

Introduction

Use this notebook to check out various ministry opportunities at Harford Community Church. You will notice that each job description is set up in the same basic format.

Please note: Each job description contains a section which suggests Spiritual Gifts and Temperaments (Behavior Styles - DiSC). These suggestions are simply that . . . *suggestions*. They are not meant to be restrictive. It is possible to have various gifts and various behavioral styles that will work well in a wide variety of ministry applications. As we learned in the DiSC Seminar, we may need to adapt our natural DiSC tendencies to be effective in different situations.

Leading ministries will be more challenging to those who consider themselves less powerful than the circumstances (C and S types). It's not impossible to be a C or S leader. It just requires "raising" the D or I components of your behavioral style.

Please do not feel you need to possess all the spiritual gifts listed in order to serve in a specific ministry area. The gifts are not listed in any particular order of importance. Gifts not listed might give an added dimension to the ministry. However, it would be *helpful* to possess one or more of the gifts listed.

Please don't lose interest in a given ministry area because your gifts and behavioral style do not match the ones suggested for a particular ministry. Your passion or past experience may lead you to want to explore this ministry area further. Spiritual gifts can be discovered and refined in the process of doing ministry.

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Prayer for Worship Service
MINISTRY: Prayer
TEAM: Sunday Morning

POSITION DESCRIPTION:

- ◆ This team covers the Sunday morning worship gathering in prayer before, during and after the service.

MEMBERSHIP REQUIRED: Yes

MATURITY: Believer

S.T.E.P.S.

Spiritual Gift: Intercession, Faith, Discernment,
Mercy Encouragement
Temperament: D,I,S,C
Experience: Able to maintain confidence; Faithful
in prayer
Passion: Seeing Gods work
Service:

Where: Harford Community Church
When: Before worship – team members walk
the auditorium prior to the service
During worship – a team member is
available to pray with individuals in
the designated “Prayer Area” at the
back of the auditorium
After worship – team members are
available to pray with individuals at
the stage area following the message
To Whom: Church
How long: On going
How many: Several

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Prayer Request
MINISTRY: Prayer
TEAM: Prayer Request

POSITION DESCRIPTION:

- ◆ As prayer requests are submitted to the church office, those needs are forwarded to the Prayer Request Team. The team immediately begins interceding on behalf of the individuals seeking prayer support.

MEMBERSHIP REQUIRED: Yes

MATURITY: Established Believer

S.T.E.P.S.

Spiritual Gift: Intercession, Faith, Discernment,
Mercy Encouragement, Shepherding,
Leadership

Temperament: D,I,S,C

Experience: Able to maintain confidence; faithful
in prayer

Passion: Seeing Gods work

Service:

Where: Harford Community Church

When: As needed

To Whom: Church

How long: Ongoing

How many: Several

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Communion Preparer
MINISTRY: Prayer
TEAM: Communion

POSITION DESCRIPTION:

- ◆ Prepare, setup and clean up communion for worship services. This team considers it their honor to prepare the communion table each Sunday to glorify God. They prayerfully seek God's direction as they set the Lord's Table so that individuals receiving communion will remember Jesus' incredible demonstration of love for them on the cross.

MEMBERSHIP REQUIRED: No

MATURITY: First Serve/Seeker (teen to adult)

S.T.E.P.S.

Spiritual Gift: Helps, Service

Temperament: D,I,S,C

Experience:

Passion: Serve

Service:

Where: Harford Community Church

When: 9:00am Sunday Mornings

To Whom: Congregation

How long: On going

How many: 2

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Prayer Covering
MINISTRY: Prayer
TEAM: Prayer Covering for our Pastor, Steward Leaders,
and Missionaries

POSITION DESCRIPTION:

- ◆ This team is committed to interceding for our pastor, our leadership team, and our missionaries. Faithfully covering them in prayer, this prayer team seeks God's blessing and protection over our leaders and ambassadors as they share the Word, lead the church, and equip the believers.

MEMBERSHIP REQUIRED: Yes

MATURITY: Established Believer

S.T.E.P.S.

Spiritual Gift: Intercession, Faith, Discernment,
Mercy Encouragement, Shepherding,
Leadership

Temperament: D,I,S,C

Experience: Faithful in prayer

Passion: Seeing Gods work

Service:

Where: Harford Community Church

When: Ongoing

To Whom: Church

How long: Ongoing

How many: Several

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Prayer Events
MINISTRY: Prayer
TEAM: Prayer Events

POSITION DESCRIPTION:

- ◆ As regional, local and HCC prayer events are planned, this team helps to coordinate and promote those events while covering them in prayer.

MEMBERSHIP REQUIRED: Yes

MATURITY: Believer

S.T.E.P.S.

Spiritual Gift: Intercession, Faith, Discernment,
Mercy Encouragement
Temperament: D,I,S,C
Experience: Faithful in prayer
Passion: Seeing Gods work
Service:

Where: Harford Community Church
When: As events come up
To Whom: Church
How long: On going
How many: Several

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Missions Team Leader
MINISTRY: Journey Outward
TEAM: Missions

POSITION DESCRIPTION:

- ◆ Coordinate and oversee activities of the Missions Team
- ◆ Facilitate two-way communication between missionaries and Harford Community Church
- ◆ Plan and execute missions trips and field visits
- ◆ Recruit the Missions Team Coordinator Apprentice

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Leader/Established Believer

S.T.E.P.S.

Spiritual Gift: Administration, Leadership, Wisdom, Apostle, Missionary, Shepherd, Encouragement, Helps, Faith

Temperament: D,I,S,C

Experience: Missions Team Coordinator
Apprentice Able to organize and direct a team

Passion: For the care of our missionaries; to make a difference globally

Service:

Where: As arranged
When: TBA
To Whom: Church/Missionaries
How long: As needed
How many: 1

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Missions Team Leader Apprentice
MINISTRY: Journey Outward
TEAM: Missions

POSITION DESCRIPTION:

- ◆ Learn to be a Missions Team Leader by observing and training with the Missions Team Leader.
- ◆ Assist the Missions Team Leader.

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member/Believer

S.T.E.P.S.

Spiritual Gift: Administration, Leadership, Wisdom, Apostle, Missionary, Shepherd, Encouragement, Helps, Faith

Temperament: D,I,S,C

Experience: Able to organize and direct a team

Passion: For the care of our missionaries; to make a difference globally

Service:

Where: As arranged

When: TBA

To Whom: Church/Missionaries

How long: As needed

How many: 1

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Missions Team Member
MINISTRY: Journey Outward
TEAM: Missions

POSITION DESCRIPTION:

- ◆ Provide support and encouragement for local and regional organizations, as well as missionaries on and off the field
- ◆ Facilitate two-way communication between missionaries and Harford Community Church

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member/Believer

S.T.E.P.S.

Spiritual Gift: Encouragement, Helps, Faith, Giving, Hospitality, Craftsmanship, Missionary, Shepherd, Voluntary Poverty, Wisdom, Apostle
Temperament: I,S,C
Experience: Willing to work as a team
Passion: For the care of those in need locally, regionally, and internationally, as well as for our missionaries; to make a difference globally

Service:

Where: Church member homes
When: Once per month as arranged
To Whom: Church/Missionaries
How long: As needed
How many: As needed

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Hospitality Team Leader
MINISTRY: Journey Outward
TEAM: Hospitality

POSITION DESCRIPTION:

- ◆ Coordinate and organize special church-wide functions and social events
- ◆ Coordinate a team to welcome persons coming into the worship service
- ◆ Pray with the Greeter/Usher Team prior to worship service
- ◆ Works in conjunction with the Outreach and Tracking Ministries
- ◆ Promotes emotional support of individual church members when encouragement is needed
- ◆ Helps to create an atmosphere for people to connect with one another and the church fellowship
- ◆ Recruit and train Greeters and Ushers
- ◆ Recruit the Hospitality Team Leader Apprentice
- ◆ Participate in monthly Leadership Community meetings

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Leader/Established Believer

S.T.E.P.S.

Spiritual Gift: Helps, Administration, Hospitality
Temperament: I,S
Experience: Hospitality Team Leader Apprentice.
Ability to delegate
Passion: Excellence; to provide a hospitable environment
Service:
Where: Various places
When: As needed
To Whom: Church
How long: On going
How many: 1 or 2

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Hospitality Team Leader Apprentice
MINISTRY: Journey Outward
TEAM: Hospitality

POSITION DESCRIPTION:

- ◆ Learn to be a Hospitality Team Leader by observing and training with the Hospitality Team Leader.
- ◆ Assist the Hospitality Team Leader.

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member/Believer

S.T.E.P.S.

Spiritual Gift: Helps, Administration, Hospitality
Temperament: I,S
Experience: Ability to delegate
Passion: Excellence; to provide a hospitable environment
Service:

Where: Various places
When: As needed
To Whom: Church
How long: On going
How many: 1

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Hospitality Team Member
MINISTRY: Journey Outward
TEAM: Hospitality

POSITION DESCRIPTION:

- ◆ Help to facilitate 101 and 201 classes and other church-wide functions
- ◆ Coordinate and organize special church-wide functions and social events
- ◆ Provide, serve and clean up food and beverages for church-wide events
- ◆ Organize Pastor Appreciation
- ◆ Coordinate with outreach and tracking ministries
- ◆ Support church members as needed to provide encouragement (cards, funeral food, phone calls)

MEMBERSHIP REQUIRED: No

MATURITY: First Serve/Seeker

S.T.E.P.S.

Spiritual Gift: Service, Hospitality, Helps
Temperament: I,S
Experience: Friendly, able to prepare social events
Passion: To make people feel welcome and comfortable
Service:

Where: As Needed
When: As needed
To Whom: Congregation
How Long: On going
How Many: As needed

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Greeter
MINISTRY: Journey Outward
TEAM: Hospitality

POSITION DESCRIPTION:

- ◆ To welcome people coming into the building on Sundays
- ◆ Distribute bulletins
- ◆ Provide direction to classrooms, restrooms, etc.
- ◆ Create a warm atmosphere for newcomers making introductions to individuals and church activities

MEMBERSHIP REQUIRED: No

MATURITY: First Serve/Seeker

S.T.E.P.S.

Spiritual Gift: Helps, Hospitality, Service
Temperament: I, S
Experience: Friendly, enthusiastic, hospitable
Passion: Welcoming, helping people feel comfortable

Service:

Where: Harford Community Church Foyer
When: 10:00 am, Sunday Service
To Whom: Congregation
How long: On going
How many: 2 or more as needed

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Guest Services Team Leader
MINISTRY: Journey Outward
TEAM: Hospitality

MINISTRY DESCRIPTION:

- ◆ Provide overall leadership to team members
- ◆ Recruit and train team members
- ◆ Facilitate scheduling of team
- ◆ Maintain literature and supplies needed for Sunday mornings
- ◆ Inform ministry leaders on literature or supplies that need to be replaced or updated
- ◆ Attend hospitality meetings
- ◆ Attend Oasis meetings
- ◆ Present a positive image of the church

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member/Believer

S.T.E.P.S.

Spiritual Gift: Helps, Administration, Service
Temperament: D, S, C
Experience: Good people skills, friendly, enthusiastic
Passion: Welcoming, helping people feel comfortable, Flow of information
Service:

Where: Harford Community Church
When: Sundays - before worship service
To Whom: Church
How long: Ongoing
How many: 1

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Guest Services Team Member
MINISTRY: Journey Outward
TEAM: Hospitality

MINISTRY DESCRIPTION:

- ◆ Distribute and display information at the Guest Services Center
- ◆ Provide newcomers with information and direction about the church
- ◆ Answer questions regarding church facilities and locations of specific ministries
- ◆ Answer questions regarding map of buildings and all facilities
- ◆ Present a positive image of the church

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member/Believer

S.T.E.P.S.

Spiritual Gift: Helps, Administration, Service
Temperament: I, S, C
Experience: Good people skills, friendly, enthusiastic
Passion: Welcoming, helping people feel comfortable, Flow of information
Service:

Where: Harford Community Church
When: Sundays - before worship service
To Whom: Church
How long: 9:45 am -10:45 am
How many: 1 person per week

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Youth Worker-Teacher High School
MINISTRY: Journey Inward
TEAM: Student Ministry

POSITION DESCRIPTION:

- To develop and/or teach classes.
- Build relationships with High School Students.
- Work with the Youth Worker Helper.

MEMBERSHIP REQUIRED: Yes
MATURITY: Team Leader/Established Believer
S.T.E.P.S.
Spiritual Gift: Teacher, Communication, Leadership, Shepherd/Pastor, Encouragement, Helps/Service
Temperament: D,I,S,C
Experience: Able to relate to High School Students. Patient, good listener, fun loving.
Passion: Teaching, Investing in teens, communicating God's Word, love for teens, building relationships, life change
Service:
Where: The Mansion, F.M. campus
When: Sunday Mornings, during the message time.
To Whom: High School Students (grades 9-12)
How long: 1 year commitment Sept.-June
How many: As many as needed

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Youth Worker-Teacher Middle School
MINISTRY: Journey Inward
TEAM: Student Ministry

POSITION DESCRIPTION:

- To develop and/or teach classes.
- Build relationships with Middle School Students.
- Work with the Youth Worker Helper.

MEMBERSHIP REQUIRED: Yes
MATURITY: Team Leader/Established Believer
S.T.E.P.S.
Spiritual Gift: Teacher, Communication, Leadership, Shepherd/Pastor, Encouragement, Helps/Service
Temperament: D,I,S,C
Experience: Able to relate to Middle School Students. Patient, good listener, fun loving.
Passion: Teaching, Investing in teens, communicating God's Word, love for teens, building relationships, life change
Service:
Where: The Apartments, F.M. campus
When: Sunday Mornings, during the message time.
To Whom: Middle School Students (grades 6-8)
How long: 1 year commitment Sept.-June
How many: As many as needed

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Youth Worker-Helper Middle School/High School
MINISTRY: Journey Inward
TEAM: Student Ministry

POSITION DESCRIPTION:

- To assist and help the teachers for High School and Middle School in preparing, setting up, and teaching a successful lesson.
- Build relationships with High School/Middle School Students.

MEMBERSHIP REQUIRED: Yes
MATURITY: Team Member/Believer
S.T.E.P.S.
Spiritual Gift: Encouragement, Helps/Service, Prayer
Temperament: D,I,S,C
Experience: Able to relate to students. Patient, good listener, fun loving.
Passion: Helping “behind the scenes” of ministry. A passion to see teens grow closer to Christ and one another.
Service:
Where: F.M. campus
When: Sunday Mornings, during the message time.
To Whom: Students grades (6-12)
How long: 1 year commitment Sept.-June
How many: As many as needed

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Youth Worker-Activities Planner
MINISTRY: Journey Inward
TEAM: Student Ministry

POSITION DESCRIPTION:

- To plan, coordinate, gather information, and lead monthly youth events.

MEMBERSHIP REQUIRED:	Yes
MATURITY:	Team Member/Believer
<u>S.T.E.P.S.</u>	
<u>Spiritual Gift:</u>	Leadership, Encouragement, Helps/Service
<u>Temperament:</u>	D,C
<u>Experience:</u>	Able to plan major events, detail oriented, willing to lead.
<u>Passion:</u>	To have fun, desire to see teens build healthy friendships.
<u>Service:</u>	
Where:	TBA
When:	Monthly
To Whom:	Students grades (6-12)
How long:	1 year commitment Sept.-June
How many:	As many as needed

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Kids Ministry Team Leader
MINISTRY: Journey Inward
TEAM: Kids Ministry

POSITION DESCRIPTION:

- ◆ Provide overall leadership to teacher team members and teacher assistants
- ◆ Give direction, vision, and unity to teacher team and teacher assistants
- ◆ Facilitate spiritual/relational growth of adult team members
- ◆ Oversee and ensure completion of selection, ordering & inventorying of curriculum and supplies for all age groups and programs of Kids' Ministry
- ◆ Recruit and train Kids' Ministry Team Leader Apprentice and oversee recruiting of teachers and assistants
- ◆ Facilitate scheduling of assistants

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Leader/Established Believer

S.T.E.P.S.

Spiritual Gift: Administration, Leadership, Shepherd/Pastor, Outreach
Temperament: D,I,C
Experience: Kids' Ministry Team Leader
Apprentice, Lead and motivate people
Passion: Lead people in ministry to children
Service:

Where: Harford Community Church
When: 10:00 am Sunday Morning
To Whom: Children/Teachers/Team Members
How long: Ongoing
How many: 1

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Kids Ministry Team Leader Apprentice
MINISTRY: Journey Inward
TEAM: Kids Ministry

POSITION DESCRIPTION:

- ◆ Learn to be a Kids' Ministry Team Leader by observing and training with the Kids' Ministry Team Leader.
- ◆ Assist the Kids' Ministry Team Leader

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member/Believer

S.T.E.P.S.

Spiritual Gift: Administration, Leadership,
Shepherd/Pastor, Outreach
Temperament: D,I,S
Experience: Lead and motivate people
Passion: Lead people in ministry to children
Service:

Where: Harford Community Church
When: 10:00 am Sunday Morning
To Whom: Children/Teachers/Team Members
How long: Ongoing
How many: 1

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Recruiter
MINISTRY: Journey Inward
TEAM: Kids Ministry

POSITION DESCRIPTION:

- ◆ Help kids ministry leader recruit and train teachers/teacher assistants annually (August).
- ◆ Help maintain communication and establish cohesion between the rotating teacher teams.
- ◆ Establish e-mail communication with teachers and assistants working each week.

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member

S.T.E.P.S.

Spiritual Gift: Administration, Leadership, Helps, Teaching, Creative Communication
Temperament: S, C
Experience: Organized, motivator, able to delegate
Passion: Lead people in ministry to children
Service:

Where: Harford Community Church
When: As needed weekly and quarterly
To Whom: Teachers
How long: Ongoing
How many: 4
(1 coordinator for Nursery and toddlers, 1 for ages 3-6 yrs,
and 1 for the 1st-4th grades and 1 for the Grapple Kids)

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Teacher/Assistant
MINISTRY: Journey Inward
TEAM: Kids Ministry

POSITION DESCRIPTION:

- ◆ To prepare and effectively present the message or theme in an age/grade level classroom
- ◆ Nurture children towards spiritual growth
- ◆ Set up and breakdown classroom area weekly, provide and serve snack (nursery and 2&3 year olds only)
- ◆ Take attendance and report numbers
- ◆ Get sermon tape from Guest Services
- ◆ Coordinate other activities with recruiter/trainer and classroom parent as needed

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member

S.T.E.P.S.

Spiritual Gift: Helps, Teaching, Shepherd/Pastor, Missionary, Creative Communication, Knowledge

Temperament: D, I, S, C

Experience: Organized, dependable, good communicator

Passion: Children, missions/outreach

Service:

Where: Harford Community Church

When: Sunday 10:00

To Whom: Children

How long: 1 year commitment

How many: 1 per class/or as needed

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Coordinator
MINISTRY: Journey Inward
TEAM: Kids Ministry

POSITION DESCRIPTION:

- ◆ Provide overall leadership to teacher team and teacher assistants
- ◆ Give direction, vision and unity to teacher team and teacher assistants
- ◆ Maintain rosters of classes and submit numbers to Leader for purchase of curriculum
- ◆ Maintain supplies for classrooms and update Leader on needs
- ◆ Maintain communication with Leader weekly
- ◆ Attend bi-monthly meetings

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member

S.T.E.P.S.

Spiritual Gift: Helps/Service, Leadership, Shepherd, Pastor, Teacher
Temperament: D, I, S or C
Experience: Organized, dependable, good communicator
Passion: Children, missions/outreach
Service:

Where: Harford Community Church
When: Sunday 10:00
To Whom: Children
How long: Ongoing

(1 coordinator for Nursery to toddlers,
1 for 3-6 year olds,
1 for the 1st-4th grades and 1 for grapple kids.)

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Home Group Leader
MINISTRY: Journey Inward
TEAM: Home Groups

POSITION DESCRIPTION:

- ◆ To help others toward maturity in Christ through the context of building relationships
- ◆ Helping group members understand and apply Biblical truth
- ◆ Recruit and train Spiritual Growth Group Leader Apprentice

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Leader/Established Believer

S.T.E.P.S.

Spiritual Gift: Teaching, Leadership,
Encouragement, Shepherd/Pastor
Temperament: D,I,S,C
Experience: Home group leader apprentice,
relational, enjoy people, have a heart
for God
Passion: Discipling others, spiritual nurturing
Service:

Where: Designated by Spiritual Growth
leader
When: Weekly or every other week
To Whom: Small group members
How long: On going
How many: As needed

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Home Group Leader Apprentice
MINISTRY: Journey Inward
TEAM: Home Groups

POSITION DESCRIPTION:

- ◆ Learning to lead a home group by observing and being trained by a Spiritual Growth group leader.
- ◆ Assisting a Spiritual Growth group leader.

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member/Believer

S.T.E.P.S.

Spiritual Gift: Teaching, Leadership,
Encouragement, Shepherd/Pastor

Temperament:

Experience: Teachable, relational, enjoy people,
have a heart for God

Passion: Discipling others, spiritual nurturing

Service:

leader Where: Designated by Spiritual Growth

When: Weekly or every other week

To Whom: Small group members

How long: On going

How many: As needed

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: **S.T.E.P.S.** Coordinator
MINISTRY: Journey Inward
TEAM: Adult Study Offerings

POSITION DESCRIPTION:

- ◆ Oversee **S.T.E.P.S.** Program - (including registrations, materials, ministry descriptions, consultations, and follow-up)
- ◆ Pass personal profile information to the tracking ministry
- ◆ Recruit the **S.T.E.P.S.** Coordinator Apprentice

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Leader/Established Believer

S.T.E.P.S.

Spiritual Gift: Administration, Helps
Temperament: D,C
Experience: **S.T.E.P.S.** Coordinator Apprentice, able to work on a team, creative thinker, visionary
Passion: To see people find a place to serve, excellence in ministry

Service:

Home Where Harford Community Church and

When: As scheduled
To Whom: Adults
How long: Ongoing
How many: 1

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: **S.T.E.P.S.** Coordinator Apprentice
MINISTRY: Journey Inward
TEAM: Adult Study Offerings

POSITION DESCRIPTION:

- ◆ Learn to be a **S.T.E.P.S.** Coordinator by observing and training with the **S.T.E.P.S.** Coordinator
- ◆ Assist the **S.T.E.P.S.** Coordinator

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Leader/Established Believer

S.T.E.P.S.

Spiritual Gift: Administration, Helps
Temperament: D,C
Experience: Able to work on a team, creative thinker, visionary
Passion: To see people find a place to serve, excellence in ministry
Service:

Home Where Harford Community Church and
When: As scheduled
To Whom: Adults
How long: Ongoing
How many: 1

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: **S.T.E.P.S.** Consultant
MINISTRY: Journey Inward
TEAM: Adult Study Offerings

POSITION DESCRIPTION:

- ◆ Meet one-on-one with those who have attended **S.T.E.P.S.** seminars and/or classes
- ◆ Help them discover a place to serve based on **S.T.E.P.S.**

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member/Believer

S.T.E.P.S.

Spiritual Gift: Discernment, Wisdom, Counseling
Temperament: D,I,S,C
Experience: Counseling skills, good with first impressions, very dependable, available and positive
Passion: To see people find a place of service
Service:

Where: Harford Community Church
When: Immediately following each seminar
To Whom: Adults
How long: As needed
How many: 20

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: **S.T.E.P.S.** Presenter
MINISTRY: Journey Inward
TEAM: Adult Study Offerings

POSITION DESCRIPTION:

- ◆ Present **S.T.E.P.S.** classes or seminars.
- ◆ Must have grasp of spiritual gifts, passions, temperaments and Harford Community Church's philosophy of ministry

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Leader/Established Believer

S.T.E.P.S.

Spiritual Gift: Teaching, Creative Communication,
Encouragement, Knowledge,
Discernment

Temperament: D,I,S,C

Experience: Confident, able to lead, articulate,
warm, excellent communicator

Passion: To see people find a place of service

Service:

Where: Harford Community Church

When: During scheduled seminars

To Whom: Church

How long: As needed

How many: 2 - 4

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Study Group Leader
MINISTRY: Journey Inward
TEAM: Adult Study Offerings

MINISTRY DESCRIPTION:

- ◆ Prepares and facilitates Bible study and discussion for a group

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Leader/Established Believer

S.T.E.P.S.

Spiritual Gift: Teaching, Wisdom, Knowledge,
Creative Communication, Faith,
Leadership, Counseling
Temperament: D,I,S,C
Experience: Good communication skills,
experience teaching adults, ability to
research and present
Passion: For people to grow spiritually
Service:

Where: HCC and Homes
When: Weekly
To Whom: Adults
How long: 10 week sessions
How many: As needed

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Usher
MINISTRY: Celebration Arts
TEAM: Ushers/Parking

POSITION DESCRIPTION:

- ◆ Direct people to enter worship areas at appropriate time and seat individual
- ◆ Provide direction to classrooms, restrooms, etc.
- ◆ Rendering security, safety, and emergency response before, during, and after the service
- ◆ Collect offering

MEMBERSHIP REQUIRED: No

MATURITY: First Serve/Seeker

S.T.E.P.S.

Spiritual Gift: Helps, Wisdom, Mercy, Service

Temperament: I,C

Experience: Friendly, enthusiastic, hospitable

Passion: Welcoming, helping people feel comfortable

Service:

Where: Harford Community Church Foyer
When: 10:00 AM – end of Sunday Service
To Whom: Congregation
How long: On going
How many: Several

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Live Sound Production Technician
MINISTRY: Celebration Arts
TEAM: Production

POSITION DESCRIPTION:

- ◆ To access, setup, and pack up sound equipment for Sunday morning service including stationary and wireless microphones.
- ◆ Responsible for mixing, balance, equalization, playing special effects, and playing special music.
- ◆ Accepts guidance or instructions from Production Coordinator

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member/Believer

S.T.E.P.S.

Spiritual Gift: Administration, Leadership, Creative Communication, Helps/Service
Temperament: D,I,S,C
Experience: Able to delegate; experience operating audio equipment; discerning ear for music
Passion: To create highest quality production with the least distraction for those in attendance.
Service:

Where: Harford Community Church
When: 6:30 AM - 1:00 PM Sundays
To Whom: Congregation
How long: Ongoing
How many: 1

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Multimedia Technician
MINISTRY: Celebration Arts
TEAM: Production

POSITION DESCRIPTION:

- ◆ Power Point design coordinated with Worship and Message (Includes practicing with worship team prior to worship service, projecting worship songs on screen, real time projection of Message Outline and Bible verses, and trouble shooting Power Point on Sundays)
- ◆ Video Projection, Sound overdub, and voice over
- ◆ Accepts guidance or instructions from Technical Production Coordinator and Programming Director

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member/Believer

S.T.E.P.S.

Spiritual Gift: Helps, Service, Creative Communication

Temperament: D,I,S,C

Experience: Organized, able to take direction, experience with multimedia equipment

Passion: To create highest quality production with the least distraction for those in attendance

Service:

Where: Harford Community Church
When: 8:30 AM – 12:30 PM Sundays
To Whom: Congregation
How long: Ongoing
How many: 1

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Recording Technician
MINISTRY: Celebration Arts
TEAM: Production

POSITION DESCRIPTION:

- ◆ Live and Production Tape Recording
- ◆ Ability to mix and record the worship music separate from the house mix to a master CD, which will then be used for duplication

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member/Believer

S.T.E.P.S.

Spiritual Gift: Creative Communication,
Helps/Service, Discernment
Temperament: D,I,S,C
Experience: Experience operating audio
equipment
Passion: To create highest quality recording
mixes that are possible with the tools
that are at our disposal

Service:

Where: Harford Community Church
When: 9:30 AM - 12:15 PM Sundays
To Whom: Congregation
How long: Ongoing
How many: 1

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Technical Production Team Leader
MINISTRY: Celebration Arts
TEAM: Production

POSITION DESCRIPTION:

- ◆ Coordinate Sunday morning technical production including live sound production, recording, lighting, multimedia, technical stage setup, striking, and maintenance.
- ◆ Communicate with Programming Director for each weeks production
- ◆ Recruit and develop the Production Coordinator Apprentice
- ◆ Participate in monthly Leadership Community meeting

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Leader/Established Believer

S.T.E.P.S.

Spiritual Gift: Administration, Leadership, Creative Communication, Helps/Service, Discernment

Temperament: D,I,S,C

Experience: Production Coordinator Apprentice, Familiarity with wide variety of technical equipment to support worship.

Passion: To create highest quality production with the least distraction for those in attendance.

Service:

Where: Harford Community Church
When: 6:30 AM - 1:00 PM Sundays
To Whom: Congregation
How long: Ongoing
How many: 1

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Technical Production Team Leader Apprentice
MINISTRY: Celebration Arts
TEAM: Production

POSITION DESCRIPTION:

- ◆ Learn to be a Technical Production Team Leader by observing and training with the Technical Production Team Leader
- ◆ Assist the Technical Production Team Leader and Programming Director

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Leader/Established Believer

S.T.E.P.S.

Spiritual Gift: Administration, Leadership, Creative Communication, Helps/Service, Discernment

Temperament: D,I,S,C

Experience: Familiarity with wide variety of technical equipment to support worship.

Passion: To create highest quality production with the least distraction for those in attendance.

Service:

Where: Harford Community Church
When: 6:30 AM– 1:00 PM Sundays
To Whom: Congregation
How long: Ongoing
How many: 1

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Video Technician
MINISTRY: Celebration Arts
TEAM: Production

POSITION DESCRIPTION:

- ◆ Video tape Sunday services, special events, etc., for archival copy
- ◆ To go on video shoots
- ◆ To learn to use computer video editing software

MEMBERSHIP REQUIRED: No

MATURITY: First Serve/Seeker

S.T.E.P.S.

Spiritual Gift: Helps
Temperament: D,I,S,C
Experience: Able to operate a video camera
Passion: Excellence in visuals
Service:

Where: Harford Community Church
When: Sunday morning service, special
events
Whom: Congregation
How long: Ongoing
How many: As needed

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Drama Team Leader
MINISTRY: Celebration Arts
TEAM: Drama

POSITION DESCRIPTION:

- ◆ Direct and edit skits
- ◆ Help train and develop the acting skills of team members
- ◆ Coordinate props, sound effects, costumes, etc.
- ◆ Coordinate dramas with Programming Director
- ◆ Develop and locate new scripts
- ◆ Recruit the Drama Director Apprentice
- ◆ Attend bi-weekly Programming meetings

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Leader/Established Believer

S.T.E.P.S.

Spiritual Gift: Creative Communication, Leadership,
Encouragement, Shepherding

Temperament: D, C

Experience: Drama director apprentice, some
theater background would be helpful

Passion: Theater, seeing others moved through
drama

Service: Where: Harford Community Church

When: On going

To Whom: Congregation

How long: On going

How many: 1

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Drama Team Leader Apprentice
MINISTRY: Celebration Arts
TEAM: Drama

POSITION DESCRIPTION:

- ◆ Learn to be a drama director by observing and training with the drama director.
- ◆ Assist the drama director
- ◆ Direct some sketches and run rehearsals

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member/Believer

S.T.E.P.S.

Spiritual Gift: Creative Communication, Leadership, Encouragement, Shepherding
Temperament: D, C
Experience: Some theater background would be helpful
Passion: Theater, seeing others moved through drama
Service:

Where: Harford Community Church
When: On going
To Whom: Congregation
How long: On going
How many: 1

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Drama Team Member
MINISTRY: Celebration Arts
TEAM: Drama

POSITION DESCRIPTION:

- ◆ To be part of a team that performs sketches, monologues, etc. for worship service
- ◆ Responsible for learning lines and attending monthly meetings and all additional mutually agreed upon practices

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member/Believer

S.T.E.P.S.

Spiritual Gift: Creative Communication
Temperament: D,I,S,C
Experience: Ability to memorize, able to take direction, have experience or interest in acting.
Passion: Performing, evangelism in a creative way
Service:

Where: Harford Community Church
When: As needed
To Whom: Congregation
How long: Ongoing
How many: As needed

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Celebration Facilitator
MINISTRY: Celebration Arts
TEAM: Celebration Planning

POSITION DESCRIPTION:

- ◆ To clearly communicate the love of God for his people
- ◆ To share community life opportunities
- ◆ Introduce offering
- ◆ To transition out of the musical worship time into the next programmed element as needed

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member/Believer

S.T.E.P.S.

Spiritual Gift: Helps, Creative Communication
Temperament: I,S
Experience: Ability to communicate clearly
Passion: Clear communication
Service:

Where: Harford Community Church
When: Sunday Morning
To Whom: Congregation
How long: On going
How many: 1 per week

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Worship Team Member (vocalist/instrumentalist)
MINISTRY: Celebration Arts
TEAM: Music

POSITION DESCRIPTION:

- ◆ Perform for Sunday Services and Special Events
- ◆ Attend all mandatory rehearsals

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member/Believer

S.T.E.P.S.

Spiritual Gift: Creative Communication
Temperament: D,I,S,C
Experience: Ability to sing and/or play your
instrument with proficiency
Passion: Excellence in music ministry
Service:

Where: Harford Community Church
When: Sunday Mornings and Special Events
And weekly evening rehearsals
(currently Wed. 7-9pm)
To Whom: Congregation
How long: On going
How many: As needed

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Set-Up/Breakdown Team Member
MINISTRY: Celebration Arts
TEAM: Setup/Breakdown

POSITION DESCRIPTION:

- ◆ Set up, tear down, and store furnishings and equipment for the lobby and non-worship areas

MEMBERSHIP REQUIRED: No

MATURITY: First Serve/Seeker

S.T.E.P.S.

Spiritual Gift: Helps
Temperament: D,I,S,C
Experience: None
Passion:
Service:

Where: Harford Community Church
When: Sundays 7:30-8:30 am (set-up)
or 12:15-1:00 pm (breakdown)
*rotation schedule - every 3rd week
To Whom: Church
How long: On going
How many: 2 or more

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Connections Center Team Member
MINISTRY: Infrastructure & Support
TEAM: Communications

MINISTRY DESCRIPTION:

- ◆ Answer questions regarding classes and events
- ◆ Present a positive image of the church
- ◆ Help in all ways at the Connection Center

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member/Believer

S.T.E.P.S.

Spiritual Gift: Helps, Administration, Service
Temperament: I, S, C
Experience: Good people skills, friendly,
enthusiastic
Passion: Welcoming, helping people feel
comfortable, Flow of information
Service:

Where: Harford Community Church
When: Sundays - before and after worship
service
To Whom: Church
How long: Ongoing
How many: 4 or more

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Web Page Team Member
MINISTRY: Infrastructure & Support
TEAM: Communications

POSITION DESCRIPTION:

- ◆ Learn selected aspects of web page design and maintenance of the web site.

MEMBERSHIP REQUIRED: Yes

MATURITY: Team Member/Believer

S.T.E.P.S.

Spiritual Gift: Administration, Helps/Service, Encouragement
Temperament: D,I,S,C
Experience: Knowledge of computers, the Internet, and web page development and maintenance
Passion: Desire to see computer technology connect the church and community
Service:
Where: At home or church office
When: Regular page review
To Whom: The church and the community
How long: Ongoing
How many: 1 or more as needed

HARFORD COMMUNITY CHURCH
MINISTRY DESCRIPTION SHEET

POSITION: Office Volunteer
MINISTRY: Infrastructure & Support
TEAM: Administration

POSITION DESCRIPTION:

- ◆ Help Pastors and Administrative Assistant with office needs and ministry support.
- ◆ Good working knowledge of Microsoft Office helpful.

MEMBERSHIP REQUIRED: No

MATURITY: First Serve/Seeker (teen to adult)

S.T.E.P.S.

Spiritual Gift: Helps, Administration
Temperament: D,C
Experience: Able to follow directions; basic office skills: answer phones, filing, organizational skills helpful.

Passion:
Service:

Where: Church office
When: During office hours
To Whom: Pastor, Administrative Assistant
How long: Ongoing
How many: As needed