



# 3C Ministry Catalog

## 2021 Edition

Community Christian Church  
125 E Plane St  
Bethel OH 45106  
513.734.2232  
[communitychristian.cc](http://communitychristian.cc)

# TABLE OF CONTENTS

Introduction	3
Administration	4
Adult Education	4
Campus Property	4
Children's	5
Communication	7
Connection	7
Hospitality	7
Outreach	8
Pastoral Care	8
Relational	9
Student	9
Worship	10
Interest Form	12

# MINISTRY CATALOG 2015

## 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.* <sup>1</sup> 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: Don Jump/(240.2144/jdonald106@aol.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/734.2232/3cconnect@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: Office/734.2232/3cconnect@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 workday. Assist in development of annual team budget.

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

Contact: Paul Morford/734.1410/wandamorford@icloud.com

### **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/wandamorford@icloud.com

### **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: Office/734.2232/3connect@gmail.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: Office/734.2232/3connect@gmail.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: Jim Schwab/ 368-1700/cfs@fuse.net

## **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: Kristie Ferguson/734.2232/kristief3cstaff@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.]

### **Toddler [2 & 3]/Beginner [4-5]**

#### **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 K-2 or grades 3-5]**

### **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.]

## **Kids Church [grades K-5]**

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.]

## **Communication**

### **Outside Message Board**

Change letters on outside message board.

Qualifications: Detail oriented, work independently.

Contact: Office/734.2232/3connect@gmail.com

### **Photographer**

Take digital photos of church activities.

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

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

## **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: Connie Cravens/734.2232/3connect@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.

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

### **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: Office/734.2232/3connect@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.

Contact: Jacqueline Brooks/ 479-4142/ jacquelinebrooks052614@gmail.com

### **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: Connie Cravens/734.2232/3cconnect@gmail.com

## **Hospitality**

Provide food for various church events and grieving families.

### **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.

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

### **Supply Ordering**

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

Qualification: Detail oriented, reliable.

Contact: Michele Nuhn/659-9402/hrnldnmom@aol.com

### **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/

### **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/joanlouisia89@gmail.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: Office/734.2232/3ccconnect@gmail.com

### **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, Steve Torok/ 562-7084/ stevetorok@aol.com

## **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

### **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

### **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/joanlouis89@gmail.com

## **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: Connie Cravens/734.2232/3cconnect@gmail.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@gmail.com

### **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: Connie Cravens/734.2232/3cconnect@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: Connie Cravens/734.2232/3cconnect@gmail.com

## **Student**

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

Contact: Office/734.2232/3cconnectgmail.com

### **Sunday School 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.



### **Sunday School 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.

### **Sunday Night 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.

### **Sunday Night 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.

### **Student Ministry 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.

Contact: David Price/734-7223/sdavidprice@gmail.com

### **Technology Ministry Team**

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

Contact: David Price/734-7223/sdavidprice@gmail.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.

Contact: Chris Clark/480-6696/cacmclark@gmail.com

### **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.

Contact: David Price/734-7223/sdavidprice@gmail.com

### **Computer Data Entry**

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

Qualifications: Training is provided.

Contact: Mary Jo Miller/266-1404/ [mjmilleroh@gmail.com](mailto:mjmilleroh@gmail.com)

## **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.

Contact: David Price/734-7223/sdavidprice@gmail.com

### **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.

Contact: David Price/734-7223/sdavidprice@gmail.com

### **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.

Contact: David Price/734-7223/sdavidprice@gmail.com

### **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.

Contact: Office/734.2232/3cconnect@gmail.com

----- **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: \_\_\_\_\_