

The logo for GraceChurch features a white, flowing, wave-like line above the text. The text "GraceChurch" is written in a white, bold, sans-serif font. "Grace" is in a slightly larger font size than "Church".

GraceChurch

Serving Booklet

Serving at Grace Church

As Christians, we believe that we're called to serve one another and the world around us with whatever gifts God has given us. Jesus called us not to be served, but to serve so we believe this is a significant way that we can follow Jesus more closely and strengthen the church family.

“For we are God’s handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do.”

- Ephesians 2:10

We believe that serving the church is an important way of expressing love towards each other as we seek to remain in community together.

“Keep on loving one another as brothers and sisters... And do not forget to do good and to share with others, for with such sacrifices God is pleased.”

- Hebrews 13:1 & 16

It's also a step of faithful obedience to Jesus Christ, who calls each of us to join with Him in the task of building His church.

“From Jesus the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.”

- Ephesians 4:16

We want to see our members being released to serve God and use their gifts to glorify Him, so we recognise that God develops unique abilities in every Christian that are suited to different needs in the church.

“Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms... if anyone serves, they should do so with the strength God provides, so that in all things God may be praised through Jesus Christ.”

- 1 Peter 4:10-11

This booklet is to help you find your place to serve in Grace Church. There are many teams to choose from and you can serve on as many as you feel able to. The teams are:

Sunday meetings:

- Connections
- Car Park
- Meeting Admin
- Set Up/Pack Down
- Teas and Coffees
- PA (Sound/Tech)
- Worship
- AVs (Projection)
- Pre-school Kids
- Grace Kids
- Grace Youth

Mid-week & other ministries:

- Life Group Leaders
- Tuesday Group
- Young Adults
- CAP Course
- Alpha Course
- Beta Group
- Freedom in Christ Group
- Little Bears Toddler Group
- Events
- Gleam Team (Cleaning)

Connections Team

How does the Connections Team serve?

"We want to ensure that everyone attending a Grace Church Sunday meeting receives a warm welcome when they arrive and can easily connect with people in the church."

When does the Connections Team serve?

- ⇒ Sunday meetings (normally once every three weeks)
- ⇒ 30mins before start of meeting until most people have left afterwards

Specific responsibilities:

- Welcoming people as they arrive, handing out the 'What's On' notice sheets and helping people to find seats.
- Helping new people to find their way around the venue.
- Handing the offering baskets around and giving out Bibles.
- Serving communion to the church during the meeting.
- Chatting with people after the meeting and helping new people to connect with the church.
- Acting as Fire Wardens in emergencies.

Can I serve on the Connections Team?

We are looking for confident, friendly and welcoming people with a heart for helping people become part of the Grace Church family.

Car Park Team

How does the Car Park Team serve?

“We welcome everyone who attends a Grace Church Sunday meeting. We also help to direct vehicles that enter the car park at each venue to ensure everyone is kept safe.”

When does the Car Park Team serve?

- ⇒ Before and during Sunday meetings (normally once every three weeks)
- ⇒ 30mins before start of meeting till 15mins after start of meeting

Specific responsibilities:

- Welcoming people and making sure visitors know where to go.
- Ensuring that all vehicles are parked and secure.
- Co-ordinating with other car park team members to ensure that capacity is controlled.
- Report any vehicles that need attention, e.g. if lights are left on.

Can I serve on the Car Park Team?

We are looking for confident, friendly and gracious people who are available before and during Sunday meetings and can serve as part of a team.

Meeting Admin Team

How does the Meeting Admin Team serve?

“We look after all the practical parts of Sunday meetings, including making sure that all the serving teams are running smoothly and dealing with any problems on the day. ”

When does the Meeting Admin Team serve?

- ⇒ Before and during Sunday meetings (normally once every three weeks)
- ⇒ When venues are opened before meeting and until most people have left afterwards (first to arrive and last to leave!)

Specific responsibilities:

- Supporting site leaders and all other team leaders in their serving.
- Opening venues and ensuring everything is left in a good state when leaving.
- Communicating with all team leaders and solving any problems that may come up through the course of a meeting.
- Making sure that all serving teams have everything they need for the Sunday meeting.

Can I serve on the Meeting Admin Team?

We are looking for confident and friendly people who can multi-task with lots of jobs, communicate clearly with all serving teams and instill peace and confidence into everyone regardless of the situation.

Set Up/Pack Down Team

How does the Set Up Team serve?

"We are responsible for setting up the Sunday meeting venue before each meeting and packing down afterwards as well."

When does the Set Up Team serve?

- ⇒ Before and after Sunday morning meetings (normally once every three weeks)
- ⇒ 1^{1/2} hours before start of meeting and roughly 1 hour afterwards

Specific responsibilities:

- Setting out the chairs and everything else for the meeting.
- Helping to unpack equipment from the church van/storage room.
- Putting out Grace Church signs and flags.
- Staying after each meeting to make sure that the rooms are left clean and tidy before leaving.
- Ensuring the church van/storage room is packed well to limit the chance of damage to equipment.

Can I serve on the Set Up Team?

We are looking for friendly and committed people who are available at Sunday meetings and occasional mid-week events and can work as part of a team. Heavy lifting may occasionally be involved, but there are plenty of responsibilities that can be done by anyone.

Refreshments Team

How does the Refreshments Team serve?

"A hot drink with a warm smile can make a real difference to someone's experience of church. We need people to make that happen."

When does the Refreshments Team serve?

- ⇒ Before and after Sunday meetings (normally once every three weeks)
- ⇒ 40mins before start of meeting and roughly 45mins afterwards.

Specific responsibilities:

- Arriving before the meeting starts to prepare drinks and biscuit trays.
- Serving drinks after the meeting finishes.
- Packing up the kitchen boxes and making sure the serving area is left clean and tidy.

Can I serve on the Refreshments Team?

We are looking for friendly and welcoming people who are available before and after Sunday meetings and able to serve as part of a team.

PA (Sound/Tech) Team

How does the PA Team serve?

"We are responsible for running the technical side of our Sunday meetings and other mid-week events, including mixing sound and recording sermons."

When does the PA Team serve?

- ⇒ Sunday meetings and occasional mid-week events
- ⇒ 1^{1/2} hours before start of meeting till roughly 45mins afterwards

Specific responsibilities:

- Setting up and packing away any equipment as necessary.
- Running a sound-check and gauging appropriate sound levels for the entire duration of the meeting.
- Ensuring microphones and other devices are charged.
- Recording sermons.
- Reporting any faults/problems with equipment to church office.

Can I serve on the PA Team?

We are looking for friendly and reliable people with a good ear and technical ability who are available in Sunday meetings and occasional mid-week events. Training will be provided where needed.

Worship Team

How does the Worship Team serve?

"We seek to help those attending Grace Church meetings to worship God through music and singing."

When does the Worship Team serve?

- ⇒ Sunday meetings and mid-week events
- ⇒ 1^{1/2} hours before start of meeting till roughly 30mins afterwards

Specific responsibilities:

- Attending our practices and training sessions on Tuesday evenings in term time from 7:30-9:30pm.
- Setting up and packing away any equipment as necessary.
- Arriving early before meetings to sound check and practice.
- Serving at mid-week prayer meetings and other events when needed.

Can I serve on the Worship Team?

We are looking for people with a heart for worshipping God and serving Grace Church as well as suitable musical ability who are available in Sunday meetings and on Tuesday evenings.

AVs (Projection) Team

How does the AVs Team serve?

"We resource Grace Church meetings by operating the computer which runs all of the audio visual aspects of our meetings."

When does the AVs Team serve?

- ⇒ Sunday meetings and occasional mid-week events.
- ⇒ 45mins before start of meeting till roughly 15mins afterwards

Specific responsibilities:

- Setting up the projectors, computer and any other equipment required.
- Making sure the song list and lyrics are correct for that meeting.
- Checking any multimedia items in plenty of time before the meeting starts.
- Operating the song word projection software, Powerpoint presentations and DVDs during the meeting.
- Making sure that all the equipment used is safely turned off and packed away after the meeting.

Can I serve on the AVs Team?

We are looking for people who are confident in using computers and other technologies and are available for the whole duration of Sunday meetings and occasional mid-week events. Training will be provided where needed.

Pre-school Kids Team

What is Pre-school Kids ?

"Preschool Kids is our exciting and vibrant pre-school group for 0-4 year olds."

When does the team serve?

- ⇒ Sunday meetings (frequency depends on rota provided)
- ⇒ Before start of meeting to set up, during the preach and afterwards to clear away.

Specific responsibilities:

- Setting up the room for the group, e.g. getting out toys.
- Registering kids and recording parent's details if they are new.
- Team leaders plan creative activities and lead each session.
- Clearing up afterwards and leaving the room clean and tidy.
- Attending mid-week planning meetings with the rest of the team (normally once a term).

Can I serve on the Pre-school Kids Team?

We are looking for friendly and confident people with enthusiasm for children's ministry who are available in Sunday meetings.

All team members are also required to complete a DBS check and operate under our safeguarding policy.

Grace Kids Team

What is Grace Kids?

"Grace Kids is our group for children, aged Reception to Year 6, which provides a safe and fun setting for kids to learn more about the reality of God in their lives."

When does the team serve?

- ⇒ Sunday meetings (frequency depends on rota provided)
- ⇒ Before start of meeting to set up, during the preach and afterwards to clear away.

Specific responsibilities:

- Setting up the room ready for the morning's session.
- Registering kids and recording parent's details if they are new.
- Team leaders plan creative activities and lead each session.
- Clearing up afterwards and leaving the room clean and tidy.
- Attending mid-week planning meetings with the rest of the team (normally once a term).

Can I serve on the Grace Kids Team?

We are looking for friendly and confident people with enthusiasm for children's ministry who are available in Sunday meetings.

All team members are also required to complete a DBS check and operate under our safeguarding policy.

Grace Youth Team

What is Grace Youth?

"Grace Youth is the group at Grace Church suitable for young people in school years 7 to 11 on Sundays and years 7 to 13 on Friday evenings. Our vision is for the young people to 'get it right while you are young', based on 1 Timothy 4:12."

When does the team serve?

- ⇒ Sunday meetings (frequency depends on rota provided)
- ⇒ Before start of meeting to set up, during the preach and afterwards to clear away.

Specific responsibilities:

- Setting up the room ready for the morning's session.
- Registering kids and recording parent's details if they are new.
- Preparing talks for each Sunday (not all helpers will do this).
- Clearing up afterwards and leaving the room clean and tidy.
- Attending mid-week planning meetings with the rest of the team (normally once a term).

Can I serve on the Grace Youth Team?

We are looking for friendly and confident people with enthusiasm for young people's ministry who are available in Sunday meetings.

All team members are also required to complete a DBS check and operate under our safeguarding policy.

Mid-Week and Other Ministries

Life Group Leaders

How do Life Group Leaders serve?

“We are responsible for hosting a Life Group in a home roughly fortnightly and helping people to feel connected to Grace Church on a smaller level by caring for them pastorally.”

When do the Life Group leaders serve?

⇒ On mid-week evenings (actual day varies, about twice a month).

Specific responsibilities:

- Hosting a small group of people from Grace Church at a home.
- Providing or organising a meal at each meeting.
- Leading the discussion and prayer part of each meeting.
- Building friendships with those in your Life Group and caring for them pastorally.
- Occasionally meeting with other Life Group leaders for training and prayer.

Can I serve as a Life Group Leader?

We are looking for hospitable, friendly and reliable church members who understand the vision, values and culture of Grace Church and are committed to creating a Jesus-centred community.

Tuesday Group

What is Tuesday Group?

"Tuesday Group is a group especially for adults with learning difficulties, social/communication difficulties or other additional needs."

When does the Tuesday Group Team serve?

⇒ Tuesday evenings (once a month from 6-7:30pm)

Specific responsibilities:

- Arriving 30 minutes before the group starts to set up the room and get refreshments ready.
- Making sure that all adults attending are included in the activities.
- Clearing up afterwards and leaving the room clean and tidy.

Can I serve on the Tuesday Group Team?

We are looking for friendly and reliable people with a heart for helping adults with learning difficulties who are available on Tuesday evenings.

All team members are also required to complete a police check and operate under our safeguarding policy.

Young Adults (YA)

What is Young Adults?

"Young adults, or YA, serves people aged 18+ to 30 within the church. This includes anyone in that age range. The sessions typically attract students, apprentices and those in full or part time work. YA is a group that provides events for any students and 20s who attend Grace Church. We seek to build a loving community of Jesus followers who can grow together in their relationship with God."

When does the Students & 20s Team serve?

⇒ Sunday evenings (every other week in term time) and occasional special events.

Specific responsibilities:

- Chatting with young adults at Sunday meetings and inviting them to the group events.
- Attending Sunday evening events and providing support and prayer for students and 20s at Grace Church.
- Organising social events and times of teaching and worship.
- Attending mid-week planning meetings with the rest of the team.

Can I serve on the YA?

We are looking for friendly and reliable people with enthusiasm for ministry and involving young adults in the Grace Church family who are available on Sunday evenings.

CAP Courses (Money Course & Life Skills Course)

What are the CAP Courses?

“The CAP courses include the Money Course, a money management course which teaches people budgeting skills, and the Life Skills Course, which is designed to give people living on a low income confidence and decision making skills.”

When does the CAP Course Team serve?

- ⇒ Money Course: on mid-week evenings (one evening a week for three week course, actual day varies).
- ⇒ Life Skills Course: on mid-week mornings (one morning a week for eight week course, actual day varies).

Specific serving roles:

- Being trained by CAP and becoming familiar with the course material.
- Leading sessions of the course.
- Answering questions from people in the group.
- Being friendly and welcoming towards those in the group.
- Communicating with those interested in attending the course.

Can I serve on the CAP Course Team?

We are looking for confident and friendly people with enthusiasm for helping people with financial difficulties who are available for three weeks on a mid-week evening, or for eight weeks on a mid-week morning.

Alpha Course

What is the Alpha Course?

"The Alpha course is a ten week course which enables people to explore Christianity in a relaxed atmosphere (with food)."

When does the Alpha Course Team serve?

⇒ On mid-week evenings (one evening a week, actual day varies, 2-3 courses a year)

Specific serving roles:

- Arriving early to prepare the venue for guests.
- Setting up the venue before and clearing up afterwards.
- Making sure that guests are welcomed when they arrive.
- Being a Table Host to lead small group discussions.

Can I serve on the Alpha Course Team?

We are looking for confident and friendly people with enthusiasm about sharing and helping people to understand the gospel who are available for ten weeks on a mid-week evening.

Beta Group

What is the Beta Group?

"The Beta group is designed for anyone who has recently finished the Alpha course or is new to the Christian faith and wants to strengthen their understanding of what it means to be a follower of Jesus."

When does the Beta Group Team serve?

⇒ On mid-week evenings (one evening a week for 7/8 week course, actual day varies, 2-3 courses a year)

Specific serving roles:

- Acting as a Small Group Leader for each of the sessions.
- Becoming familiar with the course material.
- Leading discussions in small groups.
- Praying for members of your small group if they ask for it.

Can I serve on the Beta Group Team?

We are looking for confident and friendly people with enthusiasm for discipleship and helping people to understand the Christian life who are available for 7/8 weeks on a mid-week evening.

Freedom in Christ

What is the Freedom in Christ Group?

“The Freedom in Christ group is a nine week discipleship group which is designed to help every Christian take hold of the truth of who they are in Christ.”

When does the Freedom in Christ Team serve?

⇒ On mid-week evenings (one evening a week, actual day varies; including one Saturday morning session).

Specific responsibilities:

- Acting as a Small Group Leader for each of the nine sessions.
- Becoming familiar with the group material.
- Leading discussions in small groups.
- Praying for members of your small group if they ask for it.

Can I serve on the Freedom in Christ Team?

We are looking for reliable and friendly people who are available on one evening a week and have the confidence and ability to lead small group discussions. Also, it would be very helpful to have already attended the Freedom in Christ group.

Little Bears Toddler Group

What is Little Bears Toddler Group?

"Little Bears is our parent and toddler group run by parents, grandparents and carers from Grace Church. We want to provide a warm and friendly environment for parents and carers while their children play and have fun in a safe place."

When does the Little Bears Team serve?

⇒ In Chichester, and Bognor Regis on Thursday mornings.

Possible responsibilities:

- Setting up the venue before each session, including putting out chairs, tables and toys.
- Preparing and serving hot drinks and cakes for the adults.
- Helping to ensure a safe and fun environment for the children who attend.
- Chatting with getting to know the parents and carers who come along.

Can I serve on the Little Bears Team?

We are looking for friendly people who are available on Thursday mornings and are passionate about serving children and connecting with other parents and carers. *All team members are also required to complete a DBS check and operate under our safeguarding policy.*

Events Team

What is the Events Team?

"We organise fantastic events for people at Grace Church, including men's and women's socials, church wide events and the annual summer conference for Commission churches. Our aim is to grow friendships with one another and to welcome friends who are not yet part of the church."

When does the Events team serve?

⇒ At varying times of the year, depending on when the event is organised for, e.g. women's events are held every few months.

Specific responsibilities:

- Being part of a specific team to help in planning and delivering events at Grace Church.
- Attending planning meetings when needed and contributing to the organisation of the events, e.g. with creative ideas or specific skills.
- Actively seeking to include people and help create an atmosphere where friendships can grow at Grace Church.
- Ensuring that the events run smoothly on the day.

Can I serve on the Events Team?

We are looking for reliable and friendly people who are well organised, able to work as part of a team and enjoy different aspects of event administration. We are also looking for people who understand the value of building community through events at Grace Church.

Gleam Team (Cleaning)

What is the Gleam Team?

"We want to make sure the Grace Centre in Chichester is kept sparkling clean so that it's always a welcoming place to be."

When does the Gleam Team serve?

- ⇒ Once a week and occasionally before specific events at the venue.
- ⇒ For an hour or two, depending on the cleaning jobs that are required.
- ⇒ Team members are on a fortnightly rota.

Specific responsibilities:

- Completing general cleaning duties, e.g. vacuuming and cleaning surfaces.
- Serving with one or two other people as part of a team.
- Checking cleaning supplies for the Grace Centre and occasionally restocking these when needed.

Can I serve on the Gleam Team?

We are looking for reliable and friendly people who are available on weekdays, can work as part of a small team and are keen to keep the Grace Centre sparkling clean.