

**NCBC—Plugged In
Pastor Randy Fields**

Inside Ministries

Marlin Balsiger

Office Bldg: trash emptied, offices vacuumed, bathroom cleaned, mopped & stocked,

Educational Bldg: trash emptied in all rooms, rooms vacuumed, restrooms cleaned, mopped, & stocked.

Fellowship Hall Bldg: trash emptied, tables & chairs straightened, vacuumed, restroom cleaned, mopped & stocked.

Outside Ministries

General Maintenance

Ray Foss

Parking Lot: Clean up any trash, blow weekly

Yard Maintenance: Mowing, raking, & removal of debris weekly

Landscape Maintenance: Hedges trimmed as needed, check sprinkler systems,

On Call Ministries

Norm Poss

Baptismal Team: Empty baptismal, clean, refill as needed

Lord's Supper Team: set up, fill cups, bread, clean up as needed for scheduled Lord's supper.

Sunday AM Setup Team: corner sign boards set up, welcome banners placed, coffee table moved out front, doors unlocked. Following service, all things taken down, doors locked, air/heat off

Specialized Ministries

Chuck Heaps

Information Booth: Formulate a frontline team to welcome visitors to NCBC. Team will introduce to greeter who will in turn introduce to Fellowship Ambassador

Greeters: Specific people enlisted to be greeters who will introduce visitors to Fellowship Ambassadors.

Fellowship Ambassadors: Team enlisted who will invite visitors to lunch following service.

Inside Ministries
Marlin Balsiger

Auditorium Bldg: trash emptied, vacuumed, restrooms cleaned, mopped & stocked. Chairs straightened, trash removed from chair pockets, window seals cleaned, Foyer cleaned, library cleaned

Windows cleaned: All external windows & glass doors cleaned

Kitchen & Office Recyclables: Take all recyclables to recycle station in town.

Auditorium Chairs Restocked: Make sure that each chair has envelopes, communication cards, pens, Bibles.

Outside Ministries
General Maintenance
Ray Foss

Bldg Maintenance: Check for burnout lights, maintenance issues, filter replacement

Ongoing Projects: gutter cleaning, painting, bldg. repair, parking lot striping, handicap spots painted,

On Call Ministries
Norm Poss

Wednesday Night Set Up: Turn on outside lights, unlock doors, check FH tables & chairs set up for dinner, heating/air as needed

Contact: Absentees from Sunday contacted either by phone or postcard. Pastor will email list each week.

Hospital Visitation: Arrange for hospital visits as needed. Pastor will notify when informed of someone in the hospital.

Specialized Ministries
Chuck Heaps

Fellowship Club: Organize churchwide small group fellowships on a quarterly basis similar to 'Supper Six'

Special Projects: Will assist pastor with special projects and enlistment of people for those projects.

CFT—(church fellowship team) Organize a quarterly churchwide fellowship.

Inside Ministries

Marlin Balsiger

Trash Removal: Take trash to dump.

Wed. Night Dinner Clean-up:

Clean tables, wash dishes & put away, clean kitchen

Youth Bldg: Trash emptied, swept, vacuumed

Outside Ministries

General Maintenance

Ray Foss

On Call Ministries

Norm Poss

Ushers: two to pass out bulletins and two to take the offering.

Specialized Ministries

Chuck Heaps
