

# PLUG IN



## grace road

Get involved, make new friends—all while serving God and our community.

### set-up coordinator

As the set-up coordinator, you are in charge of getting the building ready for service. You have an early morning as you should arrive to church at 7AM. Direct your team to set up chairs and tables and the children's areas. You may also assist the clean up team if needed. Your job is to make sure each member of the set-up team is in their place. If someone is missing, you are responsible to find someone to fill their role. Be available to assist.

### clean-up team

If you are on the clean-up team, your job is to make the building is presentable for everyone coming in. People on the clean up team should arrive at 7AM. Their role includes vacuuming and cleaning up the inside of the building starting with the main room then to the children's area. Next, they should clean the bathrooms and then head outside to make sure the parking lot is in good shape. After all the cleaning is done you are free to leave if you would like and come back.

### media shout

Media Shout is the program we use for the slides on the televisions during service. If you are on this team, your job is to prepare the slides during the week and arrive at the church about 7:30AM to set up and be ready if the band would like anything changed before they start band practice at 8:30AM. Run through the slides while the band is practicing to make sure that all the slides are correct.

### audio tech

This job is for someone that has an inclined ear to music and sound. You should be at church by 7AM. Your job is to set up the sound system and be ready by 8:30AM for band practice. During the service, you will run the sound system and then be responsible for tearing everything down and putting everything in its rightful place. There will be other people around to help.

## atmosphere set-up

This job is for someone that enjoys decorating and creating a welcoming atmosphere. You should arrive at church by 8:45AM. Your job is to put table cloths on the tables, set out centerpieces and candles. You should also arrange the offering table with pens, offering envelopes, connect cards, Bibles, and the offering box. You are also in charge of making sure the signage goes up on the front of the building.

## hospitality set-up & tear-down

This job is for someone that enjoys working with food. Your job is to set up food and drinks. Sometime before service, you should pick up bagels and fruit and set those out as well (keep your receipt for reimbursement). After service, your job will be to tear down and clean up everything at the end of the service. There will be other people around to help you.

## security

If you are on the security team, you should arrive to church by 9:15AM and ensure that the building is safe and the non-entry doors are locked and all the security items are in place.

## children's workers

If you would like to be a teacher for the older kids, you show up at 9:15AM to get ready for the children. The area will already be set up, but you will need to prepare your lesson materials and be ready for the children to begin showing up about 9:30AM. If you are helper, be at church by 9:30AM (all children's workers will have background checks).

## greeting

This job is for someone that likes to be social. If you would like to be a greeter, you should arrive at church by 9:15AM and be ready to greet people as they come in. You should also be aware of where the bathrooms and children's classes are so that you can assist in directing visitors.

## connector

This job is also for someone that likes to be social. Your job is to make sure that visitors feel welcomed by getting them connected with other members. No visitor should be left sitting alone.

## recorder

This job is for someone that enjoys working with technology. You should be at the church by 9:15AM so that you can set up and be ready to record the service.

## attendance recording

Your job is to walk around during service and count all the people in the service and in the 3 children's areas. This is about a 15 minute task.

## tear-down coordinator

Your job is to coordinate the people that are involved with tear down. Everything should be put away and in its place so that the building can be used for other events during the week.

## atmosphere tear-down

Your job is to make sure that the candles, pens, table cloths, offering envelopes, Bibles, connect cards, and signage for the front of the building are all put away in their rightful place. There will be people to help with this as well.

## counting team

After the service is over, the counters stick around to count the weekly offering. They will prepare the deposit slip and get all the appropriate documents to the appropriate people.

## parking lot attendant

The parking lot attendant should be at church by 8:30AM to make sure the parking lot is clean. They also will be around to help park people across the street first and then filling the parking lot beside the German House. The German House parking lot should be the last parking lot filled. A large umbrella will be provided to help people to and from their cars in bad weather.

## “the city” greeter

This job is for a social person that likes to help. As people join “The City” they will need someone to greet them and show them around. You will need to be available to answer their questions and make sure that they get connected. All of this is done online so you will need to have internet access.

## first contact

This job is for someone that has strong administrative skills. Your job will be to gather the connect cards and enter them into a data base. After that, you should contact new visitors to make sure they get connected. You will work closely with the pastoral team to connect people.

## music team

If you are musically inclined, you may want to join our music team. The week you are assigned to be in the band, you should attend the 2-3 hour practice held during the week. Mid week practice is usually at a residence in Greece, usually starting around 5:30-6:30PM and ending no later than 9:00PM. Practice day floats and depends on participants' work schedules. Sunday morning band set-up is from 7:00AM to about 8:00AM, Sunday morning rehearsal is usually from end of set-up to about 9:30AM or as needed. Those not bringing an involved setup usually arrive around 8:00AM.

## shuttle person

This person should be available 30 minutes before service so that they can pick up people in the south wedge who may need a ride. You also need to have a vehicle that could be used to transport people.

## grace group leader

This is for someone that would like to lead a team of people with a focus and intensity around a common mission. You will also be responsible for the pastoral care of your team and will work closely with the grace group coordinator and the pastoral team to develop and mature your team and form new teams.

There are so many ways to plug in and use your God-given gifts. Give it a try!  
And don't worry, because you will be trained in each job so that you know what you're doing. Also, everything is on a rotation so that you will get weeks off to just come to service and relax. If the job ends up being not for you, then we will work together to search elsewhere. This commitment will only go until the new year. If you'd like to help, fill out this form and drop it in the offering box.

**To help, send us the following information in an email to [info@graceroadchurh.org](mailto:info@graceroadchurh.org).**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Area(s) I'd Like to Help In: \_\_\_\_\_

Comment / Question: \_\_\_\_\_

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