

Living

STRONG

A Catalog of
Ministry
Opportunities

Table of Contents

Buildings and Property	page 1
Caregiving	page 1
Celebrate Recovery	page 1
Children	page 2-3
Finance	page 4
Hospitality	page 4
Linguistic	page 4
Music	page 4
Nazarene Missions Int	page 5
Prayer	page 5
Small Groups	page 5
Sports	page 5
Stitchin' For Babies	page 5
Youth	page 5
Sampling of Individual Projects from the Community	page 6-7
Sampling of Group Projects from the Community	page 8-9

BUILDINGS AND PROPERTY

Carpet Cleaning ~ spot cleaning carpets, such as nurseries

Electrician ~ install and repair electric systems

Landscape Maintenance ~ plant and look after flowers in the Courtyard and parking areas, trim hedges, trim trees, and/or irrigation of Church property

Heat and Air Maintenance ~ perform necessary repairs and installations on heat and air systems on Church property, evaluate and recommend hiring of contractors when necessary

Kitchen Maintenance ~ organize and maintain Church kitchens, cleaning out refrigerators and freezers and doing general cleaning when needed

Kitchen Purchasing Agent ~ purchase and deliver paper goods for kitchens

Lights and Filters ~ replace light bulbs/tubes and filters on a regular basis

Painting ~ painting classrooms or touch up as needed

Parking Lots ~ blow off parking lots adjacent to the building before Sunday

Parking Lot Shuttle Maintenance ~ keep shuttle charged and maintained

Plumbing ~ doing simple plumbing repairs

Probation Service Director ~ screen and oversee those who desire to do community service as a part of their probation or sentencing

Property Purchasing Agent ~ purchase and deliver materials for maintaining property

Store Room Organization ~ organize and maintain tools and supplies in the storage room

Van Maintenance ~ keep on a maintenance schedule and take care of needed repairs

Window Washing ~ washing windows (not glass doors)

CAREGIVING

Homebound Visitation ~ visit those who are unable to attend worship services

Hospital Visitation ~ visit those hospitalized, offer encouragement, prayer and Scripture

Stephen Minister ~ be trained and commissioned for short-term care to those in a crisis

CELEBRATE RECOVERY

Team Member ~ Fellowship and celebrate God's healing power in our lives through the "8 Recovery Principles. This experience allows us to "be changed." By working and applying these Biblical principles, we begin to grow spiritually. We become free from our addictive, compulsive and dysfunctional behaviors.

CHILDREN

(must pass a background check to work directly with the children)

Buddies Guides ~ Little Buddies start the year as 2's & 3's, Benson's Buddies start the year as 4's & 5's, prepare and teach from provided curriculum on Wednesday nights

Buddies or Caravan Helper ~ assist the guide, help the class go smoothly, sub for absent guide on Wednesday nights

Buddies or Caravan Helper Substitute ~ fill in on occasion when a helper is absent or extra children are present on Wednesday nights

Bulletin Board Creator ~ help teachers create fun-filled bulletin boards which coordinate with the lessons or activities

Caravan Guide ~ Christian scouting program for grades 1-6, prepare and teach from provided curriculum to help children earn their badges and other awards; maintain accurate records; Wednesday nights

Caravan Winter Retreat Guides ~ travel with and attend the District Winter Retreat with the children—helping, eating, sleeping, playing and worshipping with them for a weekend in February

Choir/Musical Director ~ plan, organize and direct a multi-aged choir/musical

Choir/Musical Assistant ~ help Director oversee children, have appropriate activities available for the children who are not practicing at the moment

Choir/Musical Drama Assistant ~ be available to help the Director

Choir/Musical Costumes/Props Assistant ~ acquire the needed items

Kinder Church Leader ~ prepare and carryout provided curriculum for 5's & 6's

Kinder Church Helper ~ assist the leader who does all the preparations

Nursery Care Helper ~ assist the nursery staff in the care of babies through 2 years old

Nursery Room Launderer ~ launder bedding items and clothing as needed

Nursery Room Toy Cleaner ~ clean and sanitize toys in the nursery rooms as necessary

Parent/Teacher Newsletter Editor ~ gather information from various Children's Ministry areas and produce a newsletter for parents and teachers of Mesa First

Preschool Church Leader ~ prepare and carryout provided curriculum for 3's & 4's

Preschool Church Helper ~ assist the leader who does all the preparations

Preschool Summer Program Director ~ coordinate an ongoing summer schedule of activities for preschoolers (4's, 5's, 6's) including Wednesday evening activities and any weekday excursions as you see fit

Quizzing Team Director ~ preparing and training children for the District meets

Quizzing Team Assistant ~ help to prepare the children for the upcoming District competitions working alongside the Director

CHILDREN

Resource Room Librarian - organize, maintain and purchase supplies needed in the Children's Teachers Resource Room, keep in contact with the teachers as to their needs

Summer Program Director - coordinate an ongoing summer schedule of activities for children grades 1st - 6th including Wednesday evening activities and any weekday excursions as you see fit

Summer Camp Counselors - attend summer camp at Camp Pinerock with the children, stay in the cabin with the gender specific group you are counseling, enabling the children to be with adults they know and are comfortable with (especially away from home), eat, sleep, play and worship with your campers!; must be at least 16 years old; Middlers (3 & 4 grade) July 14-18, 2008—Juniors (5 & 6 grade) June 9-13, 2008

Sunday School Teacher - prepare and teach provided curriculum; classes: Preschool (3's & 4's), Kinders (5's & 6's), 1 & 2 grade, 3 & 4 grade, 5 & 6 grade

Sunday School Helper - assist the teacher who does all the preparations; classes: Preschool (3's & 4's), Kinders (5's & 6's), 1 & 2 grade, 3 & 4 grade, 5 & 6 grade

Sunday School Teacher Substitute - fill in when needed for absent teachers; classes: Preschool (3's & 4's), Kinders (5's & 6's), 1 & 2 grade, 3 & 4 grade, 5 & 6 grade

Sunday School Temporary Teacher - teach for one month giving a teacher a break, curriculum provided; classes: Preschool (3's & 4's), Kinders (5's & 6's), 1 & 2 grade, 3 & 4 grade, 5 & 6 grade

Van Driver - someone to drive children in the Church van to summer camps, field trips, etc; must be at least 25 years-old with a good driving record

VBS Director - coordinate and plan Vacation Bible School

VBS Crafts Coordinator - plan, purchase, prepare and oversee crafts

VBS Drama Program Coordinator - direct, plan and organize the drama for the VBS program

VBS Helpers - help teacher of an age group: Preschool (2's & 3's), Kinders (4's, 5's & 6's), 1 & 2 grade, 3 & 4 grade, 5 & 6 grade

VBS Music Program Coordinator - direct, plan and organize the VBS musical program

VBS Snacks Coordinator - plan, purchase, prepare and distribute snacks

VBS Teachers and Activity Coordinators - teach an age group: Preschool (2's & 3's), Kinders (4's, 5's & 6's), 1 & 2 grade, 3 & 4 grade, 5 & 6 grade

Video/Audio Resource Librarian - organize, maintain and purchase Christian videos, cassettes or CDs as needed, keep in contact with the teachers as to their needs

FINANCE

Financial Counselor ~ trained to provide financial guidance to those needing help

Offering Counter ~ able to accurately count/record tithes and offerings, prepare deposit and reconcile actual with recorded amounts with a partner, must be approved by the Finance Committee/Church Board

HOSPITALITY

Greeter ~ give a friendly smile and handshake to all who come to Mesa First, assist when people are in need of direction, on a rotating schedule

Hospitality Team ~ recognize and connect with guests, such as taking them to lunch

Shuttle Driver ~ give rides to people to and from the Worship Center and the east parking lot, must be at least 25 years old and pass the insurance company's driver check

Shuttle Overseer ~ create and oversee a schedule of drivers and oversee maintenance

Usher ~ receive the offering, make sure the congregation is counted, with another usher take the offering to its designated place, seat latecomers, etc.

LINGUISTIC

English As A Second Language Teacher ~ Ability and desire to teach basic English language skills to non-English speaking persons

Translator ~ Ability to translate live Sunday morning messages into a foreign language

MUSIC

CD Duplication ~ make CD copies of the recordings of the Sunday services as requested from the congregation, arrange for purchase of supplies and cleaning/repair of equipment

Light/Sound/Video Technician ~ work with the Music Minister in presenting the services in the best manner possible with all the technical areas used to augment our worship, scheduling people, take care of all sound, light and video equipment

Special Music/Offertory/Drama ~ people who love to use their gifts in the art area to worship the Lord

Worship Team Instrumentalists ~ musicians who are dedicated to serving the Lord through music, the focus is on worshipping God first

Worship Team Vocalists ~ vocalists who are dedicated to serving the Lord through song, the focus is on worshipping God first

NAZARENE MISSIONS INTERNATIONAL

NMI (Missions) Council Member ~ meet with the NMI President and Council on a regular basis being involved in world-wide and local projects

Work-N-Witness Coordinator ~ plan and oversee a Work-N-Witness project

Work-N-Witness Team Member ~ participate in a Work-N-Witness project

PRAYER

Pastors Prayer Partners ~ pray with the Pastor before Sunday morning services

Intercessors ~ pray in the Prayer Room during worship services

SMALL GROUPS

Adult Sunday School Teacher ~ teaches adult class on Sunday mornings

Adult Sunday School Substitute ~ filling in when SS teachers are absent or on vacation

Small Group Leaders ~ open your home to host a small Bible study group

SPORTS

Sports Ministry Director ~ coordinate between the City and coaches, help our congregation reach out to the community through contact with other teams

Sports Ministry Coach ~ schedule practices, coordinate with the Sports Ministry Director, collect money from the team for shirts and registration fees, recruit players, coordinate a game plan, exemplify good sportsmanship and a Christ-like attitude (see Youth below also)

STITCHIN' FOR BABIES

Team Member ~ Helping pin, cut, sew, or stuff, etc items for babies/families in need

YOUTH

Birthday/Miss You Cards ~ send cards on behalf of ROC Student Ministries

Food for Summer Outreaches ~ shop and cook food for "J's Place" Summer Outreach

Fund Raising Coordinator ~ research, plan, and coordinate quarterly fund raisers

Sports Coach ~ coach a sports team for competition at the AZ District Xtrav (soccer, basketball, volleyball, etc.) Commitment: Weekly Practices Jan.-March

Student Directory Coordinator ~ create and maintain student contacts directory

Treasurer ~ keep record of student accounts

Van Driver ~ drive the Church van for trips or for weekly pick up of students for church; must be at least 25 years-old with a good driving record

Sampling Of Service Opportunities Available In The Community

Contact Dan Wollam for more information,

AUTUMN HOUSE (Confidential Location) All positions requires a Class I clearance background check for program compliance.

1. Front Office/Clerical Assistant – Will help with answering phones, creating files, sorting donations, supplies, general office duties, helping fill the needs of the consumers. Hours are flexible for weekdays, evenings and weekends, 8 AM to 8 PM.
2. Child Care Assistant – Will work with children to allow mothers to attend counseling on site. Minimum age of 18. Monday 5:00 to 6:30 PM. Tuesday 6:00-7:30 PM. Wednesday 4:00-8:00 PM and Thursday = 5:00-7:30 PM.
Tutor – Tutor children in reading and math skills. Will also play learning games, do essay writing contests, math facts, etc. to enhance school assignments, etc. Spanish speaking helpful to converse with the parent. One time per week Monday to Thursday.

1 DEVELOPMENT/VOLUNTEER DEPARTMENT (University & Val Vista)

Volunteer Coordination Assistant – Will put together notebooks, assist in filing and other clerical duties. Will help in the recognition and communication with A New Leaf volunteers. Hours flexible between 9 and 4 weekdays.

1 DV STOP (Confidential Location). All positions require a Class I background check.

Office Assistant – Filing, making copies, sorting donations, labeling, dating and organizing the food supply. Flexible days and hours.

DOROTHY B. MITCHELL COUNSELING CENTER (University & Gilbert) All positions require a Class I background check.

Summer Day Program Assistant (University and Horne) – Helping with arrival preparations, intake, and supervising/mentoring youth ages 5 to 12. Assist in social skills building, inside and outside recreational activities, arts & crafts, video games, homework and tutoring. Flexible hours, Monday –Friday from 8:00a.m. to 4:30 pm.

Weekend Respite Program Assistant (University and Horne) – Interact with 3 to 8 kids ages 5 to 12 with outside and inside recreational activities such as basketball, football, Frisbee, kickball, board games, puzzles, movies, video games, reading and homework help. Flexible hours on Saturday and Sunday from 9 a.m. to 5 p.m.

DOROTHY MITCHELL RESIDENCE (University and Val Vista). All positions require a Class I background check and TB test.

Line Staff Assistant – Will assist line staff with activities such as homework, inside and outside recreational activities of all types with boys ages 12 through 17. Various times available from Sunday through Thursday.

EATON SCHOOL (Stapley & Brown)

Literacy Program/Reading Assistant – Will assist lower level reading students. Will read with them and/or have them read in order to improve their reading skills. Hours are on Monday – Friday, 12 noon – 1:00 p.m. or by schedule evenings at the residences. Can come in daily or as often as possible.

EAST VALLEY MENS CENTER

Basic Needs Clerk –Sort, fold clothing donations. Keep area cleaned and organized, Days and hours flexible
Staple Food Pantry Clerk- Checking to ensure that food donations are dated and properly stored and organized in food storage area. Days and hours flexible.

FAITH HOUSE (Confidential Location) All positions require Class I background check.

Front Office Assistant – Will help with answering phones, checking people in and out, other reception duties, helping fill the needs of the consumers. Flexible hours Saturday and Sunday only.

Childcare Assistant – Volunteers will assist staff in supervised play, reading, craft projects, music and other activities. Volunteers can bring their own ideas and activities to share with the children. Mondays = 3:30 – 5:30 PM. Tuesdays, Wednesdays and Thursdays = 5:30 – 8:00 PM.

Housekeeping Assistant – Sanitize children's toys, organize linen closets, rotate food in the pantry, sweep the porches and other outside maintenance, clean glass doors on the lift. Flexible days and hours.

Meal Preparation Assistant – Provide preparation help in the kitchen for lunches on Monday, Tuesday or Thursday from 9:30 to 1:00, or dinner on Monday, Tuesday, Thursday or Friday from 3:30 to 6:00.

HUMAN RESOURCES (University and Horne)

Office Assistant – Will assist in the organization and filing for the staff. Need to be self-directed and ability to work alone. Prefer someone with clerical or filing experience. Flexible hours between 8:00 and 5:00, Mon through Fri.

RESIDENTIAL CENTERS FOR BOYS (East Mesa) All positions require a Class I background check and current TB test.

1. Client Care Worker Assistant – Recreational activities, tutoring, etc. Under Staff supervision. Evenings 6:30-8:00. Weekends afternoons and evenings. Minimum age of 21.

Tutor – May tutor for classroom, usually math and reading or assist in GED Preparation.

LA MESITA (Dobson & Main) All positions working with children require a Class I background check.

Basic Needs Clerk-Donation Department. Will help sort, fold, store donations, and keep the building clean and organized. Flexible days and hours.

Support Partner Assistant – Answer phones and assists the public and clients in daily needs. Cover for the staff during meetings, lunches, etc. Wednesday 12:00 to 2:00 pm.

Reading Tutors – Will assist children age 6 to their teens with reading assignments, homework, etc. Days needed are Monday through Thursday from 3 pm to 4 pm.

Evening Childcare Assistant – Provide activities for children ages 6-13. 1st and 3rd Wednesday evenings from 6:30 to 7:30.

Housekeeper Assistant – Will help the housekeeping supervisor prepare rooms for new arrivals by cleaning and restocking with household items and food. Monday through Friday, 8 to 5 pm.

Child Development Center –Childcare Assistant. Days and hours vary between 6:00 am to 1:00 pm and 3:30 to 6:00 pm. Must be at least 16 years old. **Requires all have a current TB test or health statement, and Class I background check if over 18 years old.**

Employment Search Assistant – will assist adults in using computers for resumes, letters and finding job openings. Provide assistance in applying for employment, interviewing and follow-up activities. Prefer professionals or people with extensive work experience. Commit to the complete shift. Tuesday & Wednesday, 10 am to 1 pm and Thursday 4 to 6 pm.

MAYFIELD YOUTH ALTERNATIVE CENTER (University & Country Club)

Office Assistant – Assist staff with intake process, filing, contacting clients in follow-ups, and assisting police officers-counselors-parents-clients in respite care program. Monday and Tuesday mornings, plus Tuesday and Thursday evenings, and weekend shifts available.

Time Out Program Assistant – **Requires a Class I background check and TB test.** Serving youth 13 to 17. Activities include, playing basketball and soccer and football, video and board games, lunch, arts & crafts, movies, reading time and general mentoring of youth. Friday 5-10 pm, Saturday 9 am to 6 pm, and Sunday 9 am to 6 pm are the times the program is in operation.

EAST VALLEY MEN CENTER

480-610-6722, ext. 209, 2345 N. Country Club, Mesa AZ 85201, must be at least 18 years old to volunteer or onsite

Prepare sack lunches

Donate and prepare lunches for the men at that East Valley Men's Center. Each day the guys are provided with a lunch as they leave for work. You can be part of making that possible! Your group can make lunches to cover one (or an entire week) of lunches for the 84 men. **Each individually bagged lunch needs to consist of: 2 Sandwiches, chips, fruit, cookies, veggie sticks and a beverage.**

Prepare and serve dinner

Your group will need to prepare a meal to serve 84 men, allowing some return for seconds. **The meal needs to be prepared off-site and should consist of: one main course, salad (with choice of dressings, if green salad), vegetable, bread, dessert and beverage.** We are striving for well-balanced meals, but it does not need to be fancy (sloppy joes, crock pot meals, spaghetti, etc.).

Interior and Exterior Painting projects

Organize clothing & basic needs area

Organize food pantry

Prepare hygiene packets for residents

Volunteer Opportunities For GROUP Projects

This is a sample of most recent Projects & Special Donations. Other projects may become available or created based on volunteer skills, experience and abilities.

All Projects need supplies and labor donated by group.

ALICE PETERSON RESIDENCE (University & Frazier)

Volleyball Court & Net
Picnic Tables
Park Benches
Paint game stripes on basketball court.
Tether ball court
Painting inside of APR (paint is available, brushes needed)

DOROTHY B. MITCHELL COUNSELING CENTER (University & Gilbert)

Misc. Painting projects

Exterior paint 2 buildings
Interior paint (all offices and rooms on main floor and basement in 100 bldg; all offices and rooms in 200/300 building)
Kid-friendly wall mural for Play Therapy room (#201)
Remove wall paper and re-texture Lobby of 100 bldg. (includes cathedral ceiling with beams)
Paint parking lines and handicapped space in parking lots; paint parking designation on curbs (Ex. Employee of the week, NP, RN, PM, etc.); paint red and yellow curbs as needed (requires special paint)
Toy bins- donate purchase ones or make your own to donate!
Lamps for offices
Chairs and couches for therapy rooms.
Nintendo or Play Station game box + games; TV and stand (For use in therapy rooms to engage teens and pre-teens, and for behavioral rewards for clients)

DOROTHY MITCHELL RESIDENCE (University and Val Vista).

Property Makeover
Interior Painting throughout property
Build, install and paint Gazebo, remove old gazebo in disrepair and needs replaced.
Repair Fountain (electrical and plumbing background needed)
Ramada or Shade covering for weightlifting area.
Donation of new sturdy patio furniture
Donation of Charcoal Grills or possible built in BBQ grill.
Pool area grounds beautification
Refinish kitchen cabinets and line with shelf paper.
Donation of 4 couches for Student Lounge (haul old damaged couches away)
Donation of 6 couches in the Front Room of Dorm. (haul old damaged couches away)
Install stepping stones to the garden.(Located behind area that gets flooded with irrigation)
Small sturdy tuff shed donated and installed for sports equipment storage.
Donation of 6-10 sturdy benches to be used throughout property.
Lawn: needs topsoil and seeded.

LARRY SIMMONS RESIDENCE (Stapley & University)

Remove popcorn ceiling in group room.
Paint ceiling in group room after popcorn removal.
Donate and install blinds and window tint in group room.
Replace old tile in the meds room.
Donate a water cooler.
Repair, prep and stain build in bookshelf.
Paint front room of residence.
Repair Carpet.
Clean tile grout through the residence.
Paint rooms and hallways.
Build sturdy picnic tables 2-4

HELAMAN HOUSE RESIDENCE (Stapley and University)

Sand, stain and reseal wooden dining room kitchen floor.

Create a Serenity Garden. Complete with benches, planters and flowers.

Donate and install Tetherball & volleyball poles. Special request of 2 metal poles mounted in cement poured tires for movable tetherball and volleyball.

Paint Basketball court lines. (have layout)

Family Therapy Room. Moisture problem. Needs outlet for air conditioning. Professional experienced volunteer required.

WILLIAM K. EATON SCHOOL (Stapley & University)

Donate and construct a shade structure to be used for outside activities.

(sample pictures and distributor information provided)

Donate and install exercise structures for Teen Boys.

(sample pictures and distributor information provided.)

Donate and install swings for Teen Boys.

(sample pictures and distributor information provided.)

Donate and install outdoor heat/ sun resistant tables and benches.

(sample pictures and distributor information provided.)

Create Small Eagle sculptures/ trophies to be distributed for graduation & Incentives to students. (volunteer group to supply all materials needed)

Disposable Cameras for field trips.

Microphone system to be used for graduations, award ceremonies & events.

2-3 Razor Scooters.

LA MESITA FAMILY HOMELESS SHELTER (Dobson & Main)

Sorting and organizing donations of clothing food and household items.

Adopt a Unit

Group Cleaning Day

Mini Carnival

Arts & Crafts Projects

Summer Field Trip Sponsor

Food Drive

Clear Rubbermaid plastic storage container drive