

BIBLE STUDY MINISTRY

Position: Bible Study Ministry Director

Term of Service: up to 5 years

Ministry Description: work with the Bible Study Council and ministerial staff to provide a high quality Bible Study experience for all ages, help enlist and train leaders, help provide a caring ministry to participants, help guide outreach to new families.

Helpful Traits: ability to communicate, good relational skills, organizational abilities, love of people

Spiritual Gifts: Administration, Teaching, Exhortation, Pastor/Shepherding

Position: Preschool Division Director

Term of Service: 1 year (September 1-August 31)

Ministry Description: recruit new teachers, assist with training, help secure substitutes, assist with security system, help with order and distribution of literature, take attendance, provide vision and guidance for teachers.

Helpful Traits: Love of preschoolers and their parents.

Spiritual Gifts: Administration,, Teaching, Pastor/Shepherding

Position: Preschool Sunday School Teacher

Term of Service: 1 year (September 1-August 31)

Ministry Description: prepare and teach developmentally-appropriate Sunday School lessons, work with division director to procure substitutes as needed, maintain a safe and appropriate learning environment, reach out to parents, work with director to secure substitutes, obtain needed supplies, participate in training events.

Helpful Traits: Love of preschoolers and their parents, knowledge of how preschoolers learn and develop.

Spiritual Gifts: Teaching, Pastor/Shepherd, Exhortation, Mercy-showing.

Position: Children's Division Director

Term of Service: 1 year (September 1-August 31)

Ministry Description: recruit new teachers, help with order and distribution of literature, help secure substitutes, assist with training, take attendance, provide vision and guidance for teachers,

Helpful Traits: organizational skills, problem solving skills, and communication skills.

Spiritual Gifts: Administration, Exhortation, Teach, Service.

Position: Children's Sunday School Teacher

Term of Service: 1 year (September 1-August 31)

Ministry Description: Plan and teach a developmentally-appropriate lesson, work with director to secure substitutes, reach out to families, obtain needed supplies, participate in training events.

Helpful Traits: Communicates easily with children, patient love for children and a desire to lead them to a relationship with Jesus.

Spiritual Gifts: Teaching, Exhortation, Pastor/Shepherd, Mercy-showing.

Position: Preschool Missions/Discipleship Teacher

Term of Service: 1 year (Wednesdays, September 1 – May 31)

Ministry Description: Plan and teach developmentally-appropriate lessons, maintain a safe and appropriate learning environment in accordance with safety and security policies, reach out to parents, obtain needed supplies, offer opportunities for children to participate in mission experiences.

Helpful Traits: Love of preschoolers and their parents, knowledge of how preschoolers learn and develop.

Spiritual Gifts: Teaching, Exhortation, Pastor/Shepherding, Mercy-showing

Position: Children's Missions/Discipleship Teacher

Term of Service: 1 year (Wednesdays, September 1 – May 31)

Ministry Description: Plan and teach a developmentally-appropriate lesson, reach out to families, obtain needed supplies, offer opportunities for children to participate in mission experiences.

Helpful Traits: Communicates easily with children, patient love for children and a desire to lead them to a relationship with Jesus.

Spiritual Gifts: Teaching, Exhortation, Pastor/Shepherding, Mercy-showing.

Position: **Youth Sunday School Teacher**

Term of Service: 1 year (September 1-October 31)

Ministry Description: study scripture and teaching helps, create learning opportunities that nurture faith in God, organize & participate in fellowship times, teach youth to study the Bible on their own and to serve others.

Helpful Traits: love students, ability to communicate with and listen to youth.

Spiritual Gifts: Teaching, Exhortation, Mercy-showing, Pastor/Shepherding

Position: **Youth Sunday School Outreach Leader**

Term of Service: 1 year (September 1-October 31)

Ministry Description: greet all students attending Bible study, ensure contact with visitors, contact absent members, keep in touch with students, encourage students to contact other students.

Helpful Traits: love youth, passion to draw youth closer to Christ.

Spiritual Gifts: Teach, Evangelism, Exhortation, Pastor/shepherd. .

Position: **LIFE Community Teacher**

Term of Service: 1 year (September 1-October 31)

Ministry Description: have a growing relationship with Christ, prepare lesson plans that help participants apply scripture to life, help keep the class organized for inreach and outreach, promote social events to build community.

Helpful Traits: thirst for God and desire to share your faith with other adults.

Spiritual Gifts: Teach, Exhortation, Evangelism, Pastor/Shepherd

Position: **Sunday School Records Secretary**

Term of Service: 1 year (September 1-October 31)

Ministry Description: maintain current records for Sunday school and church membership, post weekly attendance, prepare and distribute marking sheets for for classes.

Helpful Traits: knowledge of church membership, computer ability, organizational skills.

Spiritual Gifts: Administration, Serve

Position: **Resource Center Director**

Term of Service: 1 year (September 1-October 31)

Ministry Description: coordinate the purchase of supplies with CDC Director, order or purchase supplies, organize supplies for ease of use.

Helpful Traits: organizational skills, desire to serve.

Spiritual Gifts: Administration, Serve..

Position: **Welcome Center Coordinator(s)**

Term of Service: 1 year (September 1-October 31)

Ministry Description: greet members and guests arriving for Bible study, assist guests with registration forms, direct guests to appropriate Bible study classes, enlist and train friendly and outgoing persons to serve as greeters.

Helpful Traits: friendly, ability to meet and talk to members and guests.

Spiritual Gifts: Mercy-showing,, Serve,

Position: **Welcome Center Greeter**

Term of Service: 1 Year (September 1-October 31)

Frequency: serve 30 minutes twice a month.

Ministry Description: Greet visitors and members arriving for Bible study. Assist guests in filling out registration forms and finding a Bible class.

Helpful Traits: friendliness, ability to meet and talk with people, knowledge of ministries of the church.

Spiritual Gifts: Mercy-showing, Serve..

WOMAN'S MISSIONARY UNION

Position: Woman's Missionary Union Director

Term of Service: up to 5 years

Ministry Description: plan, coordinate and evaluate mission groups for women; help promote mission offerings; lead the congregation to pray for missions and missionaries; help enlist mission speakers for mission emphases

Helpful Traits: love of missions, desire to see HRBC engaged in missions, passion to see women engaged in all aspects of missions.

Spiritual Gifts: Administration, Evangelism, Serve, Exhortation., Pastor/shepherding.

Position: Women on Mission Group Facilitator

Term of Service: 1 year

Ministry Description: plan and facilitate monthly meeting, recruit leadership positions for the group, serve as liaison between church and missionary projects.

Helpful Traits: willingness to learn as we minister, a love of missions.

Spiritual Gifts: Administration, Serve, Mercy-showing, Exhortation.

Position: Mission Action Coordinator

Term of Service: Appointed by the WMU Director annually.

Ministry Description: assist WMU groups as they work with the Richmond Baptist Association, Baptist Centers, and Camp Alkulana assignments; encourage church wide participation in the mission action.

Helpful Traits: enthusiasm and love for missions, knowledge of the Baptist Associations, skills to organize a project, ability to love and work with all types of people, ability to spread the love of mission work.

Spiritual Gifts: Administration, Evangelism, Exhortation, Mercy-showing.

MUSIC MINISTRY

Position: King's Kids Junior Choir - Leader Teacher

Ministry Description: work with the Minister of Music to provide a high quality music experience for preschool 2 and 3 year old children, help enlist and train assistant teachers, provide a nurturing and safe environment for children and families, prepare classroom for students reach out children/families when needed, prepare choir to sing in worship services.

Helpful Traits: music knowledge, good relational skills, organizational abilities, love working with children

Spiritual Gifts: Mercy-showing, Exhortation, teaching, pastor/shepherding.

Position: King's Kids Junior Choir - Assistant Teacher

Ministry Description: work with the Lead Teacher to provide a high quality music experience for preschool 2 and 3 year old children, provide a nurturing and safe environment for children and families, prepare classroom for students, reach out to children/families when needed, prepare choir to sing in worship services.

Helpful Traits: music knowledge, good relational skills, organizational abilities, love working with children.

Spiritual Gifts: Serve, Mercy-showing, teaching.

Position: King's Kids Alpha Choir - Leader Teacher

Ministry Description: work with the Minister of Music to provide a high quality music experience for Kindergarten through 2nd grade children, help enlist and train assistant teachers, provide a nurturing and safe environment for children and families, prepare classroom for students reach out children/families when needed, prepare choir to sing in worship services.

Helpful Traits: music knowledge, good relational skills, organizational abilities, love working with children

Spiritual Gifts: Serve, Mercy-showing, teaching, Pastor/shepherding.

Position: King's Kids Alpha Choir - Assistant Teacher

Ministry Description: work with the Lead Teacher to provide a high quality music experience for Kindergarten through 2nd grade children, provide a nurturing and safe environment for children and families, prepare classroom for students, reach out to children/families when needed, prepare choir to sing in worship services.

Helpful Traits: music knowledge, good relational skills, organizational abilities, love working with children

Spiritual Gifts: Serve, Mercy-showing, teaching

Position: King's Kids Omega Choir - Leader Teacher

Ministry Description: work with the Minister of Music to provide a high quality music experience for 3rd through 5th grade children, help enlist and train assistant teachers, provide a nurturing and safe environment for children and families, prepare classroom for students reach out children/families when needed, prepare choir to sing in worship services.

Helpful Traits: music knowledge, good relational skills, organizational abilities, love working with children.

Spiritual Gifts: Serve, Mercy-showing, teaching, Pastor/shepherding

Position: King's Kids Omega Choir - Assistant Teacher

Ministry Description: work with the Lead Teacher to provide a high quality music experience for 3rd through 5th grade children, provide a nurturing and safe environment for children and families, prepare classroom for students, reach out to children/families when needed, prepare choir to sing in worship services.

Helpful Traits: music knowledge, good relational skills, organizational abilities, love working with children

Spiritual Gifts: Serve, Mercy-showing, teaching

Position: Youth Choir Director

Ministry Description: work with 6th grade through senior high school students to provide a quality music experience, include music education, introduction to new/innovative Christian music, prepare choir to sing in worship services, reach out to students/families when needed.

Helpful Traits: music knowledge, good relational skills, organizational abilities, love working with youth.

Spiritual Gifts: Administration, Pastor/shepherding, Serve.

Position: Handbell Ensemble Director

Ministry Description: work with individuals to provide a quality music experience, include music education, introduction to new/innovative music, prepare ensemble to participate in worship services, provide conference/workshop opportunities when available, and reach out to parents/families when needed.

Helpful Traits: above average knowledge of handbell techniques, good relational skills, organizational abilities

Spiritual Gifts: Administration, Pastor/shepherding, Serve.

Position: Music Accompanists

Ministry Description: work with the Minister of Music or ensemble director to provide quality accompaniment for rehearsal and performance opportunities.

Helpful Traits: knowledge of particular instrument required for the ensemble, ability to follow instruction.

Spiritual Gifts: Serve

Position: Contemporary Worship Design Team

Ministry Description: work with the Minister of Music to provide a unique worship experience for one service on Sunday morning, work with other team members relating to coffeehouse ministry, technical team, projection/media, ushers/greeters, environment design and As One praise band.

Helpful Traits: provide creative ideas to enhance the worship experience, up to date on current worship trends, organizational abilities, communication skills.

Spiritual Gifts: Administration, Serve.

Position: Orchestra Librarian

Ministry Description: maintain a comprehensive orchestra music library, document the arrival of new music in the library, copy and file music, distribute music to instrumentalists when needed, build new files and re-organize as needed, enlist/train volunteers as needed.

Helpful Traits: organizational abilities, knowledge of how to file or pull music, willingness to serve

Spiritual Gifts: Administration, Serve..

Position: Vocal Music Librarian

Ministry Description: maintain a comprehensive vocal music library, document the arrival of new music in the library, distribute music to vocalists when needed, build new files and re-organize as needed, enlist/train volunteers as needed.

Helpful Traits: organizational abilities, knowledge of how to file or pull music, willingness to serve.

Spiritual Gifts: Administration, Serve

Position: **Music Ministry Administrative Assistant**

Ministry Description: work with the Minister of Music in all areas of music ministry, maintain records, up-to-date budget information, provide research/resource for projects and activities.

Helpful Traits: organizational abilities, knowledge, ability to maintain confidentiality.

Spiritual Gifts: Administration, Serving.

AUDIO VISUAL MINISTRY

Position: **Coordinator of the Audio Ministry**

Term of Service: annual (Jan. 1- Dec. 31)

Ministry Description: produce audiotapes for distribution and for the library, secure volunteers to operate audio equipment, take pictures of new members.

Helpful Traits: knowledge of audio equipment.

Spiritual Gifts: Serve, Administration.

Position: **Sound System Operator**

Term of Service: annual (Jan. 1- Dec. 31)

Ministry Description: team members are assigned months they are responsible for operating the equipment. Can serve at 8:30 or 11:00 services.

Helpful Traits: technical knowledge of equipment, willingness to serve.

Spiritual Gifts: Serving

Position: **Worship Projection/Media Specialists**

Ministry Description: work with Senior Pastor, Minister of Music and Contemporary Worship Design Team to provide creative media for projection during worship services, have knowledge of the software programs used to design media, enlist/train others as needed.

Helpful Traits: above average computer skills, ability to work with others

Spiritual Gifts: Serving

Position: **Videographer**

Term of Service: annual (Jan. 1- Dec. 31)

Ministry Description: operates video equipment to record 11:00 worship and special events.

Helpful Traits: perform tasks as scheduled, be flexible to substitute as needed.

Spiritual Gifts: Serve.

DEACON MINISTRY

***NOTE: First-time deacons serve an apprentice year before beginning a three-year term. Terms may be extended by the Deacon Leadership Team. Term of service is from October 1-September 30.*

Position: **Deacon Ministry Coordinator**

Ministry Description: spiritual leader of the Deacon Body, assist staff with ministry needs, organize deacon ministry, work with Deacon Leadership Team to enlist and train deacons, plan deacon meetings, represent deacons on the Church Council.

Helpful Traits: Good communication skills and leadership abilities, ability to work closely with others.

Spiritual Gifts: Administration, Mercy-showing, Exhortation, Pastor/shepherding, Teaching, Serving

Position: **Deacon Ministry Assistant Coordinator**

Ministry Description: Assist the Deacon Coordinator in leadership of the Deacon Body, serve on the Deacon Leadership Team, lead deacon meetings in the absence of the coordinator.

Helpful Traits: good communication & leadership skills, understand the spiritual needs of others.

Spiritual Gifts: Administration, Mercy-showing, Exhortation, Pastor/shepherding, Teaching, Serving

Position: **Bereavement Team Leader**

Term of Service: 1 year

Ministry Description: coordinate ministry to families who have lost a loved one, coordinate follow care for the next year, serve on the Deacon Leadership Team, give reports at deacon meetings.

Helpful Traits: must have compassion for those who suffer, ability to be present with the bereaved.

Spiritual Gifts: Mercy-showing, Administration, Exhortation, Pastor/shepherding,, Serve.

Position: **Bereavement Deacon**

Ministry Description: act to comfort, assist or minister to families of the church who have lost a loved one.

Helpful Traits: ability to assess needs of one who has lost a family member, willingness to care for those who suffer.

Spiritual Gifts: Mercy-showing, Serve, Exhortation, Pastor-shepherding.

Position: **Hospital Visitation Team Leader**

Term of Service: 1 year

Ministry Description: coordinate a team of deacons who agree to make hospital visits, support the families of the hospitalized, and follow up after discharge, serve on the Deacon Leadership Team, give reports at deacon meetings.

Helpful Traits: organizational skills, ability to coordinate and facilitate timely hospital visitation, strong sense of caring for those who are sick and hospitalized.

Spiritual Gifts: Administration, Mercy-showing, Serve, Pastor/shepherding.

Position: **Hospital Visitation Deacon**

Ministry Description: be available to make hospital visits when contacted by the team leader, report findings of visits to the team leader or staff, follow up after discharge from the hospital.

Helpful Traits: ability to act promptly, compassion for those who sick and hospitalized.

Spiritual Gifts: Mercy-showing,,Service, Pastor/shepherding, Exhortation..

Position: **New Member Team Leader**

Term of Service: 1 year

Ministry Description: organize a team of deacons who will deliver New Member Packets to those who recently united with HRBC, make deacon assignments, follow up to make certain visits were made, serve on the Deacon Leadership Team, give reports at deacon meetings.

Helpful Traits: organizational skills, timeliness

Spiritual Gifts: Administration, Serve..

Position: **New Member Team Deacon**

Ministry Description: promptly make visits to new members when assignments are received from the Team Leader, walk the people through the New Member Packet, answer questions as needed, help the new member get connected to a Sunday School Class.

Helpful Traits: friendly, welcoming, and ability to follow-through in a timely fashion.

Spiritual Gifts: Exhortation, Serve, Mercy-showing..

Position: **Prayer Team Leader**

Term of Service: 1 year

Ministry Description: organize a team of deacons who will serve on the prayer chain, start the prayer chain when assignments are received, make certain the chain went through, serve on the Deacon Leadership Team, give reports at deacon meetings

Helpful Traits: organization skills, a strong prayer life, willingness to prioritize intercessory prayer.

Spiritual Gifts: Pastor/shepherding, Serve, Prophecy, Mercy-showing.

Position: **Prayer Team Deacon**

Ministry Description: pray immediately when a prayer request is received, pass on the request to the next person on the chain, continue to pray for the specific request

Helpful Traits: availability to act quickly, a strong prayer life, willingness to prioritize intercessory prayer

Spiritual Gifts: Mercy-showing, Serve, Pastor-shepherding.

Position: **Inactive Member Team Leader**

Term of Service: 1 year

Ministry Description: enlist a team of deacons to serve the inactive members of HRBC, establish the frequency of contacts, minister in times of crisis for inactive members, serve on the Deacon Leadership Team, give reports at deacon meetings.

Helpful Traits: the ability to approach someone who is unfamiliar to you, the ability to listen without judging, and perseverance.

Spiritual Gifts: Pastor/shepherding, Serve, Mercy-showing.

Position: **Inactive Member Deacon**

Ministry Description: contact inactive members and let them know that they are not forgotten, try to identify the reason for leaving, minister to special needs, and report findings to the team leader

Helpful Traits: the ability to approach someone who is unfamiliar to you, good listener, and sensitive to the needs of inactive members

Spiritual Gifts: Serve, Mercy-showing, Pastor-shepherding.

Position: **Worship Assistance Team Leader**

Term of Service: 1 year

Ministry Description: enlist deacons to assist in worship services, create a schedule for worship assistance and give it to the deacons and to the church office, arrange for substitutes as necessary, serve on the Deacon Leadership Team, give reports at deacon meetings.

Helpful Traits: organizational skills, be comfortable reading scripture or offering prayers for worship, have the ability to distribute communion elements.

Spiritual Gifts: Serve, Administration, Pastor-shepherding.

Position: **Worship Assistance Team Deacon**

Ministry Description: assist as needed with the traditional worship service or be available to help serve communion to the congregation.

Helpful Traits: comfort with public leadership role, ability to serve the elements

Spiritual Gifts: Serve, Administration, Pastor-shepherding.

Position: **Bible Study Inreach Team Leader**

Term of Service: 1 year

Ministry Description: enlist deacons within LIFE Communities to organize and minister to class members, assist as necessary with class organization structure, serve on the Deacon Leadership Team, give reports at deacon meetings.

Helpful Traits: organizational skills, ability to work with other deacons, enlistment skills.

Spiritual Gifts: Administration, Pastor/Shepherding, Serve.

Position: **Bible Study Inreach Deacon**

Ministry Description: help organize a LIFE Community for hands-on ministry (ongoing and in times of need), provide care, equip others to provide care.

Helpful Traits: organizational skills, love for people, ability to follow through, ability to train others.

Spiritual Gifts: Administration, Mercy-showing, Teach, Serve.

EXTENDED TEACHING CARE

Position: **ETC Coordinator**

Term of Service: 1 year (August 1 – July 31)

Ministry Description: support the children's minister by helping organize and implement Extended Teaching Care for preschoolers during morning worship, secure needed materials and equipment, set up the rooms being used, create the needed structure and create a rotation system for leaders, enlist team captains and other leaders for ETC, stay in regular communication with captains.

Helpful Traits: organization skills, good at making telephone calls and enlisting volunteers, effective communicator.

Spiritual Gifts: Administration, Exhortation, Serve .

Position: **ETC Captain**

Term of Service: 1 year (October 1 – September 30)

Frequency: tied to rotation schedule (typically, once every six weeks)

Ministry Description: contact by phone or email all ETC teachers prior to each time of service, help teachers secure substitutes as needed, prepare rooms as needed, communicate with ETC Coordinator, make certain all leaders are in place.

Helpful Traits: desire to provide quality experiences for preschoolers during worship, love for children.

Spiritual Gifts: Teaching, Exhortation, Serve, Mercy-showing..

Position: **ETC Teacher**

Term of Service: (October 1- September 30)

Frequency: tied to rotation schedule (typically, once every six weeks)

Ministry Description: be prepared to serve on assigned dates, use curriculum provided to plan and prepare learning activities for preschoolers, find a substitute and communicate with the Team Captain when you cannot serve, maintain a safe and appropriate learning environment.

Helpful Traits: love of preschoolers, willingness to prepare and serve.

Spiritual Gifts: Teaching, Serve, Mercy-showing.

FINANCIAL GROUP

Position: **Financial Group Coordinator**

Term of Service: up to 5 years

Ministry Description: attend monthly Stewardship Team meetings to stay informed. Represent Teams on the Church Council. Report to the congregation as needed.

Spiritual Gifts Required Give, Administration, Service..

Position: **Financial Group Assistant Coordinator**

NOTE: The Team Leader for the Stewardship Team will serve as the Assistant Coordinator of the Financial Team.

Position: **Treasurer**

Term of Service: up to 5 years

Ministry Description: manage receipts and disbursements of church funds, sign checks, prepare monthly financial reports for the church

Helpful Traits: knowledge of Budgeting, Finances, and Banking.

Spiritual Gifts: Administration, Give, Serve.

Position: **Assistant Treasurer**

Term of Service: up to 5 years

Ministry Description: Communication with Ministry Teams for disbursement of funds for ministry projects. Approve Treasurers report in absence of Treasurer.

Helpful Traits: knowledge of budgeting, finances, and Communication Skills.

Spiritual Gifts Required: Administration, Give, Serve.

Position: **Stewardship Team**

Term of Service: 4 years

Ministry Description: develop an annual budget for the congregation, administer the budget, and report monthly to the congregation

Helpful Traits: working knowledge of accounting principles, ability to read financial statements, conviction about good financial stewardship, realize that managing resources is spiritual work.

Spiritual Gifts: Administration, Serve, Give...

Position: **Auditor**

Term of Service: 3 years

Ministry Description: sample financial records to assure generally accepted accounting practices are used as well as in keeping with church policies and procedures. Report findings to church and make recommendations for improvement.

Helpful Traits: knowledge of budgeting, finances, accounting, communication skills.

Spiritual Gifts Required: Administration,, Serve. Give.

Position: **Assistant Auditor**

Term of Service: 3 years

Requirements: Same as for Auditor

Position: **Head Teller**

Term of Service: 1 year

Ministry Description: enlist and lead tellers, train new tellers in the collection, counting, and depositing of receipts.

Helpful Traits: communication skills, minimal accounting knowledge.

Spiritual Gifts: Service, Administration, Giving.

Position: **Teller**

Term of Service: 1 year

Ministry Description: help collect and count money for deposit.

Helpful Traits: ability to accurately count, use a calculator, and maintain confidentiality.

Spiritual Gifts: Service,

PROPERTIES TEAM

Position: **Properties Team Coordinator**

Term of Service: 3 years

Ministry Description: lead a team of volunteers to maintain buildings and grounds, submit budget requests to the church and administer a budget account, represent the team on the Church Council.

Helpful Traits: communications, knowledge of buildings and equipment, ability to delegate, and ability to negotiate with contractors.

Spiritual Gifts: Administration, Serve

Position: **Properties Team Member**

Term of Service: 3 years

Ministry Description: assist the Properties Team to care for buildings and grounds, take assignments and have the ability to follow-through.

Helpful Traits: knowledge of what is required to care for buildings and grounds.

Spiritual Gifts: Serve

RESOURCES GROUP

Position: **Resources Group Coordinator**

Term of Service: up to 5 years

Ministry Description: build relationship with team leaders, assist teams with their assignments, represent the Teams on the Church Council

Helpful Traits: communication skills, broad awareness of the life of HRBC, interest in the work of the Teams

Spiritual Gifts: Administration, Serve.

Position: **Resources Group Assistant Coordinator**

NOTE: The Team Leader for the Personnel Team serves as the Assistant Coordinator of the Resources Group.

Spiritual Gifts: Administration, Serve

Position: Personnel Team

Term of Service: 3 years

Ministry Description: prepare and recommend a budget for personnel needs, maintain job descriptions, evaluate staff, enlist new staff as directed by the congregation.

Helpful Traits: confidentiality, desire to support and encourage staff, good listening skills.

Spiritual Gifts: , Administration, Serve. Exhortation.

Position: Records & Media Management Team

Term of Service: 3 years (no rotation for librarians)

Ministry Description: preserve historical documents, maintain the church's history, manage the media library (note: we enlist specific people to work in the media library as volunteers)

Helpful Traits: good organizational skills, ability to discern which documents to preserve, working knowledge of the media library system.

Spiritual Gifts: Serve, Administration.

Position: Baptist Life Team

Term of Service: 3 years

Ministry Description: keep the congregation aware of denominational trends and develop appreciation for our Baptist heritage

Helpful Traits: interest in denominational life, appreciation of Baptist heritage

Spiritual Gifts: Administration, Serve.

Position: Communications Team

Term of Service: 3 years

Ministry Description: publicize events inside the church and to our community

Helpful Traits: communication/publicity skills, ability to relate to newspapers and other media sources

Spiritual Gifts: Administration, Serve, Exhortation..

Position: Church Fellowship Team

Term of Service: 3 years

Ministry Description: coordinate use of kitchen for church-wide activities, set tables, prepare beverages and cooler, obtain and maintain kitchen equipment, purchase needed supplies.

Helpful Traits: innovative, love people, love working with food.

Spiritual Gifts: Administration, Serve.

Position: Transportation Team

Term of Service: 3 years

Ministry Description: study transportation needs and make recommendations to the church, upkeep existing church vehicles.

Helpful Traits: organization, working knowledge of vehicles, communication with groups using church-owned vehicles

Spiritual Gifts: Administration, Serve.

MISSION STRATEGY TEAM

Position: Mission Strategy Team Coordinator

Term of Service: up to 5 years

Ministry Description: cast a vision for missions, educate the congregation regarding mission needs, lead the Team to prioritize partnerships, plan and organize mission experiences, evaluate partnerships and make recommendations to the church

Helpful Traits: passion for missions, organization skills, strategic thinking

Spiritual Gifts: Administration, Mercy-showing, Evangelism, Prophecy, Serve, Pastor/shepherding.

Position: Mission Strategy Team Member

Term of Service: 3 years

Ministry Description: work with the Team to plan, coordinate, and evaluate mission opportunities locally, regionally, and globally. Model participation in mission experiences. Represent an affinity in the church: children, youth, music ministry, adults, and 55+

Helpful Traits: love people, passion for missions, desire to serve.

Spiritual Gifts: Mercy-showing, Evangelism, Prophecy, Serve, Pastor/shepherding..

DISCIPLE MAKING GROUP

Position: Disciple Making Group Coordinator

Term of Service: up to 5 years

Ministry Description: assess the overall disciple making efforts of the congregation, cast a vision for making disciples, develop and implement strategies for growing followers of Jesus Christ, represent the Teams on the Church Council.

Helpful Traits: ability to cast vision and provide leadership, passion for making disciples, ability to delegate.

Spiritual Gifts: Teach, Administration, Pastor/shepherding..

Position: **Bible Study Team** (see Bible Study Ministry organization for specifics)

Position: Small Group Team

Term of Service: 3 years

Ministry Description: determine how small groups fit into our disciple-making efforts, plan small groups and special studies for adults.

Helpful Traits: be a growing disciple, interest in helping others grow and mature in their faith.

Spiritual Gifts: Teach,, Administration, Pastor/shepherding, Serve..

Position: New Member Team

Term of Service: 3 years

Ministry Description: provide a new member orientation for all new members, coordinate with the deacon ministry to new members

Helpful Traits: desire to assimilate new people into the life of HRBC, ability to teach and lead, concern to pass on the faith to the next generation

Spiritual Gifts: Teaching, Administration, Mercy-showing, Exhortation..

Position: Member Development & Mobilization Team

Term of Service: 3 years

Ministry Description: educate the congregation about spiritual gifts, call out the gifts of HRBC members, and help match gifts with leadership needs.

Helpful Traits: belief in gifts, knowing a significant number of members, ability to make phone calls to enlist people to serve.

Spiritual Gifts: Serve, Administration, Pastor/shepherding,

Position: **Youth Ministry Team**

Term of Service: 3 years

Ministry Description: plan and implement growth and fellowship opportunities for students, plan mission and outreach events for students and their families.

Helpful Traits: organization, ability to plan and implement plans, passion for students, willingness to provide leadership.

Spiritual Gifts: Administration, Serve, Pastor/shepherding, Exhortation, Teach..

Position: **Children's Ministry Team**

Term of Service: 3 years

Ministry Description: provide age-appropriate discipleship activities for children, plan fellowship and outreach events, provide mission action and education experiences.

Helpful Traits: organization, ability to plan and implement plans, passion for children, willingness to provide leadership.

Spiritual Gifts: Serve,, Administration, Exhortation, Pastor/shepherding, Teach.

Position: **Women's Ministry Team**

Term of Service: 3 years

Ministry Description: provide a holistic ministry to women including discipleship, missions, support and outreach.

Helpful Traits: listen and discern needs of women, passion to see women grow and mature spiritually and in all areas of life, desire to plan and implement ministries to and with women.

Spiritual Gifts: Exhortation, Administration, Pastor/shepherding, Serve.

Position: **Youth Small Group Leader**

Term of Service: Annual renewal

Ministry description: Walk alongside students in a way that helps deepen their understanding of the main talk of Elevate (Wed pm). Be present and ready to listen to students as they share their hearts and minds. Be involved in the lives of students at HRBC as well as beyond the walls (go to plays, games, concerts, .etc)

Spiritual Gifts: Exhortation, Pastor/shepherding, Serve, Mercy-showing.

WORSHIP ASSISTANCE TEAM

Position: **Worship Assistance Group Coordinator**

Term of Service: up to 5 years

Ministry Description: stay in touch with team leaders, represent the teams on the Church Council, work directly with the Associate Pastor for Music and Worship.

Helpful Traits: ability to take initiative, organizational skills, ability to follow-through, appreciation of meaningful worship experiences.

Spiritual Gifts: Serve, Administration, .

Position: **Audio Services Team**

See descriptions elsewhere in this handbook.

Position: **Decorations Team**

Term of Service: 3 years

Ministry Description: organize decorations for special events, decorate the sanctuary and other buildings for Advent and other seasons.

Helpful Traits: creativity, desire to serve, ability to draw.

Spiritual Gifts: Administration, Serve.

Position: **Ushers Team**

Term of Service: 3 years

Ministry Description: organize teams of people to serve as usher during worship services, create a rotation schedule for volunteers, show up early to usher and hand out bulletins.

Helpful Traits: ability to smile, outgoing personality, desire to usher people into the worship of God.

Spiritual Gifts: Serve, Mercy-showing.

Position: **Greeters Team**

Term of Service: 3 years

Ministry Description: serve on a rotation basis to greet people as they arrive for worship.

Helpful Traits: warm smile, outgoing personality, love people.

Spiritual Gifts: Serve, Mercy-showing.

Position: **Ordinances Team**

Term of Service: 3 years

Ministry Description: set up for communion, assist with baptism (fill the baptismal pool and help candidates prepare for baptism).

Helpful Traits: willingness to serve, servant heart, strong commitment to worship.

Spiritual Gifts: Serve.

TRUSTEES

Position: **Chair of the Trustees**

Term of Service: 1 year (January 1-December 31)

Ministry Description: coordinate the work of the Trustees to conduct Legal business for the congregation, call meetings of the Trustees as needed, report to the congregation action taken

Helpful Traits: full engagement in the life of HRBC, good communication skills, and ability to seek the best interest of HRBC.

Spiritual Gifts: Administration, Serve, Pastor/shepherd, Give..

Position: **Trustee**

Term of Service: 5 years (January 1-December 31)

Ministry Description: conduct legal business for the church, seek the best interest of the church in the decision-making process.

Helpful Traits: possess administrative skills, have enthusiasm for HRBC, execute good judgment.

Spiritual Gifts: Administration, Serve, Give.

CHURCH MODERATOR

Position: **Church Moderator**

Term of Service: up to 5 years

Ministry Description: serves as moderator at church business meetings to ensure orderliness and fairness.

Helpful Traits: active involvement in the life of the church to ensure a healthy respect for all members, be knowledgeable about guidelines for effectively conducting business, be able to handle a meeting with fairness.

Spiritual Gifts: Administration, Serve.

Position: **Assistant Church Moderator**

Term of Service: up to 5 years

Ministry Description: moderates at church business meetings in the absence of the church moderator

Helpful Traits: active involvement in the life of the church to ensure a healthy respect for all members, be knowledgeable about guidelines for effectively conducting business, be able to handle a meeting with fairness.

Spiritual Gifts: Administration, Serve.

CHURCH CLERK

Position: **Church Clerk**

Term of Service: up to 5 years

Ministry Description: the church clerk is responsible for taking minutes for of all business meetings including called meetings, process letters of all entering and leaving members, and enters into permanent records of membership, processes name changes from marriages and deaths, and maintains a list of resident and non-resident members.

Helpful Traits: grammar and language skills, knowledge of the procedures of a business meeting, communication skills, computer skills, know names of members, comprehension of meeting events.

Spiritual Gifts: Administration, Serve.

Position: **Assistant Church Clerk**

Term of Service: Up to 5 years

Ministry Description: serve as substitute for the church clerk for business meetings, take minutes of Church Council meetings, distribute minutes to the Church Council.

Helpful Traits: grammar and language skills, knowledge of the procedures of a business meeting, communication skills, computer skills, knowledgeable of names and people in the congregation, comprehension of meeting events.

Spiritual Gifts: Administration, Serve.

CARITAS

Position: **Coordinator**

Term of Service: 1 year

Ministry Description: coordinate CARITAS Ministry, recruit volunteers to assist with the food ministry, arrange overnight chaperones, shower escort, evening hosts, set up and clean up crews.

Helpful Traits: good communication and enlistment skills, willingness to serve and work through the membership of HRBC.

Spiritual Gifts: Administration, Evangelism, Mercy-showing, Serve.

Position: **Assistant CARITAS Coordinator**

Ministry Description: To assist the CARITAS Coordinator as needed.

Helpful Traits: good communication and people skills, awareness of needs of CARITAS guests.

Spiritual Gifts: Administration, Evangelism, Mercy-showing, Serve..

Position: **Food Service Coordinator**

Term of Service: 1 year

Ministry Description: Coordinate all meals and food needs for approximately 40 CARITAS guests, for week long ministry involvement.

Helpful Traits: ability to communication, ability to work well with a large variety of people and needs, ability to plan menus, organizational skills.

Spiritual Gifts: Administrative,, Serve.

Position: **CARITAS Committee Member**

Term of Service: 1 year

Ministry Description: to assist with coordination of schedules for overnight chaperones, shower escorts and evening hosts.

Helpful Traits: good communication skills, organizational skills, willing spirit.

Spiritual Gifts: Evangelism, Serve, Mercy-showing.,

PARISH NURSE MINISTRY

Position: **Parish Nurse**

Ministry Description: develop a ministry to the physical, emotional, and spiritual health of the church family, organize health screening fairs, provide blood pressure screenings, etc.

Helpful Traits: knowledge and skills with a medical background, communication skills to educate, coordination of Parrish Nurse resources.

Spiritual Gifts:, Teaching, Mercy-showing, Serve..

THE CLINIC

Position: **Clinic Coordinator**

Term of service: 1 year

Ministry Description: work with the Judea Regional Team and Clinic ministry coordinators to plan and implement the annual Clinic.

Helpful traits: interest in social justice related ministry

Spiritual Gifts: Serve, Mercy-showing, Administration.

55 + MINISTRY

Position: **Team Leader**

Term of service: 3 years

Ministry Description: work as a part of the Older Adult Ministry Team to provide guidance and coordinate programming for the older adult ministries. Opportunities include leading social, spiritual, educational, and/or service opportunities.

Helpful traits: love for older adults.

Spiritual Gifts: Administration, Mercy-showing, Pastor/shepherding, Teaching

Position: **Event Leader**

Term of service: 3 years

Ministry Description: work as a part of the Older Adult Ministry Team to provide leadership for various social events throughout the year.

Helpful traits: organization.

Spiritual Gifts: Administration, Serve.

Position: **Mission Leader**

Term of service: 3 years

Ministry Description: work as a part of the Older Adult Ministry Team and Mission Strategy Team to connect older adults to the larger mission efforts of the church

Helpful traits: organization, knowledge

Spiritual Gifts: Administration, Serve, Evangelism, Pastor/shepherding.

OFFICE VOLUNTEER

Position: **Office Volunteer**

Term of Service: No term

Ministry Description: volunteer to assist in office for a period up to 4 hours daily. Role includes welcoming and greeting people, handling calls, bulk mail, make copies, etc.

Helpful Traits: willingness to help.

Spiritual Gifts: Serve.