

# Volunteer Roles & Responsibilities

Thank you for agreeing to join our volunteer team and be part of our community in this capacity! We believe and have come to know that our church community is successful because of you and the many dedicated volunteers who are on our amazing teams!

As our community grows we want to ensure that we keep ourselves accountable to certain standards so that we, as volunteers, can remain informed, engaged, and excited about contributing to and serving alongside our church community.

We've put together some descriptions of each volunteer position to ensure you can excel in your role and have the tools you need to do so. First off, we want to remain transparent when saying that these are volunteer positions. That said, we know God has gifted each one of us with talents and gifts to be explored and used. Please know, that if there ever comes a time where you are not feeling fulfilled as a volunteer or don't feel that your gifts are being applied in the right place don't hesitate, let us know so together we can find something else that better suits you!

We thank you again for choosing to give of your time and energy in this way. Our community would not be the same without you! We're looking forward to continued partnership together!

Just a reminder, we use a booking system called *Planning Centre*. You will be assigned a login to planning centre and will receive an email request from your team leader when there is a volunteer position that needs to be filled. We ask that when these emails (or phone notifications) come in that you check your schedule as soon as you can and respond to the email by either "accepting" or "rejecting" the request. We want to stress that it is **OKAY** to reject a request. You will always have that right. If and when you do so we will simply ask the next volunteer on our list. The sooner we know of course, the easier it will be to make changes.

Thanks for working with us on this! It's a joy to serve together!



# Setup Team:

Availability: 1-2 times every 4-6 weeks

Arrival Time: 8:55 AM - Setup

End Time: 12:45 - Tear Down

No volunteer role is more important than the other. That being said, if equipment and materials are not setup it prevents other areas of the church from functioning. It's important that everything is setup in time to allow for our other volunteers to do their work. Your efficiency helps others to be more efficient.

## Areas of Responsibility:

### **Empty Drawers:**

Remove drawers from underneath stage and place contents in designated areas.

### **Signs:**

We use two A-frame signs at go outside. Front entrance, Norista St & Robert Attersley Lane. Two large flags for the driveway entrance. Six large banner stands. Community (in front of elevator), Discovery & Story (on stage to left and right of screen). PARK ☺ (registration table). Wayfinding signs (Gym entrance and North West/ Back doors)

### **Classrooms:**

All bins distributed to their classes which include the Nursery, Staff room, & room 102 (JK/SK room)

### **Chairs:**

All chairs set up in the gym (Insert Image)

### **Tables:**

The Park Registration table, Info table, Snack tables (3)

### **Hospitality:**

Layout table cloths on snack tables. Make coffee (one pouch to 60 cups) and tea (42 cups). Set out sugar, stir sticks, plates and napkins

### **Lights:**

Info Table (3), On stage (2), in front of drums (2), In front of singers (2)

# Hospitality Team:

Availability: 1-2 times every 6 weeks

Arrival Time: 10:15 AM - Setup

End Time: 12:30 - Tear Down

Our “big table” and the break we take around it has become a major part of our gatherings on Sunday mornings. We hope to provide an atmosphere for everyone, especially visitors, to feel welcomed and at home during this time.

## Areas of Responsibility:

### **Layout and display of snack tables:**

Ensure the snack table is laid out in an easily understandable and welcoming fashion. “Caution” signs are visible and laid out

### **Clean up of snack table:**

Ensure that all containers, cling wrap and foil are disposed of and that tablecloths are wiped clean. If table cloths require washing please bring them home to be cleaned (we ask that they are returned by 10AM the following Sunday).

### **Cleaning & Disposal of extra coffee and tea:**

Extra coffee is to be disposed of in the staff room garbage. We ask that the coffee and tea urns also be washed out to remove any old grinds for the brewers.

# Worship Team:

Availability: 1-2 times every 4 weeks  
Arrival Time: 9:25 AM - Sound Check  
End Time: 12:30 - Tear Down

The time we spend together as a community in worship is something we look forward to every Intermission, among many other things. Worship through music, for many people, is a way to connect with God while in the presence of other Christ followers. It's important that through our music we create an atmosphere where people can worship unrestricted and without distraction.

## Areas of Responsibility:

### **Schedule & availability:**

Our team is growing, but for the moment there will be members of the team that are called on more often than others due to a need in that particular area. Through our booking system, Planning Centre you are able to set your desired frequency for serving so that we never call on you too often.

### **Blackout dates:**

In order to have a consistent flow and rotation, Planning Centre also gives you the ability to set blackout dates based on your availability. If you're not able to serve on certain Sundays we ask that you please set that in PC. When this happens, we are notified and will not schedule you for those dates. This helps to speed up the process of scheduling and reduces scheduling conflicts.

### **Practice:**

When the list is uploaded to Planning Centre please take the time to listen to the songs, become familiar with them and learn any parts assigned to your instrument. This is your time to work out any kinks.

### **Rehearsal:**

Rehearsal will run from 9:30-10:15 each morning. With this dedicated amount of time it is important that we come ready to play the songs through as though it was time for the service. Full band rehearsal is not the time to learn the song and play it for the first time :) Knowing our parts really well helps contribute to a distraction free environment where people can focus in and worship freely.

### **Tear down:**

Remove your instruments and pack up as quickly as you can following the message. This ensures that the setup team can get to work putting the equipment away.

# Welcome Team:

Availability: Once every 4 weeks  
Arrival Time: 10:15 AM - Welcome  
End Time: 11:55 - Final Rounds

For many visitors, a member of the welcome team is often the first point of contact when entering the building. It's important that we greet each person in a manner that makes him or her feel right at home. A smile and a handshake or pat on the back are often enough to make someone's day.

## Areas of Responsibility:

### **Greeting at main doors:**

Between 10:15 and (roughly) 10:40 you are the first point of contact for people coming to spend the morning with us.

### **Head Counts:**

The fire marshal requires us to know how many people we have in the building at any time. We ask that for the time we are altogether in the gym that a quick headcount is conducted and recorded so we can present a number if required of us. Similarly, when The Park students are released to their classes we should tally these numbers and report how many people are in each room.

### **Hall Monitor:**

Twice during our gathering we ask that you do a "lap" of the school to ensure there is no "suspicious" activity or unauthorized persons entering The Park classrooms. The bathrooms are also to be checked by the appropriate gender.

# Financial Team:

Availability: 1-2 times every 4-6 weeks

Arrival Time: 12:00 PM - Counting

As Christians, we fully rely on God to provide for our community, this of course happens through tithes and offering. It's through these resources that we give back to the community, partner with other charitable organizations and of course, compensate our staff and other overhead costs.

The handling of personal finances is an extremely sensitive task and we expect that anyone in this position conduct themselves with professionalism, keeping all records, tallies, and personal information private and confidential.

## Areas of Responsibility:

### **Counting and Reporting:**

Counting should always be conducted with another member of the finance team present. Please pick a quiet location removed from the main gathering space.

Count and tally all contributions from the morning and make record of the totals. Once signed off, please add all funds to the folder and direct to Brent or Joseph.

# Park Teaching Team:

Availability: 1-2 times every 4-6 weeks

Arrival Time: 10:10 AM - Classroom setup

End Time: 12:15 PM - Tear down

Our instructors and caregivers are responsible for bringing the bible to life with the help from our curriculum. We encourage open and honest conversations to start in the classroom and continue at home throughout the week. It's important to study the material during the week so you can communicate effectively throughout the teaching time.

## Areas of Responsibility:

### **Preparation and Teaching:**

Connect with your teaching partner to prepare lesson plan and teaching when they become available on Planning Centre.

Arrive to your classroom with enough time to ensure you have all the supplies you need and that the classroom is ready to receive our kids.

### **Registration:**

Ensure all children are signed in by a caregiver and given a clothespin and corresponding number.

### **Snacks:**

Facilitate snack time in your class and begin teaching once this time is complete.

### **Tear down:**

Ensure the classroom is returned to its original configuration and all snacks and waste are disposed of. Submit completed and signed "Sign In" sheets to the Park Director. Return all bins and materials to the gym to be stored away by the setup team.

Refer to the list in the blue folder in your classroom for details.

# Nursery Team:

Availability: 1-2 times every 4-6 weeks

Arrival Time: 10:15 AM - Nursery setup

End Time: 12:15 PM - Tear down

Our instructors and caregivers are responsible for bringing the bible to life with the help from our curriculum. We encourage open and honest conversations to start in the classroom and continue at home throughout the week. It's important to study the material during the week so you can communicate effectively throughout the teaching time.

## Areas of Responsibility:

### **Registration:**

The nursery is open prior to the beginning of the service. Ensure all children are signed in by a caregiver and given a clothespin and corresponding number.

### **Snacks:**

Facilitate snack time on a per child basis. Please adhere to any dietary restrictions. If parents supply their own snacks please ensure that these are peanut free products.

### **Tear down:**

Ensure the library is returned to its original configuration and all snacks and waste are disposed of. Submit completed and signed "Sign In" sheets to the Park Director. Return all bins and materials to the gym to be stored away by the setup team. Refer to the list in the blue folder in your classroom for details.



# Audio Visual Team:

The audiovisual team is made up of a computer (ProPresenter) attendant as well as an audio tech. You are responsible for providing visual and auditory support to the service to ensure our intermission runs as smoothly as possible.

## Soundboard

Availability: Once every 2-3 weeks  
Arrival Time: 9:00 AM - Equipment setup  
End Time: 12:45 PM - Tear down

### Areas of Responsibility:

#### **Setup:**

Setup all audio equipment, run cables and run sound check

#### **Service:**

Provide auditory aid to community by mixing the soundboard and monitoring safe listening levels. Basic audio mixing knowledge or background is required. We are prepared to train anyone that does not have previous experience in this area.

#### **Tear down:**

Pack up and put away all audio equipment returning them to their assigned locations.

## ProPresenter

Availability: Once every 3-4 weeks  
Arrival Time: 10:15 AM - Service run through  
End Time: 12:15 PM - Tear down

### Areas of Responsibility:

#### **Pre-Service:**

Run through order of service to ensure accuracy of slides. Ensure slides are in their proper order.

#### **Service:**

Provide visual aid to community by projecting lyrics, graphics and communication onto screen.

#### **Tear down:**

Pack up computer, return table to nursery & pack up projector.