

# Volunteer Ministry Job Descriptions

To accompany Every Member In Ministry (EMIM)

Christ The King Lutheran Church

Southgate, Michigan

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Please return this book, within a week, to the Church Office, so others may also enjoy finding out about the different ministries. Thank You!

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## **About This Book**

The purpose of this book is to help the people of Christ The King receive more enjoyment from their service to Jesus Christ, while they also are more effective in that service.

Service is important. It is one of the five Marks of Discipleship:

- 1) A personal relationship with Jesus Christ
- 2) Frequent participation in worship and Holy Communion
- 3) Regular study of God's Word
- 4) First fruits giving by walking in or toward the tithe (10%)
- 5) Using our spiritual gifts to grow God's kingdom (service)

Even when we know our spiritual gifts, it's not always easy to select an area of service in which to use them. What exactly will I have to do? How long will it take? Will I be stuck doing it forever? Am I qualified? Will someone show me what to do? Is this task worth my time?

This book describes all the ministries done by volunteers at Christ The King. The descriptions were written by the volunteers themselves, with much care and with honesty. We encourage you to read over all the ministries, even if you do not think you would be interested. This is a good way to see if something peaks your interest as well as giving you insight to the behind-the-scenes of ministries that you would not have chosen. As you read those in which you may be interested, you will get a good summary of that ministry. More information is available from the ministry leaders. We feel it is important for people to be fully informed before they make a commitment to a ministry.

The Director of Volunteer Ministries is always available to answer questions and help you find your place in Christ's body! You may contact the church office to talk to that person.

Special thanks are due to the many volunteers who wrote the ministry descriptions, and to those who printed, collated, and bound this book. It couldn't have been done without you!

## **Risk Management Policies**

Some of the volunteer positions in this book are affected by our church's risk management policies. These policies were instituted in 1998 and have been looked at periodically for any changes if necessary. They were adopted to reduce the risk of harm to our children and other vulnerable people, and to help protect our ministries from lawsuits. Even though it is very rare for harm to be done in a church, we are a large church, growing larger, and rightly opening our doors to all in the community. These policies help protect our people and our ministry from the harm that would result from abuse, deliberate or unintentional, or allegations of abuse.

### **Basic Screening**

Basic screening is required for volunteers in these ministries: Anyone who works directly with children such as Confirmation teachers, day school volunteers, Nursery workers, Shut-in visitors, Sunday School workers, Vacation Bible School directors, teachers and aides, and Youth group workers, Stephen Ministers, Watch Patrol.

Basic screening requires that volunteers in these ministries:

1. Be members for six months or longer, or be regular participants (50% worship attendance) for one year or more.
2. Complete an Application for Volunteer Position, including references.
3. Attend a Child Abuse Prevention Workshop if the ministry serves children or youth or visiting. The workshops are offered several times a year, generally on Sunday during the 10:10 Bible class hour.
4. Meet with the ministry leader.

### **Maximum Screening**

Maximum screening applies to all paid staff, to day school athletic coaches and assistant coaches, and youth group leaders. Maximum screening consists of all the items in basic screening plus a criminal background check (both in state and national).

A more detailed summary of the policies is available in the Church Office upon your request.

### **What the Bible Says**

The Bible has much to say about a Christian's service in the church and in the world.

The gift of salvation frees us. Our freedom is to be used for service.

*"You, my brothers, were called to be free. But do not use your freedom to indulge the sinful nature; rather, serve one another in love." Gal. 5:13*

We are to have a servant's heart.

*"Whoever wants to be great among you must be your servant ... just as the Son of Man did not come to be served, but to serve." Matt. 20:26 & 28*

God created us for serving.

*"For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do." Eph. 2:10*

Together, we are the body of Christ. Just as the human body has different parts for different functions, we are designed by God for different, specific types of service. Each of us is equally needed.

*"The eye cannot say to the hand, 'I don't need you.' On the contrary, those parts that seem to be weaker are indispensable. . . Now you are the body of Christ and each of you is a part of it." I Cor. 12:21-22, 27*

We'll be rewarded for our service.

*"Well done, good and faithful servant!...Come and share your Master's happiness." Matt. 25:23*

### **Your Spiritual Gifts**

*"Now about spiritual gifts, brothers, I do not want you to be ignorant." 1 Corinthians 12:1*

*"Neglect not the gift that is in you." 1 Timothy 4:14*

God has given each of us several spiritual gifts. He wants us to learn about them and use them in His service.

We are instructed to prioritize our service in those areas which utilize our unique mix of spiritual gifts. Too

many times, Christians are frustrated and ineffective in their Christian service because they position themselves in areas of need, rather than areas that compliment their spiritual gifts, hindering God's desire for His people and His kingdom.

There are two primary ways to discover your spiritual gifts: study scripture (individually and in groups) to learn what the Word says about the subject, and serve in diverse areas of natural interest. When you are in service, you give your gifts a chance to operate. You may judge from your own enjoyment and success (or lack of one or the other!) and from the feedback of other Christians, whether you have found a ministry in which your gifts are well used. In all my years of studying and teaching spiritual gift classes, I have never found a more accurate formula for discerning your spiritual gifts than this: first study, then service.

If you have never taken a Bible study on spiritual gifts, or if it has been a number of years since you have done so, watch for opportunities to participate in this study. But don't wait to start using your gifts. Christ The King offers a tremendous variety of service opportunities. Please consider the volunteer choices listed in this booklet as a way to be obedient to our God as He commands: "Neglect not the gift that is within you."

--Carol Cashmer

*"Each one should use whatever gift he has received to serve others." 1 Peter 4:10*

## **A Leader's Responsibilities and Qualifications**

"A leader? Me? No way!" Many of us are not comfortable with a leadership role. We don't feel we have the skills or confidence to be "up front" in a group. Yet any volunteer who does a task "with or through other people" is a type of leader. What they say and do affects those working with them. We have many volunteers who coordinate a ministry, who serve as Directors or decision-makers. They are leaders because their actions and decisions affect others. As church growth leaders have said, "We beget our own kind."

Leaders set an example for others and therefore they are held to a higher standard. Their behavior influences the church, and the church's future, so we have certain additional responsibilities and qualifications we require of all leaders. The people to whom these responsibilities and qualifications apply are identified in the specific job descriptions.

### **Responsibilities:**

- Ministry coordinators and Vestry are asked to initiate contact with people interested in their ministry. When the Director of Volunteers gives them the name of a potential volunteer, they are asked to contact the volunteer, warmly welcome them, find them a place if at all possible, and arrange training for them.

- Periodically, ministry coordinators are asked to give information to the Volunteer Ministries Director, such as a list of all current participants in their ministry.

### **Qualifications**

- Leaders are to demonstrate the Five Marks of Discipleship, specifically through a 60% attendance record in worship and Bible classes. Leaders are asked to sign the attendance sheets in worship and Bible Class to help us keep accurate records.

- Leaders are to demonstrate spiritual maturity and be a role model for their families, for our church's members, and for the seekers who come through our doors.



## Especially for Teens

Young people are a special gift from God to the church. Their enthusiasm, energy, and willingness to look at new ways of doing things are valuable and are used by God in His work.

But sometimes teens may feel left out in the church. Rest assured we do want you! We need your tireless enthusiasm and your perspective to point us in new directions. Look through all the ministry descriptions. Almost any can be done by teens as well as by older adults like the following:

Acolyte	Prayer - Wednesday
Audio Tech	Nursery worker
Bible Class Host	Outdoor sign
Brass Ensemble	Shut-In Visitors
Chancel Care Worker	Sunday School Aide
Christmas Decorating	Time/Scorekeeper
Christmas program	Usher
Fall Festival	VBS Teacher, Aide, Helper with Crafts, Registration, Kitchen,
Greeter	Recreation, Set-Up
Lawn Care	Video Tech
Maintenance Crew	
Military Communications	

## What Can I Do If...

### "Yes, but . . ."

Sometimes circumstances hinder our desire to serve. Although some of these limitations really do prevent us from serving in the church, many can be overcome by prayer, by looking deeper at the available opportunities, and perhaps by some creative thinking. If you want to serve, God will show us a way you can be used! If some of the following sound like you, take a special look at the suggested ministries. Page numbers are listed after each ministry.

#### **1) "I can't do anything because I have young children at home."**

The following ministries can be done with children at your side. Sometimes children actually can help you do the work, and they always benefit from seeing you give of your time for others. See also ministries that can be done at home under #2 below.

Altar Flowers  
Bible Class Host  
Convalescent Home  
Cradle Roll  
Early Communion Coordinator  
Greeter  
Nursery worker  
Recess Monitor  
Shut-in Visitor  
Card Ministry

The following ministries will provide child care:

VBS Teacher, Aide or Director and Sunday School Teacher or Aide



## **2) "I don't get around well anymore."**

Some ministries can be done at home like the following:

- Calling for Altar Flowers
- Funeral Meal Dessert donation
- Small Group Host/Hostess or Leader
- Typing Testimonies for Confirmation

If you can make it to church, you can do the following:

- Bulletin Collators
- Donation Station volunteer
- Greeter
- Offering Counter
- Newsletter Collator
- Wednesday Prayer Hour
- Welcome Caller
- Welcome Desk

## **3) "I work varying shifts."**

These ministries are ones in which the volunteer can arrange their commitment of time around other commitments:

- Altar Flowers
- Care Notes
- Decorating Crew
- Donation Station room directors
- Funeral dessert donator
- Pew Maintenance
- Lawn Care
- Maintenance Volunteer
- Outdoor Sign
- Shut-in Visitor Song Leader
- VBS Director
- Website Volunteer

## **4) "I'm available on weekends only."**

These ministries occur only on weekends.

- Sound Tech
- Bookstore clerk
- Greeter
- Offering Counter
- Nursery
- Small Groups (many meet Friday nights or Sundays)
- Sunday School Teacher / Aide
- Usher
- Video Tech
- Youth Activity Helper and Chaperone

See also ministries that can be done at home (listed under #2 above) and those where the volunteer sets

their own hours (#3 above).

**5) "I have many other responsibilities and can't make a long-term commitment."**

Consider these ministries in which the commitment lasts a short time (several weeks to a couple months):

Advent by Candlelight	Festival Ensemble
Annual School Events	Holiday Food Pantry
Christmas program	Vacation Bible School
Christmas Decorating	Women's / Men's Choir
Craft / Bake Gala	

These ministries require a regular commitment, but since many volunteers share the work, you do not volunteer every week:

Bible Class Hosts    Nursery    Lawn Care    Panther Patrol    Watch Patrol

**6) "I don't have any skills or abilities."**

All of God's people have spiritual gifts and natural abilities they can use in His service. Those who are unsure of their abilities, or unaware of their gifts, might enjoy these ministries, in which no special skills or experience is necessary. They are easy to learn, and complete training is provided.

Attendance Entry	School Library
Altar Flower Worker	Shut-in Visitors
Bible Class Host	Stephen Minister
Chancel Care	Sunday School Leader / Aide
Christmas program	Sunday School Office Help
Contributions Entry (Counter)	Usher
Donation / Resale Station	Youth Activity Helper or Chaperone
Friday Prayer Vigil	VBS Leader / Aide
Greeter	VBS Registration
Handbells	Wednesday Prayer Hour
Lawn Care	Welcome Caller
Nursery	Welcome Desk
Prayer Partner	

## **Church Ministries**

### **Acolyte:**

**Goal of Position:** The acolytes contribute to the beauty of our worship services and assist in the distribution of communion. Usually this is a confirmand.

**Responsible to:** Senior or Associate Pastor

**Ministry Description:** The acolyte will arrive 15 minutes before the service and will inform the lay minister (or Elder) upon arrival. They light the candles before the service, light the baptism candles (at Trenton Rd only) when there is a baptism, participate in communion distribution by refilling the common cup from the flagon, assist the pastor during the offering and extinguish the candles at the end of worship.

**Time Required:** Acolytes serve one worship service approximately every 4 weeks. Frequency is determined by the number of acolytes, and increases before and during the special seasons of Christmas and Easter. You may request a certain worship time if needed.

### **Acolyte Teacher (Coordinator):**

**Goal of Position:** By leading, guiding and assisting the acolytes in their ministry, the person in this position will improve the quality of the acolytes' ministry in our worship services. They will also help the young people learn and benefit from their involvement.

**Responsible to:** Senior or Associate Pastor

#### **Ministry Description:**

- Plan and supervise training of the acolytes.
- Get to know the acolytes individually.
- Be a contact person for all concerns regarding the acolytes.
- Monitor the attendance of acolytes and follow up individually when acolytes don't serve as scheduled.
- Plan for future change that strengthens this ministry.

**Time Required:** approximately one to two hours per month. Several extra hours are needed at the beginning of each year for training sessions, as well as extra time for any special events.

### **Advent By Candlelight:**



**Goal of Position:** Advent by Candlelight is held around the first Saturday evening in December in the gym. Women gather around decorated tables to enjoy fellowship with friends, dessert, Christmas music, and a speaker or presentation with a Christian Christmas message. It is designed for members to invite their unchurched friends to experience a warm, beautiful evening with a Christian message.

**Responsible to:** Church Office

**Ministry Description:** The Women's Ministry coordinates planning for this annual event. Volunteers help in many areas: planning; decorating; publicity; putting up and taking down tables, stage and other items; serving as greeters and kitchen help. Youth and Confirmands are requested to help the women.

**Time Required:** varies according to task

**Length of commitment:** one event, with renewals as desired

**Training Provided:** by those who have experience planning and carrying out this event

**Qualifications or special skills:** no special skills needed. Someone who is cooperative and enjoys working with others is desired.

**Benefits to the volunteer:** joy in serving the Lord; providing for needed services; the fun of seeing the whole event come together and seeing guests enjoy themselves

### **Altar Flower Volunteer/Coordinator:**

**Goal of Position:** to help provide flowers (billed to the church) for the altar each week, to add beauty to our worship

**Responsible to:** Church Office

**Ministry Description:** Each week, an altar flower volunteer contacts the members who have signed up to provide flowers for the weekend worship services. They order the flowers from the florist and email the church office to provide bulletin information about the flowers. The volunteer also removes the flowers from the altar after the 5:00pm and the 11:00am service. The altar flower volunteers rotate duties. One volunteer is on duty for the whole month. Each volunteer serves about once every 4-5 months. As head of this ministry, the **Altar Flower Coordinator** trains, schedules and assists the flower volunteers.

**Time Required:** for volunteers, about 7 hours per month; 2-3 months yearly. The coordinator averages 30 minutes weekly for leadership tasks.

### **Altar Flowers, Special, Coordinator:**

**Goal of Position:** arrange the donation and placement of Easter lilies and Christmas poinsettias to enhance our Easter and Christmas worship

**Ministry Description:** *Before each holiday season*, determine number of plants to order and their placement as well as order the flowers by placing the order, arranging delivery, calling volunteers for set-up. *On Delivery day*, help volunteers with set-up and watering plants. Arrange for plants to be watered as needed. After the special services, supervise as plants are given to members who wish to take them home. Put away stands; and care for or dispose of plants not taken.

**Time Required:** for each of the two seasons, an estimated 3-5 hours in the two months prior; 8 hours on the day of and day prior to delivery; and 2-4 hours while the plants are up and when they are taken down

## **Attendance Entry:**

**Goal of Position:** to record the worship attendance of members and visitors in the computer. We count people because people count!

**Training and Responsible to:** Church Office Receptionist / Volunteer Ministries Director

**Ministry Description:** The procedure for recording attendance in the computer is simple and is learned in 10 minutes or so. The most difficult part is reading the handwriting of people who signed the Rite of Fellowship pages, and even that becomes easy after several weeks.

**Time Required:** The process is done every Tuesday morning at 9:00am and takes about an hour and a half. Currently you would work every other week.

**Length of commitment:** one year, with renewals as desired

**Qualifications or special skills:** must be available on Tuesday mornings and willing to learn computer entry skills. Reliability is very important. You must be present when scheduled or notify the receptionist in advance.

**Benefits to the volunteer:** Providing this service frees the church office staff for other duties and thus is an economical benefit to the church. It helps the church minister to its members by allowing leaders to notice changing patterns of worship attendance. The volunteer gains familiarity and comfort with basic computer data entry skills.

## **Auditor - Financial Reviewer:**

**Goal of Position:** to complete an annual financial review of the Treasurer's records and financial statements of the church, assisting in the good management of members' funds given for ministry

**Responsible to:** Vestry

**Ministry Description:** Each year a team of 2-4 reviewers perform appropriate tests of the financial records and supporting documentation to ensure accuracy, and ensure that appropriate controls are in place to safeguard the financial assets of the congregation.

**Time Required:** 10-15 hours per person at review time

**Length of commitment:** one review, with renewals as desired

**Training Provided:** Past reviewers provide specifics on the CTK financial reviews, for those who have general experience with a financial review.

**Qualifications or special skills:** previous experience with financial reviews, accounting or bookkeeping. Must be a member and confidentiality is required.

**Benefits to the volunteer:** providing an important service to aid the church in good stewardship practices

## **Audio Crew (Sound) Technician:**

**Goal of Position:** serve the Lord and worshippers through proper set up and operation of the sound (public address) equipment

**Ministry Description:** Technician: Using established procedures, checklists and suggestions, the technician sets up, operates, and takes down required sound equipment at each worship service or other church or school function that he or she is assigned to. The technician communicates with pastors and sound director prior to the service as to any special needs in worship. He or she also finds someone to take a service if they can't be there when assigned.

**Sound volunteer for worship:** This person will monitor the sound board during worship services. You will be trained during worship until you feel comfortable. You report to the Sound Ministry Director.

**Time Required:** 2-5 hours (2 or 3 services) a month; may vary seasonally.

## **Bible Study Host Coordinator:**

**Goal of Position:** oversee the ministry of providing coffee and donuts for weekend Bible Classes, to encourage friendship and fellowship among people as they gather to study God's Word

**Ministry Description:** The coordinator works with the Ministry Director to prepare and distribute an annual schedule of Bible Class Hosts, leads training session, welcomes and train new Bible Class Hosts who begin during the year, and helps when people have questions or concerns regarding the Bible Class Host ministry.

**Time Required:** varies throughout the year. Once a year, it takes 5-6 hours to prepare schedule and 3 hours to lead the annual training session. About 1 hour a month is needed for other duties.

## **Bible Study Host - Saturday Night or Sunday Morning:**

**Goal of Position:** By serving coffee and donuts during the adult Bible class, the workers provide hospitality and encourage friendship and fellowship among guests and members as they study God's Word.

**Ministry Description/Time Required:** Volunteers serve on teams that work about once every six weeks. Responsibilities and time commitment vary among the three types of teams:

*Saturday:* Takes 15 min. before Sat. Bible class or church, the Bible class time, and 15 minutes after. Place Bibles and papers on West Gallery tables, brew coffee, and set out supplies and donuts. During Bible study, brew more coffee as necessary. After Bible Study, clean up donuts, rinse coffeepots, put attendance sheets in the Church Office.

*Early Sunday:* Work 30 minutes before 10:10 bible study to put out bibles, flyers, donuts, supplies, and brew coffee.

*Late Sunday:* After Bible study, clean up donuts, rinse coffeepots, put Bibles and supplies away, empty trash, and clean up announcements and put sign in sheets in the plastic wall folder outside the gym. Clean-up is divided between the two Sunday teams.

**Length of commitment:** one year, with renewals as desired.

## **Bookstore Director (Psalms and Proverbs):**

**Goal of Position:** Our bookstore assists in the spiritual growth and Christian life of our members, guests and the community by providing Christian books, resources, gifts and other materials. The manager keeps the Bookstore running smoothly through wise ordering, bookkeeping, merchandising and good public relations.

**Responsible to:** Church Office Business Manager

**Ministry Description:** The manager handles all the day-to-day and periodic tasks that come up in the course of running a small business. These tasks include ordering merchandise, conducting periodic inventories, writing voucher requests, balancing the cash box, making deposits, scheduling volunteers, setting up displays, setting policies and procedures, keeping balanced accounts, and working as a bookstore clerk at times.

**Time Required:** varies

**Length of commitment:** two years, with renewals as desired

**Training Provided:** Current manager will train others interested in this position.

**Qualifications or special skills:** basic math skills; an understanding of the role of a bookstore ministry; experience in retail sales, bookkeeping, and computer record-keeping are helpful.

**Benefits to the volunteer:** learning or improving retailing and bookkeeping skills; becoming more aware of Christian literature and products; helping people find useful products; helping fellow volunteers enjoy their ministry; meeting many fellow Christians in an enjoyable atmosphere.

## **Bookstore Clerk (Psalms and Proverbs) and PA Campus:**

**Goal of Position:** Our bookstore assists in the spiritual growth and Christian life of our members, guests and the community by providing Christian books, resources, gifts and other materials. The clerks provide sales assistance and a friendly, helpful atmosphere.

**Responsible to:** Bookstore Director

**Ministry Description:** provide helpful information and assist customers with their purchases; keep track of sales; keep displays and store neat

**Time Required:** Bookstore is open at various times, primarily before and after weekend worship. Clerks are scheduled according to their wishes, generally 15 to 45 minutes one day per week. The schedule is prepared a month at a time.

**Length of commitment:** one year, with renewals as desired

**Training Provided:** The Bookstore Manager and experienced clerks provide thorough training.

**Qualifications or special skills:** basic math skills, such as counting change and adding sales items. A friendly and helpful disposition is equally important.

**Benefits to the volunteer:** These volunteers meet other members of the congregation in a relaxed, informal atmosphere. They also get a first-hand opportunity to see and purchase books and other merchandise.

## **Bulletin Collators:**

**Goal of Position:** to help prepare the Sunday bulletin, to make worship easier for participants and draw them closer to Jesus

**Responsible to:** Production Secretary

**Ministry Description:** A team of three people work together each Thursday to put the bulletin pages together in the proper order.

**Time Required:** about 1 hour each Thursday. At this time, each team works once a month.

**Length of commitment:** one year, with renewals as desired

**Training Provided:** by current participants

**Qualifications or special skills:** be available on a Thursday at 10:00a.m.

**Benefits to the volunteer:** feeling good about doing something for the congregation; meeting people and having fun

## **Care Notes:**

**Goal of Position:** provide pamphlets dealing with practical suggestions on physical, social and mental wellness concerns for our members and guests, demonstrating the presence of Jesus especially in difficult times

**Responsible to:** Church Office

**Ministry Description:** Care Notes are printed pamphlets on a variety of subjects. Catalogs are issued 3-4 times per year to purchase "Notes" from. CTK Information labels are provided by the church office, which are applied to the backside of each pamphlet. Check shipment when delivered, giving the checked off invoice to the church office. Apply labels to the back of pamphlet. Put in racks according to the category. At least once or twice a month a notice should be placed in the Sunday bulletin as well as the Newsletter to remind members these are available or if there are special ones available you want people to be aware of. A supply is ordered once or twice a year. They are placed in the tract rack in the West Gallery as well as on the Ministry Wall at PA Campus, as needed.

**Time Required:** One to one and a half hours spent when ordering, applying labels and putting in racks.

**Length of commitment:** one year, with renewals as desired

**Training provided:** Those currently in the ministry train new volunteers.



**Qualifications or special skills:** Ability to place orders and keep records. Discernment is necessary to ensure that contents of the Care Notes are not in conflict with Lutheran doctrine; the pastors will help with this part of the task.

**Benefits to the volunteer:** The satisfaction of knowing you are providing a resource that will help people in many different settings.

### **Chancel Care Coordinator:**

**Goal of Position:** direct and assist the chancel care workers as they care for the altar, the area around the altar (the chancel), and the utensils used for Holy Communion

**Responsible to:** Senior Pastor

**Ministry Description:** Chancel Care leaders take their scheduled turn as Chancel Care Volunteers, change the colored paraments (cloths) on the altar, lectern and pulpit; see that supplies are ordered as needed; provide for the special needs of festival worship services (Ash Wednesday, Good Friday, Easter, Advent, and Christmas); lead a training session once a year; handle any problems that arise; and oversee the volunteer who types and distributes the schedule. They also see that the robes of the pastors, elders and acolytes are washed. This may be done by one person, but probably is best shared by two people.

**Time Required:** In addition to the time required for the duties as a chancel care volunteer, the leaders give 1-3 hours per month for scheduling and other oversight duties, plus 3-5 hours extra during the major church festival times.

### **Chancel Care Volunteer:**

**Goal of Position:** care for the altar, the area around the altar (the chancel), and the utensils used for Holy Communion; to prepare for the distribution of Holy Communion.

**Responsible to:** Chancel Care Coordinator

**Ministry Description:** prepare the utensils, linens, wine and wafers before worship services in which Holy Communion is celebrated; remove, wash and store the linens after the worship service; clean and maintain the chancel area by weekly light dusting; change candles and paraments (cloths) as needed.

**Time Required:** Volunteers are scheduled in teams of two or more. Each team works 3 times every 6 months. The tasks require approximately 20-25 minutes for the set-up before the service, 30-45 minutes for take down following the service; and an additional hour for cleaning during the week.

### **Christmas Decorating:**

**Goal of Position:** Decorations are a fun part of Christmas! Decorating our church for Jesus' birth points us to Jesus as the center of our celebration while it allows families and people of all ages to get to know each other while having fun.

**Responsible to:** Church Office/Staff

**Ministry Description:** The **coordinator** schedules and publicizes the decorating and un-decorating dates, checks that decorations are in good condition, obtains supplies (ladder, etc.) and perhaps refreshments, directs the workers and when decorations are removed, sees that they are stored properly.

**Time Required:** An estimated 3-4 hours in November and again in December for preparation; the evenings of decorating and un-decorating.

**Length of commitment:** two years, with renewals as desired

**Training provided:** Coordinators are trained by current and past coordinators. The Director of Volunteers works with the coordinator to obtain an adequate number of volunteers.

**Qualifications or special skills:** reliability, organizational and planning ability; an eye for decorations; skill in directing other workers

**Benefits to the volunteer:** The results of your labors will be enjoyed by all who attend at the busiest season of the year. Plus, it's a fun way to get to know other people and make an important contribution to the church.

## **Confirmation - Confirmation Director:**

**Goal of Position:** Oversee and implement the confirmation program so that our youth may be academically and spiritually prepared to publicly confirm their faith.

**Responsible to:** Senior Pastor

**Ministry Description:** Oversee all aspects of the confirmation program, including aspects carried out by the other staff, including Sunday morning classes from September through May, Confirmation Sunday, required projects, all printed materials, etc. The director also contacts students and parents as needed.

**Time Required:** an average of two hours per week, with more time required in early spring for Confirmation preparation as well as late summer for parent meeting and curriculum preparation.

**Length of commitment:** three years, with renewals as desired

**Training provided:** current and former directors and by Senior Pastor

**Qualifications or special skills:** faithfulness in worship and Bible study and spiritual maturity are essential as are people skills, organizational, communication and problem-solving skills.

**Benefits to the volunteer:** the confidence and feeling of accomplishment that comes with overseeing a large ministry that affects many families; seeing the youth grow in their faith.

## **Confirmation - Confirmation Teacher:**

**Goal of Position:** teach and provide a Christian role model for one or more of our confirmation academic class sessions.

**Responsible to:** Senior Pastor and Confirmation Director

**Ministry Description:** Confirmation teachers prepare lessons, arrive 10 minutes before and remain 10 minutes after class, teach the material, grade papers, keep records, and answer questions of students or parents.

**Time Required:** During the academic year, sessions are taught on Sunday mornings during the Sunday School hour. An hour of preparation is needed for each class period. The volunteer can teach as many of the sessions as desired.

**Length of commitment:** One semester, with renewals as desired

**Training Provided:** The curriculum is provided. Current teachers will provide assistance and insight.

**Qualifications or special skills:** spiritual maturity; organizational skills and teaching ability; a knowledge of the subject taught or certainly an interest in subject taught; the ability to like and discipline 7th/8th grade students. The volunteer's gifts of teaching, exhortation, knowledge and wisdom would be used.

**Benefits to the volunteer:** This ministry gives you a chance to share his/her faith and be a positive role model to pre-teen/teenage children as it helps you review tenets of the Lutheran faith. Seeing our CTK youth grow and develop in their Christian knowledge and faith benefits our own faith.

## **Convalescent Home Visitor:**

**Goal of Position:** provide a Christian chapel worship time twice a month at the nursing home next door to the Trenton Rd. location of CTK

**Responsible to:** Music Minister

**Ministry Description:** Twice a month, staff and volunteers lead a worship service at The Manors Nursing Home, our church's "neighbor," just north of our building. The volunteers help the immobile to reach the lunchroom for worship, assist in seating residents, help with finding hymn pages, participate in the worship, and assist the immobile to return to their rooms.

**Time Required:** one hour, 10:15 - 11:15 a.m., twice a month, on two designated Thursdays

**Length of commitment:** one year, with renewals as desired

**Training Provided:** "on the Ministry".

**Qualifications or special skills:** a love of people of all ages and abilities; a desire to help others; an enjoyment of worship

**Benefits to the volunteer:** Contentment, joy and satisfaction are benefits that God bestows on those who worship Him and visit the sick.

## **Cradle Roll:**

**Goal of Position:** Welcome newly-baptized babies and their parents; maintain contact with them; assist parents in the spiritual growth of their child; encourage them to enroll their child in Sunday School at age 3

**Responsible to:** Church Office

**Ministry Description:** The church has purchased packets of material for parents of young children, designed for distribution over the child's first three years. The material includes letters, a book, a CD, and small gifts. When a child is to be baptized, the office staff prepares the initial items from the packet and delivers them to the family following the worship service at which the child is baptized. The packet, with its remaining material, is then given to a volunteer. Once a month this person checks all the packets and mails material as scheduled. Each family receives something about every 2-6 months.

**Time Required:** The volunteer sending out material once each month, taking about one hour per month.

**Length of commitment:** one year, with renewals as desired

**Training provided:** by those currently in the ministry

**Qualifications or special skills:** Organization and reliability are important in both of these positions. A love for children and an understanding of the challenges faced by parents of young children is helpful.

**Benefits to the volunteer:** You play a role in welcoming the baby into God's family through baptism. As you keep in contact with these families, you play a part in a ministry that is truly an outreach and will, by the Spirit, grow God's family at CTK.

## **CTK Church and School Foundation:**

**Goal of Position:** to invest monies in stocks, bonds, CD's or other modes so that the principal will grow and there will be a good return (interest) on the investment, supplying financial resources for the growing of Christ's kingdom

**Responsible to:** Voters' Assembly

**Ministry Description:** Foundation members meet periodically to make decisions on investments and to discuss ways to promote the Foundation.

**Time Required:** meetings held monthly as needed

**Length of commitment:** three years

**Training Provided:** new members are introduced to the functions of the Foundation by experienced members

**Qualifications or special skills:** knowledge of investments and financial management is desirable but not required; a desire to support Christ's kingdom through investments and/or a desire to assist in marketing of the Foundation.

**Benefits to the volunteer:** the satisfaction of directing the wise stewardship of CTK funds; supporting the ministries of the church and school through financial investments.

## **Early Communion - Class Coordinator:**

**Goal of Position:** lead the Early Communion program as it prepares children for the sacrament of Holy Communion

**Responsible to:** Senior Pastor

**Ministry Description:** plan and carry out two Early Communion sessions (each 4-5 weeks long) per year for children of members in the 5th grade (age 10 or older). Specific tasks include setting session dates; arranging for classroom space and teacher; publicity; compiling list of prospective students and sending their parents a letter; keeping records; providing teaching material.

**Time Required:** 1 hour/wk/session for each session (Spring and Fall).

**Length of commitment:** two years (four sessions); may be renewed as desired

**Training Provided:** by current coordinator. Most letters and forms are on file in the church office. Volunteer clerical help is available.

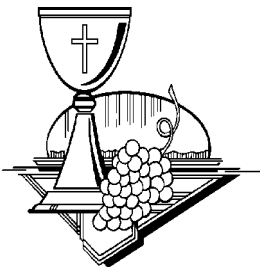
**Qualifications or special skills:** faithfulness in worship and Bible study; spiritual maturity; self-motivation; ability to carry out tasks without close supervision; organizational ability; knowledge of CTK's early communion policy

**Benefits to the volunteer:** satisfaction in knowing that you have helped provide these young children with an early understanding of God's grace through this Holy Sacrament.

## **Early Communion - Class Teacher:**

**Goal of Position:** instruct our children and insure their understanding of God's grace and the importance of their participation in this miraculous sacrament of Holy Communion

**Responsible to:** Early Communion Class Coordinator / Senior Pastor



**Ministry Description:** teach one or both of the two Early Communion class sessions each year, one of which is held in the spring and one in the fall. Each session is four weeks long; the fourth and final class of each session allows the students to experience the bread and wine for the first time (they are not consecrated to body and blood at this time). The teacher also provides the coordinator with students' program and attendance record.

**Time Required:** 8 teaching periods, each 1 hour, plus preparation time

**Length of commitment:** one year, with renewals as desired

**Training Provided:** Student materials and teacher resource guide are available.

**Qualifications or special skills:** spiritual maturity and a strong understanding of God's plan concerning Holy Communion; prior teaching experience; a desire to work with children of this age and to make a difference in their lives

**Benefits to the volunteer:** satisfaction in serving the body of Christ by using your spiritual gifts; knowing that you have helped provide these young children with an early understanding of God's grace through this Holy Sacrament

## **Food Baskets (and Gift Baskets for Children), Holiday:**

**Goal of Position:** enable the congregation to share their bounty with people in need at Christmas; to put Christ's love into action in our community

**Responsible to:** Volunteer Ministries Director

**Ministry Description:** On a designated day before Christmas, families in need can pick up a prepared package of food and other necessities at the church. Before the distribution day, the food needs to be purchased, or picked up from those stores or individuals making donations, and prepared for distribution. The church Volunteer Ministry Director logs a list (from phone requests) of deserving recipients. Coordination is required between the "head of distribution" volunteer and the Volunteer Ministry Director.

**Time Required:** About 8-10 hours is needed for preparation for each event. About 4-6 hours is needed on distribution day.

**Length of commitment:** two years, with renewals as desired

**Training Provided:** "on-the-ministry" training by current participants

**Qualifications or special skills:** a desire to help the less fortunate; ability to give to others without demeaning them; a kind, welcoming disposition

**Benefits to the volunteer:** "As you did it for the least of these my brothers, you did it for Me."  
- *Matthew 25:40*

## **Food Pantry, Weekly:**

**Goal of Position:** To help others receive food on a regular basis to those in need, following Jesus' command to love our neighbor

**Responsible to:** Food Pantry Director

**Ministry Description:** Members of Christ the King donate food and money for our food pantry. Contributions are also received from the Downriver Community Food Bank and local stores. There are many types of volunteers required for the pantry: food purchasers, stockers, distributors, hallway

monitors, pantry cleaners and information recorders.

**Time Required:** Varies with Ministry. On Thursdays, volunteers are present from 3:30 - 4:00 pm., for food distribution.

**Length of commitment:** two years, with renewals as desired

**Training Provided:** Current workers are happy to work side by side with new volunteers.

**Qualifications or special skills:** a compassionate heart; respect for the feelings of the recipients, providing help courteously and kindly.

**Benefits to the volunteer:** It is more than just a good feeling to know that you have been an important part in providing people, particularly children, with a meal that they may otherwise have had to do without.

### **Greeter/Greeter Coordinator:**

**Goal of Position:** The **Greeter** warmly welcomes members and visitors on either a Thursday, Saturday evenings or Sunday mornings as they arrive for worship (you volunteer depending on your worship time). The **Coordinator** works to help greeters enjoy and benefit from their service by calling them weekly to remind them of their greeting time and date.

**Ministry Description:** Greeters offer a warm smile and a handshake to each person as they enter the sanctuary. They try to be aware of visitors and offer them information about our church. The coordinator, in addition, supports and directs the greeter ministry by working with schedulers to keep greeters' list updated; welcoming and training new greeter volunteers; finding substitute greeters if needed; and preparing items of communication as needed for the newsletter.

**Time Required:** Each greeter serves 3-5 times per year. Coordinator responsibilities require about 1-2 hours per month.

### **Greeting Card Coordinator:**

**Goal of Position:** To send cards several times throughout the year to shut-in's

**Reports to:** Church Office

**Ministry Description:** Greeting cards are sent to those for whom our congregation prays, including the sick, the grieving, those with new babies, etc.; as well as to missionary families we support on holidays. Greeting cards and notes are mailed to members who are shut-in and/or hurting, to convey the care and concern of the congregation. Those who write cards also need to be systematic in remembering needs and able to communicate through cards and written notes. Cards, labels and postage are supplied by the Church Office.

**Time Required:** for greeting cards, 1-2 hours per month

## **Hospitality:**

**Goal of Position:** help others to planning, setting up and following through with fellowship events

**Responsible to:** Ministry Chair

**Ministry Description:** You will be responsible to work alongside the ministry leader that will be hosting a fellowship event. You will need to be able to follow directions and possibly help create signs, set up food and beverages as well as help take down afterward.

**Time Required:** Each event will usually last between 1-2 hours. Planning will be determined on the type of event.

**Length of commitment:** yearly, with renewals as desired

**Training Provided:** Training is on the job but you will always work with another ministry representative

**Qualifications or special skills:** a genuinely friendly and approachable person; listening skills; creative personality

**Benefits to the volunteer:** You will get to know the members of the church through fellowship

## **Interviewer:**

**Goal of Position:** help individual members select ministry opportunities that match their gifts so the church may be equipped for its mission of making disciples of Jesus

**Responsible to:** Senior Pastor

**Ministry Description:** An interview is a conversation with a purpose. The interviewer and member discuss the member's spiritual gifts, interests, abilities and availability and how they match ministry opportunities at Christ The King. A report and follow-up forms are completed following the interview.

**Time Required:** Each interview involves up to a half hour of interview time. Interviewers do 1-3 interviews per new member class. There are two new member classes each year.

**Length of commitment:** two years, with renewals as desired

**Training Provided:** Training includes: 1) the spiritual gifts class; 2) a practice interview with another trainee; 3) sitting in on one or two interviews done by a trained interviewer; 4) conducting one or two interviews with a trained interviewer observing. Interviewers also must spend 3-4 hours on their own studying one or more resources on volunteer ministries (book or audiotape, provided)

**Qualifications or special skills:** a genuinely friendly and approachable person; listening skills; ability to keep a confidence; reliability in completing the report form on time; a commitment to the concept of volunteer ministry

**Benefits to the volunteer:** You will get to know the members you interview. There is satisfaction and joy when you are the bridge through which church and member get to know each other and serve each



other. You'll see long term benefits resulting from good "matches" that you help initiate.

## **Lawn Care:**

**Goal of Position:** present an inviting, cared for facility to the community, visitors and our members; to welcome them to our church and to Jesus

**Responsible to:** Lawn Care Coordinator

**Ministry Description:** to cut and edge your designated part of the green areas using CTK equipment

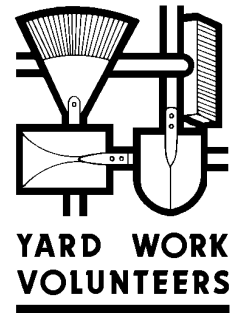
**Time Required:** 2-3 Hours per week during mowing season.

**Length of commitment:** one year, with renewals as desired

**Training Provided:** Volunteers are shown how to use the equipment, what areas to cut and the proper equipment to use on those areas.

**Qualifications or special skills:** willing hands. If you cut your own grass you have the skills necessary.

**Benefits to the volunteer:** Fellowship and getting to know workers; a sense of pride as you drive by and see how attractive CTK looks



## **Maintenance - Furnace (HVAC):**

**Goal of Position:** keep our HVAC furnace equipment running efficiently, providing a comfortable, safe building for ministry

**Responsible to:** Furnace Maintenance, Facilities Director

**Ministry Description:** Inspect heating and air conditioning units 2 times a year, removing and replacing air filters and belts.

**Time Required:** 2-4 hours each inspection; 2 inspections per year

**Length of commitment:** one year, with renewals as desired

**Training provided:** Facilities Director

**Qualifications or special skills:** minimal mechanical skills are helpful; must be able to handle heights

**Benefits to the volunteer:** enjoying fellowship with other members of the team; satisfaction of knowing that your efforts reduce on-going church costs and extend the life of the equipment.

## **Maintenance Crew (Toolbelt Tuesday's – or any day you can volunteer):**

**Goal of Position:** participate in organized work parties to maintain and repair the church building and

grounds, so that our facilities will be attractive and functional, thus helping the lost to receive the good news of Jesus that is shared here

**Responsible to:** Workers are responsible to the Maintenance Director

**Ministry Description:** Workers come to church on a regular schedule to work on whatever projects are prepared for that day. Projects cover both repairs and regular upkeep. The coordinator knows the specifics of each project and makes sure supplies and specialized tools are provided.

**Time Required:** Maintenance crew currently works when needed or they may attend the Toolbelt Tuesday crew every Tuesday or when able to.

**Length of commitment:** one year, with renewals as desired

**Training provided:** No formal training is provided, but workers help each other learn more about and improve their skills in various areas

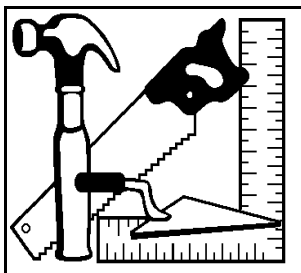
**Qualifications or special skills:** general handyman skills and/or specialized skills; ability to work alongside other people; a schedule that permits attendance at least 10 work nights per year.

**Benefits to the volunteer:** When you take care of your own home, you get a good feeling. That feeling is multiplied when it is the Lord's home you care for. In addition, you enjoy working with other men to accomplish a task, and have the satisfaction of contributing your skills to the Lord through His church.

## Maintenance Volunteer:

**Goal of Position:** maintain our building in such a way that it is an attractive, inviting facility for our community, visitors and members, welcoming them to Jesus.

**Responsible to:** Maintenance Director



**Ministry Description:** to be available for minor repairs and maintenance in the areas of painting, electrical, plumbing, general repairs, etc. Volunteers place themselves on a list based on their interests and abilities and are called when a need occurs. They may help or decline to help depending on the project and their availability.

**Time Required:** as needed. Volunteers should plan on serving 2-8 hours per month.

**Length of commitment:** one year, with renewals as desired

**Training Provided:** none. People who volunteer would be those who have a particular skill, odd Ministry talents, or the gift of helps.

**Qualifications or special skills:** skill and/or experience in the various areas of maintenance listed above; willing hands and the time to use them.

**Benefits to the volunteer:** making a visible, concrete contribution to the church; sense of pride in a Ministry well done

## **Military Communications:**

**Goal of Position:** express Christ's love for our members serving in the military away from home through encouragement and support.

**Responsible to:** Director of Volunteer Ministries

**Ministry Description:** Cards and notes are mailed periodically to CTK members or connections in the armed forces who live away from home.

**Time Required:** an hour or so a month

**Length of commitment:** two years, with renewals as desired

**Training Provided:** from those currently serving

**Qualifications or special skills:** ability to express care and concern through written notes; ability to work on your own

**Benefits to the volunteer:** knowing you bring happiness to others; making personal contacts with people; representing the congregation to extend the love and care of Jesus to our service personnel

## **Music Ministries - Brass Ensemble / Woodwind & Strings Ensemble:**

**Goal of Position:** lead our members and guests in joyful, heartfelt worship of God the Father, Son and Holy Spirit, and to enhance worship and hymn singing with music by brass instruments

**Responsible to:** Minister of Music

### **Ministry Description:**

- attend rehearsals as scheduled
- play for worship monthly as scheduled including Christmas Eve and Easter

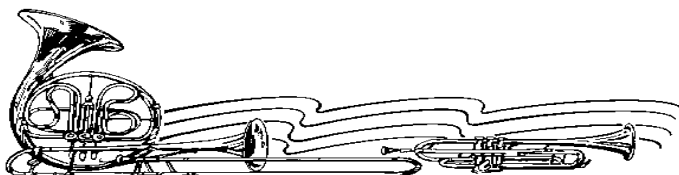
**Time Required:** about two rehearsals per month, supplemental practice at home, performances

**Length of commitment:** 9 months, September - May, with renewals as desired

**Training Provided:** Although your skills will improve by playing with the group, minimal training is given during rehearsal. Student-age members of this group should be taking lessons to master basic playing techniques.

**Qualifications or special skills:** Must have basic ability on your instrument; prior group playing experience is helpful. The group is open to all teens and adults. You will need your own instrument.

**Benefits to the volunteer:** The fun of ensemble playing is added to the joy of enhancing worship. You will also make new friends.



## Music Ministries - Chancel Choir

**Goal of Position:** lead our members and guests in joyful, heartfelt worship of God the Father, Son and Holy Spirit; to offer worthy expressions of our faith and trust in God through song.

**Responsible to:** Minister of Music

**Ministry Description:** attend weekly rehearsals on Wednesdays, 7:00-8:00 p.m., and the performances. The choir sings 2-3 times per month, plus major festivals such as Christmas Eve and Easter. **Regular attendance at rehearsals is extremely important and expected.**

**Time Required:** 1hour weekly rehearsals; Saturday and Sunday performances

**Length of commitment:** 9 months, September – May, with renewals as desired

**Training Provided:** Music reading skills and singing skills are taught as the group works to learn their music.

**Qualifications or special skills:** Must be able to "carry a tune", have a desire to sing with a large group, and learn a wide variety of songs. Commitment to the choir is very important. Open to teens and adults.

**Benefits to the volunteer:** fun and fellowship with others in a large choir; making new friends; comfort and strength from the music we learn; joy of leading worship.

## Music Ministries - Children's Choirs:

**Goal of Position:** provide music that enhances worship and gives children the opportunity to grow closer to Jesus through learning music and serving others in song

**Responsible to:** Minister of Music

**Ministry Description and Time Required:** The children in the two school choirs attend weekly rehearsals and sing as scheduled, about once a month. Both are open to public school students if schedules allow.

**Cherubs** – for grades 1 to 3; practices are Wednesday, 12:45-1:10p.m.

**School Ensemble** – for grades 4 to 8; practices on Mondays from 8:45 to 9:10 a.m.

**Length of commitment:** one season, September through June

**Training provided:** The children improve in their singing ability as they follow the instruction of the director.

**Qualifications or special skills:** a willingness to sing and to follow the director's leading; a desire to improve musically.

**Benefits to the volunteer:** Music and song is a wonderful gift for all children. These choir members have the added benefit of sharing their music with others.



## **Music Ministries – Clerical:**

**Goal of Position:** to assist the Minister of Music in various clerical activities, ie. File music sheets

**Responsible to:** Minister of Music

**Ministry Description:** General clerical skills needed such as filing, organizing and possibly some typing

**Time Required:** Up to you and the Minister of Music to create a flexible schedule about 1-2 hours per week

**Length of commitment:** one year, with renewals as desired.

**Training provided:** No specific training is given but the Minister of Music provides direction, suggestions and on-going support.

**Qualifications or special skills:** basic clerical skills and directing skills, ability to work with people, reliability.

**Benefits to the volunteer:** Knowing you are an integral part to help the Minister of Music stay organized thus allowing them to be able to create music schedules, find music sheets, etc., without taking unnecessary time away from their schedule.

## **Music Ministries - Praise Bands:**

**Goal of Position:** lead our members and guests in the worship of God the Father, Son and Holy Spirit by playing and singing “psalms, hymns and spiritual songs” as part of a praise band.

**Responsible to:** Music Minister

**Ministry Description:** Worship Team instrumentalists (guitar, bass, drums, and keyboard) and vocalists lead congregational singing and provide special worship music as members of a praise band. We currently have three such worship teams. Input from members of the group is encouraged for the selection, arrangement and performance of material for worship services.

**Time Required:** one 2-hour weeknight rehearsal plus worship services. Occasional additional rehearsals are sometimes required. The worship teams currently rotate playing weekly at the 11:00 service, plus monthly at three weekend services.

**Length of commitment:** 4 months, with renewals as desired.

**Training provided:** Individual musical training is not provided, but rehearsals are designed to increase group proficiency.

**Qualifications or special skills:** Due to the importance of leading worship, individuals must be accomplished on their instrument and/or with their voice; auditions are conducted. Humility and a servant’s heart are required. Spiritual growth is also important, so faithful attendance in worship and Bible class is expected, including the weekends that the group is not playing.

**Benefits to the volunteer:** Musical ability is a wonderful gift, and both performer and congregation are blessed by its use in God's service. In addition, the spiritual support that develops among members of a small musical group is for life and of great benefit to the individual.

### **Music Ministries – King's Ringers (Handbells):**

**Goal of Position:** Our handbell groups praise God and promote reverent worship through the beautiful music of the handbells.

**Responsible to:** Minister of Music

**Ministry Description and Time Required:** an adult group that practices Thursday at 6:30p.m; plays one weekend per month. Handbell players commit to attending the practices and the Saturday/Sunday worship performances (usually one weekend per month). **Attending practice is extremely important for members of a handbell choir.** If you're not there, your part of the music will be missing!

**Length of commitment:** one season, September to June, with renewals as desired

**Training Provided:** Handbell ringing is taught by the director and fellow ringers during the practices. Note reading skills improve with practice.

**Qualifications or special skills:** King's Ringers is open to all who make a commitment to regular rehearsal attendance. You should also be willing to work hard to develop music-reading skill.

**Benefits to the volunteer:** fun of learning and growing in a new musical skill; hearing the beautiful sound of bells; fellowship with a spirited group!

### **Music Ministries - Song Leader:**

**Goal of Position:** lead our members and guests in joyful, heartfelt worship of God the Father, Son and Holy Spirit, especially in the singing of new songs and hymns

**Responsible to:** Minister of Music

**Ministry Description:** A song leader practices new songs or hymns for worship, both at home and then at church, then leads the singing during worship from the front of the church with a microphone.

**Time Required:** For each performance, 2-3 practices and the actual worship service(s).

**Length of commitment:** one set of practices/services, with renewals as desired.

**Training Provided:** Consultation with Minister of Music as needed.

**Qualifications or special skills:** an excellent singing voice with a pleasant tone; a humble spirit and a heart for worship; not shy about singing in front of a large group!

**Benefits to the volunteer:** the satisfaction of doing an important Ministry; the advantage of short term commitments; the fun of learning new songs

## **Music Ministries - Women's Ensemble / Men's Ensemble:**

**Goal of Position:** lead our members in worship of God the Father, Son and Holy Spirit with the unique sound of an all-female or all-male group, and to witness to others of our faith in Jesus.

**Responsible to:** Minister of Music

**Ministry Description:** These ensembles sing occasionally, so rehearsals are scheduled as needed. They may sing at a Sunday service or at other CTK functions.

**Time Required:** two one-hour rehearsals for each performance

**Length of commitment:** one performance, with renewals as desired

**Training Provided:** Due to short-term nature of this choir, no formal training is offered.

**Qualifications or special skills:** These groups are open to all women and men, aged high school and up, who enjoy singing and are able to "carry a tune" even if they do not sing in the Chancel Choir

**Benefits to the volunteer:** fun and fellowship with others; making new friends; comfort and strength from the music we learn; joy of leading worship

## **Newsletter Collators:**

**Goal of Position:** to assemble the pages of the monthly newsletter, aiding communication in the parish as we work together for Jesus.

**Responsible to:** Volunteer Ministries Director

**Ministry Description:** volunteers meet together when the newsletter has been printed (there is a yearly schedule made up in advance). They fold and place mailing labels on the front covers. The newsletters are then sealed and sorted according to post office bulk mailing regulations.

**Time Required:** 2 hours once a month, on a weekday morning near the end of the month

**Length of commitment:** one year, with renewals as desired

**Training Provided:** by the experienced collators

**Qualifications or special skills:** availability in morning

**Benefits to the volunteer:** The camaraderie of working together; being one of the first to see what's new!

## **Nursery Paid Staff:**

**Goal of Position:** enhance worship of Jesus Christ by caring for the children in the Nursery. Although a paid position, it is primarily a service ministry, and is a supplement to the care provided by the Nursery volunteers. The increased frequency with which the paid workers are present provides a familiar face to

the children and improves consistency in the following of Nursery policies.

**Ministry Description:** provide quality care for children in the Nursery; provide consistent, helpful supervision to adult and youth volunteers working in the Nursery; insure that Nursery policies are followed; care for Nursery toys and furnishings, putting all away at end of the shift; respect Day Care supplies and their use of the room. This position should also inform the Nursery Director of supplies needed, volunteers who do not show up, and any concerns or problems.

**Time Required:** The nursery is open between 8:45 a.m. and 12:15 p.m. or when duties are done. Between them, several paid workers for Sunday's cover every Sunday on a schedule to be agreed upon by all workers. The Saturday worker opens the Nursery at 4:45 p.m. and closes it at 6:30 p.m. or when duties are done. All workers must arrange time for worship and Bible study each week in addition to their time worked in the Nursery.

## **Nursery Volunteer:**

**Goal of Position:** provide a safe, clean and fun environment for the young children of our members and guests, and thereby encourage the adults to worship and attend Bible study.

**Ministry Description:** Volunteers are the core of our Nursery staff. One or two volunteers always work alongside the one paid Nursery staff person. Due to the numbers of children present, three to four workers are often needed. Each Nursery volunteer arrives 15 minutes prior to the service and remains until the replacement volunteer arrives or all children are gone. They play with, hold, and meet the children's needs under the supervision of the paid Nursery staff. The Nursery is for children 3 and younger.

**Time Required:** one hour per scheduled day. The volunteer selects how frequently they wish to work (once a month, or once every 2 or 3 months) and the time they prefer – Sun. 9:00, 10:00 or 11:00.

## **Offering Counter:**

**Goal of Position:** count the weekly offerings making sure accurate records are kept of all tithe.

**Responsible to:** Financial Director

**Ministry Description:** The counters work in teams of 4-6 people. Each Sunday morning the team on duty opens the envelopes, records the amount in each envelope on the envelope, counts the money, keeps other records of the checks and cash received, balances their figures, and takes the money to the bank. This position requires you to a member in good standing for one year prior to starting.



**Time Required:** 2 to 3 hours each time. A team is scheduled once every 6 weeks.



## **Outdoor Sign:**

**Goal of Position:** display information on the outdoor sign to publicize our events, and to encourage the unchurched to visit Christ the King and become followers of Jesus

**Responsible to:** Production Secretary

**Ministry Description:** These volunteers change the sign when new events are being advertised. Production Secretary prepares a schedule showing the dates that each message is to be displayed on the sign. The volunteers can change the sign at any time on that date. When there is more than one volunteer, they can each work when most convenient.

**Time Required:** It takes approximately 45 minutes to take down the old message and put up a new message. Changes occur anywhere from every week to once or twice a month depending on the events.

**Length of commitment:** one year, with renewals as desired

**Training provided:** by current volunteer

**Qualifications or special skills:** must be able to climb a stepladder and work in various weather conditions

**Benefits to the volunteer:** Flexible schedule -- and your work will be noticed by thousands of people each day!

## **Watch Patrol:**

**Goal of Position:** Watch Patrol checks the building each night, while the Panther Patrol checks the building each morning after school has started, so that our building can be kept safe for all dwell in it.

**Responsible to:** Watch Patrol – Watch Patrol Coordinators

**Ministry Description:** Watch patrol takes a nighttime walk through the building, completing a checklist that lights are out, doors are locked, and makes note of any areas left dirty or in disarray.

**Time Required:** The walk through takes about 30 minutes and is done about 9:00 p.m. for Watch Patrol. Volunteers take one week (7 patrols) at a time. The frequency is determined by the number of volunteers.

**Length of commitment:** one year, with renewals as desired

**Training provided:** The first time you will walk through a patrol with an experienced volunteer.

**Qualifications or special skills:** must be comfortable walking through a dark and empty building!

**Benefits to the volunteer:** the feeling of security that you know all children, staff and parents are safe in the building.

## **Pew Maintenance:**

**Goal of Position:** to restock the material in the backs of the pews and in the Record of Fellowship clipboards and keep it neat, organized, and available in order to tell visitors and members that we care about them and want them to feel welcome to worship Jesus with us

**Responsible to:** Pew Maintenance Coordinator (This person coordinates the schedule for the pew maintenance.)

**Ministry Description:** Each week volunteers check all the materials in the backs of the pews. They make sure there are sign in sheets, keeps envelope pocket filled, pick out envelopes that have been written on, sharpen pencils, and pick up old bulletins found in church. They also will check to see that Hymnals and bibles are distributed evenly in the pews.

**Time Required:** The task takes about 60-90 minutes and can be done at any convenient time towards the end of the week. Volunteers generally work one day per month. This can be a family activity or can be used for service hours.

**Length of commitment:** one year, with renewals as desired

**Training Provided:** Experienced workers train new volunteers.

**Qualifications or special skills:** none

**Benefits to the volunteer:** the satisfaction of seeing well-stocked, neat pew materials for the members and visitors

## **Prayer – Wednesday Afternoon:**

**Goal of Position:** follow Christ's command and example to pray for and on behalf of others

**Responsible to:** Church Office

**Ministry Description:** Bring your own concerns and those of others to the Lord through silent and voiced prayer. The group begins with devotions and update of prayer concerns led by group leader.

**Time Required:** 30 minutes per week; Wednesday afternoons, 3:00-4:00pm. in the Commons at Trenton Rd.

**Length of commitment:** Each individual determines the length of their own commitment.

**Training Provided:** Training is on-going through participation and the guiding of the Holy Spirit.

**Qualifications or special skills:** love for one another; a heart for intercessory prayer

**Benefits to the volunteer:** the joy of helping others through prayer; spiritual growth. Your faith is strengthened when you see the hand of God move in answer to prayer.

## **Prayer- Friday Morning:**

**Goal of Position:** pray for the needs of the church (programs, ministries, staff, worship services, etc.), always keeping in mind the purpose of CTK to reach the lost. This is a work of the Spirit, and the Spirit works through praying people.

**Responsible to:** Individuals participating in this ministry are responsible only to themselves and to the Lord.

**Ministry Description:** regularly attend the prayer meetings with the expectancy of God's power being released through prayer; participate by listening to a short devotion, words or song of praise, and discussion of prayer items; pray silently and/or aloud. Each participant may pray aloud or agree in quiet meditation.

**Time Required:** The Prayer Vigil takes place each Friday, 7:00 to 7:45 a.m. Participants come every week, or as often as able (once or twice a month; seasonal, etc.)

**Length of commitment:** Individuals determine the length of their commitment.

**Training Provided:** Training is on- going through participation.

**Qualifications or special skills:** none but the desire to communicate with the Lord. No one prays aloud unless they so desire.

**Benefits to the volunteer:** spiritual growth; faith is strengthened when you see the hand of God move in answer to prayer.

## **Prayer Vigil, 24-Hour:**

**Goal of Position:** The leaders and participants in the 24-hour prayer vigil provide a special opportunity for prayers to honor our God and intercede for people's needs and the church's mission

**Responsible to:** Church Office

**Ministry Description:** The **coordinator** prepares publicity, prayer cards, and sign-up sheets, and leads in recruiting other people. **Prayer Hour hosts** each lead one hour of prayer, welcoming participants and explaining the procedures. **Security** volunteers patrol the building and parking lot during the night. **Participants** come for one hour, praying silently for the needs written on prayer cards and/or their own prayers.

**Time Required:** The Prayer Vigil begins at 8:00 p.m. on Good Friday and concludes the next day, Saturday, at 6:00 p.m. The coordinator spends about 10-20 hours over several months in preparation. The other workers and the participants spend approximately one hour.

**Length of commitment:** one prayer vigil

**Training provided:** The coordinator is trained by past coordinators and is supported by the staff. Other leaders are trained by the coordinator, and the participants receive instructions from their host for the hour.

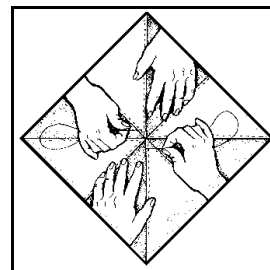
**Qualifications or special skills:** No special skill is needed to be a participant; “beginners” in prayer and those with much experience are equally involved and blessed. Those hosting an hour, and the coordinator, should have a heart for prayer. The coordinator also needs organizational skills, the ability to work independently, and good recruiting skills.

**Benefits to the volunteer:** Prayer brings many blessings – a closeness to our heavenly Father, and the peace of knowing that He hears and answers all the prayers of His people

## **Sewing Circle:**

**Goal of Position:** To gather together to sew Lap blankets and Trach bibs for veterans and the elderly and also for other special projects

**Ministry Description:** This group meets 1 Monday a month for about 3 hours. The volunteers cut out donated material, pin and sew together. They may have projects that need crochet or knitting as well.



**Length of Commitment:** Volunteers are welcome to participate as long as they like.

**Training Provided By:** current participants

Qualifications or special skills: Simple hand sewing skills are helpful and can be taught by participants.

Benefits to the Volunteer: Helping others who are ill brings great satisfaction. The fellowship is an added bonus.

## **Share or Small Group Coordinator:**

**Goal of Position:** lead the Share Group ministry as it helps people in these small groups grow closer to their Lord and to each other through study of God’s Word, prayer and fellowship

**Responsible to:** Senior Pastor

### **Ministry Description:**

- 1) Publicize the Share Group program to the congregation through newsletter articles and announcements
- 2) Help Share Group leaders develop skills and grow, through talking and teaching them ways to keep the group interested

**Time Required:** 4-10 hours per month.

**Length of commitment:** two years, with renewals as desired

**Training Provided:** by current leaders and Senior Pastor. The Michigan District and other national organizations often offer seminars in this area.

**Qualifications or special skills:** spiritual maturity; faithfulness in worship and Bible study; a desire to continue to grow spiritually; leadership skills; administrative skills

**Benefits to the volunteer:** A volunteer can use leadership skills and creativity to serve the Lord and His people through this program. There is joy in every new member added to a Share Group, every new group formed, and every success in fulfilling the program goals.

### **Share Group - Small Group Leader:**

**Goal of Position:** effectively lead and administer a group of people which meets regularly in a home to study God's Word, encourage each other as members of the body of Christ, share each other's joys and burdens, and pray for each other and for ministries at Christ The King

**Responsible to:** Share Group Coordinator or Senior Pastor

**Ministry Description:** oversee group functions: meeting day/time/place, discussion leader, refreshments; nurture loyalty and faithful attendance in the group; encourage enlistment of new members in the group; turn in report sheets; attend (or have someone attend) Leader's meetings; promote and oversee group's participation in fellowship events

**Time Required:** attend monthly meeting of the group; Bible study preparation time;

**Length of commitment:** two years, with renewals as desired

**Training Provided:** Share Group Coordinator will provide help as needed

**Qualifications or special skills:** spiritual maturity; faithfulness in worship and Bible study; commitment to Bible study; at least one year of membership in a Share Group; willingness to grow in leadership skills; discernment; patience; compassion; tact

**Benefits to the volunteer:** The greatest satisfaction would be in reaching goals of a program proved to be such a vital program of the church. The leader, of course, will enjoy the same benefit as members of the group: growing closer to the Lord and to each other. The bonding is a true plus.

### **Share Group - Small Group Host/Hostess:**

**Goal of Position:** to minister to the people in a Share Group by providing facilities for home Bible study and fellowship, by providing friendliness and warmth that helps the individuals feel accepted and comfortable in the group

**Responsible to:** Share Group Coordinators

**Ministry Description:** A Share Group Host can be an individual or a couple. They work closely with the Share Group Leader, call each member of the group as a reminder of each coming meeting, follow group's option as to how group will function (meeting place, refreshments, etc.); provide plates, cups, etc. for refreshments if served.

**Time Required:** as necessary to get home ready and everything needed for the study and fellowship

**Length of commitment:** one year, with option to continue if desired

**Training Provided:** experience of being a Share Group member. Specific details as worked out with the leader and group members

**Qualifications or special skills:** gift of hospitality: gracious, friendly, alert to needs

**Benefits to the volunteer:** the joy of serving the Lord by helping carry out a program vital to the church; the joy of forming lasting friendships with fellow members

## **Spiritual Care Visitation and Sermon CD Delivery:**

**Goal of Position:** This ministry provides several services, Visitation, Holy Communion and the weekly sermon

**Responsible to:** Spiritual Care Director

**Ministry Description:** Family members call into the Church Office to let us know that a loved one would like visitation, devotion, prayer and /or Holy Communion. One volunteer picks up copies of the audio cd of the worship service and delivers them to the homes of those who have requested them. The number of deliveries varies. Sometimes you may be asked to visit with shut-in's and the sick if you are comfortable with that.

**Time Required:** for delivering the sermon cd's, 3-5 hours per week. Visitation rules will be discussed by the Spiritual Care Director.

**Length of commitment:** yearly, with renewals as desired

**Training Provided:** "On-the-ministry" training by current participants

**Qualifications or special skills:** A concern for others and a desire to put concern into action is important. Reliability is crucial, as others depend on this ministry. Those who deliver tapes need to be good listeners, able to convey their interest in others.

**Benefits to the volunteer:** touching lives in a small but important way and enjoying the gratitude of the recipients. Those who deliver tapes build relationships with these special people.

## **Stephen Ministry:**

**Goal of Position:** provide one-to-one Christian care giving

**Responsible to:** The Stephen Ministry Leader

**Ministry Description:** Stephen Ministers receive 5 months of training and then are assigned to a care receiver. Care receivers are people who are hurting due to divorce, illness, grief, fear, etc. The Stephen Minister meets once a week with the care receiver. These contacts are discussed confidentially in bi-weekly supervisory meetings in order to implement further beneficial care giving.

**Time Required:** During the 5-month training period, 2-1/2 hour classes are held once a week. After training, the Stephen Minister commits to a weekly contact with their care receiver and twice-a-month meetings with the Stephen Ministry leaders.

**Length of commitment:** The initial commitment is for two years, and can be renewed as desired.

**Training Provided:** The 5 months of training is thorough and extensive. Training continues throughout the time of service in the bi-weekly supervisory meetings.

**Qualifications or special skills:** Stephen Minister volunteers are selected after submitting an application and going through an interview process. Commitment, confidentiality, stability and, of course, being a caring Christian are some of the necessary requirements. Basic background screening applies.

**Benefits to the volunteer:** Volunteers gain confidence as a well-trained care-giver for those who are hurting. They receive the blessing that the Lord gives when we care for another person in Christian love.

## **Sunday School - Director:**

**Goal of Position:** promote, plan and carry out the Sunday School program to educate children to be confident disciples of Jesus Christ and to reach out and bring in the unchurched

**Responsible to:** Senior Pastor

**Ministry Description:** A team of two directors work with the Senior Pastor to supervise teachers, teacher aides, office staff and other S.S. workers; order curriculum and supplies; oversee the budget; and lead staff meetings. On Sunday mornings, the Directors register new pupils, maintain records, handle discipline problems, check classrooms after S.S., and serve as a substitute teacher, especially in last minute emergencies. One director represents SS as an ex officio member of the Board of Education - Church, plus they represent the S.S. at congregational meetings (Council, Voters, etc.) as needed.

**Time Required:** 3-4 hours per week plus the weekly 10:00 S.S. hour.

**Length of commitment:** three years with renewals as desired

**Training Provided:** The first year of service is training by the other SS directors and staff.

**Qualifications or special skills:** spiritual maturity and a strong desire to attract the unchurched to the Lord; experience as a SS teacher; leadership skills or potential; ability to carry out tasks without close supervision; reliability and dependability; ability to work with others and to delegate; willingness to work through difficulties. Basic screening applies to this position.

**Benefits to the volunteer:** People in this position receive the satisfaction of leading an important ministry in which they may be instrumental in bringing people to Christ. They also can further develop leadership and interpersonal relationship skills while creatively build a strong, successful S.S. program.

## **Sunday School - Assistant Director:**

**Goal of Position:** assist the Sunday School Directors to carry out the Sunday School program to educate children of the congregation to be confident disciples of Jesus Christ and to reach out into the community and bring in the unchurched

**Responsible to:** Sunday School Director

**Ministry Description/Time Required:** Assistant Directors have specific areas of responsibility assigned by the Directors. We currently have two assistant directors. **Promotional Director:** Lead in the planning and implementation of fun activities that will publicize SS to our congregation and the community and will encourage increased SS attendance. The SS Directors will assist, and others will be encouraged to assist,

in the carrying out of this director's plans. Time involved will be about 4 hours a month plus monthly meetings with the SS Directors. **Substitute Office Director:** Staff the SS office on Sunday morning from 9:15 to 11:00 when two or more of the regular director staff cannot be present, assisting with student registration, record keeping, discipline problems, teachers' needs, locking classrooms, and serving as a last-minute substitute teacher if needed.

**Length of commitment:** two years, with renewals as desired

**Training Provided:** by Sunday School Directors

**Qualifications or special skills:** spiritual maturity and a strong desire to attract the unchurched to the Lord; experience as a S.S. teacher or a leadership role in the church/school; reliability and dependability. The Promotional Director also needs creativity.

**Benefits to the volunteer:** The satisfaction of serving in a support role in an important ministry of our congregation. The Substitute Office Director enjoys being the go-to person on busy Sunday mornings (and they're all busy), while the Promotional Director has fun as part of the Ministry description!

## **Sunday School - Teacher:**

**Goal of Position:** teach children and assist them in becoming confident disciples of Jesus Christ in the community. A curriculum is provided for you.

**Responsible to:** Sunday School Director(s)

**Ministry Description:** Teachers prepare a lesson and activities, using a provided curriculum that will lead to the spiritual well being and growth of their students. They are in their classroom at least 10 minutes before class begins, attend quarterly teachers' meetings, participate in any special events sponsored by the Sunday School; encourage students to attend regularly, and involve all students in each Bible lesson.

**Time Required:** 1-3 hours weekly to prepare lesson plus one hour on Sunday mornings

**Length of commitment:** Teaching assignments are for one quarter (13 weeks) during the Fall (September-November), Winter (December-February) and Spring (March-May) and for one month (June, July or August) during the summer months. When possible, teachers are encouraged to work more than one quarter or month, as the continuity greatly aids the children's learning.

**Training Provided:** The curriculum includes much information and many suggestions for teachers, in general and for each lesson. Training is also provided through quarterly teacher meetings. A handbook outlining SS policies and resources is available.

**Qualifications or special skills:** attend worship services regularly and attend Bible class when not teaching; gifts of teaching and/or shepherding are helpful; a love for children and a desire to share Jesus Christ with them is most important; be reliable and spiritually mature; basic screening, applies to this position.

**Benefits to the volunteer:** Developing relationships with the children in your class; seeing them grow spiritually, knowing that you have been a part of their achieving a close relationship with Jesus Christ.



## **Sunday School - Teacher Aide:**

**Goal of Position:** assist the classroom teacher in making the children confident disciples of Jesus Christ in the community.

**Responsible to:** classroom teacher and Sunday School Director(s)

**Ministry Description:** Arrive 10 minutes before class begins; assist as directed by the teacher, for example, taking attendance, handing out supplies and helping individuals with activities. The aide also provides another role model of Jesus' love and concern for the children. If desired, the aide can work with the teacher to share teaching responsibilities.

**Time Required:** one hour on Sunday mornings, plus any time outside of class requested by the teacher and agreed upon by the aide to prepare crafts, games, etc.

**Length of commitment:** Sunday teaching assignments are for one quarter (13 weeks) during the Fall (September-November), Winter (December-February) and Spring (March-May) and for one month (June, July or August) during the summer months. When possible, teachers are encouraged to work more than one quarter or month, as the continuity greatly aids the children's learning. Saturday aides work once or twice a month.

**Training Provided:** through the curriculum materials, and especially, working with a seasoned teacher in establishing and strengthening skills.

**Qualifications or special skills:** Gifts of teaching and/or shepherding are helpful but more important is a love for children and a desire to help them gain knowledge of Jesus Christ and becoming confident disciples of Him. Also important are reliability and a desire to attract the unchurched to the Lord through children. Basic screening, applies to this position.

**Benefits to the volunteer:** satisfaction of seeing the children in your class grow spiritually and achieve a close relationship with Jesus Christ; the opportunity to improve your teaching ability.

## **Telephone Ministry:**

**Goal of Position:** use telephone calls to make a link of Christian care and concern between the pastors and each member family



**Responsible to:** Telephone Ministry Coordinator

**Ministry Description:** After training, callers will come to church once a month on their regular weekday evening. They will then telephone the 35 or so families on their list. For each call, they will read a message from the pastors, ask if the family has any prayer concerns they wish relayed to the pastors, and then pray a short prayer over the phone with the member. If they reach an answering machine, they will leave the message and prayer; if there is no answer, they will not be able to call back due to time restraints. Callers record calls attempted, families reached, and prayer requests.

**Time Required:** 1 hour minimum for training, then 2 hours maximum one weekday evenings per month

**Length of commitment:** one year, with renewals as desired

**Training Provided:** A training session is mandatory for all callers.

**Qualifications or special skills:** The caller must keep information confidential, have a good listening ear, be able to keep a phone conversation short, and keep records as instructed.

**Benefits to the volunteer:** the opportunity to be an important link between the pastors and the people of our congregation, and to get to know well a number of member families.

## **Usher/Captain/Coordinator:**

**Goal of Position:** Ushers serve their Lord and the body of Christ by assisting people before and during worship. They take care of details so worshippers can focus on Christ.

**Ministry Description:** Ushers arrive 30 minutes before the service to prepare the sanctuary for the service, greet people and distribute bulletins. During worship, they collect the offering and direct people for Holy Communion. After Worship, they collect attendance sheets and prepare the room for the next service. In general, they do all possible to facilitate the worship service. Ushers work as a team, headed by an **usher captain (which is assigned by the Senior Pastor)**. The usher captain delegates the tasks to the various ushers, insuring that all is done and done well. The **usher coordinator** helps run the training meeting, oversees the service of all ushers, provides help and solves problems where needed. We have one coordinator for the 11:00 service and another who coordinates the other worship services.

**Time Required:** Each usher team works usually two services per month, always at the same time – Saturday at 5:00 p.m. or Sunday at 9:00 a.m. or 11:00 a.m. Lent and Advent services are rotated into the schedule.

## **Vacation Bible School - VBS Program Director:**

**Goal of Position:** plan and administer the Vacation Bible School program so that we can bring Jesus to the children in our community through a fun and exciting event that includes Bible stories, songs, crafts, snacks, and fellowship

**Responsible to:** Senior Pastor

**Ministry Description:** Three or four people share Program Director duties. They select curriculum; recruit and train department directors, plan the schedule and room usage, oversee publicity and budget, and recruit and train teachers and aides. During VBS, they solve problems that arise, oversee the daily activities, communicate with workers, and keep records. After VBS, the directors store supplies, file any reports, and begin to plan next year's VBS!

**Time Required:** Monthly meetings for the six months preceding VBS month and the month following VBS month. The week before, final preparations for VBS, during the week of VBS (usually the third full week in June) and 1 meeting after VBS

**Length of commitment:** three years

**Training Provided:** The first year of service consists of training by the experienced Directors.

**Qualifications or special skills:** the ability to plan ahead and stick to a schedule, and the ability to delegate work to others are crucial. Directors should use every opportunity to involve others. Spiritual maturity, organizational skills, and the ability to work with many types of people are important. Prior leadership experience is desirable.

**Benefits to the volunteer:** opportunity to command a major outreach effort; rewards of seeing your labor result in a fun, exciting week enjoyed by over 300 children and over 100 workers; joy of helping others grow closer to our Savior Jesus Christ.

## **Vacation Bible School (VBS) Leader & Aide:**

**Goal of Position:** joyfully share the Word of God with the children at VBS, so children in our community can be drawn to Jesus in a fun and exciting event

**Responsible to:** Leaders are responsible to the VBS Program Director(s); Aides are responsible to their Leader

**Ministry Description:** Leaders are to study the daily lessons and prepare the stories, songs, or activities. They teach the lesson and guide the children in their class to the activities led by others (worship, craft, music, puppets, and recreation). Aides assist the leader throughout the morning with such tasks as taking attendance, distributing supplies, doing crafts, bathroom breaks, etc. Both the aide and the Leader interact with the children and provide a role model, sharing the love of Jesus with them.

**Time Required:** one mandatory 2 hour training meeting plus the 5 mornings of VBS (watch the announcements or newsletter for dates of VBS. Leaders also will need about 5 hours of preparation time.

**Length of commitment:** one VBS session, with renewals as desired

**Training Provided:** The training meeting and the Leader's book provide all the information needed for teaching the lessons, the daily schedule, procedures, etc.

**Qualifications or special skills:** love for the children, ability to talk to them in a way they will understand, desire to share Jesus with them. Basic screening applies to these positions.

**Benefits to the volunteer:** Leaders and aides both have fun with the children and get to know them personally. Helpful aides are much appreciated by teachers, and are able to contribute to VBS without the responsibility of teaching.

## **Vacation Bible School - VBS Craft Director & Helper:**

**Goal of Position:** provide crafts appropriate for the children that relate to the VBS theme

**Responsible to:** Helpers are responsible to the Craft Director, who is responsible to Program Directors

**Ministry Description:** The Craft Director selects craft projects appropriate for the age and skills of the children, the VBS theme, and the allotted time. He/she gathers needed materials, makes samples, maintains records of money spent, stays within allotted budget, and supervises the daily craft period. The helpers receive instructions from the Director, helping to make samples and prepare supplies for the crafts. During VBS, they help the children complete the crafts.

**Time Required:** at least 10-20 hours preparation time; one Directors' Meeting and the Directors' Luncheon,

and the 5 mornings of VBS (watch announcements or the newsletter for dates).

**Length of commitment:** one VBS session, with renewals as desired

**Training Provided:** The Directors' meetings present the theme, and communicate the daily schedule, etc.

**Qualifications or special skills:** familiarity with many craft ideas and projects; experience and knowledge of children's abilities at various ages; basic screening applies to the Craft Director's position.

**Benefits to the volunteer:** Crafts are always a favorite activity of the children. Many craft projects are saved for years, even to adulthood. As they decorate a child's room, they are a reminder of the love of Christ and the truths taught in VBS. The Craft Director and helpers experience the satisfaction of being central to all this.

### **Vacation Bible School - VBS Kitchen Director & Helper:**

**Goal of Position:** provide snacks for VBS students and workers, keeping energy levels high and stomach growling to a minimum as we bring Jesus to the children in our community through a fun and exciting event

**Responsible to:** Kitchen Director is responsible to the VBS Program Director(s). The Helpers are responsible to the Kitchen Director.

**Ministry Description:** plan daily refreshments; request donations through church bulletin and newsletter, and local businesses; obtain needed supplies (cups, napkins, etc.); plan expenses with budget in mind and keep an accurate record of expenses; serve the snacks promptly according to the schedule; supervise kitchen helpers; clean up. The helpers assist in the daily preparation and serving of snacks.

**Time Required:** the 5 mornings of VBS (watch the announcements or newsletter for dates). In addition, the director spends an estimated 10-20 hours in preparation, plus a Directors' Meeting and luncheon.

**Length of commitment:** one VBS session, with renewals as desired

**Training Provided:** The reports of past Kitchen Directors are available; Directors' meeting covers schedule and needs of current VBS. The Director trains the helpers.

**Qualifications or special skills:** The Director should have knowledge of nutritious and good-tasting snacks and the ability to plan for large numbers of people. For the helpers, some familiarity with food preparation would be helpful. Basic screening applies to the Director's position.

**Benefits to the volunteer:** Everyone loves to eat! The kitchen staff is popular during VBS and contributes to the fun of VBS!

### **Vacation Bible School - VBS Music Director & Helper:**

**Goal of Position:** lead high-energy, fun-packed songs related to the VBS theme, with appropriate movement, rhythm instruments and other creative wizardry so the children can learn about Jesus through music

**Responsible to:** The helpers are responsible to the Music Director, who is responsible to the Program

## Directors

**Ministry Description:** The Director oversees the daily music and music for any special VBS programs; obtains helpers and supplies, such as song sheets, accompanists, song leaders, instrumentalists, etc.; and writes a short article for the daily VBS newsletter. The workers lead music sessions in the sanctuary (K-6) or music room (preschool) with *lots* of fun, energetic songs complete with motions or safe, inexpensive props. Arrangements may be made to use the church sound and music equipment.

**Time Required:** During the 5 days of VBS (usually the third week in June). Each grade level has a music session each day. Preparation time is also needed with the Music of Ministry Director.

**Length of commitment:** one VBS session, with renewals as desired

**Training provided:** Former music directors offer advice to those new to the position. The Music Director is a resource to the music workers, but no formal training is provided.

**Qualifications or special skills:** The workers need leadership skills, musicianship, and a love for children with a strong desire to nurture their faith through music. Formal music training or a music degree is not required. Basic screening applies to the Director's position.

**Benefits to the volunteer:** Songs capture a child's interest and are retained in their heart. Music is a powerful means of communicating God's love. And the songs are fun, too!

## Vacation Bible School - VBS Newsletter Director:

**Goal of Position:** Oversee the writing, printing and distribution of a daily VBS newsletter as one of the tools by which we bring Jesus to the children in our community through a fun and exciting event.

**Responsible to:** VBS Director(s)

**Ministry Description:** The newsletter includes news from the classrooms and names of students who brought friends, have birthdays, won contests, etc. It also announces upcoming special events, themes and Bible verses for each day and may include games and puzzles when space allows. The Newsletter Director gathers the information, and types, prints and distributes the newsletter. All VBS Directors attend a Directors' meeting prior to VBS and the thank-you luncheon after VBS, help recruit their assistants, and write a summary report following VBS.

**Time Required:** one meeting prior to VBS and one following VBS; the 5 mornings of VBS (usually the third week in June).

**Length of commitment:** one VBS session, with renewals as desired

**Training Provided:** Former Newsletter Directors assist those new to this area. The Directors' meeting goes over the theme, procedures, scheduling, etc. Training on the office machines is available before VBS also.

**Qualifications or special skills:** basic typing skills; some familiarity with office machines and/or newsletter production is helpful; a good sense of humor.

**Benefits to the volunteer:** a position which has a great overview of the total VBS activity and the

opportunity to share with everyone via print, while expanding the circle of those blessed by it.

### **Vacation Bible School - VBS Office Helper:**

**Goal of Position:** run the VBS office, supporting the efforts of all the VBS workers to bring Jesus to the children in our community through a fun and exciting event, including songs, crafts, snacks, stories and fellowship.

**Responsible to:** VBS Program Directors

**Ministry Description:** collect daily attendance figures for each classroom and complete daily attendance report; inform kitchen of daily attendance; keep all VBS records (attendance, offering, staff count, enrollments, visitors); count offering and be responsible for the money; and distribute supplies and/or handouts as needed.

**Time Required:** a meeting prior to VBS and the 5 mornings of VBS (usually the third week in June).

**Length of commitment:** one VBS session, with renewals as desired

**Training Provided:** by the Program Directors

**Qualifications or special skills:** accuracy in record keeping; reliability; pleasant disposition; prior office experience a plus.

**Benefits to the volunteer:** plays an important part in the overall smooth functioning of VBS week; performs varied and interesting work; receives undying gratitude of the directors and the teachers.

### **Vacation Bible School - VBS Recreation Director and Helper:**

**Goal of Position:** provide physical activities that are fun for all the children so that we can bring Jesus to the children in our community through an enjoyable and exciting event

**Responsible to:** The director is responsible to the VBS Program Director(s). The helpers are responsible to the Recreation Director.

**Ministry Description:** The Director plans games and activities appropriate for each age level for the recreation periods; obtains needed equipment and returns it after VBS, and trains and supervises helpers. The helpers supervise the activities, helping the children have fun.

**Time Required:** the 5 days of VBS (usually the third week in June). The Director also has an estimated 5-10 hours in preparation; plus the Directors' meeting and luncheon.

**Length of commitment:** one year, with renewals as desired

**Training Provided:** The Directors' Meeting will provide guidelines and an opportunity to ask questions. Former Recreation Directors can be contacted for suggestions.

**Qualifications or special skills:** The Director needs knowledge of children's games and activities for pre-school to 6th grade level. Director and helpers should have experience working with children and the

physical ability to keep up with them!

**Benefits to the volunteer:** a joyous feeling of seeing the children have fun in a Christ-filled atmosphere.

### **Vacation Bible School - VBS Registration Helper:**

**Goal of Position:** register all the children attending VBS in a convenient, orderly and effective manner, enabling us to bring Jesus to the children in our community through a fun and exciting event.

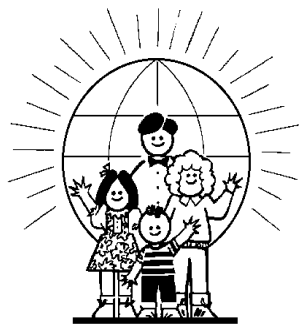
**Responsible to:** The helpers are responsible to the Program Director

**Ministry Description:** Before VBS, the Registration Director assigns pre-registered children to classes, make nametags for the younger children, and prepare for registration. Helpers may need to help with these tasks. The registration workers man the registration tables, primarily the first day or two.

**Time Required:** The Helper spends 5-10 hours during the week prior to VBS and work 1-2 hours each morning of VBS (more at the beginning of the week, less at the end)

**Length of commitment:** one year, with renewals as desired

**Training Provided:** The Helper is trained by Program Directors



**Qualifications or special skills:** Reliability is a must. You must be there if you say you will!

**Benefits to the volunteer:** an important Ministry with a short time commitment. Done well, it helps all of VBS function smoothly and results in mountains of gratitude.

### **Vacation Bible School - VBS Set-up/Take-Down Dir. and Helpers:**

**Goal of Position:** move tables, chairs, etc. as needed before and after VBS so our facility is ready to bring Jesus to the children in our community through a fun and exciting event

**Responsible to:** The helpers are responsible to the Set-up/Take-down Director, who is responsible to the VBS Program Director(s)

**Ministry Description:** The VBS program uses the entire church building. Many tables, chairs, dividers, and so on need to be put in place on the Sunday afternoon before VBS and then returned to storage or their regular place the Friday afternoon that VBS ends. The Director guides the helpers in this task.

**Time Required:** With a good-size crew, 1-3 hours total, on Sunday afternoon and Friday afternoon of VBS week, (watch the announcements or newsletter for dates).

**Length of commitment:** one VBS session, with renewals as desired

**Training Provided:** The Program Directors provide plans to show where items are to be placed and are there to help and answer questions.

**Qualifications or special skills:** Although the moving of some items, such as tables, requires strength, other

items can be moved by anyone with normal physical ability.

**Benefits to the volunteer:** Helping in this area provides important support to VBS

## **Vestry:**

**Goal of Position:** to serve as the primary elected lay leader of the congregation, to help plan and implement programs to grow Christ's church on earth

**Responsible to:** Voters' Assembly

**Ministry Description:** lead meetings of Vestry; during meetings and as needed between meetings, help plan, develop and implement programs to grow Christ's church; assist, coordinate or govern programs as approved by council; serve as the representative of the congregation as needed.

**Time Required:** Vestry meets at 7:00 p.m. on the third Thursday of each month. Time required for other duties varies, but can be estimated at 1-3 hours.

**Length of commitment:** elected to a 2-year term

**Training Provided:** The Executive Director usually first serves a 2-year term as Assistant Executive Director or as a member of Parish Council.

**Qualifications or special skills:** spiritual maturity; dependability; leadership skills and experience; ability to delegate responsibility and to work with others; general knowledge of Roberts' Rules of Order; ability to run a meeting. Must be a member and meet the Leaders' Qualifications (information can be found in the Church office).

**Benefits to the volunteer:** personal growth in leadership skills and skills in working with others; spiritual growth; the joy of helping to grow Christ's church; making new friends in Christ

## **Vestry - Assistant Exec. Director:**

**Goal of Position:** to help plan and implement programs to grow Christ's church on earth while serving as the assistant to the Executive Director

**Responsible to:** Executive Director

**Ministry Description:** lead meetings of Vestry Members in the absence of the Executive Director; assist Executive Director during meetings and as needed between meetings to plan, develop and implement programs to grow Christ's church; assist, coordinate or govern programs as approved by council.

**Time Required:** Vestry meets at 7:00 p.m. on the third Thursday of each month. Time required for other duties varies, but can be estimated at 1-3 hours a month.

**Length of commitment:** elected to a 2-year term

**Training Provided:** On-the-Ministry training is provided by the Executive Director and the pastors.

**Qualifications or special skills:** spiritual maturity; dependability; leadership skills and experience; ability to



delegate responsibility and to work with others; general knowledge of Roberts' Rules of Order; ability to run a meeting. Must be a member and meet the Leaders' Qualifications (information can be found in the Church Office).

**Benefits to the volunteer:** personal growth in leadership skills and skills in working with others; spiritual growth; the joy of helping to grow Christ's church; making new friends in Christ

### **Vestry - Secretary:**

**Goal of Position:** to assist the congregation to grow Christ's church by recording and making available minutes and information from meetings of Vestry members and Voters

**Responsible to:** Vestry President

**Ministry Description:** attend and take minutes at meetings of Vestry Members (monthly) and Voters (2 times a year); type, copy and distribute minutes; perform any other secretarial duties for Parish Council as the need arises, such as publicity and correspondence; keep complete set of past minutes

**Time Required:** approximately 4 hours a month

**Length of commitment:** appointment to this office is for an indefinite period; each year, the secretary can decide if they wish to continue

**Training Provided:** previous secretary trains new person in this position

**Qualifications or special skills:** basic secretarial skills; helpful if you are familiar with Word and a copy machine. Must be a member.

**Benefits to the volunteer:** improved typing and secretarial skills; firsthand knowledge of church plans and events; opportunity to contribute to discussions at the meetings (although this position has no vote)

### **Video/Power Point:**

**Goal of Position:** communicate God's Word through visuals slides, photos, video clips, words on screens, etc.

**Responsible to:** Video Tech / Power Point Coordinator or Senior Pastor

**Ministry Description:** Power Point presentations are used now during and prior to worship, at school chapel services and at special events, such as children's programs. Volunteers can help create power point slide presentations for their Ministry.

**Time Required:** varies, but a specific project might involve 2-3 hours. Volunteers can make themselves available for projects at whatever frequency they wish.

### **Video Tech/Coordinator:**

**Goal of Position:** communicate God's Word through the display of visuals (slides, photos, video clips, words on screens, etc.) in worship

**Ministry Description:** The addition of multi-media has created a volunteer opportunity much like the sound system technicians, but upstairs in the balcony! The video tech for each worship service “clicks” through the PowerPoint presentations engineers the live video of children’s sermons, baptisms, sermons, etc. and controls some lighting of the chancel and altar area. *The coordinator* schedules and assists the volunteers, as well as other additional leaders’ responsibilities.

**Time Required:** the half hour prior to the worship service and the worship time. Techs generally volunteer one or two services per month. For special services, such as Christmas and Easter, the tech should be prepared to attend a rehearsal on an evening prior to the service.

## **Watch Patrol:**

**Goal of Position:** Watch Patrol checks the building each night so that our building can be kept safe for all who dwell in it.

**Responsible to:** Watch Patrol – Watch Patrol Coordinators

**Ministry Description:** Watch patrol takes a nighttime walk through the building, completing a checklist. To make sure the lights are out, doors are locked, and makes note of any areas left dirty or in disarray.

**Time Required:** The walk through takes about 30 minutes and is done about 9:00 p.m. for Watch Patrol. Volunteers take one week (7 patrols) at a time. The frequency is determined by the number of volunteers.

**Length of commitment:** one year, with renewals as desired

**Training provided:** The first time you will walk through a patrol with an experienced volunteer.

**Qualifications or special skills:** must be comfortable walking through a dark and empty building!

**Benefits to the volunteer:** the feeling of security that you know all children, staff and parents are safe in the building.

## **Website Volunteers:**

**Goal of Position:** create, expand and maintain a website for our church as a means of carrying the Gospel of Jesus Christ into and beyond our local community.

**Responsible to:** Website Directors(s)

**Ministry Description:** Volunteers would be needed to update the website with current information given to them. The Volunteer will work with the coordinator who assigns the creation of new or additional pages and posts the completed pages.

**Time Required:** Each volunteer determines what time they can give, with an average of 1-2 hours a week suggested.

**Length of commitment:** one year, with renewals as desired

**Training provided:** The coordinator of the website will provide technical assistance.

**Qualifications or special skills:** Some experience and/or training in web site design or language is strongly preferred. Volunteers must also be able to give a good estimate of the time they have available and must be reliable at completing their assignments on a weekly basis.

**Benefits to the volunteer:** The World Wide Web is a new and exciting place to be. Its impact on communication rivals that of the printing press. These volunteers will be in the front lines of seeing what great things God will allow His church to accomplish through this tool.

## **Welcome Callers:**

**Goal of Position:** visit guests who have worshipped with us once or twice, with the desire that all may get to know Jesus better

**Responsible to:** Volunteer Ministries Director

**Ministry Description:** These volunteers participate in two assigned "call nights" per month. For each call night, they go out in pairs to make two or three visits to people who have been to CTK as guests in worship. Visiting information is added to a printed card that is created for each contact made by the Church Receptionist. They also commit to pray weekly for this Christian Outreach ministry at Christ The King Lutheran Church, for the people contacted, and for those to be contacted.

**Time Required:** approximately 2 nights (3-4 hours total) per month (weather permitting)

**Length of commitment:** yearly, with renewals as desired

**Training Provided:** An annual training session is provided for new volunteers. Training continues "on the Ministry" as we go out in pairs.

**Qualifications or special skills:** commitment; cordiality; willingness to share the Gospel

**Benefits to the volunteer:** There is good fellowship among the callers; enthusiasm is generated from the visits made; and the Lord is "leaned upon" in prayer. The greatest reward is when a new member tells you how your visit encouraged them to return to the Lord.

## **Welcome Desk Volunteers/Coordinator:**

**Goal of Position:** to staff the Welcome Center, serving as a resource for information before and after worship, so our people are better equipped to reach others with the love of Jesus Christ.

**Ministry Description:** Volunteers sit or stand at the Welcome Desk on Sunday before and after worship services and Bible Classes to answer questions regarding church activities and information in the Welcome Center racks. Volunteers are also needed during the school year, Monday through Thursday 6:30p -7:45p.

*The **coordinator*** prepares and distributes the monthly schedule, welcomes and trains volunteers new to the ministry, periodically updates the Welcome Center information.

## **Women's Ministry – LWML /Women's Retreats:**

**Goal of Event:** Special events for women are planned two or three times per year by the Women's Ministries group to help women grow spiritually and have fun together, and to provide an opportunity for women members to invite their unchurched friends to an event at which they might come to know their Lord Jesus Christ.

**Responsible to:** Each event has a chairperson

**Ministry Description:** Each event involves a variety of tasks, such as food planning, publicity, decorations and favors, arranging for a speaker, greeting guests, and publicity.

**Time Required:** varies according to the task

**Length of commitment:** one retreat, with renewals as desired

**Training Provided:** by Women's Ministries Board members

**Qualifications or special skills:** In most cases, a willingness to work with others is the only requirement.

**Benefits to the volunteer:** There is joy in serving the Lord and working together to plan and carry out a special event through which others may come to know the Lord better.

## **Worship Assistant:**

**Goal of Position:** assist with the distribution of Holy Communion in worship services

**Responsible to:** Worship Elder

**Ministry Description:** Worship Assistants distribute Holy Communion in the assigned services according to the directives of the worship elder.

**Time Required:** usually once or twice a month; no more than three times a month

## **Worship Elder:**

**Goal of Position:** Direct the worship assistants and ushers for worship services

**Responsible to:** Senior Pastor or Pastor in charge of Worship

**Ministry Description:** Worship Assistants oversee the entire setting of Worship as well as distribute Holy Communion in the assigned services, assist with baptisms, oversee worship assistants

**Time required:** about 2 ½ hours - should be at church one hour before worship, during the worship and approximately half an hour after worship.

### **Youth Bible Class Leader/Chaperone:**

**Goal of Position:** effectively communicate the Word of God and its relevance to today's youth in today's world

**Responsible to:** Pastor

**Ministry Description:** Teach the High School Bible Class on Sunday evenings 6:30 to 8:30pm. Assist in the supervision and accountability of youth during special events; assist in devotions and prayer time if desired



**Time Required:** two-hour teaching time weekly plus preparation time

**Length of commitment:** 9 months

**Training Provided:** by other youth teachers. The church has various youth resources available, including printed Bible study material, videos, and Christian music.

**Qualifications or special skills:** ability to teach God's Word as it relates to today's youth; ability to develop a good rapport with the students. Patience is important -- screaming is not!

**Benefits to the volunteer:** spiritual growth; satisfaction in helping youth to understand God's Word and His plan for their life.

## **School Ministries**

### **Annual School Event/Projects:**

**Goal of Position:** Our school's primary purpose is to bring Jesus to children both in and beyond our congregation. Many special events throughout the year support this goal while also improving the children's education, providing fun events for the children and their families, and raising money for school projects.

**Responsible to:** Day School Principal

**Ministry Description:** Listed below are some of the special events planned either by staff, volunteers, or both. Most events require volunteer workers in various capacities. Although parents of school children are the volunteers in most cases, other members of the congregation are also welcome to help at any time.

- Education Fair
- Room Mothers
- Book Fair
- Grandparents' Day
- Daddy/Daughter Dance
- Concession Stand at athletic events

**Time required** and **qualifications** needed vary according to the event and the task. The planners of these events love to involve new volunteers according to their interests and availability. The school office coordinates these events.

**Benefits to the volunteer:** Parents of children in the school find their participation in these events involves them in their child's education. Those without children at home enjoy opportunities to get to know and enjoy the children and other adults. Satisfaction comes with helping an important Ministry of the church.

## **Athletics - Assistant Coach:**

**Goal of Position:** help train Christian athletes; to help the students develop physical skills and enjoy competition as part of their overall Christian education

**Responsible to:** Head Coach

**Ministry Description:** assist the coach in the practices and the games, both home and away

### **Time Required:**

- Basketball: 2 practices (2 hours each) and 1-2 games each week
- Volleyball: 2 practices (2 hours each) and 1-2 games each week
- Soccer: 2 practices (2 hours each) and 1-2 games each week
- Track: 1 or 2 practices (one and a half hour each) per week; 3 meets during the season

**Length of commitment:** one season, with renewals as desired.

- Basketball, boys: early November through end of February
- Basketball, girls: late August through October
- Soccer, boys: late August through mid-October
- Volleyball, girls: beginning of January through early March
- Track: early March through early June
- Cross-Country: early September through mid-October

**Training Provided:** No specific training is available but you will learn on the Ministry as you work with the head coach. Parents sometimes scream excellent suggestions during the game.

**Qualifications or special skills:** Volunteers in this area must have playing experience and knowledge of the sport; experience working with children of this age; involvement in CTK church or school. Prior coaching experience is desirable. Maximum screening applies to this position.

**Benefits to the volunteer:** opportunity to get to know the children well, to enjoy athletics with them, and to model Christianity for them while contributing to an important program of our school.

### **Athletics - Athletic Director:**

**Goal of Position:** oversee the playing of basketball, volleyball or soccer games, aiding the school in the development of Christian athletes

**Responsible to:** Day School Principal

**Ministry Description:** referee home games

**Time Required:** officiate 2 games per evening, once or twice per week

**Length of commitment:** one season.

Soccer, boys: late August through mid-October

Volleyball, girls: beginning of January through early March

**Training Provided:** Not available, but other refs may offer input and parents may scream pertinent suggestions throughout the game.

**Qualifications or special skills:** A registered official is preferred; however, those who have previous officiating experience but are not registered may also be used.

**Benefits to the volunteer:** The volunteer will be making an important contribution to the school athletic program and the children's enjoyment of sports.

### **Athletics - Timekeeper/Scorekeeper:**

**Goal of Position:** run the clock or keep the scorebook for home basketball games as a contribution to the school's development of Christian athletes

**Responsible to:** staff representative and Athletic Director

**Ministry Description:** For each home basketball game, one person is needed to run the clock and another to keep the scorebook.

**Time Required:** Volunteers may work as many home basketball games as their schedule permits. Games are held one or two evenings per week; one or two games are held each evening.

**Length of commitment:** one season, with renewals as desired. Basketball season is late August through early November for girls and early November through the end of February for boys.

**Training Provided:** Training for both activities is available from school personnel.

**Qualifications or special skills:** good concentration; must pay attention to monitoring important information during the game

**Benefits to the volunteer:** the fun of participating in the games; the satisfaction of contributing an important service to the school athletic program.

### **Lunch Monitor:**

**Goal of Position:** aid school children during lunch period and be a good mentor for them

**Responsible to:** Day school Principal

**Ministry Description:** The volunteer walks around the lunchroom opening up juice and milk, helping the students with their needs and reminding children of rules as needed.

**Time required:** Lunch duty is approximately 2 hours each day. Lunch is served around 11:15-12:45 and then tables will be wiped down after each lunch.

**Length of Commitment:** one school year, with renewals as desired

**Qualifications or special skills:** enjoyment of school age children; enjoyment of helping; comfortable with giving discipline when needed; reliability. Basic screening applies to this volunteer position.

**Benefits to the volunteer:** The volunteer will enjoy interacting with our school age children and be a positive role model to them.

### **Recess Monitor:**

**Goal of Position:** aid teacher on duty in supervising the playground or gym activity of our day school children's lunch recess period

**Responsible to:** Day school Principal

**Ministry Description:** The volunteer walks around the recess area during the 50-minute lunch recess period (11:40-12:35), reminding children of recess rules as needed.

**Time required:** Recess duty is approximately 1 hour each day. You select the number of times you wish to work during the school year (once a week/month/quarter, or whatever you choose).

**Length of Commitment:** one school year, with renewals as desired

**Qualifications or special skills:** enjoyment of school age children; enjoyment of the outdoors; comfortable with giving discipline when needed; reliability. Basic screening applies to this volunteer position.

**Benefits to the volunteer:** The volunteer will enjoy interacting with our school age children and be a positive role model to them. And who said there's no such thing as a free lunch? Recess monitors receive a free lunch at 11:20 a.m. before recess duty begins!



## **School Library:**



**Goal of Position:** make the resources of the school library available to the students of CTK day school.

**Responsible to:** staff library coordinator

**Ministry Description:** Volunteers help staff the library for the use of school classes. They help students find and check out books, reshelv books, and keep the library neat and organized. Those who work with preschool through second grade may be asked to choose and read a story to the children. Volunteers can also provide clerical help as needed.

**Time Required:** Volunteers work out an agreeable schedule with the coordinator. Two to four hours a month is average.

**Length of commitment:** one year, with renewals as desired

**Training provided:** by the staff library coordinator

**Qualifications or special skills:** no special library or clerical skills are needed. Reliability of working when scheduled is important.

**Benefits to the volunteer:** In addition to the personal pleasure of becoming familiar with and using the library resources, there is the added benefit of helping children do the same.