

# Volunteer Opportunities

GFC request that all volunteers meet the required serving criteria's *before* serving. Please note that some positions may require a background check to serve.

1	CONNECTIONS Ministry								
	Position	Qty	Objective	Responsibilities	Best suited if:	Day	Time	Frequency	Training
	Welcome Center Rep	4	To connect people with GFC by getting them involved in the vision, volunteering, and membership.	Greet 1st time guest; make them feel welcome; give gift bags; assist with completion of Connection Card; answer questions about GFC and assist with downloading Church Center app.	Friendly, dependable, organized, flexible, good communicator, love to Serve	Sunday, or Wednesday (Sept. - May)	9:15am - 11:45am Sundays or 6:00pm - 7:30 Wednesdays	1x per month or backup	Yes
	Check -In Station Rep.	4	To connect people with GFC by getting them involved in the vision, volunteering, and membership.	Assist with checking in adults, parents, and their children into services/events for attendance purposes. Taking special care for those who are First-Time Guests and getting them familiar with our method of operations.	Friendly, patient, dependable, organized, flexible, good communicator, love to Serve	Sunday, or Wednesday (Sept. - May)	9:15am - 10:30am Sundays or 6:00pm - 7:15 Wednesdays	1x per month or backup	Yes
	Facebook 'Live" Moderator	5	To welcome and connect people to GFC.	Welcome those watching online and interact with them during service. Post event registration links during announcements. Post prayer email for those who have prayer requests. Identifying and reporting any technical difficulties with Connections Minister. Report emergency posts to Connection Minister.	Computer literate, Facebook user, loves to serve, a people person, good communicator.	Sunday	9:45am - 11:30am (based on service times)	1x per month or backup	Yes
2	KINGDOM KIDS Ministry								
	Position	Qty	Objective	Responsibilities	Best suited if:	Day	Time	Frequency	Training

Classroom Teacher	3	To empower, encourage, and equip the next generation to know Christ.	Use and adapt prepared lesson materials to facilitate the spiritual growth of Kingdom Kids through games, worship, and various activities. Provide an excellent environment to support children spiritual growth. Be a positive role model in the classroom in dress, conversation, and character.	Passionate about seeing children grow. Great communicator, organized, self-starter, dependable, and timely.	Sunday and Wednesday	9:30am - 11:45am or 6:15pm - 8:30pm	Bi-Weekly, once a month, or flexible.	Yes
Classroom Assistant	3	To empower, encourage, and equip the next generation to know Christ.	Aide in spiritual growth of Kingdom Kids through games, worship, and activities. Collaborate with Lead Teacher with curriculum, snacks, restroom breaks, etc. Be a positive role model in the classroom in dress, conversation, and character.	Passionate about seeing children grow. Great communicator, work well with others, organized, dependable, and timely.	Sunday and Wednesday	9:30am - 11:45am or 6:15pm - 8:30pm	Bi-Weekly, once a month, or flexible.	Yes
Hall Host	2	To provide an excellent environment to support families with their child's spiritual growth.	Assist families in the halls with drop-off and pick up. Become familiar with curriculum to provide assistance when needed. Monitor classrooms and provide assistance when needed with restroom breaks, classroom atmosphere, and emergencies. Team member who can operate within the vision of the ministry and help bring new ideas to the table.	Comfortable with communicating with people of all ages. Passionate about seeing children grow. Self-starter who is committed, dependable, timely, organized, and great interpersonal skills to help new and old families feel at ease.	Sunday	9:30am - 11:45am	Bi-Weekly, once a month, or flexible.	Yes

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3DEGREES STUDENT Ministry								
Position	Qty	Objective	Responsibilities	Best suited if:	Day	Time	Frequency	Training

Co-Leader/Student Minister	2	To support ministry leader with growth and spiritual development of students during Sunday and Wednesday services.	Assure lessons and material are prepared. Review and practice lesson activities. Create a stable, nurturing, and responsible class environment. Help facilitate spiritual and mental growth of all students. Assist in training volunteers.	Caring, neat, flexible, dependable, and organized.	Sunday or Wednesday	9:30am - 11:45am or 6:15pm - 8:30pm	Bi-Weekly, once a month, or flexible.	Yes
Administrative Assistant	1	To support 3Degrees Ministry with the administrative processes needed to develop students.	Assist with the preparation of all printed material and distribution to Student Ministers and Student Aid. Oversee monthly volunteer scheduling and distribute schedule. Assist Youth Ministers with planning, registration, facilitation, and support of special events. Manage social media.	Computer skills, great communication skills, organized, dependable, friendly, professional.	Flexible	1hrs per week	Weekly	Yes
Media Lead	2	Responsible for supporting the ministry leader with presentation of media through Planning Center, Orange Curriculum, Spotify, and other media sources during services and events.	Work with Student Minister to develop and facilitate classroom routines and procedures. Turn on sound board, light board, computer, speakers, and projector prior to service. Present slides, music, and videos during service following the order of service. Assist in training volunteers.	Dependable, some media knowledge, organized, ability follow directions, and flexible.	Sunday or Wednesday	9:30am - 11:45am or 6:15pm - 8:30pm	Bi-Weekly, once a month, or flexible.	Yes

GUEST SERVICES Ministry								
Position	Qty	Objective	Responsibilities	Best suited if:	Day	Time	Frequency	Training

Usher	7	To serve God's people as we would the Lord.	Acknowledge First-Time Guests, assist in locating seating, especially to those who are physically challenged. Show others where restrooms, changing tables, and mother's nursing area. Distribute/collect communion elements or assist with offering when needed. Assist the altar prayer team after service and/or special events.	Presents a godly demeanor, discreet, has a passion for serving and making people feel welcome and keeping order. Loves people, dependable, flexible, friendly, and courteous.	Sunday and some Special Events (Times vary)	9:15am - 11:45am (Sundays) and some Special Events (Times will vary)	1x per month or backup	Yes
Greeter	6	To greet all people and make them feel welcome and to be of assistance in making their experience at GFC a pleasant one.	Acknowledge First-Time Guests and their children, making them feel welcome and taking them to their assigned classrooms. Showing them where restrooms/changing tables are, and mother's nursing area. Distribute communion elements, special event gifts, promo cards, and assist with refreshments when needed.	Passion for making people feel welcome when they arrive and serving them before and after service or during various events. Dependable, flexible, friendly, and courteous.	Sunday and some Special Events (Times vary)	9:15am - 11:45am (Sundays) and some Special Events (Times will vary)	1x per month or backup	Yes

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WOMEN'S Ministry								
Position	Qty	Objective	Responsibilities	Best suited if:	Day	Time	Frequency	Training
Event Assistant	4	Encourage women in relationship with God and each other. To touch heaven and change earth!	Help with decorating for women's events. To assist with setting up and cleaning up for women's events.	Want to support women building; relationships with each other, and enjoy serving with a team.	Thursday, or Friday or Saturday	based on event	1x per quarter	not needed

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OUTREACH Ministry								
Position	Qty	Objective	Responsibilities	Best suited if:	Day	Time	Frequency	Training

Food Delivery Assistant	0	To help the homeless become more self-sufficient by receiving adequate and stable housing through providing and tracking meals served.	Distribute prepared meals. Personal ministry if there are prayer needs for the individuals served. Reporting the meals served.	Comfortable working outdoors or indoors in all weather types. Highly personable, excellent people skills, good listener. Comfortable with and able to lead others to the Lord.	Monday, Wednesday, Friday, or Saturday	12:15pm - 3:00pm	1x per week	Yes
Food Packing	1	To help the homeless become more self-sufficient by receiving adequate and stable housing through providing and tracking meals served.	Package prepared food items. Deliver packaged meals to designated delivery site.	Prior experience with food handling or food service. Team player, works well with others, flexible and adaptable. Capable of lifting 10lbs or more, bending, and stooping.	Wednesday	10:30am - 12:30pm	2nd and 4th week	Yes

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COVENANT of CARE Ministry

Position	Qty	Objective	Responsibilities	Best suited if:	Day	Time	Frequency	Training
CARE Minister	3	To ensure all members of GFC are connected with caring responsible brother and sisters in Christ and to go through this life's journey together.	To serve as a 2 person team (Care Minister). To be assigned GFC families/households. To be in regular contact with the same family. To respond appropriately with needs of assigned families. To report to assigned Care Shepard as appropriate.	Been a GFC member for 1 year (exceptions are made). Husband and wife team (exceptions are made).	Flexible	Flexible	Minimum once per month.	Yes

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ALTAR PRAYER Ministry

Position	Qty	Objective	Responsibilities	Best suited if:	Day	Time	Frequency	Training
Altar Prayer	0	To be spirit filled and spirit led in prayer for Gods people at GFC.	Be available to pray. Be willing to keep growing. Be compassionate. Be well versed in the word to know how to pray the word scripture. Humble but bold with authority.	Spirit filled and led; mature Christian; knows the word; believes in healing and deliverance.	Sunday	9:30am - 11:45am	2x per month	Yes

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WORSHIP Ministry

Position	Qty	Objective	Responsibilities	Best suited if:	Day	Time	Frequency	Training
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Worship Team Member	1	To lead, serve, and usher the church through song and music into the presence of God.	Attend rehearsal and service on scheduled week of volunteering. Be disciplined enough to practice all songs on your own time. Build relationships on and off stage to better lead those we serve.	Gifted and skilled in the area of singing or playing an instrument with the understanding of music theory and a passion to serve as a team. Individual must have a personal relationship with God and a healthy relationship with your own family. Have the ability receive constructive criticism. Have attended Grace for a minimum of 3 months. If a member of Grace, attend new member classes.	Thursday rehearsal and Sunday service	1x per 2 months minimum; Rehearsals Thursday (vocals) 7:00pm-8:00pm; Sunday (band) 7:00am and (vocals) 8:00am; Service 10:00am-11:30am		
Production	3	Bring congregation into a distraction free worship experience. Produce outward media for internet.	Run lighting during events. Start and manage streaming video production. Record video and audio during events.	Prior experience working with video or audio production recording.	Thursday, Sunday, and special events	Sunday 9:00am-12noon; special events as scheduled	1-2x per month	Yes
Media	2	Ensuring service presentations flow smoothly in support of the worship, special guests, and speakers.	Familiarize and rehearse songs with planning center and team. Watch stage directions and queues. Prepare preservice elements and watch for service start. Ensure automation is working properly (rehearsal). Click slides in a timely manner. Maintain communication with leads and team.	Comfortable with technology and multiple application, fast fingers, good dexterity, become familiar with worship and praise songs, multi-tasker, ability to watch, listen, and press buttons, ability to remain seated in both for 3+hrs.	Thursday, Sunday, and special events	Sunday 8:00am-11:45am; Sun eve. Special services (time varies);	1-2x per month	Yes

	Administrator	1		Create and submit event forms based on upcoming events. Source information related to any guest speaks (internal/external). Keep ministry team on task. Participate in yearly vision casting team meeting. Communicate with GFC staff regarding follow up.	Comfortable with Windows/MAC operating systems and familiar with Adobe Suite.	Flexible	Flexible	Monthly	Yes
11	VOLUNTEER CARE Ministry								
	<b>Position</b>	<b>Qty</b>	<b>Objective</b>	<b>Responsibilities</b>	<b>Best suited if:</b>	<b>Day</b>	<b>Time</b>	<b>Frequency</b>	<b>Training</b>
	Volunteer Assistant	1	To provide support to the Volunteer Care Manager for the recruitment and guidance of volunteers.	Assist with volunteer recruitment, volunteer applications, and administrative support task. Assist with monthly volunteer appreciation. Assist with preparing training material.	Good communication skills (oral and written). Ability to work with accuracy, precision, and detail. Able to complete task by requested timeline. Ability to maintain confidentiality. Able to use a variety of programs Microsoft Office, Google Workspace, and Zoom.	Flexible	2hrs	Weekly	Yes
12	ENVIRONMENTAL								
	<b>Position</b>	<b>Qty</b>	<b>Objective</b>	<b>Responsibilities</b>	<b>Best suited if:</b>	<b>Day</b>	<b>Time</b>	<b>Frequency</b>	<b>Training</b>
	Facilities Volunteer	1	To welcome and connect people to GFC.	Setting up for all events such as Grace Groups, Men's, and Women's breakfasts and other events. Help organize areas of the church. Monitor and report any maintenance issues to appropriate personnel. Support minor facility-related projects and improvements.	Team player, dependable, good communicator, strong work ethic, willing to lead through action.	Flexible	Varies based on the scheduled events, weekly services, or special events.	1-3x per week	Yes
13	OPERATION Ministry								
	<b>Position</b>	<b>Qty</b>	<b>Objective</b>	<b>Responsibilities</b>	<b>Best suited if:</b>	<b>Day</b>	<b>Time</b>	<b>Frequency</b>	<b>Training</b>

Office Assistant	1	Support all ministries and events of GFC.	Prepare 1st time guest bags; prepare CTV and other training materials, cut business cards or invitations, and organize supplies	Enjoy supporting and serving others, serve in excellence, and organized.	Monday or Thursday	between 9am-4pm	1x per month	Yes
Kitchen Organizer	2	Support all ministries of GFC.	Maintain and organize kitchen	Help with quarterly kitchen storage. Help maintain cabinet/storage organization. Help maintain inventory. Like to organize. Feel satisfied with order.	Monday and/or Thursday	between 9am-4pm	1x per quarter	Yes

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SAFETY Ministry								
Position	Qty	Objective	Responsibilities	Best suited if:	Day	Time	Frequency	Training
Safety Officer	5	Provide an environment of security and peace for pastors, guests, and congregation.	Monitor all activities at GFC. Shadow pastors and special guests. Able to accurately outline activities, dependable, team player, quick to respond, friendly and professional.	Observant and watchful, team player, quick to respond, friendly, professional, dependable	Sunday, Wednesday, and/or special events.	Sunday's 9:30 - 11:00am, other days as requested.	2x per month	Yes