

# Places to Serve at Community Presbyterian Church



## A Word About Serving...

**God's gift to you becomes your gift to others.**

We want to help you find an area of service at CPC. Whether you're taking a first step or have already discovered a place to serve, this booklet can help you on that journey. We encourage you to take some time, look it over and prayerfully consider an area that fits who you are as a believer in Christ.

If you have any questions, please contact any ministry staff person — they're here to serve you as you seek to serve at CPC.

# Places to Serve in Worship and Arts

## **Baker**

An opportunity to bake your favorite treats to share during special all-church events (such as Christmas or Palm Sunday). Preparation of your treats can all be done within the comforts & convenience of your home and according to your own schedule! This could be a fun family activity.

*Time commitment: 3 to 4 times per year or as needed*

## **Communion Server**

Serve the elements to worshippers during communion weekends. ***Must be an ordained Deacon or Elder***

*Time commitment: 3 times per year*

## **Coffee Team**

People with servant hearts needed to brew the coffee, set up, serve, or clean up (4 different jobs with different time slots).

*Time commitment: 3 to 4 times per year or as needed*

## **Decorations Team**

Work with a team of people during high seasons of Easter and Christmas under the direction of the Decorations Coordinator.

*Time commitment: 1.5 hours 1 time per month*

## **Festival Choir**

Participate in weekly choir rehearsals and sing in the Sanctuary worship services during two calendar periods (Sept-Dec and Feb-April), which covers Christmas & Easter seasons.

*Time commitment: 2 hours weekly + 4 hours when singing in services + 2 extra rehearsals just prior to a big event*

***Who to contact: Bev Sayson***  
**(925) 855-1367 x 295 or [bev@cpcdanville.org](mailto:bev@cpcdanville.org)**

## Worship & Arts (con't)

### **Floral Team**

Purchase fresh flowers and arrange for Narthex (foyer area outside Sanctuary) and in the Women's restroom (off the Annex) – reimbursements for purchases with receipt. Also help water live plants during special seasons (lilies during Easter season and poinsettias during Christmas season) until they are delivered to our shut-ins.

*Time commitment: 1.5 hours once every 4 to 6 weeks + 1 hr weekly during Easter & Christmas season.*

### **Greeter**

Welcome people with a smile and a handshake as they come on campus or enter the church prior to the start of service.

*Time commitment: 1.5 hours 1x month, rotation 3x per year.*

### **Handbells**

Learn and perform handbells at worship services and special events.

*Time commitment: 2 hours per week, plus performances*

### **Hospitality Table Helper (Sunday morning)**

Assist visitors with directions, hand out brochures and information regarding CPC to guests. This is a great opportunity for members who like to meet new people and greet those attending.

*Time commitment: 1.5 hours 1x month.*

### **Hospitality Table Helper (Sat Night)**

Set up information on tables for the weekend (the Courtyard by the Multi-Purpose entrance and in the Narthex); perfect for a person (or couple) who attend The Gathering! This is a great opportunity for members who like to meet new people & greet those attending, as well as provide general information for guests & visitors.

*Time commitment: 1 hour 1x month.*

***Who to contact:* Bev Sayson**

**(925) 855-1367 x 295 or bev@cpcdanville.org**

## Worship & Arts (con't)

### **Marketing & Publicity Coordinator**

Help with the distribution of information on CPC events during the Easter & Christmas seasons.

*Time commitment:*            *3 hours 2x yr.*

### **Parking Ministry Team**

Work with a network of people to help with traffic control during special events (such as Christmas & Easter). Arrive 30-45 minutes prior to the start of service to check in with the coordinator, pick up a walkie-talkie, a brightly colored safety vest and obtain your designated area. Ever heard how important first impressions are? Members of this team would be the first contact any guest or visitor would have with CPC!

*Time commitment:*    *1.25 hours (or more, if you'd like) 2x year.*

### **Photographer**

Love to use your digital camera and capture special occasions? Then this opportunity is for you! We need someone to take digital pictures during Courtyard Parties and during the special Christmas & Easter seasons!

*Time commitment:*            *On an "as needed" basis.*

### **Praise Band Member**

Contribute as a band member in worship services, special events, attend rehearsals (auditions required for this position).

*Time commitment:*            *5 hrs in worship services plus 2 hour rehearsal 1x month.*

### **Sanctuary Light Maintenance**

Help maintain supplies stored in the seatback pockets of Sanctuary chairs (replenishing pencils, offering envelopes and prayer cards) and lightly dust the organ & piano (supplies provided).

*Time commitment:*            *1.5 hours 1x month.*

***Who to contact:* Bev Sayson  
(925) 855-1367 x 295 or bev@cpcdanville.org**

## Worship & Arts (con't)

### **Stage Hand for Multi-Purpose Room**

Set up (on Saturday) or break down (on Sunday) sound and band equipment, chairs and décor items before or after worship services. Experience with sound, instruments and music gear is very helpful, but not necessary (will train).

*Time commitment: 3 hours, 1x (or more, if you'd like) per month*

### **Supply Maintenance**

Help sharpen pencils (at your convenience & in your own home, electric pencil sharpener provided) that are stored in the seat-back pockets of the Sanctuary chairs. .

*Time commitment: 5 hr 2x month.*

### **Tech Team Member**

Assist with setting up or help during worship services with either power point, lighting cues, video cues, or manning the camera. Experience is very helpful, but not necessary (will train).

*Time commitment: 3.5 hours 1x month.*

### **Usher**

Set up venue prior to start of service & clean up after service, welcome and seat people arriving while distributing bulletins, help foot traffic flow as appropriate (stop entrances during prayer, help each row should people need to go forward), and pass offering plate.

*Time commitment: Serve 1 month in a 3 month rotation + any special events if possible.*

### **Welcome Table**

Assist visitors & guests with directions to Sanctuary and Video Café, help direct parents of children to appropriate classes, and hand out first time visitor packet. Need people for each service: 1<sup>st</sup> service set up, after 2<sup>nd</sup> service put away. .

*Time commitment: 5 to 1 hour 1x month.*

***Who to contact: Bev Sayson***  
**(925) 855-1367 x 295 or [bev@cpcdanville.org](mailto:bev@cpcdanville.org)**

# Places to Serve at Prime Time

## **Kitchen Preparation**

Join the kitchen crew in preparing morning snack and lunch

*Time commitment:* 9:00 am – 12 pm (3 hours)

*Position duration:* September - June

*Number of positions:* 3-4

## **Kitchen Serve and Clean-up**

Serve lunch and clean-up afterwards

*Time commitment:* 10:30 am – 12 pm (2 ½ hours)

*Position duration:* September - June

*Number of positions:* 3-4

## **Kitchen Shopper**

Shop for groceries and deliver to church kitchen

*Time commitment:* 2-3 hours per week

*Position duration:* September - June

*Number of positions:* 1

## **Front Desk Substitute**

Sign-in attendees, take lunch money, have new attendees fill out registration card

*Time commitment:* *If needed:* 8:30-12 pm (3 ½ hours)

*Position duration:* September - June

*Number of positions:* 1

## **Table Setup**

Decorate lunch tables – placemats, napkins, utensils, cups, condiments

*Time commitment:* 7:30-8:30 am (1 hour)

*Position duration:* September - June

*Number of positions:* 2

## ***Who to contact:***

**Rosy Steele, (925) 552-9675 or [roslynkay58@sbcglobal.net](mailto:roslynkay58@sbcglobal.net)**

**Becky Reeves, (925) 820-3039 or [bnreeves@aol.com](mailto:bnreeves@aol.com)**

## Prime Time (con't)

### Room Set-up

Help set-up and prepare the multi-purpose room for activities

*Time commitment:* 7:30 – 8:30 am (1 hour)

*Position duration:* September - June

*Number of positions:* 2

### Lunch Server/Clean-up

Serve lunch, clear and clean-up tables after lunch

*Time commitment:* 12 – 1 pm (1 hour)

*Position duration:* September - June

*Number of positions:* 3

### Exercise/Dance

Leading an exercise and/or dance class

*Time commitment:* 1 hour (between 9:30 am and 12 pm)

*Position duration:* September – June (flexible)

*Number of positions:* 1

### Arts/Crafts

Create, shop for supplies and teach art/craft project

*Time commitment:* 2 hours at Prime Time plus preparation time

*Position duration:* September – June (once a month)

*Number of positions:* 2

### End-of-year Carnival

Decorating, baking, prize table, game helper and/or clean up

*Time commitment:* 2-4 hours (depending on job)

*Position duration:* 2<sup>nd</sup> Tuesday in June

*Number of positions:* 4-5

### *Who to contact:*

**Rosy Steele, (925) 552-9675 or roslynkay58@sbcglobal.net**

**Becky Reeves, (925) 820-3039 or bnreeves@aol.com**

## Places to Serve in Peacemaker's

### **Administrative Assistant**

Attend one 2 hour meeting per month, prepare minutes and distribute. Occasionally do other miscellaneous clerical work (maintain roster, assemble material for classes).

*Time Commitment:: Not to exceed 4 hours per month.*

### **Hospitality Coordinator**

Arrange for and serve refreshments/meal at the Personal Peacemaking Seminar.

*Time commitment: 10 hours in one week 2-3 times per year.*

### **Publicity Assistant**

Assist Publicity Chairperson as needed in coordinating table coverage for seminar enrollment and distribution of articles for CPC Alive and pulpit announcement approval.

*Time commitment: 2-3 times per year*

*Who to contact:* Laurel Moehrl  
(925) 735-7575 or moehrl@att.net

## Places to Serve in Stephen Ministries

### **Stephen Minister**

After fifty hours of training, meet with and support a person in difficult circumstances one hour each week. Attend peer supervision (caregiver support) and continuing education meetings twice each month. **Must be a CPC Member**

*Time Commitment:: Initial: Fifty hours training (spread over 4 months). Subsequent: Four hourly meetings with Care Receiver and four hours peer supervision and continuing education per month 8 hours per month.*

*Who to contact:* Mary Ann Carter  
(925) 648-0371 or mapacarter@gmail.com

## Places to Serve in the CPC Library

### **After Worship Service Workers**

Helps patrons find and check out library materials

*Time commitment: 15 minutes after the second service, once per month. Helpers needed on the first, second and fourth Sundays. Two people work together to provide this service. Training is provided.*

### **Publicity**

Updates the information and photos on the library section of the CPC website and writes articles, takes photos for CPC Alive articles. May also develop other methods for making the congregation aware of library resources.

*Time commitment: 1-3 hours per month*

*Number of Positions: One person needed with writing skills and passion for the library*

### **Small Group Resource Manager**

Keeps Small Group Resources section updated, containing only what is currently available from publishers. Creates a catalog of available materials, to be posted on the web site and/or published by Adult Ministries.

*Time commitment: flexible, initial project requires more time than maintenance.*

*Number of positions: 1*

### **Wednesday Workday Team Member**

Assists with maintaining the library collection: shelving, processing new materials, evaluating donations. Includes fellowship and lunch with the team of Wednesday workers.

*Time commitment: Wednesdays 10:00 to 2:00*

*Number of Positions: 2 or 3*

***Who to contact: Diane Camp, Head Librarian  
(925) 837-0424 or dicamp@pacbell.net***

## Places to Serve in the CPC Book Shoppe

### Helper

Assist members/visitors with purchase of books at CPC's book store. The book store is located next door to the library and carries hundred of titles. Volunteer for 30 minutes after the service that you regularly attend.

*Time commitment:* 30 minutes, one Sunday per month

*Who to contact:*

**Joan Kurtz at (925) 837-4182**

## Places to Serve in Small Groups

### Alpha Leadership

Lead an alpha table discussion group

*Time Commitment:* 6:30pm – 9pm Wednesdays' plus  
1hr. per week prep time

*Position duration:* Wednesdays' January 12 – March  
30, 2011 plus the weekend of  
February 19/20 Friday evening and  
Saturday until noon

*Number of positions:* open

### Small Group Leadership

Lead a Small Group discussion for all-church studies

*Time Commitment:* 2hrs per week plus one hour prep  
time

*Position duration:* Ongoing

*Number of positions:* Open

*Who to contact:* Terry Campbell

(925)855-1367 ext. 319 or [terry@cpcdanville.org](mailto:terry@cpcdanville.org)

## Places to Serve in Marriage & Family Ministries

### **Greeters for Events**

Provide welcoming smiles and handshakes for people arriving at various events offered by Marriage and Family Ministries (conferences, Great Dates, etc.)

*Time commitment: On an event needed basis only*

### **Registration Assistance**

Stand at tables after Saturday night or Sunday morning services to help register people and offer information about a Marriage and Family ministry event or class.

*Time commitment: On an event needed basis only*

### **Special Events Assistant**

Assist Director in coordinating an event

*Time commitment: On an event needed basis only*

### **Ministry Promotions**

Assist in promoting various events and classes offered by Marriage and Family ministries. Creativity welcome.

*Time commitment: On an event needed basis only*

*Who to contact:* Laura Taggart  
(925) 855-1367 ext. 214 or [Laura@cpcdanville.org](mailto:Laura@cpcdanville.org)

## Places to Serve in Communications

### **All-Purpose Helper**

Stuff inserts into the weekly Bulletins, or letters into envelopes. Usually done in a group setting with other individuals.

*Time commitment: On an "as needed" basis*

## Communications (con't)

### **Layout Designer/Copy Technician**

Help create the layout of the weekly Bulletin articles using MS Publisher. Computer experience with MS Word is required but you will receive basic training in MS Publisher. Learn to use the production level Xerox copiers. After proficiency, you will fill-in for the Copy Technician (with supervision).

*Time commitment: 1 hour a week*

*After proficiency: 4 hour session on a "as needed" basis*

### **Photographer**

Take digital photographs of special events at CPC for the CPC ALIVE. You need your own camera and capability of submitting the photos on a flash drive or CD.

*Time commitment: On an "as needed" basis*

### **Journalist/Interviewer**

Attend our special events and interview attendees in personal interviews about their experience at the event, as a representative of the CPC ALIVE. Added bonus would be to take a photo of the person interviewed.

*Time commitment: On an "as needed" basis*

### **PhotoShop Technician**

Use Adobe PhotoShop to correct resolution and lighting for the photos submitted to the CPC ALIVE. Work can be done on your computer at home, or on a computer at the church. Basic PhotoShop experience required.

*Time commitment: 1-2 hours once a month usually 2nd week of the month*

***Who to contact: Brodie Hilp  
(925) 855-1367 ext. 297 or brodie@cpcdanville.org***

# Places to Serve in Student Ministries

## **Middle School and High School Small Group Leaders**

Join our team of volunteer leaders each week to build relationships with a handful of students, invest in their lives, and help facilitate their small group. We have a real opportunity to make a difference in the lives of students who desperately need the truth and love found only in Jesus Christ.

*Time commitment: This is a weekly investment of at least 2 hours, but it is a surprisingly transformative and rewarding ministry opportunity.*

If you are interested in or even curious about our ministry to students, please contact one of our directors.

### ***Who to contact:***

**Deanna Dickerson, Director of Middle School Ministries  
(925) 552-1426 ext. 228 or [deana@cpcdanville.org](mailto:deana@cpcdanville.org)**

**Evan Gratz, Director of High School Ministries  
(925) 552-1426 ext. 289 or [evan@cpcdanville.org](mailto:evan@cpcdanville.org)**

# Places to Serve in Missions

## **Mission Fair Weekend**

Work at the check-out tables

*Time Commitment:: after services the 2nd week in October*

## **Adopt-a-Family**

Set up a table on Sunday and sign people up to adopt a family.

*Time commitment: after services one Sunday in Nov or Dec*

## **Thanksgiving Mountain of Food**

Coordinate deliver of food

*Time commitment:: after services the weekend before  
Thanksgiving*

## **Prayer Partner for 1-2 Missionaries**

Be a praying partner for their needs

*Time Commitment:: ongoing*

## **Hosting a Missionary**

Host a missionary in your home when they visit

*Time Commitment:: as need arises*

## **Lend-a-Hand**

Helping our neighbors with yard work within the community

*Time Commitment:: 2nd or 3rd Saturday in April*

## **Prepare a Meal**

Prepare a meal for the Missions Committee monthly meeting

*Time Commitment:: once a year on a Thursday night*

## **Special Missions Events Help**

Help to represent CPC Missions tables on special Sundays

*Time Commitment:: when needed*

***Who to contact:* Bianca Canales**  
837-5525 ext. 303 or [bianca@cpcdanville.org](mailto:bianca@cpcdanville.org)

# Places to Serve in Children's Ministries

## Nursery (weekends)

To provide a loving, caring and safe environment for Infants/Toddlers ages 6 weeks—2 years.

### Child Caregivers

Overall infant care: change, feed, rock babies. General room clean-up for next group.

*Time Commitment:* 1 time monthly during regular church services

*Who to contact:* Stephanie Gross  
837-5525 ext. 219 or [stephanie@cpcdanville.org](mailto:stephanie@cpcdanville.org)

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## Preschool (weekends)

To provide a loving, caring and safe environment for preschool children to learn about Jesus.

### Teachers

Present lessons, sign in/out children and direct helpers.

*Time Commitment:* 1 time monthly during regular church services

### Sub Teachers

Teach when needed

### Classroom Helpers

Interact with children during crafts and Interest Centers. Participate in Circle/Story time and assist/supervise outdoor play.

*Time Commitment:* 1 time monthly during regular church services

*Who to contact:* Jessica Neitz  
837-5525 ext. 227 or [jessica@cpcdanville.org](mailto:jessica@cpcdanville.org)

## Children's (con't)

### Elementary (weekends)

To share the love of Jesus in ways that help children to make wise choices, to know they can trust God no matter what, and to treat others the way they would like to be treated.

#### Large Group Teachers

Present lessons and engage with children

*Time Commitment: 2 times monthly*

#### Small Group Leaders

Reinforce lessons through activities and interaction

*Time Commitment: 2 times monthly*

*Who to contact: Colleen Fix*

837-5525 ext. 218 or [colleen@cpcdanville.org](mailto:colleen@cpcdanville.org)

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### Bible Playhouse (*August — June*)

To provide a loving, caring and safe environment for preschool children to learn about Jesus.

*Mothers Together*/Wednesdays, 8:30—11:30am

*Focused Living*/Thursdays, 8:30—11:30am

#### Child Caregivers

Overall infant care: change, feed and rock babies. General room clean-up

#### Bible School Leaders for 2-3 & 4-6 year olds

Administer care and teach Bible lessons provided by Coordinator. Room clean-up

#### Classroom Helpers

Interact with children during crafts and Interest Centers. Participate in Circle/Story time and assist/supervise outdoor play.

Not sure where to plug in?

## Discovering Your Spiritual Gifts

Come and join us for the Spiritual Gifts class and find out how you can make an eternal difference in the world for God and His kingdom!

Our Spiritual Gifts class is offered several times during the year. This four week class will be a **life changing experience** as we discover how God made each of us uniquely with gifts, passion and personality types. Not only will we have fun, but we will leave empowered by God to be the best we can be as we serve Him in our lives.

**For more info, contact Barbara Butlin**  
932-2087, [bjbutlin@aol.com](mailto:bjbutlin@aol.com)

or

**Janice Stordahl, 838-2564,**  
[janicestordahl@gmail.com](mailto:janicestordahl@gmail.com)

Attendance at all four sessions is mandatory.

## Staff Contact Information

### CPC Telephone No. (925) 855-1367

Scott Farmer, ext. 203 Senior Pastor	scott@cpcdanville.org
Mark Wollan, ext. 202 Associate Pastor, Small Groups	mark@cpcdanville.org
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Rosy Steele, 552-9675	roslynkay58@sbcglobal.net
Becky Reeves, 820-3039 Directors of Prime Time	bnreeves@aol.com
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