

ADMINISTRATION TEAM

Maintenance & Repair

All aspects including
Cleaning Service& other vendors

Building Use Management

Funeral, Weddings
Calvary Nursery School
Alcoholics Anonymous
Community Group Usage

Grounds & Maintenance

Landscape Service
Gardens
Snow Removal
Exterior Signage
Finance

Accounts Receivable & Payable

Investments
Bookkeeping
Budget
Insurance
Audit
Stewardship Year Round
Stewardship Annual Appeal

Personnel

Salary Negotiations
Holiday/Vacation Schedules
Performance Reviews
Employment Policy/Handbook
Position Descriptions

Records

Membership Records
Minutes
Documents/Artifacts/Archive
Memorial Garden
 Records
 Usage
Maintenance

CHRISTIAN FORMATION TEAM

Children & Youth Formation

Teachers, participants, and curriculum
Nursery
Toddlers
Pre School
Early Elementary
Older Elementary
Table Talk
Confirmation

Adult Formation

Small Groups
Women of Calvary
Martha Circle
Journeymen Group
Young Women's Group
Guest Speakers & Classes
Membership
Membership Class

Mission

Youth Service Projects
Outreach Financial Support
Morristown Soup Kitchen
Interfaith Coalition for the Homeless
Interfaith Food Pantry

WORSHIP TEAM

Planning

Weekly Worship
Special Services, Festivals
Music
Sacraments

Musicians and Instruments

Chancel Choir
Bell Choir
Organist & Seasonal Musicians

Worship Leadership

Communion Servers
Scripture Readers
Usher Coordinator & Ushers
Worship Assts Leader & Participants
Greeters Coordinator & Participants

Sanctuary Environment

Sacrament Preparation
Sanctuary Décor / Design
Sound, lighting, video
Candles, cross, lighters
Hangings & Banners
Weekly Flowers
Seasonal Flowers

Festivals, Fellowship & Hospitality

Fellowship Hour Coordinator & Hosts
Festival Meals & Events

Prayers & Caring

Prayer Cards
Welcome Cards
Home Communion

Communication

The Worship Guide
The Connection & Inserts
The Clarion Newsletter
The Website
Signage & Advertising