

# ESM Ministry Fall 2008 Short Term Projects

Project: Promotion Team for Christmas Concert (Children's Ministry)

Duration: Oct 12 – Dec 7

Done by: 2-5 people

## Description of the Project:

Work with Sheree Nikkanen and members of Cantonese and Mandarin congregations to promote this outreach event through a variety of media at OCAC in all three congregations and in the community.

On Friday December 12 and Saturday December 13, the children at OCAC will put on a Christmas Concert. This Christmas Concert is the final event in a 3-part 35<sup>th</sup> Anniversary celebration for OCAC. Its purpose is outreach – to make connections and build relationships with relatives, friends and neighbours of OCAC members and in Chinatown.

The Concert features a performance by OCAC children in English, followed by refreshments and family activities (i.e. crafts) where members and guests can mingle and get to know one another.

The Concert is a partnership across the language ministries. While the actual performance is in English, there will be Chinese translation in the form of powerpoint slides and possibly stage translation for the emcee.

# ESM Ministry Fall 2008 Short Term Projects

Project: Welcome Team for Christmas Concert (Children's Ministry)

Duration: Oct 12 – Dec 13, Dec 12 & 13, 6 – 8:30 pm

Done by: Group, 2-5 people

## Description of the Project:

Work with members of English, Cantonese and Mandarin congregations to create and maintain a welcoming environment for guests and members who attend the Christmas Concert.

On Friday December 12 and Saturday December 13, the children at OCAC will put on a Christmas Concert. This Christmas Concert is the final event in a 3-part 35<sup>th</sup> Anniversary celebration for OCAC. Its purpose is outreach – to make connections and build relationships with relatives, friends and neighbours of OCAC members and in Chinatown.

The Concert features a performance by OCAC children in English, followed by refreshments and family activities (i.e. crafts) where members and guests can mingle and get to know one another.

The Concert is a partnership across the language ministries. While the actual performance is in English, there will be Chinese translation in the form of powerpoint slides and possibly stage translation for the emcee.

Before Dec 12 & 13:

- Prepare gift bags for guests (see Cynthia for supplies)
- Prepare Activity Packs (see Cynthia for supplies)

On Dec 12 & 13:

- As guests arrive, if they have children, give them an Activity Pack.
- Welcome guests and direct them to available seats.
- As guests leave the sanctuary, give them a gift bag and direct them to the refreshment and activity stations.

# ESM Ministry Fall 2008 Short Term Projects

Project: Cleaning Toys (Children's Ministry)

Duration: Oct 12 – Dec 7

Done by: Group (any size)

## Description of the Project:

The children who use our Nursery and Preschool rooms have many favourite toys. Repeated use makes repeated cleaning important and necessary to keep our children healthy and happy.

Toys need to be cleaned once a month with a safe cleaning solution (this will be provided), sorted (remove broken or inappropriate toys), and organized.

# ESM Ministry Fall 2008 Short Term Projects

Project: Sign-In Personnel for Age 2-12 y (Children's Ministry)

Duration: Oct 12 – Nov 30

Done by: 1-2 people per month

## Description of the Project:

Each Sunday, from 9:15 am to approximately 9:45 am, you will direct families through the Sign-In process. There may be 1-2 children who will want to help.

1. Make a sticker nametag for yourself and put it on.
2. Set up 2 tables for Sign-In supplies – one for Preschool & Kindergarten sheets, one for Elementary sheets.
3. Place sheets in order of youngest to oldest class, with a Sharpie at each one.
4. Greet parents and children warmly as they arrive.
5. Direct parents or designates to find their child's name on the appropriate class list. Children's names are listed by class, in alphabetical order of LAST name.
6. Give parents or designates the child's nametag (with the safety pin) AND the claim card.
7. Remind the parent to return the claim card when picking up their child, and to pick up their child at their classroom no later than 11 am, 12:30 pm, or 2:45 pm. After these times, children must be signed out at Room 207/208.
8. After children are signed in, and before 9:50 am, return all supplies to the bin and place it on the bookshelf outside the 2<sup>nd</sup> floor Library.
9. Put each Sign-In sheet and a Sharpie in the door bin of the appropriate classroom.

## Special Requirements:

Because you will be in contact with children, our child protection policy requires the following:

1. Complete a Ministry Personnel application, including police records check
2. Be interviewed by the Children's Ministry Director
3. Attend a child protection training – there is one on Saturday October 18, 8:45 – 10:45 am at Cedarview Alliance Church (register with Lena Mills – 825-5393, [lana@cedarview.on.ca](mailto:lana@cedarview.on.ca))

# ESM Ministry Fall 2008 Short Term Projects

Project: Activity Leaders for Age 2-12 y (Children's Ministry)

Duration: Oct 12 – Nov 30

Done by: Two unrelated people per week (i.e. no siblings, married/dating couples)

## Description of the Project:

1. When you arrive for worship service, go to the Sign-In table and make a nametag for yourself with a label sticker.
2. When the kids are dismissed, walk with them to their classes, making sure that the 2-3 year olds go to Rm 206, the 4-5 year olds go to Rm 207/208, and the Gr. 1-6 go to Rm 201A (piano side). Some parents will accompany their children.
3. At 5 m before 11 am, go upstairs. Set up two chairs and a table from Room 201B on an angle outside the Library.
4. Look in the window to check if the class in Rm 207/208 is done so you don't disrupt something important. Under the yellow table are various activities. Choose 3 and set them up on the 3 tables. When teachers give you their class Sign-In sheets and drop off their students, direct the kids to an activity, or they can play on their own, draw on the whiteboard, etc. Just basically hang out with them.
5. As parents come to pick up their kids, receive the claim cards and nametags. Direct parents to Sign Out their child on the appropriate class sheet.
6. Bring the nametags, claim cards and Sign-In sheets to the Sign-In table outside the Library.
7. At 12:30 pm, after Sunday School, return to 207/208, and set up as before, or just hang out with the kids until parents come to Sign-Out.
8. Repeat Steps 5 & 6.

## Special Requirements:

Because you will be in contact with children, our child protection policy requires the following:

1. Complete a Ministry Personnel application, including police records check
2. Be interviewed by the Children's Ministry Director
3. Attend a child protection training – there is one on Saturday October 18, 8:45 – 10:45 am at Cedarview Alliance Church (register with Lena Mills - 825-5393, [lana@cedarview.on.ca](mailto:lana@cedarview.on.ca) )

# ESM Ministry Fall 2008 Short Term Projects

Project: Children's Sunday School Helper (Children's Ministry)

Duration: Oct 12 – Nov 30

Done by: Up to 5 people (one per class)

## Description of the Project:

Assist the teacher and students with weekly classroom activities from 11:15 am to 12:30 pm. Participate in Singspiration from 11:15 to 11:30 am.

## Special Requirements:

Because you will be in contact with children, our child protection policy requires the following:

1. Complete a Ministry Personnel application, including police records check
2. Be interviewed by the Children's Ministry Director
3. Attend a child protection training – there is one on Saturday October 18, 8:45 – 10:45 am at Cedarview Alliance Church (register with Lena Mills - 825-5393, [lana@cedarview.on.ca](mailto:lana@cedarview.on.ca) )

# ESM Ministry Fall 2008 Short Term Projects

Project: GM Helper (GM ministry)

Duration: Oct – Dec

Done by: Variable

## Description of the Project:

For GM, they can send the ESM GM Deacon their email address and he will email them when there is work to be done, or if in a Group he can create a project for them to do.

- Next big GM project is installing a window between the sanctuary and fellowship hall.
- Next year the GM team will be doing a lot of painting. If they want he can assign a group per room.

# ESM Ministry Fall 2008 Short Term Projects

Project: Refreshment Coordinator (Equip Ministry)

Duration: Oct – Dec

Done by: Variable

## Description of the Project:

- 1) 2x1 month duration
- 2) 2 person teams
- 3) Transport, set up, serve, clean and pack up refreshments for Sunday School every weekend for a month. Some amount of personal expense may be incurred if you want to serve something special, but it is neither required nor expected. Free will only.

# ESM Ministry Fall 2008 Short Term Projects

Project: 2lb A Person food drive (Student Ministry)

Duration: Oct – Dec

Done by: Variable

## Description of the Project:

### 2lb A Person Food Drive

1)Duration: Collection will be Oct 25- Dec 6th, but there is some promo and pre-collection work to be finalized beforehand.

2)It can be 1 person heading it up or a group of people helping to run and organize it each with in conjunction with Janice S. and myself. They will be responsible for working with us to come up with some sort of promotion, posters, chart, weekly weighing and sorting food. Finally on Dec 6th, helping to deliver food items to St. Lukes and Dalhousie.

# ESM Ministry Fall 2008 Short Term Projects

Project: Missions Month (Evangelize Ministry)

Duration: Oct - Nov

Done by: Variable

## Description of the Project:

ESM is looking for people who are interested in putting together promotional materials, booths and other missions-related activities for the upcoming Missions Month in November 2008. If you're interested, please contact Kandice F., Missions Deacon.