

## 馬利蘭中華聖經教會事機會

部門	事工的需要	工作時限	資格要求
關懷部	<ol style="list-style-type: none"> <li>預備食物給患病的教友</li> <li>開車接送- 關懷及陪同前往醫生診所或其他短途車程</li> <li>長者探訪慰問事工</li> <li>奶瓶事工- 籌款活動, 支持洛城孕育中心, 此乃非牟利性醫療診所, 為意外懷孕或打算墮胎的女性提供積極性的選擇</li> <li>好撒瑪利亞人兒童聖誕節事工(鞋盒禮物)</li> </ol>	視需要而定 (每月一至二次) 視需要而定 (每月一至二次) 每月一次 (六至十二個月) 四個主日, 母親節到父親節  四個主日 (十月到十一月)	
兒童部	<ol style="list-style-type: none"> <li>兒童部需兒童主日學、兒童敬拜、兒童團契和幼兒班老師。</li> <li>需弟兄姊妹幫忙清洗玩具, 整理教室用品,</li> <li>週五晚兒童團契時間安全巡邏值班員, 請洽 Anita Wong.</li> </ol>	一季為三個月. 一年輪一兩次 一個月一次 視需要而定	<ol style="list-style-type: none"> <li>因服事對象為嬰孩/小孩, 需填寫背景調查表 2&amp;3. 不須背景調查.</li> </ol>
教育部	<ol style="list-style-type: none"> <li>座談和訓練會議期間, 幫忙影印, 接待主講員, 設計宣傳單張, 服事赴會者</li> <li>輔助正教師及在正教師的監護下, 助理教師可以一同教導主日學</li> </ol>	視需要而定 視需要而定	<ol style="list-style-type: none"> <li>有心服事者</li> <li>會員</li> </ol>
社服部	<ol style="list-style-type: none"> <li>暑期學習營教師</li> <li>暑期學習營管理助手</li> <li>社區活動中心同工</li> <li>信息技術講師</li> </ol>	暑期 暑期 星期四早上 視需要而定	
傳道部	<ol style="list-style-type: none"> <li>歡迎接待/探訪新來賓</li> <li>慕道友的接送: 幫忙接慕道友來教會, 或是把慕道友從教會送回家。</li> <li>宣傳資料的發送: 把福音報紙、教會福音活動資訊帶到所在社區, 比如中文學校, 中國人的社區活動中心。</li> <li>三福學員: 參加三福培訓, 為傳福音做裝備。</li> </ol>		
團契部	<ol style="list-style-type: none"> <li>活動籌辦 - 透過籌辦不同的大小類型活動, 可得著豐富的經驗</li> <li>團隊領導 - 帶領團隊來完成特定的任務</li> <li>通訊連絡 - 幫忙宣傳不同的教會活動, 如預工、公告/推廣、海報、傳單、信件、電子郵件等</li> </ol> (上述事工, 包括教會退修會, 感恩節聚會, 聖誕節目, 粵語平安夜活動等事工)	視需要而定	需紀律好, 良好的溝通技巧和人際關係

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接待部	<ol style="list-style-type: none"> <li>1. 歡迎接待新來賓</li> <li>2. 詢問台值班- 歡迎並解答新來賓或弟兄姊妹的問題.</li> <li>3. 主日午餐相關事工</li> </ol>		會員 會員 沒有要求
文字部	<ol style="list-style-type: none"> <li>1. 圖書管理員 - 服事弟兄姊妹關於借書、還書的事宜, 整理書籍</li> <li>2. 審閱別人捐贈的書籍, 並將資料輸入教會圖書館的系統庫</li> <li>3. 將新書資料輸入教會圖書館的資料庫</li> <li>4. 教會英文季刊 “Cross Talk” 的編輯委員會, 幫忙書寫並修輯文章, 採訪投寫 個人見證的弟兄姊妹</li> </ol>	<ol style="list-style-type: none"> <li>1. 半年</li> <li>2&amp;3. 三個月. 可以在家工作, 每 週大概需時兩小時.</li> <li>4. 工作時限, 六個月</li> </ol>	沒有要求
影音部	需影音控制/操作員	視需要而定	(會提供訓練)
事工部	門徒訓練及栽培	一年以上	會員
宣道部	<ol style="list-style-type: none"> <li>1. 幫忙接送遠地而來的宣教士們</li> <li>2. 接待並提供住宿給宣教士及其家人</li> <li>3. 幫忙設計海報及單張, 例如每年宣道年會的海報</li> </ol>	視需要而定 視需要而定 視需要而定	沒有要求
產管部	<ol style="list-style-type: none"> <li>1. 統籌週末的教會聚會,</li> <li>2. 戶外草坪管理-保養園林綠化, 監督承建商所料理的草坪及草地停車場</li> <li>3. 警鐘管理負責人-處理偶發性的警鈴事件, 統籌每年的消訪演習(會提供訓練)</li> </ol>	視需要而定 視需要而定 視需要而定	<ol style="list-style-type: none"> <li>1. 需具備影音訓練的資格 並熟悉緊急失火出口路 線與細則</li> <li>2. 沒有</li> <li>3. 會員</li> </ol>
秘書部	<ol style="list-style-type: none"> <li>1. 會員大會, 編印及清點選票, 會員資格確認及公佈結果</li> <li>2. 文書、行政支援</li> <li>3. 電腦系統支援</li> <li>4. 網站維護</li> </ol>	視需要而定 視需要而定 視需要而定 視需要而定	
交通部	主日指揮交通	一到三個月.	沒有
敬拜部	粵語堂-敬拜招待, 詩班員, 聖餐前的預備與聖餐後的清潔收拾 國語堂-敬拜招待, 敬拜小組 (已受洗基督徒, 每週練習)	三個月至一年 (輪值)	(招待)會員, 友善可靠 (詩班員)會員, 每週練習
少年部	<ol style="list-style-type: none"> <li>1. 教導的恩賜-主日學老師, 週五晚少年團契的小組組長, 少年輔導</li> <li>2. 服事的恩賜-週五晚的安全巡邏, 週五晚的點心, 接送</li> </ol>		

## CBCM Ministry Opportunities

Department	Position/Description	Time Commitment	Requirement
Caring	<ol style="list-style-type: none"> <li>1. Meals for the sick - provide meals &amp; caring to members who are sick</li> <li>2. Ride support - give rides to medical appointments or other short trips</li> <li>3. Senior visitation &amp; support</li> <li>4. Baby Bottle Campaign</li> <li>5. Operation Christmas Child</li> </ol>	<p>As needed (1-2x a month)</p> <p>As needed (1-2x a month)</p> <p>As needed</p> <p>4 Sundays (May – June)</p> <p>4 Sundays (Oct - Nov)</p>	
Children	<ol style="list-style-type: none"> <li>1. Teachers &amp; Helpers for Sunday school classes, Children’s Worship classes, Friday Night classes and BTT rooms.</li> <li>2. Help clean the toys, organize the rooms or purchase supplies for the classrooms</li> <li>3. Friday Night Safety team members</li> </ol>	<p>As required</p> <p>Once a month</p> <p>As required</p>	Background Check
Christian Ed.	<ol style="list-style-type: none"> <li>1. To assist &amp; support CE workshops, events &amp; classes with logistics, publicity, event planning &amp; serving the students</li> <li>2. Co-teachers or teaching assistants</li> </ol>	<p>As required</p> <p>As required</p>	Willingness to serve Church membership
Community Service	<ol style="list-style-type: none"> <li>1. Summer Study Camp Teacher</li> <li>2. Summer Study Camp Helper</li> <li>3. Community Center Coworker</li> <li>4. IT Professional Lecturer</li> </ol>	<p>Summer</p> <p>Summer</p> <p>Thursday morning</p> <p>As needed</p>	
Evangelism	<ol style="list-style-type: none"> <li>1. Welcome/visit new comers, give rides</li> <li>2. Gospel material distributor</li> </ol>	<p>As needed</p> <p>As needed</p>	
Fellowship	<ol style="list-style-type: none"> <li>1. Event organizer - organizing multiple tasks for an event (Retreat, Christmas Thanksgiving dinner, etc.)</li> <li>2. Team builder/lead - building teams to complete a specific task</li> <li>3. Communications lead - communications related tasks for various church events (announcement/promotion, posters, flyers, letters, emails, etc.)</li> </ol>	<p>As needed</p> <p>As needed</p> <p>As needed</p>	Good communication & people skills
Hospitality	<ol style="list-style-type: none"> <li>1. Greeters - Greet newcomers</li> <li>2. Information Desk staff – Answer questions &amp; provide CBCM information</li> <li>3. Lunch service related duties</li> </ol>		<p>CBCM member</p> <p>CBCM member</p> <p>None</p>
Literature	<ol style="list-style-type: none"> <li>1. Librarian – interact with library users &amp; check in/out books</li> <li>2. Reviewer of library books -</li> <li>3. Database entry -- enter new books into our library database</li> <li>4. Editorial board members for Cross Talk – write/edit articles, interviews, etc.</li> </ol>	<p>6 months</p> <p>3 months – done at home</p> <p>3 months – done at home</p> <p>6 months</p>	None

Department	Position/Description	Time Commitment	Requirement
Media	Need Audio/Video operators	As needed	Will train
Ministry	1. Kingdom worker development facilitators - to facilitate the identification, training, mentoring & deployment of current & potential Kingdom leaders & workers	One year or longer	CBCM member
	2. Mentors - mature Christians to engage in relationships to help disciples of Jesus Christ reach their God given potential	One year or longer	CBCM member
Missions	1. Drivers for missionaries when they are in town for CBCM events	As needed	None
	2. Host families to provide room and board for the missionaries	As needed	
	3. Volunteers to help with designing posters & fliers	As needed	
Physical Facilities	1. Event Coordinator - coordinate rental events on weekends	As needed	A/V training
	2. Outdoor Landscaping Manager – coordinate with contractors to maintain & beautify church landscape & parking lot	As needed	CBCM member
	3. Burglar & Fire Alarm Manager - occasional responses to alarms during off hours & coordinate annual fire drill	As needed	
Secretary	1. Membership Meeting & Balloting	As needed	
	2. Documentation, Administrative Support	As needed	
	3. IT Support	As needed	
	4. Website Maintenance	As needed	
Transportation	Coworkers to direct traffic each Sunday from 9:30am to 10:00 am and occasional special events	1 – 3 months	None
Worship	1. Ushers	One year in rotation	1.CBCM member
	2. Male voice for worship team	As needed	1&2. Practice on Sat.
	3. Communion preparation/cleaning	4 months (Jan – April)	3. None
Youth	1. Gift of teaching - Sunday School, Friday TG Small Group leader, Counselor		
	2. Gift of serving - Friday night security, Friday night snacks, Give rides		