

Opportunities To Serve Jesus

at Your Ministry Name

Name _____

Date _____

Church Administration

	Currently Serving	Interested in Serving	Can Consult	Briefly list skills and experience
Administrative Services This includes accounting, Church Directory, insurance, Church Calendars, purchasing and other record keeping.				
Counting/Deposit preparation Helping to count tithes/offerings and preparing the deposit.				
Bulletin Boards Responsible for design and production of bulletin boards; illustrating the vision of the church in current church, community, and school events.				
Computer Systems Purpose is to develop, maintain and support church computer systems.				
Filing Responsibilities include filing documents, maintaining inventories of notebooks and manuals, and making minor corrections on master documents.				
Graphics This involves calligraphy, use of dry transfer lettering, design work, layout and paste-up, line repetitive drawings, cartoons and other illustrations, framing and matting. Some experience may be required.				
Library The church library provides reference materials to the members of the church.				
Opportunities to Serve Purpose is to maintain the service structure chart and record keeping pertinent to service, as well as coordinating all Opportunities to Serve at (<i>Church Name</i>).				
Publishing Projects involve stapling, hole punching, copying, and collating. No experience is required.				
Proofing This crew proofs all typed material for errors in typing, spelling, grammar and punctuation.				
Receptionists This crew is responsible to have a person available at the reception office to answer the phone, take messages, receive visitors, and perform certain office tasks.				
Scrapbook This crew assembles and maintains a church scrapbook, which covers regular and special events of church life at (<i>Church Name</i>).				
Word Processing This involves typing and word-processing. We prefer those fairly skilled in typing (40+ wpm). Projects vary from simple typing to forms and layouts.				

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Communications

	<u>Currently Serving</u>	<u>Interested in Serving</u>	<u>Can Consult</u>	<u>Briefly list skills and experience</u>
Audio/Visual Operations This crew is responsible for operation of church audio/visual systems; operate sound booth & other equipment at church functions. Also includes special projects, such as installing new equipment.				
Drama The purpose of the drama team is to portray biblical truths through the effective use of drama. Areas of service include play writing, props, narration, acting, etc.				
Media Relations Purpose is to coordinate media relations and advertising.				
Photography This involves photography of church events for use in the church scrapbook, and media relations.				
Slide & Video Shows This involves preparation and planning for slide and video presentations for various church functions.				
Tape Library Audio/Visual Duplication Purpose is to duplicate, catalog, and care for the Tape Library.				
Video Productions Purpose is to videotape special church functions.				
Writers Purpose is to write articles, public service announcements, ministry materials, and other writing.				

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Evangelism

	<u>Currently Serving</u>	<u>Interested in Serving</u>	<u>Can Consult</u>	<u>Briefly list skills and experience</u>
<p><u>After Service Ministry</u> Purpose is to answer questions, distribute information to new and repeat visitors. Also to listen & pray with those needing prayer or healing.</p>				
<p><u>Evangelism Training</u> Purpose is to act as a trainer or teacher.</p>				
<p><u>Follow-up Ministry</u> Purpose is to follow-up with new visitors by personal visits, letters, and telephone contacts.</p>				
<p><u>Greeters</u> Those with the first opportunity to greet visitors and extend to them the warmth, care and love of Jesus Christ and (<i>Church Name</i>) in a warm and friendly contact after the church service.</p>				
<p><u>Ushers</u> Responsibilities include ushering and associated duties for church services.</p>				
<p><u>Prison Ministry</u> Purpose is to reach out to those in prison or to the spouses of those in prison.</p>				
<p><u>Community Out reach</u></p>				

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Facilities

	Currently Serving	Interested in Serving	Can Consult	Briefly list skills and experience
<p>Building Construction The purpose is to participate in new building construction (Every Member Involvement)</p>				
<p>Building Design and Development Responsible for design and development of facility and other equipment and furnishings.</p>				
<p>Security</p>				
<p>Custodial God holds a great concern for the proper care of His house of worship. So much so that, at the establishment of the Tabernacle of Moses, He ordained a special people, the Levites, to maintain and care for the Tabernacle. The purpose of the custodial crew is to maintain a clean church facility for the enjoyment of church.</p>				
<p>Facilities Use Purpose is to set up and arrange church facilities for special functions.</p>				
<p>Grounds Crew Purpose is to maintain church grounds. Service involves all types of yard and garden care.</p>				
<p>Legal & Real Estate Purpose is to offer professional advice or consulting in legal and real estate areas to the church and its members.</p>				
<p>Lost and Found Purpose is to provide a clearinghouse and inventory system for lost and found items in the church.</p>				
<p>Maintenance and Repair Responsible for maintenance of (<i>Church Name</i>) facilities, furnishings, and equipment as well as the needs of church services. Ranges from simple to specialized tasks.</p>				
<p>Snow Shoveling Responsible for snow removal from the church grounds.</p>				

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Hospitality

	Currently Serving	Interested in Serving	Can Consult	Briefly list skills and experience
Group Dinners and Banquets We need people who would like to be trained in the coordination and production of the meals, planning menus, shopping, and quantity cooking.				
Share-A-Dish Responsibilities include planning and coordinating "potluck" meals.				
Home Helps Provide practical assistance, meals, and childcare for members who are hospitalized or in need of immediate assistance.				
Floral Arrangements The purpose is to make floral arrangements and corsages for special church functions.				
Host/Hostess Teams Assist in hosting and caring for visiting ministries. May involve housing, transportation, food preparation, serving, or clean up.				
Kitchen Crew Involves keeping the church kitchen clean, tidy, well organized, and stocked with needed goods. A variety of areas of service are available.				
Picnics Involves planning and coordinating summer picnics held for church members and their guests.				
Food Co-op Provides information and coordination of quantity food buying for interested church members.				
Reception Crew Purpose is to prepare, set up, serve, and clean up for wedding receptions and special occasions.				
Sewing Pool Purpose is to sew or mend for church members who need this service. Seamstresses receive some compensation for this service.				
New Comer Hospitality Inviting visitors to your home for a meal and extended fellowship.				
Shopping Those who order and purchase large grocery orders for church functions or host/hostess teams.				
Showers Responsibilities include supervision of those coordinating wedding and baby showers for church members.				
Weddings Assist in planning weddings.				

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Personal Ministry

	Currently Serving	Interested in Serving	Can Consult	Briefly list skills and experience
Convalescent Ministry Visitation to homes and convalescent centers to offer encouragement and the gospel of Jesus Christ in the form of Bible studies, prayer, and fellowship for the elderly or sick				
Intercessors Volunteers who pray on a regular basis for specially requested needs.				
Singles Ministry Ministry to single adults.				
SMART Single Parent Ministry Single Mothers Alive, Revived and Together is a ministry to help single parents with the difficult task of raising children alone. Help with home and auto repair also.				
Homeschool Support Group Encouragement, information for parents and activities for children.				
Seniors Ministry Fellowship and activities for those in their golden years.				
Telephone Contact Ministry The purpose of this ministry is to provide a personal phone contact every month to everyone in the church and to provide any counseling, practical service, prayer or referral that might be needed.				

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Spiritual Enrichment & Education

	Currently Serving	Interested in Serving	Can Consult	Briefly list skills and experience
<u>New Comers Class</u> This is a class for people who are new to the church to teach the vision and purpose of ICF.				
<u>Biblical Training</u> The purpose of this ministry is to impart biblical truths to the adults of our church.				
<u>Foundational Truths</u> This is a class teaching on truths that are essential for growth and maturity in Christianity.				
<u>Biblical Counseling</u> Provides an opportunity to help people overcome areas of difficulty in their lives by applying the truths of God's word, the Bible.				
<u>Discipleship</u> Working with new converts or young Christians one-on-one to establish a strong biblical foundation for personal living.				
<u>Care Fellowship Leader</u> A care fellowship is a small group of 8-15 people who meet in a home. This provides a better atmosphere in which to get to know other people in the church and develop closer personal relationships.				
<u>Women's Ministry</u> Bible studies, classes, and special events to encourage women in their faith.				
<u>Men's Ministry</u> Bible studies, classes, and special events to encourage men in their faith.				
<u>Target Group Leader</u> This is a short-term subject- specific bible study.				
<u>Parenting Classes</u> Trained facilitators for . . .				

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World Outreach

	Currently Serving	Interested in Serving	Can Consult	Briefly list skills and experience
Church Planting The purpose of this ministry is to research; develop plans & strategies to start other churches. Team selection and development.				
Correspondence This requires people committed to writing, keeping in contact, and providing support to the ministries sent out from ICF on a regular basis.				
Ministry - Long Term There are opportunities for those interested in serving in an outreach ministry for periods of 6 months or more.				
Ministry - Short Term There are opportunities for those interested in serving in an outreach ministry for periods of 6 months or less.				
Outreach Education This is to help teach those interested in outreach ministry the skills needed to successfully participate in an outreach ministry.				

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Worship

	Currently Serving	Interested in Serving	Can Consult	Briefly list skills and experience
<p><u>Orchestra</u> The purpose of the orchestra is to provide solid musical support for corporate worship. This is accomplished by being sensitive to the Holy Spirit and playing as a skillful, functioning unit.</p>				
<p><u>Overhead Projectionists</u> The purpose of the overhead projectionist is to support the file and retrieve song transparencies used in worship.</p>				
<p><u>Overhead Transparency Production</u> Responsible to produce song transparencies used in worship.</p>				
<p><u>Worship Team Singers</u> The purpose of the worship team singers is to provide vocal support to the congregation and to help teach new worship songs. Attendance at Orchestra rehearsals is expected.</p>				
<p><u>Filing & Maintenance</u> Keeping overheads, sheet music in good order and repair.</p>				
<p><u>Special Music/Dance</u> Ministering in vocal or instrumental music or interpretive dance</p>				
<p><u>Sound Technician</u> Operation or soundboard.</p>				
<p><u>Worship Leader</u></p>				

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Youth & Children's Ministry

	Currently Serving	Interested in Serving	Can Consult	Briefly list skills and experience
Child Care Provides nursery services to children whose parents are involved in a church event outside of a regularly scheduled meeting time.				
First-Time Mother's Care Provide instruction, information, and reassurance to assist mothers during their first pregnancy and following the birth of the baby.				
Nursery Purpose is to provide a facility and atmosphere in which parents and nursery attendants can gain training and experience in raising our children in the way of the Lord.				
Sunday School Responsibilities involve preparation and instruction of Sunday School lessons and classes.				
Children's Church Includes drama production, teaching, and puppet ministry.				
Teens A ministry to teens 13-18.				
Collage & Career Ministering to young adults				
Chaperones Adult drivers and chaperones for children and youth activities.				
Vacation Bible School Involves making Vacation Bible School a rewarding experience by helping with Bible lessons, crafts, etc.				
Other Youth related ministry Youth camps, Boy scouts etc.				

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Helping Hands Ministry

Helping to meet the needs of our congregation and the community.	<u>Currently Serving</u>	<u>Interested in Serving</u>	<u>Can Consult</u>	<u>Briefly list skills and experience</u>
Food Panty Stocking, inventory, purchasing, and recordkeeping. Distribution is on an appointment basis only.				
Carpentry				
Plumbing				
Electrical				
Drywall Repair				
Roofing				
Appliance Repair				
Auto Repair & Maintenance				
English as a Second Language				
Tottering i.e. Math, Science, History, etc.				
Other:				