

*Pledging
Grateful Hearts
and
Helping Hands*

**PLEDGING OURSELVES TO:
WORSHIP GOD THROUGH OUR SERVICE,
SUPPORT OUR CHURCH FINANCIALLY,
HELP FULFILL PINTLALA BAPTIST CHURCH'S MISSION:**

“To Be the Heart and Hands of Christ”

**2010-2011
HELPING HANDS MINISTRIES DESCRIPTION BOOK
KEEP THIS FOR EASY REFERENCE**

This booklet includes our best descriptions of all known ministries that are active, or have been active in the past. This is a **flexible** framework that will grow and progress as teams work together and dialog with each other. The Future Planning Team developed this ministry model because it will involve the churchwide coordination of the staff, volunteers, Deacons, the Policies and Procedures Committee, and the Standing Committees of the church. It will take time, patience, communication and grace to work through.

Comments are always welcome.

CONTACT HELPING HANDS MINISTRIES OFFICE

If you need help connecting with any of these ministries, or have questions, comments, or suggestions: please contact Nancy Fischer:

Home Phone: 288-1995
Email: nsimfis@yahoo.com
HelpingHands@pintlalabaptist.com

Information will be posted on:
Pintlala Baptist Church's Facebook page
and www.pintlalabaptist.com

Information is posted in the Helping Hands Ministries Office located in the room with the copier next to the Fellowship Hall at the church.

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GET READY FOR YOUR SOUL TO CATCH FIRE

There is emerging a new model for carrying out the mission God has entrusted to Pintlala Baptist Church. The dreams and ideas of the Renaissance Task Force, the Future Planning Team and others have given shape to a different ambience for doing church. Ministry will no longer be staff-driven with lay people only assisting. Rather, ministry will be lay-led and gifts-based, with the staff more in a support role. Taking ministry to a new level is biblically based, but it is also founded on the assumption that most people want life to matter.

If you want your life to really count, giving yourself away while serving others in an eternal cause is absolutely essential. The financial support of PBC is vitally important, but when balanced with a commitment of time and talent, the human spirit really catches fire.

My hope is that we will do the things necessary to set God's people free to serve in the areas of personal interests. Many opportunities abound and many others are still the stuff of dreams.

What if every member served in some area which strengthens the mission of our church? Consider the opportunities described in these pages. Make a commitment. Sharpen your gifts and abilities. Fan the flame. Serving God and others in the name of Christ will set your soul on fire. Get ready to experience life with incredible significance!

The purpose of life is not to be happy - but to matter, to be productive, to be useful, to have it make some difference that you have lived at all.~ Leo Rosten

Gary Burton

Pledge Sunday on November 21, 2010

To make a commitment to a ministry bring your Helping Hands Pledge Card on Pledge Sunday. Adult cards are blue. Youth cards are green. Children in grades 1-6 have orange cards. The Financial Pledge Cards for adults are yellow. If you cannot attend on Pledge Sunday, you can mail them back to the church, or bring them by the Church Office, before the 21st. You can even just slip them under Jamie's door on Sunday mornings and Wednesday nights.

Signing up for a ministry is easy:

•Pray about **where**, not **if**, God is leading you to serve. God has given you a spiritual gift, natural talents, and learned skills to empower you to serve Him, His church, and others.

Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. 1Peter 4:10

•Consider your natural talents and abilities, special training, knowledge and skills gained from your own particular life experiences.

•Read through the descriptions in this booklet to get an idea of what is involved in each ministry. Talk to the Ministry Team Leader listed. Come to the Family Fest/Ministry Fair by the playground on Sunday, October 31st, from 3:00- 4:30 pm.

•Write the 3-digit code in front of the name of each type of service to identify that particular ministry on the blue Helping Hands Pledge Card.

•Return your card, on or before, Pledge Sunday.

After we have enough time to enter everyone's ministry preferences into the churchwide database, the Ministry Team Leader will be given a list of everyone interested in working on their team. The Ministry Team Leader will contact you about orientation and training, Team Meetings, and scheduling for your area of service.

Change your mind? After Pledge Sunday, you can be added, or removed from a Ministry Team at any time by speaking to the Ministry Team Leader. Also, please contact the Helping Hands Ministry Office, so that your preferences can be changed in the database.

Some Ministry Team Leader positions have been filled by the Nominating Committee. They are noted with an asterisk (*). However, substitutes, or helpers, may be needed. We are grateful that other leaders have already stepped forward. If you do not see a name by a ministry, then prayerfully consider if God is calling you to facilitate a category or team. You do NOT have to bear all of the responsibility by yourself. Our whole ministry model is about cooperative teamwork...

From (Christ) the whole body, joined and held by every supporting ligament, grows and builds itself up in love, as each part does its work. Ephesians 4:16

#998 If you don't have a preference for a particular ministry, put #998 in a box on the ministries card and we will suggest a place for you where you are most needed.

#999 People have expressed a need for new ministries, such as the Prayer Ministry. If you believe there is a need for a new ministry, put #999 in a box on the ministries card, so we can talk to you about it and bring it before the Ministries Council of the church.

PRAYER MINISTRY

- 001 Prayer Ministry Team Leader**
Organize the various Prayer Teams
- 002 Prayer Team Member**
Participate in the Prayer Teams, as led

COMMUNICATION MINISTRY

- 026 Telephone and Office Volunteers**
Make welcome calls to church visitor, make reminder calls
- 027 Data Entry**
Enter data into computer
- 028 Electronic Communications**
Send notices and information via e-mail and Facebook
- 029 Graphic Artist and Writers**
Design brochures, handouts for special campaigns and events
- 030 PBC Event Sign**
Change marquee in front of church
- 031 PBC Historical Team**
Record history. Archive materials from church events
- 032 Public Relations and Media**
Highlight Pintlala Baptist Church in all types of media

MUSIC and DRAMA SUPPORT MINISTRY

Steven Sessions

- 051 Music Librarian**
Prepare hymn sheets and music for choir members before Wednesday night choir rehearsal and before Sunday School, re-files music after church. No musical ability needed
- 052 Instrumentalists**
Play an instrument, usually for special occasions
- 053 Handbells**
Ring handbells no experience necessary
- 054 Soloists and Ensemble Singers**
Sing specials as soloist, or in a group

055 Children's Choir

Help with children's choir, grades 1-6 on Wednesday nights

056 SALT- Youth Choir and Drama Helper

Assist Minister of Music with youth choir and drama

057 Drama Production and Set Design

Construct drama sets, paint, decorate, make costumes

058 Adult Choir

Rehearse on Wednesday nights 7:00-8:00 pm. Sing during Sunday Worship and special occasions

059 Pilgrim Singers, Senior Adult Choir

Sing at nursing homes and church functions

TECH MINISTRY

Tony Fischer

075 Sound Booth Techs For All Services

Operate and maintain the church's sound system, computers, and video camera during rehearsals, worship services, weddings, funerals, special events *CONTACT: Tony Fischer*

076 Sound/Computer/Video Equipment Maintenance

Maintain sound booth equipment

077 Power Point Presentations

Design and operate the Power Point presentations on Sunday mornings

078 Video and Record Service

Record Sunday Services, special music, or programs

079 DVD Duplication For Homebound

Duplicate church services, or special events, to be delivered to homebound members *CONTACT: Lou Padgett*

080 Facebook- General Administrators

Post announcements and events to the Pintlala Baptist Church Facebook page *CONTACT: Eric McGuire*

081 Webmaster

Maintain, update the church web page *CONTACT: Eric McGuire*

SUNDAY SUPPORT MINISTRY

101 Scripture Reader

Read the scripture pertaining to sermon

102 Sunday Worship Prayer

Pulpit prayer during morning service

103 Greeters

Greet members and visitors at the greeter stations on Sunday mornings and during special events. Give first time visitors Sunday School information and Visitor's Card. Escort people to desired locations on PBC campus, as needed

104 Ushers*, Worship Attendance Binder

Welcome guests, distribute bulletins, and assist people with seating. Assist latecomers with seating at appropriate times. Collect offering. Remain alert to worshipers comfort during entire service and respond as needed. Fill out the Worship Attendance Binder *CONTACT: Jack Cortes, or Mike Nelson*

105 Welcome Desk Attendants

Provide information and directions for visitors and members on Sunday mornings, before and after the service

106 Hostess For Altar Call

Register those who join the church and introduce them to the members at end of service

107 Stock Pews With Supplies

Straighten hymnals, replenish offering envelopes, prayer cards, pencils, etc., *just before service* *CONTACT: Eric McGuire*

108 Collect Attendance Cards and Trash

Check each pew for trash, collect attendance forms *immediately after church* *CONTACT: Margaret Fleeton, Betty Langley, or Kimberly Langley*

109 Open and Close Building

Make sure all doors are opened prior to service. Close and lock doors after each service, turn off air conditioners and lights
CONTACT: Harry Burdette

110 Sunday School Attendance Data Entry*

Help distribute Sunday School attendance books throughout the church during the Sunday School hour. Record the attendance in the Sunday School Secretary's Office *CONTACT: Frank Ellis*

111 Worship Attendance Reporting

Enter church attendance into the computer system at the conclusion of Sunday morning services or Monday

112 Lord's Supper Preparation*

Prepare the Lord's Supper elements for communion for worship services. Clean and store communion trays and utensils

CONTACT: Rose Hornady, or Carol Messick

113 Baptismal Assistants*

Assist with baptisms. Help the person out of the baptismal pool, give them a towel, mop up the floor after baptism

CONTACT: Virginia Garrette

VISITOR/PROSPECT/NEW MEMBER MINISTRY

126 Visitor Follow-Up Calls

Call visitors, thank them for their visit and find out if they have any needs, prayer requests, or questions about our church

127 Visitor and Prospect Visits

Visit recent church visitors at their home on Sunday afternoons to provide information about PBC, answer questions and encourage them to visit us again

128 New Member Training

Contact new members to welcome them and invite them to attend the new member orientation class

129 Discipleship Training Leader

Develop program to assist in discipleship training outside of the Sunday school hour

THE GREAT COMMISSION MINISTRY

151 Pintlala and Montgomery Community Missions

Impact our community through local projects; support Pintlala Elementary with Reading Tutors, and other assistance; Community Clean-Up Day, Health Fair, Job Fair, fund-raising

152 Regional Missions

Participate in short-term mission trips which may include evangelism, construction, VBS, clothing closets and medical assistance. Help with fund-raising

153 Global missions

Let us know if you are interested in developing a plan

SPECIAL EVENTS MINISTRY

176 Staff Anniversaries

Recognize of staff on their anniversary date

177 Churchwide Fellowships

Provide food, decorations and entertainment or make the arrangements for the event

178 Anniversary Sunday

Help plan, and carry out the activities recognizing our church anniversary on the first Sunday in June

179 Christmas, Easter and Other Decorating

Decorate church

180 Weddings

Assist with wedding plans for brides and family, as needed

181 Outside Events

Work with non-members who wish to use our facilities for reunions and other gatherings

182 Autumn Challenge Cyclist Event

Prepare breakfast for cyclists

FOOD SERVICE MINISTRY

Dixie Brown

201 Wednesday Night Suppers

Assist Food Service Director with food and table preparation for Wednesday night suppers

202 Special Guests After Church

Assist Food Service Director with meals for special guests

BUILDING, GROUNDS and TRANSPORTATION MINISTRY

Harry Burdette

226 Grounds And Maintenance Committee*

Oversee the maintenance and repairs of buildings and grounds

CONTACT: Harry Burdette

227 Campus Improvement Plan Coordination

Help form a plan for campus improvements

CONTACT: Harry Burdette

228 Transportation Maintenance

Oversee maintenance and repairs for the van

CONTACT: Mike Pugh, or Tony Fischer

229 Garden Club, Outdoor Nativity

Plan, or help maintain the flower beds around church; set up nativity

CONTACT: Mary Clyde Meadows

230 Open and Close Plan

Maintain the check list for opening and closing

CONTACT: Harry Burdette

231 Supply Donor Ministry

Make donations of supplies needed around the church, such as: paper towels, toilet tissue, Kleenex, cleaning supplies

CONTACT: Jamie Deason

232 Tuesday Attack Group

Sort and organize the storage closets, clean and dust items around the church

233 Odd Jobs

Assist Grounds and Maintenance Committee with small jobs around the church. Examples: pressure washing, painting and moving furniture

234 Furnishings and Church Décor Team

Work together to coordinate the church furnishings and décor

CONTACT: Harry Burdette

Ladies who have already signed up for one, or more of the following ministries under the Women C.A.R.E. Ministry: please write the associated code in the boxes on the blue card, so that your preferences can be added to the churchwide database.

WOMEN C.A.R.E. MINISTRY

Brandi Walker

251 Baby Showers

This ministry will coordinate the baby showers at PBC. This group will get together refreshments, plates, napkins, etc.

CONTACT: Hope Brasell, Eileen Bennett, or Beba Murph

252 Special Women's Events

The ministry assists the Women C.A.R.E. Team Leader to plan, organize and carry out special one day events and retreats

CONTACT: Brandi Walker

253 First Response

This ministry will take paper products to the home of a church member who has had a death in their immediate family. A kit will be kept at the church for delivery. The kit will contain 30 plates, 30 plastic cups, 30 Styrofoam cups, 30 cutlery packs, 1 roll paper towels, 1 pound coffee, creamers and sugars, 2 13 gallon trash bags. Please place all items in the trash bag with a note from Women C.A.R.E. Ministry of PBC. Tie it up and deliver.

CONTACT: Helen Arnold, Ann Latham, Tommi Lee Alford, or Pam Higgins

254 Family Meal After Funerals

This food ministry will coordinate the meal at the church the day of a funeral service for a church member or their immediate family. Food will be cooked by Pintlala Baptist Church members and brought to the church no earlier than 30 minutes prior to the scheduled time for the luncheon

CONTACT: Cheryl Murchison, or Butch Moseley

255 Food To Families Without Sunday School

This ministry will be very flexible and will operate on an “as need” basis. This ministry will provide food for a member of the church who has had a death in their immediate family, if the member is not enrolled in a Sunday School class. (If the member is enrolled in a Sunday School class, their class is responsible for providing food. If the Sunday School class needs assistance, then the ministry will certainly help.) Also, this ministry would provide food for a member of the church who has had an extended stay in the hospital, surgery, or an illness. All food provided in this ministry should be sent in “throw away” containers *CONTACT: Eloise Moseley, Peggy Hester, or Sue Kirk*

256 Hospital Visits

This ministry will work together to visit members of PBC and their families who have been hospitalized *CONTACT: Tommi Lee Alford, Fran Dixon, Sue Johnson, or Gloria Franklin*

257 Mad Hatters

This ministry crochets caps and blankets for the babies in the NIC Unit at Baptist South. They have also crocheted blankets for some of our members who have been very ill. If you want to help with this ministry, but don't know how to crochet, Louanne will teach you *CONTACT: Louanne Burdette*

258 Women's Bible Study

This ministry is a Bible study group that meets every Monday night at 5:45. Please plan to attend this very important time for women *CONTACT: Renee Nelson*

259 Prayer Chain

This ministry will be available for a member to call upon for prayer. The members of this ministry call people who will pray. Write the request down and read it back to avoid misinformation. Pray for the leadership team members and all activities of the women's ministries

CONTACT: Virginia Baker, or Mary England Ashley

260 Local Food Bank and Mission

This ministry collects food to be delivered to a designated food bank

261 Operation Christmas Child

This ministry helps organize the collection of shoe boxes filled with gifts for children at Christmas. Bring boxes to the church by an announced date *CONTACT: Dell Walker*

262 Angel Tree

This ministry helps with the Angel Tree Program. The names and Christmas Wish Lists of area children with incarcerated parent(s) are distributed for buying, wrapping and delivering gifts.

263 Facebook- Women’s Connection

This ministry updates the women’s events on the church’s Facebook page, as needed *CONTACT: Kristi Skipper*

264 Second Tuesday Care To Homebound

This ministry visits nursing homes and homebound

265 Artwork Ministry

This ministry designs “artsy” items, *CONTACT:Renay Sexton*

MEN’S MINISTRY

Ben Broadway

276 Repairs For Local Elderly, or Disabled

Assist Men’s Ministry with small repair projects for church and community members. No experience needed

277 Spring Cleaning The Yards Of Elderly

Assist men’s ministry with cleaning of yards

278 Family Outdoor Ministry

Assist in planning all types of outdoor recreation activities, such as hunting, fishing, and archery *CONTACT: The Fowler Family, or Chase Ming*

279 Men’s Breakfast and Special Events

Serve by setting up, cooking, serving, and cleaning up at events

SENIOR ADULT MINISTRY

Cheryl Murchison, Myra York , Fran Dixon

301 Senior Banquet

Coordinate the annual banquet honoring our senior members

302 Day Trips

Plan trips to take seniors on day excursions

303 Lifeline Ministry*

Assist in enrolling Church members in the lifeline ministry

***Sunday School Teachers are nominated positions. However, substitutes MAY be needed. Helpers are always welcome! Secretaries are needed for each class to follow up with absentees.**

Pre-School Ministry

851 Pre-School Ministry Team Leader

Provide a loving, caring environment for kindergarten and younger, to lay a strong foundation for future spiritual growth. Make sure the rooms, snacks and supplies are ready for the children.

852 K-4 and K-5 Sunday School Helper

Assist Sunday School Teacher

853 Sunday School Care*

Be a teacher's helper, ages birth through 3 years

854 Sunday Worship Care

Be a caregiver in the pre-school department for children, birth to 3 years old

855 Sunday Care Team Leader

Welcome the parents at the Pre-School Welcome Desk from 9:30 am -12:15 pm, take down family information, issue beepers, assist caregivers

856 Wednesday Night Bible Study Care

Be a caregiver during bible study up to 1st grade

857 Wednesday Night Choir Care

Be a caregiver during choir, 7:00-8:00 pm, all ages

858 Vacation Bible School Nursery Care

Be a caregiver for Vacation Bible School worker's children up to 23 months-old

859 Spring Fling

Be a caregiver for the young children of Spring Fling workers

860 Little Big Church

Serve as a team member to care and teach children 4 years through kindergarten during Sunday church service

861 Clean Toys and Linens

Sanitize toys and keep crib linens washed and ready for use

CHILDREN'S MINISTRY

876 Sunday School Helper

Assist and help Sunday School teacher

877 Vacation Bible School

Help plan, coordinate, teach and supervise during VBS week

878 CCWA (Monthly social events)

Help plan special events for grades 1-6

YOUTH MINISTRY

901 Sunday School Helper

Sunday School helper

902 Mission Trips and Service Projects

Work with youth to prepare to go on Mission trips, or to do special projects, chaperone youth events and trips

903 Social Activities Helpers

Assist Youth Minister in planning youth social activities

904 Refreshments For Special Activities

Prepare, or coordinate refreshments for special events for youth

COLLEGE and CAREER MINISTRY

926 Sunday School Helper

Assist teacher

927 Social Activities

Assist teacher, or plan socials for Sunday School Classes

ADULT SUNDAY SCHOOL MINISTRY

951 Individual Sunday School Class Secretary

Record attendance and update class rolls, contact absentees, send birthday cards

952 Social Activities

Assist teacher, or plan socials for Sunday School Classes

998 ANYWHERE I'M NEEDED MINISTRY

Work where you are most needed. If you don't have a preference for a particular ministry, we can help place you where you are needed the most

999 NEW MINISTRY IDEAS

Suggest new ministries. If you believe there is a need for a new ministry, use this code to let us know of your interest so we can talk with you about it and bring it before the Ministries Council of the church.