

## Gifts-Based Service Guide

**How to Use This Guide:** Based on your spiritual gifts, these are suggestions of ways you can become involved in the life of the church. Each description uses just a little variation of language than that used to define the spiritual gifts.

**Administrative Support** volunteers help keep the church going! Administrative support includes a wide variety of tasks such as office receptionist, proof-reading, office work such as making copies. People particularly suited to this work are usually detail-oriented and goal setters.

*Possible Volunteer Opportunities: Office Receptionist, Music Librarian, Church Librarian, Secretary for various committees, general volunteer in any age-related ministry.*

**Adult Small Group Leaders** are volunteers who commit to leading a small group Bible study, focus topic or support group in another member's home. Effective small group leaders are good at leading discussions, nurturing those in the small group and teaching. People particularly suited to this work are usually self-motivated, enthusiastic helpers, enjoy learning and teaching, and are willing to be trained as a leader.

*Possible Volunteer Opportunities: Small Group Leader for Bible studies, lectionary groups, topic groups, and support groups.*

**Care – Visits/Meals/Prayer/Support Group Leader.** Care Ministry Volunteers make themselves available to visit church members in the hospital and at home, providing comfort and company. They provide meals for people in the event of a family loss or other difficult time. Care Ministry Volunteers also join a network of others to pray for those on the prayer list, unlisted prayer concerns, the church, church leadership and membership as a whole, and a host of world issues. Support Group Leaders use curriculum to provide guided support to those experiencing grief, loss, divorce, parenting challenges, and the stress of caring for an aging parent. People particularly suited for this ministry have a heart for serving and helping, they are spiritually sensitive, prayerful, hopeful, and nurturing.

*Possible Volunteer Opportunities include preparing meals for families in the event of a funeral, hospitalization or other crisis, helping with church-wide events, being on a prayer team, being trained for and leading a support group.*

**Children's Ministry** volunteers love children and love to teach (by word and example) children to have a relationship with Jesus. Children's Ministry volunteers get excited about

crafts, snacks, Bible stories, recreation, worship, and playing with children. People particularly suited to Children's Ministry are enthusiastic, patient, dependable, fun-loving, and – did we mention it? – they love children!

*Possible Volunteer Opportunities include teaching children in classroom or small group meetings, recreation, reading stories, leading crafts or music at children's events, making follow-up calls to families of children, assisting with transportation of children.*

**Communications** volunteers are the information gatherers and distributors. Communication volunteers contact individuals, leaders and groups within the church to gather information about what's happening and how people can get connected in the church and community. They also write newsletter articles and provide information for the website. We're always looking to build upon what we're already doing so while we love to have people who can create an attractive bulletin board, we also want people who are capable in multi-media, Twitter, Face Book, Snap Chat, etc. People particularly suited to communications are inquisitive, observant, proficient in written communication and presentation, creative with graphics.

*Possible Volunteer Opportunities include writing articles for the Connection and church website, creating and maintaining bulletin boards, developing a Sunday School announcement sheet, maintain a church presence on Twitter, Face Book, Snap Chat, etc.*

**Connecting Ministries** volunteers are instrumental in helping other Christians take the next step in discipleship. If someone is new to the faith, they are a faith partner with a listening ear and the ability to find the answers to questions. When people join the church, someone from Connecting Ministries helps them find a Sunday school or small group study, the style of worship they prefer, a place to serve, and make friends in the congregation. People particularly suited to Connecting Ministries have been a member of the church for at least two years. They are outgoing, knowledgeable about the ministries of the church, and are nurturing.

*Possible Volunteer Opportunities include being assigned to new church members to "shepherd" them into church involvement, mentoring confirmation students.*

**Dramatic Arts** Volunteers perform or write skits, monologues, plays, etc. for worship and other congregational gatherings. People particularly suited to Dramatic Arts are outgoing, contemplative, proficient in communications, enthusiastic, and available.

*Possible Volunteer Opportunities include acting in a skit or play, writing skits or plays, choreographing and/or performing liturgical dance.*

**Facilities – Maintenance** volunteers keep the church's property at all locations (Sanctuary/Education Building, Ministry Center, Parsonage) in good condition so that facilities are accommodating, safe, clean, attractive, and in good working order. People

particularly suited to Facilities – Maintenance are industrious, innovative, analytical, organized, and thorough.

*Possible Volunteer Opportunities include touch-up painting, changing lightbulbs, completing small repairs, being available and present during professional repairs, providing security checks.*

**Finance** – Offering Counter/Mailings volunteers make sure the church's offerings are collected, documented and secured. These volunteers help make sure that the congregation has accurate and up-to-date information about the status of their giving. People particularly suited for volunteers in Finance are meticulous, conscientious, detail-oriented, servant-minded, and able to maintain confidentiality.

*Possible Volunteer Opportunities include serving as a Sunday morning offering counter, assisting with stewardship campaign and giving statement mail-outs.*

**Hospitality and Inviting** volunteers are the party planners! They love to anticipate the needs of people who worship, learn, serve, and meet at our church locations. These volunteers are warm, welcoming, hospitable, and able to create an atmosphere where people feel comfortable and at home so that they are more likely to return to our church. People particularly suited for Hospitality and Inviting are gifted in hospitality, kindness, compassion, openness, and warmth.

*Possible Volunteer Opportunities include serving as greeters, ushers, welcome/information booth volunteers.*

**Hosting for Small Groups** volunteers open their homes for small groups to study or meet for support. Hosts work closely with Small Group Leaders to provide a location that is comfortable and conducive to the purpose of the small group. They are not required to teach or lead; simply host. People particularly suited for hosting small groups are hospitable, warm, flexible, accommodating, open, kind, and charitable.

*Possible Volunteer Opportunities include serving as host for small groups.*

**Missions and Outreach** volunteers show love of neighbor by helping in the aftermath of a natural disaster or organizing food/supply drives or making living conditions better; all while sharing the good news of Jesus Christ. Whether doing trash pick-up or building a wheelchair ramp or leading a Vacation Bible School, these volunteers are the hands and feet of Christ. People particularly suited for Missions and Outreach are outgoing, industrious, courageous, faithful, excited about faith, flexible, and available.

*Possible Volunteer Opportunities include volunteering for mission trips or service projects, organizing collection drives for the needy, community service.*

**Music – Traditional** volunteers provide vocal and/or instrumental support for traditional worship or other congregational gatherings. They use their musical talents to share the gospel and inspire others. People particularly suited for Music – Traditional are sensitive, creative, attentive to detail, thorough, dependable, and skillful.

*Possible Volunteer Opportunities include singing in the choir, playing an instrument as soloist, in an ensemble or orchestra, performing as soloists or in a group, music librarian, substitute director.*

**Music – Contemporary** volunteers provide vocal and/or instrumental support for contemporary worship or other congregational gatherings. They use their musical talents to share the gospel and inspire others while leading as part of a worship team. People particularly suited for Music – Contemporary are skillful, flexible, creative, innovative, inspirational, and available.

*Possible volunteer opportunities include providing instrumental or vocal talents to the praise band, music librarian, worship music planner, worship leader.*

**Worship – Communion/Scripture Reader** volunteers read Scripture and liturgy in the traditional worship service and serve as communion stewards at one or both the traditional or contemporary worship services. They prepare, serve and clean up for communion. People particularly suited for Worship – Communion/Scripture Reader volunteers are detail-oriented, reverent, servant-minded, helpers, and gracious.

*Possible volunteer opportunities include communion steward for one or both worship services, liturgist for the traditional service.*

**Worship – Tech/Planning/Altar Guild** volunteers provide support services for worship by creating and running worship multi-media presentations, operating the sound systems, meeting to plan creative worship services, and creating inspirational and beautiful spaces for worship. People particularly suited for Worship – Tech/Planning/Altar Guild are computer and computer program savvy, they are creative, flexible, enthusiastic, available, inspiring, and artistic.

*Possible volunteer opportunities include creating worship presentations using worship software, operating worship software during worship, operating sound, creating visual arts for worship spaces, worship theme planner.*

**Youth Ministry** volunteers, under the direction of a youth director, help create for youth a safe place to explore, question and grow in their relationship with Christ. Through recreation, common meals, service projects, worship, and study opportunities, these volunteers help mentor and lead youth. People particularly suited to Youth Ministry are enthusiastic, patient, flexible, fun-loving, faithful, kind role models.

*Possible volunteer opportunities include youth sponsor, mission trip adult, summer camp adult, confirmation mentor, youth Bible study leader (long- or short-term), snack supper coordinator, snack supper cook, youth funds treasurer, worship/song leader.*