



Ministry Options Survey

Please put an 'X' next to the ministries you'd like to volunteer for. You can either print off this form and hand it to Ps Josh, or you can fill it in and email it to Ps Josh. These forms are used to create the church roster and to assist the church council with organisation. If you would like to know what each ministry involves and whether you are eligible to serve in a particular ministry see the brief Job Descriptions following the survey

Name: _____

	Ministry	Notes/Questions/Comments
Worship Service:		
	Worship Leader	
	Musician or singer	
	Sound Technician	
	Preaching	
	Kids Talk in worship service	
Hospitality:		
	Welcome team	
	Church morning tea provider	
	Sunday School Morning Tea Provider	
	Fellowship lunches	
	Coffee team	
Children:		
	Creche carer/helper	
	Sunday School Teacher OR helper	
	Catechism Teacher	
	mainly music	
	Youth Leader or helper	
Discipleship:		
	Small Group Leader	
	One-to-one bible reading/teaching	
Pastoral Care:		
	Visiting, counselling	
	Prayer ministry	
	Card ministry	

Practical work:		
	Mowing	
	Cooking meals	
	Church Grounds Set-up	
	Church Grounds Pack-up	
Evangelism/Community work:		
	Community evangelism eg. Door knocking, community events etc	
	Community Support Groups (Careforce eg. Divorce recovery sessions)	
	Religious Education in local state schools	
	Prison Ministries (Marking bible lessons from prisoners)	
Fellowship:		
	Coordinate fellowship events eg. Women's breakfast, family days, men's retreat etc.	
	Visitor Engagement	
Administration:		
	Finances/book keeping	
	General admin eg service powerpoints, record keeping, council clerk	
Management Team:		
	Writing policies/procedures	
	Overseeing implementation of policies/procedures	
	Other:	
	Other:	
	Other:	

Thank you for your help in the running of Westside Christian Church. It could not be done if we did not all work together for the purpose of bringing glory to God and His kingdom to earth!

Ministry Job Descriptions and Requirements

Worship Leader

- Prepare the liturgy as per the order of service
- Complete training 'Reformed Worship.'
- *Must be a communicant member + be approved by church council*

Musicians/singers/sound tech.

- Arrive at 8.30am to set up sound gear and instruments.
- Rehearse with the team through the week and before church
- Lead the music during the worship service
- *Must be approved by church council*

Preaching

- Work with Ps Josh to prepare, rehearse and preach a sermon
- *Must be approved by church council*
- *Must be prepared to complete professional training*

Kids Talk in Worship Service

- Liaise with the preacher about the service focus & prepare an appropriate talk for the children
- *Must be a communicant member + be approved by church council*

Welcome team

- Arrive at 9.45am
- Smile lots ☺☺☺
- Welcome members & visitors to the service
- Let any visitors with children know about baby change facilities & crèche
- Invite visitors to stay for morning tea after the service
- Give first-time visitors a welcome pack
- Hand out newsletters, sermon notes plus any other relevant material
- Give folder of song words to those who are unable to read the powerpoint
- Direct visitors to complete the visitor book if they wish
- *Must be approved by hospitality team leader*

Church morning tea provider

- Bring morning tea for the church family to enjoy after the worship service – something for adults & something for children.
- *Must be approved by hospitality team leader*

Sunday School morning tea provider

- Arrive at church by 9.40am, set up plates and cups outside for the children's morning tea, wait in the Sunday School classroom until the lesson is finished, escort the children outside, wait with them until their parents collect them for the worship service, then clean up.
- *Must have a current working with children blue card + complete the appropriate ChildSafe training*

Fellowship Lunches

- Work with fellowship event coordinator to provide all items required for fellowship lunches
- Help to prepare and service lunch
- *Must be approved by hospitality team leader*

Coffee team

- Arrive at church by 9.45am, set up coffee urns and turn them on.
- Prepare all necessary items for coffee service
- Serve coffee and tea to guests after the service
- *Must be approved by coffee team leader*

Crèche

- Bring toys, playdough, colouring pencils & drawings to crèche room before church
- Take children out of church after the kids talk and care for them until the end of the service, when you bring them back into church during the last song.
- *Must be a communicant member, have a blue 'working with children' card + be approved by church council + complete the appropriate ChildSafe training*

Sunday School

- Helpers: Lead support activities such as craft, memory verse activity or game.

- Teacher: Weekly prepare a bible lesson and reinforcing activity as per the assigned curriculum
- Arrive at 8.45am each Sunday morning to set up the classroom
- Take children through the lesson, finishing at 9.50am, ready for the church service.
- *Must be a communicant member, have a working with children blue card and receive church council approval + complete the appropriate ChildSafe training*

Catechism Teacher

- Weekly prepare a catechism (church doctrine) lesson as per the assigned curriculum.
- Take students through the lesson.
- Nurture relationships within the group, encourage accountability and foster spiritual growth within the group.
- *Must be a communicant member, have a working with children blue card and receive church council approval + complete the appropriate ChildSafe training*

mainly music

- A Tuesday morning community group run for primary caregivers and their young children. Roles are varied and include greeting, providing morning tea, leading a music session, running the sound & projector, making props, serving morning tea, coordinating pastoral care.
- *Must have a working with children blue card + complete the appropriate ChildSafe training + receive church council approval*

Youth Work

- Planning, preparing and conducting youth events/mentoring
- *Must be a communicant member, have a working with children blue card and receive church council approval + complete the appropriate ChildSafe training*

Small Group Leader

- Prepare and lead bible studies with a group of friends/church members/visitors
- Nurture relationships within the group
- Encourage accountability between members of the group
- Foster opportunities for spiritual growth, both for individuals and the group as a whole.
- *Must be a communicant member + be approved by church council*

One-to-one bible reading/teaching

- Meet with another person regularly, reading, discussing and praying through the bible together.

Visiting

- Visiting those who are sick, lonely, elderly, home-bound etc

Prayer ministry

- Running prayer meetings
- Meeting one-on-one with people for prayer
- Communicating prayer needs to church council

Card ministry

- Working with Pat & Jeannette to send cards to people who need encouragement

Church Grounds Set-up

- Set up tables & chairs for Sunday School, Catechism & Creche
- Set up coffee area
- Put out the church signs
- Help unpack the music equipment
- Set up the greeters table
- Sweep paths & tidy inside the building & toilets as required

Church Grounds Pack-up

- Do set-up in reverse!
- Vacuum the hall

Evangelism

- Community evangelism – working with Ps Keith to do door knocking, praying for people etc.
- Community support groups – assist Ps Keith with running Careforce sessions for various topics.

Religious Education

- Prepare and deliver a bible lesson to classes in local state schools on a weekly basis through school terms
- Training is provided
- *Must have a working with children blue card*

Prison Ministries

- Receive, mark and respond to bible study lessons completed by prisoners from various locations.

Fellowship events

- Contribute ideas & help to organise events that will help build relationships within our church family.
- Visitor engagement – help to develop and implement a plan to assist our visitors become fully engaged within our church family

Administration

- Can include jobs such as church secretary, treasurer, database maintenance, mail-outs, bulletin, event invitations, worship service powerpoints etc.

Other

- Fundraising
- Do you have ideas for a ministry you would like to run within our church community?