Volunteer Role:  Connect: Women Hostess

Ministry: Women’s Ministry
Staff Ministry Leader/Owner: Jennifer Holloway
Ministry Lay Leader: N/A
Time Commitment: One Year
Serving Frequency: 5 times per year
Average Hours: 2 hours at each Connect: Women event.
Minimum Age: N/A

Summary
Co-Host a table along with one more lady at each Connect: Women event.

Position Qualifications
• No formal qualifications

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

Additional Information
• Volunteers in this role are responsible for the following:
  o Welcome ladies to sit at your table.
  o Pour and refill their water.
  o Distribute nametags and flyers to ladies at your table.
  o Lead conversations and help new ladies acclimate to the event.
Volunteer Role: GraceKids Kiosk Welcome Team

Ministry: GraceKids
Staff Ministry Leader/Owner: Lee Simmons
Ministry Lay Leader: N/A
Time Commitment: One year
Serving Frequency: Twice a month
Average Hours: 1.5 hours per month
Minimum Age: 16

Summary
Greet families and help troubleshoot the GraceKids check-in kiosks on Sunday morning.

Position Qualifications
• Must have attended Grace Community Church for a minimum of six months.
• Complete a Volunteer Application (with references listed for a reference check)
• Background Check
• Interview Required
• Mandatory Training

Spiritual Gifts that Might Help in This Role
• Serving
• Teaching
• Exhortation
• Leadership
• Word of Wisdom or Knowledge
• Faith
• Administration
• Pastor
• Evangelist

Additional Information
• Volunteers are assigned to serve two Sundays a month, arriving before service and staying at the kiosks until about 20 minutes after service begins.
• Volunteers must attend annual training event in August.
• Volunteers in this role are expected to do the following:
  o Set up and turn on kiosks before service (training is provided).
  o Man a Kiosk station and greet families as they sign-in.
  o Help families find their classroom(s).
• The Kiosk Welcome Team is a great place for a friendly, warm, computer-savvy person to serve. Patience with rushed families and technological issues would be very helpful.
Volunteer Role: GraceKids Welcome Host

Ministry: GraceKids
Staff Ministry Leader/Owner: Lee Simmons
Ministry Lay Leader: Not Applicable
Time Commitment: 1 Year
Serving Frequency: Bi-Monthly
Average Hours: 3 hours per month
Minimum Age: 18 years and older

Summary
Get to know and love on kids as you tell them the good news about the Best Life: a Life with God. The Welcome Host staffs the Children’s Welcome Table, greeting new families, signing them up, and helping them find their way to classrooms. During down time, the Welcome Host completes additional tasks as requested (e.g., writing birthday notes for kids, etc.).

Position Qualifications
• Satisfactory completion of the Volunteer Application, reference checks, background check and interview process
• Annual Training
• Must have attended Grace for at least 6 months

Spiritual Gifts that Might Help in This Role
• Serving
• Teaching
• Exhortation
• Leadership
• Word of Wisdom or Knowledge
• Faith
• Administration
• Pastor
• Evangelist

Additional Information
• Welcome Hosts serve 2 Sundays a month during one service.
• Volunteers are expected to regularly attend Sunday morning worship, in addition to their service.
• New volunteers will be given job training/shadowing before serving.
• A warm and outgoing personality is helpful in this role.
Volunteer Role: Parking Lot Greeter

Ministry: Visitor’s Welcome Team
Staff Ministry Leader/Owner: Jennifer Holloway
Ministry Lay Leader: Jacki Saslow
Time Commitment: Multi-year
Serving Frequency: Monthly
Average Hours: 30 minutes before both services, one Sunday a month
Minimum Age: Not specified, see additional information

Summary
Greet visitors and attendees with a smile as they come to worship on Sunday morning, making everyone feel welcome. Additional duties include directing visitors to the correct entrances, including sending those with children to the Children’s Welcome Table. Help anyone who needs assistance by opening doors.

Position Qualifications
• A friendly attitude and willingness to talk to new people
• Annual volunteer training

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

Additional Information
• Volunteers wear a green lanyard while serving to identify themselves.
• Adults are preferred to serve in parking lot areas, but children/teens are welcome to stand with them.
Volunteer Role: Greeter

Ministry: Trek Middle School Ministry
Staff Ministry Leader/Owner: Ansel Talbert
Ministry Lay Leader: Not Applicable
Time Commitment: 1 Year
Serving Frequency: Bi-weekly
Average Hours: 4-5 hours per month
Minimum Age: High school or older

Summary
As a greeter, you welcome students at the door with a big smile and are on the lookout for new families who need help finding their way around. You win when students feel welcomed and cared for as soon as they walk through the doors, so they’ll be more likely to connect with others in a small group.

Position Qualifications
- Satisfactory completion of the Volunteer Application, reference checks, background check and interview process
- Annual Training
- Must have attended Grace for at least 6 months

Spiritual Gifts that Might Help in This Role
- Serving
- Exhortation
- Giving
- Leadership
- Mercy
- Word of Wisdom or Knowledge
- Faith
- Helps
- Administration

Additional Information
- Reliability is essential. Volunteers are asked to commit to a regular shift and schedule, arriving at 8:45 am for Trek. If you need to miss a shift, communicate with the youth pastor and Greeter Team in advance.
- Greeters wear a youth t-shirt during their shift (provided at no charge). Come prepared with a smile and lots of energy!
- Give your all! That includes...
  - Treating every student like they’re the most important guest of the day.
  - Making sure every student signs in or registers at the sign-in station.
  - Looking for, and engaging, students who may be new, lost, or alone.
  - Giving visitors and first-time guests the VIP treatment.
  - Saying goodbye to students or families as they leave.
  - Attending the appropriate training events and meetings whenever possible.
Volunteer Role: Welcome Team

Ministry: Visitor’s Welcome Team
Staff Ministry Leader/Owner: Jennifer Holloway
Ministry Lay Leader: Jacki Saslow
Time Commitment: Multi-year
Serving Frequency: Monthly
Average Hours: 30 minutes after one service, one Sunday a month
Minimum Age: High school or older

Summary
Welcome visitors to our church by standing at the Welcome Kiosk during the Eagle’s Nest Fellowship time. As you interact with visitors, let them know about who we are at Grace, ways to get connected, and answer any questions they may have.

Position Qualifications
• A friendly attitude and willingness to talk to new people
• Annual volunteer training

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

Additional Information
• Volunteers wear a green lanyard while serving to identify themselves.
• Before leaving, volunteers write a follow-up note to each visitor they met thanking them for worshipping with us.
Volunteer Role: First Touch Team Leader

Ministry: First Touch
Staff Ministry Leader/Owner: Jennifer Holloway
Ministry Lay Leader: Joshua Green
Time Commitment: Multi-year commitment
Serving Frequency: Once a month
Minimum Age: 18

Summary
Lead First Touch Team for two services one Sunday morning a month.

Position Qualifications
• No formal qualifications, but should be friendly and willing to oversee and serve ushers.

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

Additional Information
• The team leader assigns stations for each user, ensures they each have bulletins and candy bars and guides them through the offering.
• Volunteers must attend annual volunteer training.
• Ushers wear a green shirt (provided by the church at no cost) while serving.
Volunteer Role:      First Touch Usher

Ministry:            First Touch
Staff Ministry Leader/Owner:     Jennifer Holloway
Ministry Lay Leader:        Joshua Green
Time Commitment:      Multi-year commitment
Serving Frequency:      Once a month
Minimum Age:         Middle School or Older

Summary
Greet people as they enter the sanctuary, pass out bulletins and give candy bars to visitors. Collect offering. Assist latecomers with finding a seat.

Position Qualifications
• No formal qualifications, but should be friendly!

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

Additional Information
• First Touch ushers serve in one service a month.
• Volunteers must attend annual volunteer training.
• Ushers wear a green shirt (provided by the church at no cost) while serving.