

BENEVOLENCE MINISTER

The benevolence minister will serve on a task group to assist church and community members with special needs during crisis situations: unemployed, housing catastrophe, temporarily disabled/hospitalized, unexpected expenses, etc.

Ministry Area/Department	Outreach/Inreach
Position	Benevolence minister
Accountable To	Pastor
Ministry Target	Congregation and community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Mercy-showing • Pastor/shepherd • Serving • Giving
Talents or Abilities Desired	Able to communicate well • Valid driver's license • Own transportation
Best Personality Traits	Compassionate • Expressive • Intuitive • Discerning • Discreet
Passion For	Helping people in need
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** as necessary

RESPONSIBILITIES/DUTIES

1. Serve on a task group of benevolence ministers.
2. Work with task group to consider benevolent requests and verify needs.
3. Collect and receive donations of money, nonperishable food items, clothing and other needs for distribution in the benevolence ministry.
4. Contact financial secretary to request funds from budget when needed.
5. Contact those who need benevolence ministry services and arrange to deliver provisions, or schedule a time for them to stop by the church to receive assistance.

BEREAVEMENT MINISTER

The bereavement minister will serve on a task group to offer emotional, spiritual and physical support to church members and regular attendees who are grieving the loss of a loved one.

Ministry Area/Department	Outreach/Inreach
Position	Bereavement minister
Accountable To	Pastor
Ministry Target	Congregation
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Mercy-showing • Pastor/shepherd • Serving • Giving • Exhortation
Talents or Abilities Desired	Compassion for grieving people • Good listener • Able to organize groups to assist with special needs during funeral and bereavement period
Best Personality Traits	Compassionate • Dependable-expresser
Passion For	Comforting and helping people who have experienced loss and are grieving
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** varies greatly depending on need; may go a few months with no hours, then several hours in a month.
2. **Participating in meetings/training:** as requested

RESPONSIBILITIES/DUTIES

1. Minister to the bereaved by visiting in the home and by visiting the family at the funeral home.
2. Stay in the home or arrange to have another bereavement minister stay in the home during the funeral to accept deliveries of food, flowers, etc. and to protect empty house during such times.
3. Contact funeral dinner chairperson to arrange meals for the family.
4. Pick up and deliver a cheerful flower arrangement to the home to use as a centerpiece.
5. Offer assistance with errands, transportation and other special needs during week following the loss.
6. Send a thinking-of-you card to the family two weeks after the funeral.
7. Call to touch base with the family three weeks after the funeral.

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8. Pray for the family daily for the first month, then as often as they come to mind.

BREAD/COOKIE BAKER

The bread/cookie baker is responsible for providing fresh-baked bread or cookies for delivery to Sunday morning visitors. **Note:** The goal is to have enough people participate in this ministry so that each one only has to provide baked goods once a month.

Ministry Area/Department	Outreach/Inreach
Position	Bread/cookie baker
Accountable To	Bread/cookie visitation coordinator
Ministry Target	Visitors
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Exhortation
Talents or Abilities Desired	Good baking skills
Best Personality Traits	Dependable
Passion For	Baking and extending hospitality
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** as requested

RESPONSIBILITIES/DUTIES

1. Bake homemade bread and/or cookies to be used in the weekly visitation program.
2. Deliver the fresh-baked goods to the church kitchen on Sunday mornings. You may bake freezable items a week ahead of time and place them in the freezer, but fresh is best!

BREAD/COOKIE TAKER

The bread/cookie taker is responsible for delivering the bread/cookie bag or basket to Sunday morning visitors on Sunday afternoon. **Note:** The goal is to have enough people participate in this ministry so that each one only has to deliver baked goods once a month.

Ministry Area/Department	Outreach/Inreach
Position	Bread/cookie taker
Accountable To	Bread/cookie visitation coordinator
Ministry Target	Visitors
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Exhortation
Talents or Abilities Desired	Valid driver's license • Own transportation • Familiarity with community • Comfortable using maps/following directions
Best Personality Traits	Dependable-expresser • Friendly
Passion For	Making a positive impact on visitors
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** as requested

RESPONSIBILITIES/DUTIES

1. Pick up bags/baskets from coordinator after Sunday morning services and deliver them to visitors—names/addresses to be attached.
2. When you deliver, do not have a lengthy visit. Simply introduce yourself and offer a brief explanation of the visit such as, "Here's a gift from (church name) to let you know we are glad you visited with us today and to invite you to come again."
3. Be familiar with the ministries of the church in case the visitor should ask any questions regarding ministries.

BREAD/COOKIE VISITATION COORDINATOR

The bread/cookie visitation coordinator is responsible for organizing and overseeing the bread/cookie outreach program. **Note:** Internet programs are available that will provide maps showing directions from the church to specific delivery points. Many chambers of commerce also offer city/town maps.

Ministry Area/Department	Outreach/Inreach
Position	Bread/cookie visitation coordinator
Accountable To	Outreach director
Ministry Target	Visitors
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Exhortation • Administration
Talents or Abilities Desired	Strong organizational skills
Best Personality Traits	Dependable-analyst • Expressor-analyst
Passion For	Making a positive impact on visitors
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** as requested

RESPONSIBILITIES/DUTIES

1. Schedule/coordinate/oversee the bakers and takers.
2. Collect visitor information from Sunday School department and ushers at end of Sunday morning services.
3. After collecting information, prepare a bag or basket containing homebaked bread or cookies and a welcome/thank-you note from the church. Attach name/address so that takers will know where to deliver.
4. Make sure the bread/cookie takers pick up the bags or baskets to be delivered Sunday afternoon.

CART WORKER

The Christian Action Repair Team (CART) worker will participate in an ongoing ministry to serve needy members of the church and community by doing construction work and home repairs free of charge.

Ministry Area/Department	Outreach/Inreach
Position	CART worker
Accountable To	Outreach director
Ministry Target	Needy within congregation and community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Giving
Talents or Abilities Desired	Skilled in housing construction/repair: carpentry, plumbing, electrical, masonry, painting, landscaping, etc.
Best Personality Traits	Dependable-expresser or leader-analyst • Team spirited • Hardworking
Passion For	Using God-given skills to help the needy
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to eight hours a month, or as many hours as you are able
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Work with other CART workers to do repairs and construction-related work for the needy in the church and community: elderly, disabled, low-income, etc.
2. Obtain materials necessary to do the jobs, either through donations of supplies and money or from church budget as available. In some cases, the person may already have the supplies, but not be able to afford the labor cost.
3. Discuss potential CART jobs and develop a schedule with other CART members.
4. Pray for the people to whom CART ministers and for the resources to continue the ministry.

CHEERLEADER

The cheerleader (male/female) is responsible for offering encouragement and physical assistance to cheer up church members or regular attendees with special needs and circumstances.

Ministry Area/Department	Outreach/Inreach
Position	Cheerleader
Accountable To	Pastor or associate pastor
Ministry Target	Ill or hospitalized church members
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Mercy-showing • Administration
Talents or Abilities Desired	Organizational skills • Gets along well with other people
Best Personality Traits	Dependable-expresser • Compassionate
Passion For	Comforting and encouraging those who are ill
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** as requested

RESPONSIBILITIES/DUTIES

1. Coordinate with other cheerleaders to arrange for meal preparation and delivery to homes of church members or regular attendees who are hospitalized or are at home recuperating from surgery or childbirth, who are ill, etc.
2. Send get-well cards, thinking-of-you cards, sympathy cards or others as appropriate to cheer and encourage fellow church members.
3. Visit hospitalized members and regular attendees.
4. Call those who are sick to find out if they need assistance: transportation to doctor; pick up prescription or groceries; clean house, etc. Run those errands or arrange for someone else to assist when needed.
5. Pray for members and regular attendees who have special needs or are going through trying times.

EVANGELISM ASSISTANT

The evangelism assistant is responsible for assisting the evangelism director with organizing visits, following up leads and participating in the visitation program, including being able to share his or her personal testimony and lead someone to Christ.

Ministry Area/Department	Outreach/Inreach
Position	Evangelism assistant
Accountable To	Evangelism director
Ministry Target	Church visitors and unchurched community members
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Evangelism
Talents or Abilities Desired	Good organizational skills
Best Personality Traits	Expresser-leader or expresser-analyst
Passion For	Leading people to Christ • Helping others in their spiritual growth
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** as requested

RESPONSIBILITIES/DUTIES

1. Follow up with visitors and prospects who have completed forms requesting prayer, asking questions about the ministry, indicating curiosity about salvation, etc.
2. Assist evangelism director with organizing/assigning visits to prospects.
3. Serve as an altar counselor for those who come forward for salvation during or following church services.
4. Pray regularly for the evangelism ministry, for those who will be visited and for specific names of people needing salvation.
5. Be able to share your faith with others, using own life experiences and testimony as well as Scripture.
6. Be familiar with Scriptures that explain how to become a Christian and provide assurance of salvation.

EVANGELISM DIRECTOR

The evangelism director is responsible for overseeing and implementing the church evangelism program, training volunteers and actively participating in the evangelism ministry to influence others for Christ and bring them into the church.

Ministry Area/Department	Outreach/Inreach
Position	Evangelism director
Accountable To	Pastor
Ministry Target	Visitors and unchurched community members
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration • Evangelism
Talents or Abilities Desired	Good organizational skills
Best Personality Traits	Expresser-leader or analyst-leader
Passion For	Leading people to Christ • Helping others in their spiritual growth
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Follow up with visitors and prospects who have completed forms requesting prayer, asking questions about the ministry, indicating curiosity about salvation, etc.
2. Work with evangelism assistant to organize and assign visits to prospects.
3. Serve as an altar counselor for those who come forward for salvation during or following church services.
4. Pray regularly for the evangelism ministry, for those who will be visited and for specific names of people needing salvation.
5. Be able to share your faith with others, using own life experiences and testimony as well as Scripture.
6. Be familiar with Scriptures that explain how to become a Christian and provide assurance of salvation.
7. Provide training to those who become involved in the evangelism ministry.
 - a. Provide ongoing support and training materials as needed.

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- b. Plan a course or seminar at least yearly for training and reinforcement of evangelism methods and church's evangelism program. Teach what to do and what not to do, explore new opportunities, etc.
- 8. Work with small-group director to plan evangelistic event and follow-up related to small groups.
- 9. Assist evangelism event coordinator with planning and follow-up.

EVANGELISM EVENT COORDINATOR

The evangelism event coordinator is responsible for including an evangelistic emphasis in church special events and for planning, organizing and overseeing special evangelistic events.

Ministry Area/Department	Outreach/Inreach
Position	Evangelism event coordinator
Accountable To	Evangelism director
Ministry Target	Visitors and unchurched community members
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration • Evangelism • Exhortation
Talents or Abilities Desired	Organizational skills • Good at pulling people together
Best Personality Traits	Expresser-analyst
Passion For	Leading people to Christ • Helping others in their spiritual growth
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Plan, organize and oversee at least one major evangelistic event per year: ministry fair, revival, special seminar, Friend Day, etc.
2. Work with other ministry leaders to include an evangelistic emphasis in their special events: seasonal services, special drama or musical presentations, small groups, etc.
3. Meet with evangelism director at least quarterly to discuss and plan to cover the evangelism needs at upcoming church events.
4. Work with other ministry leaders to involve various ministries in evangelistic events and recruit volunteers from those ministries as needed.
5. Pray regularly for the evangelism ministry, for those who will attend special events, and for specific names of people needing salvation.
6. Be able to share your faith with others, using own life experiences and testimony as well as Scripture.

FUNERAL DINNER COORDINATOR

The funeral dinner coordinator is responsible for promptly coordinating funeral dinners for church members who lose a loved one. It is best if the person for this position does not hold a rigid, full-time job outside the home.

Ministry Area/Department	Outreach/Inreach
Position	Funeral dinner coordinator
Accountable To	Pastor or outreach director
Ministry Target	Grieving church members and families
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Serving • Exhortation
Talents or Abilities Desired	Organizational skills • Good meal planner • Good motivator
Best Personality Traits	Expresser-analyst or dependable-leader
Passion For	Serving others in their time of need
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** depending on need, may be zero hours some months and eight hours other months
2. **Participating in meetings/training:** as requested

RESPONSIBILITIES/DUTIES

1. Available for spur-of-the-moment ministry.
2. Plan well-rounded dinner for family on day of funeral.
3. Call family to arrange time and place of meal delivery and determine estimated number of family members who will attend.
4. Call funeral dinner helpers to help prepare meal and obtain disposable plates, napkins, forks, spoons, knives, cups, etc.
5. Coordinate delivery of meal to home, church or other location of family's choice.
6. Make sure dishes are returned to those who provided food.
7. Oversee budget and expenditures for the funeral dinner ministry.

FUNERAL DINNER HELPER

The funeral dinner helper is responsible for promptly cooking or contributing to funeral dinners for church members who lose a loved one. It is best if the person for this position does not hold a rigid, full-time job outside the home.

Ministry Area/Department)	Outreach/Inreach
Position	Funeral dinner helper
Accountable To	Funeral dinner coordinator
Ministry Target	Grieving church members and families
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Mercy-showing
Talents or Abilities Desired	Good cook
Best Personality Traits	Dependable-leader or dependable-expresser
Passion For	Cooking for and serving others in their time of need
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** depending on need, may be zero hours some months and eight hours other months
2. **Participating in meetings/training:** minimal, as requested

RESPONSIBILITIES/DUTIES

1. Available for spur-of-the-moment ministry.
2. When called upon by funeral dinner coordinator, cook or contribute to a well-rounded dinner for families on day of funeral.
3. Sometimes run errands to obtain disposable plates, napkins, forks, spoons, knives, cups, etc.
4. Deliver food or utensils to home, church or location agreed upon with the funeral dinner coordinator.

HOMEBOUND/NURSING HOME MINISTER

The homebound/nursing home minister is responsible for regularly visiting church members and elderly community members to provide emotional encouragement and spiritual support.

Ministry Area/Department)	Outreach/Inreach
Position	Homebound/nursing home minister
Accountable To	Homebound/nursing home ministry director
Ministry Target	Members and elderly community members
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Mercy-showing • Pastor/shepherd
Talents or Abilities Desired	Own transportation • Good listener • Able to pray with and for others • Must be able to commit to weekly ministry
Best Personality Traits	Dependable-leader or dependable-expresser • Compassionate • Encourager
Passion For	Ministering to the homebound and elderly
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** one hour a quarter

RESPONSIBILITIES/DUTIES

1. Participate in weekly visits to minister to homebound members and elderly community members in personal homes and nursing homes.
 - a. Provide large-print inspirational reading material and Bibles, tapes of messages, videotapes of special musicals to residents.
 - b. Talk with, pray with, read to, listen to, play games with, go on walks with and otherwise assist residents as appropriate. The goal is to provide emotional encouragement and spiritual support.
 - c. If musically talented, play musical instruments or provide special singing to entertain residents.
 - d. Give cards, flowers, balloons, homemade pictures or poems, lotion, tissues or other appropriate inexpensive items to residents on special occasions, such as birthdays and Christmas.

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2. Inform the homebound/nursing home ministry director of any special needs discovered in visiting homes/nursing homes.

HOMEBOUND/NURSING HOME MINISTRY DIRECTOR

The homebound/nursing home ministry director is responsible for organizing and overseeing the ministry of visiting and encouraging members and lonely community members who are homebound or living in nursing homes. Someone who does not work full-time or who is retired would be a great candidate for this ministry.

Ministry Area/Department)	Outreach/Inreach
Position	Homebound/nursing-home director
Accountable To	Shepherding pastor or outreach director
Ministry Target	Members and elderly community members
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Mercy-showing • Pastor/shepherd • Administration
Talents or Abilities Desired	Own transportation • Organizational skills • Good listener • Able to pray with and for others
Best Personality Traits	Dependable-leader or dependable-expresser • Compassionate • Encourager
Passion For	Ministering to the homebound and elderly
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** one hour a quarter

RESPONSIBILITIES/DUTIES

1. Maintain communication with shepherding pastor and outreach director to stay informed of additional ministry opportunities and to keep them abreast of the homebound/nursing home ministry progress.
2. Keep an up-to-date list of church members who are homebound—those who cannot attend church due to physical or mental health problems or long-term illness—or who are temporarily or permanently in a nursing home.
3. Contact local nursing homes to inform them of the church's nursing home ministry, introduce the church's nursing home ministers, and seek permission to visit residents who have no family or other regular visitors.

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4. Provide training and instruction to homebound/nursing home ministers. The goal is to provide emotional encouragement and spiritual support. Ministers should:
 - a. Provide large-print inspirational reading material and Bibles, tapes of messages, videotapes of special musicals for residents;
 - b. Talk with, pray with, read to, listen to, play games with, go on walks with and otherwise assist residents as appropriate;
 - c. If musically talented, play musical instruments and/or provide special singing to entertain residents.
5. Organize a weekly visitation schedule for the homebound/nursing home ministers.
6. Inform shepherding pastor or appropriate church staff of special needs discovered in visiting homes/nursing homes.

HOSPITAL VISITATION COORDINATOR

The hospital visitation coordinator is responsible for making sure every hospitalized member or regular attendee is prayed for daily and visited by a hospital visitation minister.

Ministry Area/Department)	Outreach/Inreach
Position	Hospital visitation coordinator
Accountable To	Shepherding pastor
Ministry Target	Members and regular attendees
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Mercy-showing • Pastor/shepherd • Administration
Talents or Abilities Desired	Own transportation • Good listener • Able to pray with and for others • Good organizational skills
Best Personality Traits	Dependable-leader or dependable-expresser • Compassionate • Encourager
Passion For	Comforting and cheering others
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** depending on need, may be zero hours some months and eight hours other months
2. **Participating in meetings/training:** minimal, as requested

RESPONSIBILITIES/DUTIES

1. Maintain consistent contact with shepherding pastor and church office to stay informed of hospitalized people needing visits.
2. Contact hospital visitation ministers to inform them of hospitalizations, ask them to pray for special medical/spiritual needs and coordinate a visitation schedule for one of the ministers to visit each hospitalized person daily.
3. Participate in the hospital visitation program.
4. Inform shepherding pastor or appropriate church staff of special needs discovered in visiting the hospitalized.
5. Pray for hospitalized members and their families.

HOSPITAL VISITATION MINISTER

The hospital visitation minister is responsible for praying for and visiting hospitalized members or regular attendees.

Ministry Area/Department)	Outreach/Inreach
Position	Hospital visitation minister
Accountable To	Hospital visitation coordinator
Ministry Target	Members and regular attendees
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Mercy-showing • Pastor/shepherd
Talents or Abilities Desired	Own transportation • Good listener • Able to pray with and for others
Best Personality Traits	Dependable-leader or dependable-expresser • Compassionate • Encourager
Passion For	Comforting and cheering others
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** depending on need, may be zero hours some months and eight hours other months
2. **Participating in meetings/training:** minimal, as requested

RESPONSIBILITIES/DUTIES

1. When hospital visitation coordinator informs you of hospitalizations, you will need to
 - a. Pray for special medical/spiritual needs
 - b. Participate in the visitation schedule for visiting each hospitalized person
 - c. When visiting, talk with and especially listen to the patient, pray with him or her and provide encouragement and cheer
2. Inform hospital visitation coordinator of special needs discovered in visiting hospitalized members.

NEIGHBORHOOD FELLOWSHIP DIRECTOR

The neighborhood fellowship director is responsible for organizing and overseeing the neighborhood fellowship ministry to build a sense of community and support among church members and influence neighbors for Christ.

Ministry Area/Department	Outreach/Inreach
Position	Neighborhood fellowship director
Accountable To	Shepherding pastor or outreach director
Ministry Target	Church members and neighbors
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Pastor/shepherd • Exhortation • Administration
Talents or Abilities Desired	Good organizational skills
Best Personality Traits	Dependable • Expresser-leader or expresser-analyst
Passion For	Building a sense of community among church members and showing Christ's love to neighbors
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** one hour a quarter

RESPONSIBILITIES/DUTIES

1. Recruit and train couples as neighborhood fellowship group leaders.
2. Organize and plan the neighborhood fellowship program. Program should include regular neighborhood activities, devotional/prayer times, etc., with the goals of
 - a. Ministering to church members
 - b. Building relationships with unchurched neighbors and influencing them for Christ

NEIGHBORHOOD FELLOWSHIP GROUP LEADER

The neighborhood fellowship group leader is responsible for leading neighborhood fellowship ministry to build a sense of community and support among church members and influence neighbors for Christ.

Note: A man and woman couple is preferred for leading the group in order to provide a sense of identity and common bond for both men and women in the group.

Ministry Area/Department	Outreach/Inreach
Position	Neighborhood fellowship group leader
Accountable To	Neighborhood fellowship director
Ministry Target	Church members and neighbors
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Pastor/shepherd • Exhortation • Teaching • Mercy-showing
Talents or Abilities Desired	Good communicator • Sensitive to other people's needs
Best Personality Traits	Expresser-leader
Passion For	Building a sense of community among church members and showing Christ's love to neighbors
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** one hour a quarter

RESPONSIBILITIES/DUTIES

1. Meet with neighborhood fellowship director for training, brainstorming ideas, prayer and support.
2. Lead your own local neighborhood fellowship program in your home or local clubhouse. Program should include regular neighborhood activities, devotional/prayer times, etc. with the goals of
 - a. Ministering to church members
 - b. Building relationships with unchurched neighbors and influencing them for Christ
3. Serve as a mentor and counselor to those in your neighborhood group. Seek advice from or refer others to appropriate professional counsel when necessary.

NEW MEMBER ASSIMILATOR

The new member assimilator is responsible for welcoming new members, providing helpful information, helping them feel at home and bonding them to the church through relationships.

Ministry Area/Department	Outreach/Inreach
Position	New member assimilator
Accountable To	Shepherding pastors
Ministry Target	New church members
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Pastor/shepherd • Exhortation
Talents or Abilities Desired	Good communicator • Familiar with church facilities and ministries
Best Personality Traits	Dependable-expresser or dependable-leader
Passion For	Helping new members to feel at home in the church and motivating them to become involved
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one yearly training meeting or as requested

RESPONSIBILITIES/DUTIES

1. Greet and welcome new members after worship services.
2. Become familiar with the church facilities. Show new members around the church facilities.
3. Enroll new members in the new members class and inform them of the church's ministries and classes/small groups that may apply to or interest them.
4. Be aware of the church's ministries. Answer new members' questions regarding ministry opportunities available.
5. Introduce new members to current members—especially those who may have common interests/family life/ages, etc.
6. Make a point to greet new members every week for at least the first six weeks.

OUTREACH DIRECTOR

The outreach director will organize and oversee the outreach ministries of the church, including evaluating and planning for the future.

Ministry Area/Department	Outreach/Inreach
Position	Outreach director
Accountable To	Executive pastor or pastor
Ministry Target	Community and families of church members
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Evangelism • Pastor/shepherd • Exhortation • Teaching
Talents or Abilities Desired	Good communicator • Motivator
Best Personality Traits	Expresser-leader or analyst-expresser
Passion For	Reaching people at their point of need and leading them to a personal relationship with Christ
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three to four hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Organize and oversee the outreach ministries of the church.
2. Recruit and train leaders for the various outreach ministries.
3. Research, survey and evaluate the church and community to determine what outreach ministries are most needed and if existing ministries are effective.
4. Develop new ministries as needed.
5. Obtain and supply materials needed for the outreach ministries.
6. Meet with leaders of outreach ministries quarterly to get a report on the ministry progress, to brainstorm, to determine how to improve the ministries and to discuss challenges and solutions.
7. Act as a liaison between outreach ministry leaders and the pastor.
8. Work with public relations director to promote a positive image of the church in the community while reaching out to community members.

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9. Pray regularly for the outreach ministries.
10. Promptly give church visitor information to visitor follow-up assistants for follow-up calls, letters and visits.
11. Oversee budget and expenditures for the outreach ministry.

PANTRY ORGANIZER

The pantry organizer will organize and maintain the pantry of clothing and nonperishable food for benevolent use.

Ministry Area/Department	Outreach/Inreach
Position	Pantry organizer
Accountable To	Outreach director
Ministry Target	Needy church and community members
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Mercy-showing • Administration
Talents or Abilities Desired	Organizer • Self-motivated • Doesn't mind working alone, but works well with others
Best Personality Traits	Leader-analyst or analyst-dependable
Passion For	Organizing things and helping those in need
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week—occasionally more
2. **Participating in meetings/training:** minimal, as requested

RESPONSIBILITIES/DUTIES

1. Organize the pantry, including clothing and nonperishable foods (canned, boxed, bagged, dried, etc.).
 - a. Sort and shelve foods according to like kind. Dispose of any outdated goods.
 - b. Sort and hang or shelve clothing according to size, type and whether for male or female. Only accept clean clothing in good condition. Dispose of worn-out clothing. Have volunteer seamstresses make minor repairs such as replacing buttons or stitching hems.
2. Schedule appointments for benevolence ministers or people referred for assistance to pick up items from the pantry.
3. Prepare items for pickup or assist with selection of needed items.
4. Let outreach director or benevolence ministers know when supplies are low so an announcement can be made at services and in newsletter asking for donations of items or money.
5. Receive and process new donations.

PRISON MINISTER

The prison minister will assist the prison ministry director in reaching out and ministering to local jail or prison inmates and families.

Ministry Area/Department	Outreach/Inreach
Position	Prison minister
Accountable To	Prison ministry director
Ministry Target	Prisoners and their families
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Evangelism • Pastor/shepherd • Teaching
Talents or Abilities Desired	Good communicator
Best Personality Traits	Expresser-leader • Dependable
Passion For	Reaching people at their point of need and showing them the love of Christ
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Assist the prison ministry director in conducting a weekly Bible study and devotional time at the jail or prison for those prisoners who are allowed to attend.
2. Provide spiritual counseling and reading materials for those who are interested.
3. Visit the families of prisoners who become Christians to inform and minister to them. Encourage them to become involved in a local church.
4. Minister to the families by providing physical help. These families often experience hardships due to a parent/spouse in jail or prison.
 - a. Deliver food and/or clothing from the church benevolence ministry.
 - b. Help with home repairs.
 - c. Contact the Big Buddy coordinator to find a Big Buddy for the prisoner's children to provide a male or female mentor while the parent is away.

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5. Pray regularly for the prison ministry and those who will be touched by it.
6. Consider volunteering to teach special classes to the men or women on topics such as preparing for job interviews, parenting, building healthy family relationships or tutoring them in subjects such as reading, language skills, etc. Obtain approval from the proper authorities.

PRISON MINISTRY DIRECTOR

The prison ministry director will organize and oversee the prison ministry to local jail or prison inmates and families.

Ministry Area/Department	Outreach/Inreach
Position	Ministry director
Accountable To	Outreach director
Ministry Target	Prisoners and their families
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Evangelism • Pastor/shepherd • Teaching
Talents or Abilities Desired	Good communicator • Good organizational skills
Best Personality Traits	Expresser-leader • Dependable
Passion For	Reaching people at their point of need and leading them to a personal relationship with Christ
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Organize and oversee the prison ministry.
2. Recruit and train prison ministers to assist you.
3. Contact your local jail and/or prison authorities and/or chaplains to explain your ministry and seek permission to minister in their facilities.
4. Conduct a weekly Bible study and devotional time at the jail or prison for those prisoners who are allowed to and desire to attend.
5. Provide spiritual counseling and reading materials for those who are interested.
6. Visit the families of prisoners who become Christians to share what has happened and to minister to them. Encourage them to become involved in a local church.
7. Minister to the families by providing physical help since these families often experience hardships due to a parent/spouse being in jail or prison.

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- a. Seek assistance from church benevolence fund or pantry.
 - b. Receive special offerings and donations for specific needs.
 - c. Seek volunteers to help with home repairs.
 - d. If church has a Big Buddy program or if prison ministers will serve, pair Big Buddies with the prisoner's children to help provide a male or female mentor while the parent is away.
8. Pray regularly for the prison ministry and those involved.
 9. Oversee budget and expenditures for the prison ministry.

SHEPHERDING PASTOR

The shepherding pastor will assist the pastor in exhorting the saints, providing spiritual nurture and equipping members for ministry.

Ministry Area/Department	Outreach/Inreach
Position	Shepherding pastor
Accountable To	Pastor
Ministry Target	Congregation
Position Is	Paid staff
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Pastor/shepherd • Exhortation • Teaching
Talents or Abilities Desired	Experience in counseling • Communicates well • Agrees with church doctrine • Has firm foundation in biblical studies • Good leadership skills
Best Personality Traits	Expresser-leader or dependable-expresser • Compassionate • Understanding
Passion For	Nurturing church members
Length of Service Commitment	Three years

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** eight hours a week
2. **Participating in meetings/training:** one hour a week

RESPONSIBILITIES/DUTIES

1. Greet people before and after services.
2. Schedule at least four 30- to 45-minute visits per week with church members for the purpose of
 - a. Getting to know members
 - b. Offering prayer and spiritual nurturing, plus encouragement to be faithful in attendance, personal devotions, family devotions, ministry in the church, etc.
 - c. Answering questions about the church and spiritual matters
3. Make emergency visits to support members facing a death, hospitalization in an emergency or in other crucial circumstances.
4. Conduct a limited number of counseling appointments with church members.

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5. Report special or critical needs to the pastor.
6. Pray regularly for church members and leaders.

SPECIAL EVENTS OFFICE VOLUNTEER

The special events office volunteer will assist with any additional office work created by special outreach events.

Ministry Area/Department	Outreach/Inreach
Position	Special events office volunteer
Accountable To	Outreach ministry director
Ministry Target	Congregation and community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Administration
Talents or Abilities Desired	Typing/computer experience • Preparing flyers for mailing • Experience handling business phones
Best Personality Traits	Analyst-dependable
Passion For	Supporting special projects through behind-the-scenes work
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** varies, up to eight hours a week preceding special event
2. **Participating in meetings/training:** as requested

RESPONSIBILITIES/DUTIES

1. Prepare promotional material for distribution or display.
2. Prepare mailings; may include folding flyers, collating pages, addressing and stuffing envelopes, applying postage, etc.
3. Make phone calls—reminder calls to members, following up on printing or other special jobs.
4. Other tasks as needed.

SPORTS TEAM SHEPHERD

The sports team shepherd will build relationships with sports team members, their friends and their families. The main goals are to encourage noninvolved Christians to become active and to lead non-Christians to a personal relationship with Jesus Christ.

Ministry Area/Department	Outreach/Inreach
Position	Sports team shepherd
Accountable To	Outreach director
Ministry Target	Sports team players and families
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Evangelism • Pastor/shepherd • Exhortation
Talents or Abilities Desired	Good communicator
Best Personality Traits	Expresser-leader • Dependable
Passion For	Building relationships and sharing Christ
Length of Service Commitment	One season

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three hours a week during sports season
2. **Participating in meetings/training:** one hour a year

RESPONSIBILITIES/DUTIES

1. Assist the coach in ministry opportunities during the sports season.
2. Mingle with players and their friends and families in order to
 - a. Build positive relationships
 - b. Encourage inactive members to become involved in ministries that fit their interests and spiritual gifts
 - c. Invite nonmembers to other church activities and services with the ultimate goal of leading them to Jesus Christ as Lord and Savior and to fellowship with the Body of Christ—or to become active in worship and ministry if already a Christian

SUPPORT GROUP DIRECTOR

The support group director will coordinate and oversee the support-group ministry. This will involve determining the need for specific groups, recruiting and training volunteers, obtaining materials as needed and promoting the ministry.

Ministry Area/Department	General administration
Position	Support-group director
Accountable To	Outreach director
Ministry Target	Congregation and community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration • Exhortation • Mercy-showing • Pastor/shepherd
Talents or Abilities Desired	Good organizational skills
Best Personality Traits	Compassionate • Leader-dependable or analyst-leader
Passion For	Reaching and nurturing people at their point of need
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** two hours a quarter or as needed

RESPONSIBILITIES/DUTIES

1. Coordinate volunteers to serve as support group facilitators.
2. Develop and implement a training program for support group facilitators.
3. Review curricula and recommended resources available for various support groups.
4. Order and provide support group materials for group facilitators.
5. Recognize, encourage and motivate group facilitators.
6. Serve as a liaison between support groups and pastor.
7. Research and determine need of and resources available for specific support groups.
8. Oversee budget and expenditures for the support group ministry.

SUPPORT GROUP FACILITATOR

The support group facilitator will lead a specific support group which he or she has a special burden for or understanding of because of training or life experience. This person will lead the Bible study and provide spiritual and emotional support in the small support group environment.

Ministry Area/Department	General outreach
Position	Support group facilitator
Accountable To	Support group director
Ministry Target	Congregation and community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Exhortation • Mercy-showing • Pastor/shepherd
Talents or Abilities Desired	Communicator • Leader • Student of God's Word
Best Personality Traits	Compassionate but firm • Expresser-analyst or expresser-leader
Passion For	Reaching and nurturing people at their point of need
Length of Service Commitment	Three to six months

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three to four hours a week
2. **Participating in meetings/training:** one hour a quarter or as needed

RESPONSIBILITIES/DUTIES

1. Provide encouragement to people within the support group.
2. Lead in Bible study and discussion of material related to special needs of support group.
3. Pray with and for people in support group.
4. Report any problems or special needs to the support group director.
5. Plan at least one social activity for the support group participants. If only one social, have it at or near the end of a particular study.

VISITOR FOLLOW-UP ASSISTANT

The visitor follow-up assistant is a role two people will fill together. They will visit people who have visited the church's services or special events and requested a visit. These volunteers will represent Christ and the church and must conduct themselves in such a manner as to positively influence others.

Ministry Area/Department	Outreach/Inreach
Position	Visitor follow-up assistant
Accountable To	Outreach director
Ministry Target	Visitors
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian paired with a new, growing Christian
Spiritual Gifts	Evangelism • Exhortation • Pastor/shepherd
Talents or Abilities Desired	Communicator • Well groomed
Best Personality Traits	Expresser • Dependable
Passion For	Making people feel important • Building relationships • Sharing Christ
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one hour a year

RESPONSIBILITIES/DUTIES

1. Be familiar with church ministries and opportunities.
2. Visit people who have visited church services and requested a visit. Information will be provided by the outreach director. Be prepared to
 - a. Pray with them
 - b. Answer questions regarding the church's ministries; take a brochure, if available
 - c. Give spiritual guidance; refer more serious issues to pastor or appropriate, qualified counselor
 - d. Lead them to Christ
 - e. Encourage them to get involved with the new members' class, small groups, etc.
 - f. Pray before every visit
3. After visits, pray for those who need to make decisions or who made decisions during your visit.

VISITOR FOLLOW-UP CALLER

The visitor follow-up caller will call people who have visited the church's services or special events to make them feel welcome, answer questions regarding the church ministries and invite them to return.

Ministry Area/Department	Outreach/Inreach
Position	Visitor follow-up caller
Accountable To	Outreach director
Ministry Target	Visitors
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Evangelism • Exhortation • Pastor/shepherd
Talents or Abilities Desired	Pleasant voice • Clear speech
Best Personality Traits	Dependable-expresser
Passion For	Making people feel important, building relationships and sharing Christ
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one hour a year

RESPONSIBILITIES/DUTIES

1. Be familiar with church ministries and opportunities.
2. Call people who have visited church services or events to thank them for coming, ask if they have any questions about the church ministries or would like someone from church to visit them, and invite them to return again. This call should be made within three days of the visitors' attendance at the church service or event. Visitor information will be provided by the outreach director.

VISITOR FOLLOW-UP WRITER

The visitor follow-up writer will send a welcome letter to every first-time visitor to the church's services or special events.

Ministry Area/Department	Outreach/Inreach
Position	Visitor follow-up writer
Accountable To	Outreach director
Ministry Target	Visitors
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Exhortation • Pastor/shepherd
Talents or Abilities Desired	Good penmanship or typing skills
Best Personality Traits	Analyst • Expresser
Passion For	Making people feel important • Building relationships • Sharing Christ
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one hour a year

RESPONSIBILITIES/DUTIES

1. Be familiar with church ministries and opportunities.
2. Send a follow-up letter to everyone who visits the church. Information will be provided by the outreach director. The purpose of the letter is to
 - a. Welcome them to the church and thank them for visiting
 - b. Tell them about upcoming special events, sermon or lesson series, etc.
 - c. Invite them to come again
3. Pray for every person to whom you mail a letter.