

**FIRST UNITED METHODIST CHURCH
GIFTS & GRACES SURVEY**

Name _____ Home Phone _____
 Address _____ Work Phone _____
 City/Zip _____ Cell Phone _____

I am interested in the following areas of Ministry and would be willing to share these Gifts and Graces with my Church. I understand that I may be contacted in the future about my service.

WORSHIP

Willing	Activity	Description	Estimated Time commitment
	Usher/Greeter Coordinator	Train and schedule volunteers for Greeter and Usher	1 hour per month to schedule 0.5 min on Sunday to confirm positions staffed
	Greeter	Open door for people & give a friendly welcome Ensure that they are familiar with location of services, nursery, restrooms, etc. Hand out bulletin (Training provided)	0.5 hrs on Sunday 10:15 - 10:45 a.m. Before Worship Service
	Usher	Hand out registration books; Provide Guests give mug during "Joys"; Collect Offering; Direct congregation to alter (when required); Straighten pews after service (Training provided)	1.75 hrs on Sunday 10:30 - 12:15 Worship Service
	Lay Reader	Read parts of service (training provided)	1.5 hrs on Sunday 10:30 - 12:00 Worship Service
	Alter Guild	Prepare communion for service Assist in serving communion Clean up communion after service. Fill oil candles, change alter vestments. (training provided)	2 hrs on 1st Sunday 10:30 - 12:30 Worship Service
	Children's Sermon	Work with Sunday School Coordinator to select topic, prepare and present during Service	30 min preparation 15 min during service
	Bake Goodies	Prepare some type of goodies weekly for our Guests in Worship	3 hours during week prior to Sunday Worship
	Bake Bread	Bake two loaves of bread for communion	3 hours during the week before the 1st Sunday
	Operate Sound System	Operate the mixer board to change active microphones in PA System (training provided)	1.5 hrs on Sunday 10:30 - 12:00 Worship Service
	Operate Screen Program	Turn slides in PowerPoint presentation (training provided)	1.5 hrs on Sunday 10:30 - 12:00 Worship Service
	Record Podcast	Use computing equipment to record Pastor's message	1.5 hrs on Sunday 10:30 - 12:00 Worship Service
	Acolyte Coordinator	Train and schedule Acolytes Supervise activities at beginning of service Prepare award ceremony, certificates.	Train children 1 hour. Sundays, 15 minutes 3hrs prep ceremony
	Children's Church Coordinator	Recruit and schedule volunteers.	1 hour/month
	Children's Church Teacher	Prepare lessons and teach children when it's your turn to teach.	40 minutes on Sundays. Prep, 15 minutes.

MUSIC MINISTRY

Willing	Activity	Description	Estimated Time commitment
	Choir Member	Sing in group or solo Do not need to know how to read music or sing parts	1 hr on Wednesday for practice - 7:15 - 8:15 1.5 hrs on Sunday 10:30 - 15 min practice Worship Service
	Bell Choir	Play bells or chimes Do not need to know how to read music	1 hr on Wednesday for practice - 6 - 7 p.m. 1.5 hrs on Sunday 10:30 - 15 min practice Worship Service
	Praise and Worship band	Plan instrument or sing	1 hr on Wednesday for practice - 5 - 6 p.m. 1.5 hrs on Contemporary Service Sunday

ADULT MINISTRY

Willing	Activity	Description	Estimated Time commitment
	Sunday School Teacher	Prepare and present lessons from approved curriculum.	1 hr each Sunday and 1 hour to prep each week
	Bible Study Leader	Prepare and present study from approved curriculum.	Consistent with schedule defined
	Prayer Chain Member	Pray for individuals/families through e-mail notification	~30 min per week when the e-mails arrive
	New Member Liaison (new role)	Work with new members to fully engage them in their Christian family. Help them get familiar with the church activities, link with existing members and monitor their spiritual growth through attendance of the Methodist class and Sunday School	Whenever we get a new member. ~30 per year.

YOUTH MINISTRY

Willing	Activity	Description	Estimated Time commitment
	Youth Director Assistant	Help Youth Director in development and execution of Youth activities	2 hour meeting/month 1-2 hrs working on programs/month
	Sunday School Teacher	Grades 6-12 grouped by age. Prepare and present lessons from approved curriculum. Safe Sanctuary training certification required.	1 hr each Sunday and 1 hour to prep each week
	Event Chaperone	Attend Youth activities to provide a proper adult to youth ratio to meet Safe Sanctuary guidelines	As needed for youth activities

CHILDREN'S MINISTRY

Willing	Activity	Description	Estimated Time commitment
	Children's Ministry Director	Review children's programs and develop ministries for children. Coordinate adult volunteers. Fill teaching vacancies.	2 hour meeting/month 1-2 hrs working on programs/month
	Sunday School Teacher	Grades K – 5 grouped by age. Prepare and present lessons from approved curriculum. Safe Sanctuary training certification required.	1 hr each Sunday and 1 hour to prep each week
	Puppet Program Coordinator (new role)	Work with Tweens to develop and deliver puppet shows to the Children during the Sunday School time.	1 hr a month to practice and 2 shows per month during Sunday School
	Nursery Coordinator (new role)	Manage schedule of nursery and ensure Attendant available (currently have 4 Attendants)	As needed

	Nursery Attendant (paid)	Staff Nursery during Sunday School and Church and other church sanctioned activities. Safe Sanctuary training certification required.	Primary Attendant – 6 -15 hours/week Back-ups - As needed, a few hours per week at most
	Sunday School Secretary (back-up)	Prepare attendance folders for all Sunday School classes and record attendance.	30 minutes per week
	VBS Coordinator	Help plan and implement Vacation Bible School beginning in January and till the Summer event. Safe Sanctuary training certification required.	In total, about 3 weeks full time

OFFICE SUPPORT

Willing	Activity	Description	Estimated Time commitment
	Attendance Records	Record who was present at worship into the church software program. Capture information on visitors to ensure proper follow-up	1 hour per week
	Newsletter preparation	Assist in folding newsletters in preparation for mailing	3 hours once per month

OUTREACH PROGRAMS

Willing	Activity	Description	Estimated Time commitment
	Food Pantry	Provide food to Chambers County families in need. Unload and distribute groceries to families in need	Wednesdays 9 – 11
	“Our House” (new program)	Program to provide assistance to those in need in our community. Currently targeting church members and those actively attending our church. Provide services such as mowing, minor home repairs, sitting with elderly, transportation grocery/medicine pick-up	As much as you are willing to give
	Big House	District program to provide assistance to those in need in other communities. Provide services such as home repair and medium construction.	1 week in the summer
	District Youth Camp	Serve as a Counselor at District Camp at Lakeview	1 week in the summer
	Visitor/Member Correspondence	Write notes to visitors to encourage them to attend our church. Write notes to absent members to let them know that they were missed.	As needed
	Church Reporter (new role)	Write Articles for the Baytown Sun and <i>Hometown Journey</i> highlighting Church activities to raise community awareness	~ 1/month

MAINTENANCE AND SPECIFIED SKILLS

Willing	Activity	Description	Estimated Time commitment
	Carpentry	Small repairs to larger renovations	As needed
	Plumbing	Minor repairs	As needed
	Electrical	Minor wiring repairs, install outlets, rep[lace bulbs, replace ballast	As needed
	Lawn Care	Trimming, mowing, edging, minor landscaping	As needed
	Locksmith	Rekey locks to effectively protect church property	As needed
	Van Maintenance	Cleaning, repairs	As needed
	A/C Maintenance	Ability to perform PMs on air conditioners	As needed

COMPUTER TECHNOLOGY SKILLS

Willing	Activity	Description	Estimated Time commitment
	Web Updates, Maintenance and Design	Help keep website current and relevant.	2 hours per week
	Office Computer Maintenance	Troubleshoot software and hardware issues. Perform upgrades and backup.	1 - 2 hours per week

CHURCH COMMITTEES

Willing	Activity	Description	Estimated Time commitment
	Trustees	In charge of properties, holdings, and facilities	Monthly meetings 1 to 2 hours; plus team assignments
	Staff Parish Relations	Responsible for all church personnel and issues pertaining to them; evaluations, pay raise recommendations, conflict, performance, etc.	Monthly meetings 1 to 2 hours plus team assignments
	Finance	In charge of Church Finances; budget, collections, distributions, etc.	Monthly meetings 1 to 2 hours plus team assignments
	Lay Leadership	Identify persons gifts and graces and make recommendations on filling Committee vacancies to Charge Conference	Monthly meetings 1 to 2 hours
	Evangelism	Identify areas of outreach opportunities and ministries and program accordingly	Monthly meetings 1 to 2 hours plus team assignments
	Spiritual Formation	In charge of planning programs and ministries dealing with the Spiritual growth of the Church and individuals; Bible Studies, special classes, etc...	Monthly meetings 1 to 2 hours plus team assignments
	Worship	Monitors the Worship Services, seeks new opportunities and avenues to reach persons through worship styles and makes recommendations for these new opportunities	Monthly meetings 1 to 2 hours plus team assignments
	Communication	Audio Visual, Web Site Management, investigate and make recommendations on new communication opportunities	Monthly meetings 1 to 2 hours plus team assignments
	Children's Ministry Council	Guide and make recommendations on all Children Ministries of the Church; Sunday School, VBS, MDO, Children's Church, Children's Sermon, Acolytes, 2 nd grade Bibles	Monthly meetings 1 to 2 hours. plus team assignments

United Methodist Women

Willing	Activity	Description	Estimated Time commitment
	Food for bereaved	Prepare food, deliver or serve food to bereaved family	1-2 hours as needed
	Garage Sale	Donate items. Help set-up and take down (We need men, too!) Come shop and help customers.	2+ hours Thursday - Saturday 3 x per year
	Clip Coupons	Clip product coupons to send to military families overseas.	30 minutes per week
	Scrapbooking	Help keep the Church history and UMW scrapbook current.	Approx. 3 hours in the summer as needed.
	Love Baskets & College/Military Boxes	Help make and distribute	1 hour 3 x a year
	Gingerbread Houses	Bake cakes, contribute candy, make icing, and clean-up	4 hours in December
	Card Ministry	Send card to members and visitors	1 hour per week