



# SERVE BOOKLET

**MISSION STATEMENT:** To see the transformation of people and the building of families because of the **LOVE, GRACE, WORSHIP, & TRUTH** of Jesus Christ.

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In this booklet, you will find ministry areas above, and individual descriptions of volunteering options. Included in these descriptions are estimated time commitments and spiritual gifts that correspond to each position. The inclusion of the gifts are suggestions to get you started but are NOT definitive. If you don't have a gift listed, you can still volunteer! We encourage you to pray about how you can serve and fill out the following online form (using the QR code). The church leadership will receive this information and direct you to a ministry to consider.

We want you to serve in a life-giving ministry. If you start to serve in a ministry and it isn't life-giving, then we encourage you to find another ministry.



## Serving Others

If you opened your Bible and did a comparison of the words “volunteer” and “servant,” you’d quickly find out that the word “servant” is used exponentially more than the word “volunteer”. The reason for this is that there is no concept of volunteer in the Bible, however there are many references to us taking on the nature of a servant as Christ did. Christ Himself uses the words “serve” and “servant” many times in the New Testament. Other writers of the New Testament also use these words numerous times.

Clearly Christ calls each of us to be servants in some manner and the Church is a great place to not only serve, but also put your Spiritual Gift into action. At Emmanuel Church we believe the Spiritual Gifts are for today and they can greatly empower us to build up the Body of Believers. In fact, that’s their primary purpose.

The Holy Spirit distributes the Spiritual Gifts (Hebrews 2:4) and each believer has been given at least one gift to use for the purpose of building up the Body of Christ. With this in mind, each person who calls Emmanuel Church their home is asked to consider serving in an area of ministry that best fits their Spiritual Gift.

*What if you don’t know what your Spiritual Gift is?* Go to [www.ecabilene.org](http://www.ecabilene.org) and look under “Resources” for the Spiritual Gifts Inventory. You can download it, print it, and take the inventory. Once you have completed the inventory you can either score it yourself or set up a time to meet with an Equipping Staff member to tally it for you and share with you your Spiritual Gift. Then you can use this booklet to find ways that will complement your use of the Spiritual Gift given to you by the Holy Spirit.

It’s an exciting thing to use your Spiritual Gift in serving others! We look forward to seeing you serve with your Spiritual Gift soon!!

*Our Vision:* Reach the Lost, Disciple Believers, Equip All for Ministry

*Our Mission:* To see the **transformation** of people and the building of families because of the **Love, Grace, Worship, and Truth** of Jesus Christ.

# Worship

*Worship is a central part of not only the services at Emmanuel Church, but is an important part of the lifestyle of the believer. Participation in these very visible teams impacts the connection of the people to God during our services and special events. Requiring a high level of commitment, these teams serve in the spirit of the Levites who were set apart for service in the tabernacle and temple of God.*

- **Instrumentalist - Time Commitment: 2-4 hours weekly, once or twice a month**

This includes Guitar, Bass, Piano/Keyboard, Drum (percussion: Cajon & djembe), specialty instruments (i.e.: mandolin, glockenspiel, etc.) and whatever you might play to participate in Worship on a Praise Team. **[Discernment, Exhortation, Faith, Service/Helps]**

- **Vocalist - Time Commitment: 2-4 hours weekly, once or twice a month**

Used on Praise Team, Choirs, and Ensembles to enhance and lead in Worship. **[Discernment, Exhortation, Faith, Service/Helps]**

- **Tech - Time Commitment: 2-4 hours weekly, once or twice a month**

This includes both Audio/Video, and Online oversight primarily during services, but also for special events. Commitment to this team requires special training. **[Discernment, Exhortation, Faith, Service/Helps, Administration]**

- **Drama - Time Commitment: as occasions arise**

Used as an enhancement to a service, a sermon series, and at other times, drama is a great communication tool and expression of Worship. **[Discernment, Exhortation, Faith, Service/Helps]**

- **Décor - Time Commitment: 2-4 hours monthly**

This team oversees the “look” of the Worship Space. It may be as simple as decorating the altar to more involved decoration of the platform and foyer areas to correspond to a season or sermon series. **[Hospitality, Service/Helps]**

- **Video Production - Time Commitment: as video needs arise**

When possible, we like to produce transition videos or sermon videos “in house” via the creative process with the Equipping Staff. A computer has been designated for video production that is available to those who may wish to help in this ministry. This adds an element of creativity to announcements and sermon series. **[Service/Helps, Exhortation]**

- **Communion Team - Time Commitment: 2-4 hours monthly**

This team assists the Communion Steward in preparing and serving Communion at designated services throughout the year. **[Service/Helps, Giving]**

## Emmanuel Kids

*Emmanuel Kids is our ministry to children birth-5th grade. The primary purpose of the ministry is to create opportunities where kids can experience God's love, grace, worship and truth and set a spiritual foundation for their lives.*

### **Emmanuel Kids Sunday Serving Opportunities**

- **Nursery - Time Commitment: 8:45am, 10am or 11am, once a month, 1 year - Sept. to Sept.**

The nursery team's goal is to ensure parents that their child/ren 0-1 years of age experience the love of God through a safe, clean and loving environment during the Sunday morning service. No lesson prep required.

- **Pre-K Children's Church (3's and 4's classes) - Time Commitment: 8:45am or 11am, once a month, 1 year - Sept. to Sept.**

The preschool children's team goal is to create a loving, inviting and fun atmosphere for preschoolers to experience God and His love for them. Some lesson prep required.

- **Elementary Children's Church (8:45am is K-5<sup>th</sup>, 11am is K-2<sup>nd</sup> or 3<sup>rd</sup>-5<sup>th</sup>) - Time Commitment: 8:45am or 11am once a month, 1 year - Sept. to Sept.**

Volunteer must be 18 or older. This person is responsible for preparing for and leading the service. However, all graphics and worship songs are already prepared on the AppleTV. This person also assigns jobs for students each week to help with the service.

- **Elementary Children's Church Assistant (K-2<sup>nd</sup> and 3<sup>rd</sup>-5<sup>th</sup>) - Time Commitment: 8:45am- or 11am once a month, 1 year - Sept. to Sept.**

We need 2-3 parents/teens once a month to come and assist teachers with helping kids successfully engage with the lesson. There is no prep time, just showing up and encouraging kids to participate and behave during class.

- **Discipleship Hour Teacher - Time Commitment: Every week during 1 semester Sept.-Dec., Jan.-May, or June-August**

This person is responsible for teaching a small group of children a Bible lesson during the 10am discipleship hour each week. Curriculum is given out but some prep is required. This is a higher time commitment but the most important when it comes to building relationships and teaching Bible knowledge and skills to our Emmanuel Kids.

- **Check In Team - Time Commitment: once a month, Sept. to Sept., Wednesdays or Sundays**

This person will man the check in station when parents are checking in, helping new people get checked in and making sure parents check in correctly.

## **Emmanuel Kids BLAST Wednesday Serving Opportunities**

- **BLAST Nursery - Time Commitment: once a month, 1 semester - Sept.-Dec., Jan.-April**

The nursery team's goal is to ensure parents that their child/ren 0-2 years of age experience the love of God through a safe, clean and loving environment during BLAST. No work prep required.

- **BLAST Pre-K Lead Teacher - Time Commitment: every week, 1 semester Sept.-Dec., Jan.-April**

The lead teacher will be in charge of implementing and teaching curriculum to preschool children every Wednesday night and helping create a loving, inviting and fun atmosphere for preschool kids.

- **BLAST Pre-K Assistant Teacher - Time Commitment: once a month, 1 semester - Sept.-Dec., Jan.-April**

The preschool children's team goal is to create a loving, inviting and fun atmosphere for preschoolers to experience God and His love for them. Stephanie Gfeller will be the lead teacher and you will assist her. No prep work required.

- **BLAST Elementary Lead Teacher - Time Commitment: Every week, 1 semester - Sept-Dec, Jan-April**

The lead teacher will implement and teach the curriculum to K-2<sup>nd</sup> or 3<sup>rd</sup>-5<sup>th</sup> students. The goal is to teach biblical, applicable engaging lessons so that students can walk away with practical lessons for their lives that lead them closer to Jesus.

- **BLAST Elementary Assistant Teacher - Time Commitment: Every Week, 1 semester - Sept.-Dec., Jan.-April**

Description: This person would assist Pastor Rachel and/or the Lead Teacher in helping K-5th focus and learn during the BLAST service. No prep work required.

- **BLAST 15 Minute Mentors - Time Commitment: every week, the last 15 minutes of BLAST classes, 1 semester - Sept.-Dec., Jan.-April**

The volunteer is given a small group of boys or girls, separated by age group, to meet with discuss the lesson and ask for prayer requests. This is a great opportunity to truly mentor and disciple a small group of kids each week. Minimal prep required.

## Youth

*The youth ministry exists to partner with families to equip servant leaders in relational discipling according to the life of Jesus. Youth are not just the next generation of servant leaders, they have the potential to be servant leaders today!*

*Most believers come to salvation in Christ before they graduate high school. In light of that fact we put a high priority on youth ministry. We desire to create environments that promote relational discipling.*

*It is an honor to invest in the youth of today. We hope and pray hundreds will become relational disciplers as a way of life.*

- **Adult & Student Ministry Team - Time Commitment: monthly 3 hour meeting on a Sunday with 4 meetings per semester.**

*This environment promotes **equipping**. Serve in one or more of the following: Special Events, Sunday School, Life Group, and BLAST.*

- **Parent of Teen Core Group - Time Commitment: 2 hour quarterly in person or Zoom meeting plus natural path of life relational encouragement.**

*This environment promotes **encouragement**.*

- **“WITH Group” Shepherd - Time Commitment: 2-4 hours weekly.**

*This environment promotes **Biblical Community**. These groups are age, gender & service based. For example: MS Boys, MS Girls, HS Boys HS Boys, Praise Team etc. The “WITH Groups” intentionally focus on:*

- Community
- Adoration
- Nurture
- Service

## First Impressions

*Statistics show that a person makes up their mind about returning to a Church within the first 7 minutes of visiting. Therefore these roles are particularly important to creating a bridge into the life of Emmanuel Church as we welcome our guests.*

- **Ushers - Time Commitment: 1-2 hours weekly, once a month**

*This person needs to be welcoming and provide a smile as they serve people entering the Worship Space. Duties include handing out bulletins, assisting guests with finding seats and in general creating a welcoming environment. **[Hospitality, Service/Helps, Discernment, Exhortation]***

- **Greeters - Time Commitment: 1-2 hours weekly, once a month**  
Many times our Greeters are the first person a visitor encounters at Emmanuel. A cheerful smile, a handshake or high five could make all the difference between a person returning another time or two or never coming back. **[Hospitality, Service/Helps, Discernment, Exhortation]**
- **Grounds Upkeep - Time Commitment: Seasonal, 2-4 hours weekly**  
It's important to send a message to those who may drive by or drive into our facility that we are good stewards of our property and building. It gives a sense that we will welcome and care for people. This may include landscaping, mowing, and snow removal. **[Service/Helps, Giving]**
- **Coffee Bar - Time Commitment: 1-2 hours weekly, once a month**  
Providing a simple cup of coffee or a specialty drink is a way to help people feel more at home at Emmanuel. Great conversation can be had around a cup of coffee which develops life giving relationships. It's also another way we tell people we care about them. **[Hospitality, Service/Helps, Discernment, Exhortation]**
- **Press On Café - Time Commitment: 1-2 hours weekly, once a month**  
The Press On Café operates on Sundays and on special occasions serving specialty drinks. This takes place primarily before and after services. Training will be provided in order to properly use the equipment. **[Helps/Service, Hospitality]**
- **Tear Down/Set Up Team - Time Commitment: 1-2 hours weekly**  
This crew is utilized on a regular basis to set up and/tear down our Worship Space so that it's ready for the next event. It sends a signal that we care about the people who come to Worship with us. **[Service/Helps, Giving]**
- **Welcome Center - Time Commitment: 1-2 hours weekly, once a month**  
This crew oversees the Welcome Center each Sunday before and after services. The Welcome Center is a place where visitors can go for more information, make connections, and also receive a thank you gift. **[Hospitality, Service/Helps, Exhortation, Discernment]**
- **Sunday Closers - Time Commitment: 1 hour weekly, once a month**  
This person is assigned a month that they will secure the facilities after Sunday morning Services. This allows the Pastoral Staff to spend time with guests and congregants after services which are key times for connecting with people. **[Service/Helps, Giving]**



## Ministry to Families

*Building the family unit is important at Emmanuel Church and we strive to find ways to encourage families to grow in their walk with Christ through teaching and fellowship. There are separate sections for Youth and Kids which fall into this category, but here are some additional ways we strive to build up our families in the ways of Jesus.*

- **Women's Ministry Team - Time Commitment: 2-4 hours monthly**  
Provides leadership and planning for women's discipleship and events. **[Leadership, Administration, Service/Helps, Evangelism]**
- **Men's Ministry Team - Time Commitment: 2-4 hours monthly**  
Provides leadership and planning for men's discipleship and events. **[Leadership, Administration, Service/Helps, Evangelism]**
- **Care Portal - Time Commitment: 2-4 hours monthly**  
Emmanuel Church wishes to encourage families who foster or adopt children. We also participate in the Care Portal organization which seeks to provide material items for foster families as their needs arise. **[Wisdom, Knowledge, Service/Helps]**
- **Nursing Home Devotional - Time Commitment: 1-2 hours monthly as events arise**  
Emmanuel Church is asked to provide a person to give a devotional and prayer at area nursing homes. This volunteer should have compassion for the elderly. **[Mercy, Hospitality, Shepherding]**
- **Congregational Care - Time Commitment: 2-4 hours weekly as needs arise**  
This team monitors the care needs of the congregation, especially those who may not be able to attend regularly, are shut in, or who are in a care facility. **[Mercy, Hospitality, Shepherding]**

## Missions

*We are called by God to fulfill the Great Commission and go into all the world sharing the Good News of Jesus Christ. That means that we should place great emphasis on spreading the Gospel by first sharing it where we are, encouraging those on the Mission field, and by going on the Mission field ourselves.*

- **Missions Team Member - Time Commitment: 2-4 hours monthly**  
Being part of the team means you love and support Missions and are willing to take on a delegated area of the Missions efforts of Emmanuel Church. **[Evangelism, Mercy, Administration, Leadership, Apostleship]**

- **Mission Trip Planner - Time Commitment: when planning, 4 hours weekly**

Emmanuel takes several Missions Trips each year both locally, in the U.S., and abroad. These take a lot of organization and planning so if you are gifted administratively this may be a good fit for you. **[Administration, Leadership]**

- **Missions Month Organization - Time Commitment: when planning, 4 hours monthly**

Every other year the Equipping Staff in conjunction with the Missions Team plan a Missions Month that includes preaching and connections with visiting Missionaries. Though we work to keep Missions at the forefront all year long, this month is designed to bring emphasis at a deeper level and also to encourage people to participate in our scheduled yearly Missions trips. **[Service/Helps, Giving, Administration, Leadership]**

## Outreach Events

*Inviting our community to come “taste and see that the Lord is good” \_requires us to not only invite people to be with us, but also to go into the community to be the extension of Jesus Himself. Outreach events are aimed at creating bridges to our community so that people will ultimately say “yes” to Jesus and become part of the life of Emmanuel Church.*

- **Fair Tent - Time Commitment: 2-4 hours as events arise**

Annually at the Fair held in Abilene in August we provide a tent for shade, tables for eating, and a nice place to gather for fair goers. This is a great way to serve the community by helping with putting up the tent. **[Service/Helps, Hospitality]**

- **Nehemiah Project - Time Commitment: during the project, as much as you want**

Each year a family in our community from outside of the Emmanuel Family is selected to receive a home makeover at no cost to them. A special offering is taken at our Christmas Eve service for this purpose along with other offerings throughout the year. The funds collected are then formulated into a budget based on the needs of the home. This is a wonderful way to express the love of Jesus to a family who needs a little extra help. **[Service/Helps, Evangelism, Hospitality]**

- **Outreach Events - Time Commitment: 2-4 hours as events arise**

Event designed to build a bridge to the community around us. Games, food and other attractions are provided free of charge to those in attendance as we share the love of Jesus with people. **[Service/Helps, Evangelism, Discernment, Hospitality]**

## Office Help

*Our office Staff works hard to handle the administrative aspects of ministry. From time to time it's helpful to have others join them in their efforts to provide great "customer service" to our congregation and community.*

- **Bulletin Assembly - Time Commitment: 1-2 hours weekly**

This team meets weekly to assemble the bulletin for Sunday morning. It's not only a time to provide a service to our people, but also a good time of fellowship. **[Service/Helps, Administration]**

- **Front Desk Volunteer - Time Commitment: 2-4 hours as events arise**

From time to time we have need of someone to cover phones or help with special projects. **[Service/Helps, Administration]**

- **Mailing Assembler - Time Commitment: 2-4 hours as events arise**

At times during the year we have mass mailers that take time to prepare. **[Service/Helps, Administration]**

- **General Office Aide - Time Commitment: 2-4 hours weekly**

This volunteer will help prepare the classrooms and Worship Center for Sunday Morning Services. **[Service/Helps, Administration]**

## Connections and Discipleship

*Serving those who visit our services by helping them feel as though their visit was important to us is the goal of the Connection and Discipleship Ministry. This process of the Church is designed to connect with people in such a way that they will want to return and become part of what God is doing at Emmanuel.*

- **Connection Team - Time Commitment: 2-4 hours as events arise**

This may entail making a phone call, delivering welcome bags, taking someone out to lunch, sending an email or some other type of way that connects visitors to Emmanuel and encourages them to join us again eventually becoming part of the life of Emmanuel Church. **[Service/Helps, Hospitality, Giving, Exhortation]**

- **"WITH GROUPS" Life Groups - Time Commitment: various lengths depending on LG**

Whether you desire to be in an existing group or become a leader of a life group these are a great way to live life together and can be opportunities for teaching, discipleship, and fellowship. **[Hospitality, Teaching, Wisdom, Discernment]**

- **"WITH GROUPS" Triads - Time Commitment: various lengths depending on triad**

A group of three women or men that meets regularly for discipleship and accountability, Triads are a great way to develop deep relationship with just a few as you grow together in Christ. **[Hospitality, Teaching, Wisdom, Discernment]**

- **“WITH GROUPS” Discipleship Hour Class - Time Commitment: 1 hour weekly**

We offer a variety of Discipleship Class options between our morning services. Whether you desire to be in a Discipleship Class or teach one, this is a great way to get connected to other believers through teaching, discipleship, and fellowship. **[Teaching, Wisdom, Discernment, Serving/Helps, Hospitality, Shepherding]**

## General

- **BLAST Adult Teacher (Discipleship) - Time Commitment: 2 hours weekly during BLAST season**

BLAST takes place in the fall and spring on Wednesday evenings. Adult classes on various topics are offered. **[Teaching, Leadership, Discernment, Exhortation, Giving]**

- **Prayer Team - Time Commitment: 2-4 hours weekly as needs arise**

Everything is impacted by prayer at Emmanuel Church. We need people who are not only willing to pray, but are also willing to lead prayer focused events. This team also prays on Sunday morning prior to Service, and is available during service as requested by the pastors to pray with those in need. **[Wisdom, Prophecy, Discernment, Exhortation, Faith, Apostleship]**

- **Prayer Chain - Time Commitment: 2-4 hours weekly**

These volunteers receive emails when people request prayers. **[Wisdom, Prophecy, Discernment, Exhortation, Faith, Apostleship]**

- **Kitchen Teams - Time Commitment: 2-4 hours weekly as needs arise**

The Kitchen gets used extensively throughout the year. Whether it be for a funeral dinner, BLAST meal, or special event, servants are needed to provide quality food and preparation. **[Service/Helps, Hospitality]**

- **Dessert Teams - Time Commitment: 2-4 hours weekly as needs arise**

BLAST meal, or special event servants are needed to provide quality food and preparation. **[Service/Helps, Hospitality]**

- **Wedding Coordinator/Reception Coordinator - Time Commitment: 6-8 hours as events arise**

This person is the connection between the wedding participants and the departments in the Church that will bring support and provide service to the family. This includes coordination of facility, sound and visual needs, platform set up, etc. Works closely with the Office Coordinator and Worship Pastor to see that the needs of the family are met. **[Administration, Hospitality, Giving, Service/Helps]**