
Time and Talent Catalog

Christ Church
Episcopal

Fall, 2011

Dear Christ Church Friends,

We have each been given gifts for the purpose of serving God, the world, and one another. We are, as the Apostle Paul writes, a Body...the Body of Christ. In this Body, every part matters. Every gift matters and every gift blesses. So we joyfully offer them back to God and share them with one another.

Thank you for taking a moment with this booklet. Gathered here are all the current opportunities to serve with Christ Church; ways in which to share our gifts in this community and the world, and be fully part of the common life God has given us. It's a lot; over 130 ways we serve in the world and in the Church! Take a moment, and look for the ministry of service that speaks to your passion. Look for how God is calling you to be a member in this Body. We need what each of us offers. We are a more complete people as we each claim our ministry, among us and beyond us. The offering of our time and talent makes our life richer and strengthens our ministry beyond Christ Church.

So take a look; complete the time and talent portion of the pledge card this fall; and come along and serve as together we proclaim God's Bigger Story.

Blessings,
Paul

Table of Contents

Adult Ministry.....	Page 4
Building and Grounds.....	Page 5
Children's Ministry.....	Page 6
Lay Pastoral Care.....	Page 8
Missions and Outreach/Faith in Action.....	Page 9
Music and Arts.....	Page 15
Newcomers Ministry.....	Page 16
Stewardship Ministry.....	Page 17
Worship Ministry.....	Page 18
Youth Ministry.....	Page 19

At Christ Church Episcopal, we seek to connect our members in service to the community and the world, as well as to live out our calling as a congregation to care for one another. Within this catalog, you will find opportunities to grow in your faith, to develop relationships and to discover ways that you can live a faithful Christian life.

A pledge card for you time and talent should be located in the center of this booklet. If you need another, the cards are available in the milling area, in the church office or on our website. Each family member is encouraged to fill out a card.

For adults and high school youth:

1. Review the opportunities in the catalog
2. Please PRINT your name, email address and phone number across the top of the card
3. To indicate a desire to serve a new way, place a check in the box next to the opportunity in the column labeled **New Service**
4. To indicate your current and continuing participation, place a check in the box next to the opportunity in the column labeled **Currently Serving**
5. Bring the completed pledge card to worship on Commitment Sunday October 16th
6. A ministry team member will follow up with you after Commitment Sunday for all opportunities where the **New Service** column has been checked

For middle school youth and children:

1. Review the catalog together with your parents. Family friendly opportunities have been noted with a "*" beside the opportunity
2. Please PRINT your name, email address and phone number as well as one of your parents' name, email address and phone number across the top of the card
3. To indicate a desire to serve in a new way, place a check in the box next to the opportunity in the column labeled **New Service**
4. To indicate your current and continuing participation, place a check in the box next to the opportunity in the column labeled **Currently Serving**
5. Bring the completed pledge card to worship on Commitment Sunday October 16th
6. A ministry team member will follow up with you and your parent after Commitment Sunday for all opportunities where the **New Service** column has been checked

Thank you for being part of God's Bigger Story!

ADULT MINISTRY

The Adult Education Team exists to transform lives by connecting with people and getting them involved in the Christ Church community, facilitating fellowship and relationship among Christians and assisting people on their spiritual walks. Here are some ways to serve in this ministry:

Adult Education Team Member (Adults) – this team initiates and oversees the adult education of Christ Church. This group has a passion for life-long learning and meets monthly to plan, communicate and implement adult education offerings.

Communications Liaison (Adults) - attend monthly Adult Education Team meetings, prepare minutes and report to the Staff Communications Director anything that needs to be relayed to the congregation and community. Writing, marketing and social media gifts helpful but not required.

Special Event Coordinators (Adults) - coordinate one-time events or short series like the Brother Jeffrey visit or Advent Suppers. These duties include coordinating transportation, food and sexton support. A detailed list of tasks will be provided. Strong organizational and communication skills are recommended. Attendance at monthly Adult Education Team meeting leading up to the event is optional; otherwise, assistance with events will be requested periodically as determined by the Adult Education Team.

Special Events Helper (Families, Youth or Adults) – provide assistance by purchasing supplies, serving food, participating in set up or clean up of kitchen or other space, etc. Volunteers will go on an “as needed” email list and can assist as often as they feel called.

Small Group Leader (Adults) – facilitate study and discussion gatherings with a partner, following an

established curriculum. Groups will meet weekly during the school year in the evenings, daytime or on weekends, at the leaders’ discretion, and groups can meet for shorter durations; ie: two eight-week sessions. Training is provided.

Librarian (High School Youth or Adults) – inventory, organize and set up bookshelves with existing books, bible studies and other resource materials. Strong organizational skills recommended, but no previous experience required. Work can start in January and can be done at your convenience.

Men’s Ministry Team Co-Leader (Male Adults) – the Men’s Ministry Team’s vision is to be an instrument for God to help create better Christian men, husbands, fathers, and friends. Be a part of the leadership team that organizes, plans and executes the multiple opportunities for spiritual growth for the men of CCE.

Men’s Ministry Project Leader (Male Adults) – identify a project that would benefit the CCE community and coordinate efforts to accomplish it. Past projects included demolishing the decking around the trailers and refurbishing the chairs in the sanctuary.

Men’s Ministry Speaker (Male Adults) – lead a discussion at one of the monthly Men’s Breakfasts on a topic that is important to you.

Men’s Ministry Cooking Team (Male Youth or Adults) – monthly opportunities to help prepare breakfast for 40-60 CCE men.

BUILDING AND GROUNDS MINISTRY

This group's passion is sustaining our campus as a safe, secure and attractive haven. Its members work to promote balanced stewardship between property management and utilization, consistent with the direction and mission of the church. Opportunities to serve include the following:

Building and Grounds Committee Members (Youth or Adults) – This group meets monthly to manage and administer to the physical needs of the campus.

Volunteer Labor (Families, Youth or Adults) – Take part in work teams for campus work days and/or special projects. Participate as often or infrequently as you feel called.

Painters (Families, Youth or Adults) – Perform miscellaneous small painting projects from touching up exterior siding to re-painting doors, halls and rooms as needed.

Parking Shepherds (Youth or Adults) – Guide parishioners to parking spots and assist them in crossing the parking lot on their way to and from highly populated services (usually just Easter and Christmas, but occasionally needed for special events).

Maintenance Assistant (Adults) – Help organize maintenance records, assist in scheduling routine maintenance, help develop maintenance schedules.

Small Project Leaders (Adults) – Coordinate volunteers to tackle small projects around campus. Example: build and install prayer

candle stations around the Sanctuary. Participate on an as-needed basis.

Annual Contract Assistant(Adults) – Assist staff in soliciting proposals for the various annual contracts (HVAC maintenance, landscape, fire alarm and elevator inspections, etc). Help ensure that CCE is getting the best prices/service for our budget.

Planting and Landscape Maintenance (Families, Youth or Adults) – Thin out and trim up ornamental plantings, trees and bushes around the buildings to ensure that plantings do not get overgrown.

Community Garden Co-Manager (Youth or Adults) – Advertise and sign up individuals or families each spring. Organize work days, collect fees and ensure supplies are available throughout the growing season to support those involved.

Special Project Coordinator (Adults) – As larger special projects arise, work with team to solicit proposals, recommend selected contractors, schedule the work and oversee the project to completion. Examples: paving of the parking lot, addition of new driveway to North Gayton Rd, etc.

CHILDREN'S MINISTRY

This team's mission is to plant the seeds of faith in preschool through fifth grade children so that they grow into lifelong disciples. Ways you can help:

Kids' Quest – All Services, September 17 through May 20 with some exceptions

All positions must attend training at the beginning of the program year in September and complete a background check

Large Group Leaders (Adults) - lead a group of 50-60 children in worship and Bible storytelling. Serve weekly during preferred service, as available.

Music Leaders (Youth or Adults) - lead a group of 50-60 children in singing. Serve weekly during preferred service, as available.

Small Group Co-Leaders (High School Youth or Adults) - develop relationships with a small group of elementary-age children in a particular grade. Lead an opening activity and a life application follow-up discussion. Teaching focuses on the following three statements: "I need to make the wise choice," "I can trust God no matter what" and "I should treat others the way I want to be treated." Serve bi-weekly with another leader.

Preschool Co-Teachers (High School Youth or Adults) - teach preschoolers, who stay in one room and do a modified version of what the K-5th graders are doing, following the curriculum

provided. Develop relationships with preschoolers and help them learn the following things: God made me, God loves me and Jesus wants to be my friend forever. Serve in teams of two bi-weekly.

Preschool Assistants (Middle or High School Youth) - assist preschool teacher in the classroom. Serve at least once per month to develop a relationship with the children.

Floaters (Adults) – assist as needed by filling in for someone who is sick, comforting a crying child, monitoring hallways, etc. Serve weekly during preferred service, as available.

Greeters (Families, Youth or Adults) - welcome children and their parents and direct them to where their group is meeting. Introduce the child to his/her shepherd. Take special care to check in children, ensuring that they each get a wristband and give parents instructions about pick-up. Greeters generally serve once a month.

Christmas Pageant – Leading up to December 18, 2011

Two Co-Directors (Adults) – each oversee one aspect of the Christmas Pageant: Administrative or Production. The Administrative Co-Director organizes volunteers and participants throughout the entire pageant process. The Production Co-Director writes and edits the script and oversees all aspects of production. Both attend pre-pageant meetings, three to four rehearsals and the pageant.

Pageant Administrative Helpers (High School Youth or Adults) - perform various duties: check-in participants, crowd control, fold programs, wash costumes, fit costumes, build the set, etc. Depending on the task, serve once a week on Wednesday nights, November 16– December 18, or for just a few hours as available.

Easter Egg Hunt – April 1, 2012

Egg Hunt Volunteers (Youth or Adults) - perform various duties: set-up and clean-up, supervise games, oversee crafts, hand out prizes, emcee, serve food, make popcorn, etc. Serve on the day of the hunt only.

Vacation Bible School – Leading up to July 9-13, 2012

All VBS volunteers (with the exception of set-up/clean-up folks) must attend one VBS training to be held two weeks before VBS and complete a background check

Co-Directors (Adults) - oversee all aspects of VBS from choosing curriculum in January through compiling evaluations after VBS. Expect significant time investment from April through July to prepare for VBS.

Center Leaders (Adults) - teach one aspect of VBS (games, Bible, crafts, missions, etc.) several times per day, to different age groups of participants.

Crew Leaders (High School Youth or Adults) and Assistant Crew Leaders (Middle or High School Youth or Adults) - lead and shepherd one group of children all week.

Various Volunteers (Families, Youth or Adults) – Assist where needed. Examples: prepare snack, decorate, shop for items, organize supplies, stuff nametags, etc. Some of these tasks can be done ahead of time, at volunteer's convenience.

Administrative Service

Administrative Volunteer (Families, Youth or Adults) - perform various short-term duties. Examples: highlight verses in 3rd Grade Bibles, cut out items for a craft, laminate signs, stock classrooms, etc. Volunteers will go on an "as needed" email list and can assist as often as they feel called.

Activity Box Helpers (Families, Youth or Adults) - clean out and restock the activity boxes that children use during worship. All supplies are provided and helpers can assist during the week, whenever works best for them (either at home or at church), so that boxes are ready for the following weekend. Service is generally once a month.

LAY PASTORAL CARE

Lay Pastoral Care is about people taking care of people. At Christ Church, we do not look exclusively to the clergy to provide prayer, comfort and guidance; we look inclusively to each other. Training varies according to the task and calling of each ministry. For example, serving can be as simple as walking a dog or as involved as walking alongside a cancer patient through their difficult journey.

The SonShine Ministry serves CCE members during times of need in the following ways:

- Provide transportation to doctor visits for those who cannot drive temporarily due to illness or accident
- Prepare and deliver meals during times of illness or short-term debilitation
- Help with household chores and trips to the grocery store
- Relieve caregivers who need short-term respite help
- Visit members of our community who are bed-ridden or ill

SonShine volunteers (Families, Youth or Adults) serve once or twice a month, as needed and as available.

The Sisters of Bethany/Prayer Shawl Ministry - the giving of hand-crafted shawls to those in need of comfort is a powerful demonstration of God's love. Each shawl is begun with prayer and special intention is worked into each shawl during the creative process. **The Prayer Shawl Crafters (Children, Youth or Adults)** meet once a month. All levels of knitters and crocheters, as well as those who would like to learn, are welcome!

The Prayer Ministry Team - Christ Church members who have been called to pray with or for those who seek prayer. Prayer ministers spend considerable time in study and prayer before offering to participate in this ministry. Two specific types of Prayer Ministers exist:

- **Intercessory Prayers (Families, Youth or Adults):** pray for all special needs as requested throughout the week. Prayer lists are sent via email, every other week.
- **Prayer During Service (Confirmed Youth or Adults):** pray for special needs brought by individual congregation members during Communion at each weekend service. This group meets once a month during the school year for on-going training and prayer ministers rotate at services approximately two times a month.

Career Transition Ministry Team (Adults): This fellowship group focuses on providing spiritual support and valuable job networking opportunities with business and professional leaders. As a business leader, you can participate in this ministry by attending monthly meetings and/or one of the mentor meetings to interact with others in the church, both employed and unemployed, who are currently in career transition. If you're in a career transition or considering a career change, attend and connect with CCE members who can help with your journey. Opportunities also exist to lead this ministry team by developing content and coordinating speakers.

MISSIONS AND OUTREACH / FAITH IN ACTION

Missions and Outreach / Faith in Action strives to serve as the eyes, hands and feet of God. We prayerfully invite our parishioners to provide spiritual, physical, and financial assistance to the local, national and international programs supported by Christ Church Episcopal. You can apply your gifts in many different ways:

Administrative and Planning Service

M&O Team Member (High School Youth or Adults)

– this team initiates and oversees the community outreach opportunities offered at Christ Church. This group has a passion for service and meets monthly to plan, communicate and implement outreach projects.

Volunteer Coordinator (High School Youth or Adults) - recruit and coordinate volunteers for outreach programs described below. Attendance at

monthly meetings is optional and coordination can be done at the volunteer's leisure.

Communications Liaison (Adult) - attend monthly M&O meetings, prepare minutes and report to the Staff Communications Director anything that needs to be relayed to the congregation and community. Writing, marketing and social media gifts helpful but not required.

Boaz & Ruth

Rebuild lives of formerly incarcerated men and women and the physically blighted commercial corridor of Richmond's Highland Park area through building relationships, helping people in transitional jobs and supporting their businesses to promote economic revitalization.

Retail Mentor / Trainer (High School Youth or Adults) – assist program participants learning sales, customer service and merchandising skills by working at the Harvest Thrift Store and/or Sunny Days Clothing Store. The stores are open Monday-Friday, 10am-5pm, and service can be tailored to fit volunteers' schedules during these hours.

Food Service Mentor / Trainer (Adults) – assist program participants learning food service and customer service skills by working at the Fire House 15 Café or one of their catering events. The Café is open Monday-Friday, 10am-5pm, and service can be tailored to fit volunteers' schedules during these hours.

Construction Mentor / Trainer (Adults) – assist program participants learning construction and building maintenance skills as they care for the

eight renovated homes that supply housing for the program participants or the take care of the commercial buildings of Boaz & Ruth. Projects are done Monday-Friday, 10am-5pm, and service can be tailored to fit volunteers' schedules during these hours.

Administrative Assistance (Adults) - assist in Boaz & Ruth's main office located in the Harvest Thrift Store by answering the phones, handling correspondence, contacting donors, helping with events and marketing, making copies or running errands. Help is needed Monday-Friday, 10am-5pm, and service can be tailored to fit volunteers' schedules during these hours.

Fundraising and Community Events Assistant (Adults) – assist in helping with special events that happen throughout the year. Service can be tailored to fit volunteers' schedules.

You can also support Boaz & Ruth by donating to or shopping at the Harvest Thrift Store and/or Sunny Days Clothing Store or by dining at the Fire House 15 Café.

CARITAS: Congregations Around Richmond Involved to Assure Shelter

CARITAS is the largest and most inclusive year round emergency shelter in central Virginia and serves as the first line of community support for anyone in need of shelter. Three times a year, Christ Church hosts CARITAS for one week, providing shelter, three meals a day and other essential services for these individuals and families. CARITAS helps these individuals find jobs, transportation and a permanent home. It takes more than 300 volunteers to provide a home for our guests *each* week so there are many ways to share gifts of hospitality:

Planning Committee (Adults) planning begins a month before guests arrive and involves creating all the announcements and publications, creating sign-up posters, contacting dentists, optometrists and hair dressers, inventorying needed supplies, contacting other ministry teams to involve their groups and more. Assist with planning before one or all three CARITAS visits.

Meal Preparation (Families, High School Youth or Adults): plan, prepare, serve and join our guests for dinner or breakfast at the church or prepare to-go lunches for our guests to take with them to work or school.

Clean-up Crews (Families, Youth or Adults): clean up the church kitchen and milling area after dinner and then join our guests in evening activities and conversation.

Set-Up Crews (Families, Youth or Adults): create an inviting “home” for our guests by setting up cots in the Garage and tables the Milling Area the Saturday our CARITAS guests arrive. Assistance is also needed taking everything down the Saturday they depart.

Evening Hospitality (Families, Youth or Adults): plan and join our guests in special after-dinner

activities such as movies, card games, corn hole toss or quiet conversation. As you get to know each of these special people, you will realize how much this new friendship truly impacts their life and yours.

Drivers (Adults): drive our guests to the dentist or optometrist after dinner.

Overnight Hosts (Adults): two Christ Church parishioners are needed to spend the night with our guests from 9pm until about 6am each night in case there is facility issue (ie: fire alarm goes off). A contact list is provided to refer to in case of emergencies and there is also a CARITAS supervisor who stays overnight, every evening.

Donate Food Supplies (Families, Youth or Adults): many food items are needed each time we host CARITAS. If you are not able to serve directly that week, you can provide much-needed supplies in advance.

Laundry Service (Adults): our guests individually bag their dirty laundry each night. Because they may only have one change of clothing, this laundry is taken to CCE members’ homes, washed and brought back to church the next day.

The Central Virginia Food Bank

This organization's mission is simple: "to acquire and distribute food so that none shall go hungry in Central Virginia." Accomplishing that mission, however, is far from easy. It requires the strong support of financial contributors, individual food donors and volunteers. Christ Church has committed to supporting the Food Bank by making the first weekend of each month Food Bank Weekend, when members can donate food and all cash collected during the Offering goes to the Food Bank (did you know that \$1 creates FIVE meals?!). How you can help:

Money Collector (Adult) – collect and count donated money after service the first weekend of each month. Two volunteers are needed after each of the three services. The money is then deposited at the church.

Food Driver (Families or Adults) – take the food collected at church to the Food Bank after the first Sunday of each month.

Plant a Row for the Hungry (Families or Adults) - when planting your summer vegetable garden, plant an extra row of vegetables for the hungry and donate the harvest to CVFB.

Community Kitchen Assistants (Youth or Adults) - assist with meal preparation and packaging at

CVFB's Community Kitchen downtown. Four hour shifts, Monday-Friday, 9am to 1pm or 1:30 to 4:30pm.

Warehouse Assistants (Families, Youth or Adults) - sort, pack, discard and organize products in the CVFB warehouse. Volunteer any time, Monday-Friday, between 9am-4pm.

Food Delivery Drivers and Riders (Families, Youth or Adults) - pick up prepared meals from the Community Kitchen downtown and deliver them to various Kids Café after-school programs in and around the City of Richmond and the Counties of Chesterfield and Henrico. Volunteer during the school year, Monday-Friday, 12:30-4pm or during the summer, Monday-Friday, 10am-Noon

Coal Pit Learning Center

Located in a historical landmark, this non-profit preschool serves underprivileged three and four-year-old children of Henrico County and provides year-round daycare. The school was originally built to serve the families of workers in Henrico County's coal mines, and it has become a symbol of educational opportunity since then. The mission of Coal Pit has always been to make preschool and daycare affordable to families in need, so tuition only covers a portion of the school's expenses. The school relies on the community for funding, supplies and volunteer work. Here are a few ways that you can serve:

Provide lunch for the students (Families, Youth or Adults): provide lunch for approximately 25 students on a regularly scheduled basis or just for one day; whichever you prefer.

Donate frozen food items and shelf staples (Families, Youth or Adults): the school is always in need of frozen items for days that no one has signed up to take lunch. Items such as fish sticks, chicken nuggets, bagel bites, individual apple sauce and fruit cups, and juice boxes are always needed. Snacks such as pretzels, goldfish,

crackers, and treats are also necessary for day care afternoon snack time.

Donate toys, games and crafts (Families, Youth or Adults): Coal Pit gives each child a new toy for birthdays, so new toys or educational games are always needed for the birthday closet. Craft items are also always appreciated, especially for the after school children.

Donate paper products (Families, Youth or Adults): toilet paper, paper towels, and

disposable plates, cups, and forks and spoons are an ongoing need.

Donate school supplies (Families, Youth or Adults): when you are purchasing school supplies for your children, consider purchasing a few extra for Coal Pit. Pencils, paints, colored pencils,

markers, glue sticks, scotch tape, sharpies, and craft glue would be greatly appreciated!

Volunteer for a service project (Families, Youth or Adults): are you handy? Are you a student who needs volunteer hours and can paint a bathroom or weed a flower bed? The school always appreciates this type of assistance, which can be done as your schedule permits.

Habitat for Humanity

Christ Church works with Hanover Habitat for Humanity to help provide affordable housing to lower income families. Receive the joy of serving our Lord through service to others and learn a new skill at the same time!

Building Assistance (Families, Youth or Adults): In October or November, we will spend three days helping to build a house. No particular skills are necessary as Habitat is used to using unskilled labor.

Haiti

Christ Church has been traveling to Haiti since 2009 conducting a variety of activities including construction and rebuilding efforts and medical clinics. We have also spent a good deal of time building lasting relationships with our friends at St. Mark's Church, which was very badly damaged during the 2010 earthquake. Their current focus is on repairing their facility and building a new, safer school. Here's how you can help:

Participate on a Mission Team (High School Youth or Adults): travel to Haiti and help with a wide variety of work from medical tasks to holding a baby or simply building relationships with our friends. There are usually one or two trips to per year, each one week long. Next trip is tentatively scheduled for early next winter.

Donate Items (Families, Youth or Adults): donate clothing, over the counter medicines and other supplies. Lists of needs are sent out prior to

mission trips and collection containers are set up in the milling area.

Host our friends from Haiti (Families or Adults): from time to time, our friends from Haiti visit us in Richmond. Hosting them and showing them around helps strengthen our great relationship. Details are shared as soon as trips are planned and volunteers can be part of an as-needed, as-available distribution list.

Hope for Humanity, Inc. / Hope and Resurrection Secondary School

Hope for Humanity, Inc. is the funding organization for Hope and Resurrection Secondary School in Atiaba, South Sudan, the new country's premier high school which is educating its future leaders. Christ Church has been involved in supporting the school prayerfully and financially since 2005. CCE mission teams also visit the school once a year to interact with the students and staff and to experience its progress.

Participate on a Mission Team (Adults): travel to South Sudan to visit the school and help with a wide variety of tasks from teaching in a classroom

to participating in after-school activities and relationship building with the students, staff and

local church members. The annual two-week trip is normally at the end of May each year.

Letter Writing (Families, Youth or Adults):

encourage a teacher or student by writing letters or drawing pictures to send to the school periodically. Letters of Congratulations for the November 2011 Graduates would be a great start.

Prayer Team (Families, Youth or Adults): God directs all that happens at Hope & Resurrection. If you have the gift of intercessory prayer, join this team and make our prayers heard!

Crafting (High School Youth or Adults): assist in making ornaments for the annual Christmas "Giving Tree" and helping to staff the tree after services in December.

Walk for Sudan Event Planner / Coordinator

(Adults): help coordinate, publicize and execute this annual fundraising event, which will take place on Sunday, May 6, 2012. Co-leaders are welcome.

Ambassadors (Youth or Adults): recruit fellow students, co-workers, neighbors (whoever!) to become a fund-raising team and walk in the Walk for Sudan on May 6, 2012.

Create Your own Fund Raiser (Families, Youth or Adults): yard sales, lemonade stands, bake sales, car washes and dance-a-thons are all fun ways to work together to raise money for this great cause.

The Micah Initiative

Christ Church partners with George Mason Elementary School, located in the Church Hill area of Richmond, to support its students in many ways:

Tutor/Mentor (High School Youth or Adults) - spend less than a couple hours a week, one on one with a student at George Mason. Build a relationship with this student by helping with school work, reading and sharing their interests. This enables the child to improve their school work but more importantly, it makes them feel special and cared for. Volunteering takes place weekly in the afternoons during the school year.

Classroom Assistant - spend up to two hours a week assisting a teacher with their entire class. Help with small groups as they rotate through reading, math and other learning activities. Volunteering takes place weekly in the afternoons during the school year.

Special Project Coordinators (Adult) – develop and work with a team to oversee or assist with events such as

- Annual School Backpack Drive in August & September
- School Supply Collection throughout the school year
- Annual Book Drive in the spring
- Annual Ice Cream Social & Book Fair at the end of the school year
- Assisting with Field Day in the Spring
- As needed projects such as redecorating the lunch room and teacher lounge

These projects require a short-term commitment and volunteers can choose projects at the most convenient times of year for them.

Roman and Family

In September 2011, a woman named Roman and her six children became a part of Christ Church. The Church adopted the family and committed to provide their housing and transportation as well as to teach them English, reading, writing and driving; giving them complete independence is the long-term goal. Since then, the estranged father has returned to the family but he is very ill with liver cancer. Caring for this dear family takes tremendous volunteer support and there are many ways you can help:

Tutors (High School Youth or Adults) - we will be providing two to three tutors Monday – Thursday for the five elementary age kids. In addition, the High School student needs tutors in all subjects. We will also be providing tutoring to the mother to help her learn English, reading, and writing.

Transportation (Adults) – provide rides as your schedule permits to school, appointments, church on Sunday, the grocery store, etc. See the family’s web sign-up sheet for more information:
www.mysignup.com/roman

Mentors (Male High School Youth or Adults) – mentors needed for the 17 and 12 year old boys. Help them understand what their role in the family needs to be and how to best achieve those goals along with their own personal goals. The 12 year old would also love to get involved in sports but the logistics make it impossible without additional help.

Field Trips (Families) –include members of this family on your next family outing. It is not necessary to take everyone but consider taking a couple of the kids on a fun family activity to show them God’s love and inclusion. They are extremely well behaved kids who would love to have the opportunity to do fun things.

Spiritual Support (Families or Adults) – support the family in their spiritual journeys. They come

to church every Sunday but with the serious illness of the father, spiritual mentors and confidants are needed. Just spend time with members of the family and share your love of the Lord through simple things like teaching them The Lord’s Prayer.

Babysitting (High School Youth or Adults) – Roman has a full time job so there are many times when a babysitter is needed. Help cover when a child is sick and can’t go to school, in the afternoons and/or in the evenings. Be a part of an on-call group that can be contacted when a need arises.

Driving Teacher (Adult) - Roman is fearful of learning to drive but understands that this is one of the most important tickets to independence. She needs someone who can encourage and support her while teaching her drive.

Roman Family Committee Member (High School Youth or Adults) – Five CCE women currently make up the committee that oversees care for this family and more assistance is needed. Join them at their monthly meetings.

Volunteer Coordinator (Adult) – coordinate with the family, the committee and the various volunteers to schedule assistance as needed. This can be done at the Coordinator’s leisure.

MUSIC AND ARTS MINISTRY

The mission of the Music Ministry at Christ Church is to glorify God through music and the arts and to transform lives through worship. Some ways to minister through this ministry are:

Music

Adult Choir (Ages 16 Years and Older) – this group leads worship each Sunday at the 10:45am service and once a month, at the 9:00am service. Rehearsals are every Thursday from 7:30–9:15pm in the Fall and Spring semesters, with a different Summer schedule. Anyone can join at any time during the season.

Youth Choir (Youth, 6th – 12th grades) - be part of this group whose purpose is to grow closer to Christ and to each other through music and worship. This group meets on Sundays at 5:30pm.

Children's Choirs: Angel Wing (4-6 years old), Kids4Him (2nd & 3rd grades) and Jubilee (4th–6th grades) - learn basic music theory and good singing habits, as well as learn Christ-like character through Bible stories, teaching and

prayer. Learn to engage God and His Word through music. These groups meet on Wednesday from 6:30–7:20pm in the Fall and Spring semesters and sing in worship several times a year. Children can join any time during the season.

Children's Choir Teaching Assistants (16 Years and Older) - if you love music and working with children, this is an opportunity for you. Help find new songs or curriculum, write lesson plans or assist during rehearsals.

Worship Musicians (Youth or Adults, Intermediate Level and Up) – Worship music is enhanced by instruments throughout the year, offering opportunities for instrumentalists to play during all services. Contact Keith for an audition.

Music Ministry Administrative Service

You don't need to be a musician to be part of the Music Ministry! There is plenty of administrative and organizational work to be done from filing music to maintaining storage spaces, from creating special event brochures and publications to managing projects. Some projects are weekly (1-2 hours) while others are on an as-needed basis. If interested, the Music Ministry staff will contact you to discuss your availability.

Visual Arts

Painting, photography, digital art presentations, videos, sculpture, etc. – all can help to communicate the Good News of Christ and enhance our worship expression and experience. Let us know if you have these special gifts to share and we'll put you on an as-needed, on-call list.

AV and Lighting Teams

Christ Church is blessed with state of art technology to help provide the most transparent and flawless worship that we can provide. The technology, however, only works if there is a knowledgeable team behind the controls. The volunteers in this ministry serve on a rotating schedule and are very willing to provide training and mentoring to new team members. Minimum age for training is 14 years.

Audio Team -provide sound support for worship services, concerts and other events at Christ Church. Sound support includes helping set up stage audio equipment and working with the soundboard.

Video Projection Team – provide video support for worship services, concerts and other events

at Christ Church. Opportunities within this ministry include working with the computer and the projection system to produce the video portion of worship.

Lighting Team - provide lighting support for worship and other events by operating the lighting board.

NEWCOMERS MINISTRY

Christ Church is a community of people who seek to live in a more Christ-like manner and who are on a journey to living more fully and completely. If you like to meet new people, help others feel welcome and have the gift of hospitality, serving on this team would be a great fit for you!

Greeters (Families, Youth or Adults) – be the first impression and extend a warm welcome to Christ Church members and guests joining us for worship. Make all feel comfortable and provide information as needed. Serve approximately 20-30 minutes before your preferred worship time, about once every 6-8 weeks.

Connectors (Adults) - after a visitor provides contact information, a Connector reaches out to ensure the newcomer feels welcomed, cared for and informed. Connectors answer basic questions and can direct the newcomer to a staff or clergy member for more information. The commitment is typically connecting with one or two newcomers each month. A brief training session will be provided.

STEWARDSHIP MINISTRY

This ministry has evolved well beyond the traditional annual giving campaign and our mission is now three-fold: to help CCE members...

- be good stewards of everything God has given us—time, talent and wealth,
- connect our faith and finances, and
- talk more comfortably about money with our children, in our homes and in our church

Stewardship Team Member (High School Youth or Adults) – this team initiates and oversees programming to accomplish the mission outlined above. Some members have a background in finance or marketing but all perspectives are very helpful and welcomed. This group meets once a month on a weekday evening.

Project Manager (Adults) – work with the Stewardship Team to identify a project that would benefit the CCE community and coordinate efforts to accomplish it. Past projects included hosting Nathan Dungan and coordinating his “Share, Save, Spend” series or the Vibrant Stewardship Project, which gathered and analyzed valuable information about our congregation, its needs and wants as a community and our collective approach to giving. Attendance at monthly Stewardship Team meetings is optional; otherwise, assistance with projects will be requested periodically as determined by the Team.

Facilitator (High School Youth or Adults) – guide a four-week session of Nathan Dungan’s “Share, Save Spend” workshop for children, youth or adults. Sessions will be held approximately twice a year and can be planned around the facilitator’s schedule.

Time and Talent Coordinator (Adults) – help congregants discern their gifts and find the right outlet to get involved by applying their passions, time and talents where most mutually beneficial. Training will be provided and work can be done at the coordinator’s convenience. Estimate an average time commitment of an hour per week.

Annual Giving Committee Team Member (High School Youth or Adults) – assist with annual giving campaign by developing theme, time lines, mailings, emails, thank you notes, etc. This group typically meets twice a month between July and October.

WORSHIP MINISTRY

This team's mission is to create a warm, inviting and welcoming worship experience. This team's work is evidenced when one enters the church and is greeted and ushered to their seat. The flowers are beautiful and the altar has been prepared for worship. Candles are lit and the cross is carried by an Acolyte. Lay Worship Leaders read the Word of the Lord, the Prayers of the People and assist in the sharing of Communion. Worship is made possible by these people and here's how you can help (*in all instances, assistance is needed at all three weekend services unless otherwise noted, schedules are developed to accommodate volunteers' availability and training is provided*):

Acolytes (Youth, Fourth Grade through High School) – acolytes signal the beginning and ending of worship with the processional and recessional, light and extinguish altar candles, lead children to children's chapel and assist the priest at the table. Acolytes serve only on Sunday mornings and serve once or twice a month.

Altar Guild (Adults) – set the Lord's table every time Holy Communion is offered. Service includes laundering and ironing linens, preparing the altar and vessels for worship and maintaining the altar and sacristy between services. Typical service is once a month. Altar Guild members also provide support for occasional special services – baptisms, weddings, funerals, etc., and are kept on an "on-call" email list for service as needed.

Bread Ministry Team (Families, Youth or Adults) – provide the fresh loaves of bread used in Communion services, either homemade or store-bought. The Saturday service requires one loaf and each Sunday service requires two. Typical service is every four to five weeks.

Candle Ministry (Families, Youth or Adults) - maintain the prayer candles located throughout the worship space. This is a quiet ministry and is a great way for children to be involved in creating the worship environment.

Flower Guild (Adults) – arrange the flowers that are placed in the church each weekend. Members select the flowers and design the arrangements, unless there is a special request from the person making a flower dedication. Members also serve at special times of the year (Easter, Christmas, etc.) to help decorate the church. Some

experience with flower arranging is preferred, but not necessary.

Lay Worship Leaders: Chalice Bearers (High School Youth or Adults) - assist clergy during the administration of Holy Communion by serving the wine to congregants. Typical service is once a month.

Lay Worship Leaders: Readers (High School Youth or Adults) –read the Holy Scripture (first lesson) or Prayers of the People. Typical service is once every three months.

Sunday Morning Tellers (Adults) - assist the church in being a responsible steward of its financial gifts by counting the offertory after the 10:45 service. Teams of two are assigned by week and count once a month.

Saturday Night Offertory Helpers (Adults) - assist the church in being a responsible steward of its financial gifts by carrying the offertory from the worship space to the safe in the church house after Saturday night worship. This task takes about 10 to 15 minutes to complete, teams of two are assigned by week and serve once a month.

Saturday Service Captain (Adults) – be the volunteer coordinator one Saturday service a month, welcoming and checking in all volunteers and filling in any last-minute volunteer roles if need-be.

Ushers (Families, Youth and Adults) – share gifts of hospitality by extending a warm welcome, passing out bulletins, assisting with seating, collecting gifts, bringing elements to the Altar and guiding Communicants to receive. Typical service is every six to eight weeks.

YOUTH MINISTRY

This team's mission is to encourage and support the faith journeys of our youth (Middle and High School Students). If you feel strongly about surrounding our youth with mentors – adults (other than their parents) who care about them as individuals and who strive to be Christian role models – then this is the team to get involved with!

The Garage – our Sunday evening youth group meetings

Middle School – 3:30-5:30pm / High School – 6:30-8:30pm

All these volunteers rotate so the more we have, the less frequently they serve

Registration/Hospitality Volunteer (Adults) – greet students as they arrive and check them in so we have accurate attendance records and can keep in touch with each student. Extend an extra warm welcome to new students, introduce them to student leaders and encourage them to fill out a first-timer form to collect contact information.

Game Leaders (Adults) – find or create 40-minute games to play as ice-breakers at the beginning of youth group each week. Gather all supplies and facilitate games for both age groups.

Discussion Group Facilitators (Adults) - about twice a month, youth groups break into

discussion groups, giving students a chance to share their thoughts, feelings and struggles with one another in a smaller group setting. Help facilitate one of these groups.

Media /Sound Tech (Adults) – enhance worship and teaching by running the soundboard and video projection systems.

General Mentors/ Volunteers (Adults) - come hang out with students before and/or during youth group to develop relationships and show them your support by just being present. Provide chaperone support, play games, participate in discussions and join in worship.

Other Youth Events

Small Group Co-Leaders (Adults) - mentor and co-lead a small group of four to ten students as they deepen their relationship with Christ and learn to minister to each other. Small groups are divided by gender and/or grade and each group meets weekly, September through May, at a time and place determined by the leaders. Training is provided several times throughout the year.

Journey Event Coordinators (Adults) - support our youth going through the Confirmation process (“the Journey”) by catering the Journey retreats (approximately 50 students in October and April) or the Journey celebration (approximately 150-200 people in May). Plan menus, organize volunteers, prepare food, set up and tear down the actual events.

Friday Fun Night Chaperones (Adults) – plan and/or participate in our Friday fun nights,

when we go bowling, watch a movie, play broom hockey or whatever! Events are held once a month, normally between 7-10pm.

Service Saturday Drivers (Adults) - encourage our youth as they go into the community and serve in the name of Christ. Service Saturdays are normally the first Saturday of each month, from 9am-2pm, and we often have 25-35 students who need transportation to local Richmond venues.

Summer Trip Leaders (Adults) - serve as chaperone at one of our summer mission trips or as a chaperone and small group leader at Student Life camp next summer! Training and all materials are provided for Student Life assistants. Dates:

- June 23-30: Mission trip to Puerto Rico (High School; pending approval)

- July 15-21: Impact Richmond (Middle & High School)
- August 6-10: Student Life Camp (Middle & High School)

Lock-In and Retreat Chaperones (Adults) – participate in our one-night lock-ins in the Garage or our weekend retreats. Dates:

- November 18-20: High School Retreat
- February 17-19: High School Retreat
- March 16-17: Planet Wisdom (Middle & High School)

Pasta Dinner Fundraising Team Member (Adults) – work with the youth to plan and execute the Annual Pasta Dinner, a fundraising dinner and auction that raises money for scholarships for students wanting to go on summer mission trips and camps. 2012 Pasta Dinner will be held on March 11. Planning Team meets monthly, starting in September.

Other Youth Ministry Service Opportunities

Prayer Warriors (Adults) - join a team that prays for our students daily. Prayer requests are shared by phone or email from the Youth Ministers and this can be done at the volunteer's leisure.

Volunteer Coordinator (Adults) – coordinate with the youth ministry staff and the various volunteers to schedule assistance as needed. This can be done at the Coordinator's leisure.

Communications Liaison (Adults) - attend monthly Youth Ministry Team meetings, prepare minutes and report to the Staff Communications Director anything that needs to be relayed to the congregation and community. Writing, marketing and social media gifts helpful but not required.

Thank you for browsing through these service opportunities with your family and prayerfully considering where you can each apply your passions and develop your gifts.