

**Want to get involved?
Have a skill to share?
Here's how...**

- Contact any committee using the phone and/or email information inside this brochure

OR ...

- Talk to any member of the Welcoming Team on Sundays during coffee hour (they wear red name badges). They will put you in touch with someone who is eager to meet you and welcome your new ideas and energy!

OR ...

- Complete the form on the other side of this page and drop it in the collection plate on any Sunday or mail it to the church offices:

North Parish Church
3 Great Pond Road
North Andover, MA 01845

978-687-7948
www.northparish.org



Volunteer Service Opportunities



North Parish Church
Fall 2008

Opportunities come in all shapes and sizes!

There are many ways to get involved at North Parish, and we welcome your participation. In addition to providing a valued service to our church community, committees are a great way to meet fellow parishioners and form new connections.

Committees and groups at North Parish are uniquely different from committees in towns or industry, in that we work in a spiritual sense, which includes understanding and setting the context for all participants to grow and make choices.

There are basically three types of committees (although many committees involve both planning and doing, and some have functions in all three areas):

- Planning (e.g., Strategic Planning, Worship)
- Doing (includes most committees, e.g., Social Action, House and Grounds, Program)
- Oversight (e.g., Personnel, Committee on Ministry)

In addition, there are ad-hoc groups that come together on a temporary basis, or that are not listed in the bylaws as part of the governance structure. These groups may address a specific time-based need, for example, a task force to manage a capital campaign, or a search committee for a staff position.

Whatever your interest or the amount of time you can share – we want you, your energy, and your ideas.

Please join us!

Want to know more? Have questions? Want someone to contact you?

Name: _____

Phone: _____

Email: _____

I'm interested in the following opportunities:
(check all that appeal)

- | | |
|---|---|
| <input type="checkbox"/> Board of Trustees | <input type="checkbox"/> Music |
| <input type="checkbox"/> Elected officers | <input type="checkbox"/> Nominating |
| <input type="checkbox"/> Caring Team | <input type="checkbox"/> Personnel |
| <input type="checkbox"/> Coffee Hour Team | <input type="checkbox"/> Program |
| <input type="checkbox"/> Crossroads Coffeehouse | <input type="checkbox"/> Red Bow Fair |
| <input type="checkbox"/> CSR (Center for Spiritual Renewal) | <input type="checkbox"/> RE (Religious Education) |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Social Action |
| <input type="checkbox"/> Investing | <input type="checkbox"/> Stewardship |
| <input type="checkbox"/> Hospitality | <input type="checkbox"/> Technology |
| <input type="checkbox"/> House & Grounds | <input type="checkbox"/> Web Team |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Worship |
| <input type="checkbox"/> Membership | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Memorial Flowers/Steeple | _____ |

Elected Officers

Clerk: (Anne Ericson) The Clerk is the recording officer of the congregation, and as such gives notice of all meetings of the Parish; takes minutes at the Annual Meeting and any special meetings; annually reviews mailing/membership list with input from staff, Membership Committee and Finance Committee; signs new member certificates and the warrant for Annual Meeting.

Collector: (Sue Sinacore) The Collector collects all monies from both services; and is responsible for processing, recording and depositing of checks and cash. The Collector oversees the pledge entry, reports to the Finance Committee, and serves as a member of the Finance Committee.

Assistant Collector: (Cara Forcino) The Assistant Collector assists the Collector in collections and other aspects of the Collector's work.

Moderator: (Peter Race) The Moderator presides over all congregational meetings (using Robert's Rules of Order), and has the powers of a Moderator in town meetings in Massachusetts, as they are applicable. The Moderator calls for votes and states the outcomes for the official meeting minutes.

Treasurer: (Mel Marchese) The Treasurer collects and collates input for the annual church budget from the committees and staff, gives monthly and annual financial reports to the Board of Trustees, serves on the Finance Committee. The Treasurer also signs checks weekly for church expenses, and is a non-voting member of the Board of Trustees.

Assistant Treasurer: (Bob Weldin) The Assistant Treasurer assists the Treasurer in various aspects of the Treasurer's work, including signing checks for church expenses when the Treasurer is out of town.

Technology

Contact: *This team is currently seeking members!*
office@northparish.org 978-687-7948

The Technology team helps advise our staff about phone and computer systems in our church offices, and provides occasional troubleshooting for minor issues.

Web Team

Contact: Mark Lemire
mlemire@mlemire.org 978-975-5602

Jim Kazmer
jimkazmer@kazmer.org 978-475-6399

The Web Team's mission is to transform the existing North Parish website into a community-based site that:

- Provides an easier to maintain external North Parish web presence for potential new comers
- Allows (any) member to update the North Parish content of interest to them
- Enables members to update their individual and family profiles
- Provides simple data management tools to improve various church processes

To do that, we need more people!

- Initially we need some web architects and developers (we're considering PHP and CMS).
- Graphic artists are always desired to create the eye catching images every website needs.
- Soon we'll need people to help develop training guides for the contributors.
- Then we'll need content contributors, authors, and editors to create the messages you want to tell our members and outside community.

Stewardship

Contact: Peter Calkins
peter@thecalkins.com 978-208-1466

Members: Bo Baird, Tad Bickford, Ron Hilbink, Liz Hsu,
Peter Reed

Within a broadly-stated mission focused on helping members of the congregation fulfill their roles as stewards of the vitality and financial stability of North Parish, our primary function is to organize and carry out the Annual Pledge Campaign that seeks commitments of financial support for church operations in the coming year.

Serve as Visiting Steward:

This is the core of our program and a wonderful way to meet and get to know other members of our congregation. We need approximately 50 visiting stewards in order to be able to visit all of our members and friends.

Requirements:

- Participate in one short training session and reach out to no more than four fellow congregants during our annual campaign to share stories of the role North Parish plays in our lives, and to deliver our request for their commitment of financial support
- No specific discussion of an individual's or family's level of giving is expected

Join Stewardship Committee:

Requirements:

- Meet every few weeks in the fall and early spring, and more frequently January through March

Assist with Specific Initiatives:

More limited nature, these help build awareness of stewardship in our community, such as a campaign kick-off event, design and production of campaign materials, and updating the information on the stewardship page in the Church's website.

Elected Officers (cont.)

Requirements for Elected Officers:

- The Nominating Committee proposes candidates for the elected officers, including the Board of Trustees.
- Nominees are then approved by the membership during Annual Meeting (May).
- Officers must be a member of the congregation for at least a year; age 18 or older
- 1-year term

Parish Council

Contact: Nancy Sarro
nsarro26@comcast.net 978-687-4626

The Parish Council is composed of chairs of the committees, the treasurer and representatives from other groups within the church. The purpose of the Parish Council is to coordinate all church activities and oversee the day-to-day operations of the church, in cooperation with the church's staff. While each committee and group is empowered to spend its budget in accordance to the budget plan accepted at the annual meeting, there are times when committees and or groups encounter issues or are conducting activities that overlap and/or involve other committees and groups. The Parish Council provides the forum for clarifying and resolving church operational issues by ensuring good communication and coordination among all committees and groups. The Parish Council holds monthly meetings, open to all, that are also attended by the ministers, religious education director and occasionally other staff members and invited guests.

Caring Team

Contact: Jackie Orent-Nathan
jackieon@comcast.net 978-475-5810

Lora Stewart
Lora@plpdd.com 978-683-8966

Members: Loretta Middleton, Leslie Young-Lemire,
Lianne Patenaude

The Caring Team's mission is to create a culture of caring within our North Parish family. In coordination with our Ministers, they:

- Provide meals, transportation, and errands for those in crisis
- Help identify needs and determine resources among friends and families
- Provide information about resources such as AA, AlAnon, small group ministry circles, bereavement groups
- Reach out to our church community with phone calls, visits, and cards when appropriate
- Encourage others to participate in fulfilling our mission

The Caring Team does not provide ongoing, long-term intervention, counseling or coordination of activities.

If you can help on an occasional basis, or need help from our community, please contact us.

Memorial Flowers/Steeplelighting

Contact: *This position is currently open.*
office@northparish.org 978-687-7948

This is a "behind the scenes" job, keeping track of the donated flowers and steeple-lighting memorials for each week and then providing that information to our Office Administrator for publication in each Sunday's Order of Service.

Social Action

Contact: Pat Grimm
pagrimm@comcast.net

Members: Jeri Bayer, Tina Klein, Cara Marshall,
Ed Warnshuis

Green Sanctuary:

- Lead one of our twelve projects over the next year – some are ambitious, some very manageable without a long-term commitment.

Working towards a multiracial, multicultural future:

- Host a film screening / discussion, one or two times; DVDs and discussion guides provided; contact Jeri Bayer (jwbayer@comcast.net)
- Project or program "captains" – Key organizer for a program (ongoing) or project (one time) of your passion; attendance at committee meetings not required

The North Parish community offers many social action opportunities that are not directly managed by the Social Action committee. More information on these can be found in the *Faith in Action* brochure. Opportunities include:

- Amelia Reeve Social Action Awards
- Bread and Roses
- Earth Day Clean-Up and Recycling
- Ethiopian Orphan Sponsorship
- Fair Trade Coffee Project
- Great Lawrence Habitat for Humanity
- Guest at Your Table (UU Service Committee)
- Interweave (GLBT members and allies)
- Jericho Road
- Merrimack Valley Project
- North Andover Thrift Store
- Partakers Prison Ministry
- People's Pantry
- Romanian Partner Church
- Stand and Deliver MCAS Mentoring

RE (Religious Education)

Contact: Director of Religious Education
dre@northparish.org 978-685-7855

Deb Olander
debolander@comcast.net

Members: Liz Elowe, Bob Johnson, Mary Kilpatrick, Steve Nelson, Carolyn Zimmer (Office Liaison)

Sunday morning classroom teachers:

Co-facilitate a small group of children using a lesson plan and materials that are provided each week. Typical lesson plans include a story, discussion points, and an activity.

- Two 4-week blocks in order to maintain some consistency with the children yet provide some flexibility in scheduling
- Teachers need not have children in the program – other North Parish adults who love children are more than welcome!

Special Sunday Helpers:

Assist with morning programming where the children are grouped for a thematic activity rather than in their age groups.

- One or more Sundays; the Special Sundays at the end of the church year tend to have an outdoor focus
- High school teens can volunteer for Special Sundays

Religious Education Committee:

This lively group helps to shape and guide the Religious Education Program in conjunction with the Director of Religious Education. We discuss the “big ideas” around religious education as well as work with the staff to be sure that the implementation details are executed.

- Committee meetings first Tuesday of the month, 7-9 pm
- Other occasional short-term tasks on an as needed basis

The RE program also relies on a variety of adults to facilitate youth groups, to mentor Coming of Age candidates, and to teach the Our Whole Lives sexuality program.

Coffee Hour Team

Contact: Don Bancroft
donandmartha@hotmail.com 978-475-6930

Members: Kim Adami, Don and Martha Bancroft,
Anne Ericson

We are a group of volunteers who host the after-service coffee hours. There are no committee meetings and our method of contact is generally by phone. New volunteers are very much welcome and needed.

Join a rotating schedule of one or two volunteers each Sunday. Coordinator establishes the schedule, with prior input by all volunteers. Duties include:

- Set up table with cups and condiments
- Prepare coffee and hot water for tea
- Clean-up after coffee hour

Requirements:

- New volunteers are teamed with experienced persons to learn and be comfortable with the kitchen procedures and equipment (coffee machines, dishwasher)
- Frequency, every 5-6 weeks; should scheduling conflicts arise, simply swap Sundays by calling others on the list of volunteers provided

Crossroads Coffeehouse

Contact: Baking coordinator, Carolyn Cronin
ccronin29@hotmail.com 978-688-2490

Volunteer coordinator, Bonnie Kanner
bonnkann@yahoo.com 978-686-2714

Members: Kim Adami, Keith Connors, Alice Galloway,
Mike Garron, Liz Hsu, Jan Jones, Leslie Young-
Lemire, Mark Lemire, Chris Schena, Steve Vail,
Ron Zelle

Crossroads Coffeehouse is a community-based venue bringing a variety of live music to the Merrimack Valley. Located on the top floor of Old Center Hall, the coffeehouse offers a warm and friendly atmosphere and is operated totally by volunteers. It is a smoke free, alcohol free environment with good acoustics and great desserts, coffee, and teas.

Opportunities:

- Staff door sales table
- Staff kitchen sales table
- Staff performer's product sales table
- Bake a dessert in exchange for free admission to that concert
(*check with baking coordinator first*)

Requirements:

- Sign up to help for one night or multiple concerts

Red Bow Fair

Contact: Kathy Stevens
crowtuck@aol.com 978-683-5525

Members: A cast of many!

The Red Bow Fair is our annual holiday fair, held the first Saturday in December, and is our largest fundraiser! It's a great way to meet fellow parishioners and a great time.

Many hands + Much fun = Great success!

Sales Staff: Work at the Fair for a two-hour stint selling baskets, crafts, greens, cookies, lunch and snacks

Muscle Team: Help with set-up on the Thursday & Friday before the Fair, whenever you are available; help with take-down immediately after the Fair

Pre-Fair: Make gift baskets, solicit donations for the Silent Auction, put up posters, make jelly or baked goods, decorate wreaths, donate ingredients on the kitchen's shopping list

Co-Chair a Sub-Committee: Requires a few hours/week in October and November; resources and notes from previous years to get you started

Requirements:

- All that's needed to help out is your time and willingness. Whether you have one hour or many, in advance or on the day of the fair, there's a task you can do!
- Stop by the Red Bow Fair Table during any coffee hour after Columbus Day to sign up

Program

Contact: Leslie Young-Lemire
jlyounglemire@comcast.net 978-975-5602

This committee hosts the monthly Potluckapaloosa, an informal potluck held at the church on the third Sunday of the month. Previous Program events have included the Fall Homecoming Picnic, as well as an occasional murder mystery and game night. Our goal is to find ways for folks at church to connect with one another in a fun and casual way. Interested in helping out? Have a new event to try? We are always looking for folks to help plan events, and welcome new ideas.

Seasonal Suppers:

Contact: Dotti Anderson
dotti.anderson@comcast.net 978-887-3099

Lora Stewart
lora@plpdd.com 978-683-8966

Seasonal Suppers are a wonderful opportunity to meet and connect with others in an informal setting. Dinners are held in members' homes three times a year (Fall, Winter, and Spring) with an occasional effort to have more informal gatherings during the summer. Conversations are always interesting and it is a great way to get to know others who attend North Parish. You need not bring a "date". You need not be a member.

Requirements:

- Commit to one event at a time; look for sign up sheets after services on the two Sundays preceding the weekend of the dinner
- Indicate if you want to host, if you would have a 'kid friendly' dinner, or if you'd just like to attend
- If you are the host family, decide what time dinner begins and what others can contribute to the meal (usually host provides main dish and beverages)

CSR (Center for Spiritual Renewal)

Contact: Rev. Lee Bluemel
minister@northparish.org

Carolyn Zimmer
MembershipCoord@northparish.org

Small Groups, Denise VanVooren
DVanvooren@analysisgroup.com

Members: Alison Green Will (small groups, interest surveys), Ann Knowles (wellness network), Lynn McGovern, Lani Petersen Arnzen (life passages), Bill Toomey (theology, science and religion), Susan VanDrie (wellness network), Denise VanVooren (small groups)

Opportunities:

- Survey and analyze needs and interests of the congregation regarding adult spirituality programs; brainstorm effective and popular programs in the following categories: theology and philosophy, spiritual practice, religion and society, life passages and affinity groups
- Support small groups by helping to recruit leaders and participants, form groups, publicize, develop topics from sermons and elsewhere
- Network with church members, affiliated groups (i.e., Great Pond Sangha, Jericho Road) and others in the area who are interested in offering CSR classes, and orient them on how to function within CSR
- Gather and edit materials for CSR brochure, facilitate using church networks to distribute brochures beyond North Parish

Finance

Contact: Bob Weldin
rsweldin59@hotmail.com 978-475-4515

Members: Wally Anderson, Sue Sinacore, Gary Adams,
Mel Marchese, Peter Reed, Darnell Canada,
Ann Manson

The Finance committee consists of the Treasurer and at least five other members. They assist the Parish Council and committees with short-term budgeting and the Board of Trustees with long-term financial planning. They also assist with the Annual Canvass.

Requirements:

- The committee meets at least six times a year with a minimum of one meeting per quarter

Investment

Contact: Jerry Hall
JWYH@comcast.net 978-685-0895

Members: Reg Elwell, Peter Reed, Don Schemack

The Investment committee has five members, one who is a member of the Board of Trustees and one who is from the Finance Committee. They advise the Treasurer and Board of Trustees regarding maintenance of invested funds and changes in the investment portfolio consistent with the North Parish investment policy.

Requirements:

- The Board of Trustees appoints members of this committee
- Financial background needed
- Meets at least quarterly

Nominating

Contact: Lianne Patenaude
lpatenaude@comcast.net 978-689-9549

Members: John Van Drie

The three members of the Nominating committee recommend candidates to fill vacancies in the elected offices, presenting the slate of candidates to the Board of Trustees prior to the April meeting of the Board.

Requirements:

- Members of this committee cannot be Parish officers or members of the Board of Trustees
- Members serve staggered three-year terms, meeting as needed

Personnel

Contact: Kevin Reid
reidkevin@gmail.com

Cathy Bakkensen
cbakkensen@aol.com

Ron Hilbink
aberfoyle@aol.com

- Help establish compensation policy for North Parish Staff positions
- Define the process used in the selection of Staff members
- Review and monitor annual performance evaluation process.
- Support Senior Minister in meeting Human Resource responsibilities.

Requirements:

- Some knowledge of professional human resource practices
- Good interpersonal skills
- Consultative capabilities
- The Board of Trustees appoints members of this committee

Music

Contact: John Middleton-Cox
middletonmusic@yahoo.com 978-687-7948

Suzanne Adams
sadams@massdpms.org 978-682-8585

Carol Carbonell
carolcarbonell@gmail.com 978-688-8147

Members: Carol Carbonell, Ruth Ellen Donnelly,
Emily Gentile, Liz Hsu, Karen Letourneau,
Melissa White

Music Committee:

Members plan activities and help the Music Director, John Middleton-Cox, with tasks required to manage the music ministry at North Parish.

- Meet every six weeks or so as the need arises

Event volunteers:

Help with ticket sales, publicity, set-up, food donations and clean-up for the holiday concert and other concerts that may occur during the year.

- Tasks include one-time projects that take as little as one hour

Music choirs & guest musicians:

Interested in joining one of our choirs – adult or youth vocal choirs, beginner or intermediate handbell choirs?

Want to participate as a guest musician for Sunday services?

Please contact our Music Director, John-Middleton Cox.

- Rehearsals vary by group and performance schedule

House & Grounds

Contact: Debb Putnam
deborahputnam@gmail.com 978-474-8925

Members: Kim Adami, Anne Ericson, Clem Karl,
Steve Nelson, Mary Ann Perry, Dick & Phila Slade,
Ron Zelle + many, many “crew friends”

House & Grounds supervises the upkeep of our historic building and grounds, including the burying grounds located just up Academy Road. Primarily a working committee, members provide oversight or manage a specific aspect of caring for our “spiritual house.” Have an expertise to share or interest in caring for our space? Join us!

Spiffer crew: 1-2 hours per month; help with housekeeping duties, including dusting windowsills and baseboards, cleaning kitchen, spot cleaning

Fix-it crew: Variable; tackle a small project or repair, such as replacing porch steps, small painting jobs, monitoring our equipment and assets

Grounds crew: Variable and seasonal; planting and caring for our gardens, playground, and cemetery grounds

Requirements:

- Match your skill, interest and time availability to a task, from a few hours each month or season to whatever it takes to complete the project
- Two brief committee meetings per year, scheduled between services
- Status check-in by phone, email, or coffee hour conversations

Marketing

Contact: Gary Adams
gadams@aappm.org 978-682-8585

Public Relations:

- Develop and maintain list of print and electronic media contacts
- Coordinate with church committees and staff to identify newsworthy public relation opportunities
- Write and place news releases, press advisories and stories with local media
- Maintain free church listings in local media
- Assist committees and staff with writing, editing and designing communications, as mutually agreed
- Coordinate and/or take photos

Advertising:

- Coordinate with staff and committees to evaluate and place paid advertising is mutually agreed and budget allows

Website:

- Coordinate development and ongoing management of website
- Monitor website and coordinate with committees and staff to make sure content is current

Requirements:

- A good understanding of marketing and public relations
- Experience writing and editing news releases and stories for print and electronic media
- Graphic design experience
- Interest and experience in taking photos
- Website development and maintenance experience
- A gentle interview is required for this committee

Membership

Contact: Jim Kazmer
jimkazmer@comcast.net 978-475-6399

Members: Mary Lou Monteiro, Lianne Patenaude, Peter Reed, Carolyn Zimmer (office liaison)

At its simplest, the Membership Committee cultivates membership. In the ideal situation, membership is the entire congregation's responsibility, yet the membership committee is the prescribed organizer for the following activities:

- Welcoming newcomers to our church and answering their questions during coffee hour
- Reaching out to members we haven't seen in a while
- Reaching out to visitors and inviting them to various activities
- Running "New UU" classes
- Taking part in "New Member Sunday" celebrations
- Developing and/or coordinating information materials for visitors
- Special Projects: Coordinating the North Parish Directory

Opportunities:

- Get a red name badge and join the Welcoming Team, welcoming visitors during coffee hour
- Volunteer to reach out to visitors and members (mostly via the phone)
- Join the Membership Committee
- But most of all... be friendly and welcoming to all in our community

