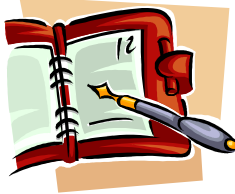


# Administration & Communications

*"God has given each of us the ability to do certain things well.... If your gift is that of serving others, serve them well."*

*Romans 12:6*

Administration at ChristChurch is about more than managing the business of the church. The opportunities to serve, learn and grow are great and vary in a number of ways as we work to equip and support the overall ministry of our community.



## Administrative Support for Ministry Areas

The overall ministry of ChristChurch operates full speed ahead without the support of a secretarial staff. Each area offers opportunities for you to serve team(s) in a variety of ways. If you have a heart for administrative support and would like to be directly involved in an area of active ministry, this is a great chance for you. Support opportunities may vary from periodic to regular commitments.

Ministry areas to consider include...

- Administration
- Adult Ministry
- Children's Ministry
- Communications
- Community Service
- Facilitates Team
- Student Ministry
- Worship Ministry

## Church Office Support

The one guaranteed constant about the church office is that no two days are alike! Support in the church office may include anything from answering the phones and/or compiling packets to facilitating event coordination. If you have an interest in organization or administrative helps this may be an area of interest for you. If you have basic computer skills you may be interested in giving support to periodic computer projects.



Some tasks need to be done at the church during regular office hours; arrangements can be made for some to be after hours or at home.

Service opportunity examples...



- Answering phones and greeting guests in the church office
- Copying, folding and stuffing the weekly worship bulletin
- Purchasing office supplies at Office Depot, Paper Plus, etc.
- Preparing copies/packets for courses and classes
- Assist in record keeping and filing for classes and events
- Event coordination with various ministry teams

## Offering Counters

Offering counters serve in rotation, meeting in teams of two on Sunday mornings to count weekly offerings. The count takes place after the offering at the second worship service.

- Offering Counter



## Communications

We have a variety of communication links with the people of our church and our community: weekly bulletins, brochures, newsletter, our website and email bulletin, Inside ChristChurch. We also need support and resources for other pieces like special mailings, special invitations, and press releases. Consider lending your skills:

- Newsletter
  - Layout
  - Writing
  - Photography
  - Folding/Mailing
- Web Team
  - Design/Graphics
  - Regular updating
- Brochures
- Press Releases
- Special Mailings (copy, stuff, mail)
- Graphic art (logos, invitations, ad's, etc.)
- Communications Team (planning, priorities, possibilities, etc.)

## **Ministry Contact**

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