Volunteer Role: Hospitality Team

Staff Ministry Leader/Owner: Jennifer Holloway
Ministry Lay Leader: Priscilla Grey
Time Commitment: Multi-year
Serving Frequency: Monthly
Average Hours: 1 hour, one Sunday a month (more if desired)
Minimum Age: Not specified

Summary
Help create an atmosphere of fellowship by coordinating refreshments during Sunday mornings in the Eagle’s Nest. Members of the Hospitality Team help with the following tasks: picking up donuts before first service, preparing coffee percolators, setting up donut displays, taking down donut displays, and washing display plates.

Position Qualifications
• Annual volunteer training

Spiritual Gifts that Might Help in This Role
• Serving
• Helps
Volunteer Role:  MOPS Hospitality Coordinator

Ministry:  MOPS  
Staff Ministry Leader/Owner:  Lee Simmons  
Ministry Lay Leader:  N/A  
Time Commitment:  Multi-Year Commitment (2 years if possible) 
Serving Frequency:  Weekly  
Average Hours:  1.5 – 2 hours  
Minimum Age:  N/A

Summary
As a part of the MOPS Steering Committee, the Hospitality Coordinator leads the setup and cleanup efforts for each bimonthly meeting and buys needed supplies.

Position Qualifications
No formal requirements, but must be a mother of a preschool child.

Spiritual Gifts that Might Help in This Role
• Serving  
• Leadership  
• Helps

Additional Information
• A volunteer in this role would be responsible for the following:
  GENERAL  
  Pray for MOPS!  
  Attend summer Steering retreat  
  Attend meetings (Steering & MOPS)  
  Interact with moms at meetings and events  
  Make an effort to attend outside MOPS events  
  Assist with other misc tasks or needs  
  Fill out reimbursement forms for any purchased materials  
  Be intentional and connect with moms outside of meetings including text, phone, email, playdate  
  Assist with Auction as needed

  SUMMER PREP  
  FIRST - Check MOPS closet for materials that can be used again  
  Create Centerpieces for each table  
  Provide prayer cards for each table  
  Pens and tissues on each table  
  Purchase table cloths, paper products, etc for meetings -

  MOPS MEETINGS  
  Set-up  
  Arrive at 8:30am. Get key from Grace to get in building.  
  Ensure you have 2-3 helpers for set-up and break-down for each meeting  
  Arrange plates, napkins, cutlery, cups and tablecloths

Date Last Updated: December 4, 2018
Get coffee and ice from the Eagle’s Nest (separate key needed)- find a helper to do this. Make sure rolling cart is out and ready to be used for breakfast items. Monitor needs and replenish as necessary (including all paper products and table cloths)

During Meeting
Pray around 9:35

Clean-up
People will help, but plan on being there until 11:45/12pm
Clean tables and coffee pots and put everything away in the closet
Take utensils home to clean and return
Take inventory and buy needed supplies (usually from the Dollar Store or Costco)
Lock supply closet (you will have 1 of 2 keys to the closet) and turn off all lights
Volunteer Role: Women’s Thursday Morning Hospitality

Ministry: Women’s Ministry
Staff Ministry Leader/Owner: Jennifer Holloway
Ministry Lay Leader: N/A
Time Commitment: One Year
Serving Frequency: Weekly
Average Hours: 1 hour per week
Minimum Age: N/A

Summary
Provide hospitality for the breakfast portion of Thursday morning discipleship.

Position Qualifications
• Willingness to attend Thursday morning discipleship and serve others

Spiritual Gifts that Might Help in This Role
• Serving
• Helps

Additional Information
• This volunteer team is responsible for the following:
  o Filling water pitchers and coffee pots
  o Setting table with tablecloth and utensils
  o Clean up hospitality table after event
  o Notify ministry leader when supplies are low
Volunteer Role: Meals of Grace Team Leader

Ministry: Meals of Grace
Staff Ministry Leader/Owner: Lee Simmons
Ministry Lay Leader: Tammy Flynt and Joanna Woodcock
Time Commitment: One year
Serving Frequency: Sporadically
Average Hours: 6 hours per month
Minimum Age: N/A

Summary
Organizes the Meals Team and communicates with families that have a need for meals.

Position Qualifications
No formal requirements

Spiritual Gifts that Might Help in This Role
- Serving
- Exhortation
- Leadership
- Administration
- Faith
- Helps

Additional Information
- A Meals Team leader needs to be somewhat familiar with navigating Realm. A website called Foodtidings is used for the meal signups. You will receive training on how to use these sites, but access to the Internet will be important.
- A team leader communicates with families that have a need for meals and communicates with pastoral team when needed, posts meal sign-ups and makes sure they are filled.
- Ideally three people lead this team so the responsibilities can be shared.
Volunteer Role: Meals of Grace Team Member

Ministry: Meals of Grace
Staff Ministry Leader/Owner: Lee Simmons
Ministry Lay Leader: Tammy Flynt and Joanna Woodcock
Time Commitment: Sporadic (as-needed)
Serving Frequency: Sporadically
Average Hours: 2 hours per month
Minimum Age: N/A

Summary
Signs up to bring a meal to a family in need 1-2 times a month. Takes the meal to the family’s home.

Position Qualifications
Willingness to cook or purchase a meal for a family in need

Spiritual Gifts that Might Help in This Role
- Serving
- Exhortation
- Leadership
- Administration
- Faith
- Helps

Additional Information
- A Meals Team volunteer needs to be somewhat familiar with navigating Realm. A website called Foodtidings is used for the meal signups. You will receive training on how to use these sites, but access to the Internet will be important.
- Volunteers should stay aware of the Realm meal posts and make space to take one meal per month as needs are announced.
- We also ask volunteers to spend time praying for families that are receiving meals.
Volunteer Role: WE! Shelter Meals Coordinator

Ministry: WE! Shelter
Staff Ministry Leader/Owner: Marshall Benbow
Ministry Lay Leader: N/A
Time Commitment: Duration of the shelter (December-March)
Serving Frequency: Weekly
Average Hours: 2-3 hours/week
Minimum Age: N/A

Summary
Makes sure that we have meals provided each night for the residents (keeps an eye on signups and works with shelter coordinator to provide meals).

Position Qualifications
• No formal requirements

Spiritual Gifts that Might Help in This Role
• Serving
• Mercy
• Helps
• Administration

Additional Information
• Needs to have computer skills, ability to text, email and call, and needs to be prompt in replying to requests and communication.
• Someone in this role will probably need to help people think through WHAT to cook or what dietary needs need to be considered as they are planning meals to bring.