



Grace Bible Church

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# SERVE HP HANDBOOK



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# 1 PETER 4:10

Just as each one has received a gift, use it to serve others, as good stewards of the varied grace of God.



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# OVERVIEW OF MINISTRIES

\*Refer to booklet for details

## SERVING THE GATHERED BODY

- Sunday Worship - Music Team
- Sunday Worship - DP Team
- Sunday Worship - Sound Team
- Grace Kids
- Welcome Team
- Communion Team
- Library
- Morning Tea
- GBN Dinner
- Lock Up Team

## SERVING THE GROWING BODY

- Grace Youth
- Grace Juniors
- Media Team
- Grounds Maintenance Team
- Meal Train
- Administration Support Team
- Kitchen Maintenance Team
- Special Events Catering
- Special Events Child-Minding

## SERVING THE GOING BODY

- Journey to Grace
- Hands & Feet
- Religious Instruction
- Operation Christmas Child



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# COLOSSIANS 3:23-24

Whatever you do, do it from the heart, as something done for the Lord and not for people, knowing that you will receive the reward of an inheritance from the Lord. You serve the Lord Christ.



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# SERVE OTHERS AS GOOD STEWARDS

## Why we ask our members to serve

Here at Grace Bible Church Holland Park, we are committed to the biblical pattern of building God's church by serving together.

The Apostle Peter gave us the pattern in 1 Peter 4:10:

*"Just as each one has received a gift, use it to serve others, as good stewards of the varied grace of God."*

In His wisdom, God has put the church together such that each and every member of the body is necessary for the whole to function as it should. Paul calls this service "true worship" (Rom 12:1) and urges us to "serve one another in love".

Paul lays out how this works in 1 Corinthians 12:

*"A manifestation of the Spirit is given to each person for the common good." - 1 Corinthians 12:7*

*"For just as the body is one and has many parts, and all the parts of that body, though many, are one body - so also is Christ." - 1 Corinthians 12:12*

*"So if one member suffers, all the members suffer with it; if one member is honoured all the members rejoice with it." - 1 Corinthians 12:26*





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A healthy body needs healthy members serving in every area - upfront, behind-the-scenes, on the Lord's Day, in homes, etc.

Basically, we can't become what God calls us to be and do what God calls us to do without each of you.

And, we would not be shepherding you well or loving you fully if we did not exhort you to use your God-given talents to serve your brothers and sisters in the body.

Jesus made it clear: He entrusted each of us with talents (gifts, time, resources) to serve His body - and He will hold us accountable for what we did with those talents (Matt 25).

Our sincere desire is not only to make our church a healthy one - but for you to have the privilege of hearing, "Well done, good and faithful servant" on that great and final day.

We serve God as we serve one another. We seek to be motivated by His grace, empowered by His Spirit, and characterised by love and humility as we strive to carry out our vision:

**To impact our world by seeing lives increasingly shaped by Christ and His Word in a growing network of churches.**





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# Following God's plan for service

Scripture teaches that the plan of God is for the church to:

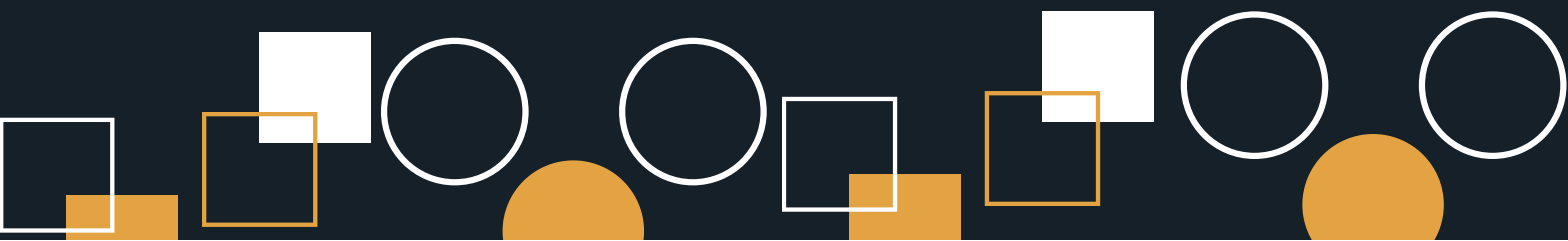
**GATHER:** Enjoying His Grace  
**GROW:** Knowing His Bible  
**GO:** Building His Church

There are many ways to carry out this plan in a local church.

This booklet seeks to list a range of areas where members can use their gifts and talents.

It includes:

- A short description of each ministry.
- The contact person for that ministry who would be more than happy to assist you if you need further information or clarification.
- An idea of the approximate commitment required. If you need further information or clarification, each ministry has a designated contact who would be more than happy to assist you.





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# What roles can women serve in?

Scripture teaches us that:

Men and women are absolutely equal in dignity, value, and worth. As part of God's good created order, they have different yet complementary roles and responsibilities in the home and church.

We believe some distinctions in roles based on gender helps us understand God and His church - and following those distinctions honours Him.

These differences are particularly evident in the areas of teaching and authority (1 Tim 2:8-15).

Here at *Grace Bible Church Holland Park*, we have sought to honour these distinctions by having only men serve in a limited number of roles. Those roles are:

Eldership; Teaching the Word in a public mixed setting; Worship Leading, Communion Leading; Devotionals and Prayer Leading in a public mixed setting.

Apart from these limited areas, we encourage women to be trained and equipped to teach and lead in our church.

No church can function well without women leading and serving in all areas of our church.

If you need any further clarification on this, we would be happy to talk more with you.







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# How do I know where I should serve?

There are many ways to serve, more than can be listed out. What we have outlined here are some of the main ways you might choose to use your gifts.

As those who seek to live a life both publicly and privately that honours God and His church, we ask you to choose one or more areas to serve in.

Each year, we will ask you to consider how you will serve in the following year. After serving in these areas for the year, many may choose to serve in the same ministry or ministries; others may choose to serve in a different ministry.

Perhaps look through the list of ministries and ask yourself:

- What do I have passion for?
- What areas have I seen fruit from my service?
- What gifts/abilities do I believe God has given me so that I could serve the body?
- Where do others see God's gifts in my life?
- What ministry need is there that I can fill?
- How much time do I have available to serve?
- Why do I want to serve in this area?





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If there is an area where you would like to serve but do not believe you have the necessary training, we will provide the training needed.

Some areas have qualifications that go beyond a desire to serve - there are requirements of character, gifting, and fit. Should you desire to serve in an area with these requirements, we will seek to assess whether this would be a good fit for you.

So, would you please prayerfully consider where you can contribute your abilities to lovingly build others up in following Jesus?





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# GALATIANS 5:13

For you were called to be free, brothers and sisters; only don't use this freedom as an opportunity for the flesh, but serve one another through love.



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# SERVING THE GATHERED BODY

The gathered church not only focuses on worshipping God - but also encouraging one another to love and good works. Gathered worship unites us, reminds us of our purpose, and strengthens us for the task of living our lives for the kingdom, reaching the lost, and planting new churches. This requires the ministry of many faithful servants. Some of these ministries are more visible, some less visible - but all are vital to our shared mission and purpose.

## Sunday Worship - Music Team

God has gifted some among us with musical ability to help "teach and admonish one another with all wisdom through psalms, hymns, and spiritual songs" (Col 3:16).

As a musician or singer, you will support the Worship Leader in helping facilitate corporate worship at Grace Bible Church.

If you are gifted musically and would like to use your God-given talents to bless our church family, you might want to consider joining the Music Team.



Murray Hudson



Once every  
month





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## Sunday Worship - DP Team

The Data Projector (DP) Team exists to help facilitate a pleasant worship experience as God's people gather together to worship our King.

As a DP Operator, you will support the Worship Leader and Music Team by controlling what is displayed on the data projector, in the back hall, and on the Live Stream during each service.

If you have an expertise or an interest in this area, please consider joining the DP Team.



Nathan Johns



Once every  
month

## Sunday Worship - Sound Team

The Sound Team exists to help facilitate a pleasant worship experience as God's people gather together to worship our King.

As a Sound Operator, you will support the Worship Leader and Music Team by mixing the sound that is heard in the sanctuary, back hall, and on the Live Stream.

If you have an expertise or an interest in this area, please consider joining the Sound Team.



Rob Cotton



Once every  
month





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## Grace Kids

*Grace Kids* is a ministry committed to teaching biblical truths and modelling the gospel of Christ to our children - with the goal of seeing them grow to know Christ, love Christ, and live for Christ.

We do this through creative teaching, small group discipleship, modelling, and fun.

If you have a passion for children and desire to see them grow in the faith, there are opportunities to serve as a teacher or as a helper.



Louis Baumann



Weekly during  
school term

## Welcome Team

The *Welcome Team* seeks to make every person - especially newcomers! - feel comfortable and welcome in our church.

This is done by welcoming each person as they arrive for the service - as well as answering any questions newcomers may have about our church.

If you have a warm personality, love connecting with people, and desire to make others feel welcome, the *Welcome Team* ministry is for you!



Jana Boden



Approx. once a  
month





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# Communion Team

The Lord's Supper is an important ceremony instituted by our Lord through which the church regularly proclaims the gospel and reaffirms our commitment to Christ and each other.

You can serve in the *Communion Team*:

- As a communion preparation volunteer - i.e., preparation of the elements before each service.
- As a steward - i.e., distribution and collection of the elements in each service.



John Mansell



Approx. 2-3  
times a year  
(AM) or 3-4  
(PM)

# Library

As 21st-century Christians, we are blessed with an abundance of resources that can help us grow in the Christian faith and in our walk with God.

The *Library* ministry exists to serve the church by providing quality biblical resources (e.g., adult and children books, audio-visual resources, etc.) as part of encouraging and helping members to grow in maturity and depth.



Nigel and Ann  
Cain



Every 6-8  
weeks





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## Morning Tea

At GBC, we take great joy in serving morning tea between services each Sunday.

The Morning Tea ministry exists to provide an avenue for our church family to fellowship with one another as well as newcomers over a cuppa.

If you have the gift of hospitality and would love to be a blessing to the church family (as well as get to know and serve alongside fellow church members) - we encourage you to come and be a part of this exciting ministry.



Clare Ciranni



Approx. once a month

## GBN Dinner

The GBN Dinner ministry exists to serve and bless the church by preparing dinner for those who attend our evening church services - i.e., Grace by Night (GBN).

This important ministry allows members and visitors to connect over a meal after the evening service - and has proven to be a helpful means of fellowship.

If God has blessed you with culinary skills and you would love to use it to bless the church, why not be a part of our GBN Dinner team?



Isaac and  
BethAnn Holtby



Approx. 1-2  
times a year  
(more if possible)







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# Lock Up Team

The *Lock Up* ministry is another important Sunday ministry of the church that helps ensure that everything is turned off - and that the church building is secured after each service.

If you have a sense of responsibility, thorough, and are willing to offer your services to help lock up the church after each service, we would love you to join the *Lock Up* team!



Dominick  
Gresham



Approx. once a  
month





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# SERVING THE GROWING BODY

The growing body is built up in love and word to prepare us for the task of reaching a lost world.

Paul tells us that the task of church leadership is:

*"... to equip the saints for the work of ministry, to build up the body of Christ." - Ephesians 4:12*

Such ministry involves those who support, pray, give, and serve - in more direct ways and in more support-oriented tasks. All are equally vital to a healthy church and without every part functioning well, our mission can be compromised.

What follows are some of the ministries where you can contribute by serving the growing body.





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## Grace Youth

*Grace Youth* (GY) is our high school youth ministry that seeks to reach high schoolers with the good news of Jesus, see them grow in the knowledge of the gospel, and to equip them to go into the world as disciples of Christ.

If you have a passion for the next generation, there are opportunities to lead, to serve, and to help the leaders wherever needed.



Andrew Novic  
and Rob Caza



Once every  
week during  
school term

## Grace Juniors

*Grace Juniors* is our primary school ministry (grade 4-6) that seeks to cultivate friendships, introduce children to the basics of the gospel, and help them learn about Jesus - all of these in a context of fun and games.

If you have a passion to invest in the lives of these young ones and have a desire to see them grow in the faith, why not consider becoming a part of this exciting ministry?



Han and Joy



Once a month  
during school  
term





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## Media Team

God has blessed some of us with creative gifts in the area of digital media, graphic design, photography, and videography - just to name a few.

The *Media Team* exists to serve the church by developing quality visual aids, designs, and videos that help communicate whatever needs to be communicated to the church in a creative way.



Marlene Morales



As needed

## Grounds Maintenance Team

The Lord has blessed us with a wonderful facility as a base to worship, equip, and serve as we carry out our vision.

The *Grounds Maintenance* team exists to serve the church by helping to keep our church grounds mowed, hedged, and looking great - to the glory of God.

If you enjoy gardening and are willing to offer your services to keep the church ground neat, tidy, and pleasing to the eye, we would love to have you join our Grounds Maintenance team.



Peter Campbell



Every two months





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## Meal Train

The *Meal Train* team exists to serve the church in a practical way by providing meals to families when needed.

If you would like to express love in a tangible way to members who are in need - and are able to provide and/or deliver a meal occasionally - we would love to have you be a part of the *Meal Train* team.



Wendy Dennis  
and Julia Vincent



As needed

## Administration Support Team

The *Administration Support* team exists to help and assist our lovely Church Administrator in various ad hoc roles especially when extra hands are needed in the busy times.

If you are gifted administratively and would love to lend a helping hand to help take some load off our Church Administrator's shoulders, please consider becoming a part of the *Administration Support* team.



Sanna Butler



As needed





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## Kitchen Maintenance Team

The *Kitchen Maintenance* team serves the church by ensuring that the church kitchen is well-stocked and ready for operation.

Volunteers will assist the Kitchen Coordinator to keep an eye on kitchen supplies, tidy the kitchen, and help coordinate people for special events (e.g., carols night, church lunches, etc.).



Wendy Dennis



As needed

## Special Events Catering

The *Special Events Catering* team exists to serve the church for specific events that happen occasionally in the church (e.g., Christmas Carols, Women's Ministry events, etc.).

Volunteers will assist on the day of the event with meal preparation, laying of tables, and clean up.

This ministry is a wonderful way to serve the Lord, as well as fellow church members while enjoying fellowship and friendship with others on the team.



Wendy Dennis



As needed





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# Special Events Child-Minding

The *Special Events Child-Minding* ministry seeks to serve and be a blessing to the church by helping to look after children during special events held by the church - thus allowing parent(s) to attend these events without having to worry about their children.

If you love engaging with and looking after children, we would love to have you be a part of this exciting ministry!



Rachel Latif



As needed





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# SERVING THE GOING BODY

The Lord is clear that our gathering and growing as a church body has a purpose - namely, going and making disciples.

The united, matured body of Christ has a sacred task entrusted to her.

*"Jesus came near and said to them, 'All authority has been given to me in heaven and on earth. Go, therefore, and make disciples of all nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe everything I have commanded you. And remember, I am with you always, to the end of the age.'"*

- Matthew 28:19-20

This is not a task just given to pastors or to evangelists - this is for all of us.

The following teams help the body to fulfil their ministry.







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# Journeys to Grace

An overarching ministry program directed to those who are unbelieving or uncertain about Christ. It includes the following ministries: Hope Explored (pre-evangelism), Christ Explained (evangelism), and Faith Experienced (ongoing discipleship).

The various ministries together seek to meet people where they are at in their journey, welcome them in Christian community, and engage them with hospitality and evangelism.

Ministry Needs: cooking, set-up, child-minding, discussion facilitator, participant.



Andrew Novic



Intermittent (Hope Explored and Christ Explained), Regular (Faith Experienced)

# Hands & Feet

*Hands & Feet* is a mercy ministry that provides free food for those who are struggling financially - and that provides love and community for those who are lonely.



Andrew Novic



Weekly-Fortnightly





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## Religious Instruction

The door to take the gospel into local schools remains open - but we need labourers for the harvest.

If you have a desire to share the gospel with school children and to teach them the things of God, then this is a wonderful and meaningful opportunity to get involved.



Andrew Novic



Weekly during  
school term

## Operation Christmas Child

*Operation Christmas Child* is a hands-on way for us to show love and bless children in need all across the world by filling up shoeboxes with toys, hygiene items, school supplies, and fun gifts.

These boxes are then collected and distributed in the name of Jesus Christ to children living in vulnerable situations.

Volunteers are needed to help organise the advertising, collection, and packing that is needed for this special and meaningful event.



Elouise Dennis



Once a year





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# WHAT NEXT?

## 1. Pray

Prayerfully consider in what area(s) you may have a desire and a gifting to serve.

## 2. Reflect

Ask yourself:

- What previous ways have you served in church (if any) or at other places?
- What have you most enjoyed in the ministry / ministries that you've been involved in?
- What are you good at? What skills do you have - ministry-wise, work-wise, or aptitude-wise?
- What areas of service appeal to you at GBC HP?
- What are some needs of the church (e.g., ministries that require more volunteers) that you can fill?





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## 3. Act

Please express your interest by filling out the online serving response form:

<https://gracebiblehp.elvanto.com.au/form/29d0e5b4-fd34-4113-81e8-3d88008a0981>

The team leader(s) will then contact you and discuss training, commitments, and get you started in serving.

Thank you for your willingness to serve the King and His Kingdom in this way.

\*PS: While our desire is to fit every member in the ministry of their preference, please be advised that we will contact you to see if you are willing to serve in other areas should your ministry of choice be full - and/or if there is a greater need in other ministries. If you have any queries, please feel free to contact Han at [han@gracebible.org.au](mailto:han@gracebible.org.au).

### \*Note:

Our policy is for all members and regular attenders to be added to the cleaning roster. However, we understand that some may not be physically able or might have other reasons they can't serve in this way. If you are not able to serve on this roster, please email the church office at [hollandpark@gracebible.org.au](mailto:hollandpark@gracebible.org.au).

On top of that, we encourage all members and regular attenders to be involved in at least one other ministry - or, if the ministry requires only a small commitment, perhaps two. However, you may have the time and capacity to serve on multiple teams.

Thank you for being a valuable part of our church - and for availing yourself to serve and build up the body of Christ!



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# ROMANS 12:1

Therefore, brothers and sisters, in view of the mercies of God, I urge you to present your bodies as a living sacrifice, holy and pleasing to God; this is your true worship.



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*Holland Park*

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# LET'S SERVE TOGETHER

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