

FWCC VOLUNTEER OPPORTUNITIES & JOB DESCRIPTIONS

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Note to Volunteers:

Each volunteer at FWCC has an assigned task. The purpose of these volunteer opportunities is to help create an exceptional experience for those attending FWCC. We would love for you to be a part of this endeavor. We invite you to choose a volunteer opportunity where you feel you can offer your best.

TRUE IMPACT COMES FROM THE HEARTS AND ATTITUDES OF THE VOLUNTEERS SERVING AT

CHILDREN'S DEPARTMENT (FAITHKid's)
COORDINATORS: Aaron and Karen Jagers

Opportunity: Nursery Helper

- All Sunday morning volunteers are responsible to attend a VIP RALLY at 9:30am on Sundays.
(Childcare provided)
- All Sunday morning volunteers are responsible to report to their volunteer position at 9:45am directly after VIP RALLY.
- All volunteers are responsible to wear proper attire.
- All volunteers must be willing to commit to the schedule established by their Department Coordinator.
- All volunteers are responsible to follow their department's procedures if they are unable to fulfill their scheduled commitment.
- All volunteers are responsible to be trained by their Department Coordinator.

Nursery Helpers will:

- Be a female at least 16 years of age
- Be born again and a member of Family Worship Center Church
- Agree to an extensive Background Check
- Fill out a ministry application
- Attend at least one service per week in the main sanctuary
- Be a positive example to the children to which you are ministering.
- Be willing to commit to the schedule established by the Nursery Coordinator (Usually once per month)

Opportunity: Lead Nursery Worker

- All Sunday morning volunteers are responsible to attend a VIP RALLY at 9:30am on Sundays.
(Childcare provided)
- All Sunday morning volunteers are responsible to report to their volunteer position at 9:45am directly after VIP RALLY.
- All volunteers are responsible to wear proper attire.
- All volunteers must be willing to commit to the schedule established by their Department Coordinator.
- All volunteers are responsible to follow their department's procedures if they are unable to fulfill their scheduled commitment.
- All volunteers are responsible to be trained by their Department Coordinator.

Lead Nursery Workers will:

- Be a female at least 21 years of age.
- Be born again and a member of Family Worship Center Church.
- Agree to an extensive Background Check.
- Fill out a ministry application.
- Attend at least one service per week in the main sanctuary.
- Be a positive example to the children to which you are ministering.
- Be willing to commit to the schedule established by the Nursery Coordinator. (Usually once per month)

Opportunity: Walkers & Pre-K (Ages 18 months-5 years) Teachers/Helpers:

- All Sunday morning volunteers are responsible to attend a VIP RALLY at 9:30am on Sundays. (Childcare provided)
- All Sunday morning volunteers are responsible to report to their volunteer position at 9:45am directly after VIP RALLY.
- All volunteers are responsible to wear proper attire.
- All volunteers must be willing to commit to the schedule established by their Department Coordinator.
- All volunteers are responsible to follow their department's procedures if they are unable to fulfill their scheduled commitment.
- All volunteers are responsible to be trained by their Department Coordinator.

Walkers & Pre-K Teachers/Helpers will:

- Be 21 years of age/Helpers must be 16 years of age.
- Be born again and a member of Family Worship Center Church.
- Attend at least one service per week in the main sanctuary.
- Agree to an extensive Background Check.
- Fill out a ministry application.
- Be a positive example to the children to which you are ministering.
- Be willing to commit to the schedule established by the Nursery Coordinator. (Usually once per month).
- Be able to teach a short lesson and assist the kids with a craft. (All materials provided.)

Opportunity: FAITHKid's Church Elementary (K-6 thru 5th grade)(Formerly Power Kids) – Substitute Teacher

- All Sunday morning volunteers are responsible to attend a VIP RALLY at 9:30am on Sundays. (Childcare provided)
- All Sunday morning volunteers are responsible to report to their volunteer position at 9:45am directly after VIP RALLY.
- All volunteers must be willing to commit to the schedule established by their Department Coordinator.
- All volunteers are responsible to wear proper attire.
- All volunteers are responsible to follow their department's procedures if they are unable to fulfill their scheduled commitment.
- All volunteers are responsible to be trained by their Department Coordinator.

FAITHKid's Church Elementary Substitute Teachers will:

- Teachers must be 21 years of age/Helpers must be 16 years of age.
- Be born again and a member of Family Worship Center Church.
- Agree to an extensive Background Check.
- Fill out a ministry application.
- Be a positive example to the children to which you are ministering.
- Be available to fill in with late notice.
- Be familiar with Mac/Propresenter (helpful but not necessary).
- Have experience with elementary-age children.
- Be available to assist appointed game and craft volunteers.
- Be able to teach a short Bible lesson. (All material provided)

Opportunity: FAITHKid's Church Check-in-Substitute

- All Sunday morning volunteers are responsible to attend a VIP RALLY at 9:30am on Sundays.
(Childcare provided)
- All Sunday morning volunteers are responsible to report to their volunteer position at 9:45am directly after VIP RALLY.
- All volunteers are responsible to wear proper attire.
- All volunteers must be willing to commit to the schedule established by their Department Coordinator.
- All volunteers are responsible to follow their department's procedures if they are unable to fulfill their scheduled commitment.
- All volunteers are responsible to be trained by their Department Coordinator.

FAITHKid's Church Check-in Substitutes will:

- Arrive 30 minutes prior to service.
- Attend training session on Roll-Call Check-in program.
- Agree to an extensive background check.
- Be friendly.
- Be familiar with Windows 8 touch-screen computer.
- Make sure EVERY child is checked in by a PARENT/GUARDIAN and has a tag before entering the FAITHKid's area.

GUEST CENTRAL DEPARTMENT
COORDINATOR: Jeff and Edye Dabney

Opportunity: Guest Central Host/Hostess

- All Sunday morning volunteers are responsible to attend a VIP RALLY at 9:30am on Sundays.
(Childcare provided)
- All Sunday morning volunteers are responsible to report to their volunteer position at 9:45am directly after VIP RALLY.
- All volunteers are responsible to wear proper attire.
- All volunteers must be willing to commit to the schedule established by their Department Coordinator.
- All volunteers are responsible to follow their department's procedures if they are unable to fulfill their scheduled commitment.
- All volunteers are responsible to be trained by their Department Coordinator.

Guest Central Hosts/Hostesses will:

- Introduce yourself to new guests at the Guest Central desk
- Custom build a welcome packet for your guest. Using our new welcome folders you will add handouts and flyers for events, ministries, and other pieces of information that would be relevant.
- Present a map of the church. Write your name at the top and then circle or mark the areas that will be of interest to your guest.
- On occasion, walk guests to where they should go
- Proactively introduce other people in the church to guests that would have similar interests.
- Periodically, attend a new visitor "meet and greet" immediately after service. It will last no more than 10-15 minutes. You will stand outside the hospitality suite to welcome guests. You will help offer refreshments and introduce them to Pastor Don and other church leaders.
- Receive and redeem a guest's welcome card and exchange it for their gift after service.
- Take all the welcome cards and copy the addresses to a post card. Write a quick "thank you for coming" message and take both sets of cards and drop them off at the church office door.

HOSPITALITY DEPARTMENT
COORDINATOR: Emily Claycomb

Opportunity: Hospitality Host/Hostess

- All Sunday morning volunteers are responsible to attend a VIP RALLY at 9:30am on Sundays.
(Childcare provided) (These will be special events for the Hospitality Department)
- All Sunday morning volunteers are responsible to report to their volunteer position at 9:45am directly after VIP RALLY. (These will be special events for the Hospitality Department)
- All volunteers are responsible to wear proper attire.
- All volunteers must be willing to commit to the schedule established by their Department Coordinator.
- All volunteers are responsible to follow their department's procedures if they are unable to fulfill their scheduled commitment.
- All volunteers are responsible to be trained by their Department Coordinator.

Hospitality Hosts/Hostesses will:

- Assist Hospitality Department Coordinator with church events. Be willing to help as needed.
- Help set-up and clean-up before and after church events
- Complete the task in the manner requested by the Department Coordinator
- Work in a team environment

MAINTENANCE DEPARTMENT
COORDINATOR: Hank Maynard

Opportunity: Lawn care Worker

- All volunteers are responsible to wear proper attire.
- All volunteers must be willing to commit to the schedule established by their Department Coordinator.
- All volunteers are responsible to follow their department's procedures if they are unable to fulfill their scheduled commitment.
- All volunteers are responsible to be trained by their Department Coordinator.

Lawn Care Workers will:

- Cut grass
- Maintain flower beds and islands; plant flowers, weed, mulch

Opportunity: Building Maintenance Worker

- All volunteers are responsible to wear proper attire.
- All volunteers must be willing to commit to the schedule established by their Department Coordinator.
- All volunteers are responsible to follow their department's procedures if they are unable to fulfill their scheduled commitment.
- All volunteers are responsible to be trained by their Department Coordinator.

Building Maintenance Workers will:

- Provide general and light building maintenance; changing light bulbs, cleaning windows, changing ceiling tiles, etc.

OUTREACH DEPARTMENT
COORDINATOR: William Green

Opportunity: Bus Driver

(Bus Drivers will not attend the VIP Rally on Sunday mornings)

- All volunteers are responsible to wear proper attire.
- All volunteers must be willing to commit to the schedule established by their Department Coordinator.
- All volunteers are responsible to follow their department's procedures if they are unable to fulfill their scheduled commitment.
- All volunteers are responsible to be trained by their Department Coordinator.

Bus Drivers will:

- Have a valid driver's license and insurance
- Be 25 years of age
- Pick-up guests at their homes
- Provide safe transportation to church and back home from church.
- Greet passengers and provide friendly interaction.
- Be open/sensitive to potential prayer needs
- Have proven reliability, integrity, and consistency as a member of FWCC
- Abide by all traffic laws and represent Jesus and FWCC well
- Help keep the bus clean

STUDENT MINISTRIES DEPARTMENT
COORDINATORS: Eric Wess

Opportunity: Regular Adult Leader

This group consists of adult leaders who work with the youth on a regular basis.

- All Sunday morning volunteers are responsible to attend a VIP RALLY at 9:30am on Sundays.
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- All Sunday morning volunteers are responsible to report to their volunteer position at 9:45am directly after VIP RALLY.
- All volunteers are responsible to wear proper attire.
- All volunteers must be willing to commit to the schedule established by their Department Coordinator.
- All volunteers are responsible to follow their department's procedures if they are unable to fulfill their scheduled commitment.
- All volunteers are responsible to be trained by their Department Coordinator.

Regular Adult Leaders will:

- Assist in carrying out the vision for Identity Youth Student Ministries.
- Attend three Sunday Night LIVE services a month.
- Attend all activities and socials.
- Attend all leaders' meetings and any other special meetings or workshops
- Notify the appropriate leader at least 24 hours before a service or activity if they are not able to attend
- Serve as Small Group Leader on Wednesday nights when called upon or asked to do so.

Opportunity: Sunday Morning Middle School Class Teacher

This special group of Adult Leaders must qualify for Regular Adult Leader status that will teach the Sunday morning Middle School Class.

- All Sunday morning volunteers are responsible to attend a VIP RALLY at 9:30am on Sundays.
(Childcare provided)
- All Sunday morning volunteers are responsible to report to their volunteer position at 9:45am directly after VIP RALLY.
- All volunteers are responsible to wear proper attire.
- All volunteers must be willing to commit to the schedule established by their Department Coordinator.
- All volunteers are responsible to follow their department's procedures if they are unable to fulfill their scheduled commitment.
- All volunteers are responsible to be trained by their Department Coordinator.

Sunday Morning Middle School Class Teachers will:

- Assist in carrying out the vision for Identity Youth Student Ministries' Middle School Program.
- Use the online tool to study and prepare to teach Middle School Class at least twice a month.
- Attend activities and socials
- *Can also serve as a Middle School Small Group Leader on Wednesday Nights.*

Opportunity: Coffee Shop Host/Hostess

- All Sunday morning volunteers are responsible to attend a VIP RALLY at 9:30am on Sundays.
(Childcare provided)
- All Sunday morning volunteers are responsible to report to their volunteer position at 9:45am directly after VIP RALLY.
- All volunteers are responsible to wear proper attire.
- All volunteers must be willing to commit to the schedule established by their Department Coordinator.
- All volunteers are responsible to follow their department's procedures if they are unable to fulfill their scheduled commitment.
- All volunteers are responsible to be trained by their Department Coordinator.

Coffee Shop Hosts/Hostesses will:

- Unlock and set-up the coffee shop before service
- Make coffee as directed by Department Coordinator
- Take orders for CDs as directed by Department Coordinator
- Sell items in the coffee shop as directed by Department Coordinator
- Manage money
- Follow all coffee shop procedures
- Clean-up and lock-up the coffee shop after service

TECHNICAL SERVICES: AUDIO DEPARTMENT
COORDINATOR: David Scott

Opportunity: Recording Engineer

- All Sunday morning volunteers are responsible to attend a VIP RALLY at 9:30am on Sundays. (Childcare provided)
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- All volunteers are responsible to wear proper attire.
- All volunteers must be willing to commit to the schedule established by their Department Coordinator.
- All volunteers are responsible to follow their department's procedures if they are unable to fulfill their scheduled commitment.
- All volunteers are responsible to be trained by their Department Coordinator.

Recording Engineers will:

- Mix and monitor all recordings and ambience feeds on a continuous basis from the start to end of service. Listen for distortion, interference, pops, crackles and other artifacts that may affect the recording quality.
- Ensure that stage chatter, rehearsal feeds & effects sends are not fed into the Matrix Ambience Feeds at any time. Note that only Ambience music shall be routed to Ambience Zones (Nursery, Restrooms, Hallways, etc.)
- Start the Pre-Service Music in all Ambience zones at least 30 minutes prior to the start of service, and cue the post-service music for ambience and FOH zones prior to the conclusion to the service so it may be played as soon as the service ends.
- Mix the Ministers, Special Speakers & Worship Service feeds into the Ambience Zones from within the Matrix section once the service begins.
- Perform a "Walk Check" of all ambience zones prior to the start of the service.
- Manage the recording media for sermons and special ministry when he/she is scheduled for recording engineering duty. This includes labeling and cueing the recording medium, and once the recording has completed, finalizing the recording. This also includes file naming and organizing Hard Disk recordings for storage on the Media File Server as well as transferring recordings from field recorders to the PC for long term storage.
- Be available to assist ministers with microphones or answer questions and generally communicate with church members who may visit the Booth, when not actively monitoring the recording mixes.
- Cover the console and address any stage issues until completion of the mix engineer's walk check. Please note that if visitors ask for assistance or want to communicate for any reason that is not an emergency, ask them to wait until the mix engineer returns.
- Run the CD Recorders, PC Media Player and Hard Disks on the right of the Console.
- Be available, on a periodic basis, to cover special events such as weddings, funerals, Youth events, outreaches and ladies' meetings – this commitment is usually not more than one or two per year, per team member.

Opportunity: Mix Engineer

- All Sunday morning volunteers are responsible to attend a VIP RALLY at 9:30am on Sundays.
(Childcare provided)
- All Sunday morning volunteers are responsible to report to their volunteer position at 9:45am directly after VIP RALLY.
- All volunteers are responsible to wear proper attire.
- All volunteers must be willing to commit to the schedule established by their Department Coordinator.
- All volunteers are responsible to follow their department's procedures if they are unable to fulfill their scheduled commitment.
- All volunteers are responsible to be trained by their Department Coordinator.

Mix Engineers will:

- Mix and monitor all F.O.H. and stage cue mixes.
- Maintain visual contact with the stage personnel at all times.
- Use headphones to listen to the stage personnel discussions , and interject when issues are discussed that pertain to the cue mixes or technical services in general.
- Run the playback deck on the left side of the console
- Check each stage monitor mix continuously and on every song in order to ensure that no issues are present on any mix, and that performer levels are balanced.
- Annotate the song list with mix instructions and cues for solos and effects.
- Perform a Walk-Check of the monitors on stage to ensure that SPL levels at the monitor outputs are consistent with console LED levels
- Perform a Walk Check of the F.O.H. while mixing during rehearsals and Services.
- Be available, on a periodic basis, to cover special events such as weddings, funerals, Youth events, outreaches and ladies' meetings – this commitment is usually not more than one or two per year, per team member.

Other Responsibilities :

- Check and/or Exchange Batteries in mic systems prior to the start of every service.
- Check stock levels of recording media and report to TS director.
- Ensure that windscreens are securely fastened onto microphones (where applicable).
- Test the integrity of all cables.
- Mix Engineer shall run the CD Playback deck on the left of the console.
- Assist the TS Director in periodic maintenance of both the audio and video equipment (twice per year)

USHER DEPARTMENT
COORDINATOR: Brian Blair

Opportunity: Usher

- All Sunday morning volunteers are responsible to attend a VIP RALLY at 9:30am on Sundays.
(Childcare provided)
- All Sunday morning volunteers are responsible to report to their volunteer position at 9:45am directly after VIP RALLY.
- All volunteers are responsible to wear proper attire.
- All volunteers must be willing to commit to the schedule established by their Department Coordinator.
- All volunteers are responsible to follow their department's procedures if they are unable to fulfill their scheduled commitment.
- All volunteers are responsible to be trained by their Department Coordinator.

Ushers will:

- Be inviting and always willing to help others
- Ensure offering envelopes are stocked and restock if needed before leaving after service
- Assist in catching during ministry lines after proper training
- Be knowledgeable of general information and locations in church, such as Children's church sign-in, Jr. Youth, Youth, restrooms, Guest Central, etc.
- In general, just be willing to help
- Be willing to volunteer at least once per month, but no more than three times.

Opportunity: Security Personnel

- All Sunday morning volunteers are responsible to attend a VIP RALLY at 9:30am on Sundays.
(Childcare provided)
- All Sunday morning volunteers are responsible to report to their volunteer position at 9:45am directly after VIP RALLY
- All volunteers are responsible to wear proper attire.
- All volunteers must be willing to commit to the schedule established by their Department Coordinator.
- All volunteers are responsible to follow their department's procedures if they are unable to fulfill their scheduled commitment.
- All volunteers are responsible to be trained by their Department Coordinator.

Security Personnel will:

- Have some background experience in security or a form of training in self defense
- Be willing to miss one service every 4-6 weeks
- Be willing to confront individuals who are in restricted areas
- Know church procedures and restrictions, especially those involving children's church, Jr. Youth, or Youth.
- Be willing to help whenever a need arises