

FITBOOK

FINDING YOUR FIT AT CBC



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VERSION 2.0

CONTENTS

▶ Word from our Pastor	05
▶ Introduction	07
▶ Guest Services	09
▶ Group Life.....	21
▶ Children	29
▶ Youth	35
▶ Music & Arts	39
▶ Prayer Ministries.....	49
▶ Missions.....	51
▶ Communications.....	53
▶ Facilities.....	55
▶ Operations.....	57

WORD FROM OUR PASTOR

We are pleased to provide you with this directory of ministries at Community Bible Church. You will find many opportunities to serve, together with some recommended aptitudes and the time commitment for each role.

At Community Bible Church (CBC) we want you to get connected and feel valued. One of the most important ways for you to experience that is to join with others as you serve in a meaningful way.

Read through and discover your church at work! Find your FIT!

God bless you as you consider this,

A handwritten signature in black ink, reading "Steve Stewart". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Pastor Steve Stewart

INTRODUCTION

You may or may not realize that God has designed you to serve. You are hard-wired to make a difference. You are uniquely designed, on purpose.

When you serve, you get to experience God in action. You get to see Him move. People all over the world are wondering: "Where's God?" The answer is: "In you".

At Community Bible Church, we believe that we are the body of Christ, here to be God's hands and feet on earth. When you join with others to serve, we become a compelling force that impacts the church, the local community and far beyond.

This isn't just an invitation to fill holes or do the church a favour - it's an invitation to experience life like never before. It's an invitation into joy, community, significance and intimacy with your Heavenly Father.

Please join us!



GUEST SERVICES

12 Coffee Host | 13 Communion Preparation Coordinator

14 Greeter | 15 Guest Service Coordinator

16 Kitchen Coordinator | 17 Kitchen Helper | 18 Parking Attendant

19 Security | 20 Ushers | 21 Welcomer



▶ COFFEE HOST

A good cup of coffee or tea! Friendly chit-chat! Visiting with friends and new acquaintances! Helping people feel welcome and connected! This is what our coffee ministry offers. Coffee hosts prepare the beverages, organize and staff the coffee and tea service.

If You Are:

- Friendly and welcoming
- Prompt, reliable and can work independently
- Someone who values excellence in serving food
- Someone who enjoys maintaining a clean work environment
- Someone who has exceptional personal hygiene
- Attentive to detail
- Teachable

Then You Will Enjoy:

- Opening and closing the coffee bar promptly and efficiently
- Serving Community Bible Church guests with exceptional friendliness and cleanliness
- Ensuring that the kitchen and serving areas are clean and disinfected before and after use
- Verifying stock levels and apprising the Kitchen Coordinator of these and other needs

Time Required:

- Presence on site for 45 minutes before and after the services for which you are scheduled



▶ COMMUNION PREPARATION COORDINATOR

Communion is an act of worship taken together as a church. This individual would prepare the elements before the service for which the communion is to be taken.

If You Are:

- Prompt, reliable, and able to work independently
- Someone who enjoys maintaining a clean work environment
- Someone who has exceptional personal hygiene
- Organized

Then You Will Enjoy:

- Being aware of basic health and safety regulations
- Ensuring that the kitchen is up to standard before and after use
- Able to set up and clean up all items involved with communion

Time Required:

- Presence on site one hour prior to the service for which you are scheduled
- One Sunday, once a month



▶ GREETER

As people enter the building, these volunteers offer warm and friendly greetings, give direction as needed and aim to make those who enter feel welcome and appreciated.

If You Are:

- Friendly, encouraging and outgoing
- Prompt and reliable
- Diligent about great personal hygiene
- Value good hospitality

Then You Will Enjoy:

- Being one of the first and last contacts people have as they come to church
- Meeting and greeting guests and regular attendees
- Directing and assisting people
- Familiarizing yourself with Community Bible Church's people and ministries within the building
- Being part of a team that is on a rotating schedule and finding replacements when you're unable to attend
- Being aware of safety, security and emergency protocols
- Wearing a lanyard that helps you be readily identifiable

Time Required:

- Presence on site for 20 minutes prior to and following the service for which you are scheduled
- Attend training as required



▶ GUEST SERVICE COORDINATOR

From the moment people drive in to the time they leave, many people are involved in making guests and regular attenders feel important, welcome, comfortable and safe. The Guest Services Coordinator oversees the functions of and the people providing greeting, parking and ushering services. This person works closely with other groups to share and provide the best possible Sunday experience.

If You Are:

- Convinced that the hospitality ministry is important
- Inclined towards administration, organization and motivating others
- Prompt and reliable
- Able to keep others on track
- Able to learn and understand basic Guest Services roles

Then You Will Enjoy:

- Developing the vision for hospitality at Community Bible Church
- Creating, with your team, a welcoming environment so that guests have a positive and lasting first impression of our church
- Creating a culture of connectivity that will help guests feel accepted and valued
- Directing and managing the Guest Services Team (Coffee Hosts, Parking Attendants, Security, Ushers and Greeters)
- Building and encouraging the Guest Services Team
- Scheduling all the Guest Services Team
- Keeping a supply of Welcome Packets available

Time Required:

- Presence on site for 30 minutes prior to and following the service for which you are scheduled



▶ KITCHEN COORDINATOR

As in our homes, the church kitchen is the place where people feel most welcome and included in a family. The kitchen coordinator works in the background to ensure that it is safe and clean, properly stocked and in good repair.

If You Are:

- Reliable and can work independently
- Someone who values excellence in keeping kitchen operations safe, clean and efficient
- Someone who has exceptional personal hygiene
- Attentive to detail as well as overall operations of the kitchen

Then You Will Enjoy:

- Ensuring that the kitchen is properly and safely run by various users, adequately stocked, clean and operational
- Creating and communicating effective kitchen use directives
- Being aware of basic health and safety regulations
- Ensuring that the kitchen and serving areas are up to standard before and after use
- Being in contact with various users to receive comments, recommendations and safety concerns

Time Required:

- Flexible

▶ KITCHEN HELPER

Do you like working behind the scenes to bring people together through great food? Do you like hearing how people connected over a meal served here at the church? Kitchen volunteers help in the kitchen, serve guests and, clean up the kitchen after every use.

If You Are:

- Friendly, welcoming and hospitable
- Prompt, reliable and can work as part of a team
- Someone who values excellence in serving food
- Someone who values maintaining a clean work environment
- Someone who has excellent personal hygiene
- Able to take and follow directions
- Someone who has kitchen experience or willing to learn

Then You Will Enjoy:

- Following directions from the kitchen coordinator
- Working as part of a team
- Being aware of basic health and safety regulations
- Maintaining a clean work environment
- Working behind the scenes at events
- Serving the Community Bible Church guests with exceptional friendliness

Time Required:

- Flexible depending on events being held
- Attending any relevant training opportunities



▶ PARKING ATTENDANT

The church parking lot is a busy place on Sundays. Parking attendants ensure the safe arrival and parking of cars by designating parking rows, closing off full sections and sometimes guiding drivers.

If You Are:

- Good on your feet
- Spatially aware and responsive
- Attentive and a problem solver
- Able to stand and walk about outside in all weather

Then You Will Enjoy:

- Directing traffic to available parking spots
- Welcoming people into the parking lot
- Getting lots of fresh air
- Being a “first face” to welcome people to CBC

Time Required:

- Presence on site for 20 minutes prior to and following the service for which you are scheduled

▶ SECURITY

Is safety a priority to you? Are you concerned for the well being of others? Do you like to help out where ever needed? Then this might be a job for you.

If You Are:

- Good on your feet
- A quick thinker and act strategically
- A person with good observational skills
- A problem solver

Then You Will Enjoy:

- Wearing a lanyard that helps you be readily identifiable
- Walking the premises of Community Bible Church and surveying all ministries during the service to watch for any people at risk or emergencies
- Assist those who become suddenly sick and direct them toward the medical aid they need
- Assist, if needed, in cleaning up any messes or spills (coffee, melted snow and ice, upset stomachs, etc.) that could lead to potential harm or injuries to others
- Carry messages from the Children’s Ministry to the Tech Booth and help locate parents when necessary

Time Required:

- Presence on site for 20 minutes prior to and following the service for which you are scheduled



▶ USHER

When people are ready to enter the main hall, ushers will greet them, hand out provided printed material and direct them as needed. They may also take up the offering during the service.

If You Are:

- Friendly, encouraging and outgoing
- Prompt and reliable
- A person with good observational skills
- A problem solver
- Diligent about great personal hygiene
- Concerned about others' comfort and overall experience

Then You Will Enjoy:

- Welcoming people to the auditorium and handing out bulletins
- Helping people find seating that suits their needs
- Taking up the offering
- Watching for newcomers and encouraging them to stay for coffee
- Wearing a lanyard that helps you be readily identifiable
- Tracking service attendance.

Time Required:

- Presence on site for 20 minutes prior to and following the service for which you are scheduled



▶ WELCOMER

As people enter the building, the greeter will point any newcomers to the welcomer. This volunteer offers warm and friendly greetings, extending a welcome gift to the newcomers, and giving a short but detail attentive tour of the facility. Their aim is to make the newcomer feel as welcomed as possible and glad that they chose to attend Community Bible Church.

If You Are:

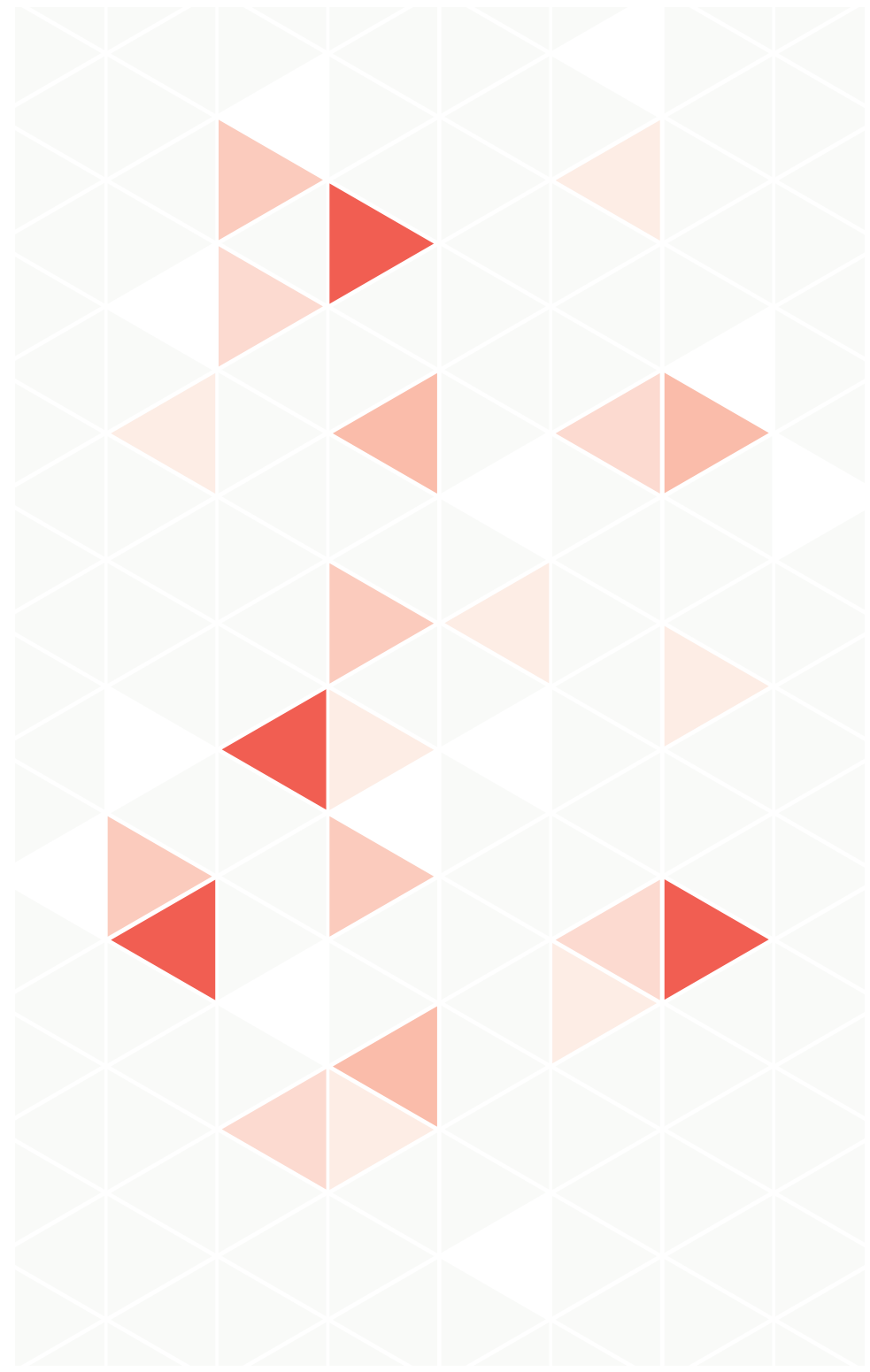
- Friendly, welcoming and outgoing
- Prompt and reliable
- Diligent about great personal hygiene
- Value good hospitality
- Convinced that the hospitality ministry is important
- Able to work independently

Then You Will Enjoy:

- Meeting newcomers
- Being one of the first and last contacts newcomers have as they come to the church
- Directing and assisting guests on their first visit to the church
- Being part of a team on a rotating schedule and finding replacements when you're unable to attend
- Being aware of safety, security and emergency protocols

Time Required:

- Presence on site 20 minutes prior to and following the service for which you are scheduled
- Attending any relevant training opportunities



GROUP LIFE

24 Connections Team | 25 Hospitality Team

26 Small Group Facilitator | 27 Small Group Host

28 Special Events Team | 29 Visitation Team



▶ CONNECTIONS TEAM

CBC believes in and is committed to providing opportunities for people to connect, learn and develop spiritually throughout life. We intentionally hold events and run courses to help people in their finances, to support people in their marriage and parenting relationships, to welcome newcomers, to enable people to discover their spiritual gifts, and more. As we continue to grow, we need team members who will be available to assist in the planning, preparation and production of these efforts.

If You Are:

- Friendly and encouraging
- Able to receive instruction and carry out given tasks
- Willing to work in the background
- Reliable and punctual
- A team player

Then You Will Enjoy:

- Planning and preparing rooms and food for the meetings
- Assisting with set up, take down and clean up
- Providing helpful environments for people to connect, learn and develop spiritually

Time Required:

- 2-3 hours weekly, for the duration of the event

▶ HOSPITALITY TEAM

For most of us, life is hectic at the best of times. Add a new baby or a death into the mix, and we can easily end up feeling completely overwhelmed. Our hospitality teams offer loving support through food. Meal teams provide ready-to-eat fresh or frozen meals on an occasional basis to those dealing with births, deaths and other significant medical or family issues. Dessert teams provide occasional sweet or savoury treats in support of various CBC ministry efforts.

If You Are:

- Someone who likes to cook or bake for others
- Someone who enjoys opportunities to help others in need

Then You Will Enjoy:

- Supporting church events and courses through your culinary skills
- Bringing encouragement to those going through life's challenges

Time Required:

- Flexible, occasional



▶ SMALL GROUP FACILITATOR

Small groups are an integral part of what we do as a church. Growing in our faith happens best when we intentionally connect with others and experience community, participate in healthy and worthwhile conversations on various topics from a Christian perspective. Together, all those who attend grow in their relationship with Christ and deepen their faith.

If You Are:

- A mature Christian (preferably for two years or more) and recognize the Bible as the authority for your life
- Able (or willing to learn how) to lead a small group and facilitate meaningful conversations
- Someone who is loving and caring, who can lead with sensitivity, encouragement and respect
- Dependable, organized and punctual.

Then You Will Enjoy:

- Facilitating conversations and encouraging participation
- Preparing yourself and the study material for the benefit of those involved
- Caring and praying for a group of people with shared goals
- Being hospitable, making those who attend feel included and welcomed, and able to follow up as required

Time Required:

- 1 ½ - 2 hours per week for actual group time
- Up to 1 hour (or more, if desired) of personal preparation time
- Regular scheduled ministry training or discussion events
- Regular telephone/email communication with ministry leader

▶ SMALL GROUP HOST

Our small groups are the key to helping people get connected, form friendships and deepen their faith. The location for these is important to the enjoyment and sustainability of the experience. It should be comfortable, safe and mutually beneficial to those who attend (it could be someone's home, condo guest suite, back yard gazebo...). No extraordinary preparations are necessary except to provide seating and good lighting. Parking should be nearby. Some groups choose to have refreshments but this is not mandatory.

If You Are:

- Energized by helping people grow in their faith, experience God in a deeper way and build relationships with others
- Gladly willing to provide your space for meetings
- Able to provide safe access to your space for entry/exit, for coats and boots as needed
- Dependable, organized and punctual.

Then You Will Enjoy:

- Meeting new people
- Making those who attend feel included, welcomed and cared for
- Working with the group facilitator and group to provide the hospitality elements required

Time Required:

- 1 ½ - 2 hours per week for actual group time
- As needed: home preparation time



▶ SPECIAL EVENTS TEAM

A few times a year we hold special events both here at Community Bible Church and at outside venues; for example, The Movie Night or the Pack The House BBQ. It takes a whole team of many different kinds of help to make it happen.

If You Are:

- Organized and can organize people and resources
- Able to commit and follow through
- Imaginative, creative and resourceful
- Willing to work under direction and be a team member
- Keen on interacting with and loving others in our community

Then You Will Enjoy:

- Helping to plan and carry out preparations for the event
- Using your imagination and your organizational, artistic and decorating skills
- Working with and getting to know other members of the congregation
- Participating in fun events that reach others in our community

Time Required:

- Short term and as needed for the event

▶ VISITATION TEAM

At any given time, there are people who are lonely, ill, overwhelmed or just need some companionship. Visitation team members strive to be attentive to these situations so that we can offer comfort and encouragement, in obedience to the call to love and care for one another.

If You Are:

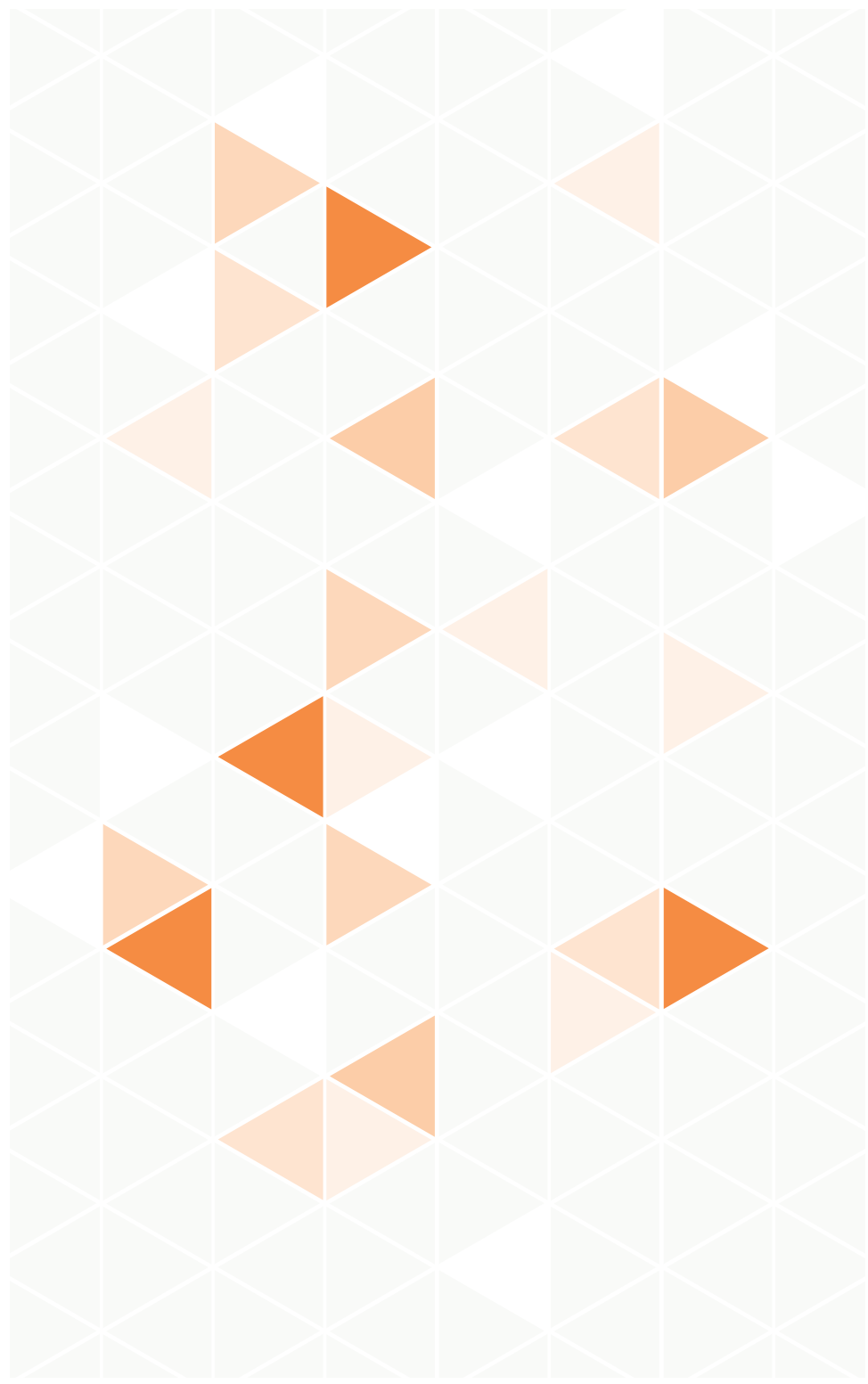
- A good listener
- Caring and concerned for others
- Comfortable with telephone or personal visits
- Someone who notices an individual's absence as well as their presence
- Reliable and consistent
- Personable and friendly
- Able to provide a current police check/vulnerable person check

Then You Will Enjoy:

- Networking with pastoral staff and church leadership to seek out those who would benefit from care
- Being involved in the ongoing care of people in need, whether emergency or routine follow up
- Visiting at coffee shops or in people's homes, hospitals and nursing homes
- Occasional training and support events

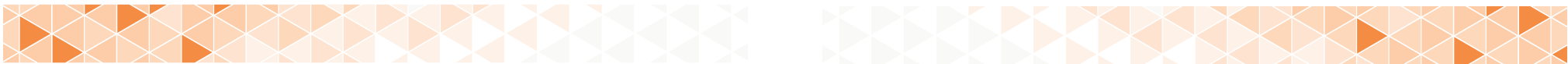
Time Required:

- Commitment will be geared to availability



CHILDREN

- [32](#) Chuckle Club Team Member | [33](#) Kickstart Check-In Team Member
[34](#) Kickstart Grade-School Teacher | [35](#) Kickstart Nursery Team Member
[36](#) Kickstart Preschool Teacher



▶ CHUCKLE CLUB TEAM MEMBER

Chuckle Club is one of CBC's most successful and popular community outreach events. Twice a week we host a morning of activities for children 0-4 years of age who are accompanied by their caregivers. We provide safe play areas, craft materials, toys, books, dress-up clothes and snacks for the children. Accompanying adults can play with the children, sit and watch, or visit with other adults. Our team, together with the Chuckle Club leader, sets up the room, organizes the events, provides supervision and visits with the adults who are accompanying the children. It's busy and fun and the time goes by very fast!

If You Are:

- Excited about working with children, from newborn to 4 years of age
- Warm and welcoming
- Proactive and attentive to playing children
- Personable and friendly with parents
- Not afraid to act a little silly in order to make a child smile
- Willing to be helpful to parents
- Able to provide a current police check
- Reliable and punctual

Then You Will Enjoy:

- Warmly receiving children into Chuckle Club
- Interacting with fun toddlers in discovery play and making crafts
- Giving out the most delicious treats during snack time
- Taking a turn to read a short story using lots of funny voices
- Serving coffee to accompanying adults

Time Required:

- 9:00 AM -11:30 AM, Wednesday or Friday (school term only)
- Attend a Plan to Protect training session

▶ KICKSTART CHECK-IN TEAM MEMBER

Our team loves to help people feel welcome and important by providing a great welcome as they arrive. Part of that process is to watch for the safety of staff and children. For everyone's peace of mind, we provide a secure check-in procedure as the children arrive for Kickstart Sunday ministries.

If You Are:

- Friendly and relaxed, able to make people feel welcome and valued
- Able to learn a simple computer based check-in system
- Serious about children's security and protection
- Passionate about providing an excellent first impression
- Confident in explaining to parents our Kickstart check-in procedures
- Able to input simple data into a database
- Reliable and punctual

Then You Will Enjoy:

- Being the first smiling face that greets Kickstart newcomers
- Pointing out the correct classrooms to Kickstart kids, parents and guests
- Teaching parents how to operate the self check-in program.
- Inputting data into a simple program
- Explaining how parents will be contacted if their child needs them
- Clearly describing the check-in process when parents/guardians are checking their children in

Time Required:

- Commit to helping out on a two on/two off weekly rotational schedule
- Arrive 15 minutes prior to the service for which you are scheduled and stay 15 minutes after service commences
- Attend a Plan to Protect training session



KICKSTART GRADE-SCHOOL TEACHER

The Kickstart Sunday program presents Biblical truths in exciting and innovative ways. It is geared to kids from senior kindergarten to Grade 5. The workers on our team are passionate about seeing kids live their lives for Christ. They enjoy and get energized by thinking “outside the box”.

If You Are:

- Someone who loves children and knows how to make them feel welcomed and loved
- Passionate about following Jesus
- Inspired by the idea of leading kids into a relationship with Jesus
- An encourager and a team player
- Able to provide a current police check
- 13 years of age or older
- Reliable and punctual

Then You Will Enjoy:

- Welcoming children and new families into the classroom
- Teaching kids about God’s incredible love and destiny for their lives in a relevant and innovative way
- Working alongside other Kickstart teammates to lead activities games and small group discussions
- Being a part of a strong team of people who are passionate about serving Christ

Time Required:

- Commit to helping out on a two on/two off weekly rotational schedule
- Arrive 15 minutes prior to the service for which you are scheduled
- Lesson preparation
- Attend a Plan to Protect training session

KICKSTART NURSERY TEAM MEMBER

Babies! Toddlers! Lovin’ and cuddlin’! Rocking chairs and blankies. Toys and storybooks. These are the things that make up our Kickstart Nursery ministry. Oh, and of course, loving and caring. We work in teams and are there to receive these tender bundles and provide parents with peace of mind as they attend Sunday services.

If You Are:

- Always thinking of creative ways to make babies smile
- Able to put new parents at ease
- Comfortable with wiping noses, soaking up drool and catching spit-up
- Able to provide a current police check
- 13 years of age or older
- Reliable and punctual

Then You Will Enjoy:

- Snuggling babies
- Supporting moms and dads if they want to stay with their fussy baby
- Entertaining babies who may be sad that their parents have left the room
- Shaking rattles, stacking blocks, and singing lullabies

Time Required:

- Commit to helping out on a two on/two off weekly rotational schedule
- Arrive 15 minutes prior to the service for which you are scheduled
- Attend a Plan to Protect training session



KICKSTART PRESCHOOL TEACHER

This is our Sunday morning program for preschoolers and kindergarten kids. At such an exciting time in their lives, they are learning and discovering new things, soaking up all the truths about the Bible, loving to tell others about the friend they have in Jesus. Our team shares their wonder and awe and are invigorated by their energy and excitement.

If You Are:

- Eager to play and interact with kids who are 2-5 year of age
- Quick to laugh and be silly
- Able to go with the flow with kids whose attention span might be short at times
- Understanding of the importance of introducing kids to Jesus at a young age
- Able to provide a current police check
- 13 years of age or older
- Reliable and punctual

Then You Will Enjoy:

- Being part of a team, doing fun stuff
- Playing games
- Setting up discovery centers for free play time
- Presenting an engaging curriculum
- Investing in future generations

Time Required:

- Commit to helping out on a two on/two off weekly rotational schedule
- Arrive 15 minutes prior to the service for which you are scheduled
- Lesson preparation
- Attend a Plan to Protect training session



YOUTH

38 Thirst Leader | 39 Transit Leader



▶ THIRST LEADER

THIRST—Our high school, life-long impact student ministry! This is the place where teens (grades 9-12) come to have fun, grow closer to God and each other. Volunteers and students are passionately engaged in this highly relational experience that ultimately grows and strengthens the entire Body of Christ.

If You Are:

- Able to connect with teenagers by meeting them at their level
- Committed to helping teens grow in their relationship with Christ
- Willing to build long-lasting relationships with students and parents
- A solid leader and able to lead a small group discussion
- Caring, compassionate and passionate about learning from God's word
- Willing to consistently attend many youth group events
- Able to provide a current police check
- 18 years of age or older

Then You Will Enjoy:

- Working as part of a team committed to developing a strong youth ministry in Stittsville
- Helping create a loving environment where students and their friends consistently feel accepted and encouraged
- Experiencing fun and often inspirational events throughout the year
- Discipling high school students into a meaningful relationship with Jesus Christ and creating fun and insightful discussions
- Supporting students by attending their extracurricular activities when possible

Time Required:

- Attend a Plan to Protect training session
- 3 hours, Tuesday nights during the school year

▶ TRANSIT LEADER

Our middle school students enjoy a friendly, fun and energetic atmosphere during their time together. They are often only seen as the church of the future. At Transit, we see them as part of the church today but they will just last a little longer. Our team of very committed leaders don't just entertain them, but help them get equipped to live a successful life in this crazy world.

If You Are:

- Able to connect with teenagers by meeting them at their level
- Committed to helping teens grow in their relationship with Christ
- Willing to build long-lasting relationships with students and parents
- A solid leader and able to lead a small group discussion
- Caring, compassionate and passionate about learning from God's word
- Willing to consistently attend many youth group events
- Able to provide a current police check
- 18 years of age or older

Then You Will Enjoy:

- Working as part of a team committed to developing a strong youth ministry in Stittsville
- Helping create a loving environment where students and their friends consistently feel accepted and encouraged
- Experiencing fun and often inspirational events throughout the year
- Discipling grade 6, 7 & 8 students into a meaningful relationship with Jesus Christ and creating fun and insightful discussions
- Supporting students by attending their extracurricular activities when possible

Time Required:

- Attend a Plan to Protect training session
- 3 hours, Wednesday nights during the school year



MUSIC & ARTS

42 Audio Technician | 43 Band

44 CBC Personalities | 45 Creative Design Team

46 Lighting Technician | 47 Service Production Coordinator

48 Video Productions | 49 Visual Arts Technician



▶ AUDIO TECHNICIAN

“Say what?” Everyone needs to hear the sounds and words properly on a Sunday morning and during special events. CBC strives to produce good sound through our audio system, using it to its best capacity. Our audio technicians value effective sound production, enjoy learning and perfecting the use of our equipment and enjoy working with others on the music/arts team.

If You Are:

- A person who values and discerns a good audio mix
- Technically minded, but also views your role as musical
- A self-learner who continually learns new equipment, styles and trends
- Able to take direction and work within a team environment
- Focused and able to problem solve quickly under pressure
- Not driven by the spotlight but a team player
- Willing to fill out an Art Tech application

Then You Will Enjoy:

- Operating the mixing board located in the auditorium
- Preparing and testing all equipment required for services
- Confirming sound checks for all involved in services
- Managing and maintaining wireless microphones

Time Required:

- Varies depending on scheduling on a rotating basis
- 1 1/2 hour prior to first service and for duration of all services
- 2 hours mid-week for rehearsal with band
- Quarterly Tech Team meeting to do maintenance and discuss future plans
- Attend training as required

▶ BAND

Our auditioned musicians love to worship God through their musical gifts and are able to engage the congregation in music worship on Sunday mornings. To this end, they respond well to the leader’s direction, participate generously to blend their musical skills with other musicians and gladly share the responsibility for producing excellent worship music.

If You Are:

- A regular attender of Community Bible Church (minimum six months)
- A competent musician/vocalist (affirmed by the Music Arts Pastor)
- Reliable and punctual of your word
- Willing to talk and pray with people after the service

Then You Will Enjoy:

- Walking through the interview/audition process and filling out a Worship Arts application
- Committing to learning new songs, practicing at home and being prepared for rehearsals and services
- Being prompt, arriving 5 minutes early for rehearsal and service
- Dressing with modesty
- Constantly working at improving your skills
- Connecting with others who have similar passions

Time Required:

- Two hour, mid-week rehearsals on weeks that you are scheduled
- 1 1/2 hour before the services for which you are scheduled
- Attend and participate in both services the day you are scheduled
- As needed for special events
- Able to learn songs at home and come prepared



▶ CBC PERSONALITIES

In person or on camera, CBC personalities are able to attract and engage a live or online audience in order to communicate important information. On stage, they are able to communicate clearly and confidently; encourage the congregation to be attentive or participate in an activity; and generally offer a welcoming presence.

If You Are:

- Willing to be a highly visible face and voice at Community Bible Church
- Able to follow a script or improvise
- Gregarious and love to share news
- Attentive to personal hygiene and make great first impressions
- Attentive to fashion and trends (clothes and hairstyles)

Then You Will Enjoy:

- Being up on stage as an MC (Master of Ceremonies) for services, and/or events
- Sharing news and announcements through video clips that will be displayed on screens and on the Community Bible Church's website

Time Required:

- Varies depending on scheduling on a rotating basis
- Presence on site for 45 minutes prior to the service for which you are scheduled
- Attendance at both services on the day for which you are scheduled

▶ CREATIVE DESIGN TEAM

Stage sets, entrance displays and background props are the visual “icing on the cake” to our Sunday service experience. Through creative use of materials, arts, crafts and trades the creative design team imagines, engineers and builds symbolic or representative pieces to support themes and services as we go through different seasons in our community.

If You Are:

- An individual who works well with others
- Someone who knows the importance of creativity and innovation
- A person who understands that set design is an important part of telling the story
- A competent artist and craftsperson

Then You Will Enjoy:

- Brainstorming ideas for upcoming series
- Meeting with the Music Arts Pastor and the rest of the team
- Building new sets in the auditorium

Time Required:

- Monthly creative meetings
- As needed to decorate, design, build and take-down sets



▶ LIGHTING TECHNICIAN

Sunday services and special events require the use of spot, flood, ambient and coloured lighting to enhance people’s worship experience, give visibility on stage and in the main hall. Lighting technicians ensure that all lights are functioning. They set the placement and direction of all lights. During events they control the intensity, colours, movement and general operation of lights as part of a technical team. If you like to set the mood and “light the lights” This could be for you!

If You Are:

- Technically minded but also view worship as a visual experience
- A self-learner who enjoys continually learning about new equipment, styles and trends
- Able to take direction and work in a team environment
- Willing to fill out an Art Tech application

Then You Will Enjoy:

- Running the lighting board in the auditorium
- Preparing and testing all lighting equipment for use at services
- Verifying lighting program is ready for use at upcoming services

Time Required:

- Varies depending on scheduling on a rotating basis
- 1 1/2 hour prior to first service and for duration of all services
- 2 hours mid-week for rehearsal with band
- Quarterly Tech Team meeting to do maintenance and discuss future plans
- Attend training as required

▶ SERVICE PRODUCTION COORDINATOR

The entire Sunday experience (and occasional special event) is a complex, multi-faceted, creative labour of love for God and His people. The coordinator has a vision for these experiences; is able to communicate and direct that vision well. They can see how every little detail of our service needs to be executed and are able to “make it happen” in a punctual organized smooth way that keeps the “big picture” and overall church mission in mind. This person is a good servant-leader, knowledgeable and/or experienced in various artistic, technical or musical capacities, able to motivate others, give clear, stimulating and engaging direction and can work effectively in a quickly evolving context.

If You Are:

- A “big picture” kind of person who is very attentive to details
- Administrative, motivational, prompt and reliable
- Confident with a servant’s heart and willing to work behind the scene
- Able to keep others on track
- Able to learn and understand basic Video Technician, Visual Arts Technician, and Audio Technician roles
- Willing to fill out an Art Tech application

Then You Will Enjoy:

- Keeping the tech team on time and focused
- A service will excellent production and minimal errors

Time Required:

- Varies depending on scheduling on a rotating basis
- 1 1/2 hour prior to first service duration of all services



▶ VIDEO PRODUCTIONS

“Lights! Camera! Action!” A video artist likes to do it all: arrange a setting, film, edit, produce and post online. Through video productions we record CBC’s activities, produce our welcome videos, CBC opportunities videos and personal stories. We may also collect and assemble out-sourced video material and generally work in the background to produce high quality video presentations.

If You Are:

- Familiar with using a video and/or photography camera, editing software (or would like to learn)
- Capable of editing and posting media online
- A person who loves to keep others informed through media
- Not driven by the spotlight but able to work within a team
- Able to take direction and are a quick learner

Then You Will Enjoy:

- Operating a video/photography camera, video/photography lighting, editing software
- Editing media and posting online

Time Required:

- Varies depending on scheduling on a rotating basis
- Depends on complexity of media to be edited and posted online
- Bi-monthly recording sessions with editing done as needed

▶ VISUAL ARTS TECHNICIAN

Much of the Sunday service is presented through visual media – slides, song words, announcements, video shorts... Our visual arts technicians learn to use ProPresenter software to prepare, edit and display visual material. Smooth and glitch-free visual presentations support a good worship experience for all.

If You Are:

- Familiar with ProPresenter software (or are willing to learn)
- A person who loves to use technology to help share the Word
- A quick learner and computer and software savvy
- Focused and able to stay on task in a distracting environment
- Able to problem solve quickly under pressure
- Able to take direction
- Not driven by the spotlight but a team player
- Willing to fill out an Art Tech application

Then You Will Enjoy:

- Editing and running all song lyrics for the worship service
- Reviewing lyrics for spelling, grammar, proper phrasing and content
- Running through songs live with the Worship Team during rehearsals
- Entering and editing all speaker notes, title slides and related on-screen graphics
- Cueing up announcement slides and other videos

Time Required:

- Varies depending on scheduling on a rotating basis
- 1 1/2 hour prior to first service duration of all services
- Two hours mid-week for rehearsal with Worship Team



PRAYER MINISTRY

52 Sunday Service Prayer Team



▶ SUNDAY SERVICE PRAYER TEAM

We are passionate about prayer. Through our ministry, we care and pray for those who are hurting, broken, and sick. As well, we praise and rejoice with those who are rejoicing. On Sunday mornings, between services, we offer a prayer ministry for those who present themselves at the prayer room.

If You Are:

- Comfortable and faithful in praying for others
- Living a life of integrity
- Willing to follow the prayer ministry policies and procedures
- Committed to regular Bible reading and prayer

Then You Will Enjoy:

- Meeting in the Prayer Room after the 9:30 AM service
- Praying for people who come with prayer requests
- Being a partner with one other person at these times (usually one man and one woman are on duty)

Time Required:

- About 20 minutes after the 9:30 AM service
- Scheduled for duty two or three times every three months



MISSIONS

54 Missions Team



▶ MISSIONS TEAM

These volunteers partner with God in mission initiatives whether they are local, regional, national or global. They feel especially concerned for presenting the Gospel to all people. To this end, they initiate, support, promote and participate in meeting needs.

If You Are:

- Passionate about those who haven't yet heard of Jesus and those in need
- A team player
- Organized and dedicated

Then You Will Enjoy:

- Meeting periodically with the Missions team
- Partnering with missionaries around the world
- Discerning how to manage Community Bible Church's Missions budget

Time required:

- 2-3 hours per quarter for Missions Team meeting
- Participation in occasional mission special events



COMMUNICATIONS

56 Internet & Computer Technician



▶ INTERNET & COMPUTER TECHNICIAN

On occasion one of the church staff or ministry leaders may need help with a computer, the internet, website or computer equipment. It doesn't happen often but when it does we need someone to turn to.

If You Are:

- Familiar with common computer software
- Familiar with computers
- Willing to work with a team
- Available to come to the church to help with a computer-related problem
- Have some knowledge on building and/or repairing a website
- Familiar with but not limited to: Planning Centre, Pro Presenter, Wordpress

Then You Will Enjoy:

- Using your skills and know-how to technically support your church staff and ministry leaders
- Being an important and very necessary resource when needed

Time Required:

- Flexible, occasional
- May be unpredictable but arranged according to your availability when required



FACILITIES

58 Property Crew



▶ PROPERTY CREW

CBC is blessed with a great location, good road access and a sound, comfortable and efficient facility. We are committed to taking good care of it, keeping it safe, clean and functional. Like any other building, it requires care from various trades: mechanical, carpentry, yard and exterior maintenance, heating/cooling, plumbing. We sometimes use professional services but many times a little handy-work would do the trick.

If You Are:

- Handy, methodical, practical and resourceful
- Reliable and conscientious
- Able to work under different weather conditions
- Experienced in a specific or general trade
- Attentive and able to produce quality work
- A gardener who love to tend, prune and weed

Then You Will Enjoy:

- Being part of creating a functioning, safe and pleasant environment for CBC's guests, family and staff
- Working both inside and outside, depending on the tasks needing attention
- Interacting with a caring, hard-working and fun team

Time Required:

- Flexible around your schedule
- Typically, 3-4 hours per quarter



OPERATIONS

60 Debit Machine Operator | 61 Teller



▶ DEBIT MACHINE OPERATOR

Times have changed and more people are carrying around debit and credit cards each day. To cater to that need, the church has a debit machine where the congregation can pay for special events or give their tithing. The Debit Machine Operator would supervise and be there to help anyone with its use.

If You Are:

- Trustworthy and able to maintain strict confidentiality
- Able to commit to a schedule
- Able to do simple math
- Able to provide a police check

Then You Will Enjoy:

- Interacting with Community Bible Church attendees
- Recording Information accurately

Time Required:

- Presence on site 20 minutes prior to and following the service for which you are scheduled

▶ TELLER

Every Sunday as a regular part of our service, tithes and offerings (cash/cheques) are given for the ministries of the church. This is received, counted, recorded and deposited by a team of dedicated and trustworthy volunteers.

If You Are:

- Trustworthy and able to maintain strict confidentiality
- Able to commit to a schedule
- Able to do simple math
- Willing to work with a team
- Able to provide a police check

Then You Will Enjoy:

- Being part of a team
- Counting all offerings that come in on a Sunday morning
- Being sure that the deposit matches the amount recorded on the envelopes

Time Required:

- Approximately 30-60 minutes during the second service on a rotation basis

VERSION 2.0

For the latest version of our Fitbook please see our website:
www.cbcstittsville.com/opportunitites-cbc/

