

RGBC Volunteer Opportunities List

Updated March 5, 2015

1) Set Up Team

Description: Faithful servants are needed for the set-up and tear-down teams. Participation on the set-up and tear-down teams is an excellent way to meet church members and to experience firsthand the joy of servitude and fulfillment of transitioning a school into a sanctuary. New team members are needed to come alongside the remnant of faithful set-up servants to learn the set-up process, to bring new ideas to light and to sustain this critical ministry. All that is required is a servant's heart, a team spirit and the sacrifice of one hour on Sunday morning (and 30 minutes after service for tear-down). Strong coffee & breakfast snacks are provided for free!

Time Commitment: Each Sunday morning at 7:00 a.m., the set-up team gathers collectively in the KCA gymnasium to commence the set-up process with prayer. Afterwards, the team disperses to empty the stage and storage room (adjacent to the gymnasium entrance in the multipurpose room) of set-up articles in order of precedence and then deliver the applicable items to their respective areas of responsibility:

Duties:

- Sanctuary - carpets, chairs, 8-foot dividers, steps, collection plate stands, greenery, etc. for worship
- Multipurpose room - KCA tables and chairs are rearranged and enclosed by 8-foot dividers, RGBC guest & ministry connection tables properly positioned, and information displayed as directed from church office.
- Hospitality - "coffee cart," and corresponding blue cabinet are positioned in the kitchen area
- Nursery - carpet, 6-foot dividers, changing table, toddler table and chairs, and toys are delivered to East Wing hallway
- Bible study classrooms - televisions and white boards are delivered to applicable classroom
- Signage - interior and exterior signs are positioned as applicable

2a) Technical Arts Audio

2b) Technical Arts Audio Assistant

2c) Technical Arts Staging/Setup

Description: Set up and execute the audio mix for the house as well as the monitors on stage

Time Commitment: Four Sundays in either the even months (Team A) or the odd months (Team B). Set up begins at 7:00am.

Duties:

- Responsibilities include stage set up, line check, sound check, mixing monitors, mixing the house, recording the service, sending appropriate signals to other rooms, and striking equipment
- Ensure that the stage and equipment is set and ready to go before the Sunday morning rehearsal.
Training will be provided
- Provide assistance in stage setup, line check, sound check, and mixing responsibilities.

3) Technical Arts Video Operator

Description: Executing the slideshow during Sunday morning worship.

Time Commitment: Arrive no later than 8:00am on assigned Sundays; must be present for all of worship arts rehearsal.

Duties: -Responsible for projecting song lyrics, sermon notes, video announcements, and other special videos as needed
- Intentionally familiarize with all song lyrics and sermon notes to execute precise and appropriate timing

4) Worship Team Musician/Vocalist

Description: Volunteers on our Worship team use their gifts and abilities to minister to the church body through the expression of worship to the Lord through music

Time Commitment: Assigned Sundays at 7:30am until equip hour. Rehearsal for the assigned Sunday takes place on the preceding Wednesday from 6:00-8:00pm.

Duties: - some variation of vocalists, guitars, bass, drums, keyboards, piano, auxiliary percussion and various solo instruments

5) First Impressions Team

Description: The First Impressions Ministry exists to create an atmosphere for guests and members to feel welcome and to provide assistance to all who gather for worship. This involves a team of two (2) parkinglot attendants, two (2) main entrance greeters, two (2) north entrance greeters, two to four (2-4) connection table greeters, and one (1) sanctuary greeter.

Time Commitment: Volunteers for this ministry will be assigned to first, second, third, or fourth Sunday rotation. Participants should be adequately dressed with nametags on and in place by 8:30am for the equip hour and return to their posts no later than 10:05 for the worship time.

Duties: - provide physical assistance from vehicles to the building; provide umbrellas if needed
- shake hands/open doors; physically accompany visitors to their destinations
- staff our guest connection and provide first time guests with bags (women preferred)
- assist first time families with Sunday school/nursery check-in
- intentionally provide a welcoming and supportive atmosphere for first time guests

6) Hospitality (Great for couples to serve in together)

Description: Members of the hospitality team serve to serve! By making and offering refreshments, serving drinks, and provide foods and table services for events such as EXPLORE! Luncheons, members of the hospitality team have the privilege of serving in both tangible ways but also by creating an intangible overall sense of comfort and convenience to the members and visitors of RGBC.

Time Commitment: As assigned by the hospitality leader, members of the team will arrive at 8:00am and serve refreshments leading up to the equip hour. They will return to the station at 10:00am to resume service leading up to the worship time. Team members will also be asked to serve at the bi-monthly EXPLORE! Luncheons to provide table service after the worship hour.

Duties: - brewing tea and coffee
- setting up the food service table
- providing set up/teardown and hot line service during EXPLORE! Luncheons
- occasionally providing baked goods for refreshment table

7) Preschool Ministry (Equip hour & Worship hour)

Description: Servants will provide a caring and loving environment for babies (birth -3 years old) by tending to physical needs, playing, singing kids worship songs, and teaching them biblical concepts. We presently have two classes during the Equip and Worship hour. (1) Babies to 1 year (2) 2-3 year olds.

Time Commitment: The time commitments vary based upon the particular area of service:

- **Weekly teachers & assistants (8:45 – 10:15 AM)** – this requires a willingness to serve weekly for at least one Equip cycle of 12-13 weeks. Teachers are asked to arrive by 8:45 AM and serve until 10:15 AM.
- **Extended Session (10:15 – 11:45 AM)** – These servants serve our little ones during the worship hour. Volunteers serve on a rotation which requires a commitment of serving one Sunday (10:15 - 11:45 AM) every four to six weeks.

Requirements: Because our preschool and children's ministry involves direct involvement with children we require our workers to go through the following process:

- Complete Student Ministry Interest form
- Provide information for a background check
- Participate in an interview with an elder
- Attend required ministry training

8) Preschool Ministry (Jr. Church)

Description: This ministry is an extension of our preschool ministry that serves children ages 4 and 5. These children will attend worship with their parents but will have the option of being dismissed half way through the worship service to attend Jr. Church. In Jr. Church children will pray, sing worship songs, memorize Scripture, and have a lesson.

Time Commitment: One teacher and assistant is needed from approximately 10:25 – 11:45 AM. The goal is to have a schedule which would require these volunteers serving once every six to eight weeks.

Requirements: Because our preschool and children's ministry involves direct involvement with children we require our workers to go through the following process:

- Complete Student Ministry Interest form
- Provide information for a background check
- Participate in an interview with an elder
- Attend required ministry training

9) Children's Ministry (Attendance Aide)

Description: A volunteer is needed to distribute folders to all children / student classes before 9:00AM on Sunday morning and collect folders at the conclusion of the Equip hour.

Time Commitment: This is a weekly commitment consisting of about 10 minutes each week.

10) Children's Ministry (Teacher/Assistant for 1-3 grade class)

Description: These volunteers will assist families by encouraging faith in children through conversation, games, activities, Bible lessons and prayer. Teaching responsibility would be shared and mentoring is available. These volunteers are also expected to pray for children and their families throughout the week.

Time Commitment: Weekly. Teachers and Assistants should arrive no later than 8:45 AM and will serve until 10:15 AM.

Requirements: Because our preschool and children's ministry involves direct involvement with children we require our workers to go through the following process:

- Complete Student Ministry Interest form
- Provide information for a background check
- Participate in an interview with an elder
- Attend required ministry training

11) Children's Ministry (Greeter/Assistant for 1-3 grade class)

Description: This requires no formal teaching responsibility. This volunteer will be present to greet children, play games, take attendance, help with memory verses and pray for the children and their families.

Time Commitment: Weekly. Arrive no later than 8:45 AM and serve until 10:15 AM.

Requirements: Because our preschool and children's ministry involves direct involvement with children we require our workers to go through the following process:

- Complete Student Ministry Interest form
- Provide information for a background check
- Participate in an interview with an elder
- Attend required ministry training

12) Youth Bible Fellowship Teacher (High School or Middle School)

Description: Prepare for and teach weekly lessons with curriculum material provided by or as coordinated with the Student Ministry Director. During the Bible study teachers will facilitate biblical discussion among the students, provide correction and accountability as needed, encourage and listen to students who have questions/concerns. Teachers will also Communicate regularly with parents (personally, or via phone, email, or social media) to inform them about what their teens are learning in class, encouraging them to continue the discipleship process at home. Last but not least teachers will pray for the students and their families regularly.

Time Commitment

- Weekly / Arrive by 8:45 AM each Sunday.
- Average preparation time is 3-4 hours per week (including 90 minutes each Sunday morning)
- Serve for at least one ministry year (Sep – Jun)

Requirements

- Personal relationship with Jesus Christ & be a member of RGBC
- Be able to clearly explain the gospel
- Have a desire to teach, disciple and equip middle-school or high-school aged students
- Abide by the Student Ministry Personal Commitment Statement
- Attend live or complete online training when provided
- Pass a background check