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*Ministry Teams*



*Highland Christian Church*

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Disciples of Christ

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We are invited by Christ to share our time and talents to serve others. Please consider prayerfully what you can commit of your time and talents for the coming year; then complete this covenant with joy and thanksgiving.

All members are invited to work as Chairman or Co-Chairs along with committee members in the planning and implementation of our programs. This commitment includes attending

regular Church board and Ministry meetings and help with the work of the Ministry. Rank your Ministry choice with 1st, 2nd, or 3rd to indicate your preference. Every effort will be made to accommodate your choice

Volunteer to serve on one of the Ministries of the Highland Christian Church!



# Ministry Teams

## Worship Coordinator

This Coordinator has many opportunities to serve. He/she is responsible for all the parts to the service and for all special services including Week of Compassion, Ash Wednesday, Maundy Thursday (24-hour prayer vigil), Good Friday, Mother's Day, Father's Day, Week of Ministry, Labor Day, Memorial Day, Thanksgiving, and Christmas Eve. They change, and purchase banners for the inside and outside of the church and makes sure the pianist and choir director have correlated their music with the pastor. This person is over all the following duties. They also obtain leaders for the following ministries: Worship leader, Greeters, Ushers, Diaconate, Acolyte, and flowers. Assistant needed, serving 2 years.

## Greeters

Greeters are important volunteers in our church service. They should be knowledgeable of all members so they can recognize a visitor when they walk in. They should be in the narthex by 9:50 with bulletins in hand. As soon as people enter the narthex, they will hand them a bulletin. When visitors arrive, the greeter will determine if they are a first-time visitor, give them a bag and name tag, and then have them sign the guest book. Give them the card to fill out to up in offering plate. Then (if time permits), direct them to fellowship hall for coffee. If not, introduce to Usher. Greeters serve on a weekly basis—2 are needed each week.

## Ushers

Ushers play an important role to the visitor. The Usher takes the pressure off finding a seat in a new place. The Chairperson of the Ushers or a fellow Usher will seat the visitor by a member and introduce them. The Lead Usher counts the number of people attending the service. 2 Ushers are needed, serving 2 years.

## Diaconate

Serving on the Diaconate is sacred and an honor. The leader will train new servers to serve for a month, three times a year, and order supplies. Planning your schedule around your time to serve is very important. Duties include: preparing communion, setting up table and serving communion. Also included is taking up offering and putting away communion. A minimum of 12 people needed to serve for 3 years.

## Acolytes

The Acolyte sets the mood for the service. When the organist dings the third bell, the Acolyte should be ready to light the candles. He/she should be robed and ready to walk in the doors of the sanctuary with the candle lighter in hand and lit. Walking down center aisle slowly, he/she lights the two candles, turns and walks out going down the left aisle with the lighter turned off. At the close of the service, the Acolyte will quietly get up out of their seat and return to place on gown, get lighter, and return down the left side aisle and wait quietly for the end of the benediction. Then, proceed towards the candles to put out the flame and turn and walk back up the center aisle slowly as the congregation sings the final hymn.

## Membership

Membership is responsible for orientation of new members to help them decide where they may serve. This is accomplished by having a class to inform members of all the ways that are available. Membership also updates the church directory and adds in new information about members. They make the name tags for new members and request that they

be worn by all. They help plan social events for the church and to reach the community. They oversee advertising for these events. They create brochures and update old ones. Serving 2 years

## Christian Education Director

The Christian Education Director is responsible for obtaining teachers for each class. There are presently 4 adult classes, 2 children classes and a youth class for 7-12 grade. The director is also responsible for obtaining materials for teachers if needed. There is a nursery and toddler room set up for when the need arises.

Volunteers are always needed to assist in these areas as they are usually needed when visitors are present. The director meets with the teachers at least once a quarter for updates on the classes and teachers. A light meal is served. Serving 2 years

## Elder Leader

Oversees the other Elders of the Church. This person has the same duties as the other elders. The group consists of the elders and alternates and their families. Mentors new elders to become a shepherd. Each year, 3 new elders are chosen by the nominating committee. The elder leader makes sure that the new elders understand their duties and are willing to carry out all duty description. The Elder Leader serves for 3 years.

## Elders

There are 8 elders and one Elder Chair in our church. Each elder has an alternate, who would take over in the absence of the elder. Spouses cannot be an alternate, as when one is absent, it is likely the spouse will be also. Their duties include staying in touch with each person in their group. If a member is absent from church, call to show concern. Aid member, let them know of family assistance if needed. Serve at communion table. Be prepared to take communion kit to member when sick or shut-in. Take food from church dinners to any member who could not attend service, have a social event for your group once or twice a year; may combine with

elder groups. Encourage each member to be a shepherd to each other and to pray for one another. Attend meetings with Pastor and board meeting.

## Property

Property is responsible for the care and maintenance of the church property inside and outside the church buildings, including filling the baptistery when needed. This ministry is not required to do all the work themselves, but to secure and verse those hired to do so. All efforts should be made to budget for expensive repairs and maintenance rather than deal with an unfunded emergency. This team is also responsible for reviewing and recommending the church's insurance needs and building use policy and fees. Serves for 2 years.

## Stewardship and Outreach

Stewardship and Outreach is responsible for encouraging the generous giving of money and a responsible use of resources. They are responsible for drawing together the church's annual budget and presenting it to the board on or before its November meeting. They shall promote support of the five special day offerings which go to denomination- al outreach and give support to ReBoot, Helping Hands, Meals on Wheels, and other local charities. They are responsible for the Stewards who record the offerings and for any recommendations or changes in the way the Financial Secretary and Treasurer make their financial report to the Board and congregations. Serves 2 years

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