

GREETERS

Members serve, on a rotating basis, at the Entryways, Welcome Center, and Worship Center by greeting and engaging all people as they come to church. Special attention is given to those who are first time attendees and/or returning guests.

Duties

- Smile, exchange names, and engage in conversation.
- Assist in getting 1st time attendees and returning guests to the right place.
- Provide important 1st time information.

Door Greeters (8:30 AM arrival) serve at outside doors greeting, exchanging names, presenting a worship bulletin, and directing/escorting people to the Welcome Center. Additional conversation is a plus.

Welcome Center Greeters during Sunday School (8:00 AM arrival) greet at the Welcome Center entrance and take the hand-off from the door greeters. These greeters gain information needed to escort people to appropriate classes, introduce guests with children to their respective leaders/teachers, accompany older children/adults to their SS rooms and make introductions, provide a church map and other campus/program information, and answer general questions about FBC.

Welcome Center Greeters during Worship Service (9:45 AM arrival) report to the Welcome Center immediately after Sunday School (or Gatekeeper will cover for a choir member until he/she can get to the Center. He/she stays in the Welcome Center and admits late comers, opens doors for parents who have need to get into the Children's Center during Worship, and stewards small children (if required) who have taken restroom breaks during the service – a key will be provided.

Adult Sunday School Class Greeter (8:30 AM—9:45 AM)

Create a welcoming environment for both class guests and members.

Duties:

- Arrives in classroom by 8:30 AM
- Personally welcomes each class member and guest.
- Introduce first-time guests to class members.
- Assists first-time guest in filling out a registration page and provides him/her a personal Sunday School study guide.
- Offers to escort first-time guests to the worship service at the conclusion of class time.

Student Ministry Sunday School Greeter (8:30 AM—9 AM)

Create a safe and welcoming environment for our students (7th--12th grades) arriving for Sunday School.

Duties:

- Arrive on 3rd Floor Student Hall by 8:30 AM and stay until opening assembly begins (9 AM).
- Personally welcomes each student.
- Assists first-time guest in filling out a registration page and provides him/her a personal Sunday School study guide.
- Introduce first-time guests to other students.

Student Sunday School Hospitality Coordinator

Builds hunger for fellowship and God's Word by helping fill up teenage stomachs!

Duties:

- Coordinate a rotation of volunteers who can provide and deliver a light breakfast for students for the start of Sunday School.

Children's Desk Greeter:

Create a safe and welcoming environment for children and families through assisting them to both check in and check out each Sunday.

Duties:

- Welcome and assist first-time guests with children (Birth--6th grade) in registering for Sunday School and/or Extended Care (ETC). (8:15 AM - 10 AM)
- Welcome and assist members and regular attenders with children to check-in digitally on our ACS system ensuring both child and parent/guardian receives their matching sticker name badges. (8:15 AM - 10 AM)
- Assist Preschool Sunday School Director in checking-out Preschool/Kindergarten-aged children to their parent/guardian with matching sticker name badge at the conclusion of Sunday School.
- Return at the conclusion of the worship service (11 AM - 11:30 AM) to check out nursery children from ETC.

GATEKEEPERS

Members serve in teams of 2-3 on a rotating basis, greeting and providing safety and security for those attending weekly worship services and other special events at First Baptist Church. Gatekeepers are "eyes on the property," especially the doors. Gatekeepers should not intervene in a potentially harmful situation but should call 911 immediately.

Duties:

- Provide safe entry and exit.
- Secure the building during worship service/event.
- Physically and electronically monitor the campus.

Gatekeeper #1 - (8:30 AM arrival) greets and opens doors at the entry to the Children's Center Sunday mornings until the doors lock as Worship begins. Gatekeeper #1 then goes to the lobby of the East Main Street entrance and remains there monitoring from inside and outside the lobby throughout the service.

Gatekeeper #2 - (9:30 AM arrival) walks around the parking lots 2-3 times/service as an observing presence and checks outside doors that should be in lock mode. Remaining time is spent in the Welcome Center electronically monitoring the campus and in full view of the Children's area. A Greeter serves in the Welcome Center during Worship to monitor doors, greet and provide entry, and provide assistance during a crisis or emergency.

Notes:

The Children's entrance will be locked during worship with admittance allowed only with a Gatekeeper escort for a parent/guardian who brought the child to church.

Sunday evening Gatekeepers arrive 15 minutes prior to the service and remain at the Children's Desk during the evening service in Fellowship Hall.

USHERS

Members, serving in teams, are stationed at the East Main Street entrance and are often the first contacts for members/guests who are attending worship only. Ushers welcome and give special attention to 1st time guests.

Duties

- Greet people as they enter for morning worship
- Provide bulletins/other materials
- Seat people as needed.
- Remain alert to congregational needs and inform the staff as appropriate.
- Receive the offering.

PRESCHOOL/CHILDREN'S MINISTRY

VOLUNTEERS

Preschool or Children's Substitute Sunday School Teacher (8:30—9:45 AM)

Members serve in one of 3 classes leveled by grades (1st-2nd, 3rd-4th, and 5th-6th). Substitute teachers will be responsible for filling in when the regular Sunday school teacher must be absent and on scheduled "off-days" for Sunday school teacher once a quarter. Teachers should be able to relate well to children and have an understanding of how to teach Biblical truths to the appropriate age level. Teachers should be able to prepare on short notice if a teacher calls in sick, but appropriate planning time will be given if at all possible. Each substitute will be provided with a teaching "partner" if at all possible.

Duties:

- Fill in for teacher once a quarter and as needed when regular teacher is absent
- Plan for lessons and activities when the regular teacher is to be out
- Teach a small group of children during Bible-study time
- Arrives by 8:30 for teacher prayer time
- Communicate with the teacher of the assigned class to plan for any days the teacher needs a sub

Extended Teaching Care (ETC) Volunteer (9:45 AM—11:30 AM):

ETC is a continuation of Bible learning activities and care for preschool children (birth through 3 yrs.) in the nursery areas during the worship service. Must be 18 or older to serve. No teaching preparation is necessary. An orientation will be provided for all volunteers.

Duties:

- Serve on a rotation of one Sunday per 6--8 weeks (or less upon added volunteers).
- Arrive in assigned nursery room by 9:45 AM and stay until all children checked out following the 10 AM worship service.

Junior Worship Volunteer (10:20 AM—11:20 AM):

Junior Worship is exactly as the name says: it is a smaller version of our corporate worship model where children (K—4th grade) are participating, learning, and growing. Junior Worship meets every Sunday except for the last Sunday of the month and special Sundays (e.g., Easter, choir specials, etc.). The children are in the sanctuary for the first part of the church

service and leave after the congregational singing.

Duties:

- Assist children with looking up Bible verses and focus on the lesson. Loving crowd control!
- Serve on a bi-monthly rotation.

***A background check is required on everyone working with our children (babies thru youth).**

AUDIO VISUAL

Help enhance our Sunday morning worship experience both for those present and for our TV broadcast audience. All positions will be set up on a rotation basis as well as availability. Training will be provided for all positions.

Audio Engineer:

Run sound for Wednesday night rehearsals for the Sunday morning service. No prior experience required!

Camera Operator:

Operate camera for Sunday morning service.

Multi Media Engineer:

Operate computer for slide presentations during Sunday morning service.

ADULT SUNDAY SCHOOL CLASS OUTREACH

LEADER

Assist the class teacher by taking ownership of the task of outreach and evangelism, seeking both to bring new people into the class and mobilizing current class members in outreach and evangelism.

Duties:

- Follow up with first-time class guests and any assigned guests from other church functions.
- Promote both prayer for the lost and opportunities for outreach and evangelism during class time.
- Attend periodic Outreach Leader coordination meetings (often the first Sunday of the month during SS hour).