



# MINISTRY OPPORTUNITIES

A Mission for Everyone

## Main Functions

WORSHIP & PRODUCTION				
Role	Description	Requirements	Training	Commitment
<b>Worship Team</b>	This is the team that leads worship each week. We are always looking for vocalists and instrumentalists to get involved. Instrumentalists should be capable of listening to a recording to learn a song, reading chord charts, and playing with a metronome. Vocalists should have a strong singing ability, and an ability to harmonize is preferred.	Some experience preferred		Bi-weekly
<b>Production Team</b>	We are looking for people to help with all of the behind-the-scenes work that helps make our worship services and events happen. Our production team takes care of the audio, video, and lighting. While experience is preferred (especially to run our audio equipment), training is provided, and there are places to plug in immediately. Opportunities also available during the week to help prep music, slides, and videos.	Some experience preferred  Helpful skills: musician, IT/technical, follows specific procedures	Shadowing, one-on-one coaching and feedback, video training library	Bi-weekly
<b>Online Team</b>	Love online church? If we want to continue this ministry, we need you to join this team!	No experience needed; training provided		Bi-weekly

CREATIVE TEAM				
Role	Description	Requirements	Training	Commitment
<b>Photographer</b>	Capture candid and posed photos during Sunday services, events, and special gatherings.	Some experience preferred	Training on photography best practices	Bi-weekly
<b>Videographer</b>	Film key events for the purpose of producing short video clips for social media, announcements, and promo materials.	Some experience preferred	Receive training on video recording and visual storytelling	Monthly
<b>Graphic Designer / Visual Content Producer</b>	Design graphics and print media.	Some experience preferred	Training on branding guidelines and design software available	Bi-weekly

CCKids/CCstudents				
Role	Description	Requirements	Training	Commitment
<b>Nursery Substitute</b>	Substitute in the church nursery; care for children ages 0-3	No experience needed; training provided		Special events only
<b>Preschool Teacher</b>	Work with children ages 3-5, read a story, ask questions, play games, lead a craft, communicate with families	Some experience preferred		Bi-weekly
<b>1st and 2nd Grade Teacher</b>	Lead the story and discussion, lead a craft, play games, communicate with families	Some experience preferred		Bi-weekly
<b>4th/5th Grade Teacher</b>	Have a sense of humor, ask questions related to Bible story to guide student discussion, help with crafts and/or games, clean-up, communicate with families	Some experience preferred		Bi-weekly
<b>Teaching Assistants: Preschool, 1st &amp; 2nd, 3rd-5th</b>	Assist lead teacher with story, crafts, and games. Work alongside students.	No experience needed; training provided	We will train you in child safety guidelines and reading the lesson plans.	Bi-weekly

FACILITIES TEAM				
Role	Description	Requirements	Training	Commitment
Master of Lawncare	Maintain church grounds via mowing grass, pruning bushes, weeding flower beds	No experience needed; training provided		Bi-weekly
Jack of All Trades	Attend to minor building related issues such as replacing light bulbs, fixing broken toilets, door handles, etc	Some experience preferred	None provided	Monthly

## Compassion Team

<b>FURNITURE CONNECTION &amp; FURNISHINGS (FC&amp;F): Helping Families Build a Home</b>				
<b>Role</b>	<b>Description</b>	<b>Requirements</b>	<b>Training</b>	<b>Commitment</b>
<b>FC&amp;F Coordinator</b>	Recruit, train and supervise volunteers. Make sure volunteer drivers fill out a Proof of Auto Insurance form, and all Volunteers submit an Information form and a Participation and Confidentiality Agreement form. Collects feedback from those delivering or picking up furniture to make sure we are fulfilling our mission in the most effective way. Additionally, the Volunteer Coordinator is responsible for reporting back to the Planning team.	Prior experience required		Weekly
<b>Crossroads POC (point of contact)</b>	Coordinates with Crossroads RI, or other agency such as House of Hope (who identify families in need transitioning into housing and provide specific information about those needs)	Some experience preferred		Bi-weekly
<b>Furniture Assessor</b>	Checks Christ Church phone messages for either a furniture donation or furniture need outside of the Crossroads POC. Returns calls to inquire and assess if the donation or need meets Furniture Connection & Furnishing standards, if the individual requesting furniture meets the required criteria, and if the individual resides within the designated delivery/pickup area. If accepted, a worksheet is electronically generated and e-mailed to the Scheduler. Additionally, the Assessor is responsible for reporting back to the FC&F Coordinator(s).	No experience needed; training provided	FC&F Coordinator will coach volunteer until they are comfortable in role	Weekly
<b>Team and delivery Scheduler</b>	Once a worksheet is received from the Assessor, the Scheduler will call the client and all information on the worksheet will be verified. Any changes or additions will be noted. A date and approximate arrival time will be provided to the client. Additionally, the Scheduler is responsible for reporting back to the FC&F Coordinator(s)	No experience needed; training provided	FC&F Coordinator will coach volunteer until volunteer is comfortable	Weekly
<b>Bedding Coordinator</b>	Responsible for purchasing and maintaining inventory of bedding and pillows. Additionally, the Bedding Coordinator is responsible for reporting back to the FC&F Coordinator.	No experience needed; training provided		Monthly
<b>Household Items Coordinator</b>	Responsible for maintaining inventory of household accessories (small appliances, cooking and eating utensils). Additionally, this Coordinator is responsible for reporting back to the FC&F Coordinator.	No experience needed; training provided		Monthly

### FURNITURE CONNECTION & FURNISHINGS: Helping Families Build a Home (continued)

Role	Description	Requirements	Training	Commitment
<b>Delivery and pickup drivers</b>	Responsible for using personal vehicle on its own or towing Christ Church utility trailer to pick up donations and deliver to warehouse, or deliver furniture from warehouse to recipients. Typically once per month.	No experience needed; training provided	Training on use of Christ Church trailer, and warehouse will be provided by FC&F coordinator	Monthly
<b>Delivery Volunteers</b>	Responsible for moving and loading furniture from donor homes into trailer, then unloading into warehouse, and conversely for loading furniture in warehouse and moving into recipients apartments.	No experience needed; training provided		Monthly
<b>Record Keeper/Grant Writer</b>	Responsible for writing and submitting a yearly grant with the Episcopal Charities, used to purchase children's beds consisting of a mattress, box spring and frame. Keeps an on-going record of the number of families and towns serviced by FC&F. A yearly report is generated and submitted as part of the yearly grant writing process. Generates reports as requested by members of the FC&F ministry and Leadership Team. Additionally, the Record Keeper/Grant Writer is responsible for reporting back to the planning team.	No experience needed; training provided		Monthly
<b>Christ Church POC (point of contact) for recipient</b>	Represents Christ Church to new recipients: provides information on all Christ Church ministries and opportunities. Provides an ongoing spiritual connection for all that FC&C begins to accomplish in their lives.	Some experience preferred		Monthly
<b>Household Item Receiver</b>	Responsible for attending a weekly time period (such as Saturday 9-10 am) to meet household item donors; to review and accept the donations. This can be the same person as Item Coordinator or another person who works closely with the Item Coordinator.	No experience needed; training provided	FC&F coordinator will coach volunteer until comfortable	Weekly

### GLOBAL MISSIONS

Role	Description	Requirements	Training	Commitment
Mission Team Member	Connect with the missionaries/mission programs our church supports; help to educate our congregation about the need to obey God, and support Global Missions; keep our missionaries' prayer requests before the congregation; and help to raise extra support for them and other global mission programs.	No experience needed; training provided	Helpful to take the Perspectives on World Christian Movement course, but not required.	Monthly

## Community Team

WELCOME TEAM				
Role	Description	Requirements	Training	Commitment
<b>Entry Door Greeter</b>	Open the door for people and say "Hello!" Direct visitors to the Welcome table or team lead.	No experience needed; training provided	This position doesn't require training, but we usually have them shadow another team member for a few weeks to get comfortable.	Bi-weekly
<b>Welcome Team Lead</b>	The team lead is typically watching for new visitors, directing, assisting at the Welcome table, watching over the check-in stations, problem solving, and answering questions. They would also collect the offering with 1-2 other team members, take attendance, record it, and place the offering in the safe.	No experience needed; training provided	Training is provided by the Welcome Ministry leader. They would observe/shadow for several weeks, and practice taking the offering with another experienced Team lead.	Monthly
<b>Welcome Team Closer</b>	The closer helps clean up the hospitality area, makes sure all doors are locked, lights are out, TV monitors are off, and everyone is out of the building.	No experience needed; training provided	Training is provided by shadowing another team member. A checklist is also provided to ensure all items are completed.	Monthly
<b>Coffee / Hospitality</b>	Set up and refill all coffee items in the lobby, and brew the coffee before service.	No experience needed; training provided	Training is provided by Anne Voss.	Monthly
<b>Sanctuary Door Greeter</b>	Open/close sanctuary doors and assist people with finding a seat if needed. Assist with serving communion to those who prefer to remain seated.	No experience needed; training provided	Shadowing another team member.	Monthly

COMMUNION TEAM				
Role	Description	Requirements	Training	Commitment
<b>Communion Servers</b>	Serving communion elements to congregation	No experience needed; training provided	Simple instructions on logistics	Monthly
<b>Communion Set Up</b>	Prepare and set up communion bread and juice	No experience needed; training provided	Training to prepare and set elements for Communion during Worship	Monthly
<b>Communion Clean Up</b>	Gather unused elements and used cups from sanctuary after worship service	No experience needed; training provided	Teaching all points that need attention to complete clean up	Monthly

VISITATION TEAM				
Role	Description	Requirements	Training	Commitment
<b>Visitation</b>	Visit or call church members who are unable to attend services regularly, including those who are homebound, temporarily recovering, in care facilities, or unable to join us in person.	No experience needed; training provided	Partnering with experienced; possible training sessions, if needed	Monthly
<b>Visitation Coordinator</b>	Coordinate monthly visitation/connection with congregation as needed	No experience needed; training provided	Basic scheduling to ensure visitation is covered	Monthly

## NEXT STEPS

- ☐ Pray about where to serve
- ☐ Fill out our interest form: [form.church/cccov-ministry-signup](https://form.church/cccov-ministry-signup) or scan:
- ☐ Questions? Contact [info@cccov.org](mailto:info@cccov.org)

