

Contact Person: **Name:** **Jana Waits**
Title: **Equipping Ministry Coordinator**
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| Ministry Opportunity Equipping | Brief Description | Key Questions (Level of Commitment) |
|---|---|---|
| Equipping Ministry Assistant | Work with Equipping Minister to manage Discovery Class registration, follow up phone calls, prepare books, data entry after consultations and follow up on First Serve experiences. Work 4-5 hours a week before and after a class and 1-2 hours a week on a consistent basis – flexible hours in the office and at home. | Are you proficient with a computer and enjoy working with data entry? Are you willing to make phone calls and communicate important information to others via phone and e-mails? Do you like to organize and have a passion to see others connect with a fulfilling place of service? |
| Discovery Consultants | Meet individually with students completing the Discovery Class to go over their spiritual gifts and personality assessment, guiding them into a First Serve opportunity. | Are you a good listener? Do you enjoy helping people find a place to serve that fits their gifts and personality? Do you have the gift of discernment, wisdom or encouragement? |
| Ministry Connectors | A person serving in a ministry area who contacts a student after their Consultation is completed to set up a First Serve experience, guide them through training and follow up for evaluation of the service experience. | Are you an encourager? Do you follow through with people to make sure they have connected somewhere? Do you enjoy helping people find their fit for service? |
| Discovery Class Hostess | Plan and provide food and drinks for the participants in a Discovery Class. Provide set up and clean up for each class. Classes may meet once a quarter. | Do you enjoy entertaining? Do you like to work behind the scenes? Are you willing to contact others with the same interest to include them in a hostess opportunity? |
| Written Communication Editor | Gather and review all printed communication pieces, edit, update, and align messages to be consistent with NRBC purpose while raising level of excellence. | Do you have high expectations for written material? Can you edit and proof materials? Do you have a gift for the English written language? Time commitment would vary depending on need. |
| Recognition and Celebration Team | People with creative ideas and heart to recognize and celebrate people using their gifts in service to others. | Do you have creative ideas and a heart for celebrating? Can you work with others in planning a celebration? Are you organized in your approach to projects? |
| Web Reporter | Gather information and update Equipping Ministry information on NRBC website. | Do you enjoy detail work? Are you a creative writer and communicator? Time – 30 minutes per week. |