

# FMCSB Ministry Descriptions 2023-2024

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](https://gifts.churchgrowth.org) for a free, online test.

## **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!

## **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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### **ADULT MINISTRIES: Gifts of Teaching, Wisdom, Knowledge and Hospitality**

**Adult Education Teacher** - Work with Pastor Nikki 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.

**Discipleship Leader** - Willing to lead and facilitate a discipleship group for a 12-week time period.

**Mentoring** - People of all ages who are willing to mentor in their vocational skill, character and/or spiritual growth.

**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).

**Small Group Host** - 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.

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### **CHILDREN AND YOUTH: Gifts of Teaching, Wisdom and Knowledge and Hospitality**

*All positions working with children and youth will require a background check.*

**CDCC Weekday Children's Program Volunteer** - Help provide extra care by reading and playing with our children and infants, preparing snacks, organizing supplies, or other tasks as needed. 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).

**CDCC substitute driver for school pickups** - On an as needed basis, be available to drive the CDCC van to pick up children after school, bringing them to CDCC. This person needs to be a licensed and insured driver, and at least 21 years old.

**FM Kids Event Helper** - Come and join the team of fun people helping to set up/help lead/tear down our big events: Fall Family Festival, Easter Egg Hunt, Etc.

**FM Kids Substitutes** – Be available to fill in for a Sunday volunteer 2-3 times/year, when needed.

**FM Kids Sunday Classroom Helper** - Support the FM Kids teachers by assisting them in the classroom. Works directly with Sandy Patterson, Director of Children’s Ministries, to see which age or class would be the best fit. (1 hour/week)

**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 Sandy Patterson, Director of Children’s Ministries, to create a loving environment for kids to learn to know, love and follow Jesus.

**FM Kids Sunday Nursery Volunteer** - Care for infants during Sunday worship services (one service per month).

**FM Kids Sunday Toddler Volunteer** - Care for children 1-2 years of age (walkers) during the morning worship services.

**FM Kids Sunday Music Leader** - Weekly, or on a rotation with others, come and lead a short (10 minute) music time with children. Help Sandy Patterson to create a fun time where kids can sing songs which will encourage them in their faith.

**FM Kids Sunday Set-up/Tear down** - Responsible for coming early to set up tables and chairs, etc. or help clean up/put away after FM Kids is done on Sunday.

**FM Youth Ministries Leadership Team** - Partner with 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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## **WORSHIP: Gifts of Music, Encouragement and Exhortation**

**A/V (audio visual) Tech** – Receive training for use of our livestream equipment and sound system. Run sound and livestream for Sunday morning service about once a month. Some prior experience with production technology (even minimal) preferred, but not required. Sunday commitment is 8:00-1:30 a.m.

**Praise Team Instrumentalist and/or Vocalist** (*minimum of two months church attendance and an audition required*)  
Sing or play with a band to lead worship about once a month for both Sunday services. Rehearsals are Thursday evenings prior to a given Sunday.

**Special Services Reader** - Periodically lead the congregation in Scripture and other special readings.

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## **HOSPITALITY, EVANGELISM and OUTREACH: Gifts of Hospitality and Evangelism**

**Connection Central** - Work with other adults to actively reach out to and welcome newcomers to the church by visiting with 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.

**Encounter Food Volunteer** - Provide breakfast or lunch treats for attendees of Encounter 3-4 times per year.

**Greeter/Usher** - 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. Ushers also 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).

**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.

**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.

**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. Meet to pray and strategize about how to reach our community in relevant and effective ways. With Pastor Colleen, help provide opportunities for our congregation to win people to Christ.

**Prepare and deliver meal for church family with a special need, or with a new baby** - Prepare meals for the ill, hospitalized, or bereaved persons; or for families with a new baby. On an as-needed basis.

**Senior Lunch Volunteer** - 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 Nikki.

**Transportation on Sunday** - Transport people in need of a ride to church service as needed.

**Welcome Bags** - This person will be responsible for assembling the welcome bags we give to first time visitors to the church. And store the supplies if possible.

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## **MERCY: Gifts of Healing and Mercy**

**God’s Encouragers** - Send cards to those hospitalized or suffering from prolonged illness or in need of special prayer and encouragement (30 minutes/week).

**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 Parish Health Coordinator and Pastor Colleen. Peer Counseling training and support are provided for team members. Help is as needed.

**Prayer Chain (Email) Participant** - Commit to spend time in prayer as soon as emailed by the Prayer Chain Coordinator.

**Transportation for medical needs or special events** – Transport people who cannot drive or do not have access to a car to church, a doctor’s appointment, Senior Lunch, or other events.

### **Other Mercy/Justice Ministries -**

*He has shown you, O mortal, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God (Micah 6:8).* In obedience to Christ, we humbly seek to pursue justice and mercy in our community beyond the four walls of the church.

Examples of mercy/justice ministries our church is involved with include:

Loads of Love, a laundry ministry to people without homes; Jail Ministry, providing spiritual care and encouragement to inmates of our local jail; Transition House, working on a team providing a meal for the Transition House families; Common Ground, an FMCSB team using creative ways to care for creation.

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## **HELP - Regularly Scheduled: Gifts of Helps and Giving**

**After church cleanup and put away** - Help clean up the coffee table, taking items to the kitchen. Put away coffee table and Connection Central.

**Christmas Outdoor Lights Set Up/Take Down** – Help a group of volunteers hang Christmas lights on the church on the first Saturday of Advent. Remove Christmas lights after Epiphany.

**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).

**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).

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

**Flowers for Sunday Altar** - Provide a flower arrangement for the sanctuary altar on assigned Sundays. The church reimburses volunteers who purchase flowers. Coordinate with Office Administrator for specifics.

**Holiday Sanctuary Decor Set Up/Take Down** - Decorate the sanctuary for the Advent season or for Easter.

**Prepare Coffee on Sundays before first service.** - Prepare the coffee and supplies on the deck (1 hour/week).

**Prepare/Refresh Coffee on Sunday at 10:30 a.m.** - Refresh the coffee and supplies before the second service.

**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).

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## **HELP - Occasionally, as Needed: Gifts of Helps and Giving**

**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.

**Building Maintenance/Repairs** - Repair and maintain the facilities through carpentry, plumbing, electrical and other skills.

**Clean/detail CDCC vans** - Take a vehicle to the car wash. And/or detail the interior. Coordinate with the Office Administrator to clean the CDCC vans, which get very heavy use from our school kids.

**Mailings/Special Projects Helper** - Assemble, fold, stuff envelopes, place labels and stamps. Collate directories, or other projects, as needed.

**Office Reception Desk Substitute** - Fill in at the front desk. Answer the telephone and assist office visitors.

**Photographer/Videographer for special events** - 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.

**Signs/Posters/Artwork/Layout** - Use your artistic and design talents to create signs and posters for upcoming events like Fall Family Festival or the CDCC fundraiser.

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

**Special Event Sound Setup** – Help with sound equipment set up or take down for special events.

**Tent 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.

**Workday Volunteer** - 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.

## **MINISTRY TEAMS**

**Global Missions** - 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, for team meeting, and other tasks as needed).

**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.

**Men's Ministries** - Help plan events to nurture spiritual growth and annual retreats under the direction of Pastor Doug.

**Women's Ministries** - Help plan events to nurture spiritual growth, quarterly fellowships and annual retreats under the direction of the Women's Ministries leaders.

**Young Adult/College Ministries** - Help mentor young adults, plan events, and retreats to nurture spiritual growth and fellowship. Provide mentorship and/or relationship building for students at SBCC and Westmont. As well as host or plan fellowship gatherings under the direction of Pastor Nikki.

## **BOARD OPPORTUNITIES** *(These are elected positions. Church membership is required for board service.)*

**Cliff Drive Care Center (CDCC) 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 3<sup>rd</sup> Monday of each month).

**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 4<sup>th</sup> Monday of each month).

**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).

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