

*Our hands,
All touch.*



Serving from the Heart!
Covenant United Methodist Church

Opportunities to Lead, Equip and Send to Serve

2010 Ministry Booklet

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How to Use this Booklet

This booklet contains brief descriptions of Covenant United Methodist Church's ministry opportunities. We hope it will assist you in evaluating ministry opportunities available and locating the areas where you can serve others.

When you receive this booklet, please take a few minutes to identify the areas and job descriptions in which you have an interest. The letter(s) and numbers(s) in the left-hand column correspond with the codes on the Adult Commitment Card. In addition to a brief job description, the booklet lists the total number of volunteers needed, the frequency of service and the length of time you could normally expect to spend. Please take these factors into consideration as you make your selections.

Training will be provided as needed for the different areas of ministry.

If you have questions about a particular ministry, please contact Sue Simmons at 793-4440, extension 118 or sue@covenantdothan.org.

After you prayerfully consider where God wants you to volunteer during 2010 at Covenant United Methodist Church, please complete your Adult Commitment Card in the appropriate places and return it to us.

Dear Covenant Member,

As you look through this booklet I hope it assists you in making one of the most important decisions of your life. Namely, serving with passion and commitment!

It is the expectation of those who are Christ-followers at Covenant to find one area of service each year. Look through this booklet, pray and ask God to guide you, and then "jump in!"

This journey is about living beyond ourselves. We see that through the life of Jesus. He is our model for serving. You will discover such joy when you step outside the "busyness" and "chaos" of life, and offer your talents and abilities to the glory of God.

Sincerely,

Hays McKay, Jr.
Senior Minister

ADMINISTRATIVE MINISTRIES

Goal: To ensure programs, worship services, missions, and other ministries of the church function successfully by providing administrative support.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
AD1	Volunteer Receptionist	Answer phone, transfer phone calls, take messages and greet walk-ins. Perform light clerical tasks for staff, such as preparing mailings, making copies, etc.	12	1-2 days a month	4 hours
AD2	Bulletin Preparation Clerk	Prepare bulletins for worship services by making copies, folding and inserting additional materials. Bulletins are prepared on Friday mornings.	3 per week	Once a week	2 hours
AD3	Proofreader	Proof newsletters, bulletins, brochures, and any other materials published by all staff members.	5	As Needed	Varies

ADULT EDUCATION MINISTRIES

Goal: To provide opportunities for the Covenant congregation to grow in their knowledge of the scriptures so they can grow in service to the Lord.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
AE1	Facilitator for Adult Small Groups	Small Groups begin on a regular basis. Facilitators are needed.	Unlimited	Weekly	One hour + preparation
AE2	Substitute Facilitator for Adult Small Groups	Be available to lead small groups on an "as needed" basis.	Unlimited	As Needed	One hour + preparation
AE3	Bible Study Leader/Teacher	There is a need for leaders/teachers for study courses such as Bible topics/books, parenting skills, listening skills, financial management, personal development, etc. You are invited to employ your gift of teaching and knowledge.	Unlimited	One session per year	1-2 hours per week
AE4	Small Group Host for Couples	Host short-term Bible studies in homes or church classrooms. Studies usually last 6-8 weeks, start during the beginning of fall, winter and summer semesters and foster the development of friendships.	Unlimited	Weekly	Varies
AE5	Gender Specific Small Group Host	Host small group Bible studies in homes or church classrooms. Studies usually last 6-8 weeks begin during fall, winter and summer semesters and foster the development of friendships.	Unlimited	Weekly	Varies
AE6	Table Ministry Host	Host an in-home once a month gathering for those Covenant members within the same Zipcode. The Table is open to everyone whether married, single, divorced or widowed. Table Ministry Groups learn to belong, grow and serve together	Unlimited	1 time a month for 9 months	1-2 hours per week

CELEBRATE RECOVERY

Goal: To fellowship and celebrate God's healing power in our lives through the 12 steps and 8 Recovery Principles.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
CR1	Set-Up Team	Set up chairs. Place signs on doorways designating room number. Set the tables for dinner, including: tablecloths, decorations, building map. Set up information table with topic handouts, group guidelines and building maps.	24	Once a month	1-2 hours
CR2	Food Team	Help set up tables for buffet. Assist with meal prep. Help serve food from 5:15-6 pm. Make sure cleaning supplies are on hand as well as trash containers.	24	Once a month	3 hours
CR3	Greeters	Arrive early to set up "Welcome" table with sign-in sheets, pens and name tags. Greet people with a smile, welcome them and introduce yourself.	16	Once a month	2 hours
CR4	Information Table	Work with literature coordinator to make sure materials are correct and updated. Set up materials on Information table before worship services. Pack up materials and place back in designated space at closing.	8	Once a month	2 hours
CR5	Music Team	Set up equipment and perform sound check on mics. Provide song lyrics for projection or have lyrics printed out. Confirm order of events for "Celebration" meeting.	16	Once a month	2 hours
CR6	Take-Down Team	Take down begins when 90% of Solid Rock is empty. Collect chairs from classrooms and return to appropriate area. Make sure everything is put away and the room is clean.	32	Once a month	1-2 hours
CR7	Group Leaders	Meet early for prayer. Facilitate open-share group according to the CR guidelines and steps. Use phone sheets to collect numbers if people desire a mid-week call.	24	Once a month	3 hours
CR8	Solid Rockers (Fellowship and Dessert Time After the Meeting)	Set up tables and decorations. Place lamps in proper locations. Set out Donation basket. Start background music. Place desserts and water on tables, make coffee.	24	Once a month	1 hour
CR9	Planning Team	Make sure Greeters are in the right location before people arrive. Have copies of detailed meeting outline for those needing them. Make sure Tech team is in place with all equipment functioning.	24	Once a month	3 hours
CR10	Technical Team	Make sure projection system is set up and operable. Make sure audio system is set up and operable. Print out schedule of needs for big meeting.	16	Once a month	2 hours
CR11	Financial Team	Set out cash drawer to collect donations for dinner. Make sure change is available and count your initial balance. After dinner, count money, record on balance sheet and turn in to church office.	8	Once a month	1 hour

COMMUNICATIONS MINISTRIES

Goal: To communicate the mission, message and programs of Covenant United Methodist Church to the congregation and community.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
CM1	Archivist/Historian	Take pictures of church events; put together scrapbook on annual basis. Work with webmaster to get pictures on web site following events.	3-4	Varies throughout the year	Varies
CM2	Bulletin Boards	Maintain bulletin boards in hallways, stairways and common areas of church. Update bulletin boards on a regular basis to promote programs and update members on church-related activities and opportunities. Artistic ability and creativity helpful, but not always required to work as a team member.	3-4	Varies	Varies

CONGREGATIONAL CARE

Goal: Create a climate of caring within the Covenant family by providing encouragement, nurture, direct services and support in the good as well as the difficult times.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
CG1	Driver for Members at Wesley Manor	Provide transportation to and from church functions for home-bound members at Wesley Manor.	12	Weekly	Varies
CG2	Food/Meal Ministry	Prepare and deliver a cooked dish and/or meal to church members in times of birth, illness, death.	Unlimited	As needed	Varies
CG3	Wednesday Night Food Delivery	Deliver meals from Wednesday Night Fellowship Supper to church members during times of illness.	8	Once per Month on Wednesday Night	1 hour
CG4	Stephen Ministry Leader	Plan for the ministry, develop support, find and train Stephen ministers, and ensure that the ministry “fits” well with Covenant’s other ministries. Exercise spirit-given gifts to administer, teach, supervise, encourage, and lead. Ensure Stephen ministers successfully reach out to those in the congregation who need His touch.	4 – 6	Varies, depending on number of teams	Varies
CG5	Stephen Minister	On-going ministry in which one Christian reaches out to another in time of need—People Caring for People. All Stephen Ministers have completed 50 hours of training.	Unlimited	One hour per week with care receiver and 2 hours every other week with peer supervisor	Varies Two year commitment
CG6	Hospital Ministry	Visit Covenant members during hospital stay.	Unlimited	Monthly	2 hours
CG7	Nursing Home/Assisted Living Ministry/Shut In Ministry	Make visits to residents of assigned nursing homes and assisted living facilities. Shut In Ministry: make contact through mail, telephone or home visit.	Unlimited	Monthly/As Needed	1-2 hours

FACILITIES MINISTRIES

Goal: To ensure Covenant facilities and equipment are maintained and operated safely.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
FC1	Grounds Maintenance and Beautification	Plant and maintain flowerbeds, plan and care for general landscaping, maintain irrigation systems and/or participate in general workdays.	Unlimited	As needed	Varies
FC2	“Roll Up Your Sleeves” Work Day Volunteers	Help with occasional workdays for special projects or upkeep of facilities, both inside and out. Volunteers will work on various projects during the year on an as-needed basis.	Unlimited	As needed	Varies
FC3	Drivers	Drive Covenant’s bus to transport older adults to/from services on Sunday and as needed for youth, children and adult activities. Need Commercial Drivers License with passenger endorsement.	20	Varies	Varies
FC4	Set up/Tear Down Volunteers	Help set up/tear down special events as needed. May require lifting.	Unlimited	As needed	As needed

FAMILY MINISTRIES

Preschool Ministries

Goal: To provide a loving, caring environment for children birth through age 5 and partner with the parents in laying down a spiritual foundation that, in God’s timing, will lead a child to a personal relationship with God through Jesus Christ.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
FM1	Nursery Volunteer (Sundays)	Provide loving care for the babies and/or toddlers in our church during church services on a rotating basis.	25 couples or 50 individuals	One Sunday per quarter	1 hour
FM2	Nursery Volunteer (Wednesdays)	Provide nursery care on Wednesday evenings on a rotating basis.	10-15	Once a quarter	1 ½ hours
FM3	Preschool Parent Volunteer	Help with special events for preschool age children during the Summit, Fall Kickoff, Summer Play Dates, etc.	25	5-6 times a year	2 hours
FM4	Preschool Small Group Leader	Teach children from prepared small group materials. Children are grouped by ages (2 years to K-5).	25	Sunday mornings	1 hour plus preparation
FM5	Construction Zone Ministry Team	Lead preschool-age children during the Construction Zone using drama, music, storytelling and puppets.	12	Sunday mornings	1 hour plus preparation

Elementary Ministries

Goal: To partner with parents to have a meaningful impact on the lives of our children by providing them with resources and guidance and by “coming along beside them” in their child’s spiritual journey.

FM6	Surge Small Group Leaders	Adults needed to invest in the lives of 8-10 children through small group interaction each Sunday. They build relationships through discussion, activities and prayers. Children are grouped by ages and range from 1-6 th grade.	25	Sunday mornings	1 hour
FM7	Surge Substitute Small Group Leaders	Will fill in when small group leader is absent.	10	As needed on Sunday a.m.’s	1 hour

Elementary Ministries (continued)					
Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
FM8	Camp Counselor	Provide leadership and supervision at Children's Camp and assists with planning and organization. Requires overnight stay.	3 males 3 females	One week in July	Varies
FM9	Tweenagers Assistant	Tweenagers is a ministry for our 5 th and 6 th grade boys and girls. The purpose of this ministry is to provide opportunities for Christian friendship to develop and grow, and to provide a haven for these young people where they can discuss issues that they are faced with each day. Tweenagers meets Wednesday evenings 5:15 – 7:00.	2 males 2 females	Wednesday evenings	2 hours
FM10	Children's Praise and Worship Team for Surge	Lead children's music. Looking for ability to use musical instruments such as keyboard, guitar and congas as well as sing.	5	Weekly	1 hour
FM11	Parent Volunteer	Help with special events for elementary age children.	25	5-6 time a year	Varies
FM12	Surge Drama Team	Be part of a drama team who perform skits during Surge each Sunday.	10	Sunday mornings	2 hours
FM13	Snack Provider	Supply snacks occasionally for various children's activities.	Unlimited	As needed	1 hour
FM14	Surge Small Group Mentors	Will act as prayer warriors and encouragers for our children's small group leaders through notes, phone calls and occasionally providing tokens of gratitude.	6	As needed	Varies
General Family Ministries		All volunteers below will work with both preschool and elementary ministries.			
FM15	Children's Leadership Team	Serve as Leadership Team member to help evaluate, plan and implement ministries and programs for our children. Supports Children's Director.	12	As needed	Varies
FM16	Communications and Publicity	Help promote Children's Ministry and activities through fliers, brochures and other types of publicity.	3	As needed	3-4 hours per month
FM17	Bulletin Boards	Maintain and update bulletin boards in Children's Wing. Artistic ability and creativity helpful, but not always required to work as a team member.	3 - 4	Varies	Varies
FM18	Decorating Team	Help decorate the Children's Wing with seasonal and festive themes. Also help decorate for special events such as Mardi Gras, Easter Carnival, etc.	10	As needed	Varies
FM19	Vacation Bible School Volunteer (Preschool and Elementary opportunities available)	Help during VBS week. Many different volunteer opportunities are available such as crafts, snacks, teaching, music, decorating, recreation, etc.	50 adults	1 week in July	3-4 hours per day
FM20	Special Events Team	Help make special events at Covenant possible. Plan, organize and support many opportunities such as Easter carnival, Valentine's Banquet, Mother-Daughter Tea, Mardi Gras, etc.	8	As needed	Varies
FM21	Prayer Warrior	Cover staff, children and families in prayer. Organize special prayer times. May require sending a note of encouragement.	3	As needed	Varies
FM22	Technical Team	Volunteers would assist with web site, sound room technician, and video. Also help prepare CD's for music teams.	2-3	Occasionally	Varies

General Family Ministries (cont.)		All volunteers below will work with both preschool and elementary ministries.			
Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
FM23	Driver	Transport children to various activities. Must have CDL with passenger endorsement.	6	As needed	Varies
FM24	Matthew's Ministry Volunteer	Care for special needs individuals during Sunday worship services. Provide Bible studies, singing and special crafts based on capabilities of the participant.	3-4	Occasionally	1-2 hours
FM25	Children's Greeter Team/Kidcheck	Greets families on Sunday mornings before worship in the Children's hallway. Also makes sure first time visitors are checked in.	6	Weekly	1-2 hours
FM26	Children's Church Leaders (8:30 & 10:30)	Lead our children ages 3 years to K-5 in a time of worship. Will rotate among available volunteers. Please specify which service you prefer.	5	Sunday mornings	1 hour
FM27	Annual Rummage Sale Team Workers	Help organize, publicize, market, price and set up for fund-raiser. Assist during day of the sale.	20-25	As needed	Varies
FM28	Rummage Sale Pick Up Committee	Pick up items being donated to rummage sale	5	As needed	Varies
FM29	Rummage Sale Clean-Up Committee	Help clean up and pack up items left after sale.	10	As needed	2 hours
FM30	Mardi Gras Volunteer	Assist with annual Mardi Gras event, including decorations, food, parade, planning, etc.	25-30	Once a year	2-3 hours
FM31	Easter Carnival Volunteer	Assist with annual Easter Carnival, held the Saturday before Easter. Includes planning games, food, activities, etc.	40+	Once a year	4-6 hours

FIRST IMPRESSIONS MINISTRIES

Goal: To lead the people of Covenant to reach out to the community in an effort to bring others to Christ and into the fellowship of Covenant.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
FI1	New Member Packets	Prepare folders for distribution at "Dinner with the Pastor" sessions. Fill folders with copies of all ministry brochures, a current newsletter, a New Testament, an introduction to United Methodism and other pertinent information requested by the Senior Pastor or Church Secretary.	2	One weekday afternoon per month	1 hour or less
FI2	Coffee Mug Prepping Team	Prepare coffee mugs and care bags on Sunday afternoon to be delivered on Monday.	2	Twice a month	1 hour
FI3	"Mug Thy Neighbor" Team	Deliver the coffee mugs and care bags provided by Covenant to first-time visitors on Monday (a.m. or p.m.).	25 - 50	Sunday afternoons or evenings	1 hour or less
FI4	Telephone Ministry	Make phone calls on Sunday afternoon to all visitors from the two morning worship services, or Monday evening to the visitors who attend Sunday@Six worship service. The intent is to thank them for coming to Covenant and to answer questions they may have about the church.	20 - 35	Sundays at 5 p.m. or Mondays after 6 p.m.	1 hour or less

FOOD/HOSPITALITY MINISTRIES

Goal: To prepare food for ongoing and special events held at the church; to provide opportunities for socializing with each other, which will lead to caring for each other.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
FD1	Wednesday Night Fellowship Server	Serve food to those attending Wednesday Night Fellowship. Ensure availability of utensils, condiments, beverages, etc.	40	As needed	1½ hours per week
FD2	Wednesday Night Fellowship Cashier	Take up money from individuals and families attending Wednesday Night Fellowship.	8	Every 4 th week	1½ hours
FD3	Wednesday Night Fellowship Clean Up Crew Member	Clear and wipe tables following Wednesday Night Fellowship. Collect and return salt, pepper, etc. to kitchen area for storage. Put up tables.	8	1 time per month	½ hour

GUEST MINISTRIES

Goal: To extend hospitality and assistance to all visitors and members.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
GM1	Greeter Traditional Worship Service	Warmly welcome, and assist in any way, all visitors before and after the traditional worship service. Distribute Newcomer Information bags to visitors. Greeters are needed at several locations on campus.	5 per Sunday	Depends on # of volunteers	30 minutes
GM2	Greeter Morning Progressive Worship Service	Warmly welcome, and assist in any way, all visitors before and after the morning progressive worship service. Distribute Newcomer Information bags to visitors. Greeters are needed for several locations on campus.	5 per Sunday	Depends on # of volunteers	30 minutes
GM3	Greeter Sunday @ Six Service	Warmly welcome, and assist in any way, all visitors before and after the evening progressive worship service. Distribute Newcomer Information bags to visitors.	5 per Sunday	Depends on # of volunteers	30 minutes
GM4	Greeter at 9:30 am Sunday	Warmly welcome, and assist in any way, all visitors coming to studies at the 9:30 hour on Sunday.	5 per Sunday	Depends on # of volunteers	30 minutes
GM5	Host for Visiting Leaders, Choirs, etc.	Open your home to guest presenters/performers at our church. This could be for an overnight guest(s) or it might entail hosting events, such as swim parties or socials.	Unlimited	As needed	Varies
GM6	Parking Usher	Facilitate parking by directing traffic to existing spaces or overflow areas during special events or regular services.	10	Sun. 9:30 - 10:00 and during special events	30 minutes

MEN'S MINISTRIES

Goal: To promote fellowship, service and commitment to Christ in the lives of the men of Covenant.					
Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
MN1	Men's Special Events	Plan special events that offer encouragement to men	Unlimited	Varies	Varies
MN2	Wednesday Morning Bible Study	Meet every Wednesday morning at 6 a.m. to study God's Word as it applies to men.	Unlimited	Weekly on Wednesdays	1 hour
MS1	Home Improvement Ministry	Assist in the repair of homes for senior citizens in the Wiregrass area. Such work potentially includes a variety of jobs, including electrical, carpentry, painting, and cleaning. This ministry uses many people to complete one project at a time, with several projects planned each year.	30	Varies	Normally 1-2 days

MISSIONS MINISTRIES

Goal: To share the love of Christ locally, nationally, and internationally.					
Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
	<i>Local Missions</i>				
MS1	Home Improvement Ministry	Assist in the repair of homes for senior citizens in the Wiregrass area. Such work potentially includes a variety of jobs, including electrical, carpentry, painting, and cleaning. This ministry uses many people to complete one project at a time, with several projects planned each year.	30	Varies	Normally 1-2 days
MS2	Covenant in the Community	Be "on call" to respond to a request by those unable to complete very minor home repairs, yard work, painting, or cleaning. Such jobs are generally completed by one person. If the church receives such a request, an individual in this ministry will be contacted to assist.	Unlimited	As Needed	4 hours
MS3	Habitat for Humanity	Assist in the construction of a home for Habitat for Humanity. All technical and general laborers are needed.	Unlimited	As Needed	Varies
MS4	Meals on Wheels	Deliver hot meals daily to home-bound and elderly community residents	2 per day	Tuesday-Friday	1 ¼ hours
MS5	Soup Kitchen	Provide a meal along with a small group of people at a downtown Dothan soup kitchen.	Unlimited	1 evening per month	2-3 hours
MS6	Tutor/Mentor	Provide mentoring or tutoring for children or adults in the Dothan area in a variety of subjects, including GED studies, reading, and completing homework.	Unlimited	As Needed	Unlimited
MS7	Blood Donor	Covenant has 2 to 3 blood drives per year.	Unlimited	2-3 times a year	45 minutes
MS8	Fall Festival Volunteer	Assist with Fall Festival: decorating, operating/supervising the games, set up and take down.	25-30	Once a year	2-3 hours
	<i>National/International Missions</i>				
MS9	Disaster Response	Help to organize a disaster response team in the event of a natural disaster in the region. Such a response includes primarily physical labor, including cleaning and construction.	Unlimited	1-2 times per year	7-10 days

Missions Ministries (continued)					
Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
MS10	Panama Mission	Serve in a short-term, one or two week-long, work teams to Panama. Jobs include medical, dental, and pharmaceutical work. Also, workers for Vacation Bible School, sports ministry, and construction are needed.	Unlimited	1 time per year	1-2 weeks
MS11	Mission Support	Help to organize the collection of supplies, assist in phone calls, help with mission fundraisers, or other needed at-home jobs to assist our church in its local, national, or international mission work.	Unlimited	Regularly, but on your schedule	Varies

MUSIC AND CELEBRATIVE ARTS

Goal: To share the gospel of Christ through music and the celebrative arts.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
MM1	Adult Chancel Choir Traditional Services	Rehearse on Wednesday nights from 7:00 to 8:30 p.m. and sing at the traditional worship services on Sundays.	Unlimited	Wednesdays and Sundays	3 hours
MM2	Adult Handbells (Trinity Ringers)	Rehearse 1 hour once a week and play handbells once a month at worship services and on special occasions.	13	Once a week and as needed	1 hour 1½ hour
MM3	Accompanist	Accompany choirs on the piano. This could be on a permanent basis with one of our many music groups or as a substitute.	Unlimited	Varies	Varies
MM4	Instrumentalist/Orchestra	Perform (wind, percussion, brass, guitar, electric keyboard) with an ensemble or alone with various adult and children's groups.	Unlimited	Varies	Varies
MM5	Children's Choir Leader	A music leader, minister and friend to children.	4	Once a week	1½ hours
MM6	Children's Choir Helper	Help the leader with crafts, lessons; need good rapport with children.	12	Once a week	1½ hours
MM7	Set Builder	Help obtain materials and build sets for special music events.	Unlimited	Varies	Varies
MM8	Choreographer	Design and teach dance and movement routines for special services.	1 per event	Varies	Varies
MM9	Special Events/Studio/Gallery, etc. Helper	Help with promotions, receptions, costumes, makeup, backstage, properties, painting, etc. for special events.	Unlimited	Varies	Varies
MM10	Drama Team Member	Perform skits in all services. Rehearsal times are necessary.	Unlimited	Varies	Varies

PRAYER MINISTRIES

Goal: To help people grow in their understanding and use of prayer to impact our church, community and world.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
PR1	Monday Prayer Team	Pray for and write notes to those who have requested prayer.	Unlimited	Mondays	Varies
PR2	Holy Week Prayer Team	Pray for (by name) members of Covenant during Holy Week.	10	One day a year	Varies
PR3	Mission Prayer Partners	Pray regularly for the mission work of Covenant UMC. Receive a regular email update of prayer concerns for our local, national, and international mission work and missionaries	Unlimited	Varies	Varies
PR4	Special Events Prayer Team	Team members serve as prayer partners for the ministries of the church, praying for the programs, events and people involved. One prayer partner per ministry.	20-24	As needed	Varies

PRIME TIMERS

Goal: To provide a program to help adults in the “prime of their lives” (over 50) feel a sense of belonging and worth through study, fellowship and service.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
PT1	Planning Team Member	Help to plan events and schedule activities for Prime Timers Group. Meet with Team Members on a monthly basis.	4	Once a month plus events	4 - 6 hours monthly

RECREATIONAL MINISTRIES

Goal: To provide recreational activities allowing members from all age groups to meet and fellowship with each other.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
RC1	Coach/Instructor/Trainer/Activities Leader	Work with children/youth in a specific sport. Provide Godly leadership. General knowledge of sport needed. Games and practices usually scheduled evenings and Saturdays. Lead various activities (i.e., aerobics, fitness training, arts and crafts, tennis mixers, walking groups, golf outings/leagues) available through the CLC. Need to have a love of the activity and the willingness to invest time to help others.	Varies	Weekly during sports season	Varies
RC2	Referee/Official	Referee and officiate during sporting matches. Knowledge of sport required, but certification not needed. May require teaching and explaining calls to players and coaches both on and off the field/court.	Varies	Evenings/ Saturdays during sports season	Varies
RC3	Welcome Center Attendant	Serve as receptionist at the Welcome Center. Direct people to classes/functions. Answer questions and assists members. Answer telephone and perform administrative duties. Close facility.	5 - 8	Evenings and/or Saturdays	3 - 4 hours per week

SERVING MINISTRIES

Goal: To assist the Serving Ministry office, using our spiritual gifts and talents in faithful and joyful service to God and others.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
SM1	Clerical/Data Entry	Input data into computer as members return their commitment cards or perform other clerical duties.	2	As needed	Varies
SM2	Event Planning Team	Plan and coordinate special events such as ministry expos, leadership summits or women's conferences.	6	As needed	Varies

STUDENT MINISTRIES

Goal: To reach believing and non-believing youth and their families, connect them with other Christians and help them grow in their faith and relationship with Christ, all the while challenging them to discover their individual gifts and honor God with their lives.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
SM1SH	Sr. High (SH) Sunday School Teacher	Teach a SH (9 th and 10 th or 11 th and 12 th grade) Sunday School class each Sunday. Materials are provided. Your main purpose will be to build relationships with the students and teach them God's truth through His word. We currently use Student Life Bible Study curriculum for these classes and all lesson materials are available online.	8-10	Weekly, Sunday mornings	1 hour plus preparation time
SM1JH	Jr. High (JH) Sunday School Teacher	Teach a JH (7 th and 8 th grade) Sunday School class each Sunday. Materials are provided. Your main purpose is to build relationships with the students and teach them God's truth through His word. We currently use Student Life Bible Study curriculum for these classes and all lesson materials are available online.	6-8	Weekly, Sunday mornings	1 hour plus preparation time
SM2SH	Sr. High Sunday Night Small Group Leader (SGL)	Lead a small group discussion for SH youth (9 th through 12 th grades) after the Fountain (Sunday night Youth Worship experience). SGL's join the youth for Worship, then move into small groups to discuss the message shared during worship to connect with the youth on a personal level. Groups are age and gender specific.	8-10	Weekly, Sunday nights from 6:00-7:45 with 1 week off each month	2 hours
SM2JH	Jr. High Sunday Night Small Group Leader (SGL)	Lead a small group discussion for JH youth (7 th & 8 th grades) after the Fountain (Sunday night Youth Worship experience). SGL's join the youth for worship, then move into small groups to discuss the message shared during worship to connect with the youth on a personal level. Groups are age and gender specific.	4-6	Weekly, Sunday nights from 6:00-7:45 with 1 week off each month	2 hours
SM3SH	Sr. High Small Group Bible Study Leader	Lead a mid-week small group Bible study for SH youth (9 th through 12 th grades). Groups are age and gender specific and study materials are provided. Purpose is to engage the youth in discussions on relevant teen topics while providing a biblical perspective based on God's word.	8-10	Weekly, Wednesday nights from 6:00-7:00 p.m. with 1 week off per month	1 hour plus preparation time

Student Ministries (continued)					
Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
SM3JH	Jr. High Small Group Bible Study Leader	Lead a mid-week small group Bible study for JH youth (7 th & 8 th grades). Groups are age and gender specific and study materials are provided. Purpose is to engage the youth in discussions on relevant teen topics while providing a biblical perspective based on God's word.	4-6	Weekly, Wednesday nights from 6:00-7:00 p.m. with 1 week off per month	1 hour plus preparation time
SM4SH	Sr. High Summer Camp Trip Chaperone	Join our Sr. High youth as they travel within the Southeast U.S. to be the hands and feet of God. Trips vary in types of work done.	8-10	1 week a year in June/July	Varies
SM4JH	Jr. High Summer Camp Trip Chaperone	Join our Jr. High youth as they travel within the Southeast U.S. to be the hands and feet of God. Trips vary in types of work done.	8-10	1 week a year in June/July	Varies
SM5	Camp Counselor -Winter	Duties may include assisting with registration; camp preparation (setting up/breaking down, etc.); leading small groups sharing time; eating and interacting with the youth; and/or sleeping in rooms with youth to help maintain stability and control during a trip.	10	Once a year in December	4 days
SM6	Senior Recognition Sunday Team Member	Plan and assist with Sunday luncheon for graduating seniors and their families.	8	Once a year in May	1 Sunday + preparation and planning
SM7	6 th Grade Welcome Team Member	Plan and assist with welcome party for rising 6 th graders.	8	Once a year in August	1 Sunday + preparation and planning
SM8	Youth Encounter Week (YEW) Team Member	Assist with registration; assist with food preparation (lunch or dinner); chaperone youth during daily community service project; lead a small group; and/or share and interact with the youth during this on-site spiritual growth and welcome event.	20	Once a year in June	4 days plus preparation and planning
SM9	Sound Off for Poverty Lock-in Team Member	Spend the night with the youth as they celebrate an end to their media fast and enjoy lots of food, music, games and fellowship.	12	Once a year in March	9 hours
SM10	Mission Auction Team Member	Assist with annual Silent Auction for Missions, including planning, assisting with mail-outs to church members, organizing items/services/talents donated, decorating for auction night, collection of funds received, etc. Funds raised are used to support annual student mission trips during the summer months along with church-wide missions.	10	Once a year in March & April	One Wednesday + planning and prep time
SM11	Fall Concert Team Member	Assist in setting up, breaking down or chaperoning a Fall concert held at the church.	20	Once a year in Fall	1 Night
SM12	Trip Chaperone	Serve as an adult chaperone on various trips taken by youth during the year. Destinations could include local outings, lake trips, white-water rafting trips, ski trips, beach trips or somewhere in the Southeast.	Varies per trip	As needed	Varies

Student Ministries (continued)					
Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
SM13	Girls Conference Weekend Team Member	Assist with planning and coordinating Youth Girls Conference (usually held onsite at church); assist with food preparation/serving; assist with conference set-up; lead table groups and interact on small group level with girls during conference; chaperoning overnight stay with girls.	15	One a year in April	Friday & Saturday + planning and prep time
SM14	Guys Retreat Weekend Team Member	Assist with planning and coordinating Guys Retreat Weekend (usually held offsite from church); chaperone retreat weekend staying overnight; lead small group devotion times with guys.	8	Once a year in January/February	Friday-Sunday +planning prep time
SM15	Annual Christmas Party Team Member	Assist with food preparation/serving; chaperoning party; hosting party	8-10	One a year in December	One Sunday night + food prep time
SM16	Office Assistant	Assist the youth ministry with all sorts of tasks including running errands, data entry and bulk mailings, telephone calls, etc.	7	As needed	Varies
SM17	Food Prep Team Member	Organize, prepare or serve food to youth during various events throughout the year.	10	As needed	Varies
SM18	Just Don't Know Yet???	If you want to get plugged in to the Student Ministries, but are not sure how, we always need Christian adults that care about kids.	Unlimited	Varies	Varies

SINGLE ADULT MINISTRIES

Goal: To provide opportunities for fellowship, personal growth and educational enrichment that will promote spiritual and emotional strength through Christian values.					
Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
SA1	Single Adult Ministry	Anyone interested in leading or participating in Single Adult ministries.	Unlimited	Varies	Varies

TECHNICAL MINISTRIES

Goal: To provide innovative ways to share the gospel in a changing society.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
TM1	Audio/Visual Technician for Traditional Worship Services	Set up and run the sound system for worship services. Run announcements, words to songs and other information from computer during worship services. Operate camera as needed.	4	One Sunday per month	1 hour
TM2	Audio Technician for Progressive Worship Services	Set up and strike of sound equipment. Managing the sound board. Be available for band sound checks. Controlling sound and mixing during services. Training provided.	12	One Sunday per month	3 hours
TM3	Video Technician for Progressive Worship Services	Set up and strike of video equipment. Managing video and software (Pro Presenter). Managing video camera during services. Training provided.	4	One Sunday per month	3 hours
TM4	Audio/Visual Technician for Sunday @ Six Service	Set up and run the sound system for worship services. Run announcements, words to songs and other information from computer during worship services. Operate camera as needed. Training provided.	4	One Sunday per month	1 hour
TM5	Photographer	Photograph church events.	2	Varies	Varies

WOMEN'S MINISTRIES

Goal: To work together to support missions and encourage one another in spiritual growth.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
WM1	United Methodist Women Member	Attend monthly Circle meetings and occasional Unit meetings. Support missions through donations to charitable organizations. Offer support and encouragement to fellow Circle members. ALL WOMEN ARE INVITED TO JOIN.	Unlimited	1 time per month	Unlimited
WM2	Angel Tree Participant	“Adopt” a name from the Salvation Army Angel Tree, which is displayed at Covenant in late November. Provide gifts (requests, needs and sizes are on an attached card) to make Christmas brighter for area residents.	Unlimited	1 time per year	1 year
WM3	Special Events	Plan special events that offer encouragement to women. Events may be luncheons or evening events with programs and/or guest speakers.	1-4	4 times per year	Varies
WM4	Faithful Fingers	A group of women who like to do handwork of any kind. Meeting opens with devotional and then they work together on personal projects or items for distribution (prayer shawls, etc.)	Unlimited	Weekly	Varies

WORSHIP MINISTRIES

Goal: To enhance the beauty of our church and the meaning and ritual of our worship.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
<i>Traditional Worship Opportunities</i>					
W01	Sanctuary Care	Prepare sanctuary for Sunday church services during church office hours on Wednesday, Thursday or Friday. Pick up loose paper, replace cards and offering envelopes in pews, refill altar candles as needed, and straighten Bibles and hymnals.	Up to 12	Depends on # of volunteers	Varies
W02	Acolyte Coordinator	Coordinate and ensure that acolytes are scheduled, trained and in place for traditional worship services.	1	Sundays	Varies
W03	Season of Lent Team	Decorate the sanctuary and lobby for Palm Sunday, Good Friday and Easter. Change the sanctuary vestments based on rituals of the season.	3 - 6	First Sunday in Lent through Easter Sunday	Varies
W04	Thanksgiving Team	Decorate the sanctuary and lobby for the two Sundays prior to Hanging of the Greens.	3-6	End of November	Varies
W05	Christmas Team	Decorate the sanctuary, lobby, fellowship hall and CLC for the Christmas holidays, including Hanging of the Greens and candlelight Christmas Eve service.	3-6	December	Varies
W06	Communion Preparer	Prepare altar table for Communion on 1 st Sunday of each month. Prepare juice by filling cups in communion trays; place bread on tray; and position bowl and pitcher on altar table. Clean up after service.	Up to 12	Depends on # of volunteers	1½ hour
W07	Communion Server	Serve communion juice to worshipers at altar rail. Carry trays and follow pastor as he serves bread.	Up to 24 (2 per service)	Depends on # of volunteers	1 hour
W08	Usher	Welcome worshipers and distribute bulletins. Assist latecomers to locate empty seats. Distribute attendance pads and collect offering. Assist with communion as needed.	4 per Sunday	Depends on # of volunteers	30 minutes
W09	Lay Reader	Read printed scripture or lead congregation in affirmation of faith.	1 per Sunday	Depends on # of volunteers	1 hour
<i>Progressive Worship Opportunities</i>					
W10	Usher	Welcome worshipers and distribute bulletins. Assist latecomers to locate empty seats. Distribute attendance pads and collect offering. Assist with communion.	4 per Sunday	Depends on # of volunteers	30 minutes
W11	Communion Preparer	Purchase bread and juice. Prepare for Communion on 1 st Sunday of each month. Prepare juice, place bread on tray. Clean up after service	Up to 12	Depends on # of volunteers	1 hour
W12	Praise Band Musician (audition required)	Be proficient enough in your instrument of choice to read and follow chord sheets in the rhythm and style of songs provided on CD. Attend weekly rehearsal before your scheduled performance. Lead in an enthusiastic but humble manner.	Varies	Varies	Varies
W13	Praise Band Vocalist (audition required)	Be able to hear and sing melody or harmony in your respective part of each song in the worship set. Be willing to co-lead services with enthusiasm and a passion for worshiping God. Attend weekly rehearsals before your scheduled performance.	Varies	Varies	Varies

TALENT POOL

Goal: To use our gifts and talents to glorify God and serve our church, community, country and world.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
TP1	Calligraphy	Use your special talent to create name tags, Vacation Bible School materials and other church related artwork.	Unlimited	As needed	Varies
TP2	Photographer	Take photographs of activities and services at Covenant. Photos may be displayed on web site or bulletin boards or included in archives scrapbook.	6	As needed	Varies
TP3	Decorator	Decorate tables and/or rooms for special events (i.e., Lenten lunches, 4 th of July celebrations, etc.)	Unlimited	As needed	Varies
TP4	Arts and Crafts	Make arts and crafts projects for church events or assist others with arts and crafts projects. Please specify what special skills you have.	Unlimited	As needed	Varies
TP5	Sewing	Complete sewing projects needed for worship, children's activities or other needs of the church.	Unlimited	As needed	Varies
TP6	Woodworking/Building	Build sets for special performances or complete other woodworking projects.	Unlimited	As needed	Varies
TP7	Artistic Ability	Ability to draw, paint, etc.	Unlimited	As needed	Varies
TP8	Other	Please add any talents you have and are willing to use if needed by the church.	Unlimited	As needed	Varies

MISCELLANEOUS MINISTRIES

Goal: To provide a place in the church where each member has the opportunity to use his/her gifts in service.

Code	Ministry	Description of Service	Total # of Volunteers Needed	Frequency of Service	Length of Time
MC1	Wherever The Church Needs Me	What an opportunity this may be for you! If you've looked over the commitment card and cannot decide where your talents or abilities may best serve the Lord, check this area. Volunteers are always needed to fill in and do things around the church. You may be called on to help in a number of areas. Pray about this choice and God will lead you to serve in just the right place.	Unlimited	As needed	As needed
MC2	Other (I Have an Idea!)	If you still cannot find a place to serve, then share with us what you might like to do. Can you think of something that needs to be done that the church is not doing? Do you have your own idea for a ministry? Several ministries have been started this way. Share your ideas with us. Check "Other" on the commitment card and/or contact Sue Simmons at the church.	Unlimited	As needed	As needed