



Knox Presbyterian Church

**CATALOGUE
OF
MINISTRY OPPORTUNITIES**

September 2009

WORSHIP AND FELLOWSHIP

Prayer Chain: Mary Beth McLean 416-443-9036 marybeth.mclean@gmail.com

Prayer Chain Member (Pray-er) – Pray for urgent and specific prayer requests of the Knox Church community (prayer requests are communicated by telephone/e-mail)

Music Ministry (Morning): Roger Bergs 416 921 8993 or rbergs@knoxtoronto.org

Senior Choir Member - Sing with the Senior Choir in weekly rehearsals (Thursday evenings) and Sunday morning services

Junior/Intermediate Choir Member - Sing with the Junior (Grades 2-6) or Intermediate (grades 7-12) Choir in rehearsals following most morning services and in morning services every 8-10 weeks

Junior Intermediate Choir Assistant - Help with rehearsals for the Junior or Intermediate Choir in rehearsals following most morning services and in morning services every 8-10 weeks

Instrumentalist - Participate occasionally in the music ministry of morning services by playing along with hymns or choral pieces

ADULT MINISTRIES

Jesse Ketchum Library: Reima Robertson 905-844-3044 james.robertson057@sympatico.ca

Library helper - Minister to the outreach of our congregation through the provision books, periodicals, DVD's, CD's tapes, videos, etc.

ABC Ministries: Lorna Hutchinson lornahutchinson@sympatico.ca

ABC Teacher - To provide leadership at Sunday morning congregational group study.

Gifts, Skills, Abilities:

- Ability to teach not only the content but also have the exegetical skills;
- Mature Christian faith, including a deep knowledge and understanding of the Bible;
- References required.

Time Commitment: 9:45 a.m. - 11 a.m. every Sunday for a flexible duration 4-12 weeks.

Small Group Ministries: Lorna Hutchinson lornahutchinson@sympatico.ca

Bible Study Leader: To lead a small group Bible study.

Gifts, Skills, Abilities:

- Ability to teach;
- Mature Christian faith, including a deep knowledge and understanding of the Bible;
- References required.

Time Commitment: Flexible but usually one weekday evening per month for one year or 6 months. Position is current, on an as-needed basis, when a group wants a study leader. It would be helpful to have a list of possible workers to call on when a group leader is needed.

FAMILY MINISTRIES

Knox Camp Ministries: Peter DeKoning 647 230 8173 peter.dekoning@utoronto.ca

Knox Camp Ministry Team Member - Work with the ministry team to prepare for camp 2009 by going over 2008 evaluations, preparing a budget, hiring Day Camp staff, and promoting camp.

Knox Youth Ministries: Alvin Kim, 416-921-8993 ext. 231, alvin@knoxtoronto.org

Young Life Volunteers – We are in need of more committed, enthusiastic volunteers who want to make an impact on today's high school youth to come to know Jesus, and grow in their faith by helping in small group leading, and/or teaching, and/or event planning, and/or crowd control at these events. This means we would love to have those of you who are able to offer up your Fridays, and/or those of you who would like to help out with events when called upon (e.g. Raptors' games, Hunger Weekend, Praise and Worship Events, etc.).

Jammers Volunteers – Jammers needs more people who love Jr. High kids. Serving in this group includes helping to plan age appropriate events, leading small groups on Friday evenings, and/or attending the events. Much attention is needed with this group at this time to make it the place to be on Fridays!

Youth Ministries Team – This team needs to be formed to provide the implementation of the vision provided by the Discipleship of Children and Youth Ministries Team. This team is integral to flesh out the vision to make it a reality.

Teachers/assistants/leaders/coordinators needed for both the morning service and 5 p.m. service Sunday Schools

MORNING SERVICE:

Nursery Teacher - Teach and care for babies, ages 0 – 2 years, as well as building relationships with families

Nursery Helper - Assist in the care of babies, ages 0 – 2 years

Tiny Tots Teacher - Teach and care for toddlers, ages 2 – 3, as well as building relationship with families

Tiny Tots Helper - Assist in the care of toddlers, ages 2 – 3, as well as support for the teacher

God Rocks! Large Group Leader - Lead, with enthusiasm and energy, the worship/story time for children Kindergarten to Grade 6

God Rocks! Small Group Leader - Lead the peer group bible study/craft time following the large group time, as well as building relationships with kids

5 PM SERVICE

Nursery & Toddlers – Look after babies ages 0 – 3 and build relationships with the families

Older Kids Program – Teach kids aged 4 – 12 a simple bible lesson, do a craft and play gym games as well as building relationships with families

LEADERSHIP

Sunday School Coordinator for each class – A coordinator oversees one class in one service, duties include scheduling, volunteer support, stocking snack cupboard, etc

Sunday School Ministry Team - Strategic team for the vision, direction and administration of the Sunday School and support the Children's Ministry Coordinator and the Director of Family Ministries

LOCAL EVANGELISM & OUTREACH

Knox Food Bank: Vicki Wood 416-921-8993 (leave a phone message)
knox_ootc_volunteers@hotmail.com

Food bank shoppers - We are in need of a couple or group to help with food bank shopping, every third week from November to April. Food bank shopping involves purchasing the food for the next week's food bank. It can be done at any time of the week, but requires at least two fit people and a van. This is a physically challenging task, but a wonderful ministry for a couple, family or group.

Food bank donation solicitors - Help us obtain bulk food donations for the food bank. The food bank donation solicitor will help ensure the viability of the food bank and help relieve the load on our shoppers by contacting food companies, stores and distributors to ask if they might be able to donate food to our food bank. We will provide letters and background.

International Ministries: Dominique Goold 416-921-8993 ext 225 on Tuesdays;
domgoold@knoxtoronto.org

E.S.L. Hospitality Team Member - Do you delight in cooking for others? Consider using your gift of hospitality to prepare meals for Knox's E.S.L. ministry!

Creative Service Team Member - In a group, join this team to get to know internationals and help them with: getting groceries, set up sports to play, trips, tour the city of Toronto together...etc.

E.S.L. Bible Study Leader - Think about sharing your delight in leading or learning to lead Bible studies, by joining the E.S.L. Bible study teaching team! We are looking for those who love the Word and can particularly join the Sunday a.m. E.S.L. Bible Study teaching team

E.S.L Teachers: Beginner, Low Intermediate, Intermediate and Advanced level - Consider joining the Knox E.S.L. teaching team! We are looking for teachers who would be open to teaching with a partner. We are looking for lower level teachers in particular. E.S.L. Certification is an asset; but not required.

PASTORAL CARE

Pastoral Care Team: Wayne Hancock – 416-921-8993 waynehancock@knoxtoronto.org

Pastoral Care Team Member - Work with our team to provide visitation and care for our Knox Church family (some training required)

Meal Ministry: Fran Starnino - 416-787-8444

Meal Maker - Prepare dinners and put them in the freezer for distribution to those who, due to sickness, bereavement, surgery, or other needs, are unable shop and cook for themselves.

NEWCOMERS AND EQUIPPING

Ushering Teams: Greg Summers 416-967-0397 gregoryjsummers@netscape.net

Usher – Provide an outreach of Christian hospitality through greeting worshippers at the doors, distributing materials relating to the service, escorting worshippers to their seats, taking up the offering, and providing general assistance.

If you are thinking about becoming involved in Knox ministry activities for the first time, ushering is an excellent place to start. The duties are easily learned, and require about one and a half hours of time monthly.

Greeting Teams: Peter L. Morrison 416-653-6709 pmorrison@ca.inter.net

Greeter - Identify newcomers as they enter the Church, and engage them in conversation. Answer any questions regarding Knox and its activities.

Welcome Centre Host - Answer questions regarding Knox activities, hand out welcome packs and other literature.

Both these positions take 1/2 hour per Sunday, usually once a month.

Equipping and Newcomers Ministries: Myrna Talbot 416-598-4529
myrnatalbot@knoxtoronto.org

Coordinator - Membership Sessions - Coordinate the administrative and hospitality arrangements for the Knox Membership Sessions, (2 membership sessions /year on Saturdays 9:00 a.m. – 3:00 p.m.)

Follow-up of Contact Us Cards - Contact those who have completed contact us cards (by phone or e-mail.) Forward contact information to appropriate pastoral staff.

GOVERNANCE

Hospitality Ministries: Deborah Freeman 416-921-8993 ext. 248 debfreeman@knoxtoronto.org

Host/Server - Assist with food preparation, set-up, serving and clean-up at various Knox functions.

Administrative Ministries: Elaine Bullard - 416-921-8993, ext. 223 elaine@knoxtoronto.org

Knox Summer Fellowship (KSF) Greeters: Each Wednesday of KSF we require 4 greeters (i.e., 2 teams of 2 greeters at each of the main entrances to the Fellowship Centre.) to make people feel welcome when they come through the doors of the church; write out a name label for them, give them an flier if desired; encourage them to have dessert and coffee in the Winchester Room and then to join in the Sanctuary for the time of praise and worship by 7:30 p.m.

Front Office Receptionist: Elaine Bullard - 416-921-8993, ext. 223
elaine@knoxtoronto.org

As a church office receptionist, to answer the phones, and greet and assist those who come to the church door in a friendly and welcoming manner and provide the information they require. Time slots are available in the morning (8:30 a.m. – 1:00 p.m.) or afternoon (1:00 p.m.-5:00 p.m.) – Monday to Friday.

COMMUNICATION

Sound Operator: Wayne Hancock - 416.921.8993x227 or
waynehancock@knoxtoronto.org

The sound operator utilizes the sound equipment and applies his/her skills to provide adequate levels of sound during Sunday Worship (morning and evening) and Summer Fellowship, and ensures that the worship service is successfully recorded. Training is available in sound operation. Approximately 2 regular services per month. The schedule is established randomly and fairly and substitutions can be negotiated for all engagements.