

## ***COMMITTEE/MINISTRY DESCRIPTIONS***

### **CHURCH OFFICERS**

*Church Clerk* – Use your administrative and secretarial skills to record, process, and maintain accurate records of all church business meeting transactions. You will also be responsible for all official church membership records and communications.

*Financial Secretary & Assistants and Tellers Organization* – This group is responsible for the record keeping and handling of contributions to the church. The Financial Secretary also works with the church staff, Treasurer and Stewardship & Finance Committee in providing needed statistical information on giving patterns.

*Messengers* – These officers represent the church at various functions related to religious conferences, seminars, workshops and civic organizations.

*Treasurer / Assistant Treasurer* – These members are responsible for the proper receipt, accounting, and disbursement of church funds. This position focuses primarily on financial records and payment procedures. An economics, finance or accounting background is preferred for these positions.

*Trustees* – The Trustees serve as legal officers for the church. They hold in trust the church property and any legal commitments of the church; they sign all documents related to the purchase, sale, mortgaging, or rental of church property after approval by the church at business meetings.

## STANDING COMMITTEES

*Building* – As CBC grows, so will the needs of our facilities. This committee deals with the planning of church structures and other accommodations for the anticipated future growth of CBC. Your vision on how to accomplish these goals can be an asset to our team.

*Membership Committee* – You can help those who want to become members of CBC as well as raise the awareness to the importance of active membership by serving in this committee.

*Missions Committee* – For those who have a strong interest in the direction of our role in the mission field, this committee translates CBC's vision to specific mission goals and projects, educates the congregation on biblical teaching of missions, develops plans and activities, and selects & collaborates with local mission organizations on mission projects.

*Nominations Committee* - Help CBC ministries and committees to staff their organizations. This group serves to organize & coordinate church members' commitments for serving the church through all committees, ministries, offices and volunteer positions. (Note: this committee is made up of members appointed by the senior pastor only.)

*Personnel Committee* – For those with a strong understanding of Human Resource & Benefits Administration, members provide recommendations and guidelines regarding staffing, develops & implements personnel policies as well as other personnel issues.

*Stewardship And Finance Committee* - The S&F Committee develops policies and procedures pertaining to financial management and operations, including annual budgets, to ensure compliance with biblical principles and sound financial practices. It also educates and informs the CBC congregation on all financial and stewardship matters.

## MINISTRIES AND ORGANIZATIONS

### A) ADULTS

*College* – This ministry supports the college students and college-age young adults through education & training, fellowship events, and service opportunities. Use your leadership, hospitality, administration and teaching skills to support the desire to help them grow and mature in their relationship with Christ.

*Family Matters* – An extension of the Family Matters Sunday School class, this group provides support to families with children of all ages through education, fellowship events and service opportunities. Helpers are needed to plan and coordinate our activities.

*Home Fellowships/Small Groups* – This ministry works to develop a setting that will allow members to experience true fellowship, intimacy, encouragement and nurturing in a small group environment. Many small groups meet on a regular basis in members' homes.

*Men's Ministry* – This group promotes spiritual growth and bonding among the men at CBC by developing them to become strong, mature spiritual leaders and role models. They also aid in other CBC activities and projects when needed.

*Rainbow* – If you have the initiative and willingness to serve the senior citizens in our community, please consider the Rainbow fellowship. They provide programs and activities to encourage spiritual growth, connections and outreach to those in the community. Rainbow also ministers to the needs of individuals and participates in special projects.

Single Adults Ministry – CBC has two groups designed to build a community for single adults where one can grow in fellowship with people and God. Your leadership, administrative and organizational skills, along with the desire to give of yourself for God’s purpose, will help the members of these groups to grow spiritually in their walks with God and become the people He has created them to be, as well as reaching out to other singles who don’t know God yet.

- Mosaic (Ministry of Single Adults in Christ) – Geared toward singles less than 35 years of age

- Crossroads – Geared toward singles 35 and up

Women’s Ministry - A coordinating body that addresses the spiritual and social needs and concerns of the women in our church body through Bible study, prayer support and fellowships. This is open to all women from high school on up.

Young Families – This group is an extension of the Young Families Sunday School class, which is geared toward families of pre-school to elementary aged children. Help promote the goals of this ministry through their education & training programs, fellowships, and service projects.

Young Marrieds – As a part of the Young Marrieds Sunday School class, this ministry supports the pre-marrieds, engaged, and young married individuals and couples. In addition to biblical and marriage instruction provided through the class, your desire to serve will help to build relationships and a sense of purpose among this group through fellowship activities and service projects.

B) **YOUTH** – These groups assist in the spiritual development of our youth in the areas of teaching, mentoring, leading, discipling, and counseling. Leaders are involved in the planning and implementing of youth activities alongside youth servant leaders and the Youth Director/Minister. Needs include:

\*High School Small Group Leaders – Mentor a boy’s group or a girl’s group of 3-6 high schoolers.

Gifts needed – shepherding, mercy, encouragement

\* Middle School Small Group Leaders – Mentor a boy’s group or a girl’s group of 3-6 middle schoolers.

Gifts needed – shepherding, mercy, encouragement

\*Middle School/High School Sunday School teachers

Gifts needed – teaching

Skill - able to communicate clearly & creatively

\*Chaperones/Counselors – Help as needed at youth activities

Gifts needed – service, hospitality

C) **CHILDREN** – Our Children’s Ministry exists to share Christ with the children in our community, advance them in their spiritual maturity, and help them to recognize their spiritual gifts. Check out the many opportunities available. Whether you enjoy playing with toddlers or playing guitar, helping kids learn memory verses or just helping out our dedicated leaders... we have a place for you.

AWANA Club – As a local chapter of the AWANA Clubs International, this ministry reaches out to boys and girls with the gospel of Christ and trains them to serve God through bible study and other activities.

Children’s Worship – An alternative to the regular worship service, this service ministers to children in grades 1-5 by allowing them to experience worship service at their level. One of its purposes is to prepare the boys & girls to participate in the larger church corporate worship service.

Chinese School – Spreads the gospel to teachers, parents and students attending/supporting Chinese School through the teaching of the Chinese language and of the English language (ESL).

Nursery – Provides childcare during worship services, Sunday School, and other church related functions.

Preschool Praise – Sunday morning worship service for children ages 3 through kindergarten, utilizing action songs, Bible stories, and crafts.

Vacation Bible School – This summer program ministers to children 4 years to 8<sup>th</sup> grade. The purpose is to provide a fun-filled, spiritual adventure; to provide a concentrated Bible study; to lead children to know and to respond to Jesus Christ; and to help the church to focus on reaching the entire family

#### D) **CHURCHWIDE**

Audio/Video – Join our technical team to support the audio and video requirements for church and privately sponsored events.

Baptism – Help with setup and preparation of candidates for baptism. Join the newly baptized to celebrate and encourage them spiritually.

Caring Ministry/Prayer Chain – Help extend the love, comfort and compassion of Jesus Christ to those in need. This ministry provides prayer, encouragement, healing, hope, support and resources to those who are experiencing life's painful interruptions. They also participate as a team in the prayer chain as requests are received.

Church History – You can help instill appreciation of the works God has done in our church. Be a part of a team to record CBC events, activities and milestones for historical preservation.

Church Hostess – Use your people skills to supervise, consult and facilitate weddings and receptions held at CBC as well as coordinate with the Food Service Ministry as needed. All are welcome to serve with us, but currently we have a shortage of Chinese-speaking volunteers.

Communication – Our mission is to use all means to enhance communication at CBC. The extent includes efficient internal communication between members, congregations, church leaders and church administration. Plus external-reach-out effectively to connect the lost. The essence of our ministry is “Web ministry”, use attentive care and new technology to achieve our goal.

Computer – A working knowledge of computers can put you in position to help maintain and support the church’s computer system. This ministry also provides consultation & recommendations on office productivity programs/utilities for the church staff and other committees/ministries within the church.

Food Service – From culinary experts to kitchen novices, volunteers are welcome to help in food preparation and coordinating cooking teams for our weekly lunches as well as for other CBC events.

General Training Team - This team will organize and oversee the training of all the various ministries. This team will consist of a deacon representative and five active church members.

Lord’s Supper – Prepares the elements of the Lord’s Supper and the clean-up afterwards

Music Ministry – Utilize your musical and artistic talents to praise and worship God in CBC’s worship services, fellowships and other outreach activities. Current ministries include:

- *Adult Choir* – English and Chinese-speaking choirs that lead in worship services through songs and anthems.

- *Children's Choirs* – Music Time (4-5 years old), Music Makers (1<sup>st</sup> – 2<sup>nd</sup> grade), Young Musicians (3<sup>rd</sup> – 5<sup>th</sup> grade)
- *Praise Teams* – Contemporary musical teams formed to lead in English and Chinese worship services, youth-led services, and other church meetings.
- *Hand Bell Choir* – Instrumental team for middle-schoolers

New ministries in the works:

- *Youth Choir* – For 6<sup>th</sup> – 8<sup>th</sup> graders who enjoy performing in musicals or special music programs.
- *Creative Arts Team* – This group will use their God-given talents (such as visual arts, acting or interpretive movements) to worship God in unique and inspiring manners.  
Contact:

We are looking for people who love music & the arts to participate and help out in each of the current and new ministries.

*Prayer Ministry* – If you have a heart for prayer and the spiritual gifts of intercession, encouragement and/or mercy, this ministry could be what you are looking for. You can aid in the development, enhancement and promotion of corporate prayer among the members as well as emphasizing its critical importance for CBC to fulfill its mission statement.

*Property and Space* – This group utilizes God-given talents and resources of members to perform maintenance and minor construction projects at CBC. Those with knowledge/experience in basic home repair or the willingness to learn can help in addressing some of the physical needs of the church or an individual ministry

*Recreation* – Help provide a means of outreach in a casual setting to our community. This group oversees regular and special recreational or sporting activities in the Family Life Center (FLC) such as open play volleyball & basketball, Chinese Youth Fellowships, and private recreational activities.

Scholarship – This ministry administers CBC’s two scholarship funds, The Lillie Ligh Memorial Scholarship Fund and The Travis Key Memorial Scholarship Fund. These scholarships are open to all CBC members who meet eligibility requirements and plan to attend college or seminary school.

Special Events Planning – Put your creative ideas to work by helping in the planning and coordinating of special events at CBC. Activities include welcoming fellowships for new staff arrivals, appreciation dinners, church anniversary and July 4<sup>th</sup> celebration events.

Sunday ESL Ministry(English as a Second Language)-ESL classes are held at CBC most Sundays from 1:30-3:00pm. Our mission is to teach conversational English and share the good news of salvation thru our Lord Jesus Christ. We use basis curriculum to teach English and read from a Children’s Bible to share about our faith. Get involved:

- \*As a teacher to teach both English and Bible lessons
- \*As an assistant to build relationships with the students/families and plan programs and activities for the class.

Ushers/Welcome – Help provide a welcoming and comfortable atmosphere for all members and guests at CBC during worship service and other special programs.

E) **SUNDAY SCHOOL** – There are many opportunities to serve in CBC’s Sunday School program. With classes to fit almost anyone’s needs, giving of your time to this ministry will help the growth of everyone as they study God’s word and His plan for us. Opportunities and requirements for these positions include:

- \**Sunday School Teachers:*
  - Spiritual Gift - Teaching
  - Passion - For the students whom they teach
  - Heart - To see people grow in Christ

*\*Sunday School Assistants:*

Spiritual Gifts - Hospitality, helps, and/or administration  
Passion - Education ministries  
Heart - To see people grow in Christ

*\*Sunday School Directors:*

Spiritual Gifts - Administration and/or teaching  
Passion - Education ministries  
Heart - To see people grow in Christ

Classes offered include:

**Chinese Division**

Mandarin I	Cantonese I, II & III
Basic Doctrine (Cantonese)	Discovery (Cantonese & Mandarin)
Seniors	

**Preschool Division**

2 year olds	3 year olds	4-5 year olds
Kindergarten		

**Children's Division**

1<sup>st</sup> to 5<sup>th</sup> Grade

**Youth Division**

6<sup>th</sup> Grade to 12<sup>th</sup> Grade

**English Adult Division**

Bereans	Kingdom Builders	Young Married
Career	Mature Adults	Young Families
College	Women's	Crossroads
Family Matters	Men's	ESL

**English Christian Growth Classes** (children, youth and adults)

*Sunday School Training Team* - This team will organize the structure of Sunday School by finding the correct curriculum and training sessions for the teachers and future teachers. This team will consist of the Sunday School superintendent, nursery director, preschool director, children director, youth director, adult director, a deacon representative, and two active church members.

“Write-In” Ministry:

**Are you shaped for a ministry or service that is not listed above?**  
CBC has opportunities to serve individually in areas without formal committees or ministries. (Examples: volunteering in the church office, providing personal transportation, driving the church van) Or, you may have a desire to start a new ministry. Discuss these ideas with your pastor.