PERSONAL MINISTRY INTEREST INVENTORY

NEW BEGINNINGS CHURCH

We believe that God brings people and gifts together to equip the congregation to serve others in various forms of ministries. **Please indicate every ministry in which you have interest and/or in which you are available to serve in the coming year. (**Any position with an asterisk\* indicates the individual must be a Partner in Ministry at New Beginnings Church).

**Interest Experience Available Job Title**

Top of Form

  Business Administrator:

   **Lay Leadership Council Member**\*: Administrative group for church

**Business Administrator Ministries**

Top of Form

  Business Administrator:

   **Business Administrator**: Provide administrative and financial guidance

   **Volunteer Office Assistant**: complete tasks assigned by the Office

Admin.

   **Historian**: Highlights church events with articles and photos

   **Trustee**\*: Care for the Church property and serve as the legal official of

the Church property.

   **Cleaner**: Clean and maintain the facilities of our church building

   **Mower**: Responsible for mowing the grass

   **Decorator**: Organize seasonal decorations, banners, and other

appropriate displays

   **Interior Flower Caretaker**: arrange and water the plants inside the

building

   **Exterior Flower Caretaker**: plant, cultivate, and water outside plants

   **Treasurer**\*: keep the financial records, sign checks, and help propose the

annual budget

   **Tithing Recorder**: Count, sort, and record the offerings on Sunday and

maintain a confidential record

   **Director of Development**: oversee capital improvement projects

   **Project Manager**: provide management oversight of construction

projects

   **Gifts Committee Chairperson**\*: chair the Gifts Committee, supervise

terms, and give overall planning to the committee

   **Gifts Committee Members**\*: Help clarify roles and terms, and give

assistance in filling those roles

**Hospitality & Guest Relations Ministries**

   **Hospitality & Guest Relations Coordinator**: Coordinate Ushers,

Greeters, Hosts, set-up team, etc.

   **Greeter Coordinator**: Schedule and organize Greeters for each service

   **Greeter**: Welcome people, handing out the bulletin and other worship

aids

   **Host/Hostess**: Make connections with visitors, provide information, and

gift bags, introducing visitors to others

   **New Visitor Follow-Up Team**: Contact first time visitors with gift bag

within a week of their first visit

   **Usher Coordinator**\*: Schedule and train ushers for seating people,

taking offerings, and keeping people comfortable

   **Usher**: Assist people to find seats, assisting people where needed, help

receive the offerings

   **Sunday Service Coordinator**: Provide for the needs of the pastor,

moderate the worship service and give the announcements

   **Translator**: Simultaneously translate the Sunday service as needed

   **Communion Coordinator**\*: Plan communion observances with Senior

Pastor, keeping supplies in stock

   **Communion Team**: Help prepare the bread and cups for communion

   **Setup Coordinator**\*: Direct the Setup team for changing the auditorium

   **Setup Team**: Move chairs, tables, etc. throughout the building as needed

   **Safety Coordinator**\*:Provide safety guidelines and provide a level of

safety during events

   **Safety Team**: Implement our safety plan during events

**Worship Ministries**

   **Worship Coordinator**\*: Develop the worship ministry and be

responsible for all the music for worship services

   **Worship Leaders**\*: Lead worship and practices of the team, selecting

and introducing new music regularly

   **Worship Team Member**: Facilitate the congregation’s participation in

worship by vocal or instrumental means, modeling true worship

**Technical Arts Ministries:**

   **Technical Arts Ministry Coordinator**\*: Recruit, schedule, and develop

a team of persons who control sound, lights, etc.

   **LCD Operator**: Responsible for downloading and showing all images,

videos, and lyrics on the screen during services

   **Sound Board Operator**: Maintain all sound equipment and ensure good

quality sound to the entire sanctuary

   **Sound Assistants**: Assist the Sound Board Operator

   **Lighting Operators**: Adjust stage and house lights

   **Video Camera Operator**: Capture the Sunday morning service on video

   **Recorded Audio Operator**: Record assigned services

   **Production and Duplication Technician**: Edit and duplicate CDs/DVDs

of the Sunday service.

   **Media Creator**: Generate and edit movie clips, slide shows, etc for use

in the service

   **Staging Crew**: Set up and take down all stage equipment as necessary

   **Website Technician**: Maintain and manage the website for NBC

   **Photographer**: Capture congregational events, programs, and projects in

digital media and store and make available for future use

   **Historian**: Keep a written and pictorial record of significant events

**Missions Ministries:**

   **Missions Coordinator**\*: Lead Mission Support Team, plan mission trips,

develop mission budget, and connect with mission agencies

   **Missions Support Team**: Inform congregation of mission opportunities

and prayer needs, develop mission budget, contact missionaries

   **Missions Team**: Participate in mission trips, help raise funds, and report

mission trip experiences

   **Community Outreach Coordinator**\*: Plan and organize events and

activities to connect with un-churched persons in our region

   **Liaison**: Represent our church, communicate and advocate for

local organizations that we support

   **College Outreach Cordinator**\*: Serve as the main contact person and

organize mentors and activities with students from nearby schools

**Fellowship Ministries:**

   **Fellowship Coordinator**\*: Coordinate a team for fellowship events,

develop a budget, schedule social events for the congregation

   **Coffee Spot Coordinator**: Provide hot beverages on Sunday mornings

   **Kitchen Coordinator**: Keep the kitchen clean, organized and supplied

for meal preparation and supervise the sign-out sheet.

   **Social/Meals Coordinator**: Plan and coordinate 12 social events per year

   **Cookie Ministry Coordinator**: Provide cookies and drink after services,

scheduling cookie providers, servers and cleanup

   **Meals Ministry Coordinator**: Organize persons to provide meals for

people in need within our church

   **Special Events Coordinator**: Plan and organize congregational events

not scheduled on the calendar (funeral meals, guest speakers, etc.)

   **Special Events Team Member**: Assist the Special Events Coordinator

with decoration, cleanup, and other planning as requested

**Drama Ministries:**

   **Drama Coordinator**\*: Select skits or drama, recruit players, schedule,

and lead practices for dramatic presentations for our congregation.

   **Drama Team Member**: Perform in plays and skits as planned by the

drama coordinator and requested by the pastor.

**Adult Ministries:**

   **Adult Education Coordinator**\*: Plan classes and recruit teachers for

various teaching opportunities in the congregation.

   **Adult Education Teacher**\*: Teach a class or classes as requested by the

Adult Education Coordinator.

   **Library Coordinator**: Keep the church library organized and promoted

in the congregation

   **Care Group Coordinator**\*: Organize and lead care group leaders,

provide opportunities for growth, training and leadership.

   **Care Group Leader**\*: Give leadership to a Care Group, helping them in

worship, Bible study, fellowship, ministry, and outreach.

   **Deacon**\*: Assist the congregation in meeting the physical and material

needs of people within NBC and in our community.

   **Discipleship Team**\*: Provide long-term follow up of new believers

through mentoring, encouraging, and teaching.

   **Altar Ministry**: Pray with persons at the altar and follow up, whether

new believers or persons in need.

   **Prayer Ministry Coordinator**\*: Promote corporate and individual

prayer within the congregation.

   **Hospital Visitation Team Member**: Visit and minister in the hospital or

home setting as requested by the Ministries Pastor.

   **Men’s Ministry Coordinator**\* Coordinate ministry ideas and events for

the men in the congregation

   **Women’s Ministry Coordiantor**\*: Coordinate ministry ideas and events

for the women in the congregation

   **Softball Coach**: Attend league meetings, recruit players, maintain

equipment, coach the team and pray for each team member.

   **Basketball Coach**: Attend league meetings, recruit players, maintain

equipment, coach the team and pray for each team member.

   **Volleyball Coach**: Attend league meetings, recruit players, maintain

equipment, coach the team and pray for each team member.

I wish to play basketball.  softball  volleyball.

**Children’s & Youth Ministries**

   **King’s Kids Leader** (4-7 years old)\*: Provide an age-appropriate

Sunday church experience with the help of assistants

   **King’s Kids Leader** (8-12 years old)\*: Provide an age-appropriate

Sunday church experience with the help of assistants

   **King’s Kids Assistant**: Help the King’s Kids Leader as requested

   **Children’s Ministry Assistant**\*: Assist the Children’s Pastor with

planning and staffing for King’s Kids and Sunday School

   **Children’s Ministry Attendant**: Serve as host/hostess, greet visitors,

helping them understand our check-in system and class placement

   **Pre-K Sunday School Teacher**\*: Teach Bible content, give love, and

model Christian principles

   **Grades K-2 Sunday School Teacher**\*: Teach Bible content, give love,

and model Christian principles

   **Grades 3-5 Sunday School Teacher**\*: Teach Bible content, give love,

and model Christian principles

   **Nursery Coordinator**\*: Schedule and supervise persons for nursery

care, ensure toys are clean and safe, and follow safety guidelines

   **Nursery Care Provider:** Care for the infants up to age 3 during Sunday

school and worship service.

   **Nursery Host/Hostess Check-In**: Record the names of children and their

parents as they arrive for services, giving identifying tickets

   **High School Youth Leader**\*: Shepherd, teach, model, and encourage the

youth to be effective disciples

   **Assistant High School Youth Leader**: Assist the Youth Leader in

shepherding, teaching, modeling, and encouraging the youth

   **High School Sunday School Teacher**\*: Teach and model Christian

principles for high school age children

   **Middle School Youth Leader**\*: Lead the middle school aged children in

a variety of activities and events

   **Assistant Middle School Youth Leader**: Help in leading the middle

school aged children in a variety of activities and events

   **Middle School Sunday School Teacher**\*: Help kids learn to apply Bible

teachings to life issues by teaching, example, and loving care

Bottom of Form