

Ministry Teams Descriptions

Benevolence Team (6-8 people)

For those gifted in compassion, hospitality and mercy.

- Work with CHFM administration to coordinate assistance or a Meal Train for member families (new baby, surgery or illness, death in the family)
 - Team coordinator is responsible for contacting the family in need to determine specifics
 - Team members are responsible to help meet these needs or recruit other CHFM members to assist

Bulletin Board Upkeep (1 person)

For those gifted in creativity

- Creatively change bulletin board once per year to promote CHFM

Communications (1 person)

For those who are gifted in writing and publishing

- Write and publish a weekly newsletter for the membership
- Send text blasts and emails as needed per administration

Maintenance Appreciation (4-6 people)

For those gifted in hospitality and encouragement.

- Coordinate a day to provide a meal for the Maintenance Staff, both fall and spring
- Plan, prepare and deliver the meal on the designated day

Field Trip (4 people)

For those with administrative & organizational skills. Creative and like to have fun!

- Coordinator organizes planning meeting & meets with CCC to create electronic sign up
 - Members plan field trips, contact each site to obtain details of visiting
 - Keep members posted on each field trip or changes through the newsletter
 - Designate one member to be in charge during each field trip
 - Write thank you notes to each site

Name Tag (2-3 people)

This is for those who enjoy detail and are gifted in administration. Most of the work will be done at the beginning and end of each semester.

- Coordinator produces new and replacement name tags
- All attend a workday to organize name tags at the beginning of fall and end of spring semesters

New Member Welcome (4-6 people)

This is for those gifted in hospitality. It is an opportunity to make our new members feel comfortable and welcome when they join CHFM.

- Attend and give tours of the facility during the new member orientation meeting
- Be available to new members the first couple weeks of classes to get them acquainted with the ministry
- Select and assemble new member gifts
- Look for new members and assist them during the semester

Photography Team (3 - 4 people)

This is for those who enjoy photography and will seek to capture the photos that are requested by the yearbook editor.

- Coordinator is responsible for posting pictures on the closed CHFM Facebook page.
 - Team takes group pictures and action shots for assigned classes, field trips and program nights

Semester Preparation (2-4 people)

For those who are detail oriented and like to serve behind the scenes

- Help with cleaning dry erase boards
- Any other needed help

Program & Drama Nights / Fall & Spring (8 - 10 people)

This is for those gifted in service and hospitality. This event is a great opportunity to let those creative juices flow. This event occurs at the end of each semester.

- Program Coordinator recruits classes for the night and prepares program handout
- Reception Coordinator organizes reception team for:
 - Tablecloth requests
 - Refreshments
 - Decorate tables and room for the programs
 - Clean up after the program

Registration Team (2 people)

This is for those gifted in administration and service. This event occurs twice a year. The work is done the week following the close of registration each semester.

- Prepare transfer lists
- Hang transfer lists

Resource Cabinets (1 person)

For those with organizational gifts.

- Oversee the storage and use of CHFM supplies
- Note items which need to be purchased or restocked
- Tidy up on the last day

Science Cabinet (8-10 people)

For those with organizational gifts.

- Coordinator organizes team to:
 - Clean and organize science cabinets at the end of each semester
 - Keep supplies replenished in cabinets

Service Project (2 people)

For those with administrative, organizational and service gifts. Occurs twice a year.

- Research and select a service project suitable for CHFM participation
- Promote and publicize the service project
- Oversee CHFM participation in the service project

Service Week Coordinators (2 people)

- Assist in making service week assignments each semester
- Check for service needs each hour
- Oversee sub pool

Teacher Appreciation (5-6 people)

For those gifted in creativity and hospitality.

- Select a token of appreciation for instructors each semester
- Purchase and prepare gifts
- Distribute gifts to instructors

Used Book Sale (6-8 people)

For those with gifts in administration, hospitality and service. Enjoys working with people.

- Publicize Used Book Sale with KSHE and our membership
- Collect fees for table space and assign table space to sellers
- Communicate with membership overview of items for sale
- Communicate with sellers expectations on sale day
- Oversee set up of book sale
- Oversee book sale
- Tear down and clean up

Student Council (1-2 people)

For those with administrative, organizational and student relations abilities. This committee would continue throughout the year.

- Plan and oversee weekly Student Council meetings
- Assist students organizing events, including elections, as a body

End of Year Party (5-6 people)

For those with administrative, organizational gifts and hospitality and service.

- Work with STUCO
- Plan decorations, food, and activities for the party
- Oversee set up and cleanup of the party if needed

Shadow Day Team (2-3 people)

For those with organizational gifts and hospitality. This team will prepare and organize materials for Shadow Day and encourage new prospective members.

- Create registration form for prospective members
- Gather and assemble a welcome gift and handout
- Greet on Shadow Day