**FMCSB Ministry Descriptions**

This guide is designed to help you understand what is involved in each area of service listed on the Volunteer Opportunities Form. Refer to the section(s) which apply to your gift(s). If you are unsure what your spiritual gifts are or if you would like confirmation of what you think are your gifts, you can meet with a pastor to assess your spiritual gifts or visit gifts.churchgrowth.org for a free, online test.

**Serving Our Santa Barbara Community**

The call of Jesus to be salt and light within the world is best expressed by our loving service to the community. Some are called by God to run for political office, serve on City or County citizen committees, or work within organizations which address moral and social concerns. We encourage our members to be involved in our schools, political parties, civic groups and business organizations. We want you to serve where God is calling you, wherever that may be.

**Serving Our Church Family**

The call of Jesus to care for one another is expressed in a variety of ways depending on each person’s gifting. Below are specific ministries that allow us to serve one another within our church.

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**EDUCATION: Gifts of Teaching, Wisdom and Knowledge**

Teaching is the capacity to communicate Biblical truth clearly with wisdom given by the Holy Spirit and clearly and accurately interpret Scripture. Wisdom is the capacity to make practical application of truth in God’s Word to concrete situations. Knowledge is the capacity to gain insight into God’s Word and truth, and expound Christian truths and their relationships to one another. The purposes of these gifts are instruction, insight and understanding to nurture spiritual growth.

1. **Adult Discipleship Leader** - Willing to lead and facilitate a discipleship group for a 6-week time period.
2. **Adult Education Teacher** - Work with Pastor T.J. to develop and teach either a stand-alone class for adults or a longer series for adults. These classes focus on learning, discussing, and applying the topic to the Christian life.
3. **Adult Small Group Leader** - Work with a pastor to prepare for and lead a Bible Study or Small Group for adults. These small groups gather weekly or regularly to share their spiritual journeys and care for one another through prayer and the study of God’s Word (3 hours/week).
4. **FM Kids General Childcare Volunteer** - Care for children, ages 0-12, for special events and small groups we have at church. This could be on a Sunday morning, a Bible study, or for a church event.
5. **FM Kids Summer Sundays Helper** - Help in the 6-Week Summer FM Kids program for children called “Sunday’s Cool!” Works directly with Pastor Doug; this might involve helping with activities, snack, music or crafts (1 hour/week for 6 weeks).
6. **FM Kids Sunday Classroom Helper** - Support the FM Kids teachers by assisting them in the classroom. Works directly with Pastor Doug to see which age or class would be the best fit. (1 hour/week)
7. **FM Kids Sunday Classroom Teacher** - Responsible for facilitating the spiritual education and development of children in their class. Using a provided curriculum to prepare a weekly lesson, activities, crafts and prayer time with kids. Works with Pastor Doug to create a loving environment for kids to learn to know, love and follow Jesus.
8. **FM Kids Sunday Nursery** - Care for infants during Sunday worship services (one service per month).
9. **FM Kids Sunday Toddlers** - Care for children 1-2 years of age (walkers) during the morning worship services.
10. **Youth Ministries Leadership Team** - Assist Pastor Doug in planning, organizing, and developing an effective program for Middle School / Jr. High or High School aged young people. This will include regular meetings, outings, parties, mission trips and other events (2 hours/week).

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**HOSPITALITY: Gifts of Hospitality**

Hospitality is the capacity to care for others in a way that helps them feel accepted and loved as members of our church family. Its purpose is to show God’s love in tangible ways to one another.

1. **Connection Central** - Work with other adults to actively reach out to and welcome newcomers to the church by visiting them, answering questions, getting to know them, and introducing them to others. Volunteers are on a rotation and are assigned to only one service on their given Sunday.

2. **Greeter** - Greeters provide the first contact for all visitors and congregants along with the ushers. The primary responsibility of the greeter is to provide a friendly, hospitable point of contact for all attendees. Each greeter should be willing to welcome and meet new people, and able to initiate conversation with all age groups. In addition, give newcomers a “Welcome Bag” and be sure they are introduced to one of the pastors, direct people to pastors or church leaders who can provide information regarding a church attendee’s questions, and direct people to childcare, restrooms or Sunday school classes as needed.

3. **Host Overnight Guests** - Open your home to out-of-town guests who will stay with you either for a short-term visit or for a semester. Host special speakers overnight, an intern for a semester or students that attend the Pastoral Counseling class (5 nights, once a year) and Polity and Doctrine class (2 nights, once a year), or other occasions, as needed.

4. **Host Small Group** - Work with the leader of the small group you choose to host and provide a warm and inviting place in which parties, meals, events or classes are held.

5. **Office Reception Desk Substitute** - Answer the telephone, greet and assist office visitors.

6. **Provide Food for Meetings/Receptions** - Provide meals or snacks as needed for meetings or other occasions. May include shopping, setup and cleanup.

7. **Usher** - Greet worshipers, help find seats if needed, pass out bulletins, collect offerings, record statistics, control temperature and noise, replenish the communion elements, collect communion cups after service and straighten sanctuary after each service in preparation for the following worship service (1.5 hours before/during/after worship).

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**WORSHIP: Gifts of Music, Encouragement and Exhortation**

Exhortation is the capacity to provide consolation, encouragement, and motivation to carry out God’s will for the purpose of strengthening the Body. The worship experience is the regular place in which music, prayer, testimony and Bible study help us encourage one another in bringing honor to God.

1. **Children’s Music Helper** - Weekly, or on a rotation with others, come and lead a short (10 minute) music time with toddler/preschool aged children. Work with Pastor Doug to create a fun time where kids can sing songs which will encourage them in their faith.

2. **Hymn Leader** - Participate on the worship team to lead our congregation in singing hymns as a part of our blended service. Audition required.

3. **Instrumentalist/Vocalist** - Use your musical instrument or your voice in a worship band or in ministry in music. This is a shared position and you will become a part of one of several worship bands which will play for all three worship services. Involves a weekly practice on those weeks in which your worship band is scheduled to lead. Audition required.
4. **Special Services Reader** - Periodically lead the congregation in Scripture and other special readings.

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**EVANGELISM: Gifts of Sharing God’s Truth in Love**
Evangelism is the gift of spending time with people and sharing God’s love and truth with them.

1. **Outreach Events** - Reach out to those who attend church events such as the Easter Egg Hunt, Easter Sunrise Service, Vacation Bible School, and Fall Family Festival.
2. **Outreach Team** - Participate in outreach events under the direction of the pastors. Evangelism is the capacity to communicate the Gospel of Jesus Christ in a clear, loving and motivating way through the use of the Bible and personal experience.

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**MERCY: Gifts of Healing and Mercy**
Healing is the gift of helping the sick become well by the power of God, whether the need is physical, emotional or spiritual. This ministry is in response to people’s hurts as well as the urging of the Holy Spirit. Mercy is the capacity to demonstrate sensitivity to human need with Holy Spirit-inspired acts of love. The purposes of these gifts are restoration and expressing God's love to persons in need.

1. **God’s Encouragers** - Send cards to those hospitalized or suffering from prolonged illness or in need of special prayer and encouragement (30 minutes/week).
2. **Parish Health Team** - Provide caring phone calls and/or visits to those with health problems in the hospital or at home under the direction of our Nurse Coordinator and Pastor Colleen. Peer Counseling training and support are provided for team members (1-2 hours/week).
3. **Prayer Chain Participant** - Commit to spend time in prayer as soon as emailed by the Prayer Chain Coordinator.
4. **Prepare and Deliver Meals** - Prepare meals for families of ill, hospitalized, or bereaved persons, as needed.
5. **Prison Ministry** - Work with others in our church to provide spiritual care and encouragement to inmates of our local prison.

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**HELPS: Gifts of Helps and Giving**
Helps is the capacity to serve the physical needs of the Body of Christ in a way that strengthens others spiritually. Giving is the capacity to give of time and material resources with liberality and cheerfulness. The purposes of these spiritual gifts are for service and the advancement of God’s work.

1. **Baby Baskets Team** – People on this team will be responsible for helping to provide lovely baskets to parents in the congregation who have a new baby. Your role may involve shopping for new things, creating a list of items to put in the basket and working with other volunteers who are helping put them together.
2. **Building Maintenance/Repairs** - Repair and maintain the facilities through carpentry, plumbing, electrical and other skills.
3. **CDCC Senior Lunch** - This luncheon meets on the first and third Thursday of each month, from September to July. Volunteers can do a variety of tasks: set up, decorating, food preparation, serving, talking to seniors, clean-up and delivering of meals. These volunteers work directly with Pastor Colleen.
4. **CDCC Weekday Children’s Program** - Help provide extra care by reading and playing with our children, preparing snacks, organizing supplies, or other tasks as needed. Prepare snack for preschool on
Tuesdays, 8:30-10:30 am; Prepare snack for preschool on Fridays, 8:30-10:30 am; Listen to kids read at the after school program any week day, 4-5 pm. Enrichment volunteer (one time): show-and-tell a skill, hobby, piece of equipment that would be fun for the kids to learn about (i.e. trades, musical instruments, vehicles, athletics).

5. **Christmas Decorations Set Up/Take Down** – Decorate the sanctuary for the Advent season. Set up and decorate Christmas trees in sanctuary and in Youth Room.


7. **Collate Sunday Bulletins** - Collate worship bulletin in preparation for Sunday’s services (1 hour weekly, project can be taken home on Thursday and returned on Friday).

8. **Communion Clean Up** - Wash and put away communion cups. Clean and put away communion trays (approximately 2 hours on the first Sunday of the month, after the 11 a.m. service).

9. **Communion Preparation** - Prepare the elements for communion (30 minutes on the first Sunday of the month, before the 8 a.m. service). Put cups in trays and fill with grape juice.

10. **Create Signs and Posters** – Use your artistic and design talents to create signs and posters for upcoming events.

11. **Mailings/Special Projects** – Assemble, fold, stuff envelopes, place labels and stamps. May be done in the comfort of your home.

12. **Photographer/Videographer** - Attend special events and provide us with several edited, quality shots taken with your own camera. Record and edit special events and/or promotional videos.

13. **Prepare Coffee at 7:30 a.m.** - Prepare the coffee and supplies on the deck (1 hour/week).

14. **Prepare/Refresh Coffee at 10:30 a.m.** - Refresh the coffee and supplies before the 11:00 a.m. service.

15. **Prepare Sanctuary for Services** - Straighten books, sharpen pencils, replace Kleenex, replace offering envelopes, prayer cards, and small group information brochures (any day of the week with exception of times the sanctuary is used or reserved, after Wednesday).

16. **Set Up/Tear Down** - Assist in setting up and/or tearing down for church events. Most labor will involve moderate lifting and/or using a ladder. This may include moving tables and chairs or setting up the large tent in the parking lot. Before an event, you will be contacted to see if you are available to help.

17. **Sound Equipment Set Up/Take Down: Special Events** – Help with sound equipment set up or take down for special events.

18. **Sound Equipment Take Down: Sunday** – Take down sound equipment on Sunday after the last service.

19. **Special Events** (Seder, Easter, Thanksgiving, etc.) - Assist with events, church dinners, potlucks, meals and receptions. May include shopping, setup and cleanup. (Time commitment varies per event.)

20. **Transportation for Special Events/Medical Appointments** – Transport people who cannot drive or do not have access to a car to church, a doctor’s appointment, Senior Lunch, or other events.

21. **Transportation: Sunday** - Transport to church service as needed.

22. **Welcome Bags** - This person will be responsible for assembling the welcome bags we give to first time visitors to the church.

23. **Work/Clean-Up Day** - Be willing to give an occasional Saturday morning to work on special needs of the church facility.

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**ADMINISTRATION: Gifts of Leadership and Administration**

Leadership is the capacity to organize and to set the direction of a project in a way that motivates and aids the spiritual growth of others. Administration is the capacity to make efficient use of the resources of the Body of
Christ. The purposes of these gifts are effective direction and organization of church resources and implementation of ministry plans approved by the members.

Core Leadership
1. **Global Missions Leadership Team** - Help direct the global missions program of the church with primary responsibility to raise the missions giving goal for the year and care for our missionaries. This program includes inviting missionaries to come to the church and special missions awareness events (1.5 hours on the 2nd Monday of each month and other tasks as needed).
2. **Justice/Outreach Leadership Team (JOLT)** - Help direct and promote the local missions program of the church with the primary responsibility to bring awareness and actively participate in the ministry of your choice.
3. **Men’s Ministries** - Help plan events to nurture spiritual growth and annual retreats under the direction of Pastor T.J.
4. **Women’s Ministries** - Help plan events to nurture spiritual growth, quarterly fellowships and annual retreats under the direction of the Women’s Ministries leaders.
5. **Young Adult Ministries** - Help plan events to nurture spiritual growth and fellowship under the direction of Pastor T.J.

Board Opportunities (These are elected positions. Church membership is required for board service.)
1. **Cliff Drive Care Center Board** - Help direct the program, personnel, and equipment of our CDCC school and social outreach ministries. This oversight includes the development of programs, budgets and other necessary aspects of operation. The Board is responsible for policy-making, while the paid staff oversees the day-to-day operations (2 hours on the 3rd Monday of each month).
2. **Finance and Property Board** - Help direct the material decisions of the church for the best spiritual impact. This includes the care of all funds, property and buildings. This board is accountable to the Local Board of Administration (LBOA) and the church members (2 hours on the 4th Monday of each month).
3. **Nominating Committee** - Help people find their areas of service through prayer, discernment and personal knowledge of the congregation and their gifts (5 hours each spring).
4. **Strategic Planning Sub-Committee** - Join the strategic planning members of the LBOA in effectively completing the plan of ministry the Board has prayerfully and thoughtfully created.

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*Please be in prayer about your area of service*

In the Christian life, we have found that God is able to do His most effective work through our faithful willingness to be used by Him in cooperation with others in the Body of Christ. Therefore, as you use these job descriptions as a tool for decision making, we would encourage you to include prayer as a vital part of your decision. What God requests of you, you will find most fulfilling. In the maturing Christian life, there is a continual increase of responsibility as well as fulfillment due to the effectiveness of past ministry. May God continually use all of us for His work!