

Ministry Team Descriptions Listed Alphabetically

Angel Food Team

Responsible for working with Shawn and Amber Crawley and other leaders associated with Angel Food Ministry. Responsibilities might include:

- Assist in the recording of monthly Angel Food orders
- Assist in setup for Saturday distributions
- Assist in the offloading of food from the Angel Food delivery truck
- Assist in the packing and distribution of food boxes to purchasers as they arrive
- Assist in the cleanup/teardown following Angel Food distribution

Audio/Visual Team

Responsible for working with the Music Minister to prepare all sound and lighting needs during regular and special worship services, programs, and major productions.

- Operate the sound system during all regular church services and special events throughout the year
- Operate the computer for the power point presentation during all regular church services and special events throughout the year
- Team members should be present 20 minutes prior to each service for the purpose of receiving instructions and to prepare for the time of worship

AWANA Ministry Team*

This team will assist the Children's Minister in the planning and implementation of the AWANA program. Team members can be involved in one or more of the following:

- Teacher
- Assistant teacher
- Recreation leader
- Van driver
- Opening session music team
- Records secretary

Baptism/Lord's Supper Team

Responsible to Sr. Pastor in administrating the ordinance of baptism and the Lord's Supper

- Assist baptismal candidates before and after baptism with robes, towels, etc
- Prepare and setup elements in preparation of the Lord's Supper

Bereavement Team

Work with the secretary in charge of funeral dinners to coordinate meals.

Responsibilities:

- Phone team members and secure dishes for funeral meals
- Assist in the setup, decoration and serving of funeral meals when possible

Work with the Sr. Adult minister to conduct a Grief Share ministry.

- Promote, plan and implement a Grief Share weekly Bible study/ministry
- Contact Grief Share members on a weekly basis
- Assist with snacks when requested

Children's Camp Team*

This team will assist the Children's Minister in the planning and implementation of the summer Children's camp. Team members can be involved in one or more of the following:

- Boys or girls sponsor
- Camp cook
- Camp nurse
- Music team
- Recreation coordinator

Children's Special Events Team*

This team will assist the Children's Minister with the planning and implementation of the Fall Festival and Easter Egg Hunt. Team members can be involved in one or more of the following.

- Plan and promote the Fall Festival
- Set-up of booths for Fall Festival
- Construct booths for Fall Festival
- Organize teams to work the booths
- Stuff Easter eggs
- Set out eggs at OBU on morning of the Easter Egg Hunt.
- Clean-up after either event
- Decoration team

Church Outreach Team

The church outreach team will work with the Education Minister and Sunday School department outreach leaders to coordinate effective outreach to prospects, guests and members. Responsibilities might include:

- Coordinate weekly outreach visits (in-home, phone, e-mail, letters) with church prospects, weekly visitors and absentee members
- Follow-up contacts with outreach team members to maintain up-to-date records on visits made and/or attempted

- Coordinate return visits for prospects, guests, and/or members who were not present at the first attempted visit
- Communicate needs to the Education Minister regarding new member's bags, outreach tools (evangelism tracts, church info tracts, etc.) and other resource needs as they arise

Good Shepherd Chapel Team*

The Good Shepherd Chapel team will work with Dr. Bob Dawson and other leaders in this ministry to assist with outreach, evangelism, teaching and assimilation of community prospects into this ministry. Possible responsibilities:

- Assist in the visitation of prospective members. Visits might include both evangelistic opportunities and/or ministry opportunities
- Drive a church van to pick up children on Sunday afternoons for Good Shepherd Chapel and then again following the evening activities to make sure they return home safely
 - A CDL license is not needed to drive a 12 passenger van; however, it is needed to drive the mini-bus
- Setup, prepare and cleanup meals for Good Shepherd members
- Teach children and parents
- Plan and conduct recreation activities as assigned by the leadership
- Assist with additional activities (Bible School in the Park, Shepherd's Café, etc.)

Greeters Team

The greeter's team will work with the Education Minister and serve as weekly greeters in the parking lot and all entrances to the buildings on Sunday mornings and evenings. Responsibilities:

- Assist guests in finding: a parking spot, the nursery, their proper Sunday School department, the Worship Center
- Welcome members and guests alike with a friendly SWAT (Smile, Welcome and Touch)
- Escort guests if necessary to their proper location
- Communicate with the Education Minister regarding needed resources: maps, class locations, church pamphlets, etc.

Grounds Beautification Team

Team composed of members, working with the Church Administrator, who will coordinate quarterly all church cleanup days focused on both interior and exterior beautification of the property: (lawn and flower bed care, vehicle cleaning, window cleaning, painting, decorating, etc.). The team will be responsible for:

- Limited maintenance (the maintenance team will on occasion work hand-in-hand with the beautification team to coordinate maintenance needs during or prior to beautification projects)

- Preparation of assignments prior to major cleanup events including:
 - The location of assigned duty
 - Detailed instructions regarding the task to be accomplished
 - The pre-purchase of all needed resources to complete the tasks assigned

Intercessory Prayer Team

Work with the Sr. Adult Minister and staff in promoting the importance of prayer in the church.

- Enlist members for involvement in the prayer ministry
- Participate in the prayer ministry by selecting a time (1 hour a week) to be physically present in the prayer chapel
- Pray throughout the week for needs which have been submitted

Koinonia Special Events Team

The Koinonia Special Events teams will work with the Education Minister in the planning and carrying out of quarterly all-church fellowships. Possible responsibilities:

- Contact persons or organizations with whom we will work to secure locations for all-church fellowships (sporting arenas/complexes/fields, bowling alleys, etc)
- Prepare menus and the purchase/prepare meals for events
- Assist with promotion of events
- Signup additional volunteers as needed
- Assist with setup, tear down and cleanup prior to and following events

Mission Projects Team

This team will serve, under the leadership of the Sr. Pastor, in mission efforts including local, national and international projects. These projects may include:

- Evangelism
- Teaching (English, Bible Classes, Christian Education, etc.)
- Medical Teams
- Sports Teams
- Construction Teams
- Music/Drama Teams
- Drama
- Prayer Walking
- VBS; Children/Youth Camps

Preschool/Children Resources Team*

This team will assist the Children's Minister with organizing the resources for the teachers in the Preschool/Children's Sunday School departments. The team will be responsible for making sure the teachers have the appropriate resources each week for their lessons. Team members can be involved in one or more of the following:

- Monthly- Organize the materials for Sunday School crafts. This will be done a month in advance
- Weekly- Organize crafts for VIP's (Volunteers in Preschool) for each week's session
- Coordinate with Children's Minister and Sunday School teachers to determine what supplies need to be ordered

Property Maintenance Team

Team composed of members who will work with the Church Administrator to make periodic building and grounds inspections:

- Note needed repairs
- Secure necessary bids from outside contractors for more specialized needs
- Submit in writing recommendations of needed repair, cost of needed repair and recommended contractor for needed repair

Sr. Adults 55+ Ministry Team

Work with the Sr. Adult Minister in planning and promoting the Ministries of Senior Adults age 55-69.

- Plan trips, tours, and conferences
- Work with the 70+ Ministry Team in planning and conducting a Senior Adult Day each year
- Plan and conduct Senior Adult work days to involve Senior Adults in activities to clean and beautify the church building and grounds
- Plan activities to involve Sr. Adults in your age group
- Participate in our T.N.T. luncheon and activities
- Plan and conduct a Senior Adult Outreach ministry, involving a visitation time during the week

Sr. Adults 70+ Ministry Team

Work with the Sr. Adult Minister in planning and promoting the Ministries of Senior Adults age 70 & Up.

- Plan trips, tours, and conferences
- Work with the Sr. Adult minister and the 55+ Ministry Team in planning and conducting a Senior Adult Day each year
- Plan and conduct a Senior Adult Outreach ministry, involving a visitation time during the week
- Plan and conduct Senior Adult work days to involve Senior Adults in activities to clean and beautify the Church building and grounds

- Plan activities to involve Sr. Adults in your age group
- Participate in our T.N.T. luncheon and activities

Sr. Adult Outreach Team

This team will work with the Sr. Adult Minister and visit our senior adult visitors, homebound seniors, nursing home seniors, and other senior members. We will also visit any seniors that are in the hospital. We will visit them on Monday afternoons at 2:00 PM. Names will be given to you each Monday.

Transportation Team**

This team will work with the Church Administrator and other ministry leaders to coordinate and conduct an effective bus ministry in Shawnee and the surrounding communities. Possible responsibilities:

- Assist with pickup for Sunday AM services
- Assist with pickup on Sunday PM for Good Shepherd Chapel
- Assist with pickup on Wednesday PM for Awana

Upward Sports Programs Team*

This team will assist the Children's Minister in the planning and implementation of the Upward ministry. Team members can be involved in one or more of the following:

- Team coach
- Team assistant coach
- Half time devotion leader
- Prayer partner
- Set-up crew
- Clean-up crew
- Concession stand volunteer
- Referee

Usher Team

This team is composed of members working under the leadership of the Music Minister who will be responsible to:

- Seat the congregation (especially guests) during regularly scheduled services and special events
- Take up the offering during the worship service
- Hand out Sunday bulletins and other materials when needed
- Point out locations regarding restrooms, nursery, and other locations

VBS (Vacation Bible School) Team*

This team will assist the Children's Minister with the planning and implementation of Vacation Bible School. Team members can be involved in one or more of the following:

- Age group director

- Teacher
- Assistant teacher
- Recreation coordinator
- Music team
- Decorating team
- Organizing all VBS supplies
- Making/providing snacks

Vehicle Maintenance Team

The Vehicle Maintenance team will work with the Church Administrator regarding the upkeep/maintenance of all church vehicles. Responsibilities will include:

- Routine maintenance of all vehicles: oil change, tires, scheduled maintenance, etc.
- Monthly interior and exterior cleaning of all vehicles.
- Yearly waxing of vehicles
- Communication of needs beyond regular maintenance. Including needed repair, quotes regarding repair costs, and recommendations concerning trusted/capable mechanics to complete repairs

Worship Choir Team

This team will work with the Music Minister and will be primarily responsible for leading worshipers in the morning worship service:

- Provide musical praise offerings each Sunday morning
- Prepare musically through weekly rehearsals each Wednesday
- Provide seasonal musicals, concerts, and other music events throughout the year especially at Christmas and Easter
- Ability to read music is NOT a requirement, only a passion and commitment to worshipping Christ through music

Worship Special Events Team

Responsible to assist Music Minister in administrating duties related to any special music events such as (but not limited to) Easter programs, Christmas productions, dinner theater, patriotic celebrations and other major music events throughout the year.

- Stage construction for Easter Pageant, Christmas Dinner Theater, and other major music productions
- Paint and assemble set scenes for music productions
- Provide lighting technical support for events
- Prepare food for productions requiring a meal
- Decorate tables for music productions requiring a meal
- Assist with ticket sales for events
- Clean-up after events
- Tear down sets, staging, etc. after events

Youth DiscipleNow Team*

This team will work with the Youth Minister and would be involved in coordinating all aspects of a DiscipleNow weekend. Responsibilities would include:

- Assist with publicity
- Secure host homes for students
- Arrange meals for the weekend
- Decorate if necessary
- Take pictures/videos
- Arrange for student transportation

Youth Falls Creek Team*

This team will work with the Youth Minister by helping plan certain aspects of Falls Creek, youth camp. They would help with things such as:

- Plan and prepare needed items for theme nights
- Plan afternoon activities
- Help with publicity.
- Help orchestrate registration of students on departure date
- Load luggage on the departure date

Youth Fellowship Team*

This ministry team, working with the Youth Minister, would be responsible for helping with logistics for all small-scale fellowships such as Y.A.C. (Youth After Church fellowships) and fifth quarters. Responsibilities would include:

- Arrange for food and drinks
- Advertise
- Find host homes for Y.A.C. (Youth After Church)

Youth Fund Raising Team*

This team will work with the Youth Minister to plan and coordinate fund raisers as needed for the youth ministry. They would coordinate all aspects of Café al Fresco:

- Sign-up students to work
- Track hours for each student
- Assist in the decoration of the fellowship hall

This team would also be responsible for locating and implementing other fund raising ideas to help our students participate fully in our ministry.

Youth Parent Event Team

This team would help the Youth Minister determine what kinds of parent events are needed. They would help:

- Publicize events
- Plan and organize events
- Choose topics for conferences/seminars

* All participants in ministries involving children and/or youth are required by church policy to complete a background check prior to serving/assisting/teaching/leading. All background checks will be kept confidential and locked up.

** All drivers will be required to complete a background check which will include, in addition to the checks for individuals working with children, a background check issued by the Department of Motor Vehicles of Oklahoma.