



changing - caring - connecting
COMMUNITY
christian church

3C Ministry Catalog

July 2012 Edition

Community Christian Church
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MINISTRY CATALOG 2012

Thanks for finding your place on the team....

You were saved to serve God!

Every Christian is a minister – a servant – and uniquely shaped by Him to benefit others in His body, the Church. As you serve, you fulfill your purpose in life, not by *getting* all you can, but by *giving* what you have received.

If you are reading this Ministry Catalog, you know what it means to be in a life-changing relationship with Jesus. You love Him and know the wonder of being loved by Him. The love of Jesus changes us: as we follow Him we become more like Him. Jesus said, *"I did not come to be served, but to serve."* The mature follower of Jesus asks, *"Whose needs can I meet? Whom can I serve?"*

This Ministry Catalog can help you answer that question.

In it you will find descriptions of some ways we at 3C serve each other and our community. You will be amazed at what's in here! We have tried to create a comprehensive list of areas where your gifts are needed to accomplish the mission God has given us.

How do I use this catalog?

Ask God to guide you. Look through the ministry roles that 3C staff and ministry leaders have identified. The listings are organized according to ministry area. You will find a description of the task to be done, any qualifications needed to do it and who to contact for more information. If you have any general questions, call Connie Cravens [734.2232] or call the contact person listed.

How do I sign up?

When you have prayerfully considered how you would like to serve and checked your schedule to be sure you are available when needed, turn to the last page in the Ministry Catalog. This is your Ministry Team Interest Form. More forms are available at the Connection Counter. Fill it out completely by doing the following:

- *identify your current areas of service and if you wish to continue in that role
- *identify your new ministry role interests for the coming year
- *describe your own new idea for service

Return your form during any one of the worship services or to the church office by August 12.

What happens then?

First, you will receive a contact from a ministry representative thanking you for your interest, answering any questions you may have.

Next, a ministry team leader or staff person will be in touch with you regarding an information/training time before your commitment begins.

Remember...

God has always used ordinary people to accomplish His extraordinary purpose in our world. It is no different now! Give Him the opportunity to use you and reveal Himself to you and others.

Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. ¹ Peter 4:10,11/NIV

What You Give

Passion for the mission and ministry of 3C
Commitment and reliability
Time, talents, and even your inadequacies
Willing servant attitude
Your friendship to others

What You Get

Joy from fulfilling God's purpose in your life
Opportunities to stretch your faith
Training, resources and appreciation
Satisfaction from meaningful service
Friendship with people on your team

Administration

Finance Ministry Team

Members of this team provide oversight of the fiscal decisions that govern the ministry at Community in our daily and long term mission. They meet to review, monitor and report the financial health of the church family to elders, staff and ministry team leaders. The team also assists in the development of 3C's annual budget, cooperatively with Staff and Ministry Team Leaders, and provides for the auditing of the financial records.

Qualifications: Good understanding of biblical financial principles. Dedicated giver/tither. Desire to see 3C grow in her stewardship of financial resources. 3C membership required.

Team Leader: Melanie Schiller/752.5245/melaniedschiller@hotmail.com

Office Assistant

Provide office support to the 3C staff.

Qualifications: Requires someone who is hospitable and friendly. Basic computer skills helpful but not required. Answer phones. Operate office equipment. Able to follow directions. Training provided.

Contact: Connie Cravens/734.2232/3connect@gmail.com

Adult Education

Provide opportunities for spiritual growth, personal development and fellowship through the use of Bible studies, small groups or other educational programs.

Contact: Kurt Charlton/734.2232/3cfamilylife@gmail.com

Adult Bible Fellowship (ABF) Teacher

Organize and facilitate a weekly study and discussion. Build relationships with those attending class.

Qualifications: An interest in personal study and growth. Strong people skills and a passion for God's Word. 3C membership is required.

C-Group [Small Group] Leader [Sept-May]

Lead a group that connects people to each other and God. Build relationships with and shepherd people.

Qualifications: Previous participation in a small group is preferred. Strong people skills and a passion for serving others. Leader training will be provided. 3C membership is required.

C-Group Host [Sept-May]

Open your home to provide a warm and welcoming environment for a c-group to meet each week.

Qualifications: Comfortable and non-distracting environment with seating for twelve.

Elective Group Leader

Prepare and present 4-6 week lessons. Build relationships with those attending class. Organize and facilitate study and discussion.

Qualifications: An interest in personal study and growth. Strong people skills and a passion for God's Word. 3C membership is required.

Campus Property

To oversee the overall maintenance of the buildings and care of campus grounds to include parking lots, sidewalks, lawn and landscaped areas.

Facility Team

Perform tasks such as minor renovations, plumbing, electrical, painting, mechanical, windows or doors. Inspect and evaluate for repairs and improvements on a regular basis. Organize an annual work day. Assist in development of annual team budget.

Qualifications: Construction/maintenance skills ideal. Able to do manual labor.

Contact: Paul Morford/734.1410/wanda.morford@fuse.net

Facility Lock/Unlock Team

Serve on rotating schedule to unlock and lock facility each week before and after worship. Place bulletins at entrance areas. Set up/remove parking sign, ensure communion is set out for first worship hour.

Qualifications: Reliable, detail oriented.

Contact: Paul Morford/734.1410/wanda.morford@fuse.net

Landscape Team

Maintain lawns, landscape, and parking lots. Inspect and evaluate lawn, gardens and parking lots on a regular basis. Assist with lawn care, landscape, gardens.

Qualifications: Enjoy outdoor work. Follow directions required to maintain lawn and garden.

Contact: Leonard Moore/734.0127/lcmooresec@live.com

Snow Removal Team

Rotating teams to remove snow from sidewalks, handicap ramp and steps. Salt as needed.

Qualifications: Able to perform outside, strenuous activity.

Contact: Leonard Moore/734.0127/lcmooresec@live.com

Transportation Team [occasional]

Description: Drive for special events sponsored by the church.

Qualifications: Valid driver's license. Courteous, punctual, dependable, people oriented. Driving record check required. Training video required.

Contact: Dave Aufdenkamp/305-4001/aufdenkamp.sherry@gmail.com

Children's

Our goal is to give children the right information in the right way so that in their right time they can make the right decision. Children leave this ministry as ministers to their family, friends and school environment.

* Background checks are required for all adults [18 years and older] who work within the Children's Ministry.

**All curriculum used in the areas of the Children's Ministry are selected by the Children's Director with contribution from the team's leader.

Contact: Lori Conley/734.2232/3cchildren@gmail.com

Nursery [birth-2]

Care for children birth through 2 years.

Qualifications: 18 or older, experience with infants and children under the age of 2, and background check*.

[High school students are allowed on a case by case basis.]

Contact: Kay Asche/734.1483/nka@zoomtown.com

Toddler [2 & 3]/Beginner [4-Kdg]

Hour Leader

Teach children 2-3 [Toddlers] or 4-Kindergarten [Beginners] chosen curriculum. Prepare the lesson and any supplemental materials for the week. Interact with the young children and help them get to know Jesus.

Qualifications: 18 or older, experience teaching young children, and a background check*.

Hour Helper

Help the leader with classroom activities and preparing for the week's lesson. Interact with the young children and help them to get to know Jesus.

Qualifications: 18 or older

[Jr & Sr High school students are allowed on a case by case basis determined by the Children's Director.]

Elementary [grades 1-3 or grades 4-6]

Hour Leader

Teach children 1st-3rd or 4th-6th grade chosen curriculum. Interact with the students and help them begin to understand Christianity and Jesus Christ. Prepare the lesson and any supplemental materials for the week.

Qualifications: 18 or older. Experience teaching elementary children helpful. 3C membership and background check* required.

Hour Helper

Help the leader with classroom activities and preparing for the week's lesson. Interact with the young children and help them to get to know Jesus.

Qualifications: 18 or older

[Jr & Sr High school students are allowed on a case by case basis determined by the Children's Director.]

The Track [grades 1-6]

The goal of this program is to make disciples of our children. This happens when adults volunteer to assist the Children's Director as needed but mainly focus on having a mentoring relationship with the kids who attend The Track. No prep work needed - just love the kids.

Mentor

Lead a small group in discussions about what was spoken about during Large Group time. This includes going through a guided discussion paper, leading the students through an activity, and/or being there to listen to them. Prepare any supplemental materials needed for your part of the lesson.

Qualifications: 18 or older, experience teaching a small group of preteens, and a background check*.

[High school students are allowed on a case by case basis determined by the Children's Director.]

Neon Kids [age 3-grade 6]

This program is all about allowing children to practice the gifts the Lord has given them. They meet Wednesdays from 6:30-8:00pm during the school year.

Mentor

Develop relationships with kids and assist the director of the program as needed with crowd control, rehearsal groups, dance choreography, props, etc. Just as we develop the gifts of the children, our hope is the gifts of the mentors will grow too!

Qualifications: 18 or older, experience teaching a small group of preteens, and a background check*.

[High school students are allowed on a case by case basis determined by the Children's Director.]

Summer Programs

First Friday Block Party [the whole church family]

We host a block party the first Friday during summer months. This requires volunteers to set up, tear down, and work food and game booths. This group doesn't need to be large just dependable.

Qualifications: 18 or older [High school students are allowed on a case by case basis determined by the Children's Director.]

MAD Camp [entering Kdg-grade 6]

If you have a special talent and can give a week to children, this is a great adventure for adults and children! You will be teaching kids how to use their gifts of music, art, and drama for the Lord. Dates announced in early spring to give volunteers time to plan accordingly.

Qualifications: 18 or older and a background check*.

[High school students are allowed on a case by case basis determined by the Children's Director.]

Communication

Contact: Connie Cravens/734.2232/3cconnect@gmail.com

Outside Message Board

Change letters on outside message board.

Qualifications: Detail oriented, work independently.

Photographer

Take digital photos of church activities.

Qualifications: Able to use digital camera [ours or your own], photographic experience helpful but not necessary.

Connection

Integrate people into the life of the church assisting them in a natural, yet not-intrusive, way to identify areas where they have an opportunity to receive teaching, build relationships and get plugged in.

Contact: Dave Hess/734.2232/3cexec@gmail.com

Greeter [Indoor]

Provide friendly, helpful people to welcome those who enter our campus facilities with special emphasis on guests assisting everyone who needs direction.

Qualifications: Dependable, courteous and friendly with a heart for people and knowledge of facilities and programs.

Greeter/Safety [Parking Areas]

Welcome people as they exit their vehicles on campus. Provide umbrella assistance during inclement weather. Conduct safety checks of parking areas during events.

Qualifications: Heart for people and a strong sense of safety needs. Training will be provided.

Contact: Dave Gossett/604.9652/ davegossett3@yahoo.com

Cookie Baker

Purchase cookie supplies and bake cookies on a rotating basis for first time guests. Bring cookies to church for delivery.

Qualifications: Limited baking abilities needed.

Contact: Connie Cravens/734.2232/3cconnect@gmail.com

Connection Cafe

Make coffee, stock supplies, clean up and greet people in the cafe area.

Qualifications: A heart for people and some organizational skills.

Connection Counter Information Specialist

Provide information about programs and campus information.

Qualifications: Enjoy talking with people, friendly, approachable, and knowledgeable of facilities and programs.

Contact: Nellie Fields/734.3411/geonel50@fuse.net

Hospitality

Provide food for various church events and grieving families.

Contact: Connie Cravens/734.2232/3coffice@gmail.com

Team Leader

Plan, oversee and delegate major food functions of the church, supply inventory, funeral meal program and confer with other ministry teams as needed. Develop annual team budget.

Qualifications: Detail oriented, organized, ability to delegate. 3C membership required.

Supply Ordering

Description: Inventory and purchase all paper, plastic ware and kitchen supplies.

Qualification: Detail oriented, reliable.

Funeral Meal Team Leader

Oversee a team that provides a funeral meal on a rotating basis. Deliver meal to family or may require hosting family in Fellowship Hall.

Qualification: Organizational skills.

Contact: Joan Patrick/734.4363 or Dolores Morgan/734.0707/aanddmorgan@zoomtown.com

Funeral Meal Preparation

Prepare a dish or purchase an item for a funeral meal.

Qualification: Able to cook or purchase a needed item.

Contact: Joan Patrick/734.4363 or Delores Morgan/734.0707/aanddmorgan@zoomtown.com

Outreach

Design and provide ministry efforts to reach out to people and groups locally, nationally and abroad. Provide assistance through financial and physical means to meet individual and group needs while providing evangelistic opportunities.

Compassion Ministry Team Member

Evaluate guidelines for assistance to individuals in need. Meet with those in need who qualify for assistance on a rotating basis. Assist with preparation of annual team budget.

Qualifications: Willing to learn, ability to empathize, understand and care for those who are in a less fortunate life situation.

Contact: Ken & Jeanne Day/734.4089/ken.day@fuse.net

Missions Ministry Team Member

Pray, evaluate, promote and support our missionaries by seeking to meet their needs. Assist with preparation of annual team budget. Participate in team trips to visit and work with supported mission organizations.

Qualifications: Passion for world evangelism, willingness to learn.

Contact: Becky Conover/734.6175/bjc89@fuse.net

Pastoral Care

Provide pastoral care and nurture people.

Baptismal Ministry Team Member

Assist and be sensitive to new believers preparing for baptism. Fill out information cards. Launder baptismal clothing. Determine when additional clothing needs to be ordered.

Qualifications: Friendly, sensitive.

Contact: Sherry Aufdenkamp/417.3699/aufdenkamp.sherry@gmail.com

Home Communion Team Member

Prepare and take communion to 3C family who are physically unable to attend weekend worship services.

Qualifications: Compassion for the sick and elderly, transportation. 3C membership required.

Contact: Sean Martin/734.3361/nitrams0@gmail.com

Prayer Ministry Team Member

Assist team leader in development and planning of prayer events and prayer care among members and friends of the 3C family.

Qualifications: Passion for prayer and intercession.

Contact: Kathy Rose/734.6549/kathymomrose@gmail.com

Pastor's Prayer Team Member

For people who desire to pray for our church family, staff and leaders. Members on this team will be asked to pray specifically at least one day each month. Team members will also gather on Sunday mornings to pray for the people that will be gathering that particular day on our campus.

Qualifications: Willingness to have a focused prayer time independently and with others.

Contact: Dan Asche/734.2232/3cminister@gmail.com

Visitation Team Member

Visit 3C family who are no longer able to attend worship. May also include those who are in the hospital, nursing facility or recovering at home during time of illness.

Qualifications: Caring, empathetic, transportation.

Contact: Joan Patrick/734.4363

Relational

Provide fellowship, service and relationship building opportunities for adults.

Men's Ministry Team Member

Plan, organize and schedule men's events in order to develop relationship building.

Qualifications: Good with ideas, planning and logistics.

Contact: Tom McConnell/734.3119 /topalajo@aol.com

PrimeTimers [age 50+] Team Member

Plan, organize and schedule a variety of events for our "over 50" crowd in order to develop relationship building.

Qualifications: Good with ideas, planning and logistics. Compassion for seniors. Internet skills helpful, ability to drive a church van, a plus.

Contact: Mabel Gelter/753.4911/mpgelter@fuse.net

Recreational Ministry Team Member

Plan, organize and oversee sports teams and recreational events in order to develop relationship building.

Qualifications: Strong organizational and leadership skills.

Contact: Kurt Charlton/734.2232/3cfamily@gmail.com

Women's Ministry Team Member

Plan, organize and schedule women's events in order to develop relationship building.

Qualifications: Good with ideas, planning and logistics.

Contact: Kim Torok/734.3036/kim338@roadrunner.com

Student

* Background checks are required for all adults [18 years and older] who work within the Student Ministry.

Contact: Kurt Charlton/734.2232/3cfamilylife@gmail.com

ONEWAY Leader

Lead a 40 minute discussion each week. Curriculum provided

Qualifications: At least one year removed from high school. Serve as an assistant for at least two months prior. 3C membership and background check* required.

ONEWAY Assistant

Description: Assist leader with responsibilities and replace the leader if needed.

Qualifications: At least one year removed from high school. Attend yearly training class. Background check* required.

RIGHTURN Leader [Sept-May]

Facilitate discussion in small groups. Leaders are paired with an assistant to lead a small group.

Qualifications: At least one year removed from high school. Serve as an assistant for at least two months prior.

3C membership and background check* required.

RIGHTURN Assistant [Sept-May]

Assist the teacher with teaching responsibilities and replace the teacher if needed.

Qualifications: At least one year removed from high school. Attend yearly training class. Background check* required.

RIGHTURN Meal Preparer [Sept-May]

Work with a team to plan and prepare a light meal for around 30 each week. Help develop and work within a yearly budget.

Qualifications: At least one year removed from High School. Background check* required.

Event Helper

Greet students, supervise games, set up/tear down equipment and spend time connecting with students.

Qualifications: At least one year removed from high school. Background check* required.

Student Ministry Event Chaperone

Chaperone trips and special events. Examples: weekend or weeklong conventions, weeklong mission trips, movie nights, lock-ins, etc.

Qualifications: At least one year removed from high school. Background check* required.

Worship

Glorify God with excellence while leading worshippers in a meaningful and honoring praise and worship experience.

Chair Organizer

Refill and organize Worship Center chair backs with offering envelopes and ink pens. Straighten Bibles and songbooks underneath.

Qualifications: Detail oriented, work independently.

Contact: Connie Cravens/734.2232/3coffice@gmail.com

Communion Preparer

Prepare, distribute and clean up communion trays used during worship one month per year.

Qualifications: A willingness to serve, work independently and detailed.

Contact: Connie Cravens/734.2232/3cconnect@gmail.com

Technology Ministry Team

Provide seamless audio, visual and lighting support for worship and special events.

Contact: Mary Jo Miller/734.7745/mjmilleroh@roadrunner.com

Sound Technician

Ensure sound equipment is set up properly and operating. Ensure instrumentalists are properly connected to the system. Conduct sound checks and operate sound system during worship and special events as required. Record the sermon on CD and ensure all equipment is shut down following worship/events.

Qualifications: Team player with an ear for mixing vocals and instruments. Strong servant's heart. Training is provided.

Video/Lighting Technician

Operate computer and lighting system in support of worship and special events. Utilize presentation software and change light settings during worship.

Qualifications: Team player with an artistic feel. Ability to think quickly is a plus. Training is provided.

Computer Data Entry

Enter songs and announcement information into the computer for weekly worship.

Qualifications: Training is provided.

Usher/Server Ministry Team

Fulfill Jesus' desire that we remember His sacrifice. Connect with guests who need assistance.

Contact: Dave Hess/734.2232/3cexec@gmail.com

Team Leader

Recruit, train and schedule individuals to serve communion and collect offering during worship. Recruit individuals to serve as Team Captain. Assist guests with seating and facility issues.

Qualifications: Some organizational and leadership skills and the ability to motivate and train team members. 3C membership is required.

Team Captain

Provide management of servers during worship. Assign positions for serving. Recruit servers to fill vacancies as needed. Ensure an attendance count is taken each week.

Qualifications: A servant's heart and the ability to communicate with others.

Communion Server/Usher

Serve communion, collect offering and assist guests with seating and facility issues.

Qualifications: A willingness to serve.

Worship

Worship Instrumentalist

Accompany worship singers by playing an instrument during worship or special events. Individual rehearsal time is required.

Qualifications: Prior performance experience desired. Ability to read sheet music and/or chord charts. Ability to blend musically with other instruments. Must be willing to work in a team environment, possess a coachable spirit and have a heart for worship.

Worship Vocalist

Sing in a group or as an individual during worship or special events. Individual rehearsal time is required.

Qualifications: Prior performance experience desired. Ability to read sheet music is desirable. Ability to blend vocally with other vocalists. Must be willing to work in a team environment, possess a coachable spirit and have a heart for worship.

Music Organizer

Sort music and prepare music binders for instrumentalists and vocalists for weekly rehearsal and worship.

Qualifications: Organizational skills and the ability to sort music alphabetically.

Drama Team Member

Acting, directing, or performing in a team setting in support of live or video presentations. Costume making and make-up application. Prop management and set construction.

Qualifications: Previous experience desired but not required.

Decorating Team Member

Decorate the worship center for special programs or for seasonal emphasis. Coordinate decorating efforts for Easter and Christmas with the worship ministry team leader.

Qualifications: An eye for decorating is helpful. A servant's heart is desired.

----- **3C MINISTRY TEAM INTEREST FORM** -----

Name: _____ Date of Birth: [MM/DD/YY] _____

Phone: [H] _____ [C] _____ [W] _____

Best Time/Number To Call: _____

Address: _____
Street City State Zip

Email: _____ Profession/Occupation: _____

Would you prefer to receive communication via email? Yes _____ No _____

Are you a member of 3C? Yes _____ No _____ How long have you been attending? _____

Are you currently on a ministry team? Yes _____ No _____ If yes, please name the ministry[ies] and whether you wish to continue serving:

If you plan on continuing to serve in these ministries and do not wish to serve in NEW ministries, please stop here.

What NEW serving opportunity would you like to investigate serving? Choose from those listings in the Ministry Team Catalog, or name your own idea/dream of serving.

Primary service role interest: _____

Secondary service role interest: _____

Idea/dream of serving: _____

Other comments/info we should know to help connect you better in the coming year:

Yes, I want to learn more about serving on a ministry team at 3C.

Signature: _____ Date: _____