

# the simple church

## ministry opportunity guide

### Welcome!

We would like to thank you for taking the initiative to start to discover all the wonderful ministry opportunities within our church. Within the pages of this guide you will find many different ministry opportunities to express your God given SHAPE for ministry.

From children to parking lot...from greeters to media, there are many opportunities to maximize your talents. If you have a specific area of interest in which you desire to be involved that is not listed, please feel free to contact us at (318) 752-2320.

It is a privilege to help you start to discover all that God has planned for you in ministry.

Thank you!

The Simple Staff

# ministry descriptions

## SUNDAY MORNING TEAMS:

### Ask Me Table

**Purpose:** This team will provide visitors and attendees general information regarding the simple church. To staff the “Ask Me” table during our weekend services.

**Skills:**

- Meeting and greeting guests attending weekend services.
- Providing answers to any questions visitors or attendees may have concerning the simple church.
- Simply being available for guests and attendees.

**Involvement time:** Please arrive 20 minutes before the service starts. Please be willing to stay up to 20 minutes after worship service to make sure no one needs assistance. Approximately 1 hour per week.

### Band/Worship Team

**Purpose:** To use all music to create a fun and welcoming environment to tear down the walls of un-churched and de-churched to allow God to move in their hearts.

**Skills:**

- Ability to perform and engage an audience
- Ability to learn and play/sing songs on a week by week basis.

**Involvement time:** Weekly band practice – approx 2 hours; Sunday morning services – 5 hours; quarterly worship events – 1 hour; periodic band team meetings – 1 ½ hours.

### Bulletin Team

This team meets early on Sunday mornings to place a pen on each bulletin.

**Involvement time:** Weekly – 1 hour (approx 7:30-8:30 am)

### Café Team

This team is responsible for all operations related to the café. This includes: preparation before services, serving people, and clean up following services. People in this ministry are also a front-line contact for information concerning the simple church and our ministries.

**Purpose:** To provide a welcoming environment where those attending the simple church can enjoy a light snack and drinks.

**Skills:** Friendly, customer service oriented, smiling.

**Involvement time:** Café will be open 30 minutes before the service and 20-30 minutes after the service. Team must be available to setup and/or tear down the café. Total time: 1 ½ a week.

## Check-in Team

The friendly people who serve on the check-in team assist parents as they check-in their children for the preschool/children's activities that happen during the worship services.

The check-in process involves registering first-time guests, assisting parents in computer check in of children who are assigned in the computer, giving each child a nametag, and giving parents a security tag.

**Purpose:** To provide a warm, welcoming experience as parents check-in their children whether they be first-time guests or weekly attendees.

**Skills:**

- Knowledge of the computer check-in system so you have the ability to assist parents in computer check-in
- Warm, friendly attitude

**Involvement time:** Please arrive 35 minutes before the service starts. Plan to stay at your check-in station at least 15-20 minutes after the service begins to assist latecomers!! Approximately 1 hour per week.

## Children's Team

We use a video curriculum called "Elevate" for K-5<sup>th</sup> grades. It is a very cool interactive Biblical curriculum! Here is the good news...It is easy to facilitate & kids love it!

**Purpose:** To provide a SAFE, FUN, LEARNING environment for kids.

**Skills:** Skills vary depending on volunteer positions.

- Small group leader
- Program Host
- Greeter
- Set design
- Room set up
- Music/motions/drama
- Media: lights / sound / video

**Involvement time:** Children's team will accept kids 15 minutes before service. This team will not be able to leave until all children are picked up and area is clean & packed up. Total time: 1 hr & 15 min. a week.

## Drinks Team – Icing Down

This team will gather refreshments from the cooler and ice them down.

**Purpose:** To provide drinks for the café area.

**Skills:**

- Be able to lift packages of drinks into ice chests.

**Involvement time:** 30 minutes each week.

## Go! Table

**Purpose:** This team will provide visitors and attendees with information about the mission projects of the simple church. To staff the Go! Table during our weekend services.

**Skills:**

- Providing answers to any questions about mission projects/opportunities.

**Involvement time:** Please arrive 20 minutes before the service starts. Please be willing to stay up to 20 minutes after worship service to make sure no one needs assistance. Approximately 1 hour per week.

## Greeter Team

The friendly people of the simple church who serves as greeters play a vital role in the process of bringing people to Jesus. Greeters give the first impression of the simple church.

Dress is appropriate and comfortable. Our desire is to prepare the hearts of members and guests by welcoming everyone to the simple church with a smile and a warm handshake. A warm greeting to all helps prepare the hearts for worship and receiving the Word of God.

**Purpose:** *“Warmly welcome each other into the church, just as Christ has welcomed you!”* Romans 15:7

**Skills:** Greeters are outgoing, like to shake hands and talk to people.

**Involvement time:** Please arrive 35 minutes before the service starts. Approximately 1 hour per week.

## Media Team

**Purpose:** To enhance the weekly service through multimedia tools.

**Skills:** Skills vary depending on volunteer positions.

- Video editing / directing
- Sound engineers
- Camera operators
- Computer skills
- Light engineer

**Involvement time:** Varies per project. Estimated time 2 ½ a week.

## Parking Team

The parking team exists to preserve the well-being of the attendees of the simple church with an emphasis on the following:

**SAFETY:** The safety of our visitors and attendees is the highest priority. A vigilant awareness of the location of all pedestrians (especially the younger ones) in relationship to the flow of traffic is absolutely necessary for the ministry to operate without a serious injury. Methods and techniques to ensure everyone's safety are constantly being developed and improved.

**FRIENDLY AND COURTEOUS ATTITUDES:** The second focus is our attitude. As parking personnel, we are the **FIRST IMPRESSION** for visitors attending the simple church. It is important for this ministry to demonstrate the positive, helpful, and courteous attitudes that are characteristic of our entire church family.

**EFFICIENT TRAFFIC FLOW:** The third focus of this ministry is to ensure that traffic flows in an orderly, efficient, and expeditious fashion.

**Involvement time:** Please arrive 30 minutes before the service starts. Please be willing to stay up to 20 minutes after worship service to make sure no one needs assistance. Approximately 1 hour per week.

## **Preschool Team**

### **Babies / Crawlers / Toddlers 1 & 2**

**Purpose:** To provide a SAFE, FUN, CARING environment for kids with a consistent team of loving adults. Consistency builds trust so that the little ones are able to grasp the truths that God loves them, made them and wants to be their forever friend.

**Skills:**

- Ability to commit to volunteering twice a month.
- To provide loving care for the littlest ones at the simple church.
- To ease the minds of parents by providing a safe, clean, welcoming environment

**Involvement time:** This team will accept kids 15 minutes before service. Team will not be able to leave until the next hour volunteers arrive or all children are picked up & area is clean. First hour team must be available to finish the detailed setup and last hour team will pack up the room supplies. Total time: approx. 1 hr & 15 min a week.

### **Preschool 3 & 4**

In the Preschool 3 & 4 rooms, we use video curriculum from “Lil-K”, “Empowering Kids”, and “Elevate Jr”. They are very cool interactive Biblical curriculums! Here is the good news...they are easy to facilitate & kids love them!

**Purpose:** To provide a SAFE, FUN, learning environment for kids.

**Skills:** Skills vary depending on volunteer positions.

- Room set up
- Greeter
- Small group leader
- Storyteller
- Craft Leader
- Music & motions
- Media: sound / video

**Involvement time:** This team will accept kids 15 minutes before service. This team will not be able to leave until the next hour volunteers arrive or all children are picked up & area is clean. First hour team must be available to finish the detailed setup and last hour team will pack up the preschool room supplies. Total time: approx. 1hr & 15 min a week.

## **Set-up and/or Tear-down Team**

These teams physically set up and/or tear down our meeting space every Sunday. One of three areas:

- Lobby
- Worship Rooms
- Kid's Area

**Purpose:** Our weekly services would not get off the ground without the countless hours put into setting up & tearing down our portable environment.

**Set-up Involvement time:** Start time varies depending on which location; it takes about an hour and a half to set up.

**Tear-down Involvement time:** Will start immediately after the service ends and should take about an hour.

## Signs Team

**Purpose:** To help guests and attendees know where to go once inside!! Directional signs are placed throughout the lobby & hallways; ministry signs are placed at the appropriate tables in the lobby or outside the entrances to each room.

**Skills:**

- Follow a map of what sign belongs where!!

**Involvement time:** Signs are set-up prior to the first service and are torn down immediately following the last service.

## Student Ministry Team

Serving in student ministry is simple. We believe:

**Loving Adult + Time = Good Student Ministry.**

The **MSM** - Middle School Ministry (6<sup>th</sup>-8<sup>th</sup>) meets on Sunday mornings at 11:00. The **HSM** (9<sup>th</sup>-12<sup>th</sup>) meets monthly on the first Sunday at 11:00. Each ministry provides a place where students can have honest dialogue about faith while still feeling accepted and loved. We also have worship nights and monthly fun events. The HSM and MSM also have Life Groups that meet on Wednesday nights in various homes across the community.

**Purpose:** Our student ministry exists to REACH nonbelieving students, to CONNECT them with other Christians, to help them GROW in their faith, and to challenge them to DISCOVER their ministry and HONOR God with their lives.

**Involvement time:** We desire for leaders who are interested in investing in Student's lives. MSM - 1 hour on Sundays (weekly), HSM – 1 hour on Sundays (monthly), Life Groups – 1 ½ hours on Wednesday nights during the Life Group semester. We also have a monthly leaders meeting, worship night, and a monthly fun event.

Total Time: 1 to 1 ½ hours a week, 3 extra hours a month

## Usher Team

The friendly people of the Usher Team play a vital role in the process of bringing people to Christ at the simple church. First impressions are very important and the experiences that our guests have before they hear the pastor's message play a big part in how receptive their hearts will be to the gospel of Christ.

Dress is appropriate and comfortable.

Our desire is to provide a friendly and comfortable atmosphere so that church guests can focus on the message of Jesus presented to them by the music and the message.

**Purpose:** *"Warmly welcome each other into the church, just as Christ has welcomed you!"* Romans 15:7

**Skills:**

- Meeting and greeting guests attending worship services.
- Providing friendly assistance to guests during worship services.
- Helping attendees get acquainted with our worship service.

**Involvement time:** Please arrive 30 minutes before the service starts. Please be willing to stay after worship service to make sure trash is picked up and no one needs assistance. Approximately 1 hour per week.

# OUTSIDE SUNDAY MORNING TEAMS:

## LIFE Groups

LIFE Groups believe in the strength of living this life together. Life groups are small groups that meet either in a family's home or at various locations. It is a ten week opportunity to share the joys and struggles in life and to help others connect so that they may have a support system in this life.

**Purpose:** To create a place for all walks of life to join together for support, relationships, and, most importantly, to help everyone discover the many ways in which God loves us.

**Skills:**

- Love People
- Open your home
- Hospitality – serve snacks/drinks to guests
- Talk about life
  - The focus of LIFE groups is not curriculum, but we have curriculum to ensure the integrity of Godly teaching and to help leaders with directed Bible study. Hosts are facilitators that help lead discussion, not teachers of curriculum

**Investment time:** Three hours a week at your chosen location

## Missions Team

The goal of the Missions Team is to reach people by practically meeting the needs of our friends, neighbors, and those who we have not yet met. We desire to meet needs locally, nationally and globally through various projects and activities.

**Purpose:** “For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.” Matthew 25:35-36

**Skills:**

- A compassionate heart
- Willingness to meet new people
- Simply be willing to meet needs

**Involvement time:** Involvement time will be dependent upon individual mission opportunities.

## Photography Team

This team will take pictures at various simple church events (partner party, baptism, child dedication, etc).

**Purpose:** To provide pictures for the church and participants.

**Skills:**

- Provide camera/cards
- Be able to dedicate time to the event and getting pictures to the office

**Involvement time:** Varies depending on event

## **Prayer Team**

Through prayer, as well as writing notes of encouragement, this team encourages and supports those who share their prayer requests with the simple church.

**Purpose:** To pray for and encourage those who are hurting physically, emotionally, and spiritually

**Skills:**

- Compassion and a desire to encourage and support others through prayer

**Involvement time:** Pray as often as led by the spirit

## **Simple Comfort Team**

This team will provide food, encouragement, and comfort to families who have lost a loved one.

**Purpose:** To surround families with encouragement and comfort during their time of need.

**Skills:**

- Hospitality – provide either a home-cooked meal or purchase food to deliver to a family in their time of loss.
- Possibly help host a meal for the family at the simple church office if needed
- Write a note to the family
- Go to visitation or funeral
- Simply being available for families as they go through their loss

**Involvement time:** Time varies depending on the family's needs.

## **Trailer Team**

This team will tow the trailer to and from the given location.

**Purpose:** To bring the trailers necessary for set-up/tear-down for special events.

**Skill:**

- Pick-up truck with a hitch
- Experience driving and/or backing up trailer

**Involvement time:** Tow time will vary based on the event.