

# Westlink Service Survey

Ephesians 4:16

The whole body depends on Christ, and all the parts of the body are joined and held together.  
Each part does its own work to make the whole body grow and be strong with love.

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone # \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Instructions:** Please place a check on the line in front of each task listed below in which you are now serving or would be willing to serve. The purpose of this survey is to help the leadership update their records of those currently serving, to help them better identify those willing to serve and to more accurately match volunteers with areas of service needed. Thank you for helping!

## **Guest Relations Ministry** (This ministry serves to welcome and greet guests who come to our assembly.)

**Lead** \_\_\_\_ (Leader's duty is to recruit participants, make personal contacts, assign visits and keep records of contacts )

**Co-lead** \_\_\_\_ (Co-leader assists the leader as needed.)

\_\_\_\_ Serve as a personal greeter to guests on Sunday mornings

\_\_\_\_ Write a card, email or make phone calls to visitors

\_\_\_\_ Serve on a visitation team which makes home visits to our guests

\_\_\_\_ Serve on guest hospitality team which invites guests out to eat or into homes to eat

Help with our Guests Bags:

\_\_\_\_ Bake Cookies for bags

\_\_\_\_ Fills bags on Sunday mornings

\_\_\_\_ Serve on a "First Impressions" team

(This team evaluates, suggests and implements ideas that would help our guest feel most welcomed and have immediate good impressions about the Westlink family.)

## **Serving the Sunday morning assembly**

**Lead** \_\_\_\_ (Leader's duty is to assign and make sure the areas of service are covered at each assembly)

**Co-lead** \_\_\_\_ (Co-leader assists the leader as needed.)

\_\_\_\_ Lead public prayer (men)

\_\_\_\_ Be on a Praise Team

\_\_\_\_ Lead Lord's Supper prayer (men)

\_\_\_\_ Serve as a greeter at entrances

\_\_\_\_ Assist in serving Lord's Supper

\_\_\_\_ Fill communion trays for Sunday morning

\_\_\_\_ Prepare homemade communion bread

\_\_\_\_ Serve in nursery during assembly

**New Member's Ministry** (This ministry welcomes new members and helps them connect with the family.)

**Lead** \_\_\_\_\_ (Leader's duty is organize new members with existing members and keep records of progress)

**Co-Lead** \_\_\_\_\_ (Co-leader assists the leader as needed.)

- \_\_\_\_\_ Serve for one year as a new member's contact and encouragement in belonging to the family
- \_\_\_\_\_ Serve on a hospitality team which invites new members into homes or out to eat
- \_\_\_\_\_ Serve on a team which puts a welcome package together and delivers the package
- \_\_\_\_\_ Keep member photo-board updated

**Fellowship Ministry** (This ministry creates and organizes church fellowship opportunities.)

**Lead** \_\_\_\_\_ (Leader's duty is to recruit participants and oversee all-church fellowships generated from the fellowship team.)

**Co-lead** \_\_\_\_\_ (Co-leader assists the leader as needed.)

- \_\_\_\_\_ Serve on a fellowship team which works with the leader to create and develop fellowships
- \_\_\_\_\_ Assist in setting up tables, chairs, etc. for fellowships
- \_\_\_\_\_ Assist in serving food for fellowship
- \_\_\_\_\_ Assist in cleaning up after fellowship events
- \_\_\_\_\_ Maintain and keep kitchen stocked

**Mid-week Manna Meal**

- \_\_\_\_\_ Coordinate Wednesday meals (See Gary Richardson for complete details of this position.)
- \_\_\_\_\_ Prepare a Wednesday PM meal (all expenses covered...there is a budgeted amount to spend)
- \_\_\_\_\_ Help with Wednesday PM meal  
\_\_\_\_\_ Assist Cook    \_\_\_\_\_ Serve a Meal    \_\_\_\_\_ Clean up    \_\_\_\_\_ Cashier

**Women's Ministry** (This ministry serves the special needs of the women of Westlink.)

**Lead** \_\_\_\_\_ (Leader's duty is to co-ordinate the delegation of tasks for women's ministry activities, services and events.)

**Co-lead** \_\_\_\_\_ (Co-leader assists the leader as needed.)

- \_\_\_\_\_ Contact women about upcoming events                      \_\_\_\_\_ Teach a women's class
- \_\_\_\_\_ Sponsor a women's activity                                      \_\_\_\_\_ Plan a women's retreat
- \_\_\_\_\_ Serve as mentor to younger women

**Men's Ministry** (This ministry serves the special needs of the men of Westlink.)

**Lead** \_\_\_\_\_ (Leader's duty is to co-ordinate the delegation of tasks for men's ministry activities, services and events.)

**Co-lead** \_\_\_\_\_ (Co-leader assists the leader as needed.)

- \_\_\_\_\_ Contact men about upcoming events                      \_\_\_\_\_ Sponsor a men's activity
- \_\_\_\_\_ Plan a men's retreat    \_\_\_\_\_ Teach men's class                      \_\_\_\_\_ Mentor younger men

**Education Ministry** (This ministry is responsible for our Sunday and Wednesday classes and VBS.)

**Lead** \_\_\_\_\_ (Leader's duty is to recruit, coordinate, encourage teachers and oversee curriculum needs.)

**Co-lead** \_\_\_\_\_ (Co-leader assists the leader as needed.)

**Bible Classes**

I would like to be involved in teaching or helping in the following age group  
Please circle your preference(s): teacher, helper or substitute.

\_\_\_\_\_ Cradle Roll (birth – 2 years old) (teacher helper substitute)

\_\_\_\_\_ Preschool (teacher helper substitute)

\_\_\_\_\_ K – 5th (teacher helper substitute)

\_\_\_\_\_ Teens (6-8<sup>th</sup> grade) (teacher helper substitute)

\_\_\_\_\_ Teens (9-12th grade) (teacher helper substitute)

\_\_\_\_\_ College age (teacher helper substitute)

\_\_\_\_\_ Adults (teacher helper substitute)

I am willing to teach or help on:

\_\_\_\_\_ Sundays \_\_\_\_\_ Wednesday's \_\_\_\_\_ Either

\_\_\_\_\_ I would go to training classes for teaching and helping in Bible classes

\_\_\_\_\_ Help coordinate and distribute education materials

**Vacation Bible School**

\_\_\_\_\_ Help plan and coordinate VBS

\_\_\_\_\_ Teach a VBS class

\_\_\_\_\_ Help with snacks at VBS

\_\_\_\_\_ Help with opening and/or closing assembly

\_\_\_\_\_ Prefer a morning VBS

\_\_\_\_\_ Prefer a night VBS

**Children's Ministry** (This ministry serves the needs of our children birth – 5<sup>th</sup> grade.)

**Lead** \_\_\_\_\_ (Leader's duty is to create and coordinate activities other than bible classes for our children 2 years – 5<sup>th</sup> grade.)

**Co-lead** \_\_\_\_\_ (Co-leader assists the leader as needed.)

\_\_\_\_\_ Sponsor a children's event

\_\_\_\_\_ Open your home for children's event

\_\_\_\_\_ Drive church van for event (must be 21 and listed with our insurance, call office)

\_\_\_\_\_ Co-teach or help in children's Bible Time (2 yrs- K) during sermon time

\_\_\_\_\_ Help with a Mom's Day Out day

**Teen Ministry** (This ministry serves the needs of our children 6<sup>th</sup> – 12<sup>th</sup> grade.)

**Lead** \_\_\_\_\_ (This ministry is led by the youth minister.)

- \_\_\_\_\_ Host a youth activity in my home
- \_\_\_\_\_ Drive church van for event (must be 21 and listed with our insurance, call office)
- \_\_\_\_\_ Be a sponsor for out of town youth activities
- \_\_\_\_\_ Be a sponsor for in-town youth activities

**College-age Ministry** (This ministry is to help meet the special needs of our college age members.)

**Lead** \_\_\_\_\_ (Leader's duty is to create and coordinate activities for the college age.)

**Co-lead** \_\_\_\_\_ (Co-leader assists the leader as needed.)

- \_\_\_\_\_ Help teach or co-teach a college age class
- \_\_\_\_\_ Sponsor an activity for the college age members
- \_\_\_\_\_ Host a college age activity in my home

**Young Families Ministry** (This ministry is to help organize activities with our young couples.)

**Lead** \_\_\_\_\_ (Leader's duty is to create and coordinate fellowship opportunities for the young families.)

**Co-lead** \_\_\_\_\_ (Co-leader assists the leader as needed.)

- \_\_\_\_\_ Host a fellowship in my home for young families
- \_\_\_\_\_ Help teach or co-teach young families class

**Care Ministry** (This ministry serves the various special needs of members.)

**Lead** \_\_\_\_\_ (Leader's duty is to coordinate needs, assign tasks and keep records of needs met.)

**Co-lead** \_\_\_\_\_ (Co-leader assists the leader as needed.)

- \_\_\_\_\_ Help with meals for those sick at home or shut-in
- \_\_\_\_\_ Help with food for funeral meals
- \_\_\_\_\_ Provide Lord's Supper for shut-ins
- \_\_\_\_\_ Serve as a weekly contact of encouragement with shut-ins
- \_\_\_\_\_ Help senior adults with home repairs and maintenance
- \_\_\_\_\_ Provide transportation to those needing a ride to church activities
- \_\_\_\_\_ Provide a ride to the doctor, etc. for those in need
- \_\_\_\_\_ Host a seniors' activity or event
- \_\_\_\_\_ Help with childcare for special events

**Deaf Ministry** (This ministry provides signing for our Sunday morning assembly and as needed at other times.)

**Lead** \_\_\_\_\_ (Leader's duty is to assure signing needs are provided as needed.)

**Co-lead** \_\_\_\_\_ (Co-leader assists the leader as needed.)

\_\_\_\_\_ I am willing to learn sign language

\_\_\_\_\_ I know sign language and would sign Sunday mornings

\_\_\_\_\_ I know sign language and would sign at times other than Sunday mornings

**Sound and Visual Service** (This service works to provide our technical sound and visual needs.)

**Lead** \_\_\_\_\_ (Leader's duty is to oversee and organize the technical equipment needs.)

**Co-lead** \_\_\_\_\_ (Co-leader assists the leader as needed.)

\_\_\_\_\_ Will train for operation of the sound board and other equipment

\_\_\_\_\_ Will train to operate our Sunday morning visual presentation from Power Point

\_\_\_\_\_ Help with special projects in the technical area

**Building Maintenance** (This service meets special maintenance needs other than cleaning responsibilities.)

**Lead** \_\_\_\_\_ (Leader's duty is to coordinate needed tasks, assign duties, recruit members for jobs and maintain records of work done.)

**Co-lead** \_\_\_\_\_ (Co-leader assists the leader as needed.)

\_\_\_\_\_ Volunteer for maintenance and repairs inside or outside of the building

\_\_\_\_\_ Volunteer to paint

\_\_\_\_\_ Volunteer for special cleaning needs

\_\_\_\_\_ Work on special remodeling jobs

\_\_\_\_\_ Help with moving furniture, storage supplies, portable walls, etc.

**Grounds and Landscaping** (This is a service responsible for the upkeep of our lawn and landscaping.)

**Lead** \_\_\_\_\_ (Leader's duty is to coordinate needed tasks, assign duties, recruit members for jobs and maintain records of work done.)

**Co-lead** \_\_\_\_\_ (Co-leader assists the leader as needed.)

\_\_\_\_\_ Mow

\_\_\_\_\_ Tree trimming and shrub trimming

\_\_\_\_\_ Maintain flower beds

\_\_\_\_\_ General grounds upkeep other than above

\_\_\_\_\_ Perform general maintenance and repair on equipment

**Advertising and Promotional** (This service works to provide advertising and special-events promotion.)

**Lead** \_\_\_\_\_ (Leader's duty is to oversee and organize the technical equipment needs.)

**Co-lead** \_\_\_\_\_ (Co-leader assists the leader as needed.)

- \_\_\_\_\_ Help with Web site needs
- \_\_\_\_\_ Design promotional materials for various special events as needed
- \_\_\_\_\_ Take posters to local business for display of special events
- \_\_\_\_\_ Hand out flyers house to house and person to person where permitted in our community
- \_\_\_\_\_ Help with updating sign (this is only changing letters and no responsibility for content)

**Thank you once again for your cooperation in this survey. This survey is only a tool to more effectively meet the various needs of our church family. The leadership understands that some needs may still be missed and that people who want to serve might be overlooked. Please let any of the shepherds or ministers know if you are aware of needs not listed above and please let one of them know if you desire to serve but have not been contacted yet. Also, please be aware that not all needs have an adequate number of volunteers and the leadership may ask you to serve in an area you did not check. Let us all strive to follow the example of our Lord by keeping the humble heart of a servant.**

**Note: Some leaders also help set a budget for their ministry and are expected to keep yearly spending within the budget.**

**Is there a new ministry you would like to see begin, you would help get started and you would help lead:**

**1. Name of Ministry:**

**2. What needs will be met by this ministry?**

**3. What do you think is needed to start this ministry?**