

## Table of Contents

<i>Topic</i>	<i>Page</i>
<b>INTRODUCTION &amp; RESOURCES</b>	
Letter from Nominating Committee Chair	4
How Do I Get Started?	5
Description of Teams, Committees, & Councils	6
Gifted & Equipped for Service	7
Spiritual Gifts Discovery Tool	8
Definitions, Characteristics, & Cautions	13
<b>CHURCH TEAMS</b>	
Baptism Team	18
Care Team	19
Communication & Reception Team	20
Communion Team	21
Decorating Team	22
Fix It Team	23
Funeral Team	24
Greeters Team	25
Grounds Team	26
Health, Wellness, & Fitness Team	27
Heritage Team	28
Hospitality Team	29
Information Systems Team	30
Kitchen Team	31
Library Team	32
Motorcycle Team	33
New Member/New Guests Team	34
Pew Supply Team	35
Recreation Team	36
Student Ministries Team	37
Transportation Team	38
Usher Team	39
Worship Care Team	40
<b>EDUCATION &amp; DISCIPLESHIP</b>	
Adult Small Group & Sunday School Team	42
Children's Sunday School Team	43
Emerging Leaders Team	44
Men's Ministry Team	45
Preschool Sunday School Team	46
Senior Adult Ministry Team	47
Stewardship Education Team	48
Women's Ministry Team	49
<b>MISSIONS TEAMS</b>	
CARITAS Team	52
Children's Missions Team	53
Clothes Closet Team	54
Crossover Team	55
English as a Second Language Team	56
Missions Food Pantry Team	57
PANNS Team	58
Prayer Shawl Team	59

Preschool Missions Team	60
Prison Visitation Team	61
Trinity Crossing Homeless Services Team	62
<b>COMMITTEES</b>	
Creative Learning Center Committee	63
Finance Committee	64
Nominating Committee	65
Personnel Advisory Committee	66
Property Committee	67
Vision & Planning Committee	68
<b>COUNCILS</b>	
Adult Education & Discipleship Council	70
Church Council	71
Missions Council	72
Music Council	73
Preschool & Children’s Ministries Council	74
<b>INSERTS</b>	
Spiritual Gifts & Talents Inventory Brochure	Insert
Leaders of Teams, Committees, & Councils	Insert
This Year’s Mission Opportunities	Insert
Missions Proposal Application	Insert
Deacon Terms of Service	Insert
Second Baptist Church Trustees	Insert

# Introduction & Resources

It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.

Ephesians 4:11-14



# Second Baptist Church

A loving community transformed by Christ for unbounded service

Dear Second Family,

As we all know, the serving opportunities of Second Baptist Church are varied and far reaching. I am sure you are, as I have been, surprised to find out some of the work our church is doing here on our corner in Richmond and around the world. This is really amazing!

This publication, “Pathways to Serving Faithfully,” is an attempt to help our guests and members find a pathway to discover the following:

- Your spiritual gifts
- Description of our Church structure for teams, committees, and councils
- Description of serving opportunities for the church, education, and missions
- Our deacons
- Our committee and council descriptions
- Our current team leaders

I hope you will find an area that stirs your passion and renews your commitment to God’s Work through Second Baptist. Please remember to fill out your Spiritual Gifts & Talents Inventory and turn it into our church office so we can make sure you get plugged in! Jesus said to His disciples in Matthew 9:37 and 38 “The harvest is plentiful but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field.”

Blessings,

Mike Salt  
Nominating Committee, Chair

## *How Do I Get Started?*

1. Read over the differences in Teams, Committees, & Councils.
2. Take the Spiritual Gift Discovery Tool.
3. Pray about where God would like you to serve.
4. Look through the descriptions of the teams and pray about where you have a passion, gift, or ability you would like to put to work in God's Kingdom.
5. Fill out the Spiritual Gifts & Talents Inventory enclosed in "Pathways to Serving Faithfully" or found at the front desk.
6. Turn your form into the church office or place in the offering plate.
7. Feel free to contact team leaders found on the "Leaders of Teams, Committees, & Councils" insert or contact someone from the nominating committee for further information about the teams.
8. This Pathway is just that, a stepping stone to help you grow stronger in your life of faith as you worship, grow, and serve God, church, and others. Please let us know if you have any questions or concerns.

*Thank you for helping Second be the church that is a loving community,  
transformed by Christ for unbounded service.*

## Description of Teams, Committees, & Councils

	Teams	Committees	Councils
<b>Number</b>	Unlimited: “Service/Ministry” <u>Church Teams</u> , such as Baptism, Care, Funeral Reception, Communion, Decorating, Greeters, Hospitality, Kitchen, Library, New Members/Guests, Senior Adults, Special Events, Stewardship Education, Technical Engineers, Transportation, Ushers, Worship Care.	Limited: 6 – 12 of “leadership” groups, such as CLC, Finance, Nominating, Personnel Advisory, Properties, Vision and Planning.  <i>(Deacons are part of the pastoral care ministry of our church and are not a Committee, Team nor Council. Trustees are our legal representatives and are not a Committee, Team or Council. Service as Deacon or Trustee does not affect service on any Committee, Team or Council.)</i>	Limited: 6 – 12 of “coordinating” groups, such as Adult Education & Discipleship, Church, Missions.
<b>Membership</b>	Unlimited  1- year term, renewable for as long as they choose, with no year off required. Ministries that require some level of expertise and training (ex., Sound, Library) often use Team approach so members can remain on. Service begins in October.  Non-members may serve  Team Leader enlists, and Members volunteer; Team Leader can ask assistance of Nominating Committee in enlisting; not elected by church  Members can serve on any number of Teams, <i>ad hoc</i> Committees and Councils, plus 1 Committee	Limited: 6 – 12 members (except Finance)  3-year rotating terms (except Finance with 4-year) with 1 year off before serving again on that same committee. Service begins in Sept., except Finance and Nominating Committee (begin in Jan.)  Must be church members  Nominated by the Nominating Committee, elected by the church, except Personnel Advisory, which is appointed by pastor. Nominating Committee nominated by the Church Council, elected by the church.  Members serve on only 1 Committee, plus any number of <i>ad hoc</i> Committees, Teams and Councils  <i>Ad hoc</i> Committees (“Task Groups”) appointed by pastor, serve until task completed	Limited: size varies according to Committees, Teams, Ministries, staff represented  Most members serve <i>ex officio</i> , “by virtue of office,” with voting privileges, as long as they hold that office. *Additional 3 year rotating, non- <i>ex officio</i> members may be nominated by the Nominating Committee, elected by the church. Service begins in September.  *(Missions Council has at least four rotating members – including the Chair.)  Must be church members  <i>Ex officio</i> as Chairs/Team Leaders or representatives selected by their Committee or Team. Some 3 year rotating, non- <i>ex officio</i> members may be nominated by the Nominating Committee, elected by the church.  Members can serve on any number of Councils, <i>ad hoc</i> Committees and Teams, plus 1 Committee
<b>Chair (Committees &amp; Councils) or Team Leader</b>	Appointed by the Nominating Committee  Serves as long as he/she and the Nominating Committee choose  May only serve as Leader of one Team and Chair of one Council	Appointed by the Nominating Committee  Serves no more than 2 consecutive years  May not serve as a Team Leader or Council Chair	Appointed by the Nominating Committee  Serves no more than 2 consecutive years  May serve as a Team Leader, but not as a Committee Chair
<b>Staff</b>	Serve as non-voting liaisons	Serve as non-voting liaisons	Serve as voting members

## Gifted & Equipped for Service

GOAL – We want to not only learn about spiritual gifts but more importantly learn to use our gifts effectively to serve our Lord.

1. PASSION: influences *where* you will serve/minister; it is the *filter* we use to decide where to serve
  - a. What excites you when you serve?
  - b. What engages you and keeps your interest?
  - c. The gleam or sparkle in your eyes when you tell someone about your area of ministry/service.
  - d. What makes you content?
  - e. What makes you angry?
2. PERSONALITY: determines *how* you will serve/minister
  - a. The way you *prefer* to work/organize yourself
    - Are you *structured*? (like order and predictability)
    - Are you *unstructured*? (like flexibility and like to keep your options open)
  - b. How you receive and focus your emotional energy
    - Are you energized by *tasks*?
    - Are you energized by *people*?
3. SPIRITUAL GIFTS: determines *what* you will do when you serve/minister
  - a. God carefully selected each believer's Spiritual Gift(s)
    - “Now to *each one* the manifestation of the Spirit is given for the common good.” 1 Corinthians 12:7
    - “All these are the work of one and the same Spirit, and He gives them to *each one, just as he determines.*” 1 Corinthians 12:11
    - “But in fact God has arranged the parts in the body, *every one of them, just as he wanted them to be.*” 1 Corinthians 12:18
    - “*Each one* should use whatever gift he has received to serve others, faithfully administering God's Grace in its various forms.” 1 Peter 4:10

## Spiritual Gifts Discovery Tool

There is often a correlation between Christian experiences and spiritual gifts. This assessment tool will explore personal experiences that might indicate which specific gifts you are most and least likely to have. If you have not served before, then you will identify which of your behaviors most approximate the behaviors of those who have certain gifts.

### Directions:

1. Read each statement.
2. Indicate how true of you each statement is by scoring it using the following scale:
  - 3 = Consistently/Definitely true
  - 2 = Most of the time/Usually true
  - 1 = Some of the time/Once in a while
  - 0 = Never/Not at all
3. Put your score (0, 1, 2, 3) in the appropriately numbered box on the response sheet.
4. Important:
  - a. Answer according to who you are, not who you would like to be or think you should be.
  - b. How true of you are these statements?
  - c. What has been your experience?
  - d. To what degree do these statements reflect your tendencies?

- 
- \_\_\_\_\_ 1. People seem to be willing to follow my leadership without much resistance.
- \_\_\_\_\_ 2. I like to proclaim God's Word to fellow Christians.
- \_\_\_\_\_ 3. It is a joy for me to proclaim God's Plan of Salvation to unchurched people.
- \_\_\_\_\_ 4. It is enjoyable to have the responsibility of leading other people in their spiritual life.
- \_\_\_\_\_ 5. I'm excited in helping people to discover important truths in their spiritual life.
- \_\_\_\_\_ 6. It is enjoyable to motivate people to a higher spiritual commitment.
- \_\_\_\_\_ 7. People with spiritual problems seem to come to me for advice and counsel.
- \_\_\_\_\_ 8. I received excellent grades in school.
- \_\_\_\_\_ 9. I look for opportunities to assist people in their work.
- \_\_\_\_\_ 10. There is great joy in leading people to accomplish group goals.

- \_\_\_\_\_ 11. I like to organize people for more effective ministry.
- \_\_\_\_\_ 12. There is great satisfaction in giving large amounts of money for the Lord's Work.
- \_\_\_\_\_ 13. I feel great compassion for the problems of others.
- \_\_\_\_\_ 14. It seems easy to perceive whether a problem is honest or dishonest.
- \_\_\_\_\_ 15. I am ready to try the impossible because I have a great trust in God.
- \_\_\_\_\_ 16. I feel a sense of authority in my relationship to the group.
- \_\_\_\_\_ 17. I like to proclaim the Word of God to comfort others.
- \_\_\_\_\_ 18. I seem able to determine when the spirit has prepared a person to receive Jesus Christ.
- \_\_\_\_\_ 19. It is exciting to provide spiritual leadership for a congregation.
- \_\_\_\_\_ 20. Teaching a Bible class is one of the most enjoyable things you do (or could do) in the church.
- \_\_\_\_\_ 21. It is a joy to give encouragement to people who are discouraged.
- \_\_\_\_\_ 22. I enjoy providing solutions to difficult problems in life.
- \_\_\_\_\_ 23. It seems easy to learn difficult truths.
- \_\_\_\_\_ 24. I enjoy helping with the emergency tasks around the church.
- \_\_\_\_\_ 25. People seem to enjoy following me in doing an important task.
- \_\_\_\_\_ 26. There is joy in making important decisions.
- \_\_\_\_\_ 27. I find real joy in giving a generous portion of my money to the Lord.
- \_\_\_\_\_ 28. Visiting people in retirement homes gives me great satisfaction.
- \_\_\_\_\_ 29. I seem to know very quickly whether something is right or wrong.
- \_\_\_\_\_ 30. When things seem impossible, I'm ready to move forward.
- \_\_\_\_\_ 31. I have little fear in leading people where God wants them to go.
- \_\_\_\_\_ 32. I enjoy relating and sharing God's Word to the issues of the day.
- \_\_\_\_\_ 33. I feel a burden to share the Gospel with people.
- \_\_\_\_\_ 34. I like to assist people with their spiritual problems.
- \_\_\_\_\_ 35. It seems that people learn when I teach them.
- \_\_\_\_\_ 36. I like to encourage inactive church members to become involved Christians again.
- \_\_\_\_\_ 37. It seems that people generally follow my advice.
- \_\_\_\_\_ 38. I am able to understand difficult portions of God's Word.

- \_\_\_\_\_ 39. I desire to do the tasks which will free others for important ministry.
- \_\_\_\_\_ 40. It is more effective to delegate a task to someone else rather than do it myself.
- \_\_\_\_\_ 41. I enjoy the responsibility for the achievement of group goals.
- \_\_\_\_\_ 42. I appreciate the opportunity to financially support a critical situation.
- \_\_\_\_\_ 43. I sense joy in comforting people in difficult situations.
- \_\_\_\_\_ 44. The difference between truth and error is easily perceived by me.
- \_\_\_\_\_ 45. I am often ready to believe God will lead us through a situation when others feel it is impossible.
- \_\_\_\_\_ 46. I appreciate the opportunity to proclaim God's Word to others.
- \_\_\_\_\_ 47. It is important for me to speak God's Word of warning to others.
- \_\_\_\_\_ 48. It is a joy to share what Jesus means to me with an unchurched neighbor.
- \_\_\_\_\_ 49. People like to bring their troubles and concerns to me because they feel I care.
- \_\_\_\_\_ 50. One of the joys of ministry is training people to be more effective Christians.
- \_\_\_\_\_ 51. People who are feeling perplexed often come to me for encouragement and comfort.
- \_\_\_\_\_ 52. I feel that I have a special insight in selecting the best alternative in a difficult situation.
- \_\_\_\_\_ 53. I have a clear understanding of Biblical Doctrines (teachings).
- \_\_\_\_\_ 54. I appreciate a ministry of helping other peoples to bear their burdens.
- \_\_\_\_\_ 55. It is a thrill to inspire others to greater involvement in church work.
- \_\_\_\_\_ 56. The development of effective plans for church ministry gives me great satisfaction.
- \_\_\_\_\_ 57. It is a joy to see how much money I can give to the Lord.
- \_\_\_\_\_ 58. I enjoy ministering to a person who is sick in the hospital.
- \_\_\_\_\_ 59. I can judge well between the truthfulness and error of a given theological statement.
- \_\_\_\_\_ 60. People seem to view me as one who believes everything is possible.
- \_\_\_\_\_ 61. I enjoy training workers in the congregation.
- \_\_\_\_\_ 62. In a Bible class it seems essential to share God's Word even if it intimidates others.
- \_\_\_\_\_ 63. I feel a deep concern for the unreached people in my community.
- \_\_\_\_\_ 64. I enjoy a close relationship with people in a one to one situation.

- \_\_\_\_\_ 65. It is easy to organize materials for teaching a Bible class.
- \_\_\_\_\_ 66. I would rather call on an inactive family in my church than an unchurched family.
- \_\_\_\_\_ 67. I have a strong sense of confidence in my solutions to problems.
- \_\_\_\_\_ 68. It is an exciting challenge to read and study a difficult book of the Bible.
- \_\_\_\_\_ 69. If a family is facing a serious crisis, I enjoy an opportunity to help them.
- \_\_\_\_\_ 70. There is great satisfaction in having others follow me in performing a task.
- \_\_\_\_\_ 71. I would rather make decisions for the group than persuade them to reach the same decision.
- \_\_\_\_\_ 72. I would give sacrificially because I know that God will meet my needs.
- \_\_\_\_\_ 73. It is a special satisfaction to visit people who are confined to their homes.
- \_\_\_\_\_ 74. I often see the motives of a person and look beneath the words.
- \_\_\_\_\_ 75. When people are discouraged I enjoy giving them a positive vision.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Top 3-5 Gifts    1.                      2.                      3.                      4.                      5.

\_\_\_\_\_

This material is from the Lord Of Life Lutheran Church, Plano, Texas, *Spiritual Gifts Class* by J.D. Danielson and is used by permission of the Texas District of the Lutheran Church-Missouri Synod from the "In His Service" materials. Peg Ramsey of Prince of Peace Lutheran Church, Carrollton, Texas, originally authored the questionnaire.

After completing the survey, put your scores from each statement into this table.

Then cross add each row.

This will provide your score for each gift.

Most people identify 3-5 gifts with the highest score.

Apostleship	1.	16.	31.	46.	61.	=
Prophecy	2.	17.	32.	47.	62.	=
Evangelism	3.	18.	33.	48.	63.	=
Shepherding	4.	19.	34.	49.	64.	=
Teaching	5.	20.	35.	50.	65.	=
Encouragement	6.	21.	36.	51.	66.	=
Wisdom	7.	22.	37.	52.	67.	=
Knowledge	8.	23.	38.	53.	68.	=
Helps/Service	9.	24.	39.	54.	69.	=
Leadership	10.	25.	40.	55.	70.	=
Administration	11.	26.	41.	56.	71.	=
Giving	12.	27.	42.	57.	72.	=
Mercy	13.	28.	43.	58.	73.	=
Discernment	14.	29.	44.	59.	74.	=
Faith	15.	30.	45.	60.	75.	=

## Spiritual Gifts: Definitions, Characteristics, and Cautions

There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord.

1 Corinthians 12:4-5

Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others. We have different gifts, according to the grace given us.

Romans 12:4-6a

Each one should use whatever gift he has received to serve others, faithfully administering God's Grace in its various forms.

1 Peter 4:10

**ADMINISTRATION:** 1 Corinthians 12:28 – To steer the body toward the accomplishment of God-Given goals and directives by planning, organizing, and supervising others.

*Characteristics:* creates order out of chaos; organizes facts, people, and/or events; thoroughly handles details; implements rather than creates visionary goals

*Cautions:* disorganization frustrated them; may view people as “doers of tasks” instead of people; may not be willing to alter plans, thus losing sight of the leader’s vision

**APOSTLESHIP:** Ephesians 4:11; 1 Corinthians 12:28 – To be sent forth to new frontiers with the Gospel, providing leadership over church bodies and maintaining authority over spiritual matters pertaining to the church.

*Characteristics:* start new ministries or churches; inspired to minister to those in communities different than their own who have not heard the Gospel

*Cautions:* can be demanding or inappropriately authoritative; may want to move on to another area of need before the present is sufficiently grounded

**DISCERNMENT:** 1 Corinthians 12:10 – The divine ability to distinguish between truth and error, good and evil, right and wrong.

*Characteristics:* contributes clarity; identifies deception in others with accuracy and appropriateness; recognizes inconsistencies in teaching, prophetic message, or interpretation

*Cautions:* may struggle with how to express perceptions, feelings, and insights; could be harsh when confronting individuals instead of speaking truth with love

**ENCOURAGEMENT:** Romans 12:8 – The ability to present truth so as to strengthen, comfort, or urge action of those who may be discouraged or wavering in their faith.

*Characteristics:* motivator; urges others to take action; challenges; comes to the side of those who may be discouraged and help strengthen and reassure them; comforts, or confronts others to trust and hope in God's Promises

*Cautions:* may be overly optimistic; may not take the time to understand where others are and what they really need; may avoid confrontation when needed

**EVANGELISM:** Ephesians 4:11 – The divine ability to effectively communicate the Gospel to unbelievers so they can take action in faith and move toward discipleship.

*Characteristics:* seeks opportunities to build relationships with unbelievers; seeks out opportunities to talk to unbelievers about spiritual matters and challenge them to faith and devotion to Christ; communicates the message of Christ clearly and with conviction

*Cautions:* needs to listen to people carefully and remember that the same approach is not suitable for everyone; needs to remember that the Holy Spirit, not guilt, is the motivator in an individual's decision to follow Christ; must be careful not to be critical of others and remember we are all "witnesses" but not all "evangelists"

**FAITH:** 1 Corinthians 12:9, Hebrews 11:1 – The divine ability to act on God's Promises with confidence and unwavering believe in His Ability to fulfill His Purposes.

*Characteristics:* asks God for what is needed and trusts Him for His Provision; has an attitude of trust in God's Will and His Promises; inspires others to believe the Promises of God

*Cautions:* should remember that those who desire to plan and speak with reason do not necessarily lack faith; need to act on their own faith; listen and consider counsel of wise and Spirit-Filled believers

**GIVING:** Romans 12:8 – To share what material resources you have with liberality and cheerfulness without thought of return.

*Characteristics:* don't ask "How much money do I need to give God?" but "How much money do I need to live on?" gives sacrificially to the Kingdom; giving is often behind the scenes; sees resources as tools to serve God

*Cautions:* may forget that his/her gift does not shape the church's vision; may criticize the giving patterns of others; may cause his/her family to suffer hardship because of unbridled giving

**HELPS/SERVICE:** 1 Corinthians 12:28 – To render support or assistance to others in the body so as to free them up for ministry.

*Characteristics:* serves behind the scenes to assist others when possible; enjoys doing tangible things for the Kingdom; gets great joy from serving so others can use their gifts more effectively; attaches spiritual value to acts of service

*Cautions:* may have difficulty saying “no;” family may suffer because he/she volunteers too many hours; may feel as though they are taken for granted if not affirmed; may neglect own needs while helping others

**KNOWLEDGE/WORD OF KNOWLEDGE:** 1 Corinthians 12:8 – To seek to learn as much about the Bible as possible through the gathering of information and the analyzing of that data.

*Characteristic:* searches the scripture for truth and insight; has a clear sense of receiving messages from God; understands or knows things others do not discern from scripture

*Cautions:* pride may result from the great insights he/she has; needs to remember that it is God’s Message, not theirs

**LEADERSHIP:** Romans 12:8, Hebrews 13:7 – The ability to cast vision, motivate, and direct people to collaboratively accomplish the Purposes of God.

*Characteristics:* can see and communicate the “big picture” to others; provides direction for God’s People and Ministries; takes responsibility and establishes goals for certain projects, goals, or ministries

*Cautions:* does not need to be in the leadership “position” to use this gift; should realize that relational credibility takes time and is crucial for leadership effectiveness; should also remember that servant leadership is the Biblical model, the greatest being the servant of all

**MERCY:** Romans 12:8 – The divine ability to cheerfully and practically help those who are suffering or in need; have compassion that moves to action.

*Characteristics:* extends love, grace, and dignity to those facing hardships and crisis; concern themselves with people or social situations that oppress people; serves in difficult or unpleasant circumstances cheerfully; tries to alleviate the sources of pain or discomfort of people who are suffering

*Cautions:* needs to be aware that rescuing people from their pain could hinder God’s Work in them; need to guard themselves against feeling “unappreciated” since some people helped will not show/express appreciation

**PROPHECY/PROPHET:** Romans 12:6; 1 Corinthians 12:10; Ephesians 4:11 – To speak forth the Message of God to His People.

*Characteristics:* speaks boldly about the need for people to repent (“forth telling”); sees truth that others do not see; proclaims the scriptures with authority

*Cautions:* needs to avoid pride; needs to be mindful that truth spoken without love or compassion may be rejected; forgetting that discernment and scripture must agree will diminish the prophetic proclamations

**SHEPHERDING:** Ephesians 4:11-12 – The ability to nurture, care for, and steer people toward ongoing spiritual maturity and becoming like Christ.

*Characteristics:* takes responsibility to nurture the whole person in their walk with God; provides guidance and oversight to a group of God's People; establishes trust, loyalty, and confidence through long-term relationships; their life models what it means to be fully devoted to Jesus Christ

*Cautions:* should remember that God judges those who neglect or abuse their oversight responsibilities; need to be aware that their desire to help feed and support others can often make it difficult to say "no;" those they nurture may grow beyond their own ability and need to be free to do so

**TEACHING:** Romans 12:7; 1 Corinthians 12:28; Ephesians 4:11 – To instruct others in the Bible in a logical, systematic way so as to communicate pertinent information for true understanding and growth.

*Characteristics:* has the ability to give Biblical insight in dealing with everyday life; can communicate Biblical Truths that cause greater obedience to the Word; has the strong desire to communicate Biblical Truths

*Cautions:* may become prideful from his/her "superior" knowledge of the Bible; needs to remember that spiritual maturity is not measured by how much one knows; needs to guard against thinking he/she has all of the answers

**WISDOM/WORD OF WISDOM:** 1 Corinthians 12:8 – To apply knowledge to life in such a way as to make spiritual truths quite relevant and practical in proper decision-making and daily life situations.

*Characteristics:* is able to supply spiritual truth in specific and practical ways; receive an understanding and then is able to give wise counsel in the midst of conflict and confusion; has supernatural understanding of situations in which they had no previous knowledge

*Cautions:* may become prideful when people listen when he/she speaks; may become impatient with those who do not have this gift; may substitute his/her human wisdom instead of relying on God's Wisdom

References:

NETWORK, Bruce Bugbee/Don Cousins/Bill Hybels, Zondervan Publishing House  
*Unleash Your Church*, Paul R. Ford, ChurchSmart Resources

# Church Teams

Love the LORD your God with all your heart and with  
all your soul and with all your strength.

Deuteronomy 6:5

## *Baptism Team*

This team will enrich the experience of baptism for both the baptismal candidates and the congregation by assisting the pastor and the candidates in preparing for and administering this Baptist ordinance.

Ministry Area/Department	Church
Opportunities	Baptismal Assistant (male & female needed)
Staff Liaison	Executive Secretary
Ministry Target	Church in General
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Faith, Helps/Service, Knowledge
Talents or Abilities Desired	Enjoy Helping Others
Passion For	Serving the People & the Church
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Prompt, Dependable, Friendly, and Service-Minded.

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: two hours each month
2. Participating in training/meetings: first time orientation

### *Responsibilities/Duties*

1. Welcome baptismal candidates and help select and fit their robes/garments.
2. Assist in dressing/preparing candidates.
3. Be physically able to pick up and carry wet articles.
4. Gather robes/towels/etc; see that garments are bagged and brought to the Family Life Center Commons to be laundered.

## *Care Team*

This team will love and encourage the congregation when there is an illness, death or birth, or those who are homebound by writing cards and calling. They will also reach out to our college students.

Ministry Area/Department	Church
Opportunities	Members & Leader
Staff Liaison	Minister of Adult Education
Ministry Target	Church in General
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Faith, Helps/Service, Mercy, Shepherding
Talents or Abilities Desired	Concern for Others; Ability to Write & Mail Brief Notes & Cards
Passion For	Spiritual & Physical Well-Being of Fellow Christians
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Prompt, Dependable, Friendly, and Compassionate.

### *Anticipated Time Commitments*

1. Will receive the Care Box for letter writing for a two-week period during the year.
2. Participating in Meetings/Training: as requested

### *Responsibilities/Duties*

1. Pray for people on your contact list.
2. Call the TIM line at church: this will indicate who you should send cards to.
3. Send cards when appropriate; signing your name along with the Care Team.
4. Leader will purchase stamps, cards, etc. and keep the Care Box stocked and up to date.

## *Communication & Reception Team*

This team will be a warm welcoming presence to those calling in to the church as well as those walking into the Family Life Center.

Ministry Area/Department	Church
Opportunities	Members & Leader
Staff Liaison	Executive & Administrative Secretary
Ministry Target	Church & Community
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Giving, Helps/Service
Talents or Abilities Desired	Concern for Being a Welcoming Voice to Those Who Call & Walk into the Church
Passion For	Putting Technology to Work for the Church
Length of Service Commitment	At Your Own Discretion

### *Desired Personality Traits*

1. Administration, Detail-Oriented, and Care.

### *Anticipated Time Commitments*

1. Once or twice a month for a three hour shift.
2. You can serve as much or as little as available.

### *Responsibilities/Duties*

1. Sign up to answer phones.
2. Answer phones at the FLC front desk and either transfer or take messages.
3. Direct people who walk in to appropriate places or people with warmth and care.

## *Communion Team*

The Communion Team members are responsible for preparing the Lord's Supper on the first Sunday of each month or as scheduled by the church. This is one of our Baptist ordinances.

Ministry Area/Department	Church
Opportunities	Members & Co-Leader; 8:45 & 11:00
Staff Liaison	Minister of Music
Ministry Target	Church in General
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Faith, Helps/Service, Knowledge/Word of Knowledge
Talents or Abilities Desired	Enjoy Communion Service/Preparation; Ability to Perform Small Repetitious Tasks
Passion For	Serving & Contributing to the Ministry of the Church
Length of Service Commitment	One Sunday a Year

### *Desired Personality Traits*

1. Committed, Service-Minded, and Dependable.

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: two hours
2. Participating in Meetings/Training: if needed

### *Responsibilities/Duties*

1. Make preparations prior to Communion, which may include first communion for newly baptized children.
2. Make preparations for bread and juice for the Lord's Supper the evening before the first Sunday of the month
3. Prepare/set up Communion table.
4. Clean up Communion table and utensils after use.
5. Understand importance of cleanliness and sanitation.

## *Decorating Team*

This team will provide appropriate decorations to enhance the worship and study programs of the church.

Ministry Area/Department	Church
Opportunities	Members & Leader
Staff Liaison	Minister of Music
Ministry Target	Church in General
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Giving, Helps/Service
Talents or Abilities Desired	Serving, Hospitality, Creative
Passion For	Creating a Beautiful & Worshipful Environment in the Service & Building
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Dependable.

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: chair handles the flowers for Sunday morning, all other team members give several hours per holiday for event set up and take down
2. Participating in Meetings/Training: a few hours to plan for each holiday

### *Responsibilities/Duties*

1. Establish policies and procedures for the use of decorations for worship programs and other special events.
2. Provide flower arrangements for Sunday morning worship in the chapel and sanctuary.
3. Oversee church decorations for Christmas, Easter, and other special occasions for the church.
4. Assist other groups in the church as requested in planning and providing appropriate decorations.

## *Fix It Team*

This team will provide assistance with various projects around the church.

Ministry Area/Department	Church
Opportunities	Members & Leader
Staff Liaison	Facility Manager
Ministry Target	Church in General
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Giving, Helps/Service
Talents or Abilities Desired	Serving; Repair Skills
Passion For	Our Facilities & Grounds; Facilities & Grounds Upkeep
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Dependable

### *Anticipated Time Commitments*

1. Several hours per month if needed.

### *Responsibilities/Duties*

1. Be available to assist the Facilities Manager with minor repairs such as pressure washing, painting, and upkeep.
2. Participate in the church-wide workdays.

## *Funeral Team*

The funeral team is responsible for the prompt coordination of funeral receptions for church members and their families who lose a loved one.

Ministry Area/Department	Church
Opportunities	Members & Leader
Staff Liaison	Executive Secretary
Ministry Target	Grieving Church Members & Families
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Faith, Helps/Service, Mercy, Shepherding
Talents or Abilities Desired	Concern for Others; Organizational skills
Passion For	Serving Others in Their Time of Need
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Prompt, Dependable, Friendly, and Compassionate.

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: depending on need, there may be no hours some months and several hours other months
2. Participating in Meetings/Training: as requested

### *Responsibilities/Duties*

1. Available for spur of the moment ministry.
2. Plan an event for family on the day of the funeral, but does not provide food.
3. Coordinate layout of reception, time, and place.
4. Make sure that dishes are brought and returned to those who provided food.

## *Greeters Team*

The Welcome Center and Education Building Greeters will display a gracious, friendly attitude in welcoming members and guests; as well as showing guests the church facilities and answering questions regarding the facilities and ministry locations. Everyone should feel important and welcome.

Ministry Area/Department	Church
Opportunities	Team Members, Leader for FLC, & Leader for Ed. Bldg
Staff Liaison	Minister of Adult Education
Ministry Target	Congregation & Guests
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Encouragement, Helps/Service
Talents or Abilities Desired	Knowledge of Church and Sunday School Classes
Passion For	Serving & Welcoming Others
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Creative, Flexible, and Encouraging.

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: 45 minutes a week when serving
2. Participating in Meetings/Training: minimal, as needed

### *Responsibilities/Duties*

1. Greet members and guests. Guide guests through church facilities.
2. Answer questions regarding church facilities and locations of specific ministries.
3. Present a positive image of the church.
4. Distribute church literature as needed and keep Welcome Center neat.
5. Open doors and welcome all to church and Sunday School.
6. Be physically able to walk throughout the facilities and stand for periods of time.

## *Grounds Team*

This team watches over and makes recommendations for the beauty and care of the grounds at Second Baptist Church.

Ministry Area/Department	Church
Opportunities	Members & Leader
Staff Liaison	Facility Manager
Ministry Target	All People Coming to the Church
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Helps/Service
Talents or Abilities Desired	Knowledge of Plants and Making the Church Grounds Beautiful & Welcoming
Passion For	Our Grounds & Its Beauty
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Dependable, Creative, and Detail-Oriented.

### *Anticipated Time Commitments*

1. Varies Depending on project.

### *Responsibilities/Duties*

1. Periodically meet with the Facility Manager to review and walk the campus for possible grounds needs.

## *Health, Wellness, & Fitness Team*

Work with the congregation at Second to provide health education, fitness and wellness education, and supportive care. This is an opportunity for unbounded service through fellowship, exercise, and outreach.

Ministry Area/Department	Church
Opportunities	Members & Leaders
Staff Liaison	Minister of Students
Ministry Target	Church & Community
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Encouragement, Helps/Service, Leadership
Talents or Abilities Desired	Health and/or Fitness Background
Passion For	Teaching, Motivating, & Encouraging
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Prompt, Dependable, Compassionate, and Patient.

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: varies depending on schedule of programs, events, and classes.
2. Participating in Meetings/Training: Yearly training, periodic team meetings

### *Responsibilities/Duties*

1. Develop programs for health, wellness, and fitness for the church and community.
2. Develop policies such as emergency preparedness.
3. Offer support to meet needs of other ministries to the community and congregation.
4. Participate and/or coordinate programs.

## Heritage Team

Recalling our roots as God guides our future.

Ministry Area/Department	Church
Opportunities	Members & Leaders
Staff Liaison	Pastor
Ministry Target	Church & Community
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Any
Talents or Abilities Desired	Keep Things Neat & Organized
Passion For	The Heritage of Second Baptist
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Caring & considerate regarding the value of our church heritage.

### *Anticipated Time Commitments*

1. Varies depending on projects.

### *Responsibilities/Duties*

1. Planning for our 200<sup>th</sup> Anniversary.
2. Investigating historic documents and items, etc for display.

## *Hospitality Team*

The Hospitality Team is responsible for planning and coordinating church wide fellowship activities and outreach.

Ministry Area/Department	Church
Opportunities	Members & Leader
Staff Liaison	Minister of Adult Education
Ministry Target	All Ages
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Administration, Exhortation, Helps/Service, Mercy
Talents or Abilities Desired	Good Organizational Skills; Enjoy Working With People
Passion For	Strengthening the Body of Christ through Fellowship
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Friendly, Dependable, Team Player.

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: Several hours before, during and after the event; planning with team, etc
2. Participating in Meetings/Training: as needed

### *Responsibilities/Duties*

1. Plan, organize, and oversee church wide fellowship events.
2. Recruit volunteers; work with kitchen coordinator to assist with food preparation service, set up facilities, decorations, equipment needs, publicity, etc.

## *Information Systems Team*

This team will oversee a strategic communications plan to improve all of our written and electronic communications and publicity. They will also oversee our website and computers.

Ministry Area/Department	Church
Opportunities	Members & Leader
Staff Liaison	Minister of Students
Ministry Target	Church in General
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Administration, Helps/Service, Leadership
Talents or Abilities Desired	Organization, Creative Writing and/or Design, Artistic Ability, Communication, Familiarity With Computer Systems & Software
Passion For	Creatively & Effectively Communicating in a Variety of Formats & Mediums
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Detail-Oriented, Creative, Organized, and Dependable.

### *Anticipated Time Commitments*

2. Doing Ministry/Preparing for Ministry: Regular updating and publishing of digital and printed publications; periodic projects associated with church ministries
3. Participating in Meetings/Training: Periodic team meetings and training

### *Responsibilities/Duties*

1. Coordinate and oversee development and production of all written and electronic communications.
2. Provide regular assessments and recommendations for church technological infrastructure and usage.
3. Manage church website, offering support and regularly developing content and design.

## *Kitchen Team*

This team desires to serve the Lord through the outreach of food and fellowship gatherings for the church and our community.

Ministry Area/Department	Church
Opportunities	Chair & Members
Staff Liaison	Director of Food Services
Ministry Target	Church in General
Position Is	Volunteer
Position may be filled by	Church Member or Regular Attendee
Spiritual Gifts	Giving, Helps/Service
Talents or Abilities Desired	Cashier Skills; Basic Kitchen Service Skills
Passion for	Hospitality in Food & Beverage Service
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Teamwork and a Positive Attitude.

### *Anticipated Time Commitments*

1. Wednesday nights, 5-6pm September-May.
2. Other time commitments based on different event needs.

### *Responsibilities/Duties*

1. Cashier/Bookkeeper.
2. Set-Up events.
3. Serve food to tables or buffet lines.
4. Discuss new and creative ways to serve and outreach to the church, its members, and the community
5. Chair will help coordinate volunteers for events and lead any necessary meetings.

## *Library Team*

This team will help members, guests, and CLC children to reinforce and support the spiritual and educational ministries of the church, as well as provide materials of general interest for learning and recreation for all age levels.

Ministry Area/Department	Church
Opportunities	Members & Leader
Staff Liaison	Minister of Adult Education
Ministry Target	Church in General, All Ages
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Administration, Helps/Service, Knowledge/Word of Knowledge
Talents or Abilities Desired	Strong Organizational Skills; Experience in Library Work Helpful; Ability to Type & Write Legibly; Detail-Oriented
Passion For	Helping Others Grow Spiritually Through Printed & Audiovisual Resources
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Prompt and Dependable.

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: two to three hours a week
2. Participating in Meetings/Training: minimal, as needed

### *Responsibilities/Duties*

1. Schedule, coordinate, and oversee library coordinators, etc.
2. Obtain new and used books for library. Work with reviewers to seek approval, comments, and recommendations.
3. Catalog and prepare all books for inclusion in the library.
4. Repair books, prepare for checkout and return.
5. Shelve books in proper location. Assist others with locating specific books/topics.
6. Follow up on overdue books.
7. Oversee budget and expenditures for the library.

## *Motorcycle Team*

This group of motorcycle riders periodically rides their motorcycles on Saturdays and has done some missions projects as part of their rides. The purpose is primarily to build relationships with fellow riders and to invite unchurched riders to join. Open to anyone who likes to ride!

Ministry Area/Department	Church
Opportunities	Members
Staff Liaison	Pastor
Ministry Target	Church Members & Community
Position Is	Volunteer
Position May Be Filled By	Church member or Regular Attendee
Spiritual Gifts	Any
Talents or Abilities Desired	Motorcycle Riding & License
Passion For	Riding Bikes
Length of Service Commitment	Ride by Ride

### *Desired Personality Traits*

1. Must enjoy riding!

### *Anticipated Time Commitments*

1. Ride throughout the year, usually on a Saturday.
2. Half & full days during riding season.

### *Responsibilities/Duties*

1. Ride with the group, usually includes lunch.
2. Leader organizes ride and directions.
3. Don't speed or fall off your bike.

## *New Member/New Guest Team*

This team will take photos of new members after they join the church. They will be a welcoming arm of the church. They will also host the new member dinner.

Ministry Area/Department	Church
Opportunities	Members, Chair, & Co Chair
Staff Liaison	Minister of Adult Education
Ministry Target	New Members, New Guests
Position is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Encouragement, Helps/Service, Leadership, Shepherding
Talents or Abilities Desired	Concern for Others New to the Church & Membership
Passion For	Assimilating New Members & Guests into the Life of the Church
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Prompt, Dependable, Friendly, Compassionate, and Encouraging.

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: varies depending on the month
2. Participating in Meetings/Training: couple of times a year for an hour

### *Responsibilities/Duties*

1. Meets quarterly for new member dinner and new guest orientation.
2. Team takes photo of new members after worship.

## *Pew Supply Team*

The Pew Supply Team helps replenish church supplies in the Sanctuary & Chapel for Sunday morning services.

Ministry Area/Department	Church
Opportunities	Members & Leaders
Staff Liaison	Minister of Music
Ministry Target	Church
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Helps/Service
Talents or Abilities Desired	Keep Things Neat & Organized
Passion For	Service & Cleanliness
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Attention to Detail.

### *Anticipated Time Commitments*

1. 1 to 2 times per month.

### *Responsibilities/Duties*

1. Keep pew racks filled with envelopes.
2. Make sure Hymnals & Bibles are put in the right spots, pens are in place, and black folder filled.

## *Recreation Team*

Support the sports and recreation ministries at Second Baptist and other programs and events which make use of the Family Life Center gym and church sports equipment. We encourage fellowship, exercise, character building and outreach, therefore, Christ like attitude and behavior are very important.

Ministry Area/Department	Church
Opportunities	Members & Leader
Staff Liaison	Minister of Students
Ministry Target	Congregation & Community
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Administration, Helps/Service, Shepherding
Talents or Abilities Desired	Enjoy Sports, Team Building, Working with All Ages
Passion For	Teaching, Motivating & Encouraging Team Players
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Prompt, Dependable, and Patient.

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: Varies depending on which sport is “in season;” up to 4 hours a week during peak times
2. Participating in Meetings/Training: Periodic team meetings and training for upcoming programs

### *Responsibilities/Duties*

1. Announce team formations. Determine which sports teams will participate.
2. Develop a program of activities and recreation.
3. Develop safety policies associated with recreation activities, such as “Safe at Second” and emergency preparedness procedures.
4. Work with schedules, needs, and other pieces of recreation ministries for the community and congregation.

## *Student Ministries Team*

Interested in being involved with the students at Second? There are many opportunities to serve! Mentoring, teaching, encouraging, leading and shepherding in a variety of ministry and program areas. We work on building relationships with students.

Ministry Area/Department	Church, Discipleship, Mission
Opportunities	Members & Leader
Staff Liaison	Minister of Students
Ministry Target	Middle School, High School, and College Students
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Administration, Encouragement, Faith, Helps/Service, Shepherding
Talents or Abilities Desired	Desire to Enjoy Fellowship With Students
Passion For	Students & Their Spiritual Growth and Connectedness to God and One Another
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Dependable, Patient, Creative & Organized

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: Team members prepare and coordinate both regularly scheduled weekly programs and periodic special events and programs. Time commitment varies depending on the program and event.
2. Participating in training/meetings: Team meets for one hour approximately every six weeks. We also hold training workshops for our teachers, volunteers, and mission trip leaders. These workshops take place throughout the year

### *Responsibilities/Duties*

1. This team is responsible for collaboratively planning and executing all student ministries programs and events - including the areas of Christian education, discipleship, fellowship, and missions.
2. Recruit volunteer help for planned programs and events.
3. Evaluate curriculum used in student ministries education program.
4. Evaluate past programs and events for their strengths and/or weaknesses and bring recommendations for future programs and events.

## *Transportation Team*

Trained drivers with their CDL license will help transport adults, youth, and children for various ministry activities safely and securely.

Ministry Area/Department	Church
Position	Members & Leader
Staff Liaison	Minister of Music
Ministry Target	Church in General
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Helps/Service
Talents or Abilities Desired	CDL License, Good Driver, Caring
Passion For	Helping People Get to Church & Go On Trips
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Prompt, Dependable, and Friendly.

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: drive weekly to pick up residents for church or trips with seniors, youth, music, etc.
2. Participating in Meetings/Training: varies, as needed

### *Responsibilities/Duties*

1. Supervise and plan transportation when needed for church members to and from church services or church related events.
2. Provide and maintain adequate transportation equipment.
3. Project transportation needs and assist in establishing a plan for securing additional equipment as needed.

## *Usher Team*

The ushers will regularly participate in worship services and will assist with literature distribution, welcoming, directing, and seating guests and others as needed.

Ministry Area/Department	Church
Opportunities	Members & Leader
Staff Liaison	Minister of Music
Ministry Target	Church in General
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Encouragement, Helps/Service, Leadership
Talents or Abilities Desired	Ability to Stand for Periods of Time; Enjoy Greeting & Seating People
Passion For	Serving & Welcoming Others
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Prompt, Dependable, Friendly, and Gracious.

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: serve on a rotating schedule throughout the year in the 11:00 service & other special services
2. Participating in Meetings/Training: minimal, as needed

### *Responsibilities/Duties*

1. Attend worship services.
2. Watch for and welcome guests.
3. Assist guests, members, and latecomers with seating or directions as needed.
4. Distribute literature as called upon, mainly bulletins.
5. Open doors and assist individuals as needed.
6. Provide assistance with special services such as funerals, Christmas Eve service, and musicals that are performed throughout the year.
7. Assist with securing the Church grounds during the 11:00 service by monitoring activities and helping any strangers that may come onto the property.

## *Worship Care Team*

The Worship Care Team oversees care for children, infants through kindergarten, during our 8:45 and 11:00 services.

Ministry Area/Department	Church
Opportunities	Members & Leaders
Staff Liaison	Director of Preschool Ministries
Ministry Target	Children, Infants-Kindergarten, & Their Families
Position is	Volunteer
Position may be filled by	Church Member or Regular Attendee
Spiritual Gifts	Administration, Faith, Helps/Service, Leadership, Mercy
Talents or Abilities desired	Ability to Oversee Worship Care during 8:45 & 11:00 service 3-6 Sundays per year
Best personality traits	Dependable & Compassionate
Passion for	Heart for Children & the Loving Community of Second Baptist Church
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Flexible, Dependable and Welcoming.

### *Anticipated Time Commitments*

1. Commitment to oversee worship care during the 8:45 and 11:00 service for three to six Sundays per year.
2. Participate in Training – one time meeting.

### *Responsibilities/Duties*

3. Completion of the Safe at Second Process.
4. Participation in meetings or training.
5. Confirm volunteer schedule to serve.
6. Greet visitors and welcome them into the ministry.

# Education & Discipleship Opportunities

He said to them, “Go into all the world and preach the good news to all creation”.

Mark 16:15

## *Adult Small Group & Sunday School Ministry Team*

This team interfaces with Sunday School & Small Groups to insure that adults are given opportunities to grow in their faith and God's Word for Spiritual formation.

Ministry Area/Department	Adult Education
Opportunities	Members, Leaders, Teachers, Facilitators, Communications
Staff Liaison	Minister of Adult Education
Ministry Target	Adults
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Apostleship, Evangelism, Faith, Knowledge/Word of Knowledge, Shepherding, Teaching
Talents or Abilities Desired	Good Communication Skills
Passion For	Adult Education and Fellowship; Support for Spiritual Growth of Self & Peers
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Dependable, Leader, Growing in Faith
2. Cares for spiritual growth and spiritual formation in others
3. Collaborative

### *Anticipated Time Commitments*

1. Small groups meet in the fall and in spring. Topics change according to need.

### *Responsibilities/Duties*

1. Work with Sunday School teachers & Small Group facilitators on Bible Studies.
2. Review Sunday School classes needed for adults, curriculum, location, outreach, etc.
3. Mission, vision, & structure for Adult Sunday School classes.

## *Children's Sunday School Team*

This team is responsible for teaching children grades 1<sup>st</sup> through 5<sup>th</sup> God's Word, building relationships with the children, and encouraging them in their faith journey.

Ministry Area/Department	Discipleship
Opportunities	Members
Staff Liaison	Directors of Children Ministries
Ministry Target	Children, Grades 1 <sup>st</sup> -5 <sup>th</sup>
Position is	Volunteer
Position may be filled by	Church Member or Regular Attendee
Spiritual Gifts	Administration, Encouragement, Faith, Evangelism, Shepherding, Teaching
Talents or Abilities desired	Heart for Children & Desire to Lead Them in Their Faith Walk.
Passion for	Teaching, Motivating & Encouraging children
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Dependable, Compassionate, Flexible, and Encouraging.
2. Active relationship with the Lord.

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: Prepare to teach weekly Sunday School lessons
2. Participating in Training/Meetings: quarterly

### *Responsibilities/Duties*

1. Completion of Safe at Second process.
2. Prepare lessons and teach on Sunday Mornings.
3. Provide outreach to class members and visitors.
4. Connect with children and families.

## *Emerging Leaders Team*

This team intentionally raises up new and emerging leaders. This team will work with staff, Sunday School teachers, and deacons in choosing mentees and mentors who are growing in their faith and desire to serve God and others.

Ministry Area/Department	Adult Education
Opportunities	Mentors, Mentees & Various Leaders
Staff Liaison	Minister of Adult Education
Ministry Target	Church
Position Is	Volunteer & Nominated
Position May Be Filled By	Church Member or Sunday School Attendee
Spiritual Gifts	Leadership and Any Others
Talents or Abilities Desired	Desire to Encourage, Learn, Equip & Train; Be Trained for Church Leadership
Passion For	Learning & Using Gifts for the Church Body
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Motivated to grow in faith & discipleship.
2. Caring for other growing leaders.
3. Have a positive attitude.
4. Collaborative.
5. Able to reach out and involve others in leadership.

### *Anticipated Time Commitments*

1. Meets for 9 months.
2. Weekly meetings with either mentor or mentee group.
3. Reading assignments, attend Willow Creek Leadership conference, and meetings.

### *Responsibilities/Duties*

1. Be a part of the group and attend all meetings.
2. Read assignments and participate in dialogs.
3. Be ready to serve in a ministry area after completion of the course.

## *Men's Ministry Team*

This team will help the men of the church become involved in special opportunities just for them. They will define the mission and vision of this growing discipleship team.

Ministry Area/Department	Adult Education
Opportunities	Bible Study Leaders, Prayer Leader, Fellowship Leaders & Team Members
Staff Liaison	Minister of Adult Education
Ministry Target	Men of the Church & Community
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Faith, Helps/Service, Knowledge/Word of Knowledge, Leadership, Teaching
Talents or Abilities Desired	Organizer, Encourager
Passion For	Growing, Leading, & Encouraging the Men of the Church
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Leader, Dependable, Consistent, and Good Character

### *Anticipated Time Commitments*

1. Meet for prayer, fellowship, and Bible Study in groups.

### *Responsibilities/Duties*

1. Plan activities & special projects for men only (breakfast, prayer, retreats, Bible Studies, etc)
2. Plan/Organize/Coordinate special courses for training men to become spiritual leaders in the home, church, and community.
3. Organize small groups to meet regularly for accountability, building relationships, and spiritual encouragement.

## *Preschool Sunday School Team*

This team is responsible for teaching and caring for children, infants through kindergarten, and building relationships with children and their families.

Ministry Area/Department	Discipleship
Opportunities	Members
Staff Liaison	Director of Preschool Ministries
Ministry Target	Children, Infants-Kindergarten, & Their Families
Position is	Volunteer
Position may be filled by	Church Member or Regular Attendee
Spiritual Gifts	Administration, Encouragement, Faith, Evangelism, Shepherding, Teaching
Talents or Abilities desired	Knowledge of Childhood Development, Classroom Management, & Communication Skills
Passion for	Heart for Children & a Desire to Lead Them in Their Faith
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Dependable and Compassionate.

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: prepare to teach weekly Sunday School lessons
2. Participating in training/meetings: monthly

### *Responsibilities/Duties*

1. Completion of Safe at Second process.
2. Prepare lessons and teach or care for children on Sunday Mornings.
3. Provide outreach to class members and visitors.
4. Connect with children and families.

## *Senior Adult Ministry Team*

This team will coordinate active senior adult activities and events with senior adults and follow up with senior adult guests.

Ministry Area/Department	Adult Education
Opportunities	Members & Leader
Staff Liaison	Minister of Adult Education
Ministry Target	Senior Adults in the Church & Community
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Administration, Evangelism, Leadership, Mercy, Shepherding
Talents or Abilities Desired	Pastoral Care
Passion For	Ministering to Senior Adults
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Compassionate, Caring, and Dependable.

### *Anticipated time Commitments*

1. Doing Ministry/Preparing for Ministry: varies with events
2. Participating in Meetings/Training: one hour a month

### *Responsibilities/Duties*

1. Give direction and oversee the seniors' ministry.
  - a. Identify needs and interests of seniors within the church and community.
  - b. Plan and develop programs for the senior's ministry, making sure they agree with the senior's ministry purpose statement.
  - c. Evaluate existing programs to determine effectiveness.
  - d. Identify and provide care and serving opportunities for senior adults.
2. Meet regularly with ministry leaders to pray and to discuss challenges, solutions, and praises.
3. Visit with and minister to senior adult members in their homes and when they are hospitalized or in a nursing home.
4. Participate in outreach ministry to senior adult guests who have visited the church.

## *Stewardship Education Team*

This team will lead our every member canvass initiative and also make stewardship education a yearlong process.

Ministry Area/Department	Adult Education
Opportunities	Members & Leaders
Staff Liaison	Minister of Adult Education
Ministry Target	Church in General
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Faith, Giving, Helps/Service, Knowledge/Word of Knowledge
Talents or Abilities Desired	Concern for the Financial Stability & Wellbeing of the Church
Passion For	Physical & Monetary Stewardship for the Church
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Organized and Detail-Oriented.

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: varies
2. Participating in Meetings/Training: varies/meets several times a year

### *Responsibilities/Duties*

1. Work with the church in various ways to raise awareness of thrift, saving, and giving.
2. Stewardship awareness of the church and its various ministry involvement and needs.
3. Work with Finance Committee in scope and understanding.

## *Women's Ministry Team*

This team will serve the Lord by helping the women of the church become involved in special opportunities just for them. They will define the mission and vision of this growing team as they reach out to the women in our church and community as well as grow in their faith.

Ministry Area/Department	Adult Education
Opportunities	Bible Study Leaders, Prayer Leader, Fellowship & Retreat Leader, & Members
Staff Liaison	Minister of Adult Education
Ministry Target	Women of the Church
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Apostleship, Evangelism, Faith, Helps/Service, Knowledge/Word of Knowledge, Leadership, Teaching
Talents or Abilities Desired	Ability to Relate Well with Others; Creative; Good Organizational Skills
Passion For	Growing, Leading, & Encouraging the Women of the Church
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Dependable and an Encourager for women.
2. Compassionate for women of all ages.

### *Anticipated Time Commitments*

1. Depends on Area of Involvement: weekly, monthly, or a one-time activity

### *Responsibilities/Duties*

1. Plan and Participate in special events and activities for women.
2. Pray for the women of the church.
3. Organize small groups to meet regularly for accountability, building relationships, and spiritual growth and encouragement through Bible Study, and other opportunities.

4.

# Missions Teams

But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth.

Acts 1:8

## *CARITAS Team*

“Congregations Around Richmond Involved To Assure Shelter”

CARITAS is an emergency shelter program for homeless adults and families in the region in search of income, affordable housing, and hope during a devastating personal crisis.

Ministry Area/Department	Missions
Opportunities	CARITAS Team Members & Leaders
Liaison	Missions Council
Ministry Target	Homeless Men & Women of Richmond
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Administration, Evangelism, Faith, Helps/Service, Shepherding, Leadership, Mercy
Talents or Abilities Desired	Organizational Skills; Good Listener; Able to Pray for Others
Passion For	Ministering & Helping the Homeless
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Dependable, Compassionate, and an Encourager.

### *Anticipated Time Commitments*

1. CARITAS meets at church twice a year for one week.
2. Prep time before, during, and after.

### *Responsibilities/Duties*

1. Work within a Team to delegate the...
  - a. Communication of CARITAS ministry information and needs to congregation through publications and website.
  - b. Recruitment of volunteers for meals and services provided during host weeks through volunteer sheets, board, e-mails, and personal recruitment.
  - c. Administration, leading, training, and serving during host weeks of CARITAS.
  - d. Scheduling host weeks with CARITAS agency and SBC staff.

## *Children's Missions Team*

This team is responsible for teaching children grades 1<sup>st</sup> through 5<sup>th</sup> missions education through God's Word, curriculum, and doing missions together.

Ministry Area/Department	Missions
Opportunities	RAs (Royal Ambassadors) & GAs (Girls in Action)
Liaison	Director of Children Ministries
Ministry Target	Children, Grades 1 <sup>st</sup> – 5 <sup>th</sup>
Position is	Volunteer
Position may be filled by	Church Member or Regular Attendee
Spiritual Gifts	Administration, Faith, Evangelism, Giving, Knowledge/Word of Knowledge, Shepherding
Talents or Abilities desired	Knowledge of Childhood Development, Classroom Management, & Communication Skills
Passion for	Children & a Desire to Lead Them in Their Faith Journey with a Focus on Serving Others
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Creative, Flexible, Encouraging, and Dependable.

### *Anticipated Time Commitments*

1. Preparing & teaching Wednesday Night Missions lessons weekly.
2. Participating in training/meetings: Yearly training and planning meeting, and one debriefing meeting

### *Responsibilities/Duties*

1. Completion of Safe at Second process.
2. Preparing lessons and teaching or caring for children on Sunday Mornings.
3. Providing outreach to class members and visitors.
4. Connecting with children and families.
5. Do missions outreach locally, in the state, and through global partnerships.

## *Clothes Closet Team*

This team organizes and keeps donated clothes ready to be selected and worn by various groups we reach out to.

Ministry Area/Department	Missions
Opportunities	Clothes Closet Team Members & Leader
Liaison	Missions Council
Ministry Target	ESL Students & CARITAS Participants; Others in Need of Clothes
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Administration, Helps/Service, Mercy
Talents or Abilities Desired	Organizer, Self-Motivated
Passion For	Organizing & Helping Those in Need
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Dependable and Organized.

### *Anticipated Time Commitments*

1. Once a month for a couple of hours per event.

### *Responsibilities/Duties*

1. Organize the clothes closet
  - a. Sort and hang clothes according to size, type, and gender.
  - b. Only accept appropriate clothing in good condition.
2. Let liaison know when supplies are low so an announcement can be made in services and in newsletters asking for donations.
3. Receive and process donations.

## *Crossover Team*

The Crossover Clinic is a Christian non-profit organization that provides free health care and promotes wellness in the Richmond community. It connects the talents and resources in the community with those in need in the name of Jesus Christ. The organization needs lay and medical volunteers as well as donations to help provide their services.

Ministry Area/Department	Missions
Opportunities	Team Members
Liaison	Missions Council
Ministry Target	Community
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Any
Talents or Abilities Desired	Medical, Dental, Nurses, Front Desk, General, etc
Passion For	Helping Those without Medical Insurance
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Committed, Compassionate, and Care-Oriented

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: two to four hours

### *Responsibilities/Duties*

1. Duties as assigned depending on your expertise and the area you are working in.

## *English as a Second Language Team*

This team concentrates on teaching conversational English so that students may function better on the telephone, in the work place, and on a face to face basis with people they encounter. With each person there is an opportunity to minister to their needs and express that we care about them because of Christ's love. Often lives are changed and enduring friendships are built.

Ministry Area/Department	Missions
Opportunities	ESL Teachers, Helpers, Children's Worker, Snack Helper, Co-Team Leaders
Liaison	Missions Council
Ministry Target	Those Seeking to Learn the English Language
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Evangelism, Faith, Helps/Service, Leadership, Mercy, Teaching
Talents or Abilities desired	Care for Those Who are New to the US
Passion for	Teaching & Encouraging Others
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Dependable and Compassionate.

### *Anticipated Time Commitments*

1. Twice a week in the fall semester: Monday 7-9pm and Wed 7:30-9pm
2. Prep for class time.

### *Responsibilities/Duties*

1. Organize lessons.
2. Teach and welcome students to class.
3. Encourage students in English and American culture as well as opportunities at the church.

## *Missions Food Pantry Team*

This team enables our congregation to address hunger issues in our community by the on-going collection of food items, which are then available for needy persons who come by the church or for distribution through the ministries of the Richmond Baptist mission centers.

Ministry Area/Department	Missions
Opportunities	Food Pantry Team Members & Leader
Liaison	Missions Council
Ministry Target	Richmond Baptist Mission Centers Who Give Food to Those in Need; Those Who Come to the Church in Need of Food
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Administration, Faith, Helps/Service, Mercy
Talents or Abilities desired	Organizer, Self-motivated
Passion for	Organizing Things & Helping Those in Need of Food
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Care for those who need food and have other needs.

### *Anticipated Time Commitments*

1. One hour weekly; more or less depending on food collection and sorting.

### *Responsibilities/Duties*

1. Organize Pantry
  - a. Sort and shelve food; dispose of outdated goods.
2. Let liaison know when supplies are low so an announcement can be made at services or in a newsletter asking for donations.
3. Bag and deliver food to the Richmond Baptist mission centers.

## *PANNS Team*

This food ministry organizes group cooking sessions to prepare and freeze nutritional meals. PANNS participants prepare meals in order to stock the Second Baptist Casserole Ministry. The Casserole Ministry is an outreach available to Second Baptist Families and the extended community for anyone needing support during health or personal hardship.

Ministry Area/Department	Missions
Opportunities	Members
Liaison	Missions Council
Ministry Target	Congregation & Community
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Helps/Service
Talents or Abilities Desired	Organized, Self-Motivated
Passion For	Cooking & Helping Those Who May Need a Quick Meal
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Dependable, Prompt, Compassionate, and Friendly.

### *Anticipated Time Commitments*

1. Varies

## *Prayer Shawl Team*

This team knits and crochets for various projects and ministries inside and outside the church.

Ministry Area/Department	Missions
Opportunities	Team Members or Leader
Liaison	Missions Council
Ministry Target	Various Groups & People
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	All
Talents or Abilities Desired	Knit or Crochet
Passion For	Creating Various Projects that are Prayed Over & Given Away
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Warmth and care to pray for those receiving blankets, shawls, scarves, etc.

### *Anticipated Time Commitments*

1. Varies upon project.

### *Responsibilities/Duties*

1. Knit or crochet various projects such as baby blankets, lap robes, shawls, scarves, hats, etc.

## *Preschool Missions Team*

Teaching children, ages 3 through kindergarten, about missions.

Ministry Area/Department	Missions
Opportunities	Mission Friends
Liaison	Director of Preschool Ministries
Ministry Target	Children, Ages 3 - Kindergarten
Position is	Volunteer
Position may be filled by	Church Member or Regular Attendee
Spiritual Gifts	Administration, Evangelism, Faith, Shepherding, Teaching
Talents or Abilities desired	Knowledge of Childhood Development, Classroom Management, & Communication Skills
Passion for	Heart for Children & a Desire to Lead Them in Their Faith Walk
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Creative, Flexible, Encouraging, and Dependable.

### *Anticipated Time Commitments*

1. Preparing & Teaching Wednesday Night Missions lessons weekly.
2. Participating in training/meetings: as requested

### *Responsibilities/Duties*

1. Completion of Safe at Second process.
2. Participation in teacher meeting/trainings
3. Prepare lessons and teach missions on Wednesday Evenings.
4. Provide outreach to class members and visitors.

## *Prison Visitation Team*

This group reaches out, once a month, to young men in prison through conversation, prayer, food, Bible study, and games in the name of Christ.

Ministry Area/Department	Missions
Opportunities	Team Members & Leader
Liaison	Missions Council
Ministry Target	Prisoners & Their Families
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Evangelism, Mercy, Shepherding, Teaching
Talents or Abilities Desired	Good Communicator
Passion For	Reaching People at Their Point of Need & Showing Them the Love of Christ
Length of Service Commitment	As You Are Led

### *Desired Personality Traits*

1. Dependable, Good Communicator, and Loving.

### *Anticipated Time Commitments*

1. Once a month, in the evening about 2-3 hours.

### *Responsibilities/Duties*

1. Provide spiritual counseling and reading materials for those interested.
2. Pray for the prison ministry and those who will be touched by it.

## *Trinity Crossing Homeless Services Team*

This team helps to staff a monthly Services Day for homeless people and recently released inmates. The resources offered include: medical, dental, spiritual counseling, job counseling, legal advice and haircuts. This is held on Saturday afternoons in partnership with First Baptist Church and is held at the Alpha and Omega Bible Church in Scotts Addition, near Broad Street and the Boulevard.

Ministry Area/Department	Missions
Opportunities	Team Members & Leader
Liaison	Missions Council
Ministry Target	Homeless Men & Women of Richmond
Position Is	Volunteer
Position May Be Filled By	Church Member or Regular Attendee
Spiritual Gifts	Apostleship, Caring, Encouragement, Helps/Service, Leadership, Mercy
Talents or Abilities desired	Medical, Dental, Legal, Hospitality, Cutting Hair, Teaching, Nursing; Counseling for Employment, Life Experiences & Housing
Passion for	Loving Homeless People
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Organized, Dependable, Friendly and Gracious.

### *Anticipated Time Commitments*

1. Eight Saturday Afternoons; September-November and January-May.

### *Responsibilities/Duties*

1. Welcome the homeless clients and escort them to services requested.
2. Provide various types of services, counsel, medical, etc
3. Provide and serve food and beverages as needed.

# Committees

## *Creative Learning Center Committee*

Creative Learning Center (CLC) is the weekday preschool ministry of Second Baptist Church. This committee is formed of nominated church members that help monitor CLC operations and serve as a liaison between CLC and the Congregation.

Ministry Area/Department	Committee
Opportunities	Members & Chair
Staff Liaison	CLC Director
Ministry Target	Families with Preschoolers
Position Is	Nominated
Position May Be Filled By	Church Member
Spiritual Gifts	Faith, Giving, Mercy, Teaching
Talents or Abilities desired	Knowledge of Early Childhood Development; Organizing, Teaching, Mentoring, Patience, Business Skills
Passion For	Helping Young Families & Glorifying God; Providing a Christ-Centered Learning Environment to Nurture Children & Their Families as They Grow Spiritually, Intellectually, Physically, Socially, & Emotionally
Length of Service Commitment	Three Year Rotation

### *Desired Personality Traits*

1. Patience, Flexibility, Kindness, Communication Skills, and a Positive Attitude.

### *Anticipated Time Commitments*

1. Three to Four one-hour meetings September-May
2. One to two hours per month to assist with special programs when necessary.

### *Responsibilities/Duties*

1. Work with the CLC Director to review an annual budget of operation.
2. Work with the Director to review and promote policies of CLC.
3. Promote and communicate the work of the preschool to the congregation through a regular reporting system.
4. Assist with CLC programs and enlist volunteers to help with programs when needed.
5. Act as an outreach arm in the community by promoting the preschool.
6. Provide luncheon for CLC staff in the spring.
7. Assist director by identifying talented candidates to teach in the preschool.

## *Finance Committee*

The Finance Committee helps provide accountability in the church through leading the development of the church’s yearly budget, compliance, and support. The committee serves from January through December for four years.

Ministry Area/Department	Committee
Opportunities	Members, Chair, Vice Chair
Staff Liaison	Pastor & Financial Administrator
Ministry Target	Church
Position Is	Nominated
Position May Be Filled By	Church Member
Spiritual Gifts	Giving, Helps/Service, Mercy
Talents or Abilities Desired	Organized; Experience in Finances
Passion For	The Church; Good Stewardship
Length of Service Commitment	Four Year Rotation

***Desired Personality Traits***

1. Dependable and Analytical

***Anticipated Time Commitments:***

1. Doing Ministry/Preparing for Ministry: one to two hours a month
2. Participating in meetings: one hour a month

***Responsibilities/Duties***

1. Lead in developing, overseeing and examining the church’s yearly budget.
2. Work with the Financial Administrator and Treasurer to track the budget for the various church ministries.

## *Nominating Committee*

This committee is nominated by the Church Council and nominates deacons, committee chairs and members, councils, leaders, and a few rotating council members. This committee serves from January through December for three years.

Ministry Area/Department	Committee
Opportunities	Members, Chair, Vice Chair
Staff Liaison	Pastor & Minister of Adult Education
Ministry Target	Church
Position Is	Nominated
Position May Be Filled By	Church Member
Spiritual Gifts	Administration, Encouragement
Talents or Abilities Desired	Knowledge of Congregation Members & Their Abilities
Passion For	People on Mission for the Church & God
Length of Service Commitment	Three Year Rotation

### *Desired Personality Traits*

1. Trustworthy, Honest, & Compassionate

### *Anticipated Time Commitments:*

1. Doing Ministry/Preparing for Ministry: one to two hours a month (more in the spring/summer)
2. Participating in meetings: one hour a month

### *Responsibilities/Duties*

1. Help in selecting and nominating people from the church community to serve on teams, committees, and councils.
2. Work with the Pastor and the Minister of Adult Education to develop a model for seeking and having people serve with the gifts God has given each individual.

## *Personnel Advisory Committee*

This committee is appointed by the Pastor and advises him on various personnel issues. This committee serves from October-September for three years.

Ministry Area/Department	Committee
Opportunities	Members & Chair
Staff Liaison	Pastor
Ministry Target	Church
Position Is	Appointed by the Pastor
Position May Be Filled By	Church Member
Spiritual Gifts	Administration, Wisdom/Word of Wisdom
Talents or Abilities Desired	Human Resources Experience; Church Staff Experience
Passion For	The Church
Length of Service Commitment	Three Year Rotation

### *Desired Personality Traits*

1. Trustworthy, Honest, and Compassionate.

### *Anticipated Time Commitments*

1. One meeting per month plus any other projects.

### *Responsibilities/Duties*

1. Advise the Pastor
2. Review job descriptions and personnel policies.
3. Assist in some search or hiring processes as requested.

## *Property Committee*

This committee helps oversee the general property and grounds of the church. It approves contracts, set policies and priorities, oversees the maintenance budget, and works closely with our Facility Manager. This committee serves from October to September for three years.

Ministry Area/Department	Committee
Opportunities	Members, Chair, Vice Chair
Staff Liaison	Pastor & Facility Manager
Ministry Target	The Church
Position Is	Nominated
Position May Be Filled By	Church Member
Spiritual Gifts	Administration, Wisdom/Word of Wisdom
Talents or Abilities Desired	Awareness of the Church; Maintenance; Timely Participation & Repairs; Technical Experience
Passion For	The Grounds & Buildings of the Church
Length of Service Commitment	Three Year Rotation

### *Desired Personality Traits*

1. Dependable and Collaborative

### *Anticipated Time Commitments*

1. Meet monthly for about two hours on Wednesday nights; other projects as needed.

### *Responsibilities/Duties*

1. Review & approve repairs, general operations, and maintenance contracts.
2. Recommend and oversee maintenance budget
3. Consult with Facility Manager.

## *Vision & Planning Committee*

This committee oversees the development of our annual Vision Path (goals) in line with our Vision 2013 plan. Its major focus is on developing our Yearly Vision and Vision 2020 Plan.

Ministry Area/Department	Committee
Opportunities	Members & Chair
Staff Liaison	Pastor
Ministry Target	Church
Position Is	Nominated
Position May Be Filled By	Church Member
Spiritual Gifts	Discernment, Faith, Wisdom/Word of Wisdom
Talents or Abilities Desired	Strategic Thinking; Experience with Goal-Setting; Creative Thinking
Passion For	The Church
Length of Service Commitment	Three Year Rotation

### *Desired Personality Traits*

1. Organized and Dependable.

### *Anticipated Time Commitments*

1. Monthly meetings.
2. Any necessary reading and research assignments.

### *Responsibilities/Duties*

1. Compile the annual Vision path.
2. Work on our next Vision 2020 Plan.



# Councils

## *Adult Education & Discipleship Council*

This council brings together the various education teams so that adults have access to different small groups for fellowship, prayer, Bible Study, spiritual growth and opportunities.

Ministry Area/Department	Council
Opportunities	Chair and Vice Chair
Staff Liaison	Minister of Adult Education
Ministry Target	Church & Community
Position Is	Nominated
Position May Be Filled By	Church Member
Spiritual Gifts	Any
Talents or Abilities Desired	Relationship Builder; Vision for Education & Discipleship
Passion For	Small Groups & the Transforming Power of Jesus Christ
Length of Service Commitment	Three Years

### *Desired Personality Traits*

1. Dependable, Collaborative, Leader, and Growing in Faith.
2. Caring for the emotional and spiritual growth of adults.

### *Anticipated Time Commitments*

1. Two to three planning meetings and leadership-training meetings.

### *Responsibilities/Duties*

1. Create mission and vision of adult education and discipleship along with team leaders of education teams.
2. Help bring ideas and programs for adult education teams together.
3. Set the steps, opportunities, and resources for growing disciples.

## Church Council

Composed of the Pastor, Minister of Adult Education, Clerk, Treasurer, Chairs of Missions Council, Finance & Deacons. This Council nominates the Nominating Committee.

Ministry Area/Department	Council
Staff Liaison	Pastor
Ministry Target	The Church
Position Is	Ex Officio
Position May Be Filled By	Church Member
Spiritual Gifts	Any
Talents or Abilities Desired	Knowledge of Membership & Visitors
Passion For	Seeing the Right People Connected to the Right Leadership Positions in the Church
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Organized.

### *Anticipated Time Commitments*

1. One meeting per year.

### *Responsibilities/Duties*

1. Nominate the members and chair of the Nominating Committee.

## *Missions Council*

This Council seeks to bring various areas of church, state, and world missions into a comprehensive missions vision. It is responsible for exploring missions opportunities, keeping the church informed regarding potential and ongoing missions involvement, education, and serving as a liaison between the church and missionaries.

Ministry Area/Department	Council
Opportunities	Members, Chair, Vice Chair, & Sub-Groups
Staff Liaison	Pastor & Minister of Adult Education
Ministry Target	Congregation, Community, World
Position Is	Nominated
Position May Be Filled By	Church Member
Spiritual Gifts	Any
Talents or Abilities Desired	Strategic, Mission-Minded; Knowledge of Missions Projects & Partners
Passion For	Reaching the World for Christ
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Committed, Compassionate, Analyst, Dependable, and Good Communication Skills.

### *Anticipated Time Commitments*

1. Doing Ministry/Preparing for Ministry: two to four hours a month, more during special missions emphases
2. Participating in Meetings/Training: once a month meetings, training is ongoing

### *Responsibilities/Duties*

1. Act as liaison with missionaries and organizations the church supports, inside and outside the church.
2. Research, locate, validate, pray for, and follow up on mission projects, opportunities, and needs within the local community, as well as home and world mission fields.
3. Financially organize the church's efforts in supporting missions and those going on mission trips.
4. Educate and communicate the church regarding missions, including mission moments, mission forums, prayer for missions and more.

## Music Council

The Music Ministry is made up of various choirs, musical instruments, and more. The Music Council helps make decisions regarding the music ministry as a whole.

Ministry Area/Department	Council
Opportunities	Chair & Members
Staff Liaison	Minister of Music
Ministry Target	Congregation & Community
Position Is	Nominated
Position May Be Filled By	Church Member
Spiritual Gifts	Encouragement, Faith
Talents or Abilities Desired	Love to Participate in Music & Worship
Passion For	Music & Singing
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Joyful, Dependable, and Creative.

### *Anticipated Time Commitments*

1. Varies based on need, with a minimum of two meetings a year.

### *Responsibilities/Duties*

1. Help to make decisions on needs of the Music Ministry.
2. Be an active participant in choir, bells, a helper in children or youth choirs, or the congregation at large.

## *Preschool & Children's Ministries Council*

The charge of this council will be to lead the effort to maintain a comprehensive faith journey program for all children; infants through 5<sup>th</sup> grade.

Ministry Area/Department	Council
Opportunities	Enhance the Children's Ministry Program
Staff Liaison	Directors of Preschool & Children Ministries & Children's Choir Coordinator
Ministry Target	Congregation
Position Is	Nominated
Position May Be Filled By	Church Member
Spiritual Gifts	Administration, Faith, Shepherding
Talents or Abilities Desired	Knowledge of Childhood Development, Communication Skills
Passion For	Children Growing in Their Faith Journey Through Discipleship, Missions Education, & Music
Length of Service Commitment	One Year Minimum

### *Desired Personality Traits*

1. Creative, Flexible, Encouraging and Dependable.

### *Anticipated Time Commitments*

1. Varies based on need.

### *Responsibilities/Duties*

1. Visioning
2. Ensure we have a comprehensive plan for the Faith Journey of all Children: Infants Through 5<sup>th</sup> grade.
3. Enhance communication efforts to congregation and community about the opportunities for children to be involved in a lasting and growing learning experience at Second.

