

here to serve

**A Guide to Serving
Opportunities at
Covenant Life Church**

LINK

*“As each has received a gift, use it to serve one another,
as good stewards of God’s varied grace...” 1 Peter 4:10*

“The very motto of a
Christian should be,
‘I serve.’”

—Charles Haddon Spurgeon

Here to Serve

A Guide to Serving Opportunities at
Covenant Life Church

Contents

2 **Getting Connected**

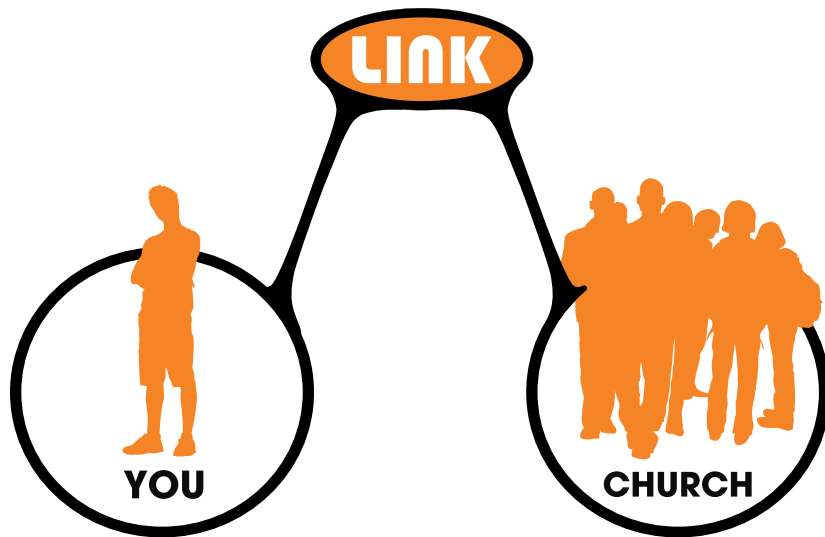
Serving Opportunities

- 6 **Growth**
- 10 **Hosts**
- 16 **Kids**
- 22 **Music**
- 26 **Outreach**
- 34 **Production**

Help

- 40 **Guides**
- 42 **Index and Quick Reference Chart**

Getting Connected



“As each has received a gift, use it to serve one another, as good stewards of God’s varied grace...”—1 Peter 4:10

This verse reminds us that our abilities are a gift from God to be wisely stewarded for his glory by serving others. We see this lived out in the life of Jesus who came “not to be served, but to serve” (Mark 10:45). As his followers, this is a profound reality that should permeate all we do. The cross calls, compels and enables us to serve.

The fact that you are reading this means that God is already impressing this truth upon your heart. Thank you for taking the time to consider how you will serve at Covenant Life! Our prayer is that this book will help you understand our ministry teams and discern where to invest your gifts. Please read through it prayerfully. As you do, we trust that the God who calls his people to serve will also show you where and how.

Here is how to get connected...

1. Read through *Here to Serve* and identify a few teams you are interested in.

2. Visit the LINK table in the lobby on Sunday.

The LINK team serves as your personal guide for joining a ministry team. They will answer your questions and help you take the next step.

*If connecting people to serving opportunities sounds interesting, perhaps LINK is the place for you. Talk with a LINK member at the LINK table in the Lobby.

Serving Opportunities

Growth

“Rather, speaking the truth in love, we are to grow up in every way into him who is the head, into Christ,”
—Ephesians 4:15

These teams exist to help people grow in their understanding and application of the gospel.

Help kids grow in their faith at
Discovery Land **(page 17)**

Beta

Beta is a ten-week course designed to help Alpha graduates (see page 27) establish strong foundations for living the Christian faith. These small groups meet to discuss study topics in depth, pray for one another, and build lasting friendships.

Beta Hosts

Job Description: Host small group discussion centered on sanctification and other foundational Christian doctrines. Curriculum provided.

Requirements: Warmth, joy, eagerness to engage in conversation, and a heart for discipleship. Prerequisite: serving as a Beta Helper or Alpha Host, or by pastoral recommendation.

Serving Times: Wednesdays nights

Beta Helpers

Job Description: Serve and build friendships with Beta guests while participating in a discussion group.

Requirements: Warmth, joy, eagerness to engage in conversation, and a heart for discipleship.

Serving Times: Wednesdays nights



Ron and Retta Parsons, Beta Host and Helper

Biblical Counseling

Job Description: Bring the truth of the gospel to bear in people's lives through weekly counseling meetings.

Requirements: Discernment and faith, and ability to graciously encourage people with biblical truth. Training required.

Serving Times: Weeknights

Financial Counseling

Job Description: Help church members steward their finances faithfully by providing practical wisdom, biblical counsel and financial guidance.

Requirements: Good management of personal finances, reasonable expertise in financial matters. Interview required.

Contact Mark Donovan at the church office.

Serving Times: Varied



Craig Johnson, Financial Counseling "I have enjoyed helping others understand and apply the truth in God's word regarding stewardship of our finances."

Hosts

"Show hospitality to one another..."
—1 Peter 4:9

These teams express the love and joy of the gospel by cheerfully welcoming, serving and extending hospitality to our guests and members.

Make Alpha inviting: Alpha Decorations **(page 27)**
Greet Guests at Discovery Land! **(page 18)**

Greeting Teams

These teams create a welcoming atmosphere at Covenant Life by warmly greeting and assisting those who attend our Sunday Celebration.

Parking Greeters

Job Description: Create an atmosphere of grace and warmth for members and guests by greeting and directing them to their parking spaces.

Requirements: Warmth, joy, a heart for guests, and the ability to stand for long periods of time in all kinds of weather. Adults and youth (contact LINK for the appropriate ages).

Serving Times: Sundays

Shuttle Drivers

Job Description: Drive the church shuttle to and from the Shady Grove Metro Station on Sunday mornings, greeting guests and answering questions they may have about the church.

Requirements: Warmth, joy, a heart for guests, and the ability to drive a shuttle. Must have an excellent driving record.

Serving Times: Sundays

Sunday Greeters

Job Description: Extend hospitality and the love of Christ to guests and members by welcoming them at the door, distributing handouts, and assisting them in the Auditorium.

Requirements: Warmth, joy, and a heart for guests. Adults and youth (contact LINK for the appropriate ages).

Serving Times: Sundays

Pictured on opposite page: Nick Tedesco, Parking Greeters "I love being one of the first people to greet members and guests on their way into church. I can share the love of God with them if I am greeting them enthusiastically with the joy of the Lord."

Food Teams

Food teams use their abilities in the kitchen to serve our guests.

Guest Reception Food

Job Description: Welcome guests into our church home by preparing light refreshments for those who attend the guest reception. Warmly greet and engage with guests as you serve the food.

Requirements: Hospitable, ability to attractively present food and graciously interact with Guest Reception attendees.

Serving Times: Sundays

Starting Point Food

Job Description: Welcome Starting Point guests into our church home by preparing light breakfast foods. Warmly greet and engage with guests as you serve the food.

Requirements: Hospitable, ability to attractively present food and graciously interact with Starting Point guests.

Serving Times: Sundays

Host Teams

Host teams help people in various contexts get connected to other people and resources.

Bookstore

Job Description: Help church members and guests find and purchase resources.

Requirements: Warmth and eagerness to interact with church members and guests. Some ability to use computers and handle money.

Serving Times: Saturdays, Sundays

Guest Reception Hosts

Job Description: Warmly greet and engage with guests at the Sunday guest reception. Team members provide helpful information to serve guests and encourage pursuit of involvement in the life of the church.

Requirements: Warmth, joy, eagerness to engage in conversation, and a heart for guests.

Serving Times: Sundays



Pastors College Hosts

Job Description: Provide hospitality for the families in the Pastors College by administrating events throughout the Pastors College year (August-May).

Requirements: Administrative gifting

Serving Times: Varied

Senior Saints

Job Description: Facilitate fellowship for church members and guests over 55 by administrating monthly luncheons and periodic special events.

Roles: Decorating, Food Prep, Setup/Take-down, Transportation

Requirements: Administrative gifting.

Serving Times: Weekdays



John and Joshua Reaves, Sunday Greeters

Starting Point Hosts

Job Description: Welcome our Starting Point guests and help them register and find a discussion group.

Requirements: Warmth, joy, eagerness to interact with guests, and ability to be at ease in a busy environment.

Serving Times: Sundays

Sunday Guest Follow-up

Job Description: Welcome all guests who have expressed an interest in Covenant Life Church with a personal phone call and/or e-mail. Help them connect with church life and events.

Requirements: Warmth, a heart for guests, ease in talking on the phone and using e-mail.

Serving Times: Sundays, Varied

Connect Groups

Connect groups serve as an introduction to Care Groups for those participating in Starting Point. They meet for six consecutive weeks in a member's home and provide a context for fellowship and building relationships.

Connect Group Leaders

Job Description: Build friendships and facilitate discussion for Connect guests in a small group.

Requirements: Leadership ability, warmth, good communication skills, heart for guests exploring membership at Covenant Life. Experience as a helper or pastoral approval.

Serving Times: Wednesday nights

Connect Group Assistants

Job Description: Serve and build friendships with Connect guests while participating in a discussion groups.

Requirements: Warmth, joy, and eagerness to engage in conversation and a heart for guests exploring membership at Covenant Life.

Serving Times: Wednesday nights

Kids



Special Note: These teams have the privilege and responsibility of caring for the children of our members and guests. In order to provide the safest possible environment for these children, all Discovery Land workers must fill out a volunteer application and have it approved before serving in any of the following capacities. In Sprouts Kids Club, we also require a criminal background check.

Sprouts Kids Club

Job Description: Represent the gospel to Alpha and ESL guests by caring for children ages 1-12, leading crafts and activities or overseeing an age-group of children.

Roles: Administrator, activities, care, crafts, and registration.

Requirements: Energy, kindness, patience, eagerness to engage with and befriend children. Adults and youth serving with their parents (contact LINK for the appropriate ages). Background check required.

Serving Times: Wednesday nights

Starting Point Kids

Job Description: Model the gospel in our care of children while parents explore church membership.

Requirements: Energy, kindness, patience, eagerness to engage with and befriend children; experience caring for infants. Adults and youth (contact LINK for the appropriate ages).

Serving Times: Sundays

Discovery Land

Classroom Director/Assistant

Job Description: Extend the love of Christ by interacting with children while providing oversight in a Discovery Land classroom.

Requirements: Energy, kindness, patience, and an eagerness to engage with and befriend children. Adults and youth (contact LINK for the appropriate ages).

Serving Times: Sundays

Drama

Job Description: Complement the communication of biblical truth by acting out relevant stories.

Roles: Act, write, and direct.

Requirements: Creative gifting. Audition required.

Serving Times: Sundays

Greeters

Job Description: Greet first-time guests at the Discovery Land Welcome Center, register their children and escort them to their child's classroom.

Requirements: Kindness, joy, and an eagerness to engage with children and parents.

Serving Times: Sundays

Puppets

Job Description: Complement the pastoral teaching of God's Word through the art of puppetry.

Requirements: Creative gifting. Adults and youth (contact LINK for the appropriate ages).

Serving Times: Sundays

Safety/Security

Job Description: Ensure a secure environment that gives parents confidence that their children will be kept safe.

Requirements: A gracious attitude combined with firmness.

Serving Times: Sundays

Supply

Job Description: Provide the practical materials needed for Discovery Land by distributing classroom supplies, paperwork and name tags on Sunday morning. Limited monthly and/or weekly positions also include purchasing supplies, washing aprons, print duplication, and/or binder setup.

Roles: Supply, Laundry, Purchasing, Print Duplication, Binder Set-Up, and Inventory

Requirements: Experience in using washers and dryers and ability to pick up and distribute classroom supplies.

Serving Times: Sundays (before first service), Varied



Teacher

Job Description: Communicates biblical truth through age appropriate, creative means.

Requirements: Experience teaching children, ability to represent the church's values and engage with children, patience, love for kids.

By invitation only. Contact Mike Bradshaw at church office.

Background check required.

Serving Times: Sundays

Worship Band Member

Job Description: Use instrumental/vocal gifting to model passionate worship in Discovery Land.

Requirements: Musical gifting (piano, guitar, voice or other instrument) and some experience. Audition and background check required.

Serving Times: Sundays



Music

“Let the word of Christ dwell in you richly...singing psalms and hymns and spiritual songs, with thankfulness in your hearts to God.”

—Colossians 3:16

These teams help us express our gratefulness to God and remember the gospel through the gift of music.



Use your musical gifts in Discovery Land (page 11)

Care Group Musician

Job Description: Use musical gifting to help your Care Group worship God through song.

Requirements: Musical gifting. Talk to your Care Group leader if you are interested in serving your group.

Serving Times: Varied

Music Academy Instructors

Job Description: Equip the next generation of musicians through instruction on various instruments and through musical groups.

Roles: Teaching, Administration, Classroom Volunteer, Setup/Take-down, Food Preparation

Requirements: For most positions, no expertise needed; significant musical skill and teaching ability required for others.

Serving Times: Varied



Special Events Musicians

Job Description: Play instrumental music, either classical or contemporary, to serve in various church events.

Requirements: Musical ability. Audition required.

Serving Times: Varied

Sunday Worship Team

Job Description: Play or sing on Sunday mornings, leading the congregation in worshiping God.

Requirements: Musical gifting (vocal or instrumental) and significant experience. Audition required.

Serving Times: Saturdays, Sundays

Sunday Worship Choir

Job Description: Assist the congregation in expressive corporate worship once a month through this choir.

Requirements: Vocal gifting. Audition required.

Serving Times: Saturday nights, Sunday mornings



Outreach

ALPHA

“How then will they call on him in whom they have not believed? And how are they to believe in him of whom they have never heard? And how are they to hear without someone preaching? And how are they to preach unless they are sent? As it is written, “How beautiful are the feet of those who preach the good news!”—Romans 10:14-15

These teams proclaim the life-changing message of the gospel in an atmosphere of love, warmth, and friendship.

Reach out to Alpha guests by caring for their kids (page 17)

Alpha

Alpha is a ten-week course about the foundational teachings of the Christian faith. Our guests discuss significant issues in an easy-going, no-pressure atmosphere, and many build lasting friendships. Each evening of the course includes a great meal, child care, a brief teaching, and small group discussion where questions and differing viewpoints are welcome.

Alpha Band

Job Description: Lead and assist worship for Alpha volunteers and guests.

Requirements: Musical gifting (vocal or instrumental). Audition required.

Serving Times: Wednesday nights

Alpha Decorations

Job Description: Create a warm atmosphere for Alpha by designing seasonal decorations and planning other elements of “environment.”

Requirements: Artistic, creative, and resourceful

Serving Times: Wednesday nights.

Alpha Food Preparers

Job Description: Work with a small team to prepare the Alpha meal on Wednesdays afternoons.

Requirements: A love for food preparation and shopping and a heart for new and non-believers.

Serving Times: Weekdays

Alpha Food Servers

Job Description: Serve the Alpha meal on Wednesday evenings.

Requirements: Warmth, joy, and a heart for new and non-believers.

Serving Times: Wednesday nights

Carol Bladen, Alpha Food

"I can't believe it has been over eight years of serving as Coordinator for the Alpha Dinner team. God continues to show me just how powerful, yet gentle He is in changing the hearts of people who are exploring Christianity through conversation and an evening meal. I enjoy seeing the transformation of lives over a 10 week period that last through eternity. Each team member consistently serves with joy that comes from the Lord.



Alpha Greeters

Job Description: Warmly and cheerfully welcome Alpha guests, help them register, and escort them to their discussion group.

Requirements: Warmth, joy, and a heart for new and non-believers. Adults and youth (contact LINK for the appropriate ages).

Serving Times: Wednesday nights

Alpha Hosts

Job Description: Build friendships and facilitate discussion for Alpha guests in a small group.

Requirements: Leadership ability, warmth, good communication skills, heart for new and non-believers. Experience as a helper and/or pastoral approval required.

Serving Times: Wednesday nights

Alpha Helpers

Job Description: Serve and build friendships with Alpha guests while participating in a discussion group.

Requirements: Warmth, joy, eagerness to engage in conversation, and a heart for new and non-believers. Adults and high school seniors.

Serving Times: Wednesday nights



Alpha Setup

Job Description: Prepare for Alpha by arranging classrooms and the Events Center for Alpha teaching, dinner, and discussion groups.

Requirements: Ability to move chairs and tables and perform other physical labor. Adults and youth (contact LINK for the appropriate ages).

Serving Times: Wednesdays afternoons and evenings.

Alpha Takedown

Job Description: Takedown Alpha by rearranging classrooms and Events Center.

Requirements: Ability to move chairs and tables and perform other physical labor. Adults and youth (contact LINK for the appropriate ages).

Serving Times: Wednesdays nights



International

Our International Ministry Teams seek to serve and support the mission of the gospel both locally and globally.

Access Partners

Job Description: Use professional skills to work alongside overseas church planters who operate legitimate businesses to facilitate a gospel presence in their locations.

Requirements: Strong business skills, flexibility and pastoral approval.

Serving Times: One-time projects done from home.

Time commitment varies per project.

Au Pair

Job Description: Extend friendship and the love of Christ to young international ladies who are in the country for a short time as nannies.

Roles: Event Planning, Friendship Partners, Food Prep, Greeting, Setup/Takedown.

Requirements: Warmth, eagerness to engage with internationals, and patience to communicate in English with those for whom English is a second language. Women only.

Serving Times: Friday Nights, Varied

International Events

Job Description: Plan and prepare holiday-based events for internationals.

Roles: Food Prep, Creative Direction, Decorating, Setup/Takedown

Requirements: Skill in planning and executing events.

Serving Times:

Wednesday nights, Varied



ESL

English as a Second Language (ESL) Ministry is designed to help internationals learn the English language and American culture. ESL provides exposure to the American Christian community, and facilitates the development of relationships with Americans as well as other internationals.

ESL Food Servers

Job Description: Purchase food and serve dinner for the ESL students each Wednesday

Requirements: A love for food presentation and shopping, and a heart for internationals.

Serving Times: Wednesday nights

ESL Greeters

Job Description: Welcome internationals as they arrive at ESL each Wednesday night, and help with class registration.

Requirements: Warmth, joy, and a heart for internationals.

Serving Times: Wednesday nights

ESL Teacher

Job Description: Extend friendship and the love of Christ by teaching conversational English and U.S. culture to non-english speakers.

Requirements: Experience teaching and interacting with internationals or serving as an ESL classroom assistant. No foreign language skills required.

Serving Times: Wednesday nights

ESL Teacher Assistant

Job Description: Show the love of Christ to internationals in our community by befriending students in the ESL class and assisting the teacher in conducting the lesson plan.

Requirements: Warmth, eagerness to engage with internationals, and an ability to patiently communicate in English with those for whom English is a second language.

Serving Times: Wednesday nights

Mercy

These teams demonstrate the compassion of the gospel by serving those who are experiencing difficult life circumstances.

Prison Aftercare

Job Description: Extend compassion and friendship to former inmates as they reintegrate with society.

Roles: Administrator, Host, Helper, Teacher

Requirements: Compassion, discernment, and an eagerness to interact with and befriend former inmates.

Serving Times: Varied

Prison Outreach

Job Description: Extend compassion and friendship while proclaiming the gospel to inmates at the Clarksburg Jail.

Roles: Administrator, Host, Helper, Teacher

Requirements: Compassion, discernment, and an eagerness to interact with and befriend inmates. Criminal background check required.

Serving Times: Wednesday nights

Single Parent

Job Description: Serve and practically care for single parents in the church and the community through specific events through the year.

Requirements: Compassion and an eagerness to interact with and befriend single parents.

Serving Times: Saturdays

Soup Kitchen

Job Description: Prepare and serve food to the needy at The Lord's Table soup kitchen.

Requirements: Warmth, compassion, and an eagerness to interact with and befriend the needy. Adults and youth (contact LINK for the appropriate ages).

Serving Times: Wednesdays and Fridays

Production

"For everyone who calls on the name of the Lord will be saved." But how are they to call on him in whom they have not believed? And how are they to believe in him of whom they have never heard? And how are they to hear without someone preaching?"
—Romans 10:13-14

These teams serve the gospel message by supporting the preached word of God with sound, lighting, and video technology.



Communications

Graphic Design

Job Description: Conceive and design materials for print, Web, and video with a view to reinforce our church's message and mission.

Requirements: Experience in Adobe Photoshop, Indesign, and an interest in information architecture.

Serving Times: Varied

Photography

Job Description:

Photograph church life and special events. Photos serve for print, Web, video, and more.

Requirements: Aptitude or experience in digital photography. Equipment very helpful.

Serving Times: Varied



Video

Job Description:

Conceive, script, shoot, and post-produce video to help advance the gospel.

Requirements: No experience required; training will be provided.

Serving Times: Varied

Web Site

Job Description: Utilize your gifting and experience to develop and improve the church Web site and intranet.

Requirements: Experience in Web and rich-media authoring, application development, programming or design.

Serving Times: Varied

Singles Ministry

These teams work behind the scene to make the ONE meeting and other singles events happen.

Singles Events

Job Description: Administrate periodic social activities for singles.

Requirements: Administrative gifting; ability to coordinate and plan events.

Serving Times: Varied

ONE Meeting Support

Job Description: Facilitate the execution of the ONE meeting by serving on the Food, Greeting, Production or Setup team.

Requirements: Commitment and desire to serve guests at the ONE meeting.

Serving Times: Friday nights, varied

Sunday Celebration

These teams facilitate the clear proclamation of the gospel in our Sunday Celebrations.

Audio Production

Job Description: Enable church events to proclaim the gospel clearly by setting up speaker equipment, managing sound boards, and recording messages.

Requirements: No experience required; training will be provided.

Adults and youth (contact LINK for the appropriate ages).

Serving Times: Saturdays, Sundays, Varied

Drama

Job Description: Complement the communication of biblical truth by acting out relevant stories.

Roles: Acting, writing, and directing.

Requirements: Artistic and gifting in acting. Audition required.

Serving Times: Sundays



Vicki Cowan, Tech teams "What's a non-technical person doing on a technical team? I may not know the ins and outs of sound, but I get to serve by communicating the worship team's needs to the person at the sound board. I find so much joy and satisfaction serving with my family on the sound team, knowing that we are worshipping God as we do!"



IMAG Video Production

Job Description: Magnify the proclamation of God's word by running video cameras, playing videos and controlling song lyrics.

Requirements: No experience required; training will be provided. Adults and youth (contact LINK for the appropriate ages).

Serving Times: Saturdays, Sundays

Lighting Production

Job Description: Visually enhance the gospel message by managing the lighting board and aiming lights.

Requirements: No experience required; training will be provided. Adults and youth (contact LINK for the appropriate ages).

Serving Times: Saturdays, Sundays, Varied

Sermon Audio

Job Description: Reproduce the Sunday message and post messages online so church members and people around the world can benefit from the preached word.

Requirements: No experience required; training will be provided.

Serving Times: Sundays

Set Design Production

Job Description: Build creative, attractive, and functional sets that imprint visual memories of sermon series and special events.

Requirements: Experience in construction or interior design preferred, but not required.

Serving Times: Saturdays, Varied

Spanish Interpretation

Job Description: Provide live spanish interpretation of Sunday messages.

Requirements: Proficiency in spanish.

Serving Times: Sundays

Sunday Setup/Takedown

Job Description: Support all facets of our Sunday meetings by preparing rooms and equipment for the main auditorium and Discovery Land classrooms. After the meeting, return rooms to their previous state.

Requirements: Ability to move chairs and tables, and perform other physical labor. Adults and youth (contact LINK for the appropriate ages).

Serving Times: Sundays



Guides

Where Can Youth Serve?

- 36 Audio Production
- 38 IMAG Video Production
- 38 Lighting Production
- 11 Parking Greeters
- 18 Discovery Land Puppets
- 33 Soup Kitchen
- 39 Sunday Setup/Takedown

Where Can Parents Serve with Their Children or Youth?

- 29 Alpha Greeters
- 17 Sprouts Kid's Club
- 30 Alpha Setup/Takedown
- 36 Audio Production
- 38 IMAG Video Production
- 38 Lighting Production
- 11 Parking Greeters
- 18 Discovery Land Puppets
- 33 Soup Kitchen
- 17 Starting Point Kids
- 17 Discovery Land
- 11 Sunday Greeters
- 39 Sunday Setup/Takedown

Where Can I Serve in Addition to Discovery Land?

- 35 Communication Teams
- 6 Growth Teams
- 26 Outreach Teams

Index and Quick Reference Chart

Page	TEAM NAME	Serving Times						
		Saturdays	Sundays	Week Days	Week Nights	Wed Nights	Fri Nights	Varied
31	Access Partners							x
	Alpha							
27	Decorations					x		
27	Food Preparers			x				
27	Food Servers					x		
29	Greeters					x		
29	Helpers					x		
29	Hosts					x		
17	Sprouts Kids Club					x		
30	Setup/Takedown					x		
27	Band					x		
31	Au Pair						x	x
36	Audio Production	x	x					x
	Beta							
7	Helpers					x		
7	Hosts					x		
8	Biblical Counseling				x			
12	Bookstore	x	x					
23	Care Group Musician							x
	Connect Groups							
15	Leaders					x		
15	Assistants					x		
	Discovery Land							
18	Classroom Director/Assistant		x					
18	Drama		x					
18	Greeters		x					
18	Puppets		x					

Covenant Life Church
7501 Muncaster Mill Rd.
Gaithersburg, Md. 20877
p 301.869.2800
w www.covlife.org



COVENANT LIFE
CHURCH