



northgate**CHURCH**
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2010
Volunteer Catalog



Dear Prospective Volunteer,

We believe that serving is essential to your personal journey with God. The heartbeat of Northgate is to help you discover your Divine Giftedness and provide new and exciting opportunities for you to utilize that giftedness. There is nothing more satisfying than serving the Savior. Please prayerfully consider each of our

volunteer areas and "Go Serve".

**God Bless,
Pastor Joe**

How to Sign up for a Volunteer Role

1. Glance through this catalog and find a volunteer role that you believe is a great fit for you.
2. If you don't see a role that interests you, please email info@northgatechurch.net or call 817.439.3236 and we'll put you in contact with someone who can help you.
3. You can sign up on the Card during the Sunday service or you can go to northgatechurch.net/volunteer and fill out the online form. You will need to complete a brief Volunteer Orientation before starting in your exciting new role. We'll send you the details.

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northgatechurch.net/volunteer

First Impressions

Area: First Impressions

Code: F1

Title: First Impressions Director

Description: Manages the First Impressions Group. Continually works to create wow experiences for our guests that will cause them to return.

Membership Required? Yes

Time Commitment: 9:30-12:30 Sundays plus maybe 1 hour during week for admin.

Duration: 12 months

Additional Requirements?

Contact Person: Journey Director/Pastor

Area: First Impressions

Code: F2

Title: Parking Assistant

Description: Directs drivers to available parking spots with a smile and a wave. Places outdoor signage onsite and offsite.

Membership Required? No

Time Commitment: 9:15-12:30 Sundays.

Duration: 12 months

Additional Requirements?

Contact Person: First Impressions Director

Area: First Impressions

Code: F3

Title: Greeter

Description: Greets people at the entrance to the building with a smile, a welcome to Northgate, and a guide.

Membership Required? No

Time Commitment: 9:30-12:30 Sundays.

Duration: 12 months

Additional Requirements? Setup and Teardown of chairs, materials placed on chairs or assist someone who needs help.

Contact Person: First Impressions Director

Area: First Impressions

Code: F4

Title: Host

Description: To create a wow experience by greeting people inside the worship space, engaging them in conversation, helping them find the cafe or information or an usher to find a seat, and providing assistance (including escorts to other areas).

Membership Required? No

Time Commitment: 9:30-12:30 Sundays.

Duration: 12 months

Additional Requirements? Setup and Teardown of chairs, materials placed on chairs or assist someone who needs help.

Contact Person: First Impressions Director

Area: First Impressions

Code: F4A

Title: Next Step Host

Description: To create a wow experience by greeting people inside the Next Step Class, engaging them in conversation, helping them find food or information and providing assistance

Membership Required? No

Time Commitment: 8:45-10:30 Sundays once a month.

Duration: 12 months

Additional Requirements?

Contact Person: First Impressions Director/Next Step Class Teacher

Area: First Impressions

Code: F4B

Title: Student Host

Description: To create a wow experience by greeting students inside the worship space, engaging them in conversation, helping them find the cafe or information or a seat, and providing assistance.

Membership Required? No

Time Commitment: 4:45-5:10 Sundays or 5:45-6:30 Tuesdays.

Duration: 12 months

Additional Requirements?

Contact Person: First Impressions Director/Student Director

Area: First Impressions
Code: F5
Title: Usher Coordinator
Description: Coordinates other ushers. Help people find a seat. Take up offering. Assist with other duties as assigned during service.
Membership Required? Yes
Time Commitment: 9:30-12:30 Sundays.
Duration: 12 months
Additional Requirements?
Contact Person: First Impressions Director

Area: First Impressions
Code: F6
Title: Usher Assistants
Description: Help people find a seat. Take up offering. Assist with other duties as assigned during service.
Membership Required? No
Time Commitment: 9:30-12:30 Sundays.
Duration: 12 months
Additional Requirements?
Contact Person: First Impressions Director

Area: First Impressions
Code: F7
Title: Cafe Coordinator
Description: Provide and serve food and beverage to create a welcoming atmosphere for our guests and members.
Membership Required? Yes
Time Commitment: 9:30-12:30 Sundays for Worship Service. 4:45-5:30 Sundays and 5:45-6:30 Tuesdays once a month for Students. 8:45-9:30 Sundays once a month for Next Step Class. Plus other special events as needed.
Duration: 12 months
Additional Requirements?
Contact Person: Hospitality Director/First Impressions Director

Area: First Impressions
Code: F8
Title: Cafe Assistant
Description: Assists in providing and serving food and beverage to create a welcoming atmosphere for our guests and members.
Membership Required? No

Time Commitment: 9:30-12:30 Sundays for Worship Service. 4:45-5:30 Sundays and 5:45-6:30 Tuesdays for Students. 8:45-9:30 Sundays once a month for Next Step Class. Plus other special events as needed.
Duration: 12 months
Additional Requirements?
Contact Person: Hospitality Director/First Impressions Director

Area: First Impressions
Code: F9
Title: Bookstore Coordinator
Description: Handle sales of books, promotional products, tickets, Group materials and such. Coordinate/handle distribution of Group curriculum. Will also order Guest Gifts and get them to Information Center for distribution.
Membership Required? Yes
Time Commitment: 9:30-12:30 Sundays.
Duration: 12 months
Additional Requirements?
Contact Person: First Impressions Director

Area: First Impressions
Code: F10
Title: Bookstore Assistant
Description: Handle sales of books, promotional products, tickets, Group materials and such. Coordinate/handle distribution of Group curriculum. Will also order Guest Gifts and get them to Information Center for distribution.
Membership Required? No
Time Commitment: 9:30-12:30 Sundays.
Duration: 12 months
Additional Requirements?
Contact Person: First Impressions Director

Area: First Impressions
Code: F11
Title: Information Center Coordinator
Description: Coordinates the provision of verbal and print information about the church, events, ministries, etc. Answer phone calls for the church. Handle signups and registrations as needed. Distribute guest gifts.
Membership Required? Yes
Time Commitment: 9:30-12:30 Sundays.

Duration: 12 months
Additional Requirements?
Contact Person: First Impressions Director

Area: First Impressions
Code: F12
Title: Information Center Assistant
Description: Provide verbal and print information about the church, events, ministries, etc. Answer phone calls for the church. Handle signups and registrations as needed. Distribute guest gifts.
Membership Required? No
Time Commitment: 9:30-12:30 Sundays.
Duration: 12 months
Additional Requirements?
Contact Person: First Impressions Director

Groups

Area: Groups
Code: GR1
Title: Groups Director
Description: Oversees the Groups System. Manages the Focus, Form, Fill, and Facilitate management schedule.
Membership Required? Yes
Time Commitment: 2-3 hours/week
Duration: 12 months
Additional Requirements?
Contact Person: Journey Director

Area: Groups
Code: GR2
Title: Journey/Explore Groups Director
Description: Equips and encourages Group Leaders to successfully lead Journey/Explore Groups. Assists Group Leaders with curriculum selection and ordering.
Membership Required? Yes
Time Commitment: 2-3 hours/week
Duration: 12 months
Additional Requirements?
Contact Person: Groups Director

Area: Groups
Code: GR3
Title: Journey Groups Host
Description: Hosts a Journey Group in their home.
Membership Required? No
Time Commitment: 90 min/week
Duration: 10-12 weeks/semester
Additional Requirements?
Contact Person: Group Leader

Area: Groups
Code: GR4
Title: Journey Groups Leader
Description: Leads the weekly Bible study and coordinates all group activity. Mentors Co-Leader. If the group does not have a Co-Leader, then you handle the administration of the group also.
Membership Required? Yes
Time Commitment: 3 hours/week
Duration: 10-12 weeks/semester
Additional Requirements?
Contact Person: Groups Coach/Groups Director

Code: GR5
Title: Journey Groups Co-Leader
Description: Does weekly administration for the group. Fills in for the Group Leader in his/her absence. Learns from the Group Leader.
Membership Required? No
Time Commitment: 2-3 hours/week
Duration: 12 months
Additional Requirements?
Contact Person: Journey Group Leader/Groups Coach

Area: Groups
Code: GR6
Title: Journey Groups Refreshment Coordinator
Description: Coordinates food and beverage for the group.
Membership Required? No
Time Commitment: 2 hours/week

Duration: 10-12 weeks/semester
Additional Requirements?
Contact Person: Group Leader/Hospitality Director

Time Commitment:
Duration: 12 months
Additional Requirements?
Contact Person: Pastor

Area: Groups
Code: GR7
Title: Journey Groups Go Share Coordinator
Description: Coordinates community projects for the group.
Membership Required? No
Time Commitment: 2 hours/week
Duration: 10-12 weeks/semester
Additional Requirements?
Contact Person: Group Leader/Go Share Coordinator

Area: Generations
Code: G2
Title: Generations Hospitality Coordinator
Description: **Coordinates food and beverage for all Generations events.**
Membership Required? No
Time Commitment: **Depends on the event**
Duration: **12 months**
Additional Requirements?
Contact Person: **Hospitality Director/Generations Director**

Area: Groups
Code: GR8
Title: Life Groups Director
Description: Coordinates the planning and execution of event groups. Events can be serious or fun.
Membership Required? Yes
Time Commitment: 2-3 hours/week
Duration: 12 months
Additional Requirements?
Contact Person: Group Director

Area: Generations
Code: G3
Title: Generations Event Coordinator
Description: **Coordinates all Generations events outside of normal programming.**
Membership Required? No
Time Commitment: **Depends on the event**
Duration: **12 months**
Additional Requirements?
Contact Person: **Hospitality Director/Generations Director**

Area: Groups
Code: GR9
Title: Life Groups Coordinator
Description: **Plans and executes an event group. Can coordinate multiple events.**
Membership Required? No
Time Commitment: **Depends on the event**
Duration: **Ongoing**
Additional Requirements?
Contact Person: **Life Groups Director**

Children
Area: Generations
Code: G4
Title: Kids Director
Description: Oversees entire 3 years to 5th Grade.
Membership Required? Yes
Time Commitment: 9:00am - 1:00pm
Duration: 12 months
Additional Requirements? Background Check
Contact Person: Generations Director

Generations

Area: Generations
Code: G1
Title: Generations Director
Description: Oversees Generations Area.
Membership Required? Yes

Area: Generations
Code: G5
Title: Children's Director
Description: Oversees Grade 1-5 Class

Membership Required? Yes
Time Commitment: 9:00am - 1:00pm
Duration: 12 months
Additional Requirements? Background Check
Contact Person: Children's Director

Area: Generations
Code: G6
Title: Children's Coordinator
Description: **Oversees Grades 1-5 class**
Membership Required?
Time Commitment: **9:00am - 1:00pm**
Duration: **12 months**
Additional Requirements? **Background Check**
Contact Person: **Children's Director**

Area: Generations
Code: G7
Title: Children's Assistant
Description: **Assists in leading Grade 1-5 class.**
Membership Required? **No**
Time Commitment: **9:00am - 1:00pm**
Duration: **12 months**
Additional Requirements? **Background Check**
Contact Person: **Children's Coordinator**

Area: Generations
Code: G8
Title: Children's AV Operator
Description: **Runs AV equipment during Older Children's large group.**
Membership Required? **No**
Time Commitment: **9:00am - 1:00pm**
Duration: **12 months**
Additional Requirements? **Background Check**
Contact Person: **Children's Coordinator**

Area: Generations
Code: G9
Title: Preschool Director
Description: **3-5 years of age**
Membership Required? **Yes**
Time Commitment: **9:00am - 1:00pm**
Duration: **12 months**

Additional Requirements? **Background Check**
Contact Person: **Children's Director**

Area: Generations
Code: G10
Title: Preschool Coordinator
Description: **Coordinates Preschool group.**
Membership Required? **Yes**
Time Commitment: **9:00am - 1:00pm**
Duration: **12 months**
Additional Requirements? **Background Check**
Contact Person: **Preschool Director**

Area: Generations
Code: G11
Title: Preschool Children's Assistant
Description: **Assists in leading Younger Children's group.**
Membership Required? **No**
Time Commitment: **9:00am - 1:00pm**
Duration: **12 months**
Additional Requirements? **Background Check**
Contact Person: **Preschool Coordinator**

Area: Generations
Code: G12
Title: Preschool AV Operator
Description: **Runs AV equipment for Younger Children's large group.**
Membership Required? **No**
Time Commitment: **10:00am - 1:00pm**
Duration: **12 months**
Additional Requirements? **Background Check**
Contact Person: **Preschool Children's Coordinator**

Area: Generations
Code: G13
Title: Nursery Director
Description: Oversees 0-36 months.
Membership Required? Yes
Time Commitment: 9:00am - 1:00pm
Duration:
Additional Requirements? Background Check
Contact Person: Generations Director

Area: Generations
Code: G14
Title: Nursery Coordinator
Description: **Leads in 0-36 months.**
Membership Required? **Yes**
Time Commitment: **9:00am - 1:00pm**
Duration:
Additional Requirements? **Background Check**
Contact Person: **Nursery Director**

Area: Generations
Code: G15
Title: Nursery Assistant
Description: **Works in 0-36 months.**
Membership Required? **No**
Time Commitment: **9:00am - 1:00pm**
Duration: **12 months**
Additional Requirements? **Background Check**
Contact Person: **Nursery Coordinator**

Area: Generations
Code: G16
Title: Children's Next Step Coordinator
Description: **Helps Children take their next step in baptism, growing spiritually, and sharing their faith through action.**
Membership Required? **Yes**
Time Commitment: **9:00am - 1:00pm**
Duration: **12 months**
Additional Requirements? **Background Check**
Contact Person: **Kid's Director**

Area: Generations
Code: G17
Title: Check In Coordinator
Description: Coordinates the check in of children.
Membership Required? Yes
Time Commitment: 10:00-10:45am Sundays
Duration: 12 months
Additional Requirements? Background Check
Contact Person: Kid's Director

Area: Generations
Code: G18
Title: Check In Assistant
Description: **Checks in children.**
Membership Required? **No**
Time Commitment: **10:00-10:45am Sundays**
Duration: **12 months**
Additional Requirements? **Background Check**
Contact Person: **Check In Coordinator**

Area: Generations
Code: G19
Title: VBS Assistant
Description: **Helps teach in VBS.**
Membership Required? **No**
Time Commitment: **VBS Week**
Duration: **VBS 2010**
Additional Requirements? **Background Check**
Contact Person: **Kids Director**

Students

Area: Generations
Code: G20
Title: Student Director
Description: Oversees Student Area.
Membership Required? Yes
Time Commitment: Varies
Duration: 12 months
Additional Requirements? Background Check
Contact Person: Generations Director

Area: Generations
Code: G21
Title: Student Check In
Description: **Check In students at student events.**
Membership Required? **No**
Time Commitment: **9:45-10:45 Sun AM, 4:45-7 Sun PM, 5:30-7:30 Tues**
Duration: **Semester**
Additional Requirements? **Background Check**
Contact Person: **Student Director**

Area: Generations
Code: G22
Title: Student Group Leader
Description: **Lead students in Bible study.**
Membership Required? **Yes**
Time Commitment: **5-7pm Sun**
Duration: **Semester**
Additional Requirements? **Background Check**
Contact Person: **Student Director**

Area: Generations
Code: G23
Title: Student Sound Operator
Description: **Run sound for student events.**
Membership Required? **No**
Time Commitment: **5-7:30pm Tues**
Duration: **Semester**
Additional Requirements? **Background Check**
Contact Person: **Student Director**

Area: Generations
Code: G24
Title: Student Screen Operator
Description: **Project words for songs and messages on screens.**
Membership Required? **No**
Time Commitment: **5-7:30pm Tues**
Duration: **Semester**
Additional Requirements? **Background Check**
Contact Person: **Student Director**

Area: Generations
Code: G25
Title: Student Information Center
Description: **Provide information to students. Signups. Registrations. Forms. Free gifts.**
Membership Required? **No**
Time Commitment: **5:30-7:30pm Tues**
Duration: **Semester**
Additional Requirements? **Background Check**
Contact Person: **Student Director**

Area: Generations
Code: G26

Title: Student Next Step Coordinator
Description: **Help students take their next step in baptism, growing spiritually, and sharing their faith through action.**
Membership Required? **Yes**
Time Commitment: **Varies**
Duration: **12 months**
Additional Requirements? **Background Check**
Contact Person: **Student Director**

Area: Generations
Code: G27
Title: Student Lighting Operator
Description: **Run lights during student service.**
Membership Required? **No**
Time Commitment: **5:30-7:30pm Tues**
Duration: **Semester**
Additional Requirements? **Background Check**
Contact Person: **Student Director**

Area: Generations
Code: G28
Title: Student Setup/Teardown
Description: **Setup/Teardown of equipment for monthly student service off-site.**
Membership Required? **No**
Time Commitment:
Duration: **Semester**
Additional Requirements? **Background Check**
Contact Person: **Student Director**

Worship Arts

Area: **Worship Arts**
Code: **W1**
Title: **Worship Arts Director**
Description: **Oversees Worship Arts Area.**
Membership Required? **Yes**
Time Commitment: **Varies**
Duration: **12 months**
Additional Requirements?
Contact Person: **Pastor**

Area: **Worship Arts**
Code: **W2**
Title: **Worship Leader**
Description: Leads in worship.
Membership Required? **Yes**
Time Commitment: **8:30am-12:30 Sun**
Duration: **12 months**
Additional Requirements?
Contact Person: **Worship Arts Director**

Area: **Worship Arts**
Code: **W3**
Title: **Vocalist**
Description: **Leads vocally in worship as part of the worship group.**
Membership Required? **Yes**
Time Commitment: **8:30am-12:30 Sun**
Duration: **12 months**
Additional Requirements?
Contact Person: **Worship Leader**

Area: **Worship Arts**
Code: **W4**
Title: **Band**
Description: **Leads worship with instruments.**
Membership Required? **Yes**
Time Commitment: **8:30am-12:30 Sun**
Duration: **12 months**
Additional Requirements?
Contact Person: **Worship Leader**

Area: **Worship Arts**
Code: **W5**
Title: **Sound Operator**
Description: **Runs sound during the worship service.**
Membership Required? **No**
Time Commitment: **8:30am-12:30 Sun**
Duration: **12 months**
Additional Requirements?
Contact Person: **Service Director/Technical Director**

Area: **Worship Arts**
Code: **W6**
Title: **Camera Operator**
Description: **Operates a video camera to record the worship service.**
Membership Required? **No**
Time Commitment: **10:00am-12:30 Sun**
Duration: **12 months**
Additional Requirements?
Contact Person: **Service Director/Technical Director**

Area: **Worship Arts**
Code: **W7**
Title: **Side Screen Operator**
Description: **Displays song words, sermon notes, announcements, video, etc. during the worship service.**
Membership Required? **No**
Time Commitment: **8:30am-12:30 Sun**
Duration: **12 months**
Additional Requirements?
Contact Person: **Service Director/Technical Director**

Area: **Worship Arts**
Code: **W8**
Title: **Center Screen Operator**
Description: **Displays complementary videos during the worship service in sync with Side Screen Operator.**
Membership Required? **No**
Time Commitment: **8:30am-12:30 Sun**
Duration: **12 months**
Additional Requirements?
Contact Person: **Service Director/Technical Director**

Area: **Worship Arts**
Code: **W9**
Title: **Lighting Operator**
Description: **Operates the lighting board during the worship service to create an atmosphere conducive to worship.**
Membership Required? **No**
Time Commitment: **8:30am-12:30 Sun**

Duration: **12 months**
Additional Requirements?
Contact Person: **Service Director/Technical Director**

Area: Worship Arts
Code: W10
Title: Stage Design/Décor
Description: **Coordinates scene design and decor based upon sermon series or special event.**
Membership Required? **No**
Time Commitment: **5-10 hours/series**
Duration: **12 months**
Additional Requirements?
Contact Person: **Worship Arts Director**

Area: Worship Arts
Code: W11
Title: Setup/Tear Down (Roadies)
Description: **Handles setup/tear down of all equipment for worship service and children's area.**
Membership Required? **No**
Time Commitment: **7am - 1pm Sun**
Duration: **12 months**
Additional Requirements?
Contact Person: **Worship Arts Director**

Area: Worship Arts
Code: **W12**
Title: **Technical Director**
Description: **Coordinate/troubleshoot the technical group.**
Membership Required? **No**
Time Commitment: **8:30am-12:30 Sun**
Duration: **12 months**
Additional Requirements?
Contact Person: **Worship Arts Director**

Area: Worship Arts
Code: **W13**
Title: **Service Director**
Description: **Directs the various tech group members in the execution of the service order.**
Membership Required? **No**
Time Commitment: **8:30am-12:30 Sun**
Duration: **12 months**
Additional Requirements?

Contact Person: **Technical Director/Worship Arts Director**

Care

Area: **Care**
Code: **C1**
Title: **Care Director**
Description: **Coordinates the various Care groups of the church.**
Membership Required? **Yes**
Time Commitment: **Varies**
Duration: **12 months**
Additional Requirements?
Contact Person: **Pastor**

Area: **Care**
Code: **C2**
Title: **Hospital/Crisis Coordinator**
Description: **Coordinates hospital visitation and crisis ministry. This can include visits, cards, meals, money, prayer, etc. Involves working with various ministry areas to provide care.**
Membership Required? **Yes**
Time Commitment: **Varies**
Duration: **12 months**
Additional Requirements?
Contact Person: **Care Director**

Area: **Care**
Code: **C3**
Title: **Hospital/Crisis Assistant**
Description: **Handles hospital visitation and crisis ministry. This can include visits, cards, meals, money, prayer, etc.**
Membership Required? **No**
Time Commitment: **Varies**
Duration: **12 months**
Additional Requirements?
Contact Person: **Hospital/Crisis Coordinator**

Area: Care
Code: C4
Title: Benevolence Coordinator
Description: **Coordinates benevolence to needy individuals and families.**
Membership Required? **Yes**
Time Commitment: **Varies**
Duration: **12 months**
Additional Requirements?
Contact Person: **Care Director**

Area: Care
Code: C5
Title: Benevolence Assistant
Description: **Assists with benevolence to needy individuals and families.**
Membership Required? **No**
Time Commitment: **Varies**
Duration: **12 months**
Additional Requirements?
Contact Person: **Benevolence Coordinator**

Area: Care
Code: C6
Title: Prayer Coordinator
Description: **Coordinates prayer various prayer ministries. Includes pre-service prayer, prayer chain, daily prayer helps, and prayer events.**
Membership Required? **Yes**
Time Commitment: **Varies**
Duration: **12 months**
Additional Requirements?
Contact Person: **Care Director/Pastor**

Area: Care
Code: C7
Title: Prayer Assistant
Description: **Assists in various prayer ministries.**
Membership Required? **No**
Time Commitment: **Varies**
Duration: **12 months**
Additional Requirements?
Contact Person: **Prayer Coordinator**

Area: Care
Code: C8
Title: Next Step Coordinator
Description: **Coordinates people helping those making decisions in the service. Also helps those making decisions take their next step (baptism, First Step Class, new believer study, referrals to other volunteers/staff.**
Membership Required? **Yes**
Time Commitment: **10:45 - 12:15 Sundays**
Duration: **12 months**
Additional Requirements?
Contact Person: **Care Director/Pastor**

Area: Care
Code: C9
Title: Next Step Assistant
Description: **Assists those making decisions in a service take their next step.**
Membership Required? **No**
Time Commitment: **10:45 - 12:15 Sundays**
Duration: **12 months**
Additional Requirements?
Contact Person: **Next Step Coordinator**

Area: Care
Code: C10
Title: Go Share Coordinator (Community)
Description: **Coordinates service projects in the community and around the world.**
Membership Required? **Yes**
Time Commitment: **Varies**
Duration: **12 months**
Additional Requirements?
Contact Person: **Pastor**

Area: Care
Code: C11
Title: Journey Guide
Description: **Helps guests, regular attendees, and members take the next step on their journey. Involves Sunday on-site and availability throughout the week via email and phone.**
Membership Required? **Yes**
Time Commitment: **Varies**
Duration: **12 months**

Additional Requirements? **Must be thoroughly versed in all systems, events, and ministries. Help provided.**
Contact Person: **Care Director/Journey Director**

Campus Support

Area: **Campus Support**
Code: **CS1**
Title: **Campus Support Director**
Description: **Oversees Campus Support Area.**
Membership Required? **Yes**
Time Commitment:
Duration: **12 months**
Additional Requirements?
Contact Person: **Administrator**

Area: **Campus Support**
Code: **CS2**
Title: **Hospitality Director (Church wide)**
Description: **Oversees food and beverage for all church wide events. Supervises Cafe and other Hospitality Coordinators.**
Membership Required? **Yes**
Time Commitment: **Depends on the event.**
Duration: **12 months**
Additional Requirements?
Contact Person: **Campus Support Director**

Area: **Campus Support**
Code: **CS3**
Title: **Hospitality Assistant (Church wide)**
Description: **Assists with providing food and beverage for all church wide events.**
Membership Required? **No**
Time Commitment: **Depends on the event.**
Duration: **12 months**
Additional Requirements?
Contact Person: **Hospitality Director**

Area: **Campus Support**
Code: **CS4**
Title: **Information Technology Coordinator**

Description: **Coordinates support for all technology that the church uses.**
Membership Required? **No**
Time Commitment:
Duration: **12 months**
Additional Requirements?
Contact Person: **Campus Support Director**

Area: **Campus Support**
Code: **CS5**
Title: **Information Technology Assistant**
Description: **Assists with support for all technology that the church uses.**
Membership Required? **No**
Time Commitment:
Duration: **12 months**
Additional Requirements?
Contact Person: **Campus Support Director**

Area: **Campus Support**
Code: **CS6**
Title: **First Responder Coordinator**
Description: **Coordinates medical and security groups for all church events.**
Membership Required? **No**
Time Commitment: **Varies**
Duration: **12 months**
Additional Requirements?
Contact Person: **Campus Support Director**

Area: **Campus Support**
Code: **CS7**
Title: **Medical Assistant**
Description: **On call provider of medical services during church events.**
Membership Required? **No**
Time Commitment: **On call.**
Duration: **12 months**
Additional Requirements? **Must have CPR certification.**
Contact Person: **First Responder Coordinator**

Area: **Campus Support**
Code: **CS8**

Title: Security Assistant
Description: **Provides security services during church events.**
Membership Required? **No**
Time Commitment: **Depends on the event.**
Duration: **12 months**
Additional Requirements? **Law enforcement experience preferred.**
Contact Person: **First Responder Coordinator**

Area: Campus Support

Code: CS9

Title: Communications Director

Description: Coordinates everything in print, screens, and website including all outside church marketing.

Membership Required? Yes

Time Commitment: Varies

Duration: 12 months

Additional Requirements?

Contact Person: Campus Support Director

Area: Campus Support

Code: CS10

Title: Graphic Assistant

Description: **Design graphics for use throughout the church.**

Membership Required? **No**

Time Commitment: **3-5 hours/week**

Duration: **12 months**

Additional Requirements?

Contact Person: **Communications Director**

Area: Campus Support

Code: CS11

Title: Photographer

Description: **Take pictures at various church events. Capture the church's history through your lens.**

Membership Required? **No**

Time Commitment: **2-3 hours/week**

Duration: **12 months**

Additional Requirements?

Contact Person: **Communications Director**

Area: Campus Support

Code: CS12

Title: Videographer

Description: **Take video of assigned events. Video shoot various segments for different areas of the church.**

Membership Required? **No**

Time Commitment: **3-5 hours/week**

Duration: **12 months**

Additional Requirements?

Contact Person: **Communications Director**

Area: Campus Support

Code: CS13

Title: Trailer Driver

Description: **Transport equipment from storage to onsite and vice versa.**

Membership Required? **No**

Time Commitment: **2-3 hours/week**

Duration: **12 months**

Additional Requirements?

Contact Person: **Campus Support Director**

Area: Campus Support

Code: CS14

Title: Offering Assistant

Description: **Help count the offering at the end of the service, fill out necessary documents, and deposit at bank.**

Membership Required? **Yes**

Time Commitment: **1-2 hours/week**

Duration: **12 months**

Additional Requirements?

Contact Person: **Campus Support Director/Church Treasurer**

Area: Campus Support

Code: CS15

Title: Baptism Assistant

Description: **Prepare and assist new believers as they wait to be baptized.**

Membership Required? **No**

Time Commitment: **1-2 hours/baptism**

Duration: **12 months**

Additional Requirements?

Contact Person: **Campus Support Director**

Area: Campus Support
Code: CS16
Title: Lord Supper Assistant
Description: **Prepare the elements and the table for the Lord's Supper.**
Membership Required? **No**
Time Commitment: **1-2 hours/observance**
Duration: **12 months**
Additional Requirements?
Contact Person: **Campus Support Director/Deacon Chairman**

Additional Requirements?
Contact Person: **Office Support Director**

Area: Office Support
Code: OS4
Title: Data Entry Assistant
Description: **Assists with data entry duties.**
Membership Required? **No**
Time Commitment: **1-2 hours/week**
Duration: **12 months**
Additional Requirements?
Contact Person: **Office Support Director**

Office Support

Area: Office Support
Code: OS1
Title: **Office Support Director**
Description: Oversees the Office Support Area.
Membership Required? **No**
Time Commitment: **Varies**
Duration: **12 months**
Additional Requirements?
Contact Person: **Administrator/Admin Assist**

Area: Office Support
Code: OS5
Title: Event Coordinator
Description: **Coordinates church wide events.**
Membership Required? **No**
Time Commitment: **Depends on the event**
Duration: **12 months**
Additional Requirements?
Contact Person: **Office Support Director**

Area: Office Support
Code: OS2
Title: Bulletin Prep Assistant
Description: **Assists with the printing and folding of bulletins.**
Membership Required? **No**
Time Commitment: **1-2 hours/week**
Duration: **12 months**
Additional Requirements?
Contact Person: **Office Support Director**

Area: Office Support
Code: OS3
Title: Mailing Prep Assistant
Description: **Assists with mail out prep.**
Membership Required? **No**
Time Commitment: **1-2 hours/mail out**
Duration: **12 months**