

volunteer handbook



Table of Contents

A Word from Jay	p. 4
Welcome	p. 6
The Chapel's Mission	p. 7
H.E.A.R.T. Principle	p. 8
Guidelines and Expectations	p. 9
Volunteer Behavior	p. 10
Grievance Procedures	p. 11
Emergency Protocols	p. 12
Safe Sanctuaries	p. 18
Job Descriptions	p. 19

Dear Super Saint,

Yea, I am really talking to you! You are a Super Saint because what you are committing to do is super important and will make a huge impact on people's lives. It may not seem like that big of a deal to you at the moment, but trust me, God uses the little things we offer to do massive things in people's lives.

When a person responds to God's calling by showing up here at The Chapel, we know that He has already been working in their life to prepare them for the moment they drive onto our campus. We realize that God's way of preparing their heart is sometimes unsettling and scary. They may come with conflicting feelings- God tugging on their heart to stay and the devil tempting them to leave. They often come looking for a way out and trying to find an excuse to leave.

Let's follow this family's first trip to The Chapel...

- They drive onto the campus and are warmly greeted and are directed to the perfect parking spot.
- Another person smiles at them as they walk cautiously from their car and asks if they need help getting their kids checked into Children's Ministry. He escorts them to the check-in room and introduces them to the Children's Ministry host.
- They are greeted by the Children's Ministry Host who engages their kids in conversation, helping them feel accepted and eases their fears. The host quickly walks them through the secure check-in process, giving them information about our programs and walking them to the appropriate environment for their kids.
- The kids are welcomed into Children's Ministry by caring Connectors whose job it is to connect kids to each other and to God. The kids begin to interact with other kids and the parents walk away knowing their kids are safe and in capable hands.
- The parents begin the long walk to the Sanctuary with a sense of uncertainty and fear in their hearts. They're walking into a place filled with strangers, trying to prepare themselves for an unknown experience. Their pulse races as they walk silently up the steps where someone opens the door wide for them with a warm welcome and an invitation to get some coffee.
- The couple in the coffee shop greets them, offers them a comforting cup of coffee, and tells them to enjoy the service.

- With coffee in hand and their fears slipping away, they approach the glass doors where they are welcomed again by someone who hands them a bulletin and says, "I'm glad you're here!"
- As they anxiously look for a place to sit down, they are greeted by friendly smiles from people all over the room. As they settle into their seat they've already decided that this is a comfortable place where they might like to belong. They're opening up their heart to receive the message God has for them that day.

You can see what is happening! Long before I ever get up to teach, they have already decided if this is the place for them. In just the first ten minutes of their experience at The Chapel, God has used eight volunteers to touch their lives, help them feel welcomed, and prepare their hearts to receive Him. What you do is so much bigger than the task of checking in kids, serving coffee, or handing out bulletins. Your simple acts of service provide the environment where people can encounter God and fall in love with Jesus. This encounter with God produces life change in people all over our community!

Thank you for serving. Thank you for helping God change lives.

Simply Seeking Him,

Jay

Welcome!

Congratulations on taking this next step into service at The Chapel! Our staff and leaders are excited that you've chosen to use your gifts and talents to minister to others at our church and in our community. We look forward to serving alongside you!

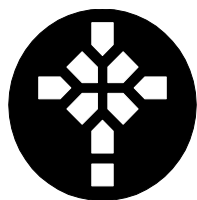
Creating environments where people can encounter God and fall in love with Jesus is our primary assignment at The Chapel. When you join one of our service teams, you'll have the opportunity to belong to a community of people who share your passion for helping others get to know Christ. Our service teams not only pave the way for people who desire to develop a relationship with our Savior, they also provide a way to develop relationships with Christian friends who will support you and encourage you on your own spiritual journey.

This volunteer handbook provides you with an overview of the structure and organization of our service teams. The goal of these policies is to make sure we are creating safe, secure, loving environments where children and adults can grow in their love for Christ and one another.

If you have any questions about our service teams or any of our volunteer policies, please feel free to contact your ministry leader or any of our Chapel staff.

Thanks for joining us in our mission to see lives changed with the transforming love of our Savior!

Anne Bosarge
Director of Discipleship
anne@thechapelbrunswick.com
912-262-1331



THE CHAPEL

God's Vision

People becoming more like Jesus for the benefit of others.

Our Assignment

Provide environments where people can encounter God and fall in love with Jesus

Our Mandate

*Believe God
Worship God
Listen to God
Obey God*

H.E.A.R.T. Principle

Hear and understand me.

Even if you disagree, please don't make me wrong.

Acknowledge the greatness within me.

Remember to look for my loving intentions.

Tell me the truth with compassion.

General Guidelines and Expectations

As a volunteer of The Chapel, you need to live your life in a way that reflects positively on Christ and helps draw others closer to Him. By volunteering at The Chapel, you agree with the following statements:

- 1- I agree with our church's statement of faith.
- 2- I will serve and uphold the policies and procedures of this church.
- 3- I will be an active attender of The Chapel- attending a worship service at least twice a month.
- 4- I will make a six-month commitment to serve. If I feel that I need to make a change before then, I'll let the ministry leader know and be willing to have a conversation.
- 5- I will be loyal to the pastor, staff, and leaders of the church.
- 6- I will execute the responsibilities of my volunteer role to the best of my abilities.
- 7- I will attend training meetings and workshops. If I can not attend, I'll contact my ministry leader and catch up on what I missed.
- 8- I will attempt to let my ministry leader know at least three days in advance if I will not be able to serve my assigned day.
- 9- I will be at my designated post at least 20 minutes before the service starts.
- 10-I will dress neatly and appropriately.
- 11-I will demonstrate love and respect to those on my team.
- 12-If I have concerns, I will voice those to the ministry leader in charge of my team or to the appropriate staff person. I will not air my grievances outside the church.
- 13-I will try to give my ministry leader 30 days notice when resigning a position.

Volunteer Behavior

Drug, Alcohol, and Tobacco Policy

The Chapel strives to maintain an environment that is free of drugs, alcohol, and tobacco. It is prohibited for a volunteer to serve under the influence of drugs or alcohol. Volunteers who choose to use tobacco are asked to refrain from using these products on church property.

Dress Code

It is important that all those serving in ministry wear modest, practical, and comfortable clothing while serving. All ministry volunteers are expected to dress appropriately for the task they will be performing in a way that honors God and presents a good image of The Chapel. In some cases (ex. Security Team) ministry t-shirts will be provided for your use.

Harassment Free Environment

The Chapel is committed to providing ministry volunteers an environment that is free from unlawful harassment while working, serving, or being present on the church campus at any time. Unlawful harassment is defined as harassment based on any characteristic of an individual's sex, race, color, national origin, age, religion, and/or disability, and will not be tolerated.

If at any time you feel harassed at church or at a church-sponsored event, report the incident in writing immediately to the staff member you feel most comfortable reporting to. If the accusation concerns this person, report it to another person as well. Every reported complaint will be investigated thoroughly, promptly, and in a confidential manner.

Solicitation and Distribution

In an effort to communicate clearly and make sure programs and resources are in alignment, the Communications Director must approve all written communication for Chapel-sponsored events. Literature or any other form of solicitation that has not been approved may not be distributed through regular publicized avenues (The Dirt, marquees, slide show, flyers, bulletin, CNN, etc.)

Parking

In an effort to leave the best parking spaces for our guests, please park off-campus.

Grievance Procedures

While The Chapel hopes that every ministry experience is a positive one, we also recognize that volunteer may become dissatisfied. This can occur because of strained relationships with fellow volunteers, your relationship with your ministry team leader, disagreement with the church's practices and policies, or other conditions related to your ministry.

We encourage you to work toward a quick resolution to these kinds of situations, which usually don't go away with time. The following steps are based on Matthew 18:15-16:

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."

1. With an attitude of love and care, speak directly to the person who has offended you. Try to explain the facts as well as your feelings about the situation in a calm manner that is free from accusation or blame. Often, you can diffuse the situation and clear up conflicts during this step because you communicate to the other party that you truly desire to work out the situation.
2. If the other person doesn't agree regarding the offense, or you can't work out your differences, bring the matter to your team leader's attention. Make sure the team leader understands that the problem is affecting your service. If you haven't already put the matter in writing, be sure that your team leader does so. The team leader should arrange a meeting between you and the other party.
3. If you don't feel satisfied with the answers your team leader provides or if you feel uncomfortable discussing this matter with your team leader, you can approach a staff leader who can help you work through the situation with the party involved.
4. If the grievance remains unresolved, you should put your concern in writing and present it to the lead pastor who will work with you to work toward a resolution.
5. Please refrain from discussing your grievance outside the walls of the church. Make every attempt to work toward a resolution.
6. If the grievance leads toward resignation of your ministry position, please make every attempt to give your team leader one month to find a replacement.

Emergency Protocols

Evacuation Safe Zones

In case of emergency evacuation, please encourage everyone to walk to the following locations and wait until an “all clear” is issued from the staff leader in charge.

- Sprouts, Buds, Nursery, Executive Offices, and Sanctuary will be evacuated to the wooded lot on Harris Farm Road.
- The Treehouse and Backyard will gather in the empty lot by the billboards on Gardenia.
- The Greenhouse will evacuate to the bank parking lot.

Missing Child Procedures:

1. Children's Ministry area leaders will alert the Children's Ministry Host that a child is missing. CM Hosts will radio the Security Team and notify the Children's Ministry staff leader on campus.
2. The CM staff leader will use Lamb's List to contact the parent in the sanctuary and notify other available staff.
3. Each security team member will return to their assigned position and search that area. Security Team Members will monitor all cars leaving the area until the child is found.
4. Children's Ministry Hosts, staff, and leaders will assist in searching Sprouts, Seedlings, Buds, Treehouse, Playground, and all restrooms.
5. If the child is not found within 5-10 minutes, staff will call 911 and alert the police.

If the Fire Warning Alarm Sounds:

1. Security Team member will notify all other team members by radio to determine the source of the alarm. Notify a staff member on duty.
2. If it is a false alarm, the staff member on duty will speak with the Security company to cancel the response call.
3. In case of a fire, Security Team members and Children's Ministry Hosts will help evacuate Sprouts, Buds, and Nursery, using the nearest exit. Encourage people to walk quickly, but not to run.
4. Host Team members will assist in helping adults exit the sanctuary safely.
5. Basic fire safety procedures:
 - Assist disabled persons in your area.

- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, staying behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- Proceed to the ground level and outdoors.
- Move upwind of the building at least 75 feet away from the building and beyond designated fire lanes.
- Ask people not go to their cars or attempt to move them from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an “all clear” is issued by the staff leader in charge. The “all clear” code will be Relevant. (Do not use the “all clear” signal until it has been cleared by the Fire Department.)

In Case of Severe Weather (severe lightning, tornado, etc.):

1. Security Team member will notify all other team members by radio. Notify a staff member on duty.
2. Security Team members and Children's Ministry Hosts will ensure that children's ministry leaders are notified and all rooms placed in lockdown.
3. Host Team members will assist in helping adults find shelter in the sanctuary.
4. Basic safety procedures:
 - Assist disabled persons in your area.
 - Help people find shelter along an internal wall away from doors and windows.
 - Assist those who are outside in finding appropriate shelter inside the building.
 - Ask people not to go to their car or attempt to leave. Reassure parents that their kids have been secured.
 - Do not reenter the building until an “all clear” is issued by the staff leader in charge. The “all clear” code will be Relevant.

Life Threatening Accidents/Health Conditions:

These situations are those that have resulted in: Loss of Consciousness, Significant Blood Loss, or Difficulty Breathing.

1. A Security Team Member, Host Team Member, Children's Ministry Leader or other church attender should **immediately call 911** from a cell phone, giving the dispatcher the following information:
 - a. Type of injury or health condition

- b. Information about the injured person: age, gender, etc.
 - c. Where you are calling from
- 2. If the victim is a child, notify the Children's Ministry Staff Leader in charge. They will get the parents from the service and contact them via Lamb's List.
- 3. Security Team members should attempt to locate medical personnel on campus and ask for assistance in helping to stabilize the victim.
- 4. First Aid kits are located in all Children's Ministry areas, in the Coffee Shop in the Sanctuary, and in the kitchen in the Backyard.
- 5. An AED is provided in the sanctuary but should only be used by someone trained in how to use it.
- 6. Assist in directing emergency personnel to the affected individual.

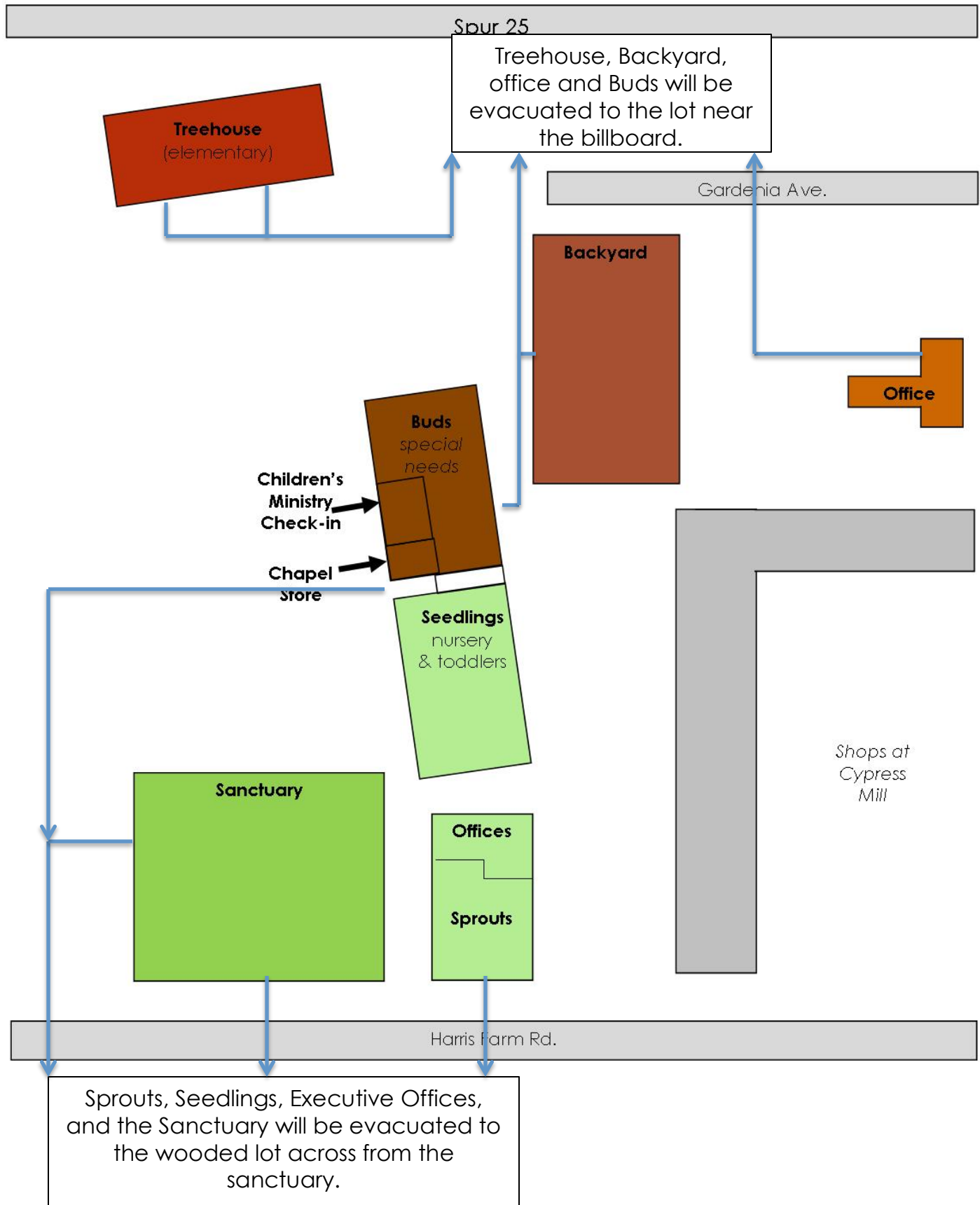
Emergency Protocol for Violent Event (active shooter, assault, domestic situation):

1. **Security Team member who first spots the offence will immediately call 911.** If you call 911 and are not able to speak, leave the line open and allow the dispatcher to listen. If possible, provide the dispatcher with the following information:
 - a. Location and nature of the incident
 - b. Number of people affected
 - c. Physical description of the perpetrator
 - d. Any weapons involved in the incident
 - e. Number of potential victims
2. Security Team members will then notify other team members and Children's Ministry Hosts through the radio. Security Team Leader will make contact with other staff or leadership.
3. Children's Ministry Hosts will notify all age level leaders that the building will be locked down and secured until the situation has been resolved. This means that children will not leave the room for any reason unless their parent has come to get them with the appropriate safety check-out tag.
4. If a physical altercation is taking place, Security Team members should attempt to intervene by first giving verbal commands. If that does not end the altercation, Security Team members should use their discretion to determine whether physical intervention may bring an end to the altercation; or, increase the danger to the immediate victim, Security Team members, or others in the immediate vicinity. If it appears that physical intervention may bring about a resolution of the altercation, Security Team

members may enlist the help of staff and other volunteers for assistance and attempt to physically intervene.

5. In the event of an active shooter situation, Security Team members should encourage people to get out of the line of fire, hide, and/or use the nearest exit. If the shooter is in the sanctuary, children's areas should be placed in total lockdown. If the shooter is in a children's area, the children will be evacuated if possible or hidden from the line of fire and all other children's rooms and the sanctuary will be placed in lockdown.
6. In the case of lockdown, the doors to the building should be locked from the inside and blocked with heavy furniture. Leaders should assist children in seeking shelter in an internal room away from doors and windows. Turn off the source of all noise (cell phones, TVs, sound systems, etc.) and remain silent.
7. Once the violence has ceased, the Security Team will notify all staff and Children's Ministry leaders using the "all clear" code Relevant. Children will be dismissed according to regular secure dismissal procedures.
8. As soon as everyone is safe, Security Team members should work to open driving lanes and space for emergency response vehicles.
9. If necessary, Security Team members should help medical personnel identify and locate those in need of first aid and assistance.
10. If possible, the Security Team Leader and staff will attempt to make sure that anyone involved remain on campus until they have been cleared to leave by law enforcement.

The Chapel's Emergency Evacuation Plan



Emergency Contact Numbers:

- **For All Emergencies Dial 911**

Pastors and Staff:

- Jay Hanson (Senior Pastor)- 912-222-9326
- Drew Thompson (Executive Pastor)- 912-230-1984
- Anne Bosarge (Director of Discipleship)- 912-270-0474
- Denise Roy (Executive Assistant)- 912-222-5928
- Paige Madden (Children's Ministry)- 912-266-6477
- Michael Christianson (Youth Ministry)- 912-399-7816
- Brooke Vallaster (Small Groups)- 912-223-7133
- Erik Fletcher (Worship and Membership)- 706-513-2073
- Brady Shierling (Tech)- 770-313-1796
- Evelyn Ramsey (Facilities and Finances)- 912-222-1635
- Thomas Ai (Facilities)- 912-222-8215

Church Information:

- 114 Harris Farm Road
- 912-262-1331

Children's Electronic Check-in System Log-In:

Username: anne@thechapelbrunswick.com

Password: abosarge

Any time any of these emergency protocols is put into action, the Security Team, staff, or Children's Ministry Leader should file a written report of the incident using the forms found in the Security Team Reception area.

This document is not intended to encompass all potential issues of concern that may occur on The Chapel's property. It is imperative that during any potential emergency situation team members remain calm, communicate clearly, and work the plan. The Chapel is blessed to have several medical and public safety personnel in attendance on any given weekend. In the event of a significant medical or public safety related event they will likely provide guidance and assistance as necessary.

Safe Sanctuaries

Safe Sanctuaries is the United Methodist Church's policy to protect children, youth, vulnerable adults, and volunteers from abuse. Anyone serving in Children's Ministry, Youth Ministry, or on the Security Team is required to go through the following training before being placed in active service on the team.

1. Have been attending The Chapel at least 6 months.
2. Complete a written application.
3. Pass a background check.
4. Attend safe sanctuary training or complete the online training.

Those individuals serving under Safe Sanctuaries guidelines must keep the following requirements in mind.

- There must be two safe sanctuary trained adults over the age of 18 in the room with kids or youth at all times.
- Only Safe Sanctuary trained adults are allowed to work with our kids or youth.
- Maintain the open door/window policy. If you are in a room without a window, make sure the door or half door is open.
- Maintain the five-year older rule- youth serving in ministry must be five years older than the oldest person they are supervising.
- We encourage kids and youth to be as independent as possible in the restroom. Please wait outside while they are in the restroom or have them come to the door if they require assistance.
- If you are concerned about possible abuse or neglect, please notify someone on staff who will respond to the allegation with care and follow up with the appropriate procedures.

Job Descriptions

In the section that follows, we've provided job descriptions for each volunteer opportunity at The Chapel. Below is a one-sentence summary of each role that will give you an overview of all the opportunities. Following this brief summary, you'll find detailed job descriptions for each role. Please take time to read through the job descriptions so you know exactly what's expected. We want to make sure your skills and talents match your position perfectly! Please take time to revisit these job requirements periodically so we can make sure we are consistently providing a positive experience for our guests and attenders each weekend during our services.

Service Team	Role	One Sentence Job Description
Hospitality	Host Team	Greet guests, answer questions, and assist in providing a welcoming environment for attenders during worship.
	Coffee Shop	Provides a welcoming environment and serves coffee.
	Children's Ministry Hosts	Facilitates a friendly, welcoming check-in process for families.
Worship	Tech Team	Facilitates the weekend services by providing necessary tech: computers, video, and sound.
	Communion	Helps people encounter Christ through serving communion.
Family Ministry Team	Children's Ministry Servant Leaders	Provides an environment where kids grow in faith and connect with leaders.
	Buddy Break	Provides respite care for special needs kids once a month
	Youth Ministry Servant Leaders	Connect with youth and encourage them to grow in faith and lead them toward spiritual maturity.
Facilities Team	Security Team	Provide a safe environment for worshipers by monitoring the parking lot and responding to emergencies as needed.
	Wednesday Night Work Crew	Provide maintenance and repairs throughout the facilities and provide construction/remodel services as needed.
Admin Team	People Counters	Counts participants in our weekend worship services.

Host Team Job Description

Creating an environment of Trust: Trust Christ, Trust Us, Trust Others

Purpose:

The Host Team exists to provide a warm, friendly environment as we gather together for each worship experience. The Host Team places a particular focus on the newcomer, connecting them with regulars and ensuring they feel welcomed, removing any barriers that exist to their fellowship with us.

More than saying hello, opening doors, or handing out programs, the Host Team is at the core of our assignment to create environments where people encounter God and fall in love with Jesus. As we serve one another, welcome guests, provide a means of fellowship, and put the needs of others before our own, we are fulfilling this assignment!

Responsibilities and Duties:

The following is just a suggested schedule. Please feel free to adjust the timing as needs and opportunities arise.

20 minutes before service:

- Check that all candles have been turned on in/lit in entrances, chapel and around the room (5:30 and 8:30 only).
- Open and unlock necessary doors (5:30 and 8:30 only).
- Put on your Hospitality Team Lanyard and check the board for any service announcements you may need to know in advance.
- Check in with the service team captain and let them know you are present.

15 minutes before service:

- Be at one of four assigned locations to greet and open doors for people: opening the door at the two main entrances and handing out programs just inside each entrance
- Keep an eye out for guests, welcoming them to the church, offering them a gift from the information station, and connecting them with regulars.
- Encourage people to fill out a nametag.
- Make an effort to spend the majority of your time with newcomers. Catch up with regular attenders and friends after the service when you are finished hosting. As a host, your primary goal is to greet and welcome guests and occasional attenders- to help prepare their hearts for worship and help them feel like they belong.

5 minutes after the service starts:

- Door openers will move to become ushers, on the lookout for late comers and helping them find a seat. The door opener from the glass doors will move and stand beside the tech booth near the loft steps. The door opener from the brown doors will stand in the back near The Chapel.
- Those handing out bulletins will remain in place until 15 minutes after the service starts.

10 minutes after the service starts, Host Team members are free to take their seats.

Immediately following each service:

- Check that restrooms are clean and stocked (5:30; 8:30; 9:45 only).
- Make sure connection cards and pens are out on every other seat in preparation for next service (5:30; 8:30; 9:45 only).
- Pick up trash left from previous service.
- Gather extra cards, bulletins, etc. and place on the brown railing in the dugout (11:15 only).
- Check that name tags are stocked and pens are available for next service.
- Check that all candles have been turned off or extinguished (5:30 and 11:15 only)
- Turn off lamps (5:30 and 11:15 only)

Expectations:

- Please arrive 20 minutes before your service time and be ready to serve.
- Please dress in appropriate attire (two people each day will be standing outside opening doors- please be prepared)
- Remember that your goal is to serve our guests and occasional attenders so they will encounter God and feel connected with the people in our church. Please make every effort to focus on guests while you are hosting and set aside time to catch up with friends after the service.
- Put on a smile and a positive attitude!
- If you can't answer a question, connect them with someone who can- don't say, "I don't know." Feel free to refer them to a staff member who is normally stationed by the information station in the dugout.
- Team members will receive an e-mail reminder the week they are scheduled to serve. This e-mail will have an overview of the weekend service and highlight any special considerations you will need to be aware of. Please be sure to read this before you serve so you are ready for what's to come.

Training:

- Host Team members will be provided with occasional training opportunities. Please make every effort to attend. Childcare will be provided at no cost.

Scheduling:

Hosts are scheduled once a month. If you are unable to fulfill your assigned role, please attempt to find another host team member who can swap weeks with you or take your place. If you are unable to work out a replacement on your own, please contact your service team captain at least three days before you are scheduled to serve and they will see to it that all positions are covered. Please do your best to plan ahead so we can be ready to welcome all guests and make sure the quality of the experience is not compromised.

Coffee Shop Team Job Description

Creating an environment of Trust: Trust Christ, Trust Us, Trust Others

Purpose:

The Coffee Shop Team exists to provide a warm, friendly environment as we gather together for each worship experience. The Coffee Shop Team places a particular focus on the serving coffee to help people relax and enjoy their experience.

More than saying serving coffee, the Coffee Shop Team is at the core of our assignment to create environments where people encounter God and fall in love with Jesus. As we serve one another, welcome guests, provide a means of fellowship, and put the needs of others before our own, we are fulfilling this assignment!

Responsibilities and Duties:

8:30am service

- Arrive between 7:15 and 7:30am
- Start making coffee
 - On one of the coffee machines Start making regular coffee
 - Open the regular coffee and put in the filters (about 25 set ups) to have ready to make the next pot of coffee.
 - On the other coffee machine, prepare 3 pots of decaf (this is usually enough for all three services)
- Make one pot of hot water and put in the silver air pot (for those who like hot tea)
- Once the decaf and water has been made, use this machine to make regular coffee.
- While the coffee is starting, one of you go ahead and fill the creamers and sugar.
- Continue to make coffee, keeping the cambro (for regular coffee) full and have at least 3 pots ready to go on the burners for back up. When you use one of the back-ups, make another. This should keep the cambro full so when the service begins you can join the service.
- Wait at least 5 minutes for the late arrivals before joining the service.
- Do not turn the cambros around when the service begins.

9:45am service

- Arrive about 9:15am
- Check the creamers and sugar and fill them. The coffee cambro should be full, but if not start making coffee.
- Continue to make coffee to keep the cambro at least half full so when the 11:15 servers arrive they are ready to start.
- Have at least one pot of coffee on the burner for back up.
- Wait at least 5 minutes for the late arrivals before joining the service.
- Do not turn the cambros around when the service begins.

11:15am service

- Arrive about 10:45am
- Check the creamers and sugar and fill them. The coffee cambro should be at least half full but if not, start making coffee to get you through the service.

- Once the service has started you can begin cleaning up the coffee shop if you are not joining the service. If you attend the service, clean the coffee supplies after the service.
- Wash out both coffee cambros and stack them in the corner by the refrigerator (lids off).
- Empty and rinse out the air pot and wipe down the counters.
- Make sure all the burners on the coffee machines are turned off (please do not unplug the machines) Take out the trash.

5:30pm Sat. service

- Arrive about 4:45pm
- Start making coffee; one pot of decaf should be enough to get you through (you can either put this in the silver air pot or keep the pot on the burner) and depending on the service 5 or 6 pots of regular.
- Check and fill up the creamers and sugar.
- Once the service has started you can begin cleaning up the coffee shop if you are not joining the service or clean up afterwards if you are.
- Wash out the coffee cambro and stack it in the corner by the refrigerator (leave the lid off).
- Empty and rinse out the air pot if you used it and wipe down the counters.
- Make sure all the burners on the coffee machines are turned off (please do not unplug the machines). Take out the trash.

Expectations:

- Please arrive on time.
- Remember that your goal is to serve our guests and occasional attenders so they will encounter God and feel connected with the people in our church. Please refrain from personal conversations so you can fully focus on your goal.
- Put on a smile and a positive attitude!
- If you can't answer a question, connect them with someone who can- don't say, "I don't know." Feel free to refer them to a staff member who is normally stationed by the information station in the dugout.
- Team members will receive an e-mail reminder the week they are scheduled to serve. This e-mail will have an overview of the weekend service and highlight any special considerations you will need to be aware of. Please be sure to read this before you serve so you are ready for what's to come.

Training:

- Coffee Shop Team members will be provided with occasional training opportunities. Please make every effort to attend. Childcare will be provided at no cost.

Scheduling:

Coffee Servers are generally scheduled once a month. If you are unable to fulfill your assigned role, please attempt to find another team member who can swap weeks with you or take your place. If you are unable to work out a replacement on your own, please contact your service team captain at least three days before you are scheduled to serve and they will see to it that all positions are covered. Please do your best to plan ahead so we can be ready to welcome all guests and make sure the quality of the experience is not compromised.

Children's Ministry Host Job Description

Creating an environment of Trust: Trust Christ, Trust Us, Trust Others

Purpose:

The Children's Ministry Hosts exist to provide a safe, welcoming environment to regular attenders and guests by helping families through the check-in process. In addition, Children's Ministry Hosts connect with guests and provide them with an overview of The Chapel's Children's Ministry and help direct guests to the appropriate room for their children.

More than checking kids into children's ministry, the Children's Ministry host is a big part of our assignment to create environments where people encounter God and fall in love with Jesus. Their role is to help people trust us with the care of their children so they can fully engage in worship and learn to trust Christ.

Responsibilities and Duties:

20 minutes before service:

- Put on your name badge.
- Check that all printers have printer tape and that computers are up and running.
- Double-check that there are guest registration forms and barcodes available.
- Greet kids and parents as they come in the door.
- Assist regular attenders in running their barcode through the scanner and checking their kids into the service.
- Direct guests to the guest registration station and help them get registered in the system. Get the parent's first and last names, cell phone number and the first and last names of children. Help them check-in and explain the badge/check-out process. Give visitors a form to complete and return if they're interested in receiving a barcode for easy check-in next time.
- Set a tone of excitement and expectation as families are entering and leaving the room.

10 minutes after service starts:

- Be on the look-out for kids who are late. Help them get checked in and placed in the appropriate environment.
- Provide extra assistance during the service as needed. Walk around and monitor the classes-checking in with children's ministry leaders.
- Be available to help look up parents' emergency contacts on the computer as needed and respond to any emergency situations that may arise- following The Chapel emergency protocols.
- Make sure the room is cleaned up and ready for the next service before you leave.

Training:

- Everyone in children's ministry is required to go through Safe Sanctuaries training. They are required to have been attending The Chapel at least 6 months, have completed the online training and application process, and have a background check on file.

- Children's Ministry Hosts will be provided with the opportunity to take a CPR course. This is encouraged, but not required.

Expectations:

- Please arrive 20 minutes before your service time and be ready to serve.
- All Children's Ministry Hosts must be 18 years or older.
- Remember that your goal is to serve our guests and help facilitate the check-in process for children's ministry. Please refrain from personal conversations so you can fully focus on your goal.
- Put on a smile and a positive attitude!
- If you can't answer a question, connect them with someone who can- don't say, "I don't know."
- Work One/Worship One- When you are serving as a Children's Ministry Host, please make every effort to attend another worship service at a different time. Your spiritual growth is very important to us and we don't want your service to stand in the way of your faith development.

Scheduling:

If you are unable to fulfill your assigned role, please contact the Children's Director, Paige Madden, at least three days before you are scheduled to serve and she will see to it that all positions are covered. Please do your best to plan ahead so we can be ready to welcome all guests and make sure the quality of the experience is not compromised.

Tech Team Job Description

Creating an environment of Trust: Trust Christ, Trust Us, Trust Others

Purpose:

The Tech Team exists to facilitate all visual, lighting, and sound needs during our weekend worship experiences. In addition, this team facilitates our live online worship presence. This team includes operating the sound board, camera, lightning, computer and projectors as well as any other technical needs required to operate the weekend service. The Tech Team is a big part of our assignment to create environments where people encounter God and fall in love with Jesus. They seek to enhance the participant's worship experience through clear, relevant, and effective use of multi-media.

Responsibilities and Duties:

There are four main roles on the Tech Team:

AV Computer Lead- responsible for the presentation of all visual presentations at each service. The AV Production Lead ensures that the worshippers are presented with scripture, songs, and videos through the use of ProPresenter software.

- ProPresenter Preparation
 - o Secure order of worship
 - o Integrate songs/videos into schedule
 - Import new songs
 - Import videos and PowerPoint presentations into ProPresenter
 - o Review speaker's presentation and ensure it is formatted and sized for presentation
- Tech Guidance
 - o Provide leadership for the team at each service

Video/Lighting Lead- responsible for the presentation of projected media at each service. The Video Lead ensures that the camera shots and ProPresenter presentations are used to enhance the worshipper's experience, and manages the cameraman role.

- Control presentation at services
 - o Use switcher to control flow of visuals between computer and cameras for screens and broadcast
 - o Determine the best camera shots to enhance the worshippers' experiences
 - o Use matrix to control presentation on all screens/TVs
- Projectors/TVs
 - o Ensure projectors and TVs are on and working properly for all services
 - o Turn off projectors and TVs at the end of all services
- Lighting
 - o Ensure stage and room lighting is set to proper levels
 - o Ensure worship area lighting is set to proper level
 - o During service, raise and lower lights as required for optimal worship experience

Audio Lead- responsible for performing audio engineering functions for all Chapel events. The ability to use audio equipment for music, speakers, etc. is a critical role in communicating all Chapel messages.

- Audio Engineering
 - o Set up and run all Front of House (FOH) equipment during Chapel events, include but not limited to:
 - Sunday worship services
 - Special events
 - o Perform sound checks as needed for band practice and performances
- Audio Recording
 - o In conjunction with the Recording Lead role, capture video and publish to our LiveStream site.
- Band/speaker Liaison for sound needs
 - o Evaluate and supply needs of the band and speakers for audio needs such as mics, monitors, cables, etc.
- Community!
 - o Spend time with Tech Team developing relationships
 - o Worship with and support other Tech Team members as needed in person and professional lives
 - o Have FUN!

Training:

- On the job training is one perk of this job! Whether you have experience or not, show up willing to learn and we'll walk with you through every job.

Expectations:

- Tech Team members serve one weekend per month. Serving one weekend involves working either the Saturday evening service or all three services on Sunday morning.
- The Saturday night team is expected to arrive at 4pm for sound check and to set up for worship.
- The Sunday morning team is expected to arrive at 7am for sound check and set up.

Scheduling:

The Tech Team uses planning center to schedule and remind volunteers when they have agreed to serve. If you are unable to serve, please contact your team leader as soon as possible- preferably at least three days before you are scheduled to serve. It is helpful if you are able to secure a substitute for yourself.

Communion Server Job Description

Creating an environment of Trust: Trust Christ, Trust Us, Trust Others

Purpose:

The Communion Server Team exists to provide a welcoming environment as we come to the Lord's table. This team helps others experience God's grace through the sacrament of communion. As we serve one another we are fulfilling this assignment!

Responsibilities and Duties:

30 minutes before service:

- Designated set-up person(s) arrive to prepare the elements.
- Place 4 sets of elements on communion table.

15 minutes before service:

- All servers gather at the altar to be served communion by the pastor and pray.
- Place elements in designated areas.

During service:

- At appropriate time pick up elements and go to designated station to serve communion to the congregation.
- Give each person who comes forward the elements while saying, "The body of Christ, broken for you" or "The blood of Christ, shed for you."

Immediately following each service:

- Designated server replenish the elements (8:30; 9:45)
- Designated server(s) clean up communion. (5:30; 11:15)
- Wash chalice and put wrap up and put away. (5:30; 11:15)
- Take leftover bread and juice outside and place bread on the ground and pour juice over it.

Expectations:

- Please arrive on time.
- Put on a smile and look them in the eye when serving.
- If possible, call person by name when serving the elements.
- Team members will receive an e-mail reminder the week they are scheduled to serve. This e-mail will have an overview of the weekend service and highlight any special considerations you will need to be aware of. Please be sure to read this before you serve so you are ready for what's to come.

Training:

- Communion Server Team members will be provided with occasional training opportunities. Please make every effort to attend. Childcare will be provided at no cost.

Scheduling:

Communion Servers are generally scheduled once a month. If you are unable to fulfill your assigned role, please attempt to find another team member who can swap weeks with you or take your place. If you are unable to work out a replacement on your own, please contact your service team captain at least three days before you are scheduled to serve and they will see to it that all positions are covered. Please do your best to plan ahead so we can be ready to serve.

Children's Ministry Volunteer Job Description

Creating an environment of Trust: Trust Christ, Trust Us, Trust Others

Purpose:

Children's Ministry at The Chapel is designed to help parents spiritually grow and develop kids so that in God's timing, they will develop a relationship with Jesus. Our goal is to create an environment where kids can encounter Him. Connectors help encourage child-to-child, child-to-adult, and child-to-God relationships through small group interactions.

Children's Ministry at The Chapel is child-targeted. We aim to provide a safe place for kids emotionally and physically. We provide relevant teaching that is application oriented to reach today's kids. We offer intentional shepherding through small groups where we model Jesus and help kids apply what they learn. We aim to teach the Bible creatively through our curriculum and programs. And of course, we have lots of fun while accomplishing these goals!

Responsibilities and Duties:

- Prepare for the lesson by reading over the materials emailed out the week before you serve.
- Arrive 15 minutes before your scheduled service time.
- Greet kids as they come into your group and begin making conversation.
- Set a tone of excitement and expectation as kids are gathering.
- Make connections with kids as guided by the Communicator (teacher). Engage children in discussion with each other and with you. Ask probing questions that require more than a one-word answer. Be willing to share personal experiences and show vulnerability—be real!!
- Stay with your group until the Children's Ministry Host or Communicator calls them for check-out.
- Make sure that the room is cleaned up and ready for the next service before you leave.

Expectations:

- Please arrive 15 minutes prior to the service beginning.
- Remember that your goal is help kids encounter Jesus! Please be ready to greet kids as they arrive in order to connect, welcome, and help build relationships!
- Be happy! Smile and be positive! ☺
- Volunteers will receive an e-mail reminder the week they are scheduled to serve. This e-mail will include the lesson for the week. Please review the lesson to know what to expect!
- If you are unable to serve your assigned role, please attempt to find your own substitute by swapping weeks with someone else on the schedule. If this is not possible, contact the person in charge of your area.

- Work One/Worship One- When you are serving as a Children's Ministry Servant Leader please make every effort to attend another worship service at a different time. Your spiritual growth is very important to us and we don't want your service to stand in the way of your faith development.

Training:

- Everyone in children's ministry is required to go through Safe Sanctuaries training. They are required to have been attending The Chapel at least 6 months, have completed the online training and application process, and have a background check on file.

Scheduling:

Children's Ministry volunteers are usually scheduled 1 time per month, unless you request otherwise. If you are unable to serve your assigned role, please attempt to find your own substitute by swapping weeks with someone else on the schedule. If this is not possible, contact the person in charge of your area.

Children's Ministry Buds Special Needs Volunteer Job Description

Creating an environment of Trust: Trust Christ, Trust Us, Trust Others

Purpose:

Children's Ministry at The Chapel is designed to help parents spiritually grow and develop kids so that in God's timing, they will develop a relationship with Jesus. Our goal is to create an environment where kids can encounter Him. Our Buds ministry exists to provide a safe and fun place for children with special needs to learn about Jesus.

Children's Ministry at The Chapel is child-targeted. We aim to provide a safe place for kids emotionally and physically. We provide relevant teaching that is application oriented to reach today's kids. We offer intentional shepherding through small groups where we model Jesus and help kids apply what they learn. We aim to teach the Bible creatively through our curriculum and programs. And of course, we have lots of fun while accomplishing these goals!

Responsibilities and Duties:

- Prepare for the lesson by reading over the materials emailed out the week before you serve.
- Arrive 15 minutes before your scheduled service time.
- Greet parents of children with special needs at the door and help their children get transitioned into programming.
- Help children with special needs get settled as they begin to interact during free play time.
- Help children participate in lesson.
- Help with craft time.
- Help provide redirection during lesson, as needed.
- Provide them with free play and/or sensory activities if necessary depending on their individual needs.
- Stay with the child until their parents have come to pick them up.
- Make sure the area is cleaned up after kids have left.

Expectations:

- Please arrive 15 minutes prior to the service beginning.
- Remember that your goal is help kids encounter Jesus! Please be ready to greet kids as they arrive in order to connect, welcome, and help build relationships!
- Be happy! Smile and be positive! ☺
- Volunteers will receive an e-mail reminder the week they are scheduled to serve. This e-mail will include the lesson for the week. Please review the lesson to know what to expect!

- If you are unable to serve your assigned role, please attempt to find your own substitute by swapping weeks with someone else on the schedule. If this is not possible, contact the person in charge of your area.
- Work One/Worship One- When you are serving as a Children's Ministry Host, please make every effort to attend another worship service at a different time. Your spiritual growth is very important to us and we don't want your service to stand in the way of your faith development.

Training:

- Everyone in children's ministry is required to go through Safe Sanctuaries training. They are required to have been attending The Chapel at least 6 months, have completed the online training and application process, and have a background check on file.
- We provide a separate training for our BUDS volunteers, as needed, to focus on individual children's needs, behavior modification, and other strategies. Contact paige@thechapelbrunswick.com for more information.

Scheduling:

Children's Ministry volunteers are usually scheduled 1 time per month, unless you request otherwise. If you are unable to serve your assigned role, please attempt to find your own substitute by swapping weeks with someone else on the schedule. If this is not possible, contact the person in charge of your area.

Children's Ministry Buddy Break Volunteer Job Description

Creating an environment of Trust: Trust Christ, Trust Us, Trust Others

Purpose:

Children's Ministry at The Chapel is designed to help parents spiritually grow and develop kids so that in God's timing, they will develop a relationship with Jesus. Our goal is to create an environment where kids can encounter Him.

Children's Ministry at The Chapel is child-targeted. We aim to provide a safe place for kids emotionally and physically. We provide relevant teaching that is application oriented to reach today's kids. We offer intentional shepherding through small groups where we model Jesus and help kids apply what they learn. We aim to teach the Bible creatively through our curriculum and programs. And of course, we have lots of fun while accomplishing these goals!

Buddy Break provides respite care for parents of kids with special needs (VIP's) —they are able to drop their children off in a safe and fun environment and receive a "break". Your job as a Buddy Break volunteer is to provide safe care for these children in a fun environment!

Responsibilities and Duties:

- Arrive 30 minutes prior to the scheduled Buddy Break in order to prepare, learn about your VIP, and know about the plans for the day.
- Greet parents and kids as they come in the door. Ask parents how your VIP's morning has been and if there is any additional information you should know about.
- Follow your VIP's lead. If they love a certain area or toy, let them play in that area first, then encourage them to try something different. If they don't, then that's fine! Our goal is for them to have a fun and safe time!
- Stay with your VIP throughout the day. Interact with them, and be positive and happy!
- Stay with your VIP until their parents pick them up. Be positive! Make sure you share something special that happened or something they liked with their parents. This will help them begin to trust us and know we're providing a safe and fun place for their kids!
- Write a few sentences in your VIP's folder about your time with them. Include what he or she liked, didn't like, etc.
- Help make sure the room is cleaned up before you leave.

Expectations:

- Please arrive 30 minutes before Buddy Break.
- Remember that your goal is help kids encounter Jesus! Please be ready to greet kids as they arrive in order to connect, welcome, and help build relationships!
- Be happy! Smile and be positive! 😊

Training:

- Everyone in children's ministry is required to go through Safe Sanctuaries training. They are required to have been attending The Chapel at least 6 months, have completed the online training and application process, and have a background check on file.
- In addition to Safe Sanctuaries, our Buddy Break volunteers must complete Buddy Break training. This can happen one of two ways. First, you can schedule a time to sit down and meet with Paige. Contact her at paige@Thechapelbrunswick.com. Second, you can come shadow a Buddy at a scheduled Buddy Break. We'll provide the training as you shadow and see firsthand what the ministry is all about and what is expected of you.

Scheduling:

Buddy Break usually happens on the fourth Saturday of every month from 9:00am-12:00pm. You will receive an email each month asking if you can attend. Please reply back to the email as soon as possible, as the number of VIP's we can have is determined by how many buddies we have in attendance.

Youth Ministry Servant Leader Security and Check-in Job Description

Creating an environment of Trust: Trust Christ, Trust Us, Trust Others

Purpose:

Youth Ministry at The Chapel is designed to help students grow increasingly more like Christ. We do this through offering kids the opportunity to learn Bible-based truth in relationship rich small and large group environments led by loving, invested leaders.

The Security and Check-in Volunteer's goal is to make students feel welcome and ensure their safety. By meeting these needs, we're helping to eliminate distractions that stand in the way of students fully engaging in authentic community and worship.

Responsibilities and Duties:

- Arrive 15 minutes early
- Welcome students as they come in
- Make sure they use our computer check-in system.
- If they are new to The Greenhouse, help them get checked in and enter their information into the system. Help them get connected with other kids and introduce them to small group leaders.
- Talk to any parents that come in and let them know what time we start and end.
- Make sure no students leave The Greenhouse during the service unless a parent is there to pick them up.

Training:

Everyone in youth ministry is required to go through Safe Sanctuaries training. They are required to have been attending The Chapel at least 6 months, have completed the online training and application process, and have a background check on file. Periodic training events may be scheduled as needed.

Expectations:

- Arrive 15 minutes early.
- Be friendly to students and parents.
- Help build a spirit of expectation and excitement from the moment kids arrive.

Scheduling:

Serving in youth ministry is a weekly commitment. If you can't attend on your scheduled time, please make every effort to let Michael know at least 3 days before so He can find a sub.

Youth Ministry Servant Leader Small Group Leader Job Description

Creating an environment of Trust: Trust Christ, Trust Us, Trust Others

Purpose:

Youth Ministry at The Chapel is designed to help students grow increasingly more like Christ. We do this through offering kids the opportunity to learn Bible-based truth in relationship rich small and large group environments led by loving, invested leaders.

The Small Group Leader's goal is to provide an environment where students dive deeper in their relationship with the Lord and in community. The goal of small groups is not to teach content, but to develop authentic community where students feel comfortable sharing their lives and trusting each other. The Small Group Leader's job is to facilitate authentic relationships and encourage kids in their walk with Christ.

Responsibilities and Duties:

- Arrive 15 minutes early
- Get a handout of questions
- Watch video in small groups
- Pray before group
- Facilitate ice-breaker games and activities to engage students in conversation.
- Facilitate discussion among the group.- sometimes that simply involves keeping them on topic and other times it is helping them articulate their thoughts. It does not matter if you get through the questions- it matters if they are participating and growing.
- Make sure small group space is clean when finished.

Training:

Everyone in youth ministry is required to go through Safe Sanctuaries training. They are required to have been attending The Chapel at least 6 months, have completed the online training and application process, and have a background check on file. Periodic training events may be scheduled as needed.

Expectations:

- Arrive 15 minutes early
- Get know the students
- Encourage everyone to participate
- Pray for your students
- Be consistent let youth director know when you are not able to make it
- Have an open line of communication with the youth director- Report anything that needs to be addressed with parents of students or to police as well as things the youth director can be praying for.

Scheduling:

Serving in youth ministry is a weekly commitment. If you can't attend on your scheduled time, please make every effort to let Michael know at least 3 days before so He can find a sub.

Youth Ministry Servant Leader Thrive Volunteer Job Description

Purpose:

Youth Ministry at The Chapel is designed to help students grow increasingly more like Christ. We do this through offering kids the opportunity to learn Bible-based truth in relationship rich small and large group environments led by loving, invested leaders.

The purpose of a Thrive volunteer is to be on the look out for outsiders and new people. Thrive volunteers welcome guests and help them feel comfortable in a new environment by engaging with the student and introducing them to other students.

Responsibilities and Duties:

- Arrive 15 minutes early
- Welcome students
- Identify new students and introduce them to regulars that are around the same age or attend the same school
- Assist in getting everything set up for the service
- Be available for prayer and counseling during response times
- Help clean up Greenhouse after service is over
- Hangout until the last student has been picked up or Leader has let you know it is okay to leave

Training:

Everyone in youth ministry is required to go through Safe Sanctuaries training. They are required to have been attending The Chapel at least 6 months, have completed the online training and application process, and have a background check on file. Periodic training events may be scheduled as needed.

Expectations:

- Arrive 15 minutes early
- Get know the students
- Encourage everyone to participate
- Pray for your students
- Be consistent let youth director know when you are not able to make it
- Have an open line of communication with the youth director- Report anything that needs to be addressed with parents of students or to police as well as things the youth director can be praying for.

Scheduling:

Serving in youth ministry is a weekly commitment. If you can't attend on your scheduled time, please make every effort to let Michael know at least 3 days before so He can find a sub.

Security Team Job Description

Creating an environment of Trust: Trust Christ, Trust Us, Trust Others

Purpose:

The Security Team exists to maintain a safe environment during our worship experiences by helping people find appropriate parking places, monitoring facilities, providing a visible presence outside during the service, and responding to emergency situations as needed. The Security Team places a particular focus on the newcomer when parking cars, showing them where to park, enter the building, and ensuring they feel welcomed, removing any barriers that exist to their fellowship with us. After parking cars, the Security Team will patrol the campus during the service and be prepared to respond to emergencies and situations as needed.

More than parking cars and patrolling the campus, the Security Team is a big part of our assignment to create environments where people encounter God and fall in love with Jesus. As we take care of participants' basic safety needs, we enable them to fully engage in worship without worry.

Responsibilities and Duties:

20 minutes before service:

- Put out signs at the road (5:30 only).
- Put on your Security Team Lanyard and check the board for any announcements you may need to know in advance.
- Check in with the service team captain and let them know you are present.
- Pick up a radio, vest, and flashlight if needed.

15 minutes before service:

- Be at one of five assigned locations to park cars and direct people: along the road at the Gardenia entrance, near the playground and the awning, in the center of the parking lot in front of the main door, on the corner of the sanctuary at Harris Farm Road, along the road at the Harris Farm Road entrance.
- Keep an eye out for guests, welcoming them to the church, helping them find an up-front guest parking space and pointing them to children's ministry check-in and the sanctuary entrance.
- Make an effort to spend the majority of your time with newcomers. Catch up with regular attenders and friends after the service when you are finished hosting. Your primary goal is to greet and welcome guests and occasional attenders during this time- to help prepare their hearts for worship and help them feel like they belong.
- If it is raining, wear a rain poncho and take an umbrella from the Security Team Reception Area. If possible, assist people from their cars to the entrance.

15 minutes after the service starts:

- Patrol the parking lots and outside areas in pairs. Randomly move about the premises, inside and outside buildings, being attentive to security threats. Engage people in conversation who may be standing around in the parking lot.
- Occasionally walk through children's areas to provide security and assist as needed with emergencies.
- Prepare incident reports for the purpose of providing written documentation in the event on an incident. These forms can be found in the Security Team Reception area.
- Identify, respond to, and report campus safety and security hazards to your service team captain or church staff.

- Write down any facilities needs on the board in the reception area so those can be addressed during the following week.
- Notify law enforcement agencies of actual or potential security threats as required.

Immediately following the service:

- Bring in the road signs (11:15 only).
- Be sure that all doors are closed and locked (5:30 and 11:15 only).
- Take out the trash (5:30 and 11:15 only). Two trash cans in the front entrance, one by the back glass doors, one trash can in the hush baby room, and restroom trash cans.
- Return radio to charger.

Training:

- Everyone on the Security Team will go through Safe Sanctuaries training. They are required to have been attending The Chapel at least 6 months, have completed the online training and application process, and have a background check on file.
- Security Team members will be provided with the opportunity to take a CPR course at no cost. This is encouraged, but not required.

Expectations:

- Please arrive 20 minutes before your service time and be ready to serve.
- All security team members must be 18 years or older.
- Please dress in appropriate attire (you will be outside during the entire service- even in the rain!)
- Remember that your goal is to serve our guests, provide security, and facilitate traffic patterns so they will feel safe and focus on the worship experience. Please refrain from personal conversations so you can fully focus on your goal.
- Put on a smile and a positive attitude!
- If you can't answer a question, connect them with someone who can- don't say, "I don't know."
- Work One/Worship One- When you are serving on the Security Team, please make every effort to attend another worship service at a different time. Your spiritual growth is very important to us and we don't want your service to stand in the way of your faith development.

Scheduling:

Security team members are scheduled to serve once a month. If you are unable to fulfill your assigned role, please attempt to find another security team member who can swap weeks with you or take your place. If you are unable to work out a replacement on your own, please contact your service team captain at least three days before you are scheduled to serve and they will see to it that all positions are covered. Please do your best to plan ahead so we can be ready to welcome all guests and make sure the quality of the experience is not compromised.

Wednesday Night Work Crew Job Description

Creating an environment of Trust: Trust Christ, Trust Us, Trust Others

Purpose:

The Wednesday Night Work Crew exists to maintain and provide a safe, functional environment so we can carry out God's work through various ministries at The Chapel. The Wednesday Night Work Crew places a particular focus on construction, repair, and upkeep of Chapel-owned facilities.

Responsibilities and Duties:

Those serving on the Wednesday Night Work Crew should be prepared to participate in a variety of tasks in three basic categories:

- Construction projects- everything from hanging bulletin boards and assembling shelves to knocking down and building walls.
- Repair and maintenance- this includes things such as replacing broken switch plates to repairing a damaged door
- Systems Upkeep- basic building maintenance such as changing light bulbs and air filters

Training:

- On the job training is one perk of this job! Whether you have experience or not, show up willing to learn and we'll walk with you through every job.

Expectations:

- We meet in the parking lot by the sanctuary. Please arrive as close to 6pm as possible so we can divide up the projects among participants.
- If possible, please bring your own hand tools. We will furnish any big, specialty tools. If you do not have tools to bring, come anyway! We'll share!

Scheduling:

Wednesday Night Work Crew meets every Wednesday night. If you are unable to serve one night, please contact your service team captain at least three days before so we know how many people and projects to prepare for.

People Counters Job Description

Creating an environment of Trust: Trust Christ, Trust Us, Trust Others

Purpose:

People Counters for The Chapel are the “Census Takers.” Our mission is to obtain accurate attendance records so we can help staff and leadership predict growth patterns and attendance trends. This role contributes to helping The Chapel provide environments where people encounter God and fall in love with Jesus.

Responsibilities and Duties:

20 minutes into the service:

- Get the clipboard at the Tech Booth in the back of the room.
- Fill in the date & service time and the number of people you count. You may need to count from the loft to gain a better vantage point.
- Please make sure to find a place to count that is out of the way so as not to interrupt the worship experience for our guests.
- Once you are finished, leave the count sheet on the clipboard for the person counting the next service.

Training:

- On the job training is one perk of this job! We'll train you in everything you need to know!

Scheduling:

People Counters are scheduled one service a month. If you are unable to serve one weekend, please contact your service team captain at least three days before so we can make arrangements to find a sub.