

INVITATION TO MINISTRY



HOW YOU CAN
KNOW GOD
LOVE PEOPLE
SERVE THE WORLD

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WHAT IS THIS BOOKLET ALL ABOUT ANYWAY?

This booklet is an invitation to ministry. God bestows on each of us gifts differing in their application to our lives. That is what makes us unique individuals. Then God calls us into service having equipped us for our particular calling.

It is our responsibility to discern what our unique gifts may be and to hear God's call on our lives. This booklet contains dozens upon dozens of ministry opportunities. Some may suit your particular gifts and interests. Others will not. Here at First Presbyterian Church of Bethlehem, we hold three priorities as our guiding principles: deepening our connection with the Living God; deepening our investment with other people; and deepening our engagement with the world for whom Christ died. Each of the ministries listed in this booklet helps us toward those priorities.

As our efforts to gather a comprehensive listing of all of our ministry opportunities continue, there may be errors and omissions herein. We request your help in making each future annual edition better. If you engage in a ministry not listed in the booklet, please provide the details to the FPC Bethlehem Communications Office.

Ministries should energize our passions. You may take a trial run at any of the opportunities listed in the booklet. If there is a good fit with your skills and gifts, continue. Otherwise, you may seek other outlets which better energize you. Most ministries are action oriented. They do not involve meetings and reports, just the doing of ministry. Long-term commitments are not demanded. Ministry leaders take seriously their responsibilities to equip you for the work, so "no experience required" is the norm.

HOW DO I USE THIS BOOKLET?

This booklet contains brief descriptions of FPC Bethlehem's ministry opportunities. It is a valuable tool for helping you find places to Know God, Love People, and Serve the World.

Please take a few minutes to consider your unique Spiritual Gifts for service and to review the areas in which you may want to volunteer. You will see estimates of the frequency of service and the length of time involved for each volunteer opportunity. Please take these factors into consideration as you make your selection(s).

If you have questions about a particular ministry, please call the church office and ask for the leader associated with that particular ministry.

After you have prayerfully considered where God may be calling you to serve, please let the church office connect you to the ministry leaders. RSVP to this invitation by completing the reply card on the back page.

It is our responsibility to discern what our unique gifts may be and to hear God's call on our lives.

This very day you can bless someone in the powerful name of Jesus Christ by walking across a room, offering a hand, giving a day, sharing a skill or befriending someone you may not know.

DEAR FPC BETHLEHEM FAMILY AND FRIENDS,



Rev. Alf Halvorson

Frederick Buechner has written, “Vocation is what happens when our passion and the world’s need intersect.” The greatest joys in life come in giving ourselves to a cause bigger than us. Jesus calls and challenges us to go beyond ourselves by serving others—even and especially the least among us. FPC Bethlehem has distinguished itself for having a servant heart in Bethlehem and in the wider world. I invite you to take the next step to engage a need and share yourself with another person. This very day you

can bless someone in the powerful name of Jesus Christ by walking across a room, offering a hand, giving a day, sharing a skill or befriending someone you may not know. Serve so that you can know and show Christ!

In Christ’s Service Together,

A handwritten signature in cursive script, appearing to read 'alf'.

OPENING PRAYER

I praise you, Lord, that I am your creation. Thank you for planning in advance good works for me to do so that I have been able to join you in your work. Thank you for hearing my prayers. You want our church to be a family of believers who serve. You came to serve, not to be served and we want to follow your model.

There is a lot to be done in your world and many to be cared for. You have already opened the hearts of many of us to serve as you have led us and for that we thank you and ask for your continuing guidance in each of our ministry areas. We ask that you would open the hearts and minds of our congregation to be a praying people in the days ahead as we prepare to engage more of our congregation in ministry. Help all to understand that not only our treasures, but our time and talents are precious to you. We also ask that you would prepare our congregation to hear how God is leading them to serve in the coming months.

Thank you for all we know you will do to move us as a church family to grow joyful, servant hearts and join you in your work in the church, the community and the world! *God has made us what we are. In Christ Jesus, God made us to do good works, which God planned in advance for us to live our lives doing. (Ephesians 2:10—N.C.V.)*

Amen.

OUR SPIRITUAL GIFTS

Understanding and discerning our spiritual gifts aids us in discovering our place of service in the church body. In a basic way, this listing below is designed to help you in the discovery of your gifts. There will also be an on-going spiritual gifts assessment class available to help with this discernment process. Our hope is for you to discover how God has wired you so you can know God, love people, and serve the world in a way that excites you.

ADMINISTRATION (AD)

Description: The gift of Administration is the divine enablement to understand what makes an organization function, and the special ability to plan and execute procedures that accomplish the goals of the ministry.

Distinctives: People with this gift:

- Develop strategies or plans to reach identified goals
- Assist ministries to become more effective and efficient
- Create order out of organizational chaos
- Manage or coordinate a variety of responsibilities to accomplish a task
- Organize people, tasks or events

APOSTLESHIP (Ap)

Description: The gift of Apostleship is the divine ability to start and oversee the development of new churches or ministry structures.

NOTE: While the “office” of apostle that the original disciples of Christ held is unique and no longer exists, the “role” of apostle continues today and functions through the spiritual gift of Apostleship.

Distinctives: People with this gift:

- Pioneer and establish new ministries or churches
- Adapt to different surroundings by being culturally sensitive and aware
- Desire to minister to unreached people in other communities or co-witness
- Have responsibilities to oversee ministries or groups of churches

DISCERNMENT (D)

Description: The gift of Discernment is the divine enablement to distinguish between truth and error. It is able to discern the spirits, differentiating between good and evil, right and wrong.

Distinctive: People with this gift:

- Distinguish truth from error, right from wrong, pure motives from impure
- Identify deception in others with accuracy and appropriateness
- Determine whether a word attributed to God is authentic
- Recognize inconsistencies in a teaching, prophetic message or interpretation
- Are able to sense the presence of evil

ENCOURAGEMENT (En)

Description: The gift of Encouragement is the divine enablement to present truth so as to strengthen, comfort or urge to action those who are discouraged or wavering in their faith.

Distinctives: People with this gift:

- Come to the side of those who are discouraged to strengthen and reassure them
- Challenge, comfort or confront others to trust and hope in the promises of God
- Urge others to action by applying biblical truth
- Motivate others to grow
- Emphasize God’s promises and have confidence in his will

- Demonstrate authority and vision for the mission of the church

COUNSELING (C)

Description: The gift of Counseling is the divine enablement to effectively listen and assist someone in his or her quest for psychological and relational wholeness.

Distinctives: People with this gift:

- Have good listening skills
- Enjoy the opportunity to help those in crisis situations
- Are often sought out by others for their advice

CRAFTSMANSHIP (Cr)

Description: The gift of Craftsmanship is the divine enablement to creatively design and/or construct items to be used for ministry.

Distinctives: People with this gift:

- Work with wood, cloth, paints, metal, glass and other raw materials
- Make things that increase the effectiveness of other ministries
- Enjoy serving with their hands to meet tangible needs
- Design and build tangible items and resources for ministry use
- Work with different kinds of tools and are skilled with their hands

CREATIVE COMMUNICATION (CC)

Description: The gift of Creative Communication is the divine enablement to communicate God's truth through a variety of art forms.

Distinctives: People with this gift:

- Use the arts to communicate God's truth
- Develop and use artistic skills such as drama, writing, art, music, etc.
- Use variety and creativity to captivate people and cause them to consider Christ's message
- Challenge people's perspective of God through various forms of the arts
- Demonstrate fresh ways to express the Lord's ministry and message

EVANGELISM (Ev)

Description: The gift of Evangelism is the divine enablement to convey the gospel of Jesus Christ in a clean, concise and relevant way to an individual or group.

Distinctives: People with this gift:

- Communicate the message of Christ with clarity and conviction
- Seek out opportunities to talk to unbelievers about spiritual matters
- Challenge unbelievers to faith and to become fully devoted followers of Christ
- Adapt their presentation of the gospel to connect with the individual's needs
- Seek opportunities to build relationships with unbelievers

FAITH (F)

Description: The gift of Faith is the divine enablement to act on God's promises with confidence and unwavering belief in God's ability to fulfill his purposes.

Distinctives: People with this gift:

- Believe the promises of God and inspire others to do the same
- Act in complete confidence of God's ability to overcome obstacles
- Demonstrate an attitude of trust in God's will and his promises
- Advance the cause of Christ because they go forward when others will not
- Ask God for what is needed and trust him for his provision

GIVING (G)

Description: The gift of Giving is the divine enablement to contribute money and resources to the work of the Lord with cheerfulness and liberality. People with this gift do not ask, "How much money do I need to give to God?" but, "How much money do I need to live on?" (continued on page 8)

Distinctives: People with this gift:

- Manage their finances and limit their lifestyle in order to give as much of their resources as possible

GIVING (cont.)

- Support the work of ministry with sacrificial gifts to advance the Kingdom
- Meet tangible needs that enable spiritual growth to occur
- Provide resources, generously and cheerfully, trusting God for his provision
- May have a special ability to make money so that they may use it to further God's work

HELPS (H)

Description: The gift of Helps is the divine enablement to accomplish practical and necessary tasks that free up, support and meet the needs of others.

Distinctives: People with this gift:

- Serve behind the scenes wherever needed to support the gifts and ministries of others
- See the tangible and practical things to be done and enjoy doing them
- Sense God's purpose and pleasure in meeting everyday responsibilities
- Attach spiritual value to practical service
- Enjoy knowing that they are freeing up others to do what God has called them to do

HOSPITALITY (Hos)

Description: The gift of Hospitality is the divine enablement to care for people by providing fellowship, food and shelter.

Distinctives: People with this gift:

- Provide an environment where people feel valued and cared for
- Meet new people and help them to feel welcomed
- Create a safe and comfortable setting where relationships can develop
- Seek ways to connect people together into meaningful relationships
- Set people at ease in unfamiliar surroundings

PRAYER (Pr)

Description: The gift of Intercession is the divine enablement to consistently pray on behalf of and for others, seeing frequent and specific results.

Distinctives: People with this gift:

- Feel compelled to earnestly pray on behalf of someone or some cause
- Have a daily awareness of the spiritual battles being waged and pray
- Are convinced God moves in direct response to prayer
- Pray in response to the leading of the spirit, whether they understand it or not
- Exercise authority and power for the protection of others and the equipping of them to serve

PROPHECY (P)

Description: The gift of Prophecy is the divine enablement to reveal truth and proclaim it in a timely and relevant manner for understanding, correction, repentance or edification. There may be immediate or future implications.

Distinctives: People with this gift:

- Expose sin or deception in others for the purpose of reconciliation
- Speak a timely word from God causing conviction, repentance and edification
- See truth that others often fail to see, and challenge them to respond
- Warn of God's immediate or future judgment if there is no repentance
- Understand God's heart and mind through experiences he takes them through

SHEPHERDING (S)

Description: The gift of Shepherding is the divine enablement to nurture, care for and guide people toward ongoing spiritual maturity and becoming like Christ.

KNOWLEDGE (G)

Description: The gift of Knowledge is the divine enablement to bring truth to the body through a revelation or biblical insight.

Distinctives: People with this gift:

- Receive truth, which enables them to better serve the body
- Search Scripture for insight, understanding and truth
- Have an unusual insight or understanding that serves the church
- Organize information for teaching and practical use
- Gain knowledge that was not attained by natural observation or means

LEADERSHIP (L)

Description: The gift of Leadership is the divine enablement to cast vision, motivate and direct people to harmoniously accomplish the purposes of God.

Distinctives: People with this gift:

- Provide direction for God;s people or ministry
- Motivate others to perform to the best of their abilities
- Present the “big picture” for others to see
- Model the values of the ministry
- Take responsibility and establish goals

MERCY (M)

Description: The gift of Mercy is the divine enablement to cheerfully and practically help those who are suffering or are in need. Compassion moved to action.

Distinctives: People with this gift:

- Focus upon alleviating the sources of pain or discomfort in suffering people
- Address the needs of the lonely and forgotten
- Express love, grace and dignity to those facing hardships and crisis
- Serve in difficult or unsightly circumstances and do so cheerfully
- Concern themselves with individual or social issues that oppress people.

Distinctives: People with this gift:

- Take responsibility to nurture the whole person in their walk with God
- Provide guidance and oversight to a group of God’s people
- Model with their life what it means to be a fully-devoted follower of Jesus
- Establish trust and confidence through long-term relationships
- Lead and protect those within their span of care

TEACHING (T)

Description: The gift of Teaching is the divine enablement to understand, clearly explain and apply the word of God, causing greater Christ-likeness in the lives of listeners.

Distinctives: People with this gift:

- Communicate biblical truth that inspires greater obedience to the word
- Challenge listeners simply and practically with the truths of Scripture
- Present the whole counsel of God for maximum life change
- Give attention to detail and accuracy
- Prepare through extended times of study and reflection

WISDOM (W)

Description: The gift of Wisdom is the divine enablement to apply spiritual truth effectively to meet a need in a specific situation.

Distinctives: People with this gift:

- Focus on the unseen consequences in determining the next steps to take
- Receive an understanding of what is necessary to meet the needs of the body
- Provide divinely-given solutions in the midst of conflict and confusion
- Hear the Spirit provide direction for God;s best in a given situation
- Apply spiritual truth in specific and practical ways

SPIRITUAL GIFTS KEY AND QUICK GUIDE

Ad—Administration: able to take the plans and goals of ministry and church and then devise an effective plan to carry out those plans.

Ap—Apostleship: able to start new ministries or churches and oversee their development.

C—Counseling: able to listen, guide and provide direction for those who are seeking to work through issues in their life or marriage.

Cr—Craftsmanship: able to creatively design or construct items to be used for ministry purposes.

CC—Creative Communication: able to communicate God's truth through one or more of the arts.

D—Discernment: able to distinguish between truth and error, right and wrong.

En—Encouragement: able to bring comfort, consolation and counsel to other members of the body in such a way that they feel helped and healed.

Ev—Evangelism: able to communicate the gospel message in relevant terms to unbelievers and has a corresponding passion to do so.

F—Faith: a special ability to believe that God will supply and do all that is needed to further the work of His Kingdom.

G—Giving: able to give of his resources more freely, more cheerfully and in a greater proportion of what he has.

H—Helps: able to take on the chore or burden so that someone else does not have to perform the task. Willing to work behind the scenes.

Hos—Hospitality: able to provide an open house and a warm welcome to those in need of food and shelter.

K—Knowledge: able to understand the great truths of God's word and relate them to specific situations in the church.

L—Leadership: able to motivate the people of God to accomplish His purposes.

M—Mercy: able to demonstrate practical, compassionate and cheerful love towards those who are suffering or who are less fortunate in the body of Christ.

Pr—Prayer: able to consistently pray on behalf of and for others.

P—Prophecy: able to reveal to people the mind of God concerning God's dealing with people in the past, present and future.

S—Shepherding: able to nurture, admonish, encourage and guide others as they grow in their faith; able to care for those God has placed under his care.

T—Teaching: able to communicate the Word of God to the people of God in a clear, practical and relevant manner.

W—Wisdom: able to understand and apply God's will as it relates to daily life.

SPIRITUAL GIFTS APPLICATION INDEX

Below is a tool to assist you in locating ministry opportunities which match your unique spiritual gifts. The numbers provide the key to the sequential listing of the 159 ministries in this booklet.

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Worship

TRADITIONAL ■ CONTEMPORARY

The Worship Committee oversees and provides for the worship life of the church, especially in deepening our connection with the Living God.

Contact Director of Music Greg Funfgeld, ext. 218, for traditional worship

Contact Director of Music Brently Groshong, ext. 255, for contemporary worship

ID	WORSHIP	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
1	Communion Clean-up	Assist in the removal of empty juice cups and trays.	monthly for 60 minutes on Sundays	{Hos,Pr} desirous heart, careful
2	Communion Servers	Ordained Elders and Deacons are invited to fulfill their vows through the privilege of serving at the Lord's table.	monthly for 75 minutes on Sundays	{L,H,F,Ap,Pr} desirous heart, careful
3	Parking Ministry (Easter, church picnic)	Help park cars before services and insure smooth traffic patterns.	occasionally for shift 1.5 hours	{K} outdoors-type, exuberant
TRADITIONAL WORSHIP				
4	Chancel Choir (audition)	At least once a month and often twice a month, the Chancel Choir sings at both services in the Sanctuary. We also sing for all of the "high holy day" services, e.g. Thanksgiving, Christmas, Holy Week, Easter, etc. In addition, there are several concerts each year, including collaborations with The Philadelphia Brass and The Philadelphia Handbell Ensemble.	Rehearsals are Thursdays from 7:30–9:30 p.m. The Choir meets on Sundays at 9:15 a.m. for rehearsal before singing at the 10:15 a.m. service.	{L,Ev,P,En,H,F,G,CC,Ap,Pr,W} music reading ability, choral experience, pleasant voice, willing to work hard and continue to grow
5	High School Chorale (9–12 grade)	We meet for dinner twice a month at 6 p.m. before rehearsal—it's a great time of fellowship, getting to know one another, building a positive group identity and dynamic. On occasion, we have breakfast before Church on Sunday mornings. The Chorale sings each week at the 8:45 a.m. service. Choir mission trips take place every two years.	Rehearsals are Tuesdays from 7–8:30 p.m. with a make-up rehearsal on Thursdays from 4–5 p.m.	{L,Ev,P,En,H,F,G,CC,Ap,Pr,E,W} music reading ability, choral experience, pleasant voice, willing to work hard and continue to grow

ID	WORSHIP	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
TRADITIONAL WORSHIP				
6	The Middler Boys and Girls Choir (6–8 grade)	We sing twice a month on average as well as on Thanksgiving, Christmas Eve and other special services. There are games and snacks at the start of our time together every week and about once a month we have dinner from 5:30 to 6:30 p.m., often at Church, and occasionally out.	Rehearses Tuesdays from 4:15– 5:30 p.m.	{L,Ev,P,En,H,F,G,CC,Ap,Pr, W} ability to read music a plus, a desire to sing, learn and grow
7	Carol Choir (3–5 grade)	We sing once or twice a month, Thanksgiving, Christmas Eve and other special services. Special activities include pizza parties, family nights, annual ice-skating party, caroling at Westminster Village, Choir Awards Dinner, mission projects, and more.	Rehearses Tuesdays from 4:15– 5:30 p.m.	{L,Ev,P,En,H,F,G,CC,Ap,Pr, W} a pleasant voice, some musical knowledge, a desire to learn and grow
8	Trinity Choir (1–2 grade)	We sing once a month or more, Thanksgiving, Christmas Eve, and other special services. Special activities throughout the year include family nights, annual ice-skating party, Choir Awards Dinner, mission projects, and more.	Rehearses Tuesdays from 4:15–5:30 p.m.	a pleasant voice and a desire to sing your heart out
9	Sound Room Assistant	trained position for soundboard operation during services	1–2 times per month for 75 minutes; 15 minutes prior	{K} audio technical skills
10	Friendship Record Collection	Tear off sheets and place on receptionist;s desk in the main office.	1–2 times per month for 15–20 minutes	{Ad} desirous heart, careful
11	Pew Rack Restocking	Restock and tidy the pew racks.	1–2 times per month for 1 hour	attention to detail, neat, dedicated
12	Ushers	Hand out bulletins and other designated printed material.	every 4–5 weeks for 75 minutes	{Hos,Ev,En,K} friendly, smiling, prompt
13	Greeters	Welcome worshipers at entry points and answer questions.	1–2 times per month for 30 minutes	{Hos,Ev,En,K} outgoing, knowledgeable about FPC

ID	WORSHIP	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
CONTEMPORARY WORSHIP				
14	Audio/Visual/Sound Team	Help operate sound and visual equipment in support of worship services.	once a month for 5.5 hours	computer/professional experience
15	Music Library	Organize music materials.	weekly for 1 hour	computer skills
16	Music Team (audition)	Sing and play in support of worship services/ training in this field is helpful.	by appointment	playing or singing skills
17	Set-up Team	Arrange chairs and equipment in preparation for worship in the Kirk Center.	weekly for 1 hour	healthy body
18	Tear-down Team	Stack chairs and clean up after worship in the Kirk Center.	weekly for 1 hour	healthy body
19	Greeters	Welcome worshipers and answer questions. Greeters and ushers are one team.	weekly for 2 hours	
20	Communion Set-up (Sat. a.m.)	Assist in the preparation of bread, juice and trays.	monthly for 90 minutes on Saturday mornings	{Hos,Pr} desirous heart, careful
21	Ushers	Hand out designated printed material, take offering, seat worshippers.	every 4–5 weeks for 75 minutes	{Hos,Ev,En,K} friendly, smiling, prompt

Mission & Outreach

The Mission and Outreach Committee provides oversight to the local and global work of the church in deepening our engagement in the world for whom Christ died.

Contact Mission & Outreach Pastor Jack Brace, ext. 250.

ID	MISSION & OUTREACH	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
22	Donegan Mentoring	Mentor students first-fifth grades one-on-one.	one hour weekly for a school year.	{C,CC,En,Ev,F,G,H,K,M,Pr,T,W} Patience, teaching, listening
23	Nitschman Mentoring	Mentor students first-fifth grades one-on-one.	one hour weekly for a school year.	{C,CC,En,Ev,F,G,H,K,M,Pr,T,W} Patience, teaching, listening
24	Short-term Mission Trips	STM trips are for mission (about God's work/presence in the world) and transformation (about God's change of people through going.) Particular service varies according to the trip.	pre-trip (2–3 months of team formation), trip (1–2 weeks), post-trip (interpretation, varies).	{Ad,Ap,C,Cr,CC,D,En,Ev,G,H,Hos,K,L,Pr,P,S,T,W} construction skills desired but not required
25	Adopt-A-Missionary	Get connecting one-on-one or with your small group with one of FPCB's supported missionaries. Learn about and support their work through communication, encouragement, prayer, and support.	Varies	{CC,En,F,G,Pr}
26	Giving Tree	Donate gifts for Christmas; help collect, organize and distribute gifts to local partners.	3-4 Sunday mornings before Christmas, for 1–2 hours each Sunday.	{Ad,CC,En,G,H,Pr}
27	Serve Day	Serve on the committee or participate the day of event.	once a year for 1 day	{L,Ad,Hos,Ev,En,H,G,Cr}
28	Prison Bible Study	Join Pastor Jack in leading a weekly Bible Study at Northampton County Prison or lead one of your own according to your availability.	Two hours weekly for one year.	{CC,En,Ev,F,K,M,Pr,T,W}

ID	MISSION & OUTREACH	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
29	Bethlehem Salvation Army	Wide variety of activities including: mentoring, tutoring, recreation, summer camps, and food pantry.	Varies depending on service.	{C,En,Ev,F,G,H,Hos,L,M,Pr,T,W}
30	Habitat for Humanity	Work on Habitat houses in the Lehigh Valley	Variable/Ongoing	{Cr,En,F,G,H,K,L,Pr,T} construction skills desired but not required
31	InterVarsity Christian Fellowship	Variety of ways to serve including: mentoring, donating snacks, cooking & serving meals, transporting students to Sunday worship.	Varies depending on service.	{C,En,Ev,F,G,H,Hos,L,M,Pr,T,W}
32	New Bethany Ministries	Provide breakfast and worship support. Can include serving, conversation, and speaking. Great for small groups.	Monthly for 1 morning.	{En,Ev,F,G,H,Hos,M,Pr,T} cooking, cleaning, interpersonal skills.
33	Northeast Ministries	Mentoring, after-school tutoring, occasional events (Christmas party, Vacation Bible School)	Varies according to service.	(CC,En,Ev,F,G,H,M,Pr,S,T)
34	Victory House	Provide dinner and worship support. Can include serving, conversation, and speaking. Great for small groups.	monthly for 1 evening	{En,Ev,F,G,H,Hos,M,Pr,T} cooking, cleaning, interpersonal skills.
35	Young Lives	Childcare, preparing/serving meals, mentoring, sponsoring moms to go to camp.	Varies according to service.	(C,CC,En,Ev,F,G,H,Hos,M,Pr,S,T,W)

Discipleship

CHILDREN ■ YOUTH ■ ADULTS

The Discipleship team provides for deepening connections with the Living God and deepening involvement with each other through a variety of educational and experiential program offerings.

Contact Discipleship Pastor Cody Sandahl, ext. 220.

ID	DISCIPLESHIP	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
CHILDREN'S MINISTRIES				
36	Preschool Faith Friends Teacher (teachers 2–4 years)	large group/small group teacher	every Sunday morning from 8:45–10 a.m.	{T,En,F,CC} listening, honesty, openness
37	Sunday School Teacher (teachers K–5 grades)	large group/small group teacher	every Sunday morning from 10:15–11:30 a.m.	{T,En,F,CC} listening, honesty, openness
38	Neighborhood Team Leader	Coordinate parent and teacher communication.	every Sunday morning from 10:15–11:30 a.m.	{T,En,F,CC} listening, honesty, openness
39	Vacation Bible School (VBS) Teacher	Large group/small group teacher	every third week in July	{T,En,F,CC} listening, honesty, openness
40	Children's Bulletin Boards	Prepare seasonal bulletin boards in children's area.	varies according to schedule; seasonal	{T,En,CC} craft/art ideas, organization, creative, listening
41	Worship Bag Prep	Prepare children's worship bags for Sunday.	varies according to schedule; weekly	{T,En,F,CC} listening, honesty, openness
42	Classroom Refreshments	Provide snacks for child's class.	varies according to schedule; monthly	{T,En,F,CC} listening, honesty,

ID	DISCIPLESHIP	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
CHILDREN'S MINISTRIES				
43	Resource Room Helper	Assist in maintaining teacher resource area.	flexible schedules; 10:15–11:30 a.m. Sundays	{T,En,F,CC} listening, honesty,
44	Church School Greeters	Welcome parents and children as they enter children's area.	every Sunday for 1 hour from 10–11 a.m.	{Hos,En,G} knowledgeable about FPC Sunday School
45	Music Team Member	sing and/or play on music team.	every Sunday for 1 hour from 10–11 a.m.	{Hos,En,G} technology, sound systems, worship skills
YOUTH MINISTRIES				
46	Youth Inquirers Leader	Lead a small group for youth in grades 9–12 who are interested in joining the church.	every Sunday. 6:30–9 p.m. Sept.–May	
47	Primetime (Sunday school) Leader	Lead a small group for classes that are divided by grade and gender. Curriculum is provided.	every Sunday, 10:15–11:30 a.m., Sept.–May	{T,En,F,CC} listening, honesty, openness
48	Primetime Hospitality	Build relationships with middle school youth, provide refreshments (reimbursement available), set up and clean up.	once a month from 10–10:30 a.m. Sundays Sept.–May	{Hos,En,G} listening, openness
49	High School Sunday AM (Sunday school) Leader	Lead a large group and/or co-ed small groups that are divided by grade. Curriculum provided.	every Sunday, 10:15–11:30 a.m., Sept.–May	{T,En,F,CC} listening, honesty, openness
50	High School Sunday AM Hospitality	Build relationships with high school youth, provide refreshments (reimbursement available), set up and clean up.	one Sunday a month from 10–10:30 a.m.	{Hos,En,G} listening, openness
51	Sunday Night Live (SNL) Leader	Build relationships with high school youth, lead Bible studies and small groups and pray. Curriculum is provided.	every Sunday night from 7–9 p.m.	{T,L,Ev,En,C,S,CC,Pr,W} listening, honesty, openness
52	Sunday Night Live (SNL) Hospitality	Build relationships with high school youth, provide refreshments (reimbursement available), set up and clean up.	every Sunday night from 6:30–7 p.m.	{Hos,En,G} listening, openness

ID	DISCIPLESHIP	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
YOUTH MINISTRIES				
53	College-age/20-something Mentors	Share meals and conversation with college students, or mentor young professionals.	once per month from 11:30 a.m.–1 p.m.	{Ad,Hos,Ev,En,H} cooking, transportation, listening
54	Youth Worship Team	Assist in the planning, preparation and leadership of youth worship experiences.	weekly from 5–6:30 p.m.	{Hos,En,G} technology, sound systems, worship skills
55	Youth Club eXtreme (YCX) Recreation Team	Plan a variety of non-competitive games and fun activities to engage kids. Game ideas provided.	every Wednesday from 5:30–6:30 p.m. and/or 7:30–8:30 p.m., Sept.–April	{T,L,Hos,CC} organization and team leadership
56	YCX Small-Group Leaders	Share life with students, study the Bible and pray. Curriculum provided.	every Wednesday from 6:30–8:30 p.m., Sept.–April	{T,L,Ev,En,C,S,CC,Pr,W} listening, honesty, openness
57	YCX Cooking Team	Help prepare meals, serve and clean up.	once a month from 5:30–8 p.m., Sept.–April	{Hos,En,G} cooking
58	YCX Table Parent	Build relationships with youth and provide an atmosphere of fun, respect and fellowship around the tables during dinner.	once a week for 1 hour, Sept.–April	{L,Hos,Ev,C,S,Pr} listening, patience, creative, fun
59	YCX Activity/Craft Leader	Provide craft options for YCX activity time. Lead craft time and build relationships with kids.	every Wednesday, 1 session (4–6 weeks) commitment, renewable from 5:30–6:30 p.m. (MS) and/or 7:30–8:30 p.m. (4th and 5th grade); Sept–April	{T,En,CC,} craft/art ideas, organization, creative, listening
60	Youth Resource Coordinator	Assist in maintaining youth resources in youth resource room, hospitality areas and class rooms.	once - twice per month, 1-2 hours, renewable	{Ad,H} organization
61	Multi Media Assisting	Work with students to produce videos, set up audio, video or other visual displays in youth worship. Oversee multimedia communications.	opportunities at every youth activity or for special projects	{L,Ad,Cr,CC} computer software, arts, technical skills

ID	DISCIPLESHIP	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
YOUTH MINISTRIES				
62	Youth Mentoring	Build a one-on-one relationship with a youth inquirer.	weekly phone call or email; once a month personal contact	{Ev,En,F,M,D,K,P,W}
63	Mission Trip Leaders	Lead or help with a work site, help with transportation and lead small groups. Cooking teams are often needed, too.	1 week per year	{L,Ad,H,G,Cr} construction skills, listening, administration
64	Youth Retreats	Lead a small group, help with activities, provide transportation or cook at a weekend retreat.	1 weekend per year, Sept.–April	{T,L,Ad,Hos,En} listening, cooking
ADULT MINISTRIES				
65	Sunday Morning Education Leader	Lead large group lessons and/or large group discussion.	Sunday morning for 1 hour	{T,L,Hos,En,CC} facilitator/teacher
66	Adult Inquirers Planning	Planning team member	once per month for 2 hours	{L,Ad,H,CC,W} planner/organizer
67	Adult Inquirers Shepherds	Lead new member classes	Lead quarterly Inquirers sessions	{L,Hos,En,H,S} facilitator
68	Small-Group/K-Group Planning Team	Planning team member	once per month for 2 hours	{L,Ad,H,CC,W} planner/organizer
69	Small-Group/K-Group Leader	Small group leader/facilitator	once or twice per month for 2–3 hours	{L,Hos,En,H,S} facilitator
70	Marriage Ministry Planning Team	Planning team member	once per month for 2 hours	{L,Ad,H,CC,W} planner/organizer
71	Marriage Ministry Facilitator	Group facilitator	every Sunday morning for 2–3 hours	{L,Hos,En,H,S} facilitator
72	Women’s Ministry Planning Team	Planning team member	once per month for 2 hours	{L,Ad,H,CC,W} planner/organizer

ID	DISCIPLESHIP	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
ADULT MINISTRIES				
73	Women's Ministry leader	Teacher/leader	varies	
74	Women's Ministry Smal-Group Leader	Small group leader/facilitator	once per week for 2–3 hours	{L,Hos,En,H,S} facilitator
75	Women's Ministry Event Support	Support people needed in the 4 areas of Events, Bible Studies, Mission and Communication of the Women's Ministry Leadership Team	Monthly meetings and commitment of 2–3 years.	{Ad,CC,F,Hos,L,T} organization, creativity, compassion, and communication.
76	Presbyterian Women Book Club Selection	Choose books through suggestions of members. A faith-based book that discusses the premise of the prior reading selection is chosen for alternative meetings.	every third Thursday of the month from 9:30–11:30 a.m.	{L,Hos,F,CC,K,Pr,W} facilitator
77	Men's Ministry Planning Team	Planning team member	once or twice per month for 2–3 hours	{L,Ad,H,CC,W} facilitator
78	Men's Ministry Small-Group Leader	Small-group leader/facilitator	once per week for 2–3 hours	{L,Hos,En,H,S} facilitator
CHILDREN'S & ADULT RESOURCE LIBRARIES				
79	Book Shelver	shelve books.	2 flexible hours per week	patience
80	Book Evaluator	Evaluate donated books.	2 flexible hours per week	{K,W} knowledge of books
81	Book Processor	Process overdue books.	2 flexible hours every 2 weeks	patience; computer skills
82	Systems Worker	library systems worker	8 flexible hours per week for 1st 3 months; 4 hours a week after training	{Ad,K,W} strong computer skills

Congregational Life & Care

Congregational Life and Care includes the ministries carried out by Deacons and Stephen Ministers. These ministries are primarily focused on members of the congregation, but do include compassionate outreach in the community. Deepening our connections and relationships with each other provide the motivating purpose of these ministries.

Contact Congregational Life & Care Pastor Manuela Kauer, ext. 209.

ID	CONGREGATIONAL LIFE & CARE	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
83	Stephen Ministry	Walk beside and meet regularly with people experiencing difficulty in their lives.	fifty hours of training, then 1 hour weekly with care receiver and once a month for 2 hours for supervision/support	{M,En,C,S,F} listening skills, empathy, ability to encourage, discipline of confidentiality
84	Memorial Garden	Volunteers remove weeds and trim flowers in small, designated area of the garden.	half an hour once a week from March–Oct.; occasional group workdays	{En,H,K,Pr,} enjoys outdoors, spray/remove weeds
85	Sunday AM Hospitality	Set up, brew coffee, clean up in either Fellowship Hall or Kirk Center Rotunda	once every 4–6 weeks for 45 min. before and after first traditional or contemporary service	{Hos}
86	Saturday PM Hospitality	Prepare, set up, serve and clean up light refreshments after Oasis worship service.	Once every 6 weeks for 1 hour	{Hos}
87	Special Event Hospitality	Help plan, set up, cook, serve and/or clean up for the annual picnic, congregational meeting luncheons, receptions, Thanksgiving dinner and other special events.	As often as interested for 1-3 hours.	{Hos}
88	Connections Ministry Team	Keep track of the progress of connections for a new class for 2 years. Includes tracking contacts made by ministry leaders, encouraging ministry leaders to reach out to new members and work with new members to find his/her niche in ministry at FPCB	A monthly meeting with Connection Team and a monthly meeting with the Congregational Life and Care Committee	

ID	CONGREGATIONAL LIFE & CARE	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
DEACON MINISTRIES				
89	Meals Delivery	Purchase or prepare meals for church members returning from hospital, homebound by illness or otherwise needing short-term help with meals.	as needed/scheduled by contact person. 2–3 hour per meal provided	{G,H,Hos,} Caring, listening, sensitivity
90	Bereavement: Memorial Service	Attend and assist at memorial services.	as needed for 1 hour or more per event	{M} compassion, friendliness, caring, sensitivity, quiet, kindness
91	Bereavement: Family Contact	Working from home, stay in contact with three or four bereaved church members four times a year through booklets, personal notes, phone calls.	Whenever convenient with just a few minutes needed to write notes.	{M} compassion, friendliness, caring, sensitivity, quiet, kindness
92	Bereavement: Reception Help	Help out at memorial service receptions—may involve setting up and serving food, making coffee, or cleaning up.	3-month period of your choice for 3–4 times per period or maybe not at all; approx. 2–3 hours per occasion.	{M,H} compassion, friendliness, caring, sensitivity, quiet, kindness
93	Bereavement: Service of Remembrance	Prepare for service, which includes choosing a memorial gift, altar and Fellowship Hall set-up. Greet and minister to people in need before and after the service. Clean up after the service.	once per year for 2–5 hours before service and 2 hours after service	{H,M,En,Hos} caring, sensitivity, compassion, discernment
94	Hospital Visitor	Visit members who are in the hospital. Make follow-up phone calls.	as needed	{M,En,Pr} compassion, caring, confidentiality, ability to pray aloud, knowledge of scripture
95	Home Communion	Take communion (in pairs) to shut-in members.	monthly	{M,F,Pr} compassion, caring, faith, belief in the power of communion, ability to pray aloud, knowledge of scripture

ID	CONGREGATIONAL LIFE & CARE	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
DEACON MINISTRIES				
96	ShareCare	One-on-one help for seniors. Transport clients to appointments, shopping, etc. Work at Musikfest.	weekdays as needed; Musikfest is 1 evening per year.	{M} ability to drive, caring, non-judgmental, flexible schedule
97	Health and Wholeness	Help with health seminars, clinics, etc. Help parish nurses.	as needed	{M} passion for wholeness of spiritual message; medical background is helpful but not necessary; interest in healthy lifestyle
98	Parish Nursing: Healthcare Workers	Healthcare workers can assist with occasional Sunday or weeknight classes.	occasional classes for 1–1.5 hours	
99	Parish Nursing: CPR Instructors	CPR instructors are invited to assist with CPR training.		
100	Parish Nursing: Blood Pressure Ministry	RN/LPN or physicians take blood pressure readings between services.	1 or 2 Sundays per year	
101	Flower Delivery to Shut-ins and Hospitals	Assist in bundling flowers for delivery after the second service. Deliver flowers to shut-ins.	weekly (less if more volunteers are found)	{M} concern, caring, ability to drive to deliver flowers
102	Phone Ministry	Contact new members received in the past three years and members over age 71 by phone as assigned (approximately 15 per volunteer)	contacts for each family made 2 times a year	{M,D} discernment of needs, comfortable talking on the phone, listening skills
103	Prayer Ministry	1. Offer prayers at Healing and Wholeness service. 2. Knit prayer shawls or sew prayer quilts. 3. Pray for needs communicated by email.	1. once every 2–3 months 2. once a month for 4 hours 3. as needed	{Pr,M,F} openness to the Holy Spirit, passion for prayer, comfortable praying aloud, ability to knit or sew, dedication to praying

ID	CONGREGATIONAL LIFE & CARE	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
SENIOR ADULT MINISTRIES				
104	Fall Faith Festival Planning Team	A yearly adult retreat for a time of fellowship, personal renewal and reflection of God's Word. There are volunteer opportunities to serve on the planning team.	1 meeting per month from January–October	{Ad,F,H,Hos,L}
105	JOY Events Support	JOY (Just Older Youth) is a social ministry hosting different events throughout the year for those 50 years old and older. Assistance with registration, event set-up, table decorations, food set-up, cleanup and leftover food delivery to a local charity.	time commitment varies per task and event	{Ad,H,Hos}
106	Hi Neighbors Program Planning	Hi-Neighbors offers weekly educational and informative programs to seniors on Mondays from Sept.–May. Help plan weekly programs.	4 meetings per year for 1.5 hours plus time making phone calls	
107	Hi Neighbors Support	Opportunities exist for people to serve refreshments, take registration and introduce speakers. Volunteers are rotated for these positions; each person may serve once a month.	refreshments: 3 hours per month registration: 2 hours per month speaker introduction: 2 minutes per month	

Administration

COMMUNICATIONS ■ FACILITIES ■ FINANCE
TECHNOLOGY ■ OFFICE ADMINISTRATION ■ CHILDCARE

These ministries provide technical and administrative support for all areas of the church. Volunteers deepen relationships with staff and others as the work of the church is seen in deepening connections with the Living God and with the world for whom Christ died.

Contact Director of Administration Jack Felch, ext. 210.

ID	ADMINISTRATION	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
108	Computers & Networks	Assist with training and minor computer repair tasks.	2 hours at a time	{T,Ad,H,Cr,CC}
COMMUNICATIONS				
109	Web Site	Update Web site on a routine basis through content management system. Basic knowledge of web technology helpful.	weekly for 1–2 hours	{T,Ad,H,Cr,CC} detail oriented, basic html knowledge, tech savvy
110	Bulletin Boards	Occasionally create a theme board.	occasional for 4 hours	{T,Ad,H,Cr,CC} creativity
111	Journalistic Writing	Writing or editing feature articles and press releases. Writing assignments may include interviewing as well.	occasional for 1–3 hours per article	{T,Ad,H,Cr,CC} writing/editing experience
112	General Printing/Folding	Print/fold various ministry materials.	2–5 times per year for 1–3 hours per print job	{Ad,H} can operate a copier or be willing to learn
113	Proofreading	Proofread material for accuracy and consistency.	varies for 30 minutes–4 hours	{T,Ad,H,CC} proofreading/editing
114	Videotaping	Videotape events, edit video and convert into web-compatible formats.	varies for 2–4 hours	{T,Ad,H,Cr,CC} video/video editing/formatting
115	Photography	Take photos during certain events.	4–5 times per year for 1–2 hours per event	{T,Ad,H,Cr,CC} digital camera/photo technology/creative eye

ID	ADMINISTRATION	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
FACILITIES				
116	Heating, Ventilation and Air Conditioning	Perform routine maintenance. Please join us if you are an HVAC technician with a heart to serve or someone who is willing to work along with a technician.	3–4 hours 4 times a year	{Cr,H,Ad,L}
117	Plumbing	Perform minor repairs. Plumbers are always needed for their technical expertise but if you don't mind getting your hands dirty, we welcome anyone with a willingness to serve.	as needed for 2–4 hours	{Cr,H,Ad,L}
118	Groundskeeping	Help maintain the grounds and gardens (seasonal planting and mulching, ongoing weeding and raking).	seasonal for 2–4 hours	{En,H,G}
119	Electrical	Facility upgrades are an ongoing need. Electricians, electrical engineers and those willing to learn needed. We also need people to replace light bulbs, batteries, etc.	as needed for 2–4 hours	{Cr,H,Ad,L}
120	Carpentry	Ongoing list of repairs or renovations requiring carpentry skills for experienced carpenters and those with related skills willing to help.	ongoing for 2–4 hours minimum	{Cr,H,Ad,L}
121	Painting	Painting volunteers work to keep our church looking its best. You can assist in this valued ministry that keeps our building a welcoming place to worship and grow.	ongoing for 3 hours	{Cr,CC,H}
122	Seasonal Decoration	Help put up and take down exterior door wreaths, and other decorations three times a year: fall, Christmas and spring.	seasonally for 6 hours	{Hos,CC,Cr,H}
123	Detailing Team	Provides supplemental housekeeping support by assisting with project work (e.g. interior window washing, polishing brass fixtures) that makes our church shine.	as needed for 2 hours minimum	{Hos,Cr,H,L}

ID	ADMINISTRATION	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
FACILITIES				
124	Seasonal Support	Assists with winterizing activities, removing window air conditioners, lowering storm windows, checking weatherstripping and such. In early Summer the process reverses.	seasonally for 6 hours	{Cr,H,G,L}
FINANCE				
125	Finance Office	Assist with filing and shredding financial information.	occasional for 2–3 hour tasks	{Ad,H} accurate data skills, attention to detail
126	Money Counters	Count the Sunday offering on Monday Mornings.	7:15 a.m. every Monday for 1.5–2 hours	{Ad,H} accuracy, confidentiality and can use a calculator
GENERAL OFFICE				
127	Data Entry	Input Sunday School student data into church database from fall registration forms. Also input weekly Sunday School attendance sheets.	2 hours at a time	{Ad,H} accurate data skills, attention to detail
128	Children’s Bulletin	Copy bulletin and inserts for Sunday worship.	weekly for 1 hour or less	{Ad,H} can operate a copier or willing to learn
129	Baptism Book Plates	Glue bookplates into children’s Bibles for children being baptized.	about 5 times a year for 2 hours	{Ad,H} not allergic to rubber cement
130	Bible Book Plates	Glue signed bookplates into Bibles for each 2nd grader in Sunday School (for distribution at 2nd Grade Bible Brunch in early February each year).	once a year for 2 hours	{Ad,H} not allergic to rubber cement
131	Vacation Bible School Clerical Support	Assist with copying for VBS in July	once a year for 1–2 hours	{Ad,H} can operate a copier or willing to learn
132	Vacation Bible School Photographer	Take photographs of Bible Adventures in July (Mon.–Fri., 9 a.m.–12 p.m.).	once a year for a few hours during the week of VBS	{Ad,H} photo technology, creative eye

ID	ADMINISTRATION	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
GENERAL OFFICE				
133	Bulletin Inserts	Help the church office get ready for Sunday worship. Occasionally assist by inserting materials into the bulletin, especially around Easter, Thanksgiving and Christmas.	occasionally for 2–5 hours per task	{Ad,H}
134	Church mailings	Assist with church mailings (25–1,500 pieces) by labeling and stuffing envelopes.	as needed for 2–5 hours per mailing	{Ad,H}
135	Printing/Copying	Assist the church office with production of weekly bulletin, Heartbeat and other church publications. Be on-call for special tasks or regularly assist with weekly scheduled tasks.	occasional for 2–3 hours	{Ad,H} know how to use office equipment or willing to learn
136	Receptionist (morning and/or afternoon)	Answer phones, greet visitors, light typing/data entry, office tasks.	once a week for a half or full day	{Ad,H} pleasant voice and demeanor, comfortable with computer tasks
137	Fellowship Hall Panel Boards	Help ministries create attractive board displays to promote new activities or to encourage the congregation to participate in church events.	occasional for 3–4 hours	{Ad,H}
138	Church Membership Database	Help keep church database up-to-date and accurate.	3–5 hours per week.	{Ad,H} attention to details
CHILDCARE				
139	Childcare Committee	Help childcare coordinator address concerns in childcare program, make reminder emails/phone calls to volunteers, help clean childcare rooms.	Typically, 10–15 hours per year for 1 year	love for children
140	Sunday School Year Childcare	Watch children ages 6 weeks to 2 years during services throughout the Sunday school year.	1 Sunday per month for about 1.5 hours (for a period of 9 months)	love for children
141	Sunday Summer Childcare	Ages 6 weeks through entering kindergarten during services throughout the summer.	3 Sundays of your choice during the summer for about 1.5 hours	love for children

Whole Life Stewardship

The WLS Committee encourages wise use of our time, talents and treasures in order to deepen our relationships with God, our neighbors and the world. All we have comes from the Lord, and we are to humbly serve as “stewards” or caretakers of the Lord’s gracious provisions.

Contact Whole Life Stewardship Chair Lynnette Burns, 610-882-5678.

ID	WHOLE LIFE STEWARDSHIP	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
142	Whole Life Stewardship (WLS) Committee	Participate in committee meetings and support the annual program of educating, encouraging, and inviting people to honor God by becoming involved in the life of our church through the use and giving of their time, talent, and treasure.	1 committee meeting per month, other times as needed or offered	{Ad,F,K,L,W,S,G}
143	Stewardship Campaign	Stuff envelopes.	once per year for 6 hours	{G} patience
144	Time and Talent Campaign	Organize or contribute to developing and executing campaign theme, organize or contribute to data collection, sorting, and distribution.	Once a year, time varies with level of interest and involvement	{Ad,CC,En,F,G,K,L,T,W}
145	Witness Coordination	Seeking individuals who have a story to tell of how God has worked in their lives, organizing the stories to highlight sermons or appear in various forms of media, arranging interviews or recording of witnesses, and/or guiding witnesses through the process of witnessing.	1 year	{Ad,CC,H,L,}
146	Witness	Telling a story of how God has touched your life here.	Several hours, variable	willingness
147	Fund Committee	Participate in a six-member Session committee as a member-at-large, evaluating applications from staff or committee leaders for grants from the church’s endowment fund, and then making recommendations to Session.	At-large Committee members’ terms are three years. Meetings are once a month at the church.	{Ad,K,W}

ID	WHOLE LIFE STEWARDSHIP	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
148	Planned Giving Committee	Advise, counsel and support the planned giving ministry and planned giving officer.	3–4 meetings per year for 2 hours	{En,G,CC,D,K} excellent relational skills, strong interest in stewardship, particularly the treasure side of stewardship, and general knowledge of various ways of making a planned gift. It is highly desirable that the member has made his or her own commitment to a planned gift.
149	Financial Counseling Team	Provide confidential financial counseling for individuals.	as needed	{Ad,M,T,C} compassion and concern, financial counseling experience
150	Crown Financial Education Course Teacher	Teach or help teach Crown Financial course.	Sunday mornings and other times for 6–8 weeks for 4–5 hrs per week	{T,Ad,G,F} financial background
151	First Fruits Garden Prep	Prepare land plot for gardens.	1-2 days per year for 6 hours in the spring	{Cr} shoveling, truck driving, craftsmanship
152	First Fruits Project Education and Coordination	Provide education regarding Biblical basis for First Fruits; coordinate the receiving and delivery of produce to food banks.	1 summer Sunday or Monday morning for 1.5 hours	{En,G,K,M} reliability, craftsmanship, teaching

Leadership

SESSION ■ DEACONS ■ TRUSTEES

The Leadership team provides for orderly recruitment and training of the elected and staff leadership team.

Contact Elder Robert Rupel, 610-282-4114.

Contact Trustee Don Mengel, 610-253-9221.

ID	LEADERSHIP	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
SESSION				
153	Nominating Committee	Identifies and prayerfully discerns and calls members to serve in leadership roles.	1-year term	
154	Elders	Elders are the spiritual leaders of the church, working alongside the pastoral staff to facilitate the growth of the congregation, discerning how God is calling the congregation and deciding how we can respond to that call.	monthly meetings and more: 3-year term	
155	Personnel	Personnel encourages and provides care and support for the ministry staff of FPC Bethlehem. They provide an orderly, focused and considerate means for the Session to build a healthy work environment through a fair and equitable application of personnel policies and guidelines. They provide support and guidance to the management of personnel resources, compensation, budgets and administrative issues of the church. They attend Personnel Committee meetings, participate in policy discussions pertaining to personnel matters, serve on sub-committees as applicable and support a fair and equitable personnel policy.	monthly meeting attendance, usually 2-3 hours; serve on sub-committees as needed 1-2 times per year	{L,Ad,En,C,S,D,K,Pr,W} experience in general personnel management, human resource management, law; common sense
DEACONS				
156	Deacons	Deacons are Christ's hands and feet, the caregivers of the congregation, making God's presence known by conveying the love of Christ.	monthly meetings and more: 3-year term	

ID	LEADERSHIP	DESCRIPTION OF SERVICE What would volunteer be doing?	TIME COMMITMENT	SPIRITUAL GIFTS & USEFUL SKILLS
TRUSTEES				
157	Trustees	Trustees are the stewards of the church's building and grounds, determining how our money and property can be most effectively used to further God's mission for the church.	monthly meetings and more: 3-year term	
158	Insurance	Provide advice and assistance in specialized areas.	Trustees meet monthly, but special consultations are occasional and of short duration.	{Ad,K} experience in insurance policies and claims
159	Contracts/Legal	Provide advice and assistance in specialized areas.	Trustees meet monthly, but special consultations are occasional and of short duration.	{Ad,K} experience with construction contracts, risk management, safety and legal issues

CLOSING PRAYER

Gracious and loving God, you have given me gifts, skills and abilities as well as opportunities to join You in Your work here . . . thank you! You call me to serve others as You modeled during Your time on earth. But do I HEAR Your call? Do I MAKE time to hear it? Do I make myself available to You? Forgive me for the times I've neglected to use my gifts and be a part of Your ministry. Help me to DISCOVER my gifts if I am unsure about what they are . . . and show me how to use them whether it is within the FPC, local or global community. Clear away whatever may be keeping me from hearing Your call on my life and in turn preventing me from using my gifts and my days as you want. Move within my heart and mind so that I will better understand Paul's words in his letter to the Ephesians, "*God has made us what we are. In Christ Jesus, God made us to do good works, which God planned in advance for us to live our lives doing.*"

Amen

Your Invitation to Ministry

Please RSVP to First Presbyterian Church of Bethlehem

With God's help I will commit to do his work through First Presbyterian Church of Bethlehem by considering service during 2011–2012 in the ministry areas checked.

WORSHIP

Traditional

- 1. Communion Clean-up
- 2. Communion Servers
- 3. Parking Ministry
- 4. Chancel Choir
- 5. High School Chorale
- 6. Middler Boys and Girls Choir
- 7. Carol Choir
- 8. Trinity Choir
- 9. Sound Room Assistant
- 10. Friendship Record Collection
- 11. Pew Rack Restocking
- 12. Ushers
- 13. Greeters

Contemporary

- 14. Audio/Visual/Sound Team
- 15. Music Library
- 16. Music Team
- 17. Set-up Team
- 18. Tear-down Team
- 19. Greeters
- 20. Communion Set-up (Sat. PM)
- 21. Ushers

MISSION & OUTREACH

- 22. Donegan Mentoring
- 23. Nitschman Mentoring
- 24. Short-Term Mission Trips
- 25. Adopt-A-Missionary
- 26. Giving Tree
- 27. Serve Day
- 28. Prison Bible Study
- 29. Bethlehem Salvation Army
- 30. Habitat for Humanity
- 31. Intersivity Christian Fellowship
- 32. New Bethany Ministries

MISSION & OUTREACH (cont.)

- 33. Northeast Ministries
- 34. Victory House
- 35. Young Lives

DISCIPLESHIP

Children's Ministries

- 36. Preschool Faith Friends
- 37. Sunday School Teacher
- 38. Neighborhood Team Leader
- 39. Vacation Bible School Teacher
- 40. Children's Bulletin Boards
- 41. Worship Bag Prep
- 42. Classroom Refreshments
- 43. Resource Room Helper
- 44. Church School Greeters
- 45. Music Team Member

Youth Ministries

- 46. Youth Inquirers Leader
- 47. Primetime Leader
- 48. Primetime Hospitality
- 49. High School Sunday AM
- 50. High School Sunday AM Hospitality
- 51. Sunday Night Live Leader
- 52. Sunday Nigh Live Hospitality
- 53. College-age/20-something Mentors
- 54. Youth Worship Team
- 55. YCX Recreation Team
- 56. YCX Small Group Leaders
- 57. YCX Cooking Team
- 58. YCX Table Parent
- 59. YCX Activity/Craft Leader
- 60. Youth Resource Coordinator
- 61. Multi Media Assisting
- 62. Youth Mentoring
- 63. Mission Trip Leaders
- 64. Youth Retreats

Adult Minstries

- 65. Sunday Morning Education Leader
- 66. Adult Inquirers Planning
- 67. Adult Inquirers Sheperd
- 68. Small-Group/K-Group Planning Team
- 69. Small-Group/K-Group Leader
- 70. Marriage Ministry Planning Team
- 71. Marriage Ministry Facilitator

Women's Ministries (WM)

- 72. WM Planning Team
- 73. WM Leader
- 74. WMSmall-Group Leader
- 75. WM Event Support
- 76. Presbyterian Women's Book Club

Men's Ministries (MM)

- 77. MM Planning Team
- 78. MM Small-Group Leader

Children & Adult Resource Libraries

- 79. Book Shelver
- 80. Book Evaluator
- 81. Book Processor
- 82. Systems Worker

CONGREGATIONAL LIFE & CARE

- 83. Stephen Ministry
- 84. Memorial Garden
- 85. Sunday AM Hospitality
- 86. Saturday PM Hospitality
- 87. Special Event Hospitality
- 88. Connections Ministry Team

Deacon Ministries

- 89. Meals Ministry
- 90. Bereavement: Memorial Services
- 91. Bereavement: Family Contact
- 92. Bereavement: Reception Help

More Opportunities to Serve Listed on Back

Deacon Ministries (cont.)

- () 93. Bereavement: Service of Remembrance
- () 94. Hospital Visitor
- () 95. Home Communion
- () 96. ShareCare
- () 97. Health and Wholeness
- () 98. Parish Nursing: Healthcare Worker
- () 99. Parish Nursing: CPR Instructor
- () 100. Parish Nursing: Blood Pressure Ministry
- () 101. Flower Delivery
- () 102. Phone Ministry
- () 103. Prayer Ministry

Senior Adult Ministries

- () 104. Fall Faith Festival Planning Team
- () 105. JOY Events Support
- () 106. Hi Neighbors Program Planning
- () 107. Hi Neighbors Support

ADMINISTRATION

- () 108. Computers & Networks

Communications

- () 109. Web Site
- () 110. Bulletin Boards
- () 111. Journalistic Writing
- () 112. General Printing/Folding
- () 113. Proofreading
- () 114. Videotaping
- () 115. Photography

Facilities

- () 116. Heating, Ventilation and Air Conditioning
- () 117. Plumbing
- () 118. Groundskeeping
- () 119. Electrical
- () 120. Carpentry
- () 121. Painting
- () 122. Seasonal Decorating
- () 123. Detailing Team
- () 124. Seasonal Support

Finance Office

- () 125. Finance Office Assisting
- () 126. Money Counters

General Office

- () 127. Data Entry

General Office (cont.)

- () 128. Children's Bulletin Copying
- () 129. Baptism Book Plates
- () 130. Bible Book Plates
- () 131. Vacation Bible School Clerical Support
- () 132. Vacation Bible School Photographer
- () 133. Bulletin Inserts
- () 134. Church Mailings
- () 135. Printing/Copying
- () 136. Receptionist
- () 137. Fellowship Hall Panel Boards
- () 138. Church Membership Database

Childcare

- () 139. Childcare Committee
- () 140. Sunday School Childcare
- () 141. Sunday Summer Childcare

WHOLE LIFE STEWARDSHIP

- () 142. Whole Life Stewardship Committee
- () 143. Stewardship Campaign
- () 144. Time and Talent Campaign
- () 145. Witness Coordination
- () 146. Witness
- () 147. Fund Committee
- () 148. Planned Giving Committee
- () 149. Financial Counseling Team
- () 150. Crown Financial Education Course Teacher
- () 151. First Fruits Garden Prep
- () 152. First Fruits Project Education and Coordination

LEADERSHIP

Session

- () 153. Nominating Committee
- () 154. Elder
- () 155. Personnel

Deacons

- () 156. Deacon

Trustees

- () 157. Trustee
- () 158. Insurance
- () 159. Contracts/Legal

Though I do not see it listed here, I would be willing to use my time and talents in the following ministry:

After prayerful consideration I acknowledge my commitment to walk in the steps of Christ by:

- Serving in His church as indicated on this card.
- Praying for His church.
- Attending His church for worship, Bible study and Sunday School

Name: _____

Telephone: _____ - _____ - _____

Email: _____

Please return your completed card to the church office.

For general inquiries regarding this booklet, call the church office at 610-867-5865.

OUR THREE PRIORITIES

- A Deepening Relationship With The Living God
- A Deepening Investment With One Another
- A Deepening Engagement With The World For Whom Christ Died

First Presbyterian Church of Bethlehem

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