

SERVE



**ONE CHURCH.
MANY PARTS.
ONE HEART.**





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At Immanuel, we're all about **being** and **building** disciples. Part of that is **being** and **building** the church. We can't do that without **you**.

We're each gifted in many different ways, but one of the beautiful things about God's church is that He brings us together to use our gifts as **one** church, with one purpose of glorifying our Savior. We are **one** church, made up of **many** parts, with **one** heart: to share the love of Jesus.

But what is your part? This guide is designed to help you and your role at Immanuel. This guide does not include every SERVE opportunity. Some will be created with your help! It does include the key opportunities in our weekly programming where your involvement will make an impact for the Gospel.

If you want to speak with a pastor about discovering your unique gifts and passions, or want more information about serving, contact Phil Spigner at phil.spigner@ibclr.org or contact our Serve Coordinator, Elizabeth Campbell, at elizabeth@ibclr.org.



FIND YOUR

TEAM

We have several different teams you can be a part of! We will also be adding even more options in the future. Currently, you can serve on the:

- BACKGROUND TEAM**
- FIRST IMPRESSIONS TEAM**
- TEACHING & LEADING TEAM**
- TECH TEAM**
- SAFETY TEAM**

BACKGROUND TEAM

Without our background team, Sundays at Immanuel would be chaos! This team helps our Sunday services run smoothly and makes sure everything is ready for our guests and members so they can focus on the message God has for them that day.

SERVE OPPORTUNITIES

STAGE CREW

Setting up and tearing down the stage before, between, and after Sunday worship services is a big job! We need volunteers who can get the stage ready for worship by setting up for orchestra, helping transition the stage between services, and with mid-week setup and teardown.

TIME COMMITMENT: 30 MINUTES, ON ROTATION, THURSDAYS, FRIDAYS, or SUNDAY MORNINGS

WORSHIP GUIDE STUFFERS

Worship Guide inserts are one of the great ways we try to communicate with our members about upcoming events and opportunities. We rely on several rotating teams of worship guide stuffers who stuff inserts into the worship guide on Friday afternoons in the Church Office.

TIME COMMITMENT: 1 HOUR, FRIDAY AFTERNOONS, ON ROTATION AS NEEDED

I.M.P.A.C.T. PRAYER TEAM

Each week our rotating Prayer Teams humbly go before the Lord and pray for our members, our guests, our staff and our services. Prayer is one of the core values of our church. Through prayer, the lost are found, the hurting are healed, the empty are called and the Holy Spirit moves.

TIME COMMITMENT: 1 HOUR, SUNDAY MORNINGS, ON ROTATION

FIRST IMPRESSIONS TEAM

We desire for each person who comes on our campus to feel welcomed, safe, accepted, and pointed toward Christ. Our First Impressions Team is the front-line in making this happen! They are the first faces our guests and members see as they arrive on campus.

SERVE OPPORTUNITIES

PARKING LOT GREETERS & CART DRIVERS

Parking Lot Greeters REALLY are the first faces people see when they arrive each Sunday! Parking Lot Greeters may be directing traffic or greeting and assisting guests in the guest parking area. Either way, these volunteers know their main job is to welcome people and prepare their hearts for worship. Cart Drivers greet our members and guests at the Shuttle Stop and drive them to our North Entrance from 8:00-9:30 am. At 11:15 am, Cart Drivers also drive our members and guests back to their cars as they are leaving. Cart Drivers must have a valid driver's license, be cautious, and responsible for the people that are riding.

TIME COMMITMENT: 1.5 HOURS EACH SUNDAY MORNING ON ROTATION

DOOR GREETER

We want everyone who enters our church to be greeted with open arms and open doors! Our Door Greeters not only hold open the doors to our lobby and pass out worship guides to those entering our Worship Center, they also show people that they are welcomed and loved by our church family.

TIME COMMITMENT: 1 HOUR, EACH SUNDAY MORNING ON ROTATION



GUEST HOSTS

It is incredibly important that our guests feel well cared for when they visit Immanuel. We want them to feel welcomed and connected. When a guest comes to the Welcome Desk at each entrance, a Guest Host will be paired with them, engage them in conversation, connect them with pastors, and escort them to the Worship Center or Sunday School. Guest Hosts guide families who might need assistance to multiple locations. They are also responsible for making sure all guests fill out a Guest Information Card and are placed in our follow-up process.

TIME COMMITMENT: 1 HOUR, EACH SUNDAY MORNING ON ROTATION

GUEST SPOTTER

We want to make sure every guest who walks through our doors feels welcomed and included. Our Guest Spotters will help make sure this happens. These people roam the Worship Center and keep an eye out for anyone who looks new or unfamiliar. They engage these guests in conversation, and may even sit by them so they're not alone.

TIME COMMITMENT: EVERY SUNDAY MORNING

KIDS CHECK-IN

One of the first impressions parents have of a church is the Children's Ministry. We want the Children's Ministry to be a safe, secure, fun, and Bible-focused place. We need help on Sundays and Wednesdays checking in kids at our kiosks as they arrive. This person should be friendly and strive to help visitors feel welcomed, safe and at home.

TIME COMMITMENT: 1 HOUR, EACH SUNDAY MORNING OR WEDNESDAY EVENING ON ROTATION

WELCOME CALLERS

Welcome Callers are the gate-keepers to our follow-up process. We always try to follow-up with our guests and new members after their visit. Our desire is to help them become better connected to the Immanuel family. Welcome Callers will be assigned guests to call for a brief follow-up phone conversation within a day of their visit. The main goal is to see if there are any ways we can help get them connected and get any feedback on their experience at Immanuel.

TIME COMMITMENT: 30 MINUTES, EVERY WEEK

COFFEE STATIONS

We have several stations with coffee in key areas around the building. These are gathering places where our members can grab some coffee and connect with people. We need volunteers to help set up these stations and make sure they are refilled regularly throughout the morning.

TIME COMMITMENT: 2.5 HOURS, SUNDAY MORNINGS, ONCE A MONTH

TELEPHONE COUNSELORS

Each Sunday, we have groups of people who are homebound or in a healthcare facility who watch our services on television or online. These people can call our telephone counselor line and talk to one of our counselors for guidance or to answer any questions about the service. If you have a heart for giving gentle guidance and counsel, this is a great fit for you!

TIME COMMITMENT: 1 HOUR, EACH SUNDAY MORNING ON ROTATION

VAN DRIVERS

We have several senior adult members in various locations who are no longer able to drive. Our Van Drivers provide transportation to and from church for these beloved members of our congregation.

TIME COMMITMENT: 1 HOUR, EACH SUNDAY MORNING ON ROTATION



WEDNESDAY MEAL SERVERS

Every Wednesday evening we have a fellowship dinner and prayer gathering. Servers are needed to work the buffet line and greet everyone who comes through with a friendly face and kind-hearted service.

TIME COMMITMENT: 1 HOUR, EVERY WEDNESDAY EVENING

STUDENT CAFE WORKER

Most every Wednesday evening our High School and Middle School students have a worship service including a meal. Servers are needed to help in the Student Cafe. These workers will interact with students, welcome them, and serve dinner each Wednesday evening.

TIME COMMITMENT: EVERY WEDNESDAY EVENING

RECREATION FRONT DESK

This volunteer will sit at the Recreation Center front desk and assist in monitoring activity within the Recreation Center, as well as buzzing people into the building and checking out equipment. This person is a friendly and welcoming face to our members and the guests they bring into our Recreation Center.

TIME COMMITMENT: FLEXIBLE HOURS, 2-3 HOUR TIME BLOCK

TEACHING & LEADING TEAM

As a volunteer on our Teaching & Leading Team you will have the opportunity to be a hands-on part of our mission of being and building disciples! These teachers lead people to closer relationships with Jesus in Sunday School and other activities. Whether they serve as a preschool teacher singing “Jesus Loves Me” or as a leader of in-depth Bible studies for our seniors, this team is all about building strong community and relationships with Christ.

SERVE OPPORTUNITIES

PRESCHOOL SUNDAY SCHOOL TEACHERS

Preschoolers are eager to learn about Jesus and His love. Our goal in the preschool area is to partner with parents in laying a spiritual foundation for children so they will accept Jesus as their Lord and Savior. We teach Bible stories in simple and creative ways, and according to the child’s maturity, interests, and needs. We are always in need of Sunday morning volunteers!

TIME COMMITMENT: 1.5 HOURS, EVERY SUNDAY MORNING FOR 1 YEAR

PRESCHOOL MUSIC FRIENDS/MISSION FRIENDS LEADERS

On Wednesday nights, we have Music Friends and Mission Friends. The preschoolers sing songs, play fun instruments, learn about missions and the lives of missionaries. Also, we are always in need of people to help feed the preschoolers on Wednesday nights. You will be blessed by teaching our little ones about Jesus.

TIME COMMITMENT: 45 MINUTES, EVERY WEDNESDAY EVENING, SEPT.-MAY

KIDS SUNDAY SCHOOL TEACHERS

We desire to teach our children the truths of the Bible in a fun, safe and interactive environment. We are looking for lead and support teachers to fill positions in our Children’s Ministry. Sunday mornings are primarily interactive Bible studies with kids in age appropriate classes.

TIME COMMITMENT: 1.5 HOURS, EVERY SUNDAY MORNING FOR 1 YEAR

KIDS ZONE LEADERS

On Wednesday evenings, we have rotations of music, missions and recreation. You do not need to be experienced as we have great training for our teachers. We will help you find the right place to serve!

TIME COMMITMENT: 1.5 HOURS, EVERY WEDNESDAY EVENING FOR 1 YEAR



YOUTH SUNDAY SCHOOL TEACHERS

Sunday School is both an evangelism and discipleship tool of the student ministry. Middle School students will be in grade and gender specific classes while High School students will be in grade specific co-ed classes. Classes are offered during both hours, 9:00 am and 10:30 am. Sunday School is a non-threatening environment that gives students the chance to dive deeper into faith and friendships. Each group is led by 2-4 caring adults that create an inviting atmosphere of Bible teaching, faith, friendship, leadership, and service.

TIME COMMITMENT: 1 HOUR, EVERY SUNDAY MORNING, 9:00 OR 10:30 AM

YOUTH SMALL GROUP LEADERS

Small groups are the ongoing discipleship arm of the student ministry. Students are divided into groups by grade and gender, and they meet during the school year on Wednesday nights for middle schoolers and Sunday nights for high schoolers. The groups are open and welcoming to new guests. Small group leaders seek to relationally connect with students, model Christlikeness, and facilitate discussion among students with questions provided each week. Leaders will hopefully lead throughout a student's years in the student ministry and beyond.

TIME COMMITMENT: 1.5 HOURS, EVERY SUNDAY OR WEDNESDAY EVENING

ADULT SUNDAY SCHOOL TEACHERS

Sunday School is our main tool for discipleship and community. We have age graded classes beginning at 18 through 70+. The teacher is primarily responsible for preparing and presenting interactive lessons from God's Word. As the class leader, you are to lead life-changing Bible Study that is both discussion and lecture oriented with the focus on teaching people how to handle the scriptures for themselves.

TIME COMMITMENT: 1 HOUR, EVERY SUNDAY MORNING, PLUS PREP TIME & TEACHER MEETINGS THROUGHOUT THE YEAR

COACHES

We need leaders who are willing to coach a team within our children or youth basketball ministry. Practices are once a week and a game on the weekend during our basketball season. Coaches are expected to not only teach the sport, but also to be a spiritual leader for their team.

TIME COMMITMENT: DURING BASKETBALL SEASON, 1 HOUR EACH WEEK FOR PRACTICE & 1 HOUR EACH SATURDAY FOR GAMES





TECH TEAM

The Tech Team is one of the most important teams for the worship experience. Their job is to reinforce the message of the Gospel along with the expression of our corporate worship. If they are doing their job well, they will never be noticed, and the hearts and attention of the congregation will be pointed toward Christ. It's their job to make sure our congregation can stay focused on the service and the message God has for them. Even if you don't have experience in these areas, we will provide training to equip you to serve.

SERVE OPPORTUNITIES

SOUND ENGINEER

Sound Engineers operate the audio mixers during our worship services so that our corporate praises sound their best! They must be able to listen skillfully to the music and spoken word, and accurately reproduce the sound quality and character desired by our worship leaders. They will attend mid-week rehearsals prior to the Sunday they are scheduled to serve, as well as periodic training courses. Sound Engineers are also responsible for setting up and tearing down all cabling and microphones before the worship services and rehearsals, and putting it away afterward. We also need Sound Engineers for our Student Worship Services.

TIME COMMITMENT: TWO HOURS MID-WEEK, PLUS SUNDAY MORNING/EVENING, ON ROTATION

VISUAL ENGINEERS

Visual Engineers operate the slideshow that displays on the big screens during our worship services, allowing everyone to read, as well as hear our message. These slide shows include song lyrics, sermon notes, special videos, and weekly promotional ads that display before the service. We also need volunteers to work Pro-Presenter during our Student Worship Services.

TIME COMMITMENT: TWO HOURS MID-WEEK, PLUS SUNDAY MORNING/EVENING, ON ROTATION



VIDEO OPERATOR

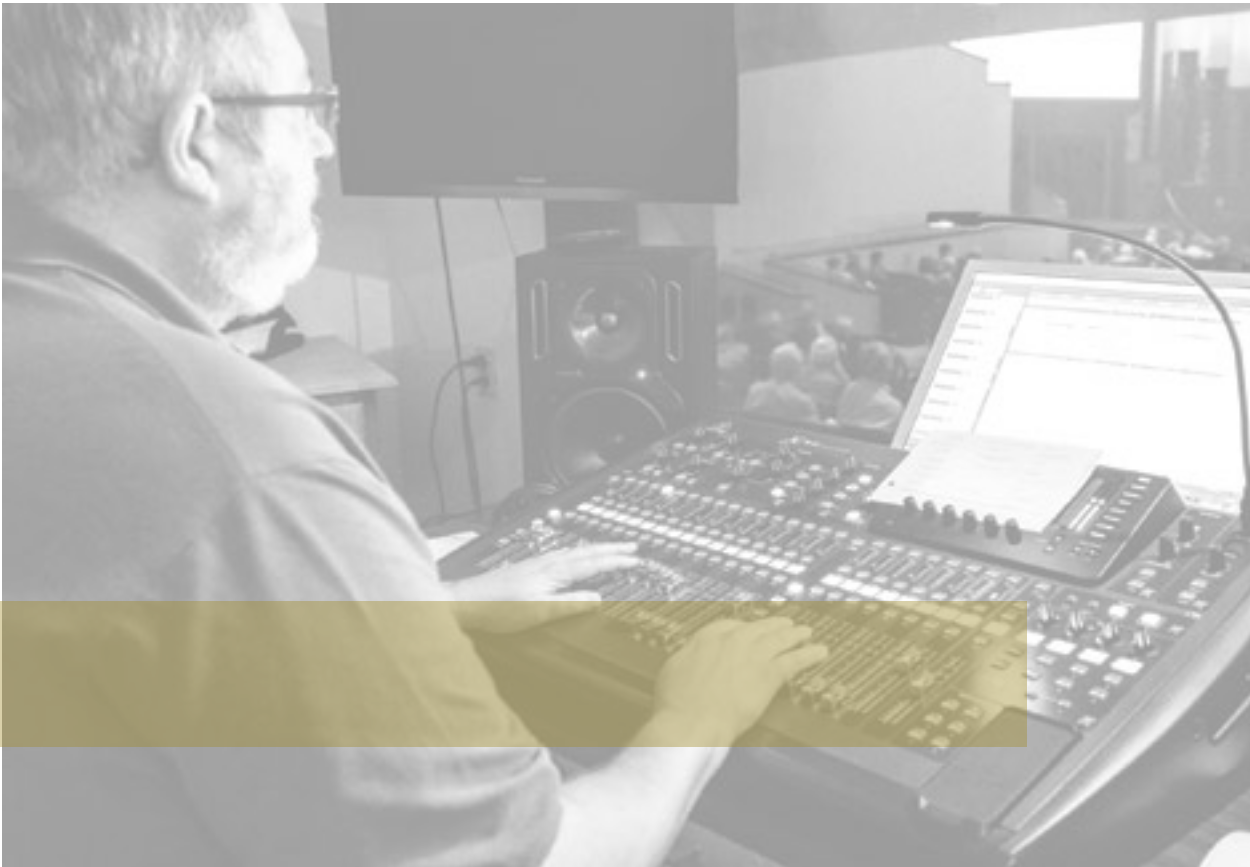
Video Operators act as the “producers” for our video feed. They communicate with the Camera Operators to get different shots and angles, and they select which camera feed to display at a given moment. Their goal is to make sure our video feed on the screens and in our television broadcast is done with excellence.

TIME COMMITMENT: 1 SUNDAY MORNING EACH MONTH

CAMERA OPERATOR

These people operate the cameras around the Worship Center. This enables our congregation to see closer views of what is happening on stage, and allows our messages to reach both online and television viewers.

TIME COMMITMENT: 1 SUNDAY MORNING EACH MONTH



SAFETY TEAM

We want every person who steps foot on our campus to feel cared for and safe. Our Safety Team is crucial to making sure this happens each week. They also provide assistance during emergencies.

SERVE OPPORTUNITIES

PRESCHOOL & KIDS AREA SECURITY

Safety is a top priority in our Preschool and Children’s Ministries. We need volunteers to be on a rotation of walking the halls of the preschool and children’s classes on Sunday mornings. Their primary goal is to make sure children are where they need to be, to help teachers if they have a need, and to make sure only approved volunteers are in certain areas. This person does not need to have a background in security, they just need to be willing to help!

TIME COMMITMENT: 1.5 HOURS, EACH SUNDAY MORNING ON ROTATION

MEDICAL ON-CALL

Members of our Medical On-Call team are the first-responders whenever we have an emergency medical situation on campus. All members of our Medical On-Call team may go about their regular Sunday morning routine, but each week they are “on-call” they will keep their cell phone on and will need to be available to respond to any emergency. All members of this team must be licensed medical personnel.

TIME COMMITMENT: 1 SUNDAY MORNING EACH MONTH

CAMPUS SECURITY

We have several police officers on campus each Sunday and Wednesday to ensure the safety of our members and guests, but we also have a security team who are trained in emergency response for a variety of situations that could arise on our campus.

TIME COMMITMENT: EVERY OTHER SUNDAY OR EVERY OTHER WEDNESDAY



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WHAT NOW?

SERVE is putting the hands and feet of the church into action. It is not just another event/marketing campaign or a new ministry. It is who we are as a church and how God desires to use His followers to advance His kingdom! **SERVE** crosses over demographic lines and age-graded ministries. It is for everyone!

DISCOVER YOUR UNIQUE GIFTS

If you are not sure how the Holy Spirit has uniquely and specifically gifted you to advance His Kingdom through the church, begin praying now! Ask the Lord to reveal to you what those gifts might be. Ask those closest to you what your spiritual gifts and unique skill sets might be. We offer a resource to help you identify your gifts, passions, interests and skills. **AssessMe** is a free tool to get you started on discovering how God has uniquely crafted you for serving the body of Christ.

FIND OUT MORE

Multiple times throughout the year, **SERVE** leaders for each team will have a space set up with more detailed information on how you can serve in that particular ministry area. Please make every effort to physically go by and see how you can plug-in!

TURN IN YOUR SERVE CARD

Fill out a **SERVE CARD**. Please complete this card and drop it in the offering plate or give it to a leader. No, you are not committing to anything today, but you are submitting this so that someone here at the church can follow up with you to plug you into a service opportunity.

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IMMANUEL BAPTIST CHURCH



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