First Assembly of God
Woonsocket

A church seeing, preparing, and reaching the harvest

SERVANT LEADERS
Harvest Hands
VOLUNTEER MANUAL

January 1, 2013
PHILOSOPHY

First A/G is in existence as a full gospel ministry to Woonsocket and the surrounding communities.

As a full gospel ministry we desire to preach, teach, and live in the following manner so that:

1. the lost can be saved
2. individuals & families can be restored
3. the sick can be healed
4. the ministry of the Holy Spirit can be experienced
5. the body of Christ can be educated

So that we all can grow in the grace and knowledge of our Lord and Savior Jesus Christ prepared for His soon return.

To accomplish these objectives our Church strives to be W.I.S.E.:

- **W**orship. Worship must be in spirit and in truth honoring the Lord with praise in song, in giving, and in service, which is our true act of worship
- **I**nstruct. To preach and teach sound doctrine; in a time when teachers and teachings have disillusioned many, we desire to preach, teach, and stand fast in that which is sound doctrine (salvation, baptism in the Holy Spirit with the evidence of speaking in other tongues, divine healing, and the rapture of the church). To develop effective discipleship programs at every developmental level that will enable all Christ’s followers to grow in the knowledge of our Lord Jesus Christ.
- **S**hare. To love and accept everyone who attends or visits our assembly. Touching people with a genuine love from God does more to reach and minister to them than simply programs offered by the Church. Programs cannot replace a genuine love and acceptance of one another. Secondly, to provide an opportunity for each one to have a genuine experience with the Lord; whether the experience be salvation, baptism in the Holy Spirit, divine healing, etc we desire that it be more than mere knowledge, but rather a reality in our lives and the lives of our children.
- **E**vangelize. Going to the lost and compelling them to come in, both at home and abroad; giving of our time and talent as servant leaders, and money to spread the gospel of Jesus Christ in our community and throughout the world, or by going into our neighborhoods, mission trips at home, or mission trips abroad.

Vision Statement

*A church that is prepared for the Lord; a spiritual church functioning in the gifts of the Spirit, growing in the fruit of the Spirit, engaged in the ministry of the Spirit.*
AREAS OF MINISTRY

Opportunities for ministry are currently divided into 8 categories. Each category requires a Servant Leader to oversee the ministry and is assigned a Church Administrator as a representative to the Pastor and Church Board.

The 8 major ministry areas are as follows:

First Impressions; Facilities; Adult Ministries; Family Ministries; Missions; Outreach; Prayer; and Worship/Arts

GENERAL GUIDELINES

Everyone who participates as a Servant Leader or as Harvest Hands in any ministry must qualify for that ministry by following these basic guidelines. To further define Servant Leader it is someone who is humble, reaches out to “love in” those in his/her area, has integrity and oversees a specific area of ministry. Harvest Hands is someone who want to come alongside the Servant Leaders to help and assist them in whatever way they can so that the area that they are serving in is successful.

1. Born again.
2. Believe and subscribe to all 16 tenets of faith (see Assemblies of God Statement of Faith).
3. Agree to be governed by the First Assembly of God Constitution and By-laws.
4. Have a sincere desire to serve God in ministry demonstrated by faithfulness in attendance (a minimum of at least 6 months consistently) and a firm commitment to the local body. (Attending at least two services other than the service that you are working helps you to stay connected and be refreshed thus reducing burn-out.)
5. Endeavoring to live a life that is consistently pleasing to the Lord.
6. Participate in all required training for your area of ministry. All Servant Leaders must be a member of this church. All Harvest Hands must be faithful attenders who consider this their church home, are faithful in their attendance, believe in the Assemblies of God Statement of Faith, are willing to submit to the governing body of this church, and are prayerfully considering membership. All individuals working with children must complete a criminal background check and be screened by the Child Protection Safety Committee before actively participating in any children/student ministry.
7. All ministries are for a one-year commitment at which time opportunity will be given to add or change areas of ministry.
8. Dress appropriately for the ministry you are involved in.
Adult Ministries

Men’s Ministry

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PHILOSOPHY: To mobilize the men into active ways of participating in ministry in prayer study of the word, and physical labor of working on the building of the church.

Responsible to: Dave Bourk Adult Ministries Servant Leader

Men’s Ministries Servant Leader:

1. The Men’s Ministries Servant Leader attends the All Church Calendar Planning meeting and is prepared with a calendar of men’s events to be submitted at that meeting.
2. Responsible for the planning of a monthly or quarterly meeting or event
3. Responsible for appointing leaders for all activities, which concern the men of the church
4. Responsible for informing the men of district and national events such as Honorbound, Promise Keepers meetings, etc.
5. Coordinates effort for Light for the Lost (missions giving for Men’s Ministries which includes Fire Bibles)
6. Responsible for meeting with Adult Ministries Coordinator before planning or announcing any event
7. All guest speakers must be approved with the Pastor prior to any invitation being given to speak at First Assembly

Men’s Ministries Harvest Hands:

1. Assist the Men’s Ministries Servant Leader by participating in planning events, serving at events, and coordinating men’s service projects.
2. Encourage the Men’s Ministries Servant Leader through prayer.
3. Encourage other men to become involved in Men’s Ministries.
Adult Ministries

Women’s Ministry

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Philosophy: The Women’s Ministry program of our church is designed to make prayer our priority; make missions (home and abroad) our purpose; and minister to the ladies of our church and to give these ladies various areas to minister to others in our church, community, and world.

Responsible to: Dave Bourk, Adult Ministries Servant Leader

Women’s Ministries Servant Leader:
1. The Women’s Ministries Servant Leader attends the All Church Calendar Planning meeting and be prepared with a calendar of women’s events to be submitted at that meeting.
2. Meets with the Adult Ministries Coordinator and Pastor prior to any invitation for guest speakers for approval
3. Meets with Adult Ministries Coordinator prior to appointing Servant Leaders or Harvest Hands women’s ministries volunteers for committees for approval
4. Keeps ladies informed of sectional and district events including National WM Day.
5. Leads women in regularly scheduled meetings and Joy Fellowships.
6. Coordinates Ministries that fall under the WM umbrella which include a volunteer to oversee WM outings, a volunteer or teams that prepares for meals for new families, births, deaths, etc., a volunteer to oversee Secret Pal and/or Prayer Pal programs, a volunteer to oversee annual fundraiser, a volunteer to oversee Sonshine, and a volunteer to oversee the kitchen crew.
7. Encourage the ladies to give $1.00 a week for the Love Line project

Women’s Ministries Assistant Servant Leader:
1. Assist WM Servant Leader with Women’s Ministry tasks and events.
2. Be available for planning/discussion meetings throughout the year.

Women’s Outreach/Joy Fellowship Servant Leader and Harvest Hands Volunteers:
1. Joy Fellowships are special events outreach opportunities for inviting new ladies to the church
2. Work with the Women’s Ministries Servant Leader for planning and preparing for these meetings. Help needed may include: invitations, advertising, set-up, tear down, decorations, etc.
Women’s Sonshine Servant Leader and Harvest Hands Volunteers:
1. Meet and befriend new ladies in the church
2. Obtain list of attendees from church office with birthdays and anniversaries.
3. Send cards to those who have birthdays, anniversaries or who are sick (cards and stamps are supplied by the Women’s Ministries funds)
4. Send flower/fruit baskets as needed for severe illness, deaths, births, etc.
5. Prepare Baby Shower Basket for mothers of more than one child. Baskets should include (Case of diapers, Case of baby wipes, supplied by funds from Women’s Ministries); gift cards will be given from the entire church body!

Women’s Meals Servant Leader and Harvest Hands Volunteers:
1. Servant Leader of this ministry will coordinate and compile a phone list of volunteers that can be activated with a minimum time of notice.
2. Servant Leader of this ministry will check for diet restrictions, etc. They will then create a meal schedule listing dates, meals, and names of those preparing the meals. This calendar will be provided to the recipient and also to each of those making the meals.
3. Meals for new moms, surgery, illness, accident, or hardship are reasons for providing meals. One week of meals will be provided (3 meals– a meal every other day). After the one week of meals, the Servant Leader of this ministry will call to check and see how the family is doing. If there is a need for more meals, the Servant Leader will notify the Church Bulletin Servant Leader and place an announcement in the bulletin to contact the Women’s Ministries Meals Servant Leader so that more meals can be provided for the family in need (a new calendar will need to be provided to the recipient and those serving meals at that time).
4. Preferably there will be at least 2 teams of Harvest Hands volunteers. Team A will serve, then Team B, alternating service to defray the financial cost and share the ministry with more Harvest Hands.

Women’s Ministries Kitchen Crew Servant Leader and Harvest Hands Volunteers:
1. The Servant Leader of the Kitchen Crew will check the kitchen for cleanliness and organization
2. The Servant Leader will keep a watch on supply needs and replenish as necessary.
3. The Harvest Hands of this ministry will be available to serve at WM events that require the use of dishes by collecting the dishes from the tables, washing and drying the dishes, returning everything to the cabinets, washing off the tables, mopping floors if needed, etc. A crew of 2-4 women is needed to sign up so that a rotation schedule can be established.
Adult Ministries

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Philosophy: During the course of the year the church, as a whole, participates in special services or activities, which do not fall under a specific area of ministry. These events take on two specific areas—one, evangelism, and two, fellowship.

Responsible to: Dave Bourk, Adult Ministries Servant Leader

Special Events Servant Leader:

1. Responsible for all advertising for the special event (bulletin, posters, etc.)
2. Provide, in advance, financial budget for approval prior to event. Secure decorations, tables, equipment, etc.
3. Responsible for set-up and clean-up coordinating and involving as much help as needed, including setting up games/activities and activity coordinators for the annual church picnic.
4. Work with the Women’s Ministry Kitchen Coordinator to ensure all supplies are replenished.
5. Annual events include: All Church Picnic (usually in June); All Church Annual Meal/Fellowship (January); Baby Showers, Wedding Showers, Farewell Party (longtime members only)

Special Events Harvest Hands:

1. Harvest Hands work with the Special Events Servant Leader to plan the special event.
2. Harvest Hands come alongside the Special Events Servant Leader and help with any set-up/take-down of tables, decorations of tables, preparation ahead and clean up after the event helping the Servant Leader to make the event a success.
First Impressions

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Philosophy:
Advertise church, services, events, and programs and provide avenue for church attendees and community at large to daily interact with church.

Responsible to: First Impressions Servant Leader Khane Goodson

Servant Leader Description:
1. Coordinate with First Impressions Servant Leader when announcing events.
2. Develop relationship with Valley Breeze, local newspapers of Woonsocket and surrounding cities, and those cities’ websites in order to promote upcoming events for free.
3. Maintain accurate and active presence on web based calendars – i.e. yahoo, Google.
4. Develop social media strategy
5. Maintain active and relevant email and text message communications with those who authorize communication via those channels.

Social Media Servant Leader Description
1. Maintain accurate and active presence on web based calendars – i.e. yahoo, Google.
2. Develop social media strategy
3. Maintain active and relevant email and text message communications with those who authorize communication via those channels.
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PHILOSOPHY: The audio visual ministry enhances every service by providing an adequate audio visual experience for both participants and the congregation.

Responsible to: First Impressions Servant Leader Khane Goodson

AUDIO/VISUAL SERVANT LEADER DESCRIPTION:
1. Ensure that the sound system, microphones, lighting system, projectors, and PC are in good operating condition. Repair/maintain all equipment as necessary.
2. Receive CD’s (special music), sermon notes, bible study notes, announcements, and news videos in advance of service.
3. Train persons to operate all systems as part of an audio/visual ministry team. Create a monthly schedule so that the audio/visual booth is properly staffed for all services.
4. Maintain a schedule for those who would like to practice and be available to that practice schedule (see music ministry--special music).
5. Work with all department directors for proper lighting/audio/video needs on programs and Cantatas.
6. Be available for training and integrating new technologies in the services.
7. Oversee website ministry updating as needed or assigns this to someone on the A/V team.
8. Archive messages by saving them to CD or most current technology and maintain database of sermons.
9. Keep up to date on current audio/visual technology, attend seminars, read technical books and A/V trade magazines, meet with leaders of other local audio/visual teams to keep up to date on new systems and technologies. Learning is a lifetime process.
10. Migrate all resources to one system to eliminate delays caused by the use of multiple systems.
11. Have all audio and visual presentations ready by Thursday.

AUDIO/VISUAL ASSISTANT SERVANT LEADER DESCRIPTION
1. Must arrive early for sound checks, worship team practice, offertory rehearsal, and video programming test and set up before service. All programming cues must be ready before service begins.
2. Operate lighting system and motorized shading system.
3. Operate PC and projectors for songs, special videos, sermon notes, and news videos; must be familiar with Microsoft Windows operating system, and Microsoft Office. (Song Show Plus is also used).
4. Operate Audio system: set levels for main mix, monitors, wireless hearing assistance, and play sound tracks if necessary.
5. Record Sermons to CD and make copies for those who request it.
6. Turn off all systems at the end of service
7. Must be available for worship team rehearsals, weddings, funerals, and special events.

WEBSITE SERVANT LEADER DESCRIPTION
1. Update upcoming events calendar, bulletin, and Sunday service messages on a weekly basis.
2. Make any changes to web pages as deemed necessary.
3. Keep photo albums online for events as they happen.

NEWS TEAM SERVANT LEADER DESCRIPTION
1. Dress appropriately for each newscast.
2. Receive announcements from bulletin ministry coordinator and prepare script for announcements
3. Present announcements in a manner that glorifies the Lord and builds excitement for the body of Christ!
5. Announcements should be 3-5 minutes in length.

NEWS TEAM HARVEST HANDS
1. Present the news in a clear, precise, and enthusiastic manner
2. Be professional in speech, dress, and attitude
3. Maintain a level of excellence in our product that we are proud to display to our family, church, and friends, and that glorifies God
4. Be available for taping on a weekly basis
5. Maintain an excellent Christian testimony inside and outside the church

SKYPE SERVANT LEADER:
1. Coordinates with the Missions Awareness Team from the list of missionaries the church supports in advance of missions Sunday. Makes sure all equipment is ready for “live” feed.
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Philosophy: Bring awareness of events, services, and programs. The goal is not to provide all information but to create interaction with the appropriate information providers.

Responsible to: First Impressions Servant Leader Khane Goodson

Servant Leader Description:
1. Receives all announcements from congregation at least one week prior to printing.
2. Checks dates of announcements against Master Calendar to make sure that there are not any conflicts
3. Presents a proof copy to the Pastor for approval before printing
4. Prints final copy and make available to ushers at the Sunday morning service
5. Files a copy of the bulletin weekly in the church office for church archival purposes and provides an electronic version to the website Servant Leader
6. Has bulletin printed and folded by Thursday

Harvest Hands Description:
1. Folds bulletins in preparation for distribution
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PHILOSOPHY: The church sign is a means of communication and advertisement to elicit interactions with the community.

Responsible to: First Impressions Servant Leader Khane Goodson

CHURCH SIGN SERVANT LEADER:

1. The Servant Leader will choose a weekly message to display on the church sign.
2. If there are special events or guests the coordinator will be aware of these dates and advertise in advance for the special events.
3. Letters are stored in the boiler room. Letters that are needed are counted out for the display.
4. Clears area around sign of snow, leaves, debris to make sure the sign is available for the display of the weekly message.
First Impressions

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Philosophy: To provide the interaction that transforms someone from an attendee to a participator.

Responsible to: First Impressions Servant Leader Khane Goodson

Servant Leader Description:
1. Provide a place for various ministries to sign-up for special events.
2. Provide literature from various departments to advertise groups within the church.
3. Answer questions providing information about church related activities.
4. Collect data from attendees including contact information, ministry needs, ministry involvement, etc.
5. Dress in gender appropriate business/casual attire.

Harvest Hands Description:
1. Assist the Servant Leader during high volume times before or after service.
**First Impressions**

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**Philosophy:** Everyone, from the first time visitor to the longest standing church member, receives a first impression each time they enter the premises. Greeters ensure the first interactions are favorable ones.

**Responsible to:** First Impressions Servant Leader Khane Goodson

**Servant Leader Description:**
1. Oversee both functions (Door and Section) of greeter’s ministry.
2. Ensure adherence to high standard of friendliness, personal connection, and name recognition.

**Harvest Hands Description:**
1. **Door Greeters**
   - Welcome people as they enter the building in the same manner you would welcome an old friend you haven’t seen in a while into your home.
   - Open the Door
   - Offer to check their coats
   - Provide directions to appropriate locations of services in the building
2. **Section Greeters**
   - Know names and personal history of everyone who sits in your section
   - Introduce yourself to visitors and learn their names, What/Who brought them today, how long they lived in the area, provide a Visitor’s packet, answer any questions they have about service/child care/ bathroom locations/service schedule, introduce them to someone else in section with similar demographics, personality, interests. They are your honored guest—treat them that way.
   - Contact the visitor you have met at the end of the service to thank them for visiting, inviting them to come again; plan on introducing them to the Pastor either during the greeting time or at the end of the service.
First Impressions

GENERAL GUIDELINES

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7. All ministries are for a one-year commitment at which time opportunity will be given to add or change areas of ministry.
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PHILOSOPHY: Everyone, from the first time visitor to the longest standing church member, receives a first impression each time they enter the premises. A person’s first impression of our church will partly determine whether that person returns or not. The ministry of the ushers is therefore vital to the continued growth of the church. The warm interaction begun by the greeters must be matched by the ushers.

Responsible to: First Impressions Servant Leader Khane Goodson

SERVANT LEADER DESCRIPTION:

1. Assigns those who will receive the offering for each service.
2. Prepares ushers for Communion Service
3. Takes the official attendance at each service and records it in the attendance notebook.

Harvest Hands:

1. Pass out bulletins/flyers/and any other materials as needed.
2. Take offering.
3. Directs visitors to seats near those who invited them.
4. Seat or direct people to open seating after the service has begun (try to keep the back two rows open for guests).
5. Serves communion during service.
First Impressions

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Philosophy: Knowing that a picture is worth a thousand words, this ministry displays the interactions we have with each other and the community.

Responsible to: First Impressions Servant Leader Khane Goodson

Servant Leader Description:
1. Capture church events/services in photo and video
2. Link and pictures and video to website or send to the Servant Leader of the website ministry
3. Encourage attendees of services and events to send pictures and videos taken on their phones, or own cameras to Servant Leader of church website
4. Send all photos and videos to Servant Leader who prepares End of Year Review video no later than December 1st of current year. Christmas program videos/photos should be sent as soon as they are completed.
Facilities

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Philosophy: First impressions and observations have a lot to do with whether people return to our fellowship. Therefore, we desire to minister to the fellowship by providing a clean and tidy environment.

Responsible to: Facilities Servant Leader Paul Pincince

Cleaning Servant Leaders:
1. Prepare monthly cleaning schedule to best utilize Harvest Hands Volunteers by designating specific areas that need to be cleaned on a weekly basis.
2. Turn in orders for all supplies that are running low to John Vincent.

Cleaning Ministry Harvest Hands:
1. Approximate time required: Weekly. Varies per assigned task.
2. Work as a team with other Harvest Hands volunteers to schedule a time to clean.
3. Concentrate on your assigned area of cleaning.
4. Inform the Cleaning Servant Leaders of any tasks which need to be added or need special attention.
5. Report to Cleaning Servant Leaders of any cleaning supplies that are running low so that they can be ordered in a timely manner.
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PHILOSOPHY: The IT support ministry ensures that all components associated with the IT infrastructure are working properly and provides IT support service for all users of church IT equipment.

Responsible to: Facilities Servant Leader Paul Pincince

IT SUPPORT SERVANT LEADER:

1. Ensure that all church computers are running properly.
2. Keep antivirus updates on all PC's.
3. Update Software as required.
4. Ensure that all PC's can print to the copy machine (proper drivers installed).
5. Coordinate with Verizon for service when there are problems with the internet line.
6. Ensure that all critical data is backed up.
7. Assign/delete system passwords for the Pastor/Board.
8. Assign/delete email addresses to our local ISP (Verizon) for the Pastor/Board.
Facilities

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PHILOSOPHY: Maintaining the security of the church is important for the well being of all of its members and adherents.

Responsible to: Facilities Servant Leader Paul Pincince

Security System Servant Leader:

1. Maintain the burglar alarm system
   a. Perform a weekly communications test to ADT’s central station
   b. Perform a monthly test of all sensors, glass break detectors, IR motion, and door contacts
   c. Add and delete user security codes as directed by Pastor and board
   d. Monitor system reports on ADT website; check for openings and closings, system arming at night, false alarms
   e. Train users on systems
   f. Coordinate service with ADT if necessary
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PHILOSOPHY: The Facility Servant Leader will support the ministry of the Church by attention to working with custodial care and maintenance, multimedia systems, platform organization, and all mechanical systems.

Responsible to: Facilities Servant Leader Paul Pincince

FACILITY SERVANT LEADER

1. When necessary, contact applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing.
2. Review all outside vendor invoices to ensure satisfactory completion and report to board.
3. Respond to board and ministry service and maintenance requests.
4. Supervise other volunteers to ensure proper set up and tear down for church events.
5. Work with drama director to manage and maintain all stage equipment.
6. Ensure compliance and implementation of policies put in place by leadership.
7. Organize and retain maintenance records for the building contacts of outside vendors and annual/seasonal maintenance checklists.
9. Arrange set up and take down rooms as needed for classes and meetings.
10. Regularly inspect the church premises for areas of need or concern and report findings to the church board.
11. Support the ministry goals of the Church through the application of expertise primarily in areas including the custodial care and maintenance, building operations, and mechanical systems.
12. Develop and recommend a plan to repair and/or replace needed items around the church. Discuss best ways to utilize church volunteers to accomplish needed improvements.
13. Supervise grounds keeper, facility assistant and church members who volunteer for maintenance responsibilities.

FACILITY HARVEST HANDS

1. Keep the building clean attractive and well maintained inside and out by serving in the cleaning ministry.
2. Maintain attractive grounds performing basic functions as cutting grass, care of flowerbeds; planting new bushes in front of building; cutting down brush and tree growth at front of property, etc.
3. Set up and take down rooms as needed for classes and meetings.
Family Ministries

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Philosophy: In our world with all its corruption and mismanagement our desire is to be above reproach in our finances, in our manner of doing business, protecting our integrity and protecting the members of our fellowship. Col. 3:17 states, “Let every detail in your lives-words and actions, whatever-be done in the name of the Lord our Master, Jesus, thanking and honoring Him every step of the way.” The Message

Responsible to: Carolyn Mount, Family Ministries Servant Leader Coordinator

Servant Leader Business/Finance/Legal:
1. Oversee all things legal that pertains to insurance, child protection, and procedures of the assembly
2. Oversees the budget, providing the pastor and church board an annual report with projections for the coming year providing recommendations for spending as finances allow
3. Is a member of the church duly elected by its membership
4. Provides legal and financial advice to members as needed
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PHILOSOPHY: The Christian Education Ministry provides an opportunity to minister to the children of our church through Sunday School and Children’s Church. Sunday School provides an opportunity to minister to children by teaching, discipling, and preparing them for service to the body of Christ. By using smaller groups in the Sunday School hour, questions can be studied and answered by which growth in our Christian lives can take place. It also provides for fellowship and evangelism. The purpose of the Children’s Church Ministry is to teach the children on their level enabling them to become grafted into the adult service. by modeling worship, giving, and hearing and responding to God’s Word.

Responsible to: Family Ministries Servant Leader Carolyn Mount

CHRISTIAN EDUCATION MINISTRY SERVANT LEADER

1. Coordinates with the Family Ministries Servant Leader to plan an annual meeting/training for all School/Children’s Church workers.
2. Oversees ordering/recycling Sunday School/Children’s Church materials for each class on a quarterly basis. Materials are ordered for 3 years, reused for 3 years, and then re-ordered.
3. Maintains a teacher’s list as approved by the Pastor of approved background checked volunteers. When a teacher will be unable to teach class, he/she will contact someone from this list and switch dates & materials with them. They must notify Christian Education Servant Leader of the switch.
4. Keeps accurate attendance and financial records distributing and collecting record books on a weekly basis.
5. Consults with the Family Ministries Servant Leader in the development of new classes and age divisions.

SUNDAY SCHOOL/CHILDREN'S CHURCH TEACHERS:

1. Love and pray for your students.
2. Be prepared for Sunday School class—be on time (9:15 am)—lesson studied—ready to minister to those in your class. Dismiss on time (10:20 am).
3. Be prepared for Beginning Explorers (age 3-1st grade) and Young Explorers (2nd-6th grades). These groups begin after the offering is taken. A special dismissal message will be displayed on the screen at which time the children will be dismissed and conclude at the end of the altar service.
4. Follow up on any visitor’s and their families. Send a postcard, make a call, etc. Tell visitors about our Wednesday night children’s programs
as well.
5. Let the Christian Education Servant Leader know of any supplies and teaching materials that are needed.
6. Do not find your own substitute. A substitute MUST be chosen from a list of Child Protection Safety preapproved teachers. Contact the Christian Education Servant Leader to notify of the switch.
7. Provide small snack and drink for students following lesson. (if unable to provide snack, there will be snacks & drinks available for Sunday School Classes Only).
8. Clean and straighten classroom area before leaving.

CHILDREN’S CHURCH (Beginning and Young Explorers) HARVEST HANDS:
1. Need to be living a consistent testimony according to the general guidelines listed above for all workers. It is critical that those who help in children’s church are a godly example to the next group of children being brought up in the church.
2. Must be approved of by the Christian Education SERVANT LEADER and the Family Ministries Servant Leader. A list should be given to the Family Ministries Servant Leader as to which youth are serving in this area of ministry.
3. Harvest Hands volunteers are encouraged to attend other services and become a part of the whole body including Sunday School, Sunday evening, and Youth group or NGM/Rangers. Attending other services encourages the children who attend your class to follow your example as well as giving you time to learn and be refreshed yourself thus avoiding burn-out.
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PHILOSOPHY: Quizzing is a tremendous way for our children/youth to learn and hide God’s Word in their hearts.

Responsible to: Family Ministries Servant Leader Carolyn Mount

BIBLE QUIZ SERVANT LEADER (COACHES):
1. Responsible for ordering materials and purchasing, maintenance of buzzers.
2. Is in charge of all practices.
3. Is present at all matches.

BIBLE QUIZ HELPERS:
During the match times, scorekeepers, timekeepers, judges, and quizmasters are required.
1. Those who will participate must meet state JBQ requirements rules for the position they are filling. Please see Bible Quiz Coordinator for guidelines.
2. Those who participate as the above officials during the matches must be in at least ninth grade in high school, meet the ministry requirements above, and be approved by the Bible Quiz Coordinator and pastoral staff.
3. Parents who meet the above ministry requirements will be expected to attend at least one match and possibly more each season as an official.
4. Time required is a Saturday once a month from 7:30 a.m. to 4:00 p.m.
5. Transportation is the responsibility of quiz participants and their family members.

QUIZGER PARTICIPANT GUIDELINES (JBQ)
1. Must be in 1st-6th grades as of September of quizzing season.
2. Required to attend weekly Sunday School classes.
3. Must score 80% or higher on a qualification test composed of 20 questions from a pool of 60 possible.
4. Quizgers are responsible for purchasing a T-shirt, team registration, and expenses for state match (price determined by location).
5. Must maintain a good attitude toward all coaches, commit time as requested, and attend special practices that are called and keep current with weekly assignments.
6. Must attend Friday night practice before Saturday match.
Family Ministries

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PHILOSOPHY: The NGM program of our church is designed to minister to every girl that attends here by giving her a choice to accept Jesus as her Lord and Savior; then to teach, train and prepare her for a life of service unto the Lord.

Responsible to: Family Ministries Servant Leader Carolyn Mount

NGM SERVANT LEADER (COORDINATOR):

1. Keep records of meetings. Fills out quarterly reports and annual reports for the district office.
2. Coordinates all dates with the master church calendar (District, Sectional, local). Attends annual church calendar planning meeting.
3. Turns in supply/award order to the church office (at least 6 weeks prior to awards service).
4. Plans quarterly awards recognition service and distributes awards at that time, with special recognition and promotion to new classes in July.
5. Keeps sponsors informed of sectional and district events; makes preparations for attending these events.
6. Encourages girls and sponsors to give to BGMC and the annual Coins for Kids project.
7. Oversees and leads the annual fundraiser.
8. Oversees National NGM Week and leads Sunday evening service celebration.
9. Plans Mother/Daughter or Father/Daughter annual event.
10. Works with Family Ministries Servant Leader to plan annual leadership/training meeting.

NGM HARVEST HANDS (SPONSORS):

1. Attend annual leadership planning/training meeting.
2. Attend district and sectional events that involve their club.
3. Prepare for their class time (weekly) arriving before class starts, prepared for class, keeping the girls moving on the achievement program.
4. Pray with the girls and look for opportunities to minister to them in the things of the Lord.
5. Lead by example in word, deed, conversation, and love for the girls.
6. Participate in NGM sponsored events such as annual fundraiser, NGM Week, Coins for Kids, BGMC, Mother/Daughter, etc.
7. Report to the NGM Servant Leader badges/awards that are needed for quarterly recognitions services (6 weeks in advance).
8. Keep an accurate record of points earned for the NGM Girl of the Quarter Award.
9. Classes will be divided into the following groups: Sunlight Kids (0-3 if untrained); Rainbows: age 3 (if potty trained and two years away from kindergarten); 2Gether Girls (Kindergarten-2nd Grades); Stars: 3rd - 5th grades; and Friends 6th-8th grades.
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4. Have a sincere desire to serve God in ministry demonstrated by faithfulness in attendance (a minimum of at least 6 months consistently) and a firm commitment to the local body. (Attending at least two services other than the service that you are working helps you to stay connected and be refreshed thus reducing burn-out.)
5. Endeavoring to live a life that is consistently pleasing to the Lord.
6. Participate in all required training for your area of ministry. All Servant Leaders must be a member of this church. All Harvest Hands must be faithful attenders who consider this their church home, are faithful in their attendance, believe in the Assemblies of God Statement of Faith, are willing to submit to the governing body of this church, and are prayerfully considering membership. All individuals working with children must complete a criminal background check and be screened by the Child Protection Safety Committee before actively participating in any children/student ministry.
7. All ministries are for a one-year commitment at which time opportunity will be given to add or change areas of ministry.
8. Dress appropriately for the ministry you are involved in.

PHILOSOPHY OF MINISTRY: To provide a safe, loving, and pleasant area for children attending the morning and evening services from the ages of 6-36 months (or until potty trained). The nursery is a ministry to the parents (freeing them up to attend services to be ministered unto) and the children (giving them a pleasant memory from an early age).

Responsible to: Carolyn Mount, Family Ministries Servant Leader; Kerry Bozek, Nursery Servant Leader

NURSERY/TODDLER SERVANT LEADER:

1. Responsible to ensure that only Child Protection Safety approved workers serve in the Nursery at all times. Anyone who is 18 years of age or older must attend the church for at least six months prior to serving in the Nursery/Toddler rooms; be a parent, or church member; fill out a Child Protection Safety application; and complete a Criminal Background Check before being placed on the workers schedule.
2. Responsible for checking the nursery for cleanliness before and after each service.
3. Responsible for scheduling nursery workers. One adult for each service. Mothers of children 6-36 months (or until potty trained) in the church should be asked to serve once a month only! Other adults in the Church should also be approached to serve (example: grandmas, ladies with a special love for babies).
4. Responsible for a written schedule to be posted on the nursery door so that everyone knows whose turn it is to serve. Make sure each person on the schedule receives a copy at least the Sunday prior to the new month.
5. If the scheduled nursery worker is not able to attend or does not show, the nursery coordinator will either fill the nursery duty or find a suitable replacement.
6. Change sheets after each service (take home and wash). Clean toys with soap and hot water at least monthly.

NURSERY/TODDLER HARVEST HANDS:

1. All Nursery/Toddler Harvest Hands volunteers MUST be approved by the Family Ministries Servant Leader and Nursery Servant Leader. All students in Jr. & Sr. High can serve as Harvest Hands as well as moms of nursery/toddler age children, and all approved CPS volunteers.
2. Anyone who is 18 years of age or older must attend the church for at least six months prior to serving in the Nursery/Toddler rooms; be a parent, or church member; fill out a Child Protection Safety application; and complete a Criminal Background Check before being placed on the workers schedule.
3. Be on time for the service for which you are scheduled.

4. Be pleasant to the parents and children. If they are visitors, introduce yourself and let them know that you are ministering in the nursery and would love to serve them in any way that you can with their child/children.

5. Please inform parents that the room adjacent to the infant nursery may be used as a quiet area for calming or feeding their infant(s). Please turn on the speaker in the room so that they can listen to the sermon.

6. All children must be signed in on the sign in sheet. Please include parents location during service and if there are any special instructions ie. Allergies, who should change diaper, etc. Each child will be assigned a number with their name on a sticker. The parent is also given a matching sticker so workers know who they are and who to contact. If a parent is needed, their child’s number is entered into the box located in the Infant nursery room. The child’s number will then appear on the small screen on the front right hand wall of the sanctuary. This will alert the parent(s) that they are needed without having the nursery worker leave the room.

7. It is vital that the ratio of adults to children (under 2 years old) is 1 adult to 3 children. Worker’s children (other than ages 6-36 months or until potty trained) are not allowed in the nursery. Please make arrangements for them to be seated with other members in the church service.

8. Workers are never to physically discipline anyone. Disciplinary problems should be reported to the nursery coordinator or to a parent or guardian.

9. If a child becomes ill, he or she must be returned to their parents. Reasonable steps should be taken to avoid contact by anyone with body fluids of any kind. A first aid kit will be available for any minor injuries.

10. Please keep watch over those in your care until all have been picked up by an authorized person. Do not send them out to find their parents. If a worker is left with one child at the end of service, move to a location with public visibility.

11. At the end of your appointed time, straighten up the Nursery. Clorox wipes are available to wipe down tables, door knobs, toys, etc.

12. If no visitors or regular children arrive, please feel free to rejoin the service. If you see after that time that someone needs assistance, make yourself available.

13. If you are unable to fulfill your scheduled time, please switch with another approved worker or contact the Nursery Coordinator.
Family Ministries

GENERAL GUIDELINES
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1. Born again.
2. Believe and subscribe to all 16 tenets of faith (see Assemblies of God Statement of Faith).
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5. Endeavoring to live a life that is consistently pleasing to the Lord.
6. Participate in all required training for your area of ministry. All Servant Leaders must be a member of this church. All Harvest Hands must be faithful attenders who consider this their church home, are faithful in their attendance, believe in the Assemblies of God Statement of Faith, are willing to submit to the governing body of this church, and are prayerfully considering membership. All individuals working with children must complete a criminal background check and be screened by the Child Protection Safety Committee before actively participating in any children/student ministry.
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PHILOSOPHY: Provide a place of ministry to boy’s; to develop leadership skills in these boys and a work together principle; to provide an avenue for boy’s to engage in ministry in the church; and to give them positive, scriptural, mature role models for them to pattern their lives after (Example: the Apostle Paul said, “Follow me as I follow Christ”).

Responsible to: Family Ministries Servant Leader Carolyn Mount

OUTPOST SERVANT LEADER (COMMANDER):
1. Directs all meetings and instructs those who will assist him in carrying out assignments.
2. Coordinates all dates with the master church calendar (District, Sectional, local). Attends annual church calendar planning meeting.
3. Keeps accurate records of attendance and finances.
4. Turns in supply/award order to the church office (at least 6 weeks prior to awards service).
5. Plans quarterly awards recognition service and distributes awards at that time, with special recognition and promotion to new classes in August.
6. Keeps sponsors informed of sectional and district events; makes preparations for attending these events.
7. Encourages boys and sponsors to give to BGMC and the annual Masters Tool Box project.
8. Oversees and leads the annual fundraiser.
9. Oversees National RR Week and leads Sunday evening service celebration.
10. Plans Father/Daughter or Father/Son annual event.
11. Works with Family Ministries Servant Leader to plan annual leadership/training meeting.

HARVEST HANDS (GROUP LEADERS):
1. Responsible for boys before, during, and until the parents pick them up.
2. Lead and instruct the boys in their scheduled program so that they can complete their requirements.
3. Encourage the boys to respond to the Lord.
4. Assist Outpost Commander during activities (example: camping, outings, or projects).
5. Completes any required leadership training.
6. Classes will be divided into the following groups: Ranger Kids – Kindergarten – 2nd Grades; Discovery – 3rd Grade – 5th Grade; Adventure – 6th – 8th Grade, and Expedition – 9th – 12th Grade.
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Philosophy: Vacation Bible School is an opportunity to reach out to children in the community by inviting them into the church to connect kids to God, create change in their hearts, and to give them opportunities to share God’s love with others.

Fall Festival Servant Leader:
1. Selects theme and format for the October 31st event with the approval of the Family Ministries Servant Leader
2. Plans in-church announcements and community advertisements; recruits volunteers; plans the event schedule
3. Leads a training or informational meeting as necessary
4. Advertises event/plans times for passing out flyers, etc.
5. Oversees all areas necessary to run a successful event (decorating, set-up/tear down, donations of candy and disbursement, donations of food items, and additional staff)
6. Plans for registration, follow-up, keeping good records of attendance
7. Fall festival is for the whole family (all ages) in the church and community
8. Must be CPS approved

Fall Festival Harvest Hands:
1. Leads a specific area such as games, crafts, snacks, candy, packaging and distribution, registration, decorating, community contact, etc.
2. Responsible for decorating area, gathering materials and being prepared before the event begins
3. Must be CPS approved either as a member or a parent volunteer (criminal background check must be on file in the office).

Spring Fling Servant Leader:
1. Selects theme and format for the Easter event with the approval of the Christian Education and Family Ministries Servant Leaders
2. Plans in-church announcements and community advertisements; recruits volunteers; plans the event schedule
3. Leads a training or informational meeting as necessary
4. Advertises event/plans times for passing out flyers, etc.
5. Oversees all areas necessary to run a successful event (donations of necessary supplies and additional staff)
6. Plans for registration, follow-up, keeping good records of attendance
7. Easter event is for students preschool through fifth grades
8. Must be CPS approved

Spring Fling Harvest Hands:
1. Leads a specific area such as games, crafts, snacks, supply management
2. Gather materials and be prepared 30 minutes prior to when the event begins
3. Must be CPS approved either as a member or a parent volunteer (criminal background check must be on file in the office).
Family Week Servant Leader:
1. Selects theme and format for the Family Week Wednesday night service with the approval of the Family Ministries Servant Leader
2. Plans in-church announcements and community advertisements; recruits volunteers; plans the event schedule
3. Leads a training or informational meeting as necessary
4. Advertises event/plans times for passing out flyers, etc.
5. Oversees all areas necessary to run a successful event (donations of necessary supplies and additional staff)
6. Plans for registration, follow-up, keeping good records of attendance
7. Fall festival is for the whole family (all ages) in the church and community
8. Must be CPS approved

Family Week Harvest Hands:
1. Leads a specific area such as games, crafts, snacks, supply management
2. Gather materials and be prepared 30 minutes prior to when the event begins
3. Must be CPS approved either as a member or a parent volunteer (criminal background check must be on file in the office).

VBS Servant Leader:
1. Selects VBS curriculum for the summer program with the approval of the Christian Ed and Family Ministries Servant Leaders
2. Plans advertisements/recruits volunteers; plans nightly schedule
3. Leads the VBS planning/training meetings
4. Advertises event/plans times for passing out flyers, etc.
5. Oversees all areas necessary to run a successful VBS; Oversees or delegates decorating set up/tear down
6. Plans for registration/follow-up keeping good records of those in attendance
7. Oversees or delegates annual fundraiser for VBS
8. VBS is VBS is for children in preschool (age 3 if potty trained) through children who have just completed their 5th grade year of school
9. Must be CPS approved either as a member or parent volunteer. A criminal background check must be on file in the church office.

VBS Nursery Servant Leader:
1. Be available to care for VBS workers children in the church nursery during the 6:30-8:30 pm session. Must be CPS approved either as a member or parent volunteer. A criminal background check must be on file in the church office.

VBS Harvest Hands (STATION LEADERS):
1. Site leaders lead specific areas such as Bible, Music, Crafts, Assembly, Science, Recreation, and Snacks.
2. Adult leaders teach/lead one of the above areas several times each night on a rotation schedule.
3. Responsible for decorating their area; gathering all materials and being ready at the beginning of each session.
4. Must be CPS approved either as a member or parent volunteer. A criminal background check must be on file in the church office.

VBS Harvest Hands (CREW):
1. Youth/Adult leaders who are assigned different age groups of children for the week to guide them to specific areas (listed above).
2. Guides take guests to different sites, participate by singing during music time, and get the kids excited about VBS.
3. Harvest Hands Ride Guides must have completed 6th grade through 12th grade and be a regular attender of First Assembly of God; must be approved by the Family Ministries and Christian Ed Servant Leaders; a good role model and example to those they will be leading by showing an exemplary Christian attitude in their words and actions, always respectful, and willing to follow directions of the VBS Servant Leader.
4. Adult leaders must be CPS approved either as members or parent volunteers. A criminal background check must be on file in the church office.
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**PHILOSOPHY:** To minister and reach out to students in grades six through twelve giving them an opportunity to accept the Lord as their Savior, to grow and develop, becoming a part of the church now through active participation; encouraging them to live a life of service in the Church.

Responsible to: Carolyn Mount, Family Ministries Servant Leader

**Youth Servant Leader:**

1. Develops goals and objectives for student ministry in line with the vision statement of the church.
2. Assesses ministry needs and develops programs and activities to meet those needs.
3. Serves as a motivating, inspiring and engaging teacher to our students on a regular/weekly basis as part of a larger plan for the spiritual development of our students.
4. Leads or develops a student ministry worship program
5. Develops a climate for students that is safe, supportive, and cultivates spiritual growth.
6. Addresses specific personal and spiritual needs of students as they arise through one on one or small group meetings, hospital visits, or other connections appropriate to the circumstances.
7. Identifies lay staff and lay volunteer resources and needs.
8. Develops lay leaders who can love and lead our students effectively one on one and in small groups.
9. Oversee, plan and implement staff recruitment, training and development.
10. The Youth Ministry Leader will strengthen the programs and activities with young people through:
   - Development of short and long term goals and plans for the ministry.
   - Development and implementation of an annual calendar of activities and programs that are inclusive and promote relationship development and discipleship at levels appropriate to the group.
   - Responsiveness to communication demands which arise through personal interaction, email, and telephone contacts.
   - Develop relationships with schools, churches, and parachurch organizations that support our efforts to reach students in the church and community.
11. Keep students informed and promote community, sectional, district, and mission’s trip opportunities.
12. Encourage students to annually participate in the A/G Speed-the-Light missions giving
13. Adult leaders must be CPS approved either as members or parent volunteers. A criminal background check must be on file in the church office.
Youth Harvest Hands

1. Love and pray for every student
2. Be prepared—be on time—lesson studied—ready to minister
3. Contact absentees; follow-up on visitors
4. Clean and straighten classroom before leaving
MISSIONS

MISSIONS Awareness Team

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PHILOSOPHY: The great commission is to be the focus and integral part of the life of our church to complete, in full obedience to Christ, the Great Commission (Matthew 28:18-20).

Responsible to: Dave Shepherd, Church Board

Missions Awareness Team Servant Leaders:
1. The team shall consist of 3-5 members with one member being a representative from the Church Board; one person can be designated as team leader.
2. One member of the team will be designated to communicate with missionaries and ensures that correspondence from the mission field is shared with the congregation; a notebook will kept of all missionary correspondence.
3. The team will plan the Annual Missions Conference coordinating dates with the pastor. The pastor will be responsible for scheduling all missionary speakers.
4. The team promotes missions and coordinates related activities in all departments within the church; BGMC, Speed the Light, Light for the Lost, Love Lines, etc.
5. Promotes and displays current missionary support on wall outside of sanctuary.
6. Promotes monthly missions giving the first Sunday of each month using video clips from the national office or using SKYPE to have a live interview with missionaries currently supported.
7. Work together to plan the annual mission’s convention by providing hotel arrangements, meal plan for the Saturday evening dinner, special gifts for missionaries, program, etc.
8. Attend planning meetings as scheduled throughout the year.
9. Indicate a genuine love for the lost through prayer, giving, and witness
Missions

GENERAL GUIDELINES
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PHILOSOPHY: to teach children about the A/G missions program BGMC, giving children an opportunity to experience a love for missions and missionaries; to experience prayer for others; and encourage them to give at an early age to spread the gospel around the world.

Responsible to: Missions Awareness Team, Zaneta Hunter Servant Leader

Servant Leader BGMC Servant Leader:
1. Prepares lessons for all team members which are taught the first Sunday of the month presenting a missions study following the BGMC guide during the children’s church session.
2. Orders barrels, boxes, and rewards as needed.
3. Presents mission’s goal annually the second week in March as approved by the Pastor and Board.

BGMC Servant Leader Assistant:
1. Calls or contacts the children by mail/text to remind them to bring their BGMC barrels; keeps a current address list
2. Counts all the barrels and turns the money into the treasurer
3. Records the amounts in each individuals “bank” book
4. Participates once a month in the lesson preparation with the children during Children’s Church
5. Adult leaders must be CPS approved either as members or parent volunteers. A criminal background check must be on file in the church office.

BGMC PRESCHOOL Servant Leader:
1. The first Sunday of the month presents a missions study using preschool materials provided by BGMC coordinator to the preschool class during Children’s Church.
2. Turns barrels into the BGMC Servant Leader Assistant who counts and returns the barrels to children.
3. Adult leaders must be CPS approved either as members or parent volunteers. A criminal background check must be on file in the church office.
WORSHIP ARTS MINISTRY

GENERAL GUIDELINES

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7. All ministries are for a one-year commitment at which time opportunity will be given to add or change areas of ministry.
8. Dress appropriately for the ministry you are involved in.
   a. Neatness and cleanliness is a priority
   b. Dress should be modest and conservative
   c. Jeans and casual attire are not permitted
      1. Men: business casual attire: dress shirt (tie is optional), collard shirts, or sweaters w/ dress pants or khakis.
      2. Ladies: Dresses, suits, dress pants or conservative skirts and blouse to be worn. Modesty is a must.
   d. No sneakers, flip-flops or sandals are permitted.

PHILOSOPHY: The Worship Arts Ministry should: (1) be a ministry that glorifies God and (2) prepares us to receive God’s Word. The priority of the Worship Arts ministry whether in the corporate worship service, special presentations, or musicals/plays and cantatas, is to lead to the preaching of the gospel and altar call. For this reason all presentations should bring the focus of the believer to this point where the message can be received.

Responsible to: Paul Pincince, Board Representative; Keith Neary, Servant Leader Coordinator

WORSHIP ARTS Servant Leader:
1. Encourages the body to focus on God through the use of various artistic expressions of worship.
2. Actively encourages believers to use their artistic talents for the glory of God.
3. Spends time in personal prayer during the week so that they can be sensitive to the Holy Spirit’s direction for the ministry as a whole, as well as for the church in the area of the arts.
4. Provides training and guidance to those involved in the worship arts ministry, this includes but is not limited to providing access to workshops either in house or through conferences, leading weekly devotions OR assigning devotions during weekly practice sessions, and one-on-one coaching.
6. Schedules special presentations OR appoints someone to this position. When scheduling special presentations be sensitive to the Holy Spirit. It would be better to have no special presentation for a service at all than to miss the direction of the Holy Spirit for that service by scheduling someone just for scheduling sake.

WORSHIP LEADER:
1. Leads all practices on Thursday evening at 7:00 pm and Sunday morning at 8:30 am finishing promptly at 9:25 am for preparation for Sunday School.
2. Leads the congregation to worship God.
3. Spends time in personal prayer during the week so that they can be sensitive to the Holy Spirit’s direction in choosing psalms, hymns, and spiritual songs for each service.
4. Prepares a list of the selected music for the musicians and others involved in the worship service at least one week in advance.
5. Meets for prayer 10:25 am Sunday morning; starts on time 10:30 a.m.
WORSHIP TEAM MINISTRY DESCRIPTION:
1. Encourages the body to worship God by focusing their own attention on the Lord, not on what the body is doing.
2. Spends time during the week praying for the upcoming services so that every song will be led by the Holy Spirit to bring glory to God and to minister unto the Lord.

SPECIAL MUSIC MINISTRY DESCRIPTION:
1. Preparation
   a. Arrange for accompaniment prior to the day of ministry
   b. Preparation and practice should be completed at least fifteen minutes prior to the start of the service
   c. Give the Sound Tech ample time prior to the start of the service to do the following—sound check, mic check, cuing of background tape/CD.
2. Presentation
   a. Sunday Morning—to keep the flow of the service moving and to avoid loss of time it is helpful if you do not introduce your musical presentation
   b. Prior to singing move to a seat on the front row. Prior to the close of the offering prayer move quietly to the platform. Be ready to sing following the conclusion of offering prayer.
   c. Remember that the purpose of your musical presentation is to bring the congregation to a focus on our heavenly father. Any appearance or actions that bring attention to yourself will defeat your purpose.

ADULT CHOR DIRECTOR MINISTRY DESCRIPTION:
1. Leads the Choir in the performance of various musical presentations (i.e. special music, cantatas, etc.)
2. Spend time in personal prayer during the week so that they can be sensitive to the Holy Spirit’s direction in choosing choral selection for each upcoming presentation.
3. Prepares a list of choral selections for choir members.
4. Prepares a devotional OR assigns a choir member to prepare a devotional for each choir practice.
5. Starts on time.

ADULT CHOIR MEMBER MINISTRY DESCRIPTION:
1. Encourages the body to focus on God by focusing their own attention on the Lord, not on what the body is doing.
2. Spends time in prayer during the week for upcoming musical presentations so that every song will be lead by the Holy Spirit and bring glory to God and minister unto the Lord.

JUNIOR CHOIR DIRECTOR MINISTRY DESCRIPTION:
1. Students in grades kindergarten through 8th grade are invited to participate in the junior choir.
2. Directs the Children’s Choir in the performance of various musical/dramatic presentations (i.e. special music, musicals, etc.)
3. Spends time in personal prayer so that they can be sensitive to the Holy Spirit’s direction in choosing choral/dramatic selections for each upcoming presentation.
4. Prepares any music for study whether written or tape/CD
5. Informs parents of needed materials and practices.

YOUTH CHOIR DIRECTOR MINISTRY DESCRIPTION:
1. Youth (grades 7-12 and college) are invited to participate in the college choir.
2. Directs the High School Choir in the performance of various musical/dramatic presentations (i.e. special music, musicals, etc.)
3. Spends time in personal prayer so that they can be sensitive to the Holy Spirit’s direction in choosing choral/dramatic selections for each upcoming presentation.
4. Prepares any music for study whether written or tape/CD
5. Informs parents of needed materials and practices.

DRAMA TEAM DIRECTOR/COACH MINISTRY DESCRIPTION:
1. Leads the drama team in the performance of various dramatic presentations (i.e. skits, plays, etc.)
2. Spend time in personal prayer during the week so that they can be sensitive to the Holy Spirit’s direction in choosing dramatic pieces.
3. Prepares a devotional OR assigns a drama team member to prepare a devotional for each drama practice.
4. Starts on time.

DRAMA TEAM MEMBER MINISTRY DESCRIPTION:
1. Encourages the body to focus on God by focusing their own attention on the Lord, not on what the body is doing.
2. Spends time in prayer during the week for upcoming dramatic presentations so that every skit/scene will be lead by the Holy Spirit and bring glory to God and minister unto the Lord.
**GENERAL GUIDELINES**

Everyone who participates as a Servant Leader or as Harvest Hands in any ministry must qualify for that ministry by following these basic guidelines. To further define Servant Leader it is someone who is humble, reaches out to “love in” those in his/her area, has integrity and oversees a specific area of ministry. Harvest Hands is someone who want to come alongside the Servant Leaders to help and assist them in whatever way they can so that the area that they are serving in is successful.

1. Born again.
2. Believe and subscribe to all 16 tenets of faith (see Assemblies of God Statement of Faith).
3. Agree to be governed by the First Assembly of God Constitution and By-laws.
4. Have a sincere desire to serve God in ministry demonstrated by faithfulness in attendance (a minimum of at least 6 months consistently) and a firm commitment to the local body. (Attending at least two services other than the service that you are working helps you to stay connected and be refreshed thus reducing burn-out.)
5. Endeavoring to live a life that is consistently pleasing to the Lord.
6. Participate in all required training for your area of ministry. All Servant Leaders must be a member of this church. All Harvest Hands must be faithful attenders who consider this their church home, are faithful in their attendance, believe in the Assemblies of God Statement of Faith, are willing to submit to the governing body of this church, and are prayerfully considering membership. All individuals working with children must complete a criminal background check and be screened by the Child Protection Safety Committee before actively participating in any children/student ministry.
7. All ministries are for a one-year commitment at which time opportunity will be given to add or change areas of ministry.
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**Philosophy:** The power of prayer is evidenced as we call upon the Lord for immediate and confidential needs. This group is committed to pray regularly and confidentially and is open to men and women. “The earnest prayer of a righteous person has great power and wonderful results.” James 5:16 NLT

**Responsible to:** Pastor Mount, Servant Leader Coordinator

**Prayer Chain Servant Leader:**

1. The Prayer Chain Servant Leader is the first to receive the call. She/he will note the prayer request and pray with the person in need.
   - Spend time in spiritual preparation prior to taking calls
   - Answer calls by saying, “(Church name) Prayer Line, how may I pray with you?” or something similar
   - Log names and requests on a computer or note pad for follow-up and review.
   - If a caller is in a crisis situation, take time to pray with them. Then encourage them to call 911 for emergency assistance if applicable, and/or contact your pastor.
   - Encourage callers without counseling or advising. Draw upon Scriptures that might apply to their circumstances.
   - Use discretion as to praying in tongues since some callers will not be from a Pentecostal background.
   - Keep calls brief; 3 to 5 minutes is usually sufficient. Prayer need not be lengthy to be effective.
2. The Prayer Chain Servant Leader then calls the next person on the prayer chain.
3. After all the team members are called the Prayer Chain Servant Leader contacts Pastor if it is an emergency or require a hospital visit.
4. Prayer requests should be shared by phone whenever possible; and E-mail or text to ensure that the need is immediately brought before the Lord.
5. The Prayer Chain Servant Leader will plan or delegate to someone on her team an annual time to review the year and share answers to prayer with the team members.
Prayer Chain Harvest Hands:
1. Receives call or email from the Prayer Chain Servant Leader
2. If the Prayer Chain Harvest Hands volunteer answers the phone, the two will agree in prayer for the immediate need; if the need is read through e-mail, the receiver should immediately take a few moments to lift the need to the Lord in prayer
3. The Prayer Chain Harvest Hands volunteer then contacts the next person on the list following the same method.
4. Remember this is a prayer group who keeps these prayer needs confidential
Prayer

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Philosophy: The Intercessory Prayer ministry of First Assembly of God focuses on specific prayer needs and issues facing our church family. Ephesians 6:18 says, “In the same way prayer is essential in this ongoing warfare. Pray hard and long. Pray for your brothers and sisters. Keep your eyes open. Keep each other’s spirit up so that no one falls behind or drops out.”

Responsible to: Pastor Mount, Servant Leader Coordinator

Intercessory Prayer Servant Leader and Harvest Hands:

1. Servant Leader and Harvest Hands weekly lift up the following needs of the Church Family from 5:45-6:45 pm.
2. Pray that marriages and family relationships throughout the congregation will be strengthened.
3. Pray that strained or broken relationships, among families and friends as well as acquaintances, will be restored.
4. Pray that our church family will be united in our worship of God, fellowship with one another, and ministry to the community. Ask God to help believers confront and remove issues and problems that threaten this unity.
5. Pray that believers throughout the church will grow in relationship with Christ as they follow the path of discipleship.
6. Pray for the shut-ins in our church, as well as those who are widowed and living alone. Ask God to bless and encourage them, anointing their lives with power for ministry as well as help for the needs they face daily.
7. Pray that the youth in our church will stand strong for Christ in their schools and with their friends. Ask God to help each young person to follow His plan for their lives, both now and in the years to come.
8. Pray that God will bless the children of the church, protecting them from harm and helping them to grow strong in the Lord as they prepare for a lifetime of serving Christ.
9. Pray that the men in our church will have a powerful impact on its ministries, and that they will provide godly leadership in their homes, the church, and throughout the community.
10. Pray that the women in our church will serve as leaders and role models of strength, maturity, and ministry at the church, in their families, and in the community.
11. Pray that Christ will be at the center of every ministry, service, and event that takes place with the church and congregation.
12. Pray that visitors to the church will sense the love and compassion of Christ, expressed through every member of the congregation.
13. Pray that our church services will be marked by displays of supernatural power be it in healings, spiritual gifts, and lives that are dramatically changed by Jesus Christ.
14. Pray for members of the congregation battling physical illness or emotional struggles, or facing spiritual needs. Ask God to minister to them in miraculous ways.
15. Pray that God will bless the financial needs of the church, calling believers to give generously and sacrificially through tithes and offerings.
16. Pray that members of the congregations will convey a strong witness of the gospel to their community, through integrity, love, and godliness.
GENERAL GUIDELINES

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Philosophy: Harvest Hands who encourage those seeking the Lord during the altar service in their step of faith for salvation, special prayer need, receiving the baptism in the Holy Spirit, prayer for healing, etc.

Responsible to: Pastor Mount, Servant Leader Coordinator

Altar Workers Servant Leader and Harvest Hands Qualifications:

- The Altar Servant Leader must be a member of the church and willing to oversee this ministry with humbleness and integrity, teaching, training, and observing those who serve with Harvest Hands during the altar ministry.
1. Altar Harvest Hands workers show clear evidence of salvation.
3. Altar Harvest Hands workers sense a call to altar ministry.
4. Altar Harvest Hands workers exhibit a genuine concern for others, a passion for helping, and a caring attitude.
5. Altar Harvest Hands workers are committed to a strong prayer life, the study of God’s Word, fasting, and regular church attendance.
6. Altar Harvest Hands workers display submission to God, the senior pastor, and other church leadership.
7. Altar Harvest Hands workers are able to maintain confidentiality.

Altar Workers Servant Leader and Harvest Hands Goals:

1. Provide a comfortable, secure atmosphere by conveying a pleasant demeanor and a professional appearance.
2. Seek to discover the person’s need, doing so with gentleness, tact, and respect. Never push for details.
3. Be specific in prayer with the needy individual, while displaying a sincere desire to intercede.

Altar Workers Servant Leader and Harvest Hands Techniques:

1. Focus on prayer, resisting the temptation to counsel.
2. Time is limited, and the needy person desires prayer (furthermore, altar workers are not usually licensed counselors—if professional counseling is needed, the person can be referred to the Altar Servant Leader for further guidance).
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PHILOSOPHY: The Soda Cans and Bottles Recycling ministry collects soda cans and bottles for recycling that provides extra income for the church’s vital ministries.

Responsible to: Outreach Servant Leader Khane Goodson

Soda Cans and Bottles Recycling Servant Leader:
1. Gather all soda cans and bottles that are dropped off at the church. Cans should be brought to boxes on upper stairs side basement.
2. Count and clean the soda cans and bottles.
3. Verify that they have the recycling stamp on them so the recycling fee can be collected.
4. Bring the soda cans and bottles to the recycling center.
5. Turn in the recycling fee to the church.

Soda Cans and Bottles Recycling Harvest Hands:
1. Assist the Servant Leader in going to the recycling center.
2. Assist the Servant Leader by taking water bottles to Connecticut.
Outreach

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Philosophy: To encourage the church body during times of sickness, bereavement with notes of encouragement or flowers.

Responsible to: Outreach Servant Leader Khane Goodson

Hospitality Servant Leader:
1. Contact the Pastor to find out names of those who are in need.
2. With the Pastor’s approval order flowers from local florist.
3. Send notes of encouragement to the church body as needed.

Hospitality Harvest Hands:
1. Deliver flower to those outside of Woonsocket area
2. Assist the Servant Leader in any way needed
Outreach

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Philosophy: To lend our strength, numbers, and resources to existing ministries in Woonsocket who are serving the poor, homeless, elderly, and needy and to discover the needs that exist but are not currently being met.

Responsible to: Outreach Servant Leader Khane Goodson

Homeless Outreach Team Servant Leader:
1. Contact local ministries to determine how and when we can volunteer with them
2. Coordinate with the church calendar to set no more than four (4) events a year
3. Recruit a team of Harvest Hands to volunteer
4. End the day with a debrief discussion and report

Homeless Outreach Team Harvest Hands:
1. Serve the needy through the existing ministries in the Woonsocket area
2. Study the ministry to determine what needs they are meeting, what systems and procedures they have instituted, and what needs exist but are not being met

Kid’s Clothing Exchange Outreach Team Servant Leader:
1. Create the ministry under the guidance of the Outreach Coordinator
3. Recruit a team of Harvest Hands to volunteer
4. End the day with a debrief discussion and report

Kid’s Clothing Exchange Outreach Team Harvest Hands:
1. Assist the Servant Leader

Single Mom’s Outreach Team Servant Leader:
1. Create the ministry under the guidance of the Outreach Coordinator
3. Recruit a team of Harvest Hands to volunteer
4. End the day with a debrief discussion and report
Single Mom’s Outreach Team Harvest Hands:
1. Assist the Servant Leader

Transportation Outreach Team Servant Leader:
1. Create the ministry under the guidance of the Outreach Coordinator
3. Recruit a team of Harvest Hands to volunteer
4. End the day with a debrief discussion and report

Transportation Outreach Team Harvest Hands:
1. Assist the Servant Leader
GENERAL GUIDELINES

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Philosophy: An outreach provided to those who do not have access to the internet and are unable to download the current message of the week; for use as an evangelistic tool to Christians and non-Christians alike expanding the scope of First Assembly of God to those unable to attend the church due to health, or work schedules.

Responsible to: Outreach Servant Leader Khane Goodson

Servant Leader for Sermons for Shut-Ins
1. Acquires from Audio-Visual Servant Leader copy(s) of current message immediately following the service
2. Retrieves archived messages if further copies are needed
3. Distributes or delegates distribution of copies to those who were unable to attend the service
4. Maintains a list of possible people who could benefit from this ministry
5. Contact Maps RV Evangelism, 1445 Boonville Ave., Springfield, Mo 65802; Phone (417)862-2781, Ext. 1392 to see if the Truck Stop Chaplains are still in need of recorded sermons

Harvest Hands for Sermons for Shut-Ins:
1. Assists the Sermons for Shut-Ins Coordinator in distribution of CD’s.
This Servant Leader commitment form is for those who did not fill out a commitment form before the Recruit Night

SERVANT LEADER/HARVEST HANDS
APPLICATION

I have been praying for direction from the Lord to reach my “one” in the Harvest by serving the body of Christ at First Assembly of God. After reading the Servant Leader and Harvest Hands job descriptions and praying I would like to serve in the following areas:

1) ____________________________________________
2) ____________________________________________
3) ____________________________________________
4) ____________________________________________
5) ____________________________________________
6) ____________________________________________

☐ I agree that I qualify for all of the required general guidelines and have been attending this assembly for a minimum of 6 months.

☐ If I am not a member, I agree to prayerfully consider applying for membership and am willing to take the required membership class.

☐ If I am applying to work with children I understand that I will fill out the Children’s Protection Safety packet and complete a criminal background check before beginning any work with children.

__________________________________________  ____________________________________________
(Your Signature)                                (Print your name here)

__________________________________________  ____________________________________________
(Date)                                          Email address

__________________________________________  ____________________________________________
Home phone                                      Cell Phone

Please return this form to the church office at your earliest convenience.

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