

FINDING YOUR FIT AT GCC

SERVANT PROFILE



Spiritual Gifts

1. _____
2. _____
3. _____

Personal Style

Ministry Passion

Passion Category: _____

Where are you currently serving?

List the formal and informal ministries you are involved in, inside and outside of the church.

How well are your servant profile and current ministries aligned?

Compare what you wrote above to your gifts, style, and passion.

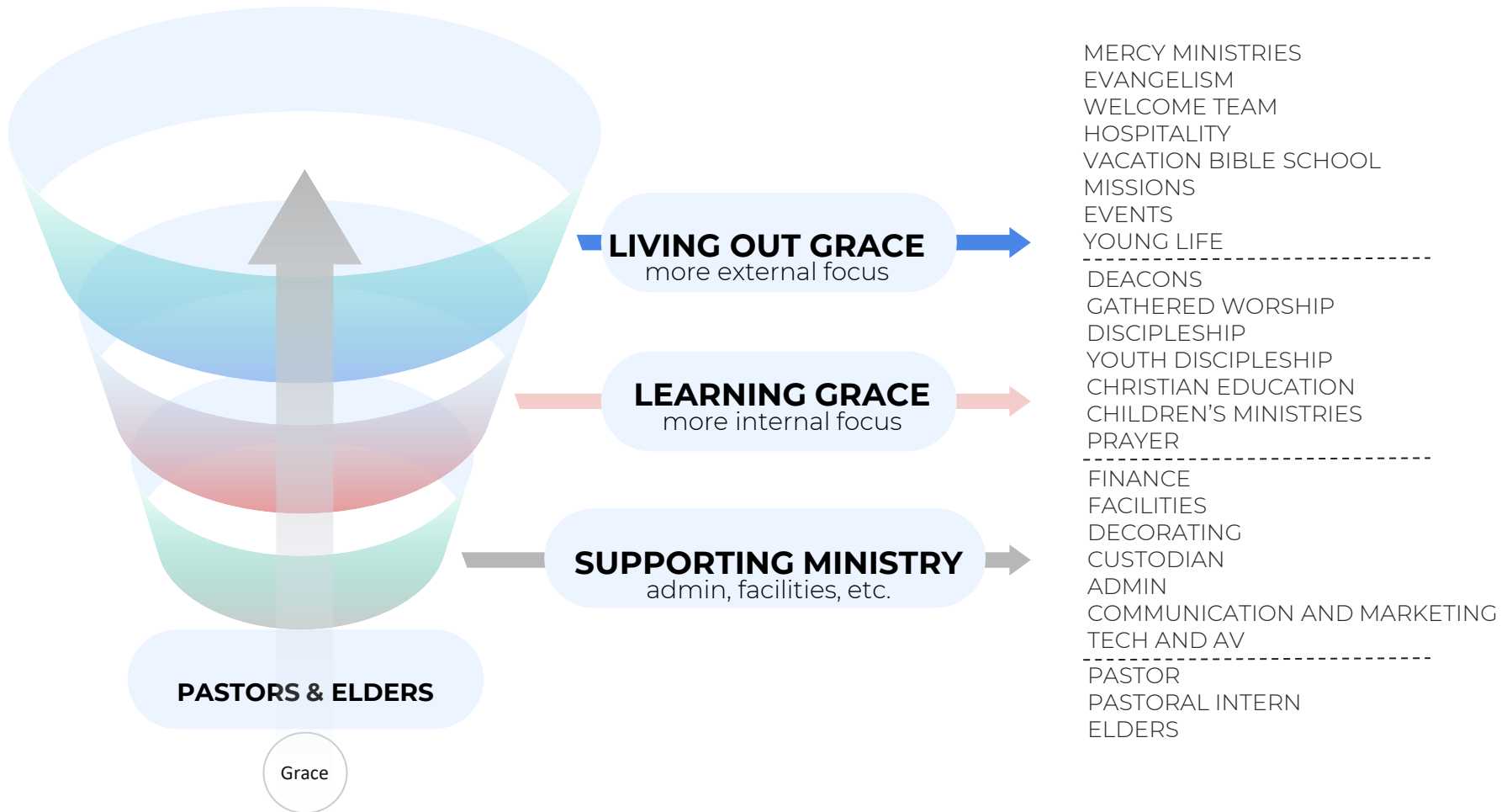
Are there opportunities at GCC that might be a good fit for you?

Look over the next few pages of service teams and tasks at GCC. What excites you? Is there anything you would be interested in knowing more about? List those here.

What is a possible next step for you to more fully live out your servant profile?

Is there a ministry you need to take steps to find more about? Is there something you need to give up? Something specific to pray about?

GCC Service Teams



LEARNING TO AUTHENTICALLY LIVE OUT JESUS' GRACE

GCC SERVICE OPPORTUNITIES

ELDERS AND PASTOR

POSITIONS

- Pastor
- Chairperson
- Elder
- Ministry Associate

TASKS

- Practice being a student of God's Word, the Bible.
- Lift up the people and ministries of God in regular prayer.
- Attend and/or oversee corporate prayer meetings.
- Ensure the planning and implementation of worship services.
- Oversee the membership process by interviewing and recommending candidates.
- Review the membership list annually to determine the status of each member.
- Attend to all matters of spiritual discipline in accord with Scriptural guidelines
- Arrange for interim pastors, guest speakers and worship leaders as needed
- Serve as the Nominating Committee for the selection of officers, boards and committee members, and filling vacancies as they occur.
- Establish guidelines and give authorization for the use of all Church facilities.
- Oversee church finances
- Oversee team leaders and plan leadership team meetings

SUPPORTING MINISTRIES

COMMUNICATION

POSITIONS

- Communication Coordinator
- Social media manager

TASKS

- Send weekly newsletters
- Prepare and print weekly bulletins
- Maintain and update the website
- Manage the Facebook page
- Create graphics
- Update hallway bulletin boards and outdoor sign
- Directory updates

FINANCE

POSITIONS

- Bookkeeper
- Financial Secretary
- Treasurer
- Team member at large

TASKS

- Manage the collection, deposit, and recording of contributions from the membership
- Produce annual tax records of donations to contributors
- Record and categorize all church expenses
- Pay bills
- Run employee payroll
- Disburse the missions budget
- Pay all federal and state taxes
- Produce monthly financial statements of the church
- Monitor the ongoing financial viability of GCC from both an income and cash flow perspective
- Assist the Elders in constructing an annual operating budget for the church
- Prepare financial statement for the GCC annual report and annual membership meeting
- Assist the Elders in planning any capital campaign
- Be a resource to the Elders in considering any short or long-term financial questions or options affecting GCC

CAPITAL CAMPAIGN

POSITIONS

- Coordinator
- Team Member

TASKS

- Collect capital campaign needs from facilities team and determine needed funds
- Advertise capital campaign to congregation
- Coordinate receipt of gifts and disbursements and communicate to finance team and elders

AUDIO-VISUAL

POSITIONS

- Chairperson
- A/V Volunteer
- Tech advisor
- Zoom Host

TASKS

- Setup and run the soundboard, projection, and video streaming on Sunday mornings
- Provide equipment maintenance and make recommendations on the acquisition of new equipment and software
- Maintain church internet network
- Host Zoom meetings
- Advise on equipment purchases/upgrades

FACILITIES

POSITIONS

- Chairperson
- Workday Helper
- Special Projects Worker
- Custodian

TASKS

- Keep track of needed repairs
- Hire and oversee contractors
- Coordinate workdays
- Perform minor repairs
- Maintain the front flowerbeds
- Weekly trash removal

DECORATING

POSITIONS

- Chairperson
- Decorating Team Member
- Helper

TASKS

- Put up and take down decorations for advent
- Purchase decorations
- Oversee Easter and Christmas flower donations
- Change the decorations on the outside railings for Easter, Advent, and 4th of July

LEARNING GRACE

GATHERED WORSHIP

POSITIONS

- Worship Leader
- Preacher

TASKS

- Plan Sunday worship gatherings
- Lead worship gatherings (speaking roles)
- Preach
- Prepare presentations for worship gatherings

MUSIC

POSITIONS

- Praise Team Leader
- Music Team Member
- Musician

TASKS

- The care and maintenance of piano and organ
- Maintain weekly schedule for special music for Sunday church services
- Seek out individuals who might like to participate in the music ministry of the church
- Brainstorm ideas for improving the music ministry of the church, special services, concerts and the like
- Troubleshoot issues that arise relating to the music ministry of the church
- Support the pastor in the area of music
- Play an instrument or sing with the praise band
- Provide special music

DISCIPLESHIP

POSITIONS

- Bible Study/Small Group Leader
- Discipleship Class Teacher

TASKS

- Plan lesson series
- Prepare and present lessons
- Schedule and coordinate group meetings
- One-on-one Discipleship

CHILDREN AND YOUTH MINISTRY

POSITIONS

- Christian Education Chairperson
- Christian Education Team Member
- Kids Crew Teacher
- Grace Kids Teacher
- Grace Kids Volunteer
- Nursery Helper
- VBS Director
- VBS Helper

TASKS

- Select and plan the curriculum and materials for Kids Crew and Grace Kids
- Recruit and equip Sunday teachers and volunteers
- Lead small groups in Grace Kids
- Run games for Grace Kids
- Watch children in the nursery
- Plan and oversee the annual Vacation Bible School
- Volunteer during Vacation Bible School

PRAYER

POSITIONS

- Prayer Team Coordinator
- Prayer team member
- Prayer meeting pray-er

TASKS

- Compose and send prayer team emails
- Oversee weekly prayer gatherings
- Receive prayer team emails and pray
- Attend prayer meetings

LIVING OUT GRACE

DEACONS

POSITIONS

- Chairperson
- Secretary
- Deacon

TASKS

- Be diligent in watching out for those on our assigned watch care list
- Disburse funds from the deacon's fund to needy
- Prepare and help serve communion
- Assist with baptisms

HOSPITALITY

POSITIONS

- Kitchen Coordinator
- Coffee Time Coordinator
- Heartwarmers (meals for people in need) Coordinator
- Meal Provider
- Coffee Time Volunteer

TASKS

- Oversee the kitchen usage and supplies
- Setup and cleanup coffee service for Sunday mornings
- Schedule Sunday morning coffee time volunteers
- Identify situations where meals are needed and coordinate meals
- Provide meals for individuals and families in times of need

MISSIONS

POSITIONS

- Chairperson
- Missions team member

TASKS

- Knowing, supporting, praying for and communicating with our current missionaries
- Coordinating our current missionaries' visits
- Promoting our current missionaries to the congregation via mission of the month and other means
- Communicating local opportunities to serve cross culturally
- Providing opportunities to support short term missions
- Make recommendations for the missions budget

WELCOME TEAM

POSITIONS

- Team Leader
- Greeter
- Usher

TASKS

- Schedule and train greeters
- Greet on Sunday mornings
- Engage with visitors to build relationships
- Collect and secure the Sunday offering and transfer it to the safe
- Open and close the church building
- Follow up with visitors
- Assemble and distribute welcome bags

EVENTS

POSITIONS

- Events Coordinator
- Events volunteer

TASKS

- Schedule and coordinate First Friday Fellowship events for the congregation
- Host monthly Crafts & Fellowship gatherings
- Host a Summer Book Group to fill a gap in the summer months
- Communicate details about events

YOUNG LIFE

POSITIONS

- Young Life Staff
- Young Life Leader

TASKS

- Volunteer at Young Life Events
- Build relationships with youth

MERCY MINISTRY

POSITIONS

- Mercy Ministry Coordinator
- Mercy ministry volunteer
- Family Support Initiative Liaison
- Marblehead Food Pantry Liaison

TASKS

- Plan monthly service opportunities
- Send requests for the Family Support Initiative to the congregation and coordinate donations and delivery
- Provide support for individuals and families in times of need
- Oversee donations to the Marblehead Food Pantry