

# Waitara Anglican Church

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2017

## Opportunities to Serve



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## Opportunities to Serve

Welcome to Waitara Anglican. There are many areas of ministry that happen here within our church, and we would like to invite you to become part of our growing ministry team.

Please take a moment to look through some of the opportunities there are to serve within our parish. (Listed in Alphabetical Order)

If you would like to be involved in a specific area of ministry and you are unsure of where to start, or if you're keen to learn how a service runs, please talk with one of our staff team or ministry area coordinators.

Each Ministry Group has a brief description of what is involved regarding time, frequency, and what might be the next step to participating.

### 2017 List of Volunteer Roles

Audio setup for 8.30am service	Leading prayers in church
Bible reading in church	Little Saints Helper
C4K Helper – Infants and Primary	Little Saints Leader
C4K Leader– Infants and Primary	Ministry of Game Cooking Team
Church Cleaning Roster	Missions Committee
Collection/Counting (8.30am & 10am church)	Morning tea and Supper roster
ESL Helper	Music teams – Musicians, Singers
Flower roster	Newcomer's lunches
Holy Communion setup	Playtime Helper
IPad in Church, Computer and Sound	Six45 Youth roster
Junior Jivers Helper	SRE – Scripture team helper or classroom teacher
Lawn mowing and maintenance	Supper roster
Leading a church Service	WAY leader (Youth group leader)
Leading prayer meeting	Welcoming

<b>Title</b>	<b>Audio setup for 8:30am service and setup AV / Ipad</b>
Coordinator	Ian Carpenter/Marty Kemp
Phone and Email Contact:	Ian : 9477 3387 carpenii@gmail.com Marty : 0405 419 336 rector@waitaraanglican.com.au
Time / Frequency	Sunday Service particularly at the 8.30am Service
Time Commitment	1.5 Hours, including service time
Description	Arriving to church early. Switching on the various power outlets to set up Apple T.V. to run the Ipad.
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Shadow somebody

<b>Title</b>	<b>Bible Reading</b>
Coordinator	Martin Kemp
Phone and Email Contact	Marty: 0405 419 336 rector@waitaraanglican.com.au
Time / Frequency	Minimum: Once per term (depends on number of people on roster), perhaps twice a term.
Time Commitment	30 minutes Reading through the passage. Preparation time, and then rostered service time.
Description	-Checking the Bible passage for the week ahead of your roster. -Personal practice through the week -Being ready within the service to get to the front when required.
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Attend training

<b>Title</b>	<b>Growth Group Leader</b>
Coordinators	Nick Speyer and Martin Kemp
Phone and Email Contact	Nick: 8407 9068 nick@speyer.id.au Marty: 0405 419 336 rector@waitaraanglican.com.au
Time / Frequency	Weekly or Fortnightly
Time Commitment	-Preparation time and Leaders meetings (approx. 4 hours/week you meet) -Growth Group Leaders meeting once per term (1.5 hours)
Description	-Leading an adult group in bible study with the aim of helping members grow as followers of Jesus. -take a pastoral interest in group members. -Be confident to open discussions, pray with a group, and attend leaders meetings with other group leaders. -Training is available for those who are interested in leading but not confident at the moment.
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Attend training

<b>Title</b>	<b>C4K/FUSION Helper – Infants and Primary, High school</b>
Coordinator	Emily Carpenter
Phone and Email Contact	Emily: 0433 030 818 em_ruth_carpenter@hotmail.com
Time / Frequency	It can vary to what you are able to commit. It can be once a term, two or more times a term. Speak with the coordinator with what will work best for you.
Time Commitment	1 hr the Sunday that you're rostered on. and half an hour before the service to help the leader with setup
Description	-Enjoy working with Children -Turn up at church on Sunday at 9:30am -Help the C4K Leader in running the lesson – this might mean helping with craft, making sure the children are listening etc.
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Read C4K leaders manual <input type="checkbox"/> Have a current WWCC number <input type="checkbox"/> Current safe ministry training (refresh every 3 years)

<b>Title</b>	<b>C4K/FUSION Leader (Infants and Primary, High school)</b>
Coordinator	Emily Carpenter
Phone and Email Contact	Emily: 0433 030 818 em_ruth_carpenter@hotmail.com
Time / Frequency	Minimum of 5 weeks per year. -can do one or more 5 week blocks per year AND/OR Help with our OASIS program (from 3 weeks-10 weeks)
Time Commitment	When rostered on for C4K leading it will probably take 1-2 hours/week to prepare the lesson. Sunday morning – 9:30am-11:15am 4 times/year - Leaders meeting 1 .5 hour
Description	-Enjoys working with children -Loves Jesus and is committed to following him. -We can train you, even if you don't know anything about teaching Sunday School. -Attends church regularly -Being well prepared for each lesson that you are rostered on. You will be given resources to use for every lesson, however you may need to adjust the lesson to suit your class. -teaching children from the bible
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Shadow another C4K Leader <input type="checkbox"/> Have a current WWCC number <input type="checkbox"/> Current safe ministry training (refresh every 3 years) <input type="checkbox"/> Attend C4K leaders training

<b>Title</b>	<b>Church Cleaning Roster</b>
Coordinator	Veronica Drumm
Phone and Email Contact	Veronica: 9987 4884 drumms@ihug.com.au
Time / Frequency	Minimum: once a year Maximum: 3 times per year (depends on number of people on the roster)
Time Commitment	2-2.5 hours per clean
Description	Two areas of cleaning:- 1. Vacuuming the whole church 2. Cleaning bathrooms, bench tops, kitchen and front room bench area, emptying bins throughout church.
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> read church cleaning document for instructions on what to do. <input type="checkbox"/> and/or shadow someone who is already on roster

<b>Title</b>	<b>Child-minding at mid-week activity groups</b>
Coordinator	Emily Carpenter
Phone and Email Contact	Emily: 0433 030 818 em_ruth_carpenter@hotmail.com
Time / Frequency	-Once a week for activity group during school term (9 week block)
Time Commitment	- There are two groups to choose from Parents Growth Group: Tuesday 12:30pm-2pm ESL: Wednesdays 10am-12pm
Description	Minding children during the times these groups are run, so that parents can attend without much distraction.
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Have a current WWCC number <input type="checkbox"/> Current safe ministry training (refresh every 3 years)

<b>Title</b>	<b>Collection / Counting</b>
Coordinator	David Cameron
Phone and Email Contact	David: 0414 958 111 david@uberconcept.com
Time / Frequency	Sunday Service time – 8:30am or 10am service. Minimum – once per term Maximum – four times per term (depends on number of people on roster)
Time Commitment	20 mins
Description	-During the service, pass the collection bag along the seating and aisles within the church. -Hand to the service leader during the service / collection prayer. -At the conclusion of the service proceed to the front office for counting, and 2 people are required to sort the money and count. -Directions are easy to follow for the reconciliation form to be filled in, and signed off.
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Shadow somebody



<b>Title</b>	<b>ESL Helpers</b>
Coordinator	Lyn Aitken and David Loke
Phone and Email Contact	Lyn: 9489 3875 lyn@jja.com.au David: 9440 5649 dhavetam@hotmail.com
Time / Frequency	Once per week during school term (9 weeks per term)
Time Commitment	2 hours
Description	Roles: <ul style="list-style-type: none"> <li>- Helping to teach English to non English speakers.</li> <li>- Setting up morning tea</li> </ul>
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> If you're wanting to teach English, then you may need to attend ESL training (see coordinator)

<b>Title</b>	<b>Flower Roster</b>
Coordinator	Janet Arthur
Phone and Email Contact	Janet: 9477 5146
Time / Frequency	Once or twice per term
Time Commitment	1 hour on the week of your roster
Description	<p>Arrange to get the key for the church from the coordinator. (Janet lives very close)</p> <p>Bring a bunch of flowers from your garden or a simple arrangement, to the church usually on the Saturday of your rostered week.</p> <p>Vase can be placed in the church near the front lectern</p>
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Shadow somebody already on roster

<b>Title</b>	<b>Holy Communion Setup</b>
Coordinator	Val Morrison
Phone and Email Contact	Via the church office : 9489 4793 office@waitaraanglican.com.au
Time / Frequency	Maximum: Once per month (first Sunday of every month)
Time Commitment	30 minutes
Description	-Setting up Holy Communion for 10am and/or 5pm service -See Holy Communion Setup instructions
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Shadow somebody

<b>Title</b>	<b>IPAD in Church</b>
Coordinator	Church Office
Phone and Email Contact	church office: 9489 4793 office@waitaraanglican.com.au
Time / Frequency	Minimum: once per term Maximum: 3 times per term (depends on number of people rostered)
Time Commitment	1 hour
Description	Learn and know your way around an ipad. Following service along with the slides. Know how to connect ipad to the apple tv Know how to use apps (mainly Keynote)
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Shadow somebody <input type="checkbox"/> Attend training if you would like to learn how to use ipad.

<b>Title</b>	<b>Junior Jivers Helper</b>
Coordinator	Emily Carpenter
Phone and Email Contact	Emily: 0433 030 818 em_ruth_carpenter@hotmail.com
Time / Frequency	Once per week during school term (9 weeks per term)
Time Commitment	Tuesdays 10am-12pm
Description	Can be involved with one or all of the following.. -Helping to set up the hall with toys and ipad. -Helping to run 30 min music sessions and reading books (program provided) -Helping with setting up and packing up morning Tea -Helping to talk to non-church mums during Morning Tea.
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Shadow somebody

<b>Title</b>	<b>Lawn Mowing &amp; Maintenance</b>
Coordinator	Len Neal
Phone and Email Contact	Len: 9477 2856 Email via the church office office@waitaraanglican.com.au
Time / Frequency	Summer time: once a month(depends on number of people rostered)
Time Commitment	1 hour
Description	Bring own lawn mower and other equipment required to use. Mow lawn
Next Step....	<input type="checkbox"/> Talk with coordinator

<b>Title</b>	<b>Leading a Church Service (see Service Leading)</b>
Coordinator	Martin Kemp
Phone and Email Contact	Marty: 0405 419 336 rector@waitaraanglican.com.au
Time / Frequency	Minimum: Once a term (depends on people rostered on), perhaps twice a term at the following services: 8:30am, 10am, 5pm, SIX45
Time Commitment	1 hour (preparing to lead) 45min - 1 hour (actual service)
Description	Your role as a service leader is to lead God's people through: 1. preparing to hear God in his Word 2. hearing God in his Word 3. responding to God in his Word. -Learn the skills involved in preparing and leading the service.
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Read service leader guide <input type="checkbox"/> Attend training

<b>Title</b>	<b>Leading a Prayer Meeting</b>
Coordinator	Martin Kemp
Phone and Email Contact	Marty: 0405 419 336 rector@waitaraanglican.com.au
Time Commitment	2pm first Thursday of the month during school term 30 mins preparation time 1 hour meeting
Description	Prayer points are prepared and printed by church office. Greet people and chair the meeting.
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Shadow somebody

<b>Title</b>	<b>Leading Prayers (see Prayer Leading)</b>
Coordinator	Martin Kemp
Phone and Email Contact	Marty: 0405 419 336 rector@waitaraanglican.com.au
Time / Frequency	Minimum – Once per term (depends on number of people on roster), perhaps twice per term.
Time Commitment	Varies for different people, but a rough guide could be anywhere from 1-4 hours. There are options for you to use already created prayers from prayer book.
Description	-Corporate prayer during the service - Learn the skills involved in preparing and delivering prayers within the church service.
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Attend training

<b>Title</b>	<b>Little Saints Leader and Helper</b>
Coordinator	Louise Collett
Phone and Email Contact	Louise: 0417 653 009 louandnickcollett@yahoo.com.au
Time / Frequency	Minimum – Leading one 2 week block(depends on number of people rostered)
Time Commitment	Sunday morning (9:40am-11:15am), no preparation needed
Description	Running through the Little Saints program that is prepared for you. This involves singing songs, story telling, getting craft set up. - Looking after the children (3-5yrs).
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Current Safe ministry Training (refresher course every 3 years) <input type="checkbox"/> Have a current WWCC number <input type="checkbox"/> Attend training

<b>Title</b>	<b>Ministry of Game Cooking Team</b>
Coordinator	Emily Carpenter
Phone and Email Contact	Emily: 0433 030 818 em_ruth_carpenter@hotmail.com
Time / Frequency	Once or twice a term
Time Commitment	Tuesdays (school term) 5pm-8pm
Description	-Cooking a meal for up to 30 people -There is a budget (you will receive money back for food you buy) -You will need to cook food on the church premises, (you cannot pre-cook meals, however, you can prepare the food before hand)
Next Step....	<input type="checkbox"/> Talk with coordinator

<b>Title</b>	<b>Missions Committee</b>
Coordinator	Nick Speyer/ Martin Kemp
Phone and Email Contact	Nick: 8407 9068 nick@speyer.id.au Marty: 0405 419 336 rector@waitaraanglican.com.au
Time / Frequency	Once a term to attend meetings Time to connect with link missionaries (shared around mission team) Time to organize fundraising events
Time Commitment	1 hour per week
Description	Attend mission meetings Organizing fundraising activities for our link missionaries Presentation of link missionary (monthly) Keeping up to date with link missionaries
Next Step....	<input type="checkbox"/> Talk with coordinator

<b>Title</b>	<b>Morning Tea and Supper Roster</b>
Coordinator	Church office (Coordinator needed)
Phone and Email Contact	Vicki: 9489 4793 office@waitaraanglican.com.au
Time / Frequency	Perhaps twice per term on the roster
Time Commitment	10 minutes before the service then about half an hour after the service
Description	-Read Morning Tea instruction manual. Role includes: -Set up coffee and teapots and cordial jugs. -Bring along morning tea food sharing the load with 2 other helpers. -Put food out at the conclusion of the service, and then clear plates back into the kitchen and tidy up at the end.
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Shadow somebody <input type="checkbox"/> Read Morning Tea manual

<b>Title</b>	<b>Music Teams – Musicians, Singers</b>
Coordinator	Music Director/ Emily Carpenter
Phone and Email Contact	Emily: 0433 030 818 em_ruth_carpenter@hotmail.com
Time / Frequency	Minimum – once a term (depends on number of people rostered, talk to coordinator)
Time Commitment	-Band Practice – 1 hour, 10am service – Sunday 11:30am-12:30pm 5pm service – Sunday 3:45pm-4:45pm SIX45 – Sunday 6:20pm-6:40pm -Church Service - 1 hour. -Regular practicing of your instrument/singing
Description	Playing an instrument and/or singing for church service at 8:30am, 10am, 5pm and SIX45. Qualifications & Skills Required: 1. A heart for worshiping God. 2. Ability to play an instrument or sing, and willing to improve if appropriate. 4. Must be able to follow music coordinators direction. 5. Must have commitment to attending church and rehearsals.
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Attend a practice <input type="checkbox"/> read musician info sheet for Waitara Anglican



<b>Title</b>	<b>Newcomers Lunches</b>
Coordinator	Martin Kemp
Phone and Email Contact	Marty: 0405 419 336 rector@waitaraanglican.com.au
Time / Frequency	Once per term
Time Commitment	4 hours per term minimum including prep time and hosting time
Description	Organize and host one lunch per term with the deliberate intention of inviting people new to our church
Next Step....	<input type="checkbox"/> Talk with coordinator

<b>Title</b>	<b>Playtime Helper</b>
Coordinator	Victoria Cameron
Phone and Email Contact	Victoria: 0404 626 431 vic.cameron@gmail.com
Time / Frequency	Once per week during school term (9 weeks per term)
Time Commitment	Thursdays 10am-12pm
Description	Can be involved with one or all of the following.. -Helping to set up the hall and foyer with toys and ipad. -Helping to run 15 min music sessions and 10 min reading books (program and music provided) -Helping with setting up and packing up morning Tea -Helping to talk to non-church mums during Morning Tea.
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Shadow somebody

<b>Title</b>	<b>Six45 Youth Roster</b>
Coordinator	Matt Morrison
Phone and Email Contact	Matt: 0431 803 104 mattmorrison1308@gmail.com
Time / Frequency	Min – once a term May be involved once a fortnight
Time Commitment	30-1hr (preparation) 45 min (service)
Description	We could use your help in the following roles:- Six45 service leader Six45 musician Six45 Prayer Six45 Spotlight Six45 supper Setup
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Shadow somebody <input type="checkbox"/> Attend training <input type="checkbox"/> Have a current WWCC number <input type="checkbox"/> Current safe ministry training (refresh every 3 years)

<b>Title</b>	<b>SRE Teacher</b>
Coordinator	Emily Carpenter
Phone and Email Contact	Emily: 0433 030 818 em_ruth_carpenter@hotmail.com
Time / Frequency	9:30 or 10am most Wednesdays of School Terms
Time Commitment	Half an hour per lesson and at least one hour for preparation.
Description	Help with or teach a class of Primary School students using supplied course syllabus and lesson plans
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Shadow somebody <input type="checkbox"/> Attend training <input type="checkbox"/> Have a current WWCC number <input type="checkbox"/> Current safe ministry training

<b>Title</b>	<b>WAY leaders (Youth group)</b>
Coordinator	Matt Morrison
Phone and Email Contact	Matt: 0431 803 104 mattmorrison1308@gmail.com
Time / Frequency	Once per week during school term (9 weeks per term) Fridays 7:00pm-9:30pm
Time Commitment	3 hours/week. (including meetings)
Description	-Enjoy being with youth Some of the roles involved:- <ul style="list-style-type: none"> <li>- Lead and prepare bible study</li> <li>- Lead and prepare games</li> <li>- Pastoral care of a group of youth</li> <li>- Set up supper</li> </ul>
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Shadow somebody <input type="checkbox"/> Attend training <input type="checkbox"/> Current Safe ministry Training (refresher course every 3 years) <input type="checkbox"/> Have a current WWCC number

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<b>Title</b>	<b>Welcoming</b>
Coordinator	Martin Kemp
Phone and Email Contact	Marty: 0405 419 336 rector@waitaraanglican.com.au
Time / Frequency	Perhaps twice per term on the roster
Time Commitment	20 minutes before the service begins and during morning tea meeting any newcomers.
Description	-Standing at either the church front doors or inside doors as people arrive. -Handing out a newsletter or brochure for the week. -Greeting people who may not know the layout of the facilities. -Connecting new people with current church members.
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Shadow somebody <input type="checkbox"/> Attend training

<b>Title</b>	<b>WONTON</b> <b>Welcoming our Neighbours to our Neighbourhood</b>
Coordinator	Martin Kemp
Phone and Email Contact	Marty: 0405 419 336 rector@waitaraanglican.com.au
Time Commitment	2 hours.
Description	Visiting new Unit Blocks within the Waitara area and greeting neighbours with a "Welcome Pack". (provided)
Next Step....	<input type="checkbox"/> Talk with coordinator <input type="checkbox"/> Shadow somebody <input type="checkbox"/> Attend training