

...so there was great joy
in the city. Acts 8:8

Ministry diversity is necessary to effectively touch our community for God. Due to this, we have developed this booklet so you can see the ministry opportunities that are available. God has given each of us gifts and abilities in which he desires to use, to reach our community. As you read through this booklet, ask God where he wants you. Feel free to contact us if you have any questions about the information contained in this booklet.



The Pastoral Staff

Pleasant Valley Assembly of God
801 Pleasant Valley Blvd
Altoona, Pa 16602
814.944.1948
www.pvag.org

Pleasant Valley Assembly of God

Ministry Opportunities

Ministering Kingdom Principles to City Issues - Acts 8:8



Notes

Index of Ministry Opportunities

Non-Departmental Opportunities	Page 3
Missions Ministry Opportunities	Page 3
Children's Ministry Opportunities.....	Page 4
Outreach Ministry Opportunities	Page 7
Senior Adult Ministry Opportunities	Page 7
Youth Ministry Opportunities	Page 7
Media Ministry Opportunities.....	Page 9
Music Ministry Opportunities	Page 9
Worship Ministry Opportunities	Page 13
Contact Information	Page 14
Mission Statement	Page 15
Ministry List	Page 15

This booklet contains many opportunities in each of the departments of Pleasant Valley Assembly of God. Some of the duties of these opportunities are currently filled, but does not nullify the necessity for assistance. Each opportunity has a brief description listed under the title. This will enable you to make an informed decision of where you can get involved. Contact the ministry department head for more information on the specific area you would like to be involved.

A Note From The Pastor

Have you ever been bored? Have you ever felt like you didn't belong? Or, have you ever felt like you can't find significance in your life's activities? Then I have an invitation for you. I want to invite you to become a part of the PVAG team. A team comprised of so many people striving for one purpose making the life-changing power of Jesus Christ a reality in lives of people.

Team members include pastor, deacons, teachers, teacher helpers, carpenters, mechanics, musicians, singers, painters, van drivers and intercessors, just to name a few. They serve in areas from the worship team to Adopt-A-Block. They give their time and talents in classrooms, vehicles, street corners, people's home and many other places. No matter what role a team member fills, they all serve one purpose Making the Gospel Real.

The following pages outline the ministry opportunities that exist here at Pleasant Valley Assembly of God. There are opportunities that exist for any age, gender or schedule. As you read through the list, ask God where He could use your giftings? As you read through the list ask yourself, "What is here that I have a passion for?" As you become part of something greater than yourself you will find joy and significance like never before. We need your help. God desires to use you. And, most of all, people are in desperate need of the genuine, life-changing power of God. We're looking forward to seeing you on the team.



Mission Statement

Pleasant Valley Assembly of God exists because God has called it to be a **city church**. As a city church God expects Pleasant Valley Assembly of God to **Minister Kingdom Principles To City Issues**. In order to effectively fulfill the mission for which it exists these key principles must be inherent within the church body as a whole. A healthy church body means a strong vibrant force within our community. That being said, we believe there are 8 key principles to making us a strong community of faith. These principles are:

1. Lay and Pastoral Leadership Empowerment
2. Gift-Oriented Ministry
3. Passionate Spirituality
4. Functional Structures
5. Inspiring Worship
6. Small Group Ministry
7. Need Oriented Evangelism
8. Loving Relationships

Ministry List

Adult Bible Training
Sr. Adult Ministry
Youth Group
Youth Center
Youth Bible Study
Worship Team
Choir Ministry
Musical Productions
New Horizons School
Media Ministry
Father's House
Potter's House
Fusion

Women's Ministries
Royal Rangers
Missionettes
Foreign Missions
Home Missions
Library Ministry
Hospitality Ministry
Intercessory Prayer
Nursing Home
Christian Education
Children's Church
Nursery

Contact Information

To contact the pastoral staff about any of the ministry opportunities listed in this booklet, call or email the applicable staff member below.

Pastor Jim Balzano

Senior Pastor
jbalzano@pvag.org

Pastor Henry Shaffer

Senior Adult Pastor
hshaffer@pvag.org

Pastor Ron Ross, Jr.

Youth Pastor
rross@pvag.org

Pastor Troy Ferguson

Music and Media Pastor
tferguson@pvag.org

Pastor Chris Heller

Children's Pastor
cheller@pvag.org

Pastor John Gray

Outreach Pastor
jgray@pvag.org

You can also contact the church office at 814-944-1948 or by email at info@pvag.org.

Non-Departmental Ministry



Greeters

- Welcome church attendees
- Distribute bulletins

Ushers

- Assist in receiving weekly offerings
- Assist attendees in seating
- Assist in needs that arise during the service

Altar Prayer Team Member

- Assist in ministry times around the altar

Prayer for Services

- Individually and corporally pray for upcoming service

Library Ministry

- Assist in cataloging books, videos and tapes
- Assisting people during hours of operation

Transportation Ministry

- Van Driver (Sundays)
- Van Driver (Wednesdays)
- Bus Chaperone (Wednesdays)
- Car Driver for parishioners using wheelchairs

Missions Ministry



Missions Committee Member

- Assist in the missions thrust of PVAG
- Correspond with supported missionaries
- Prayer support for missionaries

Children's Ministry



Nursery Coordinator

Coordinates the scheduling of all nursery workers during Sunday School, Sunday morning service, Sunday evening service, Wednesday evening service, and any special activities requiring nursery

- Maintains Cradle Roll mailings to all children 2 years old and under.
- Maintains the nursery environment and supplies for all children up to 35 months of age
- Annually organizes Cradle Roll Sunday

Nursery Worker Sunday School

- Ministers to and nurtures newborns to 35 months of age during the Sunday School hour.
- Ministers on a rotating schedule one Sunday each month

Nursery Worker Children's Church

- Ministers to and nurtures newborns to 35 months of age during the Sunday morning service
- Ministers on a rotating schedule one Sunday each month or bi-monthly

Nursery Worker Wednesday evenings

- Ministers to and nurtures newborns to 35 months of age during the Wednesday evening service
- Ministers on a rotating schedule one Wednesday each month

Three Year Old Sunday School Teacher

- Ministers to and nurtures three year olds
- Follows the Faith Weaver curriculum for teaching
- Ministers every Sunday

Three Year Old Children's Church Teacher

- Ministers to and nurtures three year olds during the Sunday morning service.
- Follows the Faith Weaver curriculum for teaching
- Ministers on a rotating schedule one Sunday each month

Pre-K and Kindergarten Sunday School Teacher

- Ministers to and nurtures four and five year olds
- Follows the Faith Weaver curriculum for teaching
- Ministers weekly

Greeters

- Greet attendees as they arrive at musical production.
- Hand out production programs.

Ushers

- Seat attendees as they arrive at production performance.
- Have a knowledge of the row letters and approximate seating numbers.
- Be available to open doors and assist production attendees.

Sales Director

- Manage online and local ticket sales.
- Organize individuals to sell tickets prior to and following each service.
- Manage video sales.
- Organize individuals to sell videos prior to and following each performance.

Ticket Sales

- Be available to sell ticket prior to and after each service as well as performances.

Video Sales

- Be available to sell VHS and DVD videos of the production.

Food Coordination Director

- Organize food and snacks for appropriate meetings.
- Oversee catering arrangements for applicable dinners.
- Oversee pot-luck arrangements for applicable dinners.
- Organize food for lunch for the workers three weeks leading to production.

Prayer Director

- Organize prayer lists for intercessory prayer teams and prayer chains
- Organize and oversee scheduled prayer schedules
- Communicate with Music pastor

Worship Ministry



Worship Team Vocalist

- To skillfully sing on a weekly basis as part of the Worship Team
- Attend weekly worship team rehearsals

Worship Team Band Member

- To skillfully play an instrument as part of the Worship Team
- Attend weekly worship team rehearsals

Props Assistant

- Arrange for props to be built by the set crew if necessary
- Distribute props to cast and choir
- Assist props coordinator where needed

Cosmetology Director

- Apply makeup to cast in accordance with their dramatic role
- Fix hair of cast in accordance with their dramatic role.
- Apply additional cosmetology needs as they arise such as wigs, beards, facial prosthetics ... etc.

Cosmetology Assistant

- Assist cosmetology coordinator in required duties
- Apply makeup to cast in accordance with their dramatic role
- Fix hair of cast in accordance with their dramatic role.
- Apply additional cosmetology needs as they arise such as wigs, beards, facial prosthetics ... etc.

Promotional Director

- Develop promotional strategy for each production
- Delegate responsibilities for each promotional segment to staff.
- Supervise the graphic design of all promotional material.

Promotional Staff Radio and Billboard

- Contact radio stations to determine best options for radio advertisement.
- Administrate the placement of advertisements for production
- Contact local billboard companies about advertisement options
- Reserve billboard space if necessary
- Supervise the graphic design of billboard advertisement

Promotional Staff Television

- Contact televisions stations for best options and place ads if applicable.
- Arrange for previous productions to be played on Public Access

Promotional Staff Newspaper

- Contact area newspapers to place advertisement for production
- Email or deliver camera ready advertisement to the area newspapers

Promotional Staff Posters and Tickets

- Distribute tickets and posters to production choir and congregation
- Supervise poster distribution to businesses and other local churches.

Pre-K and Kindergarten Children's Church Teacher

- Ministers to and nurtures four and five year olds during the Sunday morning service
- Follows the Faith Weaver curriculum for teaching
- Ministers each Sunday during the Sunday morning service

H20 Children's Worker

- Ministers to first through sixth grade children during Sunday School and the Sunday morning service
- Ministers on a rotating basis from one to three Sundays each month
- Specialized Sunday ministry includes:
 - a) Worship leader
 - b) Bible teaching
 - c) Object lessons
 - d) Games
 - e) Missions
 - f) Puppetry

Missionettes Coordinator

- Oversees all aspects of the Wednesday Missionettes Girls Club
 - a) Recruits and maintains classroom leaders and assistants
 - b) Coordinates all activities on Wednesday evenings and any special activities held on other nights
 - c) Coordinates all activities with the Penn-Del District and section for leaders and/or students
 - d) Maintains the Missionettes' store, supplies, curriculum, and merit pins and badges

Missionettes Sponsors

- Ministers to girls in a specific grade level each Wednesday evening
 - a) Rainbows: Pre-school age boys and girls
 - b) Daisies: Kindergarten girls
 - c) Prims: 1st and 2nd grade girls
 - d) Stars I: 3rd grade girls
 - e) Stars II: 4th grade girls
 - f) Stars III: 5th grade girls
 - g) Friends: 6th, 7th and 8th grade girls
 - h) Girls Only: 9th, 10th, 11th and 12th grade girls
- Is responsible for leading her group by following the curriculum:
 - a) Pledges
 - b) Bible teaching
 - c) Crafts
 - d) Object lessons
 - e) Merit based curriculum
 - f) Indoor/Outdoor activities

- Prepares class for and attends competitions with her group
- Assists the Missionettes Director when needed

Missionettes Assistant Sponsor:

- Assists the Missionettes classroom leader in any area mentioned above

Royal Rangers Director:

- Oversees all aspects of the Royal Rangers Wednesday evening program
 - a) Recruits and maintains commanders and assistants
 - b) Coordinates all activities on Wednesday evenings
 - c) Coordinates any special events and activities
 - d) Coordinates all activities with the Penn-Del District and section for leaders and/or students
 - e) Maintains the Royal Rangers' store, supplies, curriculum and merit pins and badges

Royal Rangers Commander:

- Ministers to boys in specific age levels each Wednesday evening
 - a) Ranger Kids: Kindergarten, 1st and 2nd grade boys
 - b) Discovery Rangers: 3rd, 4th, and 5th grade boys
 - c) Adventure Rangers: 6th, 7th, and 8th grade boys
 - d) Expedition Rangers: 9th, 10th, 11th, and 12th grade boys
- Is responsible for:
 - a) Bible teaching
 - b) Camping skills
 - c) Camp craft skills
 - d) Indoor/Outdoor activities
 - e) Games
 - f) Merit based curriculum
- Prepares class for and attends competitions with his group
- Assists the Royal Ranger Director when needed

Royal Rangers Assistant Commander:

- Assists the Royal Rangers Commander in any of the above areas

Light the Night Team (October)

- Host home family
- Donations Coordinator
- Puppeteers
- Games host
- Planning committee
- Candy baggers
- Food host
- Set up - tear down

Summer Reading Camp (June, July)

- Reading Tutors
- Assistant Reading Tutors
- Van Driver

Set Crew - Skilled Painting

- Paint specific scenery items as designed by set director.
- Paint necessary items to make set more effective.
- Be available for touch-up painting towards completion of set

Set Crew - Basic Painting

- Paint general areas such as walls and floors.

Stage Crew Director

- Manage stage crew
- Manage special effects devices such as a fog machine or pyrotechnics.

Stage Crew

- Moving scenery and props as needed during musical performance
- Open and close curtain when applicable.
- Assist in other behind-the-scenes needs.

Costume Director

- Select costuming to fit a character's role
- Develop, sew, rent, or purchase material for costumes if necessary
- Launder and/or dry-clean costumes
- Repair costumes when necessary
- Store and organize costumes

Costume Assistants

- Select accessories for each character (headpiece, cloak, belt ... etc)
- Assist costume director where needed

Seamstress Director

- Design costumes
- Sew costumes
- Repair costumes

Seamstresses

- Sew costumes from pattern
- Repair costumes

Props Director

- Obtain props as needed for productions.
- Arrange for props to be built by the set crew if necessary.
- Obtain from costume coordinator material needed for props.
- Distribute props to cast and choir for rehearsals and performances.

Music Production Ministry



Drama Director

- To supervise the drama portions of the musical productions
- Direct the drama rehearsals.
- Oversee script adjustments such as the addition and removal of lines from a production.
- In conjunction with the musical production director, assist in selecting individuals for casting.

Actors / Actresses

- Attend drama rehearsals and necessary choir rehearsals
- Memorize lines in expected time period

Choreography Director

- Choreograph special large and small group movement.
- Design and teach dance segments appropriate for the production.

Choir Secretary

- Organize choir music distribution and collection
- Maintain attendance records

Choir Pianist

- The playing of vocal parts for choir rehearsal.
- The playing of worship choruses and hymns.
- Consistent rehearsal attendance.

Set Director

- In conjunction with the production director, develop basic set design.
- Communicate design to set construction crew.
- Delegate responsibilities to set crew. (painting and miscellaneous)
- Obtain from costume coordinator material needed for set.
- Assist the set crew when possible.
- Production committee member.

Set Crew - Skilled Construction

- Build set foundation as designed by set director.
- Build necessary props for musical production as directed by the props coordinator.
- Build frames used for rock-paper.
- Be available to build miscellaneous items that require skilled construction ability.

Outreach Ministry



The Father's House

- Assist in stocking food and clothing items.
- Assist in giving food and clothing to those in need.
- Assist in spiritual needs through prayer
- Assist with the weekly bible study

Adopt-A-Block

- Assist in beautification projects
- Weekly trash pick-up of streets and alley ways
- Weed-eating over-grown areas
- Mowing grass
- Observing individual needs and assisting to meet the need
- Build relationships within the community
- Showing the love of Christ through service to the community.

Above the Rim

- Minister to junior high boys through basketball
- Weekly bible challenge
- Develop relationship with kids involved.

Senior Adult Ministry



Program & Events Coordinator

- Coordinate special events such as trips and monthly meetings for the Senior's Ministry

Van driver

- Assist in driving a van on special events.

Sunday School

- Train those involved in the Senior Adult Sunday school class.

Youth Ministry



Youth Leader

- To live a lifestyle that is pleasing to God
- To be an example to the youth
- To display a Christ-like attitude in everything you do.
- To help in a variety of areas with the youth group.
- To provide an open ear and a lending hand to the needs of the youth.
- Simply, to be there for the youth either in hanging out or in a mentor/disciple type of relationship.

Small Group Leader

- To lead a small group of young people in a discussion or bible study. These groups vary in size and also in make-up. Ex.) All guys, all girls, specific ages, etc...
- To live a lifestyle that is pleasing to God in order to be an example to the kids.
- To display a Christ-like attitude in everything you do.
- To work in conjunction with other leaders in giving or leading a lesson or bible study.
- To develop interesting relationships within your group to keep the young people's attention as they learn.

Sunday School Teacher

- To teach a Sunday School class.
- To live a lifestyle that is pleasing to God in order to be an example to the kids.
- To display a Christ-like attitude in everything you do.
- To be able to speak in front of people.

Youth Center Worker

- To help in providing an atmosphere for the kids that is loving and accepting.
- To help with the snack bar in the kitchen.
- To help control what is going on to make sure nothing is getting out of hand.
- To get involved with the kids that are there, whether that means playing the games with them or simply by being there and talking to them.
- To live a lifestyle that is pleasing to God in order to be an example to the kids.
- To display a Christ-like attitude in everything you do.

Worship Team

- To live a lifestyle of worship.
- To be an example to the other teens.
- To be committed to providing an atmosphere of worship that will encourage others to enter into worship.
- To work together with other young people in preparing a worship service and worshipping together in unity during the service.
- To hold up the rest of the team and youth group in prayer.

Media Ministry



Graphic Designer

- Design promotional materials such as advertisements for newspaper, posters, tickets, and billboards.
- Assist in web development
- Develop other graphic-specific materials for other ministries

Photographer

- Take pictures of special events and activities.
- Assist graphic designer in promotional materials.
- Assist web-designer in development of the ministry web-presence.

Web Developer

- Design, update, and maintain the church website, www.pvag.org.
- Develop web-promotional materials for special events and activities.

Video Production Director

- To organize video camera operators for video recording
- Oversee the editing of the production video
- Be available at several rehearsals and all performances in which recording will take place

Video Camera Operator

- Operate camera during production recordings

Video Editor

- Editing production video
- Edit other ministry related video
- Develop and update marketing materials for the ministries of PVAG.

Sound Operator

- To operate the sound console for services and musical productions
- To supervise the distribution and use of the wireless lapel microphones
- To manage the playing of the pre-recorded music.
- To modify the equalization and levels of singers, speakers, actors and music where needed.

Light Operator

- To set up scenes for lighting
- To operate the lighting board for the services and musical productions.
- To operate the spot light for special lighting needs.