**The Community Church of Pepperell**

**- Time and Talent Survey -**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email (*optional*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_

The ministry of the Community Church of Pepperell is the sum of the time and talent of the entire congregation including members and non-members alike. The information contained in this survey will help the church find the right people for the right ministry in the church. It enables you to serve the church and the Lord by helping in an area of ministry that is in need of your help and talent.

Please take a moment to fill out this survey form by checking any areas where you would be willing to help or would like to be involved in. There is also an area where we ask you to list past and present areas of involvement. Descriptions of the church commissions and council, as written in our by-laws, are attached as additional information. Please return the completed form to the church office at the address below or drop the form off in one of the boxes at the back of the Sanctuary. You may also download the form from the church website (<http://www.pepperellchurch.org/>), complete the form electronically and email to: [ministry@pepperellchurch.org](mailto:ministry@pepperellchurch.org).

The Community Church of Pepperell

Attn: Ministry Commission

P.O. Box 320

Pepperell, MA 01463

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **** | **Church Administration/Leadership** |  | **** | **Church Officers** |
|  | Council Member-at-Large |  |  | Moderator |
|  | Education Commission |  |  | Clerk |
|  | Membership Commission |  |  | Treasurer |
|  | Ministry Commission |  |  | Commission Chair: ( ) |
|  | Outreach Commission |  |  |  |
|  | Stewardship Commission |  | **** | **Worship Service** |
|  | Worship Commission |  |  | Lector/Reader |
|  | Flower Chairperson |  |  | Usher |
|  | Collector |  |  | Communion Server |
|  | Sexton |  |  | Greeter |
|  | Pastoral Relations |  |  | Nursery Attendant |
|  | Women's Guild |  |  |  |
|  |  |  | **** | **Fellowship / Activities** |
| **** | **Administrative/Clerical** |  |  | Christmas Fair Coordinator |
|  | Secretary |  |  | Community Church Crafters |
|  | Webmaster (maintain website) |  |  | Fellowship Coffee Hour Server |
|  | Office Volunteer (phones, envelopes, etc.) |  |  | Potluck Lunch and Suppers |
|  | Publicity (posters, advertising, etc.) |  |  | Receptions and Funeral Lunches |
|  |  |  |  |  |
| **** | **Education** |  | **** | **Maintenance** |
|  | Sunday School Teacher |  |  | Carpentry |
|  | Sunday School Substitute Teacher |  |  | Electrical |
|  | Adult Education / Bible Study |  |  | Furniture/Household Repair |
|  | Advent Workshop Support |  |  | Painting |
|  | Christmas Pageant Support |  |  | Plumbing |
|  | Librarian |  |  | Snow Removal |
|  | Youth Group Coordinator |  |  | Yard Work |
|  |  |  |  |  |
| **** | **Music** |  | **** | **Skills/Crafts** |
|  | Senior Choir |  |  | Banners (design, produce) |
|  | Junior Choir |  |  | Calligraphy |
|  | Cherub Choir |  |  | Computers |
|  | Soloist |  |  | Design / Graphic Arts |
|  | Bell Choir |  |  | Marketing / Public Relations |
|  | Chime Choir |  |  | Photography / Video |
|  | Organ |  |  | Sewing |
|  | Piano |  |  | Website Design |
|  | Other instrument: ( ) |  |  | Writing / Editorials (for the CALL) |
|  |  |  |  | Other: ( ) |
|  | **Please indicate present and previous** |  |  |  |
|  | **commissions, offices, and positions held:** |  | **** | **Community and Caring Within** |
|  |  |  |  | Homebound Visiting |
|  |  |  |  | Outreach Member-at-Large (support to Outreach) |
|  |  |  |  | Prayer Chain |
|  |  |  |  | Transportation (church service and/or meetings) |
|  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

**Church Council**

Consists of the moderator (chair of the council), the administrator and five members-at-large serving as regular members; and serving as ex-officio members; the pastor (without vote), the clerk (secretary of the council), the six commission chairpersons; the Community Church Women’s Guild representative, and any other representatives appointed by a recognized auxiliary group of the church.

**Stewardship**

Provides for the care, maintenance, and improvement of church property, buildings and equipment; oversees finances including preparation of the annual budget, oversight of its operation, management of unbudgeted expenses and handling of loans and invested funds; determines policy for the use of facilities and equipment; maintains necessary insurance coverage; provides for stewardship education and interpretation; plans and conducts an annual appeal for funds in support of the budget; establishes or maintains a church endowment policy; solicits, selects, and accepts and maintains records of memorial and designated gifts; and oversees the operation of the church office.

**Worship**

Oversees and supports the worship and spiritual life of the church; plans and/or promotes activities that encourage spiritual development; assists in planning worship services and in the preparation and administration of the ordinances/sacraments; provides for music, flowers, worship supplies and worship aides (greeters, ushers, lectors, child care coordinators, etc); provides for regular fellowship hours following worship; and procures pulpit and pastoral supply during pastoral absences.

**Membership**

Plans and oversees the church’s ministry of service and caring for church and community members; organizes and maintains a ministry of pastoral visitation; provides periodic opportunities for fellowship coordinating hospitality and child care as needed; promotes the development of small groups within the church; provides training for new members in the meaning and significance of the church and it’s membership; encourages the participation of inactive church members and annually recommends revision of the membership rolls; develops policies and plans programs to encourage church growth

**Ministry**

Organizes, implements, and promotes the volunteer ministry program within the church; develops and maintains resource data on member’s interests, gifts, and talents; selects and nominates candidates for elective positions, oversees the selection and recruitment of persons to appointive positions and fills vacancies in elective positions; maintains job descriptions for church positions; provides orientation, training, and recognition for church ministry volunteers; and assesses periodically the need for review and/or revision of the church’s structure and/or mission statement.

**Outreach**

Gives guidance to the church’s mission in the community and the world; provides for the means of mission education, interpretation and empowerment; promotes special mission offerings; nurtures understanding and action in regard to contemporary social, economic, and political issues relating to justice and peace; encourages community ministries by members and church groups; and fosters denominational and ecumenical cooperation.

**Education**

Guides the educational ministry of the church in accordance with the church’s educational and theological principles; determines and implements policy; coordinates the programs and the work of various educational groups (e.g., Sunday school, youth ministry, adult studies, camps and conferences, etc.); offers training and support for teachers and leaders; provides, promotes, and maintains a library of educational resources; and, supervises the use and maintenance of audio-visuals.