

## **FIRST IMPRESSIONS:**

### **PARKING**

Goal/Purpose: To be the first contact with those coming to services at RFCC. To offer preferred parking to visitors and those needing assistance. To help with traffic flow following services.

Frequency Goal: Once per month (Maximum)

Expectations: Check-in and be prepared to direct cars 30 minutes prior to service start time, and to serve in parking lot for approximately 15 minutes following service time. All your supplies will be provided, such as reflector vest and umbrella.

### **USHER/GREETER:**

(All of these responsibilities will not apply to those volunteering every service)

Goal/Purpose: To assist people in finding seats. To ensure that we use our seating efficiently. To take up offering before our last song and turn it in to those doing the treasury. To greet at the doors and hand out bulletins. To be at the 2 main exits at the end of the service to say goodbye to those attending.

Frequency Goal: Once per month (Maximum)

Expectations: Check-in and be prepared to welcome by 20 minutes prior to service if working the doors and 15 minutes after service. To be at the doors to the auditorium once service has starting with a flashlight. To check the lobby and bathrooms before and after the sermon.

### **CAFÉ:**

Goal/Purpose: To be a hospitable personality to all those attending services at RFCC. To provide light refreshments.

Frequency Goal: Once per month (Maximum)

Expectations: Check-in and begin prepping in time to have coffee and water available 20 minutes prior to service. To clear counter and close window into the kitchen at the beginning of the first song. Clean and put away items following the services. Note on notice board if additional supplies are needed prior to the next week of services.

### **CONNECTION STATION:**

Goal/Purpose: To connect visitors with appropriate people and ministries at RFCC. To gather contact information and share information and gifts.

Frequency Goal: Twice per month (Maximum)

Expectations: Check-in and be prepared to greet visitors 20 to 30 minutes prior to service and to be at the connection station for 15 to 20 minutes after the service. To be familiar with general church information and connect visitors especially toward signing up for the next Starting Point Class.

## **KIDS AND YOUTH:**

### **NURSERY (SUNDAY):**

Goal/Purpose: To care for, and instill God ideas in the hearts and minds of our infants, toddlers and pre-schoolers.

Frequency Goal: Once per month (Maximum)

Expectations: Check-in and be prepared to receive children 20 minutes before service starts. Check children in and out. Follow and perform all nursery guidelines and procedures. Through basic activities instill God ideas. Basic clean up after children are picked up by parents.

### **CHILDREN'S CHURCH (SUNDAY):**

Goal/Purpose: To establish a foundational Biblical understanding and relevancy of scripture. To foster active worship. To learn and have fun through interactive activities.

Frequency Goal: One per month (Maximum)

Expectations: Various responsibility levels are needed. We use an interactive curriculum, which provides activities and lesson tools. To deepen students' understanding through discussion questions. Securely, check in/out students. Basic clean up after session.

### **RFCC KIDS (WEDNESDAY):**

Goal/Purpose: To offer an application driven learning environment, as well as fun and socialization through games and activities.

Frequency Goal: Once to twice per month (Maximum)

Expectations: Check-in and be prepared to have students come in at 6:45 on Wednesday. We will be migrating to more separation of kids and youth ministry, so interaction prior to 7:00 will become increasingly more important. Be involved with some or all of the following tasks: teaching, games, activities, attendance tracking, check-in/out, and helping transition and focus the kids' attention. Basic clean up after session.

### **YOUTH LEADERS:**

See youth/worship pastor, Dale Chandler, for information on working with RFCC youth ministry. Positions are filled as needs arise. Youth meets every Wednesday Night. They also have scheduled youth activities.

## **ADULT LEADERSHIP:**

### **MINISTRY LEADERS (VARIOUS POSITIONS NEEDED)**

Goal/Purpose: To place people gifted with organization and administration in places where they can use their gifts to organize, schedule and maintain the flow of information needed to effectively minister. To promote and celebrate ministry goals.

Frequency Goal: To put the majority of time and effort into the ministry outside of service hours.

Expectations: To be accountable with, and working with, staff/elders in achieving ministry goals. To support and equip ministry volunteers in order that they can be more effective. To recognize and address needs and concerns within the ministry.

### **DISCIPLESHIP GROUP LEADERS:**

(The make up and format of discipleship groups are driven by the 5 core values of groups, as compared to following one model.)

Goal/Purpose: To lead and facilitate group meeting. To make disciples of Jesus.

Frequency Goal: Weekly or Every other week.

Expectations: To be sensitive of the needs of the group. To strategically make disciples of Jesus. To lead discussion and/or teach if needed. To be accountable with, and work with, staff/elders to be equipped to the lead group. To foster and encourage a network of prayer for the group.

### **AUDIO/LIGHTS/MEDIA/WORSHIP TEAM:**

See youth/worship pastor, Dale Chandler, for information on working with these ministry teams. You can sign up and Dale will contact you. Positions are filled as needs arise. On weeks that you will serve during Sunday service, you will need to be at practice on Thursday night, arrive for set-up before warm-up on Sunday morning, follow the plan for the service and close out at the end of the service. There are also periodic training meeting for certain positions.

### **OUTREACH:**

Outreach is a separate RFCC Serve ministry. We ask that all church members take opportunities to serve as we reach our community, city and world with the Gospel. We do have a leadership team and establish leadership groups for certain events.

## **FACILITIES/GROUNDS:**

### **CLEANING**

Goal/Purpose: To help provide a clean and welcoming environment for Sunday morning services. We would like to have teams formed so that the amount of time on Saturday is minimal.

Frequency Goal: Once per month (maximum) on Saturdays or Friday Night.

Expectations: To clean and organize the facility for Sunday service. Examples of cleaning are bathrooms, empty trash, sweep, mop where needed, vacuum, and straighten chairs. Supplies are provided and stored at church.

### **MOWING (SEASONAL)**

Goal/Purpose: To keep grass mowed and trimmed.

Frequency Goal: Once per month (maximum)

Expectations: To use provided equipment or your own equipment to mow and trim grass at church. Forrest Goff mows the grass closest around the church. The mowing needed is for the field in front of the church.