

The mission of the  
Board of Service  
Ministry is to identify  
and facilitate ways by  
which members of all  
ages at St. Andrews can  
actively demonstrate  
Christ's love to those in  
need in our community  
and in the world.

This document is designed to provide more specific information regarding tasks and volunteer opportunities for Service Ministry projects. If you have any questions, or would like to volunteer, please reach out to any member of the Service Ministry Board.

(April 2026)

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Board of Service Ministry

## Ministry to the Food Insecure

Congregation Donations to Saint Paul of the Cross Pantry

### **Purpose**

To provide nutritional items to food insecure in the community

### **Duties**

- One member to provide program oversight and schedule volunteer involvement
- One member to act as liaison to SPC
- One member to provide monthly updates to SA members on current needs at SPC
- Six member volunteers perform weekly tasks (rotational coverage)
- Ten member volunteers to perform two distribution tasks

### **Tasks – Weekly (Rotational)**

- Review donations for Best By dates
- Discard any items past Best By dates
- Transport acceptable items to SPC food pantry
- Pick up any SA Red bags from SPC and return to SA

### **Tasks – Monthly**

- Contact Liaison at SPC for information regarding number of client households who visited in previous month and items most needed
- Create previous months results in This Week at and LINE
- Work with SA Secretary to publish information

### **Tasks - Two Times Per Year (Ten volunteers)**

- Assist clients with food selections as directed by SPC personnel
- Assist with client check in as directed by SPC personnel

### **Time Requirements**

Program oversight, liaison, updates	1 hour monthly
Tasks Weekly	30 minutes (one volunteer weekly)
Tasks Two Times Per Year	2.5 Hours per volunteer per event

### **Age Range for Volunteers**

High School and above

### **Physical Considerations**

Able to lift groceries and transport to the pantry.

For distribution days: Able to stand Saturday hours 7:30 am to 10 am. Ability to bend and reach for grocery items in a small area. Seasonal weather conditions.

**Budget** This project is totally funded by congregation participation and is not SA budget dependent.

**Board of Service Ministry**  
Ministry to the Food Insecure

**Outreach Ministry**

School Chapel Collection for Saint Paul of the Cross Pantry

**Purpose**

To support SA School in providing nutritional items to food insecure in the community

**Duties**

- One member to provide program oversight and schedule volunteer involvement
- One member to act as liaison to School Principal
- Two member volunteers to perform sorting and delivery

**Tasks – (Annual Event)**

- Coordinate collection date with Principal
- Provide list of needed items to Principal
- Gather items on collection day
- Review items for Best By dates
- Photograph and provide feedback for use by Principal and in NET
- Transport donations to SPC

**Time Requirements (Annual)**

Program oversight, liaison, updates	1 hour
Gather, sort, deliver	2.5 hours per volunteer

**Age Range for Volunteers**

High School and above

**Physical Considerations**

Able to lift groceries and transport to the pantry

**Budget**

This project is totally funded by participation of school families and is not SA budget dependent.

**Service Ministry**  
Ministry to the Food Insecure

**Outreach Ministry**

## CROP Hunger Walk

### **Purpose**

To [participate in the regional program to support local food pantry and worldwide resilience efforts

### **Duties**

- One member to provide program oversight, schedule volunteer involvement
- One member to prepare publicity
- Two members to act as liaison to Coordinating Committee
- Four members to handle narthex coverage for donations

### **Tasks**

- Attend Coordinating Committee meetings
- Set up appropriate display in narthex
- Create publicity for participating restaurants based on input from Coordinating Committee
- Work with SA secretary to publish publicity
- Respond to any inquiries from congregation about project
- Provide narthex coverage for six service time for collection donations
- Deliver funds collected to Coordinating Committee
- Create and provide feedback to SA members

### **Time Requirements (per volunteer per project)**

- |                                  |        |
|----------------------------------|--------|
| - Program oversight, publicity   | 8 hour |
| - Coordinating Committee Members | hours  |
| - Narthex Coverage               | 1 hour |

### **Age Range**

0-12 with adult supervision and high school and above.

### **Physical Abilities**

For Walk – Ability to navigate sidewalks and distance.

### **Budget**

This project is totally funded by SA member donations and is not SA budget dependent.

**Board of Service Ministry**  
Ministry to the Food Insecure

**Outreach Ministry**

**Sunday Night Supper (SNS)**

**Purpose** SNS is a free, community-based, no questions asked, meal for food insecure people-in Park Ridge and the surrounding community and is offered every Sunday evening at 4 pm during the season of September through the following May.

**Duties**

- One member to provide program oversight, schedule volunteer involvement and order dinners
- Two members to act as members of the Program Coordinating Committee
- One member to provide updates via This Week at and NET to SA members
- Twelve member volunteers to perform tasks at each of two SA Sponsored Event
- Three member volunteers to perform tasks at each of seven co-host events

**Tasks – Coordinating Committee Members**

- Attend Coordinating Committee Meetings
- Provide updates to SA Service Ministry Board
- Tasks as assigned by Coordinating Committee

**Tasks – SA Sponsored Events (2 per season)**

- Set up dining room tables and chairs
- Set tables with tablecloths, condiments
- Receive foods from caterer and place in kitchen
- Set up serving tables
- Prepare beverage carts and serve
- Prepare dessert carts and serve
- Bundle silverware
- Move entrée items from kitchen to dining area as needed
- Clean tables and tear down
- Clean kitchen and take out trash
- Move tables, chairs and supply carts to storage area

**Tasks – Co-Host Events (7 per season)**

- Specific duties currently being defined by First United Methodist Church and the Coordinating Committee.

**Time Requirements (per volunteer per event)**

- Coordinating Committee Members 1 hour
- Tasks SA Sponsored Events 2.5 hours
- Tasks Co-Host Events 2.5 Hours

**Age Range for Volunteers**

Middle school with parent. High School and above. Sunday Night Supper (SNS)  
(continued)

**Physical Considerations**

Able to stand/walk for 2.5 hours without break. Able to lift/move tables and chairs with team.

**Budget**

One SA sponsored event has been anonymously funded by an SA member family and one SA sponsored event is funded either through donations or SA budget or a combination of both.



**Board of Service Ministry****Outreach Ministry**

Ministry to the Homeless

The Harbour

**Purpose**

To provide support to local homeless teen girls through item donations

**Duties**

- One member to provide program oversight, schedule volunteer involvement
- One member to prepare publicity
- One member to act as liaison to The Harbour
- Two members to oversee collection/packing of donated items
- One or two members to deliver items

**Tasks**

- Identify and schedule volunteers
- Identify needs
- Establish timeline for project
- Create publicity
- Work with SA Secretary to publish publicity
- Create pre-service announcement request and provide to Pastor
- Set up appropriate display/receptacles in narthex
- Respond to any inquiries from congregation about project
- Secure packing materials – boxes, tape, labels
- At close of fundraiser, sort and pack donated items
- Deliver items
- Create and provide feedback to SA members

**Time Requirements (per volunteer)**

- |   |        |
|---|--------|
| - Program oversight, liaison, publicity | 3 hour |
| - Sorting, packing, delivery            | 1 hour |

**Age Range for Volunteers**

For Delivery: High school and above.

**Physical Considerations**

Ability to pack small household items and medium weight boxes

**Budget**

This project is totally funded by congregation participation and is not SA budget dependent.

**Board of Service Ministry****Outreach Ministry**

Ministry to the Homeless

St Matthew Lutheran Church Chicago

**Purpose**

To provide support to Comedor San Mateo Soup Kitchen and the St Matthews ministry to the poor

**Duties**

- One member to provide program oversight, schedule volunteer involvement
- One member to prepare publicity
- One member to act as liaison to St Matthews
- Two members to oversee collection/packing of donated items
- Two members to deliver items to St Matthews

**Tasks**

- Identify needs
- Establish timeline for project
- Identify and schedule volunteers
- Coordinate temporary storage with school (freezer)
- Create publicity
- Work with SA Secretary to distribute publicity
- Coordinate coat rack with Building and Grounds
- Create pre-service announcement request and provide to Pastor
- Set up appropriate display/receptacles in narthex
- Respond to any inquiries from congregation about project
- Secure packing materials – boxes, tape, labels
- At close of fundraiser, sort and pack donated items
- Determine if secondary distribution is needed for overage of collected items
- Deliver items
- Create and provide feedback to SA members

**Time Requirements (per volunteer per project)**

- |   |         |
|---|---------|
| - Program oversight, liaison, publicity | 3 hour  |
| - Sorting, packing, delivery            | 6 hours |

**Age Range for Volunteers**

For Delivery: High school and above.

**Physical Considerations**

Ability to sort coats, pack into cars and transport to St Matthew in Chicago.

**Budget**

This project is totally funded by congregation participation and is not SA budget dependent.

## **Board of Service Ministry**

## **Outreach Ministry**

Ministry to Refugees – EXODUS World Service

### **Purpose**

To provide a warm welcome by providing either a Welcome to America household item pack or Ethnic Food Pack

### **Duties – Welcome to America Pack or Household Care Pack**

- One member to provide program oversight, schedule volunteer involvement
- One member to prepare publicity
- One member to act as liaison to EXODUS
- Two members to set up display in the narthex
- Two members to oversee collection, inventory and packing of donated items
- Four members to deliver items to the refugee family

### **Tasks – Welcome to America Pack or Household Care Pack**

- Confirm SA commitment and timeframe with EXODUS
- Identify and schedule volunteers
- Identify needs
- Establish timeline for project
- Coordinate temporary storage with school if household items
- Create publicity and provide needed donation information to the congregation
- Work with SA Secretary to distribute publicity
- Create pre-service announcement request and provide to Pastor
- Set up of appropriate display/receptacles in narthex
- Respond to any inquiries from congregation about project
- Secure packing materials – bags, boxes, tape
- At close of fundraiser, sort and pack donated items
- Coordinate Delivery/ Household Set up Time with Exodus
- Deliver items and set up
- Create and provide feedback to SA members

### **Duties – Ethnic Food Pack**

- One member to provide program oversight, schedule volunteer involvement
- One member to prepare publicity
- One member to act as liaison to EXODUS
- Two members to set up display in the narthex
- Two members to oversee collection, inventory and packing of donated items
- Six members to purchase groceries
- Two members to deliver items to the refugee family

## **Ministry to Refugees – EXODUS World Service (continued)**

### **Tasks – Ethnic Food Pack**

- Confirm SA commitment and timeframe with EXODUS
- Identify and schedule volunteers
- Identify needs
- Establish timeline for project
- Create publicity and provide needed donation information to the congregation
- Work with SA Secretary to distribute publicity
- Create pre-service announcement request and provide to Pastor
- Respond to any inquiries from congregation about project
- Determine who will purchase which groceries
- Coordinate Delivery Time with Exodus
- Deliver items
- Create and provide feedback to SA members

### **Time Requirements (per member either project)**

- |  |         |
|--|---------|
| - Program oversight, liaison, publicity  | 3 hour  |
| - Sorting or shopping, packing, delivery | 4 hours |

### **Age Range for Volunteers**

For shopping and delivery: High school and above.

### **Physical Considerations**

Able to shop for groceries, transport and if necessary carry groceries up stairs.

### **Budget**

This project has generally been funded through SA member donations but has been included in the Service Ministry FY 2025-26 budget request should we encounter a donation shortfall. All items requested must be provided.

## **Board of Service Ministry**

## **Outreach Ministry**

### **Ministry to Enable Education – Lutheran World Relief School Supplies Backpacks**

#### **Purpose**

To provide backpacks filled with school supplies to children worldwide who might not otherwise be able to attend school

#### **Duties**

- One member to provide program oversight, schedule volunteer involvement
- One member to prepare publicity
- Three members for door collection coverage
- One member to coordinate purchases
- Eight members to purchase school supplies
- One member to deliver items
- Eight members to assemble backpacks

#### **Tasks**

- Identify and schedule volunteers
- Identify needs
- Establish timeline for project
- Create publicity and provide needed donation information to the congregation
- Create pre-service announcement request and provide to Pastor
- Respond to any inquiries from congregation about project
- Purchase backpack items
- Secure packing materials – boxes, tape, labels
- Assemble backpacks
- Deliver items to LWR ingathering location
- Create and provide feedback to SA members

#### **Time Requirements (per project)**

- |   |         |
|---|---------|
| - Program oversight, liaison, publicity | 1 hour  |
| - Purchase school supplies              | 6 hours |
| - Assemble backpacks                    | 4 hours |

#### **Age Range for Volunteers**

Middle school with adult supervision. High School and above.

#### **Physical Considerations**

Able to package small school supplies in backpacks. For delivery, able to provide transportation.

#### **Budget**

This project has generally been funded through SA member donations with supplement from SA budget if needed.

**Board of Service Ministry****Outreach Ministry**

Ministry to Share the Joy of Christmas – Operation Christmas Child

**Purpose**

Sharing the joy of Christmas with children who may not otherwise receive a gift

**Duties**

- One member to provide program oversight, schedule volunteer involvement
- One member to prepare publicity
- One member to act as liaison
- Two members to oversee collection/packing of donated items
- One or two members to deliver items

**Tasks**

- Establish timeline for project
- Coordinate temporary storage space with school Principal
- Coordinate activities with “Packing Party” group
- Order any supplies needed
- Create publicity
- Work with SA Secretary to publish publicity
- Create pre-service announcement request and provide to Pastor
- Set up appropriate display/receptacles in narthex
- Maintain narthex display and move items to temporary storage
- Respond to any inquiries from congregation about project
- Deliver items to OCC ingathering location
- Create and provide feedback to SA members

**Time Requirements (per volunteer)**

- |   |        |
|---|--------|
| - Program oversight, liaison, publicity | 2 hour |
| - Sorting, packing, delivery            | 2 hour |

**Age Range for Volunteers**

None.

**Physical Considerations**

For delivery, able to gather and transport shoeboxes to local ingathering location.

**Budget**

This project is totally funded by congregation participation and is not SA budget dependent.

## **Board of Service Ministry**

## **Outreach Ministry**

Ministry to Expectant Mothers – Redeeming Life Outreach Ministries (RLOM)

### **Purpose**

To provide support to expectant mothers

### **Duties**

- One member to provide program oversight, schedule volunteer involvement
- One member to prepare publicity for
- Three members for door collection coverage
- One member to coordinate purchases
- One member to deliver items

### **Tasks**

TBD when specific scope/type of fundraising is identified

### **Time Requirements (per project)**

- Program oversight, liaison, publicity
- Purchase school supplies

### **Age Range for Volunteers**

Dependent on project specifics.

### **Physical Considerations**

Varies depending on project scope.

### **Budget**

This project is totally funded by congregation participation and is not SA budget dependent.

## **Service Ministry**

## **Fellowship Ministry**

### **Ministry to St Andrews Homebound Members**

#### **Purpose**

To provide fellowship to those SA members who are unable to join us physically

The Board of Service Ministry provides SA NET, Portals of Prayer, and Easter and Christmas florals to our homebound members who request them. Birthday, Easter and Christmas greeting cards are sent to all.

#### **Duties**

- One member to coordinate activities with homebound
- One member to maintain inventory of supplies needed

#### **Tasks**

- Submit known changes to the Church Secretary
- Maintain list of items provided to each homebound
- Purchase cards and postage
- Address and mail requested items
- Identify who will deliver flowers
- Coordinate flowers with Church Secretary and/ushers
- Deliver flowers

#### **Time Requirements (annual)**

- |                                      |         |
|--------------------------------------|---------|
| - Mailings (all activities)          | Hours   |
| - Floral Deliveries (4 semiannually) | 8 hours |

#### **Age Range for Volunteers**

Dependent on project specifics.

#### **Physical Considerations**

Varies depending on project scope.

#### **Budget**

- Mailings are currently funded by private donations.
- Funding for the purchase of florals is covered by donations from SA members.

## **Service Ministry**

## **Fellowship/Outreach Ministry**

### **Ministry to Community Service and the Environment – Earth Day**

#### **Purpose**

To provide an opportunity for SA members to enjoy fellowship and display stewardship of God's gifts

#### **Duties**

- One member to coordinate activities

#### **Tasks**

- Identify and schedule volunteer
- Establish timeline for project
- Contact City of Park Ridge to identify location and request supplies
- Set up appropriate participant signup options
- Respond to any inquiries from congregation about project
- Create publicity to the congregation
- Work with SA secretary to publish publicity
- Create pre-service announcement request and provide to Pastor
- Secure supplies from City of Park Ridge
- Purchase any necessary supplies
- Create and provide feedback to SA members

#### **Time Requirements (annual)**

- Coordinator 3 Hours

#### **Age Range for Volunteers**

Middle school with parental participation. High school and above.

#### **Physical Considerations**

Ability to safely navigate uneven terrain. Ability to bend or reach to pick up debris.  
Spring weather considerations.

#### **Budget**

This is a participation only service opportunity. No budget impact.

## **Service Ministry**

## **Outreach Ministry**

### **Ministry to Sight Impaired – MOST Ministries**

#### **Purpose**

To provide an opportunity for SA members to share gifts to improve vision

#### **Duties**

- One member to coordinate activities

#### **Tasks**

- Collect donations from social area basket
- Ship donations to most ministries

#### **Time Requirements (annual)**

- Coordinator 3 Hours

#### **Age Range for Volunteers**

Dependent on project specifics.

#### **Physical Considerations**

Varies depending on project scope.

#### **Budget**

This is a participation only service opportunity. Mailings to MOST are currently funded by our board members. Service Ministry FY 2025-2026 budget request includes funding for this activity should costs increase and reimbursement is requested.

## **Board of Service Ministry**

## **Outreach Ministry**

### Stewardship and Endowment Fund

#### **Purpose**

To support Stewardship and Endowment Fund Committee

#### **Duties**

- One member to act as liaison to Stewardship and Endowment Committee
- Board members to participate in evaluation of grant requests

#### **Tasks**

- Review Mission Fund Grant requests

#### **Time Requirements**

Variable with each review request

#### **Age Range for Volunteers**

Adult

#### **Physical Considerations**

None

#### **Budget**

Evaluation activity is not SA budget dependent. Any approved grants would be funded by the Endowment Fund.

## **Board of Service Ministry**

### Board Chair Responsibilities

#### **Duties**

- One member responsible for oversight of all Service Ministry activities.

#### **Tasks**

- Oversight of all Service Ministry activities
- Create agenda and conduct Board Meetings
- Prepare and distribute Board Meeting minutes and Key Next Steps
- Assist Committee Chairs with activities relating to projects, if needed
- Create publicity for CROP Walk activities
- Work with SA Secretary for distribution of publicity and updates
- Liaison to Church Council Vice President
- Liaison to School Principal for project activities
- Liaison to ushers for homebound florals or door collections
- Liaison to Stewardship and Endowment Committee
- Track expenses, prepare and submit budget request
- Liaison to Controller regarding financials
- Member Time and Talent Committee
- Member Sunday Night Supper Coordinating Committee
- Create/Maintain up to date documentation for Time and Talent
- Share communications received from partner organizations
- Maintain up to date information on SA Website relative to Service Ministry
- Promote participation by SA members of all ages

#### **Age Requirement for Volunteers**

Adult

#### **Physical Considerations**

Availability of technology (computer)