
- Clear expectations.
- Leaders who are available and helpful.
- Orientation and training.
- Ongoing support.
- Honest, caring feedback to increase the effectiveness of ministry.

What we expect from our volunteers:

- Participation in orientations and trainings.
- Reliability and promptness, with early notice when unable to work.
- Completion of tasks within the mutually agreed time frames.
- Acceptance of guidance and supervision from the person in charge.
- Response to communications from leaders within a reasonable time.
- Working as a member of the team.
- Giving and accepting honest, caring feedback to increase ministry effectiveness.

SAFETY AND SECURITY

Protection Ministry

Serving children and youth is a core ministry at St. Peter, and we are committed to their safety. As part of our protection policy, those who work with children, youth or vulnerable adults must be screened. For full instructions, see <https://www.fullifeinchrist.org/protection-ministry>. Here's a summary of what's included in our screening:

- A confidential application with references. [Protection-Application.pdf](#)
- A short interview with a member of the Protection Screening Team
- One or both of these two trainings.
 - Those serving children and youth take the Illinois Department of Child & Family Services Mandated Reporter Training.
 - Those serving vulnerable adults take a training produced by St. Peter.
- Reference check
- A criminal background check
- Must be a member or documented participant for 6 or more months before serving

Building Hours and Security

Our building is full of children throughout the year, so building security is important to us.

The church lobby entrance is generally open 7:30 am to 3:30 pm on weekdays during the school year. The Bartz Hall entrance (off Vail, south past the circle drive) is generally open 7:00 am to 6:00 pm on weekdays during the school year. The small moveable signs on the sidewalk give information on the entrance that is open. Summer Hours: the lobby will be open 9:00am to 3:00pm Monday-Friday (the building will be closed on Saturdays).

All visitors check in with security upon arrival. We use a system call Raptor to check in and check out all visitors and volunteers to our building. Everyone's driver's license is scanned on their first visit.

In Case of Emergency

Our building is busy, day and evening! Taking a few minutes to plan for emergencies pays off when the unexpected happens. Become familiar with the colorful charts and evacuation plans posted in each room in the building. These procedures have specific guidelines and directions for:

“911” should be called whenever there is a question related to a potential concern with a medical and/or security condition. It can be called from any phone within the building or via cell phone. Please alert the security person, receptionist and/or staff leader immediately following calling 911 so they are aware of the medical emergency.

Fire Emergencies: Heat/smoke detectors and alarms are directly connected to the local fire department. When alarms sound, evacuate the building quickly, based on the evacuation plans posted throughout the building. Move far across the parking lot or into the nearby field until further directions are given by the administrative/security staff or the first responders.

Weather Emergencies: Weather radios in the main office and Bartz Hall security desk areas turn on automatically during designated weather alerts (tornado, flood, earthquake). These weather radios will typically be supervised by security or administrative staff. Consult the emergency plan and location assignments posted in any room or office for more specific information related to each situation.

Medical Emergencies:

- **First aid kits** are located at the security/reception desk areas in the church lobby and by Bartz Hall as well as in many classrooms. Basic first aid supplies are also available during school hours from the school nurse.

- **AEDs** are located in the church lobby and by the Bartz Hall security desks and by the first floor west stairwell behind Gym #1.

Physical Violence Emergencies:

- **Alert the security** and/or leadership staff, if possible, when you sense an unusual situation with individuals, conditions and/or materials. They will either check the situation out themselves or contact local authorities as deemed appropriate. In case of a serious situation, call 911 directly and/or pull a fire alarm.
- **Remain calm and work with others** in the area to make appropriate decisions related to any unusual or stressful situation.

Building Maintenance Issues:

Contact the maintenance supervisor or a security/administrator regarding any unusual building maintenance situation including water issues, power failure, and unusual smells (gas) within the building.

HELPFUL INFO

How do I put an announcement in the “pulse”?

To submit an announcement for the St. Peter electronic weekly newsletter, “THE PULSE” or for inclusion on the monitors for weekend worship:

Contact: **Keith Raimondi**
 Director of Communications
 847-259-4114 Ext 107
kraimondi@FullLifeinChrist.org

Articles must be in by Tuesday at noon to be included in the PULSE, which is sent out electronically on Thursday mornings or for inclusion on the monitors for Saturday & Sunday worship services.

How do I reserve a room or request set-up for an event or activity?

Contact: **Jason Carson**
 Facility Scheduler
 847-259-4114 Ext 121
jcarson@FullLifeInChrist.org

Thank you!

We appreciate your interest. If you have questions on any aspect of serving, or if you have feedback on our Volunteer Handbook, contact Karen Kogler, Director of Equipping, kkogler@FullLifeinChrist.org. God bless you as you serve Him each day!

As a Volunteer, You Might Be Working With.....

Executive Team

<i>Rev. Micah Geiner</i>	<i>Lead Pastor</i>	mgreiner@FullLifeinChrist.org
<i>Jonathan Heinemann</i>	<i>School Principal</i>	jheinemann@FullLifeinChrist.org
<i>Brian Booth</i>	<i>Director of Ministry Support</i>	bbooth@FullLifeinChrist.org

Lead Staff

Rev. Randy Rozelle	Campus Pastor	rozelle@FullLifeinChrist.org
Sarah Greiner	Worship Leader	sgreiner@FullLifeinChrist.org
Heidi Brown	Administrative Assistant	hbrown@FullLifeinChrist.org
Karen Kogler	Volunteer Equipping	kkogler@FullLifeinChrist.org
Keith Raimondi	Director of Communications	kraimondi@FullLifeinChrist.org
Lisa Smith	Asst. Principal/Middle School	lsmith@FullLifeinChrist.org

Additional Staff

Rev. Chris Browne	Special Needs	pastorchrisbrowne@voiceofcare.org
Angie Blaesner	Finance/Membership Records	ablaesner@FullLifeinChrist.org
Matthew Doran	Director of Traditional Music	mdoran@FullLifeinChrist.org
Candy Fromm	Human Resources	cfromm@FullLifeinChrist.org
Jill Hanssen	Director of Enrollment	jhanssen@FullLifeinChrist.org
Sherry Hoffman	Finance	shoffman@FullLifeinChrist.org
Jason Grandt	IT	jgrandt@FullLifeinChrist.org
Jason Carson	Welcome Desk	jcarson@FullLifeinChrist.org
Isabel Peterson	Volunteer Equipping Assistant	ipeterson@FullLifennChrist.org

Some of our Volunteer Ministry Leaders

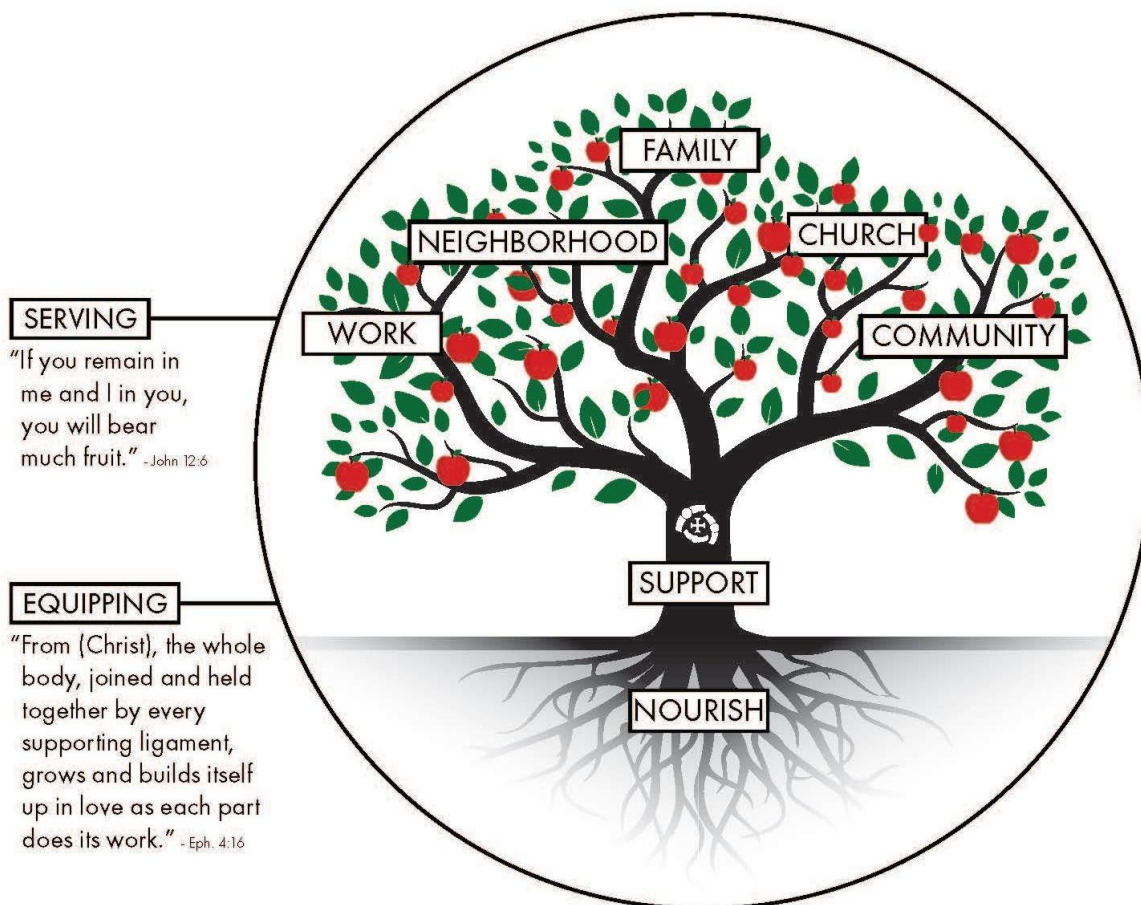
Carla Heimsoth	Altar Guild	Mike Bertermann	Lutheran Layman's League
Tina Wilson	American Heritage Girls	Pat Polerecky	PADS
Chris Dickinson	Big Days of Serving	Stacy Watson	Parent Teacher League
Mike Bertermann	Boy Scouts	P. & P. Crawford	Prayer Team
Kathy Schmidt	Card Ministry	Stacey Larson	Room Parents
Jean Mau	Care Callers	Gina Lynch	School Care
Stephanie Keller	Comfort Dogs	Jacque Korff	Senior Ministry
Cheryl Bokelmann	Community Partners	L. & S. Katsenios	Ushers
Bob Kowall	Counters	Henry Kogler	Visitation Team
Travis Juracek	Cub Scouts	Adam Schutz	Wheelchair Ministry

APPENDIX

1. What does “Equipping Each to Serve” look like at St. Peter?
2. Building Maps
3. Volunteer Organizational Charts

What does “Equipping Each to Serve” look like at St. Peter?

Believers serve unselfishly, bearing fruit within and beyond our church. It's part of our full life in Christ, and fills us with joy and peace. In the body of Christ, we actively equip (NOURISH and SUPPORT) each other to serve as God has gifted and called us to serve.



How we **SUPPORT** people who serve:

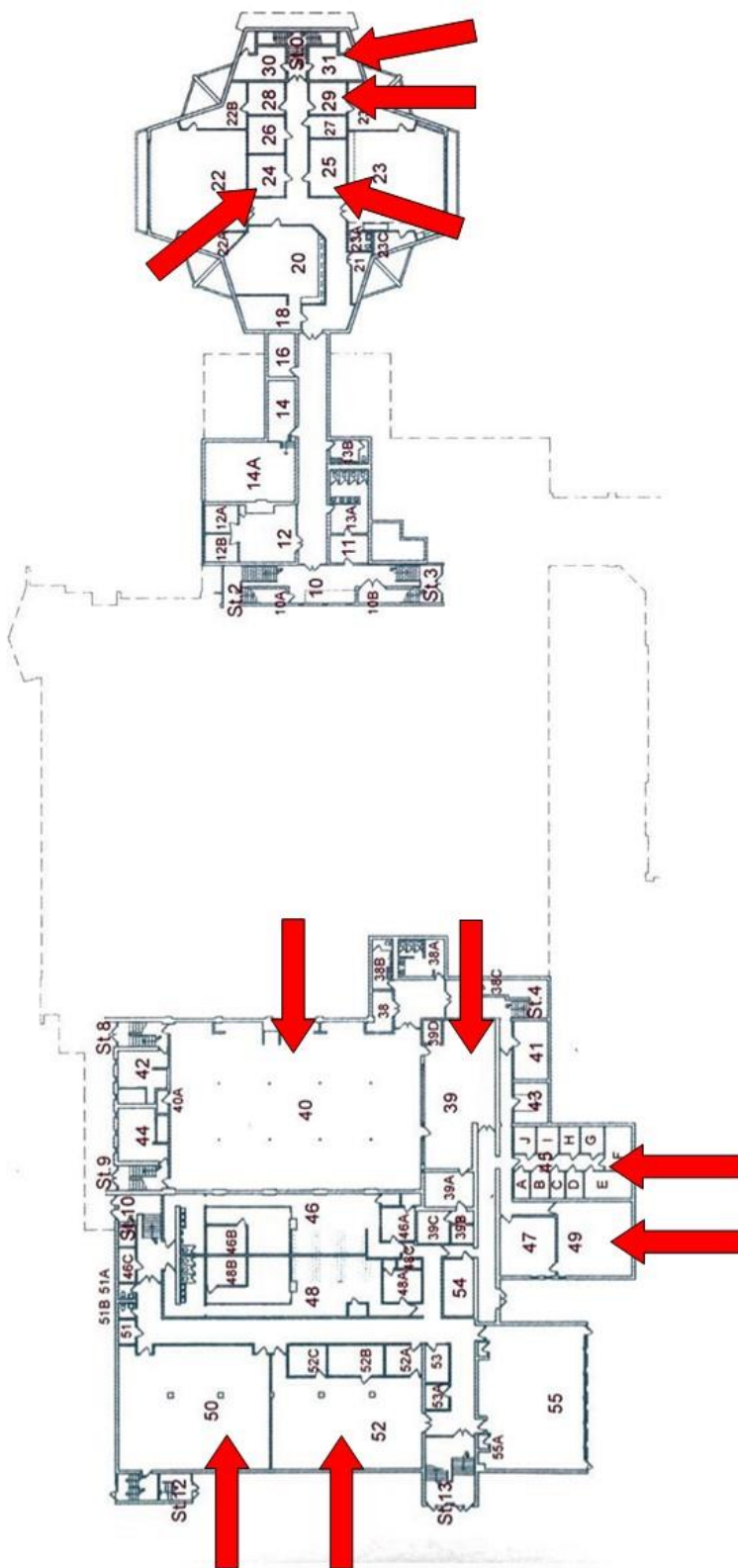
- Clear expectations
- Appropriate training
- Proactive assistance
- Loving accountability
- Volunteer handbook

How we **NOURISH** people for serving:

- Worship and sacrament
- Study, fellowship and prayer
- Affirmation, celebration
- Personal, gift- based invitations to serve
- Discipling relationships

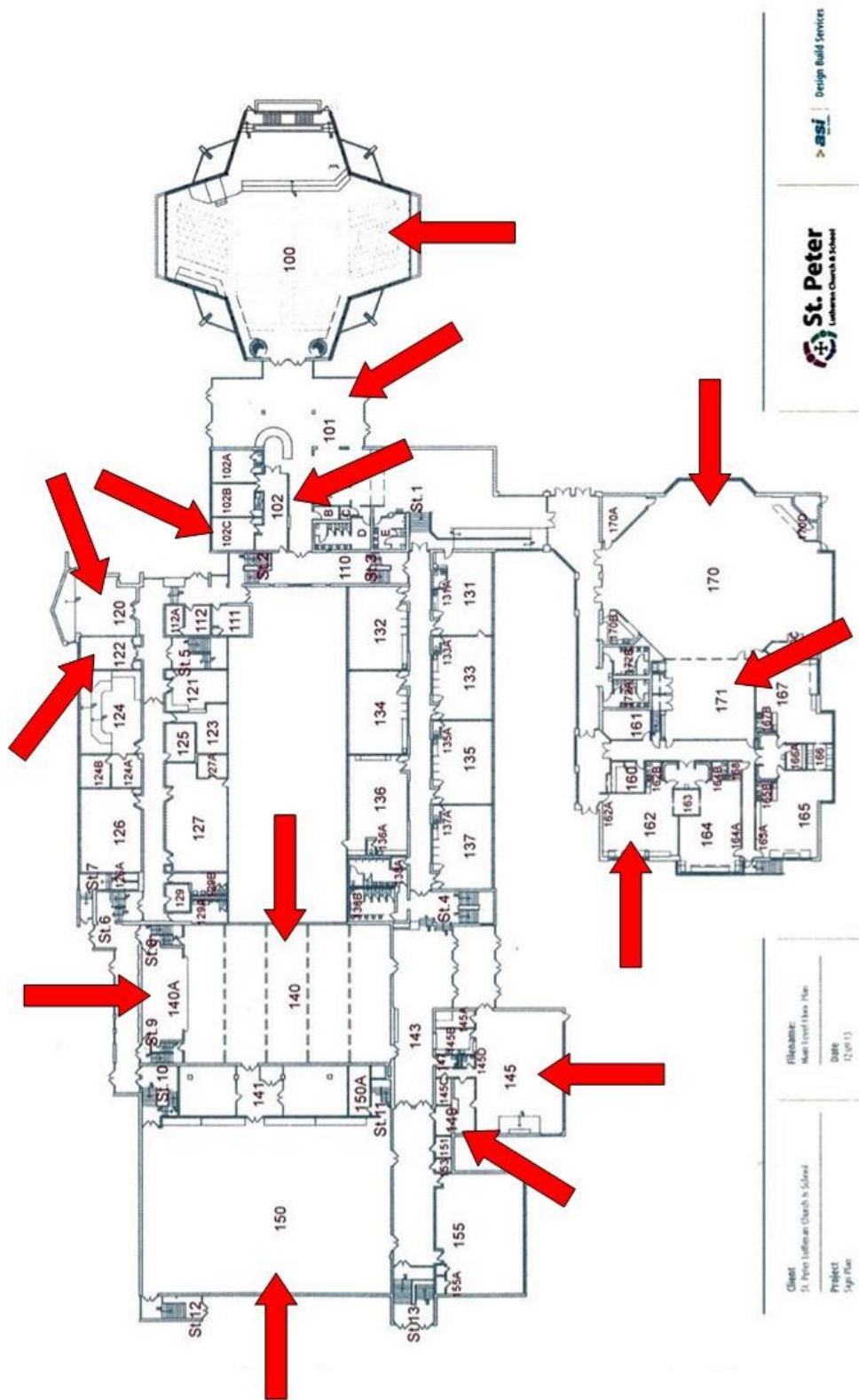


Building Maps



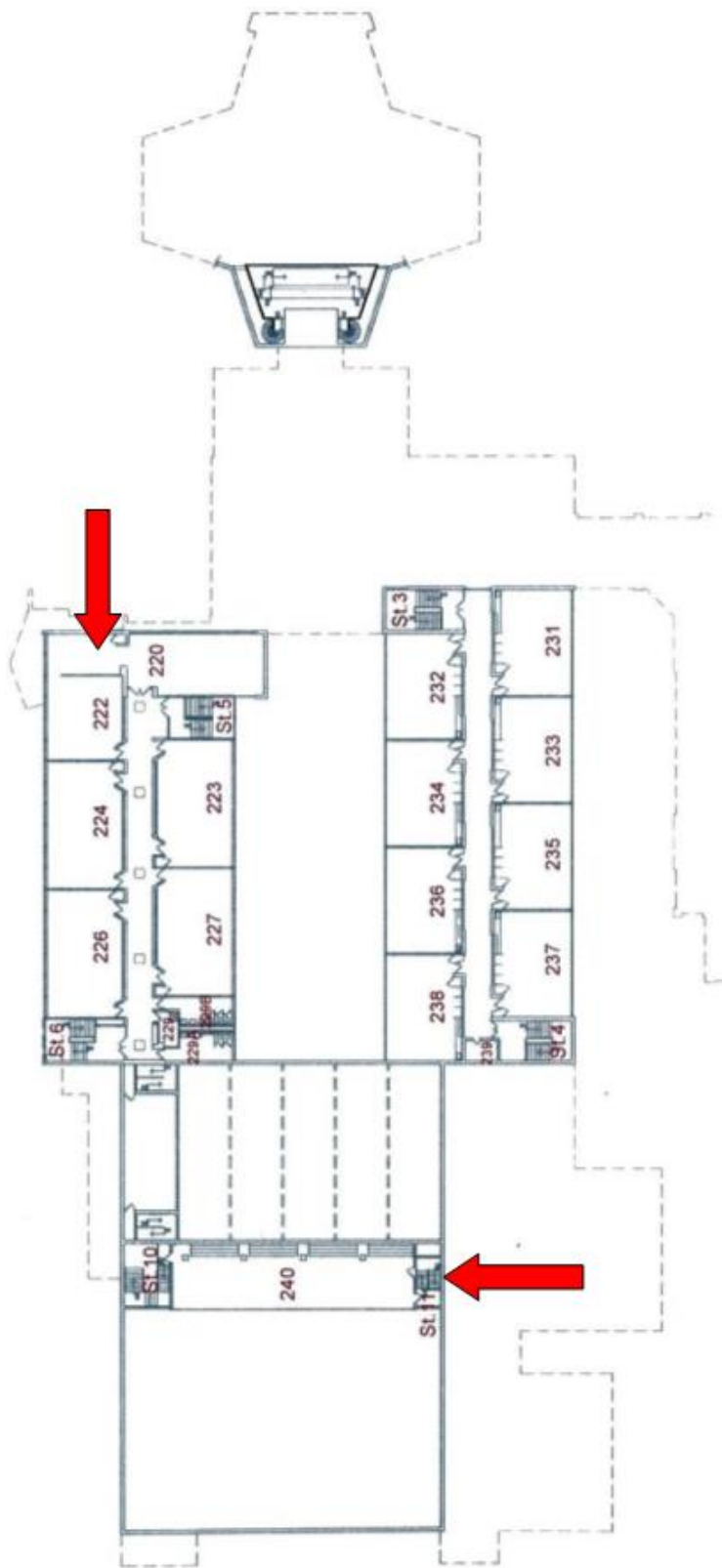
Highlights of the Lower Level:

- | | | | | | |
|-----|----------------------------|--------|------------------------------|-----|------------------|
| #24 | Volunteer Equipping Office | #39 | Kitchen | #49 | Maintenance Room |
| #25 | Vol. Equip. Assist. Office | #40 | Cafeteria | #50 | Youth Room |
| #29 | Print Shop | #45A-J | Organization Storage Closets | #52 | Band/Music Room |
| #31 | Altar Guild Room | | | | |



Highlights of the Main Level:

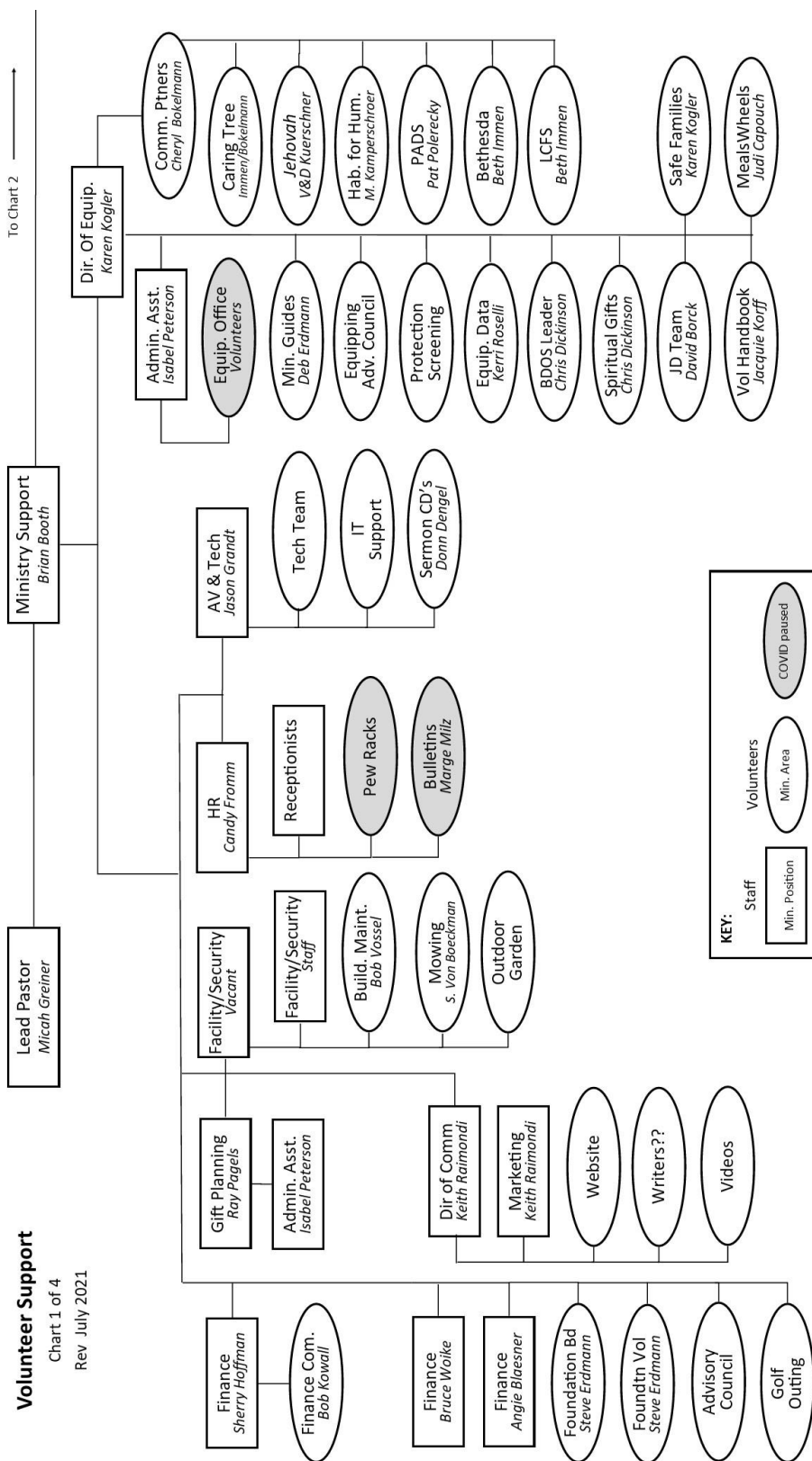
- | | | |
|-----------------------------------|-----------------|------------------------------|
| #100 Sanctuary/Church | #122 Board Room | #162 Early Childhood Offices |
| #101 Narthex | #140 Gym #1 | #170 Life Center |
| #102 Main Church & School Offices | #140A Stage | #171 Motor Room |
| #102C Nurse's Office | #145 Bartz Hall | |
| #120 Chapel/Choir Room | #150 Gym #2/MAC | |

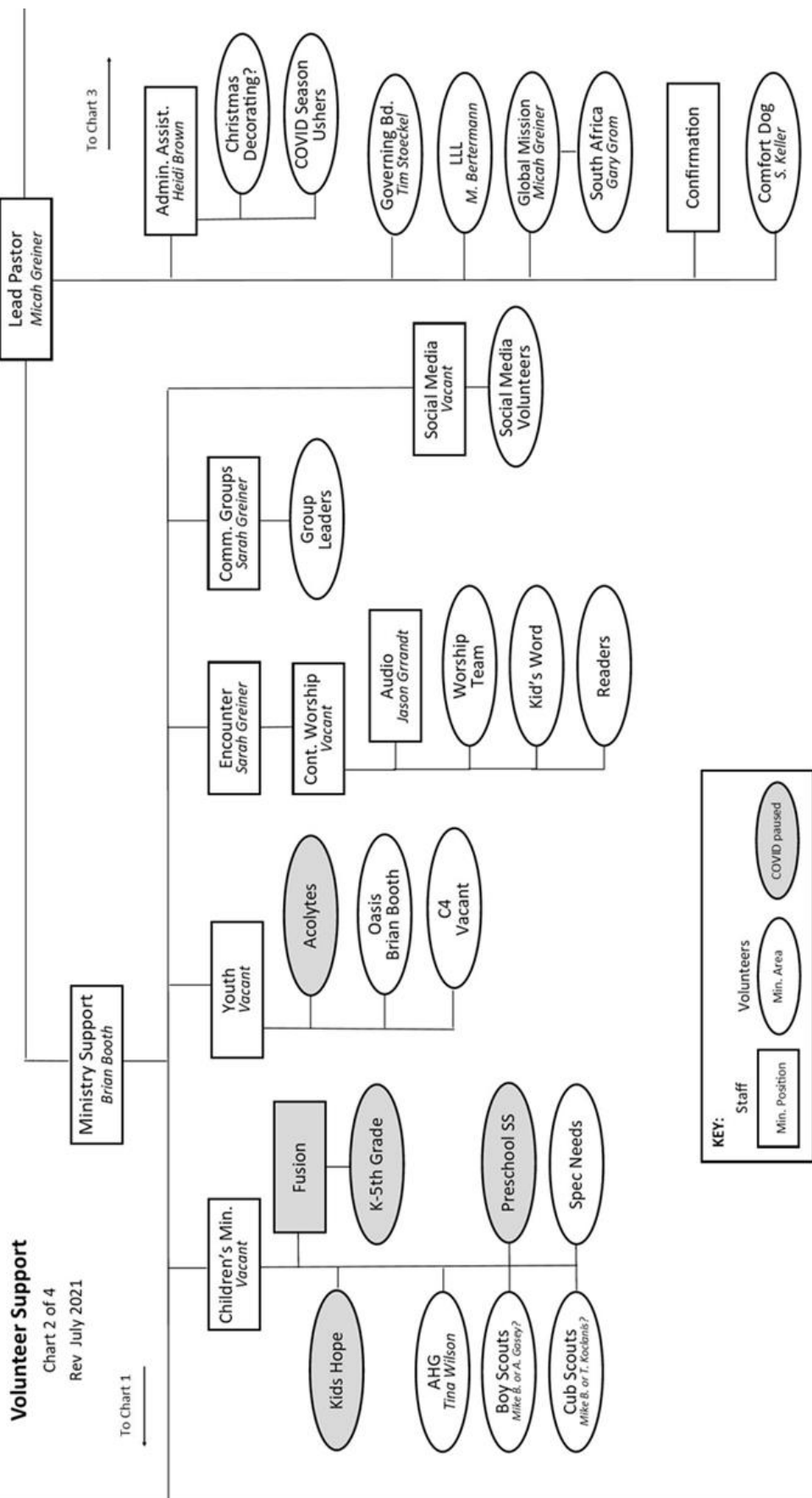


Highlights of the Second Level:

- # 220 & #222 IRC/ Library
- #240 Upper Level of Gym 2/MAC

Organizational Charts



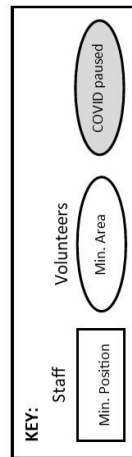
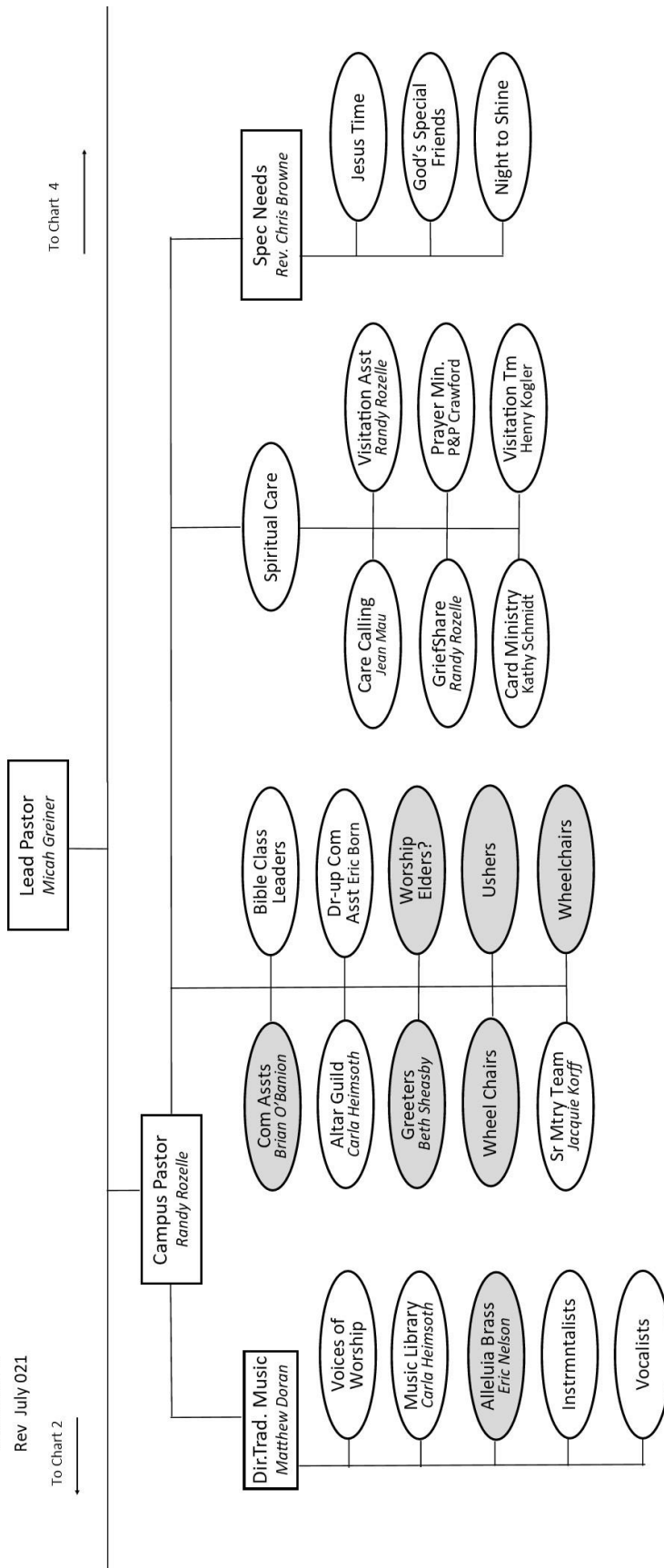


Volunteer Support

Chart 3 of 4
Rev July 021

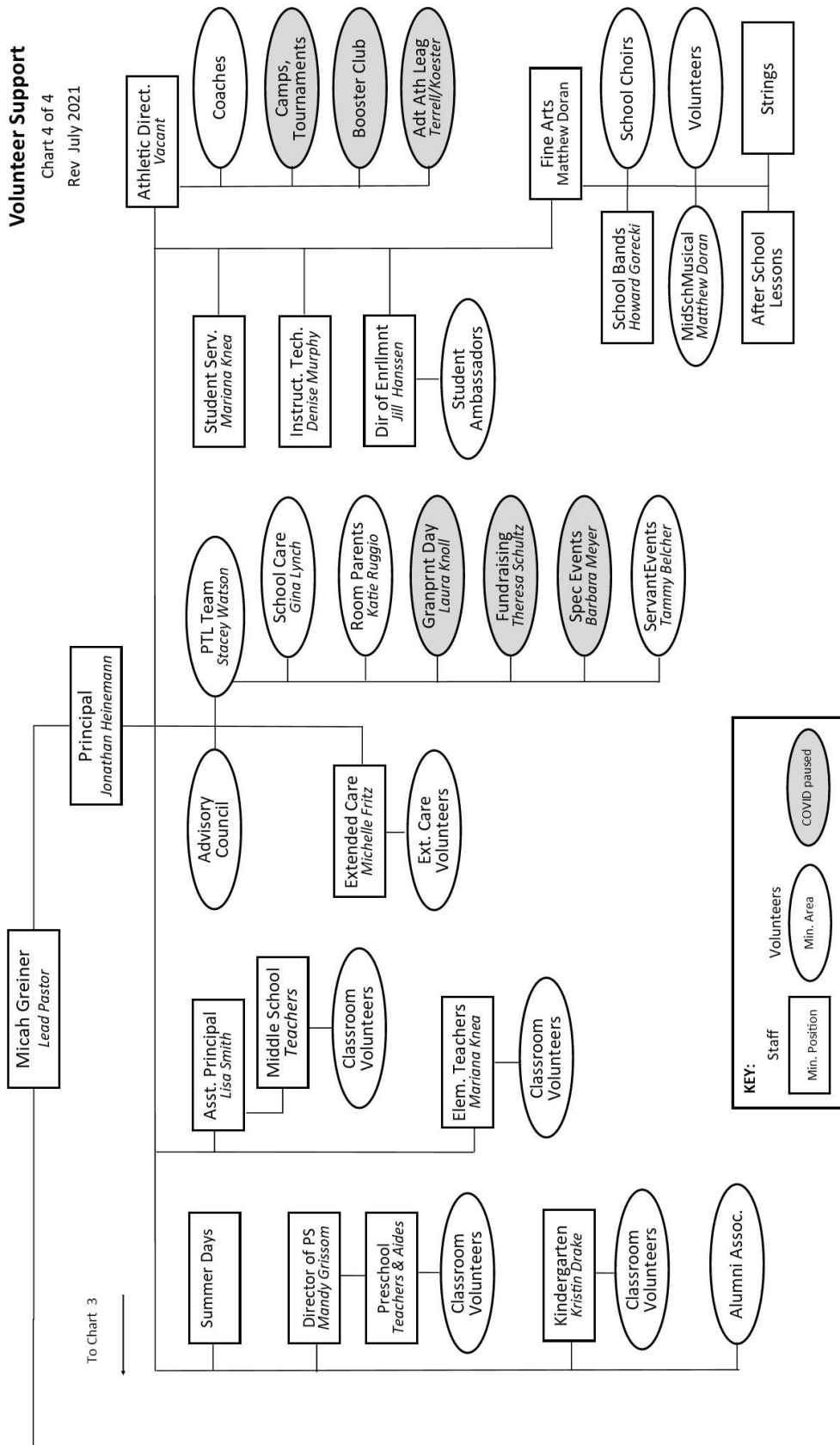
To Chart 2

To Chart 4



Volunteer Support

Chart 4 of 4
Rev July 2021



KEY:

- Staff
- Volunteers
- Min. Position
- Min. Area
- COVID paused