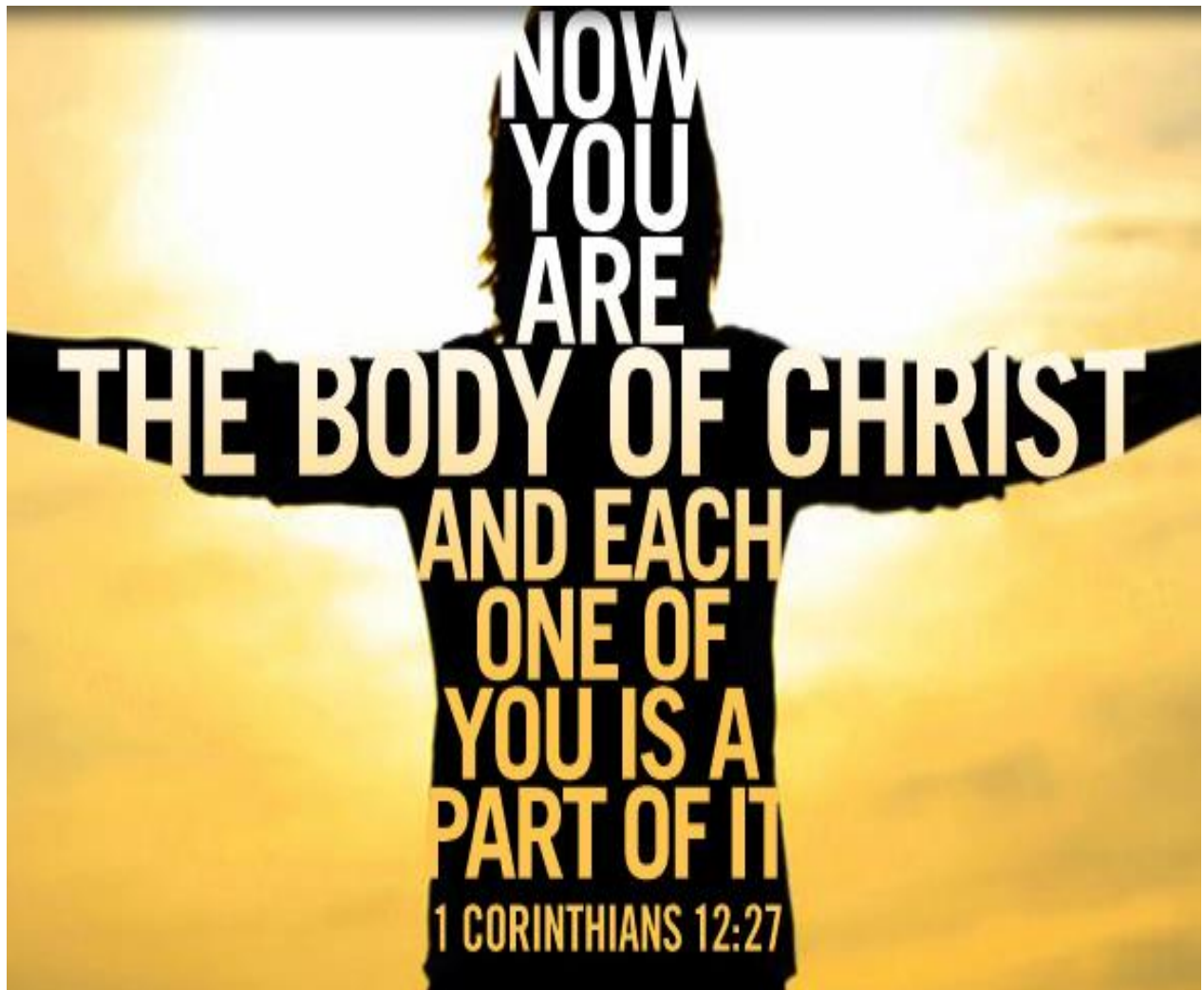


The Ministry of Helps Handbook



Barrie Christian Fellowship



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Each person God has called to be a part of Barrie Christian Fellowship has an important part to play in its ministry. Here is a guide to the different ministry of helps available to utilize the gifts that God has given you. We welcome your input and ideas that you bring to your ministry here in our local church.

If you are unable to fulfill your scheduled position, please inform Pastor Malcolm at 705-794-5700 or Liz Ross at 705-984-9373 by Saturday of that week so your position can be filled that week by another volunteer. All phone numbers are available in the church directory.

Please come to fulfill your duty neat and dressed appropriately. Suggested is a collared shirt and dress pants for men and modest clothing for women. Come dressed in your best.

For issues of a technical nature, regarding technical equipment, please contact Rick Johnson at 705-817-6000.



You are the first person everyone sees when they arrive on Sunday morning at Barrie Christian Fellowship.

Responsibilities:

- ✓ Please arrive no later than an hour before service starts, 10:00 am and remain by the door until 10:45am. After that the usher will greet those who arrive late.
- ✓ Please make sure there are enough of the visitor's forms, church calendars, etc. on the table to hand out to newcomers. If you need more of any of the above, please let Donna Morris or Pastor Malcolm know so they can get you whatever you need.
- ✓ Stay at your post. It is important that everyone is greeted and feels welcome. You have a unique gift to make sure everyone feels like they are welcome here.
- ✓ Please hand out to all new people a visitor form and ask them to give it back to you when it is filled out. Give these to Donna afterwards.
- ✓ It is your job to tidy up the "greeters table" after service and make sure it is all stocked for the next Sunday.
- ✓ Be sure you are aware of the upcoming events so you can answer any questions and/or steer people to the ones who can answer the questions.

Liz Ross 705-322-9373



theSoundboard

The Sound Ministry is where the unsung heroes of Barrie Christian Fellowship reside. Your role as a sound technician is a vital role that for the most part goes unnoticed if you do your job well.

Responsibilities:

- ✓ Arrive from 9:00 to 9:15. Tidy the cables on the platform. Start the sound system and perform a sound check with the equipment.
- ✓ The worship team generally arrives by 9:30am, be sure that you're ready and able to attend to each need and request. Stay at the board and monitor the rehearsal. Perform any sound checks for guest singers
- ✓ Determine who the main speaker is for the day and set them up with the headset microphone.
- ✓ Play pre-service music at a low level. Prepare to have music for any special events such as communion and offering.
- ✓ Pay close attention and make adjustments to the mix as the service progresses.
- ✓ After service, play music as people leave. Receive the headset mic back from the main speaker and place the battery on charge. Shut down the system, saving any settings as required, in a safe manner.

Rick Johnson Cell 705-817-6000 Home 705-733-3576



The projection ministry is responsible for helping people with the following: help with the words to songs during worship, announcements, scriptures for a sermon and any images or videos that serve as visual aids to help people by illustrating concepts.

Responsibilities:

- ✓ Arrive by 9:15 to 9:30 am. Start-up the equipment and test their functions. Start each computer application as early as possible to provide troubleshooting time for any issues.
- ✓ Load up pre-made presentations and slides or create any new slides for announcements, birthdays, etc.
- ✓ When each worship leader sends their song selections through the week, create the playlist of lyrics for the service.
- ✓ Be prepared for any last minute changes, as Holy Spirit guides the Pastors or Worship Leaders.
- ✓ Obtain a list of scriptures from the person who is preaching that week and integrate them into the playlist. Be prepared to display them on request.
- ✓ Remain at you post until the service is finished.
- ✓ The Subject Matter Specialist for the presentation software is Jim Templin, and he can be reached at 705-770-1409. He is working with Pastor Malcolm on the order of service for each Sunday morning.

Rick Johnson Cell 705-817-6000 Home 705-733-3576



Part of the reason that BCF feels so comforting is the efficiency at which our hospitality team prepares the refreshments.

Responsibilities:

- ✓ Please arrive by 9:30am. It takes time to prepare the coffee/tea to be available before service.
- ✓ Make sure the large silver carafe for the coffee is full and put on an extra pot to replenish it when it gets low.
- ✓ Be sure that the tea bags, cream and sugar supply is sufficient and top up when necessary.
- ✓ Please take out water bottles from the case and place a supply on the counter. It will be easier to keep the area tidy if everyone isn't digging around in your supplies.
- ✓ If any of your supplies are running low, please be sure to let Liz know so it can be replenished before it is gone.

Special Event Team: This team organizes and takes care of events such as BBQ's, weddings, picnic and other gatherings.

Liz Ross 705-322-9373

Special Events – Malcolm Ross 705-794-5700



Nothing is more important than our children learning the Word of God. During the week, what you teach them on Sunday will help them navigate. Parents rely on you to help them with imparting the Word of God to their children.

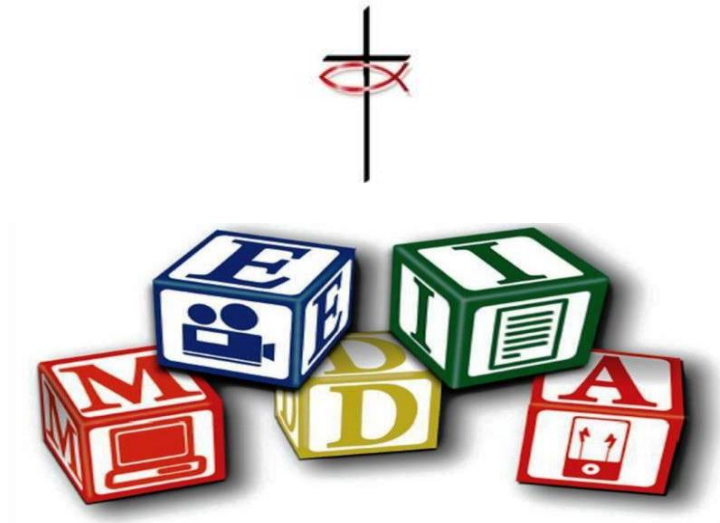
Responsibilities:

- ✓ Coordinate with the other teachers as to curriculum.
- ✓ Plan a craft or some art that fits in with the topic for that week.
- ✓ Ensure the safety and well being of the children in your care.
- ✓ Teach compassion and understanding by example.
- ✓ Prepare memory verses.
- ✓ Prepare snack.

For the Tot's room:

- ✓ Although there is no curriculum for these children, teaching love, compassion, kindness and sharing is important at this young age to prepare them for further education. Please come armed with age appropriate songs, etc.
- ✓ The tots should be in the congregation before and after service as well as during worship. If children are in the tot's room during these times, they must have adult supervision. This is the responsibility of their parents.

Liz Ross 705-322-9373



This ministry encompasses video, audio, social media, the website, YouTube, podcasts, Powerpoints and most things internet related. This is a specialized area that requires attending to outside of church hours and the church building. It is a time commitment. Please be aware of this before you volunteer for this area of ministry. Training will be provided to interested volunteers.

Donna Morris 705-229-2825



Resource Library

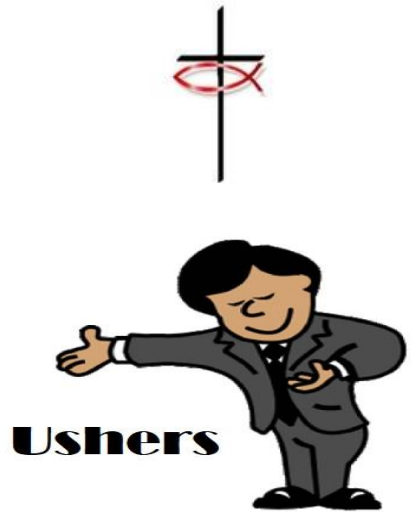


This is a newly set up resource library consisting of books and audio disks made available for members to borrow.

Responsibilities:

- ✓ Keep track of who borrows a resource and what date it was borrowed.
- ✓ Keep and up to date catalog of what resources are available. When new resources are donated, make sure it is recorded.
- ✓ Be available after service for at least a half an hour in order for members to borrow resources without disrupting the service, from 12:15 – 12:45 pm please be available at your post.

Donna Morris 705-229-2825



Ushering is a great responsibility. It entails parts of other ministries as well as being its own. Part of being an usher is to be available to help with set up, to be available to the preacher as needed as well as to the congregation.

Responsibilities:

- ✓ Please arrive by 9:30 am to ensure the base chairs are set up accordingly and there are envelopes available. Add chairs if necessary if the base ones are full.
- ✓ As members and visitors arrive, when they enter the sanctuary, greet them, be available to answer any questions they may have and help them find seats as necessary
- ✓ You must sit near the back of the sanctuary and be aware of people coming in late, after the greeters have left their post. Greet the late comers and direct them to empty seats so as to minimize the distraction to others in the congregation.
- ✓ Help with the offering, unless someone else has specifically been asked to help, this is part of your job.
- ✓ Be available when called upon for Alter Ministry.
- ✓ When there is a guest speaker who has special requests, you should be available to help fulfill them.

Note: It is important that you have knowledge of all the different helpers here at BCF so you can answer questions and/or steer them to the people who can answer the questions you are asked.

Malcolm Ross 705-794-5700



As part of the worship team, you are an integral part of leading the congregation in song, facilitating the entering into the throne room of our Lord and Saviour through music and sincere worship.

Responsibilities:

- ✓ Please arrive no later than 9:30 am to practice the music for the service with the Worship Leader and allow time for a sound check and adjustments by the sound board team.
- ✓ Be available to attend any rehearsals as scheduled by the Worship Leader.
- ✓ Be teachable: singing into a microphone or playing an amplified instrument is different than not being amplified. Be sincere in your worship as you would if you were in the congregation and listen to suggestions from the Leader, teachers and sound people. Remember you can't hear what is coming out of the house speakers.
- ✓ When a list of songs that are planned for a service is given to you through the week, please familiarize yourself with the melody of the song.
- ✓ Encourage participation of the congregation by leading by example.

Bob Eras 705-730-5988