



NEW COVENANT CHURCH
767 Lee Road
Clyde, NC 28721
828-627-9000
www.newcovenantchurch.com

**NCC VOLUNTEER
DIRECTORY
2014**

Welcome from Pastor Nick and Staff

Welcome to the TEAM!

We are so excited that you chose to join us on the thrilling journey to serve Jesus as we serve others. You will find that you will be serving alongside some very remarkable people. The volunteer team at NCC comes from various backgrounds and literally from all over the country.

The people you will be serving are just as diverse and interesting. You will make new friends and the ministry you will be involved in will have significant impact on those you serve. You will add great value to others. But, don't be shocked if you are the one that benefits the most. Welcome to the team!

Pastor Nick and Staff

Administration

OFFICE RECEPTIONIST

Contact Person: Tina Honerkamp, 828.627.9000
tdhonerkamp@gmail.com

Job Description: Answer phones, greet guests, light clerical duties. Positive, outgoing personality, polished appearance

Time Commitment: As needed

Age Range: 18+

Requirements: Background check, interview with Ministry Head, regular attendance, Spiritual Gifts Survey, some computer ability, Fellowship One training (will be provided)

Building and Grounds

BUILDING AND GROUNDS

Contact Person: Pastor Mike Jones, 828.627.9000
mjones@newcovenantchurch.com

Job Description: Help with maintenance of facility and grounds to include mowing, landscaping, weed eating, flower beds, etc.

Time Commitment: As needed

Age Range: 16+

Requirements: Interview with Ministry Head, Spiritual Gifts Survey

Administration

GRAPHICS

Contact Person: Tina Honerkamp, 828.627.9000

tdhonerkamp@gmail.com

Job Description: To help facilitate all ministries through creative designs and publications.

Time Commitment: As needed

Age Range: 18+

Requirements: Background check, interview with Ministry Head, regular attendance, Spiritual Gifts Survey

CHECK-IN MANAGER

Contact Person: Tina Honerkamp, 828.627.9000

tdhonerkamp@gmail.com

Job Description: Oversee and staff volunteers to help with check-in for events and Sunday morning services.

Time Commitment: As needed

Age Range: 16+

Requirements: Background check, interview with Ministry Head, regular attendance, Spiritual Gifts Survey, some computer ability, will provide Fellowship One training

CLERICAL

Contact Person: Tina Honerkamp, 828.627.9000

tdhonerkamp@gmail.com

Job Description: To facilitate all ministries through creative designs and publications.

Time Commitment: As needed

Age Range: 16+

Requirements: Background check, interview with Ministry Head, regular attendance, Spiritual Gifts Survey

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Guest Services

USHERS

Contact Person: Ronnie Stiles, 828.646.7881
ronnie234@netzero.net

Job Description: To assist the congregation in seating, collecting information and offerings. To prepare each attendant to experience the presence of God.

Time Commitment: Must be present every scheduled Sunday that has been committed to work.

Age Range: 16+

Requirements: Regular attendance, Spiritual Gifts Survey

WELCOME TEAM

Contact Person: Dr. Bob and Janet Peterson, 828.342.2771
jbobpete@gmail.com

Job Description: To warmly greet each person that comes to Sunday morning service and help prepare them, through your kindness, to experience the presence of God.

Time Commitment: 4 hours monthly

Age Range: 16+

Requirements: Orientation class, regular attendance, special training and Spiritual Gifts Survey

GUEST RECEPTION

Contact Person: Lori Bartholomew, 828.734.7871
barts5@bellsouth.net

Job Description: To warmly greet each person that comes to Sunday morning service and help prepare them, through your kindness, to experience the presence of God.

Time Commitment: 4 hours monthly

Age Range: 16+

Requirements: Orientation class, regular attendance, special training and the Spiritual Gifts Survey

Special Events

FOOD PREPARATION

Contact Person: Charlotte Rhymer, 828.627.9000
ckrhymer@gmail.com

Job Description: Providing food or labor for church wide events.

Time Commitment: As needed with special events

Age Range: 18+

Requirements: Spiritual Gifts Survey

MEAL TEAM

Contact Person: Jennifer Espinosa, 828.550.4808

Job Description: Teams of men and women who serve the congregation by providing meals after the birth of a child, surgery, illness, death, etc.

Time Commitment: As needed

Age Range: 18+

Requirements: Regular attendance

Special Events

HOSTING OUT OF TOWN GUESTS

Contact Person: Charlotte Rhymer, 828.627.9000
ckrhymer@gmail.com

Job Description: Extra bedroom to host overnight guest.

Time Commitment: Special events as scheduled

Age Range: 18+

Requirements: Background check, interview with Ministry Head, orientation class, Spiritual Gifts Survey

HOSPITALITY

Contact Person: Charlotte Rhymer, 828.627.9000
ckrhymer@gmail.com

Job Description: Buy or order food items for church wide events. Preparation and clean up of food. Able to work as a team with others.

Time Commitment: As scheduled with special events

Age Range: 18+

Requirements: Regular attendance, Spiritual Gifts Survey

GUEST GIFT BASKET PREPARATION

Contact Person: Charlotte Rhymer, 828.627.9000
ckrhymer@gmail.com

Job Description: Buy food and gift items to create a gift basket for guests of NCC. Deliver gift basket to hotel.

Time Commitment: As needed

Age Range: 18+

Requirements: Regular attendance, Spiritual Gifts Survey

Guest Services

ALTAR MINISTER

Contact Person: Pastor Janice Ford, 828.226.1422
jford@newcovenantchurch.com

Job Description: To minister to those at the altar with the love of Jesus and to gently lead them to His throne by listening and sharing the truth of God's Word through prayer. Must be familiar with other resources for further ministry such as counseling, Transforming U, professional counseling, discipleship classes, etc.

Time Commitment: One service twice a month

Age Range: 18+

Requirements: Background check, regular attendance, member of NCC, special training including Transforming U, Spiritual Gifts Survey

SUNDAY MORNING INTERCESSORS

Contact Person: Elder Sheila Stewart, 828.275.5040
sheila.stewart.ss@gmail.com

Job Description: To provide prayer support for the Sunday morning services.

Time Commitment: Monthly

Age Range: 18+

Requirements: Orientation class, regular attendance, Spiritual Gifts Survey

Guest Services

BAPTISM PREPARATION

Contact Person: Elder Michael Dietiker, 828.246.8652
docdeke@gmail.com

Job Description: To disciple people through the process of baptism. To teach and facilitate each person through their public declaration of faith.

Time Commitment: Monthly

Age Range: 18+

Requirements: Special training, Spiritual Gifts Survey

PIZZA WITH THE PASTORS / ORIENTATION

Contact Person: Pastor Karen Morgan, 828.627.9000
kmorgan@newcovenantchurch.com

Job Description: To assist in organizing Pizza with the Pastors quarterly on Sundays after second service. Calling first time visitors, ordering and serving food.

Age Range: 21+

Requirements: Interview with Ministry Head, membership, orientation class, special training and Spiritual Gifts Survey

PRAYER CHAIN MINISTRY

Contact Person: Pastor Betty Suhre, 828.627.9000
bsuhre@newcovenantchurch.com

Job Description: This ministry provides prayer and intercession for life and death situations as determined by the Pastor on Call. The Pastor on Call sends a text message to each Prayer Chain member at the same time. The member prays for the situation as described in the text message.

Time Commitment: Varies

Age Range: 18+

Requirements: Membership, membership class, orientation class, Spiritual Gifts Survey

Family Ministry

SPECIAL NEEDS MINISTRY

Contact Person: Susan Muse, 828.400.2784
smuse51@gmail.com

Job Description: Shadows a special needs child who requires extra help in an age-appropriate environment or within a self contained classroom.

Time Commitment: 1 Sunday a month for 1st and 2nd service

Age Range: 16+

Requirements: Background check, arrive 30 minutes prior to service to pray and prepare for service

Local Missions / Outreach

COMMUNITY KITCHEN

Contact Person: Janis Pressley, 828.648.7349
janispressley@bellsouth.net

Job Description: Help feed and minister to the clients of the Community Kitchen.

Time Commitment: Upon need

Age Range: 18+

Requirements: Regular attendance, Spiritual Gifts Survey

HOMELESS SHELTER

Contact Person: Russ McLamb, 828.506.7875

Website: <http://haywoodchristianshelter.org>

Job Description: Help transport and minister to the residents

Time Commitment: Upon need

Age Range: 18+

Requirements: Regular attendance, Spiritual Gifts Survey

Family Ministry

VISITOR FOLLOW-UP

Contact Person: Melanie Robertson, 828.627.9000

mrobertson@newcovenantchurch.com

Job Description: Contacting all visitors This can include but not limited to also sending out birthday cards, miss you cards, etc.

Time Commitment: Varies

Age Range: 16+

Requirements: Member (or in process), Background check, Personality Profile, initial interview with 6 month follow up

SMALL GROUP LEADERS

Contact Person: Melanie Robertson, 828.627.9000

mrobertson@newcovenantchurch.com

Job Description: These volunteers are responsible for guiding and directing a small group with Godly oversight immediately following the teaching and ministry during Sunday service. This is a great opportunity to build relationships with the children and provide a place for them to receive individual prayer and Ministry.

Time Commitment: Rotating Schedule

Age Range: 16+

Requirements: Member (or in process), Background check, Personality Profile, initial interview with 6 month follow up

JUNIOR VOLUNTEERS

Contact Person: Cindy Golden, 828.550.1826

cgolden@newcovenantchurch.com

Job Description: Middle and High School students will assist in Early Impact or Impact Kidz with setup, small groups, skits, etc.

Time Commitment: Rotating Schedule

Requirements: Arrive 30 minutes prior to scheduled service

Family Ministry

EARLY IMPACT

Contact Person: Rachel Giese, 828.275.5575

rgiese@newcovenantchurch.com

Job Description: Help lead children from birth to 5 years of age in relevant age-appropriate activities, lessons, and ministry.

Time Commitment: Rotating Schedule (Sunday and Wednesday)

Age Range: 18+

Requirements: Member (or in process), Background check, Personality Profile, initial interview with 6 month follow up, arrive 30 minutes prior to service to pray and prepare

IMPACT KIDZ

Contact Person: Cindy Golden, 828.550.1826

cgolden@newcovenantchurch.com

Job Description: Help lead elementary school children in relevant age-appropriate activities, lessons, and ministry.

Time Commitment: Rotating Schedule (Sunday and Wednesday)

Age Range: 18+

Requirements: Member (or in process), Background check, Personality Profile, initial interview with 6 month follow up, arrive 30 minutes prior to service to pray and prepare

XP3

Contact Person: Emily Christopher, 828.400-1858

echristopher@newcovenantchurch.com

Job Description: Help lead middle and high school students in relevant, age-appropriate activities, lessons, and ministry.

Time Commitment: Rotating Schedule (Sunday and Wednesday)

Age Range: 18+

Requirements: Member (or in process), Background check, Personality Profile, initial interview with 6 month follow up

Family Ministry

CHECK-IN TEAM

Contact Person: Rachel Giese, 828.275.5575

rgiese@newcovenantchurch.com

Job Description: As children arrive for service, these volunteers will electronically check in all children and volunteers.

Time Commitment: 1 Sunday a month for 1st and 2nd service

Age Range: 16+

Requirements: Member (or in process), Background check, Spiritual Gifts Survey, initial interview with 6 month follow up, arrive 30 minutes prior to service to pray and prepare, will provide Fellowship One training

FAMILY GREETER / HOST

Contact Person: Ryan Roth, 828.788.0227

ryanroth@yahoo.com

Job Description: Families that will greet new children and their families when they arrive. These volunteers will assist any new families with their questions and escort them to where they need to be. They must also make sure that any new child has an information sheet filled out for him/her for database.

Time Commitment: 1 Sunday a month for 1st and 2nd service

Age Range: 16+

Requirements: Background check, arrive 30 minutes prior to service to pray and prepare

Family Ministry

CODE BLUE TEAM

Contact Person: Melanie Robertson, 828.627.9000

mrobertson@newcovenantchurch.com

Job Description: This team will be made up of one elder, a medically trained personnel, security officer (other than scheduled security), and back up volunteers to be on call each Sunday.

Time Commitment: Rotating Schedule

Age Range: 18+

Requirements: Member (or in process), Background check, Personality Profile, initial interview with 6 month follow up

MID-WEEK PREP TEAM

Contact Person: Cindy Golden, 828.508.1825

cgolden@newcovenantchurch.com

Job Description: This team will meet each week to gather materials and help assist with preparation for upcoming services.

Time Commitment: 2 to 3 hours per week

Age Range: 16+

Requirements: Various daytime availability

FAMILY EVENT PLANNING / DIRECTING TEAM

Contact Person: Cindy Golden, 828.550.1826

cgolden@newcovenantchurch.com

Job Description: Ability to coordinate, direct, organize and oversee all preparations needed for our yearly events, such as VBS, School Bashes, Branded by Fire, Mission Trips, Fundraisers, etc.

Time Commitment: Varies

Age Range: 18+

Requirements: Member (or in process), Background check, Personality Profile, initial interview with 6 month follow up