

# MINISTRY DIRECTORY

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To assist people at Oakwood in finding the places  
of service for which they are uniquely suited.

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"When you understand your Desires, Experiences, Skills, Individuality, and Gifts, you discover your Niche: your specific area of ministry."

## ASSIMILATION

Ministry Name: Usher  
Ministry Contact: Brett Perry

**Description:**

USHER: To assist worship attenders with seating and special needs, as well as serve alongside worship leaders to facilitate worship.

GREETER: To provide a welcoming environment on Sunday mornings by greeting those who enter the building.

*Moderate commitment; some skills, experience helpful.*

**Desires:**

Eager to help people.

**Experiences:**

No specific experiences required. We will provide some training.

**Skills:**

Sensitivity to people's needs.

**Individuality:**

Outgoing, friendly, warm

**Gifts:**

Encouragement, Serving

**Location:**

Oakwood Church building

**Time Commitment:**

One service per month.

**Meetings:**

20 minutes prior to the start of service

## ASSIMILATION

Ministry Name: Welcome Table

Ministry Contact: Melissa Pitts

**Description:**

Greet visitors at the welcome table, pass out informational packets about Oakwood, answer general questions.

*Moderate commitment; some skills, experience helpful.*

**Desires:**

Promoting a warm, friendly, welcoming environment.

**Experiences:**

Knowledge about Oakwood – ability to answer general questions related to ministries, upcoming events, building etc.

**Skills:**

Enjoy greeting new people.

**Individuality:**

Outgoing, friendly, warm

**Gifts:**

Encouragement, Serving.

**Location:**

Oakwood Church Lobby

**Time Commitment:**

One Sunday per month.

**Meetings:**

No regular meetings.

## ASSIMILATION

Ministry Name: Tour Guide  
Ministry Contact: Melissa Pitts

**Description:**

Guide newcomers on a 10 minute or less tour of Oakwood after a Sunday service.

*Moderate commitment; some skills, experience helpful.*

**Desires:**

Introduce newcomers to our building.

**Experiences:**

Knowledge about Oakwood – ability to answer general questions related to ministries, provide information about areas of the building. Will provide a “script” and training.

**Skills:**

Enjoy new people.

**Individuality:**

Outgoing, friendly, warm.

**Gifts:**

Encouragement, Serving.

**Location:**

Oakwood Church Lobby

**Time Commitment:**

10 minutes after service twice per month.

**Meetings:**

No regular meetings.

## ASSIMILATION

Ministry Name: Cafe Setup/Takedown  
Ministry Contact: Jessica Gorres

**Description:**

Setup or take down the café items (donut holes, coffee) on Sunday morning before 1st service or after 2nd service.

*Moderate commitment; some skills, experience helpful.*

**Desires:**

Encourage an atmosphere of fellowship in the Oakwood lobby.

**Experiences:**

No specific experiences required. We will provide training.

**Skills:**

No specific skills needed.

**Individuality:**

Enjoys individual assignments, no direct people interaction.

**Gifts:**

Administration, Serving.

**Location:**

Oakwood Church Building

**Time Commitment:**

30 minutes one Sunday per month. Early arrival.

**Meetings:**

No regular meetings.

## ASSIMILATION

Ministry Name: Meals  
Ministry Contact: Connie Olson

**Description:**

Provide a meal for a family needing assistance due to illness, surgery, new baby etc.

*Light, flexible commitment; skills, experience not required.*

**Desires:**

Helping others in need.

**Experiences:**

No specific experiences required.

**Skills:**

Cooking

**Individuality:**

Spontaneous, works well with individual assignment.

**Gifts:**

Serving, Mercy.

**Location:**

Varies

**Time Commitment:**

Very light.

**Meetings:**

No regular meetings.

## ASSIMILATION

Ministry Name: Assimilation  
Ministry Contact: Melissa Pitts

**Description:**

Help coordinate fellowship, assimilation within the Oakwood body.

*Moderate commitment; some skills, experience helpful.*

**Desires:**

Ensure each person coming into Oakwood on Sunday feels welcome and important. Provide follow-up for visitors, and help them assimilate into the Oakwood family.

**Experiences:**

No specific experiences required.

**Skills:**

No specific skills needed.

**Individuality:**

Organized, thinker, works well with a team.

**Gifts:**

Administration, Serving, Mercy, Wisdom, Leadership.

**Location:**

Oakwood Church Building

**Time Commitment:**

Varies on activity. Expected to serve in one of the assimilation areas.

**Meetings:**

Quarterly

## BUILDING & PROPERTIES

Ministry Name: Landscape Team  
Ministry Contact: Walker Techau

### **Description:**

Maintain a well-kept lawn, landscape, parking lot and overall exterior appearance of the OCC property. Includes weeding, planting flowers, maintaining landscaped areas, watering, trash pickup, etc. Does not include mowing, spraying or fertilizing of lawn areas..

*Moderate commitment; some skills, experience helpful.*

### **Desires:**

To help in a task related function, desire to make a great first impression for all visitors to the property.

### **Experiences:**

No specific level of spiritual maturity required. Some experience in landscape maintenance helpful but not required. Any necessary training will be provided..

### **Skills:**

Task oriented, self-starter, work individually or with a small team, desire to be work outside and work with your hands.

### **Individuality:**

Task oriented, organized, self-starter, work best individually or with a small team, service oriented.

### **Gifts:**

Serving or Help.

**Location:** Oakwood Church property

**Time Commitment:** Moderate; varies on as-needed basis.

**Meetings:** TBD

## BUILDING & PROPERTIES

Ministry Name: Parking Team  
Ministry Contact: Walker Techau

**Description:**

Parking lot attendants when services are expected to maximize parking lot capacity.

*Light, flexible commitment; skills, experience not required.*

**Desires:**

To help in a task related function, desire to make services run smoothly.

**Experiences:**

No specific experiences or level of spiritual maturity required.

**Skills:**

Task oriented, self-starter, ability to work with a 3-4 person team, ability to be outside in all weather elements.

**Individuality:**

Task oriented, organized, self-starter. Ability to work with small team, able to give direction to arriving drivers.

**Gifts:**

Serving or Help.

**Location:**

Oakwood Church Parking Lot

**Time Commitment:**

Light; only needed during large services such as Easter, Christmas. 30 minutes per time.

**Meetings:**

15 min prior to service

## BUILDING & PROPERTIES

Ministry Name: Sunday Cleaning Team

Ministry Contact: Dale Heimdahl

**Description:**

Light duty cleaning of the church building after second service each Sunday. Cleaning follows a prescribed check list.

*Light, flexible commitment; skills, experience not required.*

**Desires:**

To make the Oakwood facility a better place to visit. Great ministry for families with kids age 5+ that desire serving as a family.

**Experiences:**

No specific experiences or level of spiritual maturity required.

**Skills:**

Task oriented, self-starter, ability to work individually or as a spouse/family team, organized, enjoy cleaning

**Individuality:**

Task oriented, self-starter, great ministry for families with kids age 5+

**Gifts:**

Serving/ministering, administration, giving, helps.

**Location:**

Oakwood Church Parking Lot

**Time Commitment:**

Once per month, 30-45 minutes

**Meetings:**

No regular meetings.

## BUILDING & PROPERTIES

Ministry Name: Winter Snow Maintenance  
Ministry Contact: Walker Techau

**Description:**

Light duty cleaning of the church building after second service each Sunday. Cleaning follows a prescribed check list.

*Moderate commitment; some skills, experience helpful.*

**Desires:**

Ensure our sidewalks are clear of snow and ice during active snowfall/wind/ice events.

**Experiences:**

No specific experiences or level of spiritual maturity required.

**Skills:**

Task oriented, self-starter, ability to work with no direction given, ability to shovel snow.

**Individuality:**

Task oriented, self-starter. Ability to work individually or as a 2-person team.

**Gifts:**

Serving or Helps.

**Location:**

Oakwood Church Parking Lot

**Time Commitment:**

Once per month, 30-60 minutes

**Meetings:**

1 hour every month.

## BUILDING & PROPERTIES

Ministry Name: Building & Property Team  
Ministry Contact: Walker Techau

**Description:**

Manage the Oakwood building and property. Provide a facility that is properly maintained for all users

*Moderate commitment; some skills, experience helpful.*

**Desires:**

Desire to work with hands, desire to make the Oakwood facility a better place to worship

**Experiences:**

Mechanical and/or construction experiences. No specific level of spiritual maturity required

**Skills:**

Mechanical, construction, and/or handyman type skills. Understanding of building mechanical systems very helpful but not required.

**Individuality:**

Task oriented, self-starter, ability to work individually or as a small team.

**Gifts:**

Serving/ministering, administration, giving.

**Location:**

Oakwood Church building

**Time Commitment:**

Light-moderate throughout the year.

**Meetings:**

As-needed basis.

## CHILDRENS

Ministry Name: Sunday School Teacher  
Ministry Contact: Laura Beuch

**Description:**

Follow a curriculum to teach children the Word of God. Our classes are divided by age/grade levels. Curriculum and supplies provided.

*Moderate to strong commitment; some skills and experience needed.*

**Desires:**

Passion for children, teaching, sharing God's Word.

**Experiences:**

Education in teaching, parent, mature believer.

**Skills:**

Teaching, acting, studying the Bible.

**Individuality:**

Friendly, warm, caring, extrovert, flexible, organized.

**Gifts:**

Teaching, leadership, service, faith, knowledge, evangelism.

**Location:**

Oakwood Church building

**Time Commitment:**

1 service every other week, 1 year commitment.

**Meetings:**

No regular meetings

## CHILDRENS

Ministry Name: Seedlings Teacher  
Ministry Contact: Laura Beuch

**Description:**

Follow a curriculum to teach 2 and 3 year old children the Word of God.

*Moderate to strong commitment; some skills and experience helpful.*

**Desires:**

Passion for children, teaching, sharing God's Word.

**Experiences:**

Experience with toddler age children, parent, growing or mature believer.

**Skills:**

Sensitivity towards children, teaching.

**Individuality:**

Friendly, warm, caring, patient.

**Gifts:**

Teaching, service, faith, knowledge.

**Location:**

Oakwood Church building

**Time Commitment:**

1 service every other week, 1 year commitment.

**Meetings:**

No regular meetings

## CHILDRENS

Ministry Name: Sunday School Helper  
Ministry Contact: Laura Beuch

**Description:**

Assist in Sunday School class on Sunday mornings. Help implement lesson and activities and assist children as needed.

*Moderate commitment; some skills and experience helpful.*

**Desires:**

Passion for young children, teaching, sharing God's Word.

**Experiences:**

Experience with children, parent, growing or mature believer.

**Skills:**

Sensitivity towards children.

**Individuality:**

Friendly, warm, caring, patient.

**Gifts:**

Teaching, service, faith, knowledge.

**Location:**

Oakwood Church building

**Time Commitment:**

1 service every other week, 1 year commitment.

**Meetings:**

No regular meetings

## CHILDRENS

Ministry Name: Children's Worship Leader  
Ministry Contact: Laura Beuch

**Description:**

Lead worship and teach children the importance of worship before Sunday School. Present offering focus and give announcements for all children.

*Moderate to strong commitment; some skills and experience helpful.*

**Desires:**

Passion for children and worship.

**Experiences:**

Singing, worship, prayer. Growing or mature believer.

**Skills:**

Music, singing, prayer, teaching.

**Individuality:**

Extrovert, flexible, outgoing, friendly.

**Gifts:**

Teaching, service, faith.

**Location:**

Oakwood Church building

**Time Commitment:**

Every Sunday, 1 year commitment.

**Meetings:**

TBD

## CHILDRENS

Ministry Name: Nursery Coordinator  
Ministry Contact: Laura Beuch

**Description:**

Manage volunteer schedule in nursery. Assist with recruiting and training volunteers. Assist with organizing curriculum and lessons.

*Moderate to strong commitment; some skills and experience helpful.*

**Desires:**

Passion for children.

**Experiences:**

Administration and organization.

**Skills:**

Recruiting, organized, enjoy working with others.

**Individuality:**

Recruiting, organized, enjoy working with others.

**Gifts:**

Leadership, service, administration.

**Location:**

Oakwood Church building

**Time Commitment:**

Every Sunday, 1 year commitment.

**Meetings:**

Monthly

## CHILDRENS

Ministry Name: Nursery Caregiver

Ministry Contact: Laura Beuch

**Description:**

Care for infants and toddlers in the nursery. Tend to their needs: feeding, changing, playing with, etc. Teach them simple Biblical truths.

*Moderate commitment; some skills and experience helpful.*

**Desires:**

Love for infants and toddlers and caring for others.

**Experiences:**

Experience working with young children, caring for others, babysitting, parenting, etc.

**Skills:**

General knowledge of caring for babies.

**Individuality:**

Enjoy variety, flexible, friendly, helpful, introvert or extrovert.

**Gifts:**

Service, helps.

**Location:**

Oakwood Church building

**Time Commitment:**

Once per month, 1 year commitment.

**Meetings:**

No regular meetings.

## CHILDRENS

Ministry Name: Children's Check-in/Greeter  
Ministry Contact: Laura Beuch

**Description:**

Welcome families and children to Sunday School. Greet new families and register them into the Planning Center check-in system.

*Moderate commitment; some skills and experience helpful.*

**Desires:**

To make families and children feel welcome.

**Experiences:**

No experience required, training provided.

**Skills:**

Basic understanding of computer and entering information.

**Individuality:**

Warm, friendly, welcoming.

**Gifts:**

Hospitality, helps, administration.

**Location:**

Oakwood Church Building

**Time Commitment:**

1-2 times per month. 1 year commit.

**Meetings:**

No Regular Meetings

## COMMUNICATIONS

Ministry Name: Communications Writer  
Ministry Contact: Niki Harwood

**Description:**

Create original stories, blogs and promotional material for the local newspaper, eNewsletter, Oakwood website and ministry areas.

*Moderate commitment; some skills, experience helpful.*

**Desires:**

The written word matters to you. You value writing and communicating to others via the written word. You are concerned for those outside the church and regular Oakwood attenders.

**Experiences:**

You love to read and perhaps you've written blogs or social media posts. Writers or Editors can be a new believer or mature believer.

**Skills:**

Good grammar, express ideas clearly, can adjust style, attention to details and accuracy. Editors should have strong writing, editing and proofreading skills.

**Individuality:**

More introvert than extrovert that can work individually and with team members.

**Gifts:**

Several gifts could fit i.e. Serving, Encouraging, or Helps.

**Location:** Remote

**Time Commitment:**

5-12 hours of work per month.

**Meetings:** 1 hour every month

## COMMUNICATIONS

Ministry Name: Graphic Designer  
Ministry Contact: Nate Vilmain

**Description:**

Create designs for digital and printed communications related to church-wide activities such as sermon series slides, event postcards and banners, social media marketing, ministry brochures, etc.

*Moderate to strong commitment; skills, experience needed.*

**Desires:**

You love good design whether it's in print, on the web, children's book art or museum fine art. You are concerned for those outside the church and regular Oakwood attenders.

**Experiences:**

Craft, sketch, quilt, created a blog/website/logo/flyer, etc. You do something to keep the creative juices flowing. Can be a new believer or mature believer.

**Skills:**

Experience with digital design using current software. Some photo editing. Have an eye for design.

**Individuality:**

Work individually and collaborate with others, flexible and pay attention to details and the style guide.

**Gifts:** Several gifts could fit i.e. Serving, Encouraging, or Helps.

**Location:** Remote

**Time Commitment:** Varies. Help once or twice per year for big events OR commit up to 3-6 hours per month.

**Meetings:** 1 hour every month

## DISCIPLESHIP

Ministry Name: Life Group Host  
Ministry Contact: Andi Custer

**Description:**

Provide welcoming location for Life Group to meet weekly.

*Moderate commitment; some skills, experience helpful.*

**Desires:**

Develop relationships

**Experiences:**

No specific experiences necessary. All experiences welcome.

**Skills:**

Welcoming and hospitable

**Individuality:**

Friendly, inviting, accommodating, flexible.

**Gifts:**

Hospitality, serving. Loves to host and open their homes.

**Location:**

Your home

**Time Commitment:**

3 times per month for 9 months.

**Meetings:**

2 hours 3 times per month

## FINANCE

Ministry Name: Finance Team  
Ministry Contact: Todd Sazdoff

**Description:**

To faithfully steward the financial resources of Oakwood, administer an annual budget, implement capital campaigns as needed, assist ministries in building and managing their individual budgets. Advise elders/leaders on financial health of church and make recommendations accordingly.

*Moderate commitment; some skills, experience helpful.*

**Desires:**

Strong sense of fiscal responsibility, creating a sense of security for the future, enjoy working with budgets and finances

**Experiences:**

No specific experience required, Background in banking/ finance a plus.

**Skills:**

Spreadsheets, reading financial documents.

**Individuality:**

Attention to detail.

**Gifts:**

Discernment, knowledge, wisdom, administration.

**Location:**

Oakwood Church Building

**Time Commitment:**

Get approx. from Todd

**Meetings:**

Monthly meeting

## MEDIA ARTS

Ministry Name: Media Arts  
Ministry Contact: Nate Vilmain

**Description:**

Audio and visual for Sunday morning services.

*Moderate commitment; some skills, experience helpful.*

**Desires:**

Technical, music, visual arts.

**Experiences:**

All experiences welcome.

**Skills:**

Attention to detail

**Individuality:**

Structured, etc.

**Gifts:**

Serving, helps, etc.

**Location:**

Oakwood Church Building

**Time Commitment:**

1-4 services per month

**Meetings:**

1 hour per month

# WORSHIP

Ministry Name: Worship Team  
Ministry Contact: Scott Miller

**Description:**

A team of individuals working together as a band of musicians for the purpose of creating music through which we lead the church body in worship.

*Major commitment; proven skills, experience required.*

**Desires:**

Use your skills to create an offering of worship through music Draw the church body into a deeper expression of worship for our God To pursue excellence in the creation of the music through which we worship.

**Experiences:**

Background in creating worship music. Education and training focused on basic music structure/theory. Experience in a band-driven worship format

**Skills:**

Singing, musical Instruments

**Individuality:**

Artistic, expressive, humble and moldable.

**Gifts:**

Serving, Giving, Leadership, Faith, Mercy.

**Location:**

Oakwood Church Building

**Time Commitment:**

1 week per month. 1 year commitment

**Meetings:** Rehearsal 2 hours per month

## YOUTH

Ministry Name: Wednesday Night Leader  
Ministry Contact: Andi Custer

**Description:**

Minister to Jr / Sr High School students through activities, weekly programs and life on life engagement.

*Strong commitment; specific skills, experience required.*

**Desires:**

Desire to connect and see others grow. Loves kids.

**Experiences:**

Spiritual experiences, maturing believer/ spiritually growing.

**Skills:**

Able to communicate, flexible, optimistic, servant, patient.

**Individuality:**

Spontaneous, flexible, enjoys variety. Introvert OR Extrovert.

**Gifts:**

Leadership, mercy, helps/service, encouragement, teaching.

**Location:**

Oakwood Church Building

**Time Commitment:**

4 nights per month, 2 hours per week

**Meetings:**

Once per month

## YOUTH

Ministry Name: Sunday School Leader  
Ministry Contact: Andi Custer

**Description:**

Minister to students by leading small group studies on Sunday mornings.

*Strong commitment; specific skills, experience required.*

**Desires:**

Passionate about youth, spiritual growth, discipleship, evangelism, fellowship, mentoring

**Experiences:**

Spiritual experiences, maturing believer/ spiritually growing.

**Skills:**

Able to communicate, flexible, optimistic, servant, patient.

**Individuality:**

Spontaneous, flexible, enjoys variety. Introvert OR Extrovert.

**Gifts:**

Compassion, helps/ service, mercy, hospitality, encouragement, teaching.

**Location:**

Oakwood Church Building

**Time Commitment:**

3-4 times per month.

**Meetings:**

Once per month.