

**January/July Shepherding Family**

Leaders: Curt & Jean Anderson 427-5307  
Bill & Dorothy Pribula 680-8082 439-9234

Altar Guild: (January) Sophie Fuhrman & Deb Wagner  
(July) Vi Mahler & Tracy Nelson

Berndt, Scott & Shannon		427-5124
Carlson, Jan		437-3224
Christiansen, Joy		427-9354
Diede, Lucille	678-3230	427-5238
Jenson, Gary & Lois	388-8719	427-9366
Johnson, Keith & Donna	680-0161	427-5203
Johnson, Ken & Shirley		427-5561
Lien, Kasey & Kali		427-5151
Lien, Paulette		427-9244
Lunneborg, Sharon		427-5549
Odegard, Randy & LaRae		427-9397
Olson, Matt & Alisha		683-2164
Peterson, Allen & Joan		427-9324
Prante, Tim & Grace	680-2348	427-5860
Roeder, Jeff		427-9393
Yagow, Brandon & Kathy		427-5118
Yagow, Darick & Mary		427-5023
Yagow, Myron & Lori	680-1229	427-9255

### **February/August Shepherding Family**

Leaders: Pete & Jeri Christiansen 427-5417  
James & Ione Foley 427-9409

Altar-Guild: (February) Kristie Johnson & Linda Robbins  
(August) Janice Larson & Gail McCleery

Baldwin, Jill 538-4839  
Bernhardt, Tammy 427-9497  
Christiansen, Alex 680-9436  
Claus, Dallas 427-5598  
Foyt, Arnold & Dianne 427-9290  
Hogness, Raymond & Carol 427-5285  
Hogness, Steve & Andrea 427-9205  
Mahler, Curt & Vi 427-5503  
Nelson, Terry & Vickie 427-9412  
Peterson, Jonell 427-5011  
Peterson, Kevin & Brooke 427-5058  
Springer, Gary & Phylis 427-9241  
Torreson, Dale 427-9477  
Toyne, James & Gloria 427-9213  
Yagow, Kevin & Lucinda 427-9243

### **POTLUCKS**

1. Order buns several days before to be picked up the day of or day before the potluck. Charge buns to Milnor Lutheran Church.
2. Need 6-8 workers about one (1) hour before potluck. Make coffee.
3. Warm coffee servers by filling with hot water. Make Kool-aid & ice.

(30) minutes. Use 3/4 cup of grounds for 30 cup pot. Each pot and its parts are numbered. After cleaning thoroughly with hot soapy water, put parts loosely in pot and leave cover ajar so they dry well.

5. Dish towels and tablecloths are the responsibility of the Shepherding Family. Soiled tablecloths should be loosely folded when being taken home to launder. Don't tie in a bundle (wrinkles are too hard to remove!). Wedding coordinators will launder lace tablecloths.
6. Janitor takes care of garbage.
7. Make sure windows are closed before leaving.

### **FUNERALS**

1. Funeral home will know approximate number of guests expected.
2. Suggested menu:  
Noon—hotdish or scalloped potatoes (boxes in kitchen) with meat (ham, hamburger or sausage), buns, salad, dill pickles, bars or cake  
Afternoon—Filled buns, pickle, salad, bars or cake
3. Purchase ingredients for noon-main dish, salad and buns. Order buns as soon as possible. Allow 1+1/2 buns per guest. Charge purchased items to Milnor Lutheran Church. Solicit other food items. Cake pan serves 15-20; cookie sheet serves 20-24.
4. Need 4-6 workers about 2 hours before funeral.
5. Make coffee. Warm coffee servers by filling with hot water. Make Kool-aid & ice.
6. Set up serving table.
7. Make main dish and salad (some preparation can be done night before, brown hamburger, etc.)
8. Set out plates, cups, silverware, etc. Use disposable plates only for gatherings of more than fifty (50) guests.
9. Bank napkins are not to be used for funerals. Use plain napkins located in flower cooler room. Use bank napkins for fellowship on Sundays.
10. Wash dishes, clean kitchen and clean tables. Put away any extra tables that were set up.
11. **Record serving info on a sheet in black binder in the drawer by fridge. NOTIFY PARISH SECRETARY WHEN MORE RECORDING SHEETS ARE NEEDED.**

### **March/September Shepherding Family**

Leaders: Kris & Tracy Lien                    680-0390    427-9485  
 Brian & Paula Tayer                    680-0366    427-5333

Altar Guild: (March) Janice Larson & Gail McCleery  
 (September) Jeanette Buskohl & Connie Robbins

Aabrekke, Elmer & Mardell		427-9339
Bixby, Janice		427-9248
Claus, Darin & Toni	680-3993	427-9242
Edison, Carol		427-5286
Fyre, Chad & Amber		427-5211
Gainor, Dana & Jill		427-5651
Johnson, Randy & Tina		427-5324
Kadoun, Shane & Nichole		427-5100
Lehmann, Keely		427-5088
Lien, Geoff & Tracey		427-5622
Lien, Marshall & Rachel		427-9490
Lien, Kristopher & Tracy		427-9485
Olson, Gary & Pat		427-5268
Rysavy, Craig & Kathy	678-3170	427-9300
Schutt, Bob & Darla	680-1238	427-5556
Schutt, Chase & Alysha		427-9274
Speich, Bruce & Dayna	680-8158	427-5501
Stockstad, Colin & Kathy		427-5818
Tompkins, Mitch & Bobbi	680-1179	427-9321
Wagner, Dave & Deb		427-9363

### **April/October Shepherding Family**

Leaders: Donald & Tracy Nelson                   427-5440  
          Mike & Deb Schutt                         427-9439

Altar Guild: (April) Deb Schutt & Jasmine Smith  
              (October) Sophie Fuhrman & Deb Wagner

Banish, Robert & Marla		724-3836
Colby, LaVerne & Carolyn	680-9334	427-5544
Dusek, Karla		427-5034
Ellefson, Loren & Patty	680-1379	427-9225
Ellefson, Steve & Debbe		427-9267
Fuhrman, Sophie		427-5312
Koeppe, Glen & Barb		427-5291
Kuehn, Wade & Amy		680-0386
Lunneborg, Brad & Kristin		427-5415
Martinson, DeNae		
McCleery, Hap & Gail		427-9432
Michels, Blair & Lynne		427-5313
Mund, Michael & Melissa		427-9373
Mund, Scott & Vanessa		427-5887
Mund, Tom & Shirley		427-5582
Odegard, Dale & Carol		427-9428
Odegard, Dennis & Barb		427-5344
Peterson, Jim & Carol		427-9414
Peterson, Kyle & Kayley		308-0875
Ringdahl, Anne		427-5565
Schwalk, John & Jolene		427-9400
Wallin, Diane		427-9279

### **DUTIES OF USHERS—COMMUNION SERVICE**

1. Put center chancel rail in place when offering is taken to Pastor. (Only one side fits.)
2. Two (2) ushers are responsible for inviting communicants forward from pews, 7 or 8 on each side.
3. Assist handicapped and elderly, if necessary.
4. Notify Pastor of anyone who would like to be served communion in a pew.

### **DUTIES OF GREETERS**

1. Arrive at least twenty (20) minutes before service starts.
2. Greet people as they enter Sanctuary with a hand shake and a word of welcome.
3. Invite visitors to sign guest book in the Narthex.

### **DUTIES OF LECTORS**

1. Pick up material to be read. Bulletin insert with Old and New Testament Lessons will be available from the church office or on usher table by Friday morning.
2. Make sure light is turned on before reading and off after reading.

### **DUTIES OF COMMUNION SERVERS**

1. One (1) server offers wafers with the words "Body of Christ, given for you."
2. One (1) server offers the tray of wine to communicants with the words, "*Blood of Christ, shed for you*".
3. When all have communed, one server serves communion to Pastor.
4. Restack trays and replace cover.

### **GENERAL SERVING GUIDELINES**

1. Co-Leaders will be contacted when there is a need to serve.
2. Solicit workers and food as needed. A \$10.00 donation should be invited from each Shepherding Family, to help pay funeral and potluck expenses. Recipes to serve large numbers of guests are in the kitchen.
3. When supplies are charged at stores (under Milnor Lutheran Church), purchaser should sign his or her name and event being served. Notify your co-leaders of need for kitchen supplies.
4. Open cans of coffee grounds are usually in the freezer. One hundred (100) cup pots take about one (1) hour. Use 2½ cups of grounds for 100 cup pot, 30 cup pot takes about thirty

2. Service Acts
  - A. Funerals
  - B. Potlucks
  - C. Weddings & Anniversaries
  - D. Auctions
  - E. Other special events as they arise
3. Church upkeep as assigned by the Church Council —“Annual Spring Cleaning”.
4. Provide workers for church fundraising projects.

***May/November Shepherding Family***

Leaders: Jim & Linda Robbins 427-9458  
 Dave & Connie Robbins 427-5536

Altar Guild: (May) Vi Mahler & Tracy Nelson  
 (November) Deb Schutt & Jasmine Smith

***DUTIES OF USHERS***

1. If you can't be there, please find a replacement.
2. Arrive at least thirty (30) minutes before service starts.
3. Ring bell twenty-five (25) minutes before the service and again five (5) minutes before the service.
4. Make sure fans are on, if needed.
5. Light white altar candles if there are no acolytes. (Acolytes from our confirmation classes will light candles.)
6. Put hymn numbers on display rack in front of Church. The numbers are found in the bulletin.
7. Give one (1) bulletin to every two (2) people or use good judgment. Also, hand out children's bulletins and any other material needed for the service.
8. Start offering at the front of the Church, two (2) ushers on inside aisle and two (2) on outside. Wait in the back of the church until offertory begins, and then proceed down aisle, one usher put offering plates on altar and then all proceed back down center aisle.
9. At the end of the Service, two (2) ushers go up the center aisle to usher worshippers out.
10. One (1) usher counts worshippers as they leave and records attendance on sheet on the cupboard by the pews.
11. Retrieve from pews all bulletins or other items. Straighten worship books in the racks.
12. Put Large Print worship folders in the office or ushers' closet. Do not empty the contents.
13. Turn out lights and put out candles if no acolytes.
14. Know where to get extra chairs for large service.
15. Know procedures for emergency assistance.
16. If you can't hear the Lector, signal by putting hand to your ear.

Bergstrom, Brent & Amy		427-5401
Buskohl, Jeanette		427-9261
Buskohl, John & Greta		427-5646
Costain, Linda		427-9475
Fuhrman, Brian & Bobbi		427-5630
Hansen, Kevin & Tracy		427-9484
Henning, Dan & Tania		427-5482
Johnson, Marjorie		427-9231
Kleingarn, Jim & Judy		427-5032
Kuehn, Keith & Patricia		427-5559
Larson, Ed & Janice	680-0872	427-9462
Larson, John & LuAnn		427-9414
Lunneborg, Betty		427-5578
Lunneborg, John & Marilyn		427-5892
McCleery, Jay & Bobbi		427-5430
Nelson, Carl & Oline		427-9417
Odegard, Curt		427-9292
Odegard, Dylan & Kendra		680-1727
Odegard, Jeff & Jeanine		427-9251
Roder, Cheryl		427-9434
Roder, Ernest & Jodi Ost		680-9747
Sebens, Tyera		427-5042
Widhalm, Jodi		427-5345

## June/December Shepherding Family

Leaders: Lynn & Mary Johnson 427-5885  
Kevin & Danene Odegard 427-5265

Altar Guild: (June) Jeanette Buskohl & Connie Robbins  
(December) Kristie Johnson & Linda Robbins

Arth, Jesse & Kelly	427-5879
Bryant, Rick & Melissa	427-5085
Erickson, Edwin & Linda Raedel	427-5547
Hanna, Jennie	427-5012
Haugen, Monty & Roberta	427-5534
Johnson, Jerome & Kristie	427-5259
Kottke, Jason & Lacy	427-5310
Lunneborg, David & Melissa	680-1581 724-3499
Nelson, Dennis & Dianne	427-5250
Nelson, Hope	427-5693
Odegard, Lynn & Michelle	427-9318
Olson, Rich & Erin	427-9454
Ordahl, Sharon	427-9270
Rotenberger, Lonnie	427-5525
Schutt, Wendell & Linda	427-9284
Smith, Matt & Amy	427-5072
Smith, Ryan & Jasmine	427-5038
Wohler, Mervin & Karen	427-5814

## Shepherding Program Guidelines

### CO-LEADERS' DUTIES:

1. Meet with Pastor to review worship needs for the month.
2. Meet with your "FAMILY" to divide duties. This will be done at a meeting the first Sunday of the preceding month following church services at the church or can be re-scheduled by co-leaders. **It is preferred not to hand out sign-up sheets during church services.**
3. Shepherding letters and worksheets are found in the church office/bulletin board. Please give a copy to the church secretary who will print it in the church newsletter and post on the bulletin board. Update during the month, if necessary.
4. Line up workers (and food) for service acts (funerals, weddings, anniversaries, potluck, auctions) as needed.
5. Working Service Events include weddings, funerals, auctions, anniversaries and any other large group function. The events will be rotated by the Shepherding Groups.
6. Remind each Shepherding Family of the \$10.00 annual donation to help pay for funeral and potluck expenses. This can be paid at your gathering or labeled and put in offering plate, given to the Treasurer or left at the church office.
7. At the end of your month, tidy up kitchen as needed. (Helpful Hints book available in the kitchen.)

### FAMILY DUTIES

1. Worship Services
  - A. Ushers—Four (4) per Sunday Service, as needed for special worship services.
  - B. Greeters—Two (2) people, one (1) family, etc. Sunday service only.
  - C. Lectors—One (1) per Sunday service only.
  - D. Communion Servers—Three (3) for the first and third Sundays, as needed for special worship services.
  - E. Altar Care—as requested by Altar Guild member.