

Ministry Services

*Highlighted are positions to be filled immediately

Administrative: Receptionist

- Need: 2+ people
- To: Manage reception: receive guests, packages, mail, calls and light clerical
- When: M-Th; 4 hr shift weekly
- Time Commitment: 4 hr-shifts once a week
- Special Considerations: Training provided. Subs needed.

Facilities: Building Care: Routine Cleaning *(Please use the Sign-Up Genius or submit a Serving Interest Form)*

- Need: 15+ people
- To: perform various cleaning tasks throughout the the building, which may include cleaning restrooms, removing trash, sweeping/mopping, wiping windows and surfaces
- Time Commitment: at least 2 hours per month or every other month
- When: According to your availability but prefer toward the end of the week
- Special Considerations: plan to participate in rotating schedules, likely even or odd month; or chose a time via Sign-up Genius. Weeks 4 and 5 are particularly sparse.

Facilities: Building Care: Drywall repair and Painting

- Need: 2 people
- To: Patch drywall holes and paint
- When: As needed
- Time Commitment: 2-4 hours
- Special Considerations: Must be able to mud and sand

Facilities: Building Care: Basic Repair/Assembly

- Need: 4+ people

- To: Perform minor repairs of fixtures and equipment
- When: As needed; during the week or Saturday, for 1 year
- Time Commitment: 1+ hour, depending on need
- Special Considerations: Comfortable on a ladder

Facilities: Building Care: Ceiling Tiles

- Need: 2 people
- To: Change ceiling tiles
- When: Check the building routinely; change tiles as needed; for 1 year
- Time Commitment: 1 hour
- Special Considerations: Comfortable on a ladder

Facilities: Building Care: Lights

- Need: 2 people
- To: Replace lights
- When: Walk the building routinely: change burned out or malfunctioning bulbs as needed, for 1 year
- Time Commitment: 1 hour

Facilities: Building Care: Batteries

- Need: 2 people
- To: Replace batteries
- When: Check the building routinely; change batteries in exit signs, security sensors, etc. as needed, for 1 year
- Time Commitment: 1 hour
- Special Considerations: Comfortable on a ladder

Facilities: Events

- Need: 10+ people
- To: Set up and tear down chairs, tables, draping for big events
- When: likely 2-4 times / year
- Time Commitment: 3+ hours

- Special Considerations: Exact dates and time commitment will be known well in advance; likely at least 3 weeks notice

Administrative: Clerical

- Need: 2-4 people
- To: Assist with clerical-type projects; mailings, laminating, copying, binding...
- When: Rotating team, during the week, as needed when projects arise. Likely will know days in advance.
- Time Commitment: Varies; usually 2-4 hours

Administrative/Facilities: Funeral Care Team

- Need: 5+ people
- To: Assist in various roles: Funeral/Visitation; Luncheon; Admin Support; Spiritual/Emotional Support
- When: Day of and days leading up to a funeral/visitation in the building
- Time Commitment: Varies based on the role

Safety and Security: Emergency Response Team (ERT)

- Need: 3+ people
- To: Provide support services, direction and assistance during emergency situations.
- When: Sunday mornings for 1 service; on a flexible rotating schedule
- Time Commitment: Arrive 30 minutes before the service starts
- Special Considerations: Background check required

Safety and Security: Medical Response Team (MRT)

- Need: 3+ people
- To: Provide initial assessment and first response to individuals requesting or requiring medical help
- When: Sunday mornings for 1 service; on a flexible rotating schedule
- Time Commitment: Arrive 30 minutes before the service starts
- Special Considerations: Medical background including BLS. Background check required

Safety and Security: Nightly Lock-Up

- Need: 3+ people
 - To: Walk the building, checking each area and security system, locking interior and exterior doors
 - When: Every evening, on a flexible and rotating basis
 - Time Commitment: Approx 45 min
 - Special Considerations: Background check required
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