

## **VOLUNTEER ROLE DESCRIPTION**

Please call the church office at 386-445-2020 for additional information or if you have any questions.

### **CHILDREN'S MINISTRY**

**Ministry Purpose:** Teach children the word of God, how it applies to their life, and have fun in the process.

**Volunteer Position:** Teacher/Helper

**Time Commitment:** Sunday mornings: 9:30am – 10:40am also 10:45am – 11:45am

Wednesday night service: 6:00pm – 7:00pm

Arrive 15 minutes early and stay until all children are returned to parents

**Responsibilities/Duties:**

- Teach lessons and play games
- Ensure the safety of children
- Cover in emergencies when regular teacher/helpers are out sick, on vacation or unable to make it

**Helpful Gifts/Skills:**

- A loving heart for God and children
- Must love to have fun

**Additional Information:**

- Background check required
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### **COMMUNITY OUTREACH AND VISITATION MINISTRY**

**Ministry Purpose:** Spread the gospel, establish a new relationship and encourage a personal relationship with Christ; as well as enhance fellowship and worship.

**Volunteer Position:** Visitation Member and Event Participant

**Time Commitment:** Meet on Tuesday nights at church from 6:00pm – 6:15pm then depart for visitations

**Responsibilities/Duties:**

- Have a personal relationship with Christ and share that relationship
- Encourage salvation, growth and fellowship

**Helpful Gifts/Skills:**

- A personal knowledge of the gospel and the word of God
- A friendly, caring, outgoing demeanor

**Additional Information:**

- Participants are typically paired with other volunteers
  - Training and encouragement are always given
  - Background check required
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### **DISASTER RELIEF MINISTRY**

**Ministry Purpose:** Provide assistance to those in the community, state, nation and other parts of the world and meet the physical and spiritual needs of those impacted by a disaster.

**Volunteer Position:** Team Member

**Time Commitment:** Varies depending on the crisis.

**Responsibilities/Duties:**

- Assist with logistical set up and clean up
- Assist with cooking, packaging, serving and delivering meals
- Administrative support: check-in, answer phones, etc.
- Assist with clean up and repair projects
- Comfort and encourage those who are affected by a disaster
- Act immediately and effectively

**Helpful Gifts/Skills:**

- Patient, kind, compassionate, encourager, dependable, and friendly

## VOLUNTEER ROLE DESCRIPTION

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### DISASTER RELIEF MINISTRY CONT.

#### **Additional Information:**

- Background check required
  - FBCPC has specific training in assisting with feeding units
  - Regional training through Florida Disaster Relief
  - Background check through Florida Baptist Convention
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### FIRST BAPTIST CHRISTIAN ACADEMY (4 POSITIONS)

**Ministry Purpose:** Volunteers support Academy staff as they train scholars (pre-K through 12th grade) in the way of life presented in the Scriptures while giving them a safe and nurturing learning/academic environment.

#### **1. Volunteer Position:** Classroom Aid

**Time Commitment:** Varies depending on the need. May run one to three hours.

#### **Responsibilities/Duties:**

- Assist teachers with scholar folders and filing work
- Assist with preparing test materials
- Sort teacher curriculum prior to the start of the school year
- Assist with special projects throughout the year (i.e. book fair, field day, etc.)

#### **Helpful Gifts/Skills:**

- Available on short notice should a project come up unexpectedly
- Office skills
- Problem solver
- Quick learner
- Team player

#### **Additional Information:**

- Background check performed through First Baptist Christian Academy (fee)

#### **2. Volunteer Position:** First Aid Attendant

**Time Commitment:** Work one or more shifts per week. Monday – Friday approximately three hours per day (8:30am – 12:30pm or 12:30pm – 3:30pm).

#### **Responsibilities/Duties:**

- Basic first aid: take temperature, apply ice packs, clean and bandage minor scrapes/cuts
- Calm child if sick or injured

#### **Helpful Gifts/Skills:**

- Interact with children in a calm, patient, kind and caring manner
- Basic first aid knowledge
- Team player

#### **Additional Information:**

- Attendant is not authorized to offer any diagnoses on injuries or illnesses to a student, only provide basic first aid
- Background check performed through First Baptist Christian Academy (fee)

## **VOLUNTEER ROLE DESCRIPTION**

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### **3. FIRST BAPTIST CHRISTIAN ACADEMY (4 POSITIONS) CONT.**

**4. Volunteer Position:** Library Aid

**Time Commitment:** One day a week, three to six hours on a regular basis.

**Responsibilities/Duties:**

- Assist with checking out books
- Shelf returned books
- Assist scholars with questions and direct them in the right direction
- Monitor and supervise class when teacher is away
- Maintain a clean and organized library

**Helpful Gifts/Skills:**

- Interact with children in a calm, patient, kind and caring manner
- Good communication skills
- Ability to control class
- Problem solver
- Team player
- Library experience a plus

**Additional Information:**

- Background check performed through First Baptist Christian Academy (fee)

**5. Volunteer Position:** Lunch Room Aid

**Time Commitment:** Work one or more days per week. Monday – Friday approximately two and half to three hours per day.

**Responsibilities/Duties:**

- Have scholars pre-paid lunches ready to serve prior to each lunch period
- Keep supplies stocked and tables cleaned prior to each lunch period
- Maintain a clean lunch room
- Monitor and supervise scholars
- Relieve teachers so they can sit and enjoy their lunch break

**Helpful Gifts/Skills:**

- Interact with children in a calm, patient, kind and caring manner
- Problem solver
- Team player

**Additional Information:**

- Complete online food safety course
- Background check performed through First Baptist Christian Academy (fee)

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### **FLOWERS AND DECORATING MINISTRY**

**Ministry Purpose:** Provide appropriate decor for the halls, sanctuary, foyer, and event areas as needed to enhance the worship experience for members and guests.

**Volunteer Position:** Decorators

**Time Commitment:** Three to five days (six hours per day) before major holidays (Christmas and Easter). One to two days before July 4<sup>th</sup>, fall holidays and special events (as needed).

**Responsibilities/Duties:**

- Decorate the worship center and other common areas
- Remove and pack decorations after events

## **VOLUNTEER ROLE DESCRIPTION**

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### **FLOWERS AND DECORATING MINISTRY CONT.**

**Helpful Gifts/Skills:**

- Decorative eye
- Attention to detail is a great asset as well as a creative mind
- Willingness to serve and follow directions

**Additional Information:** None

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### **GREETERS MINISTRY**

**Ministry Purpose:** Make everyone feel welcome by greeting them with a smile and providing necessary information.

**Volunteer Position:** Greeter

**Time Commitment:** One morning service a month, either 9:30am or 10:45am. Arrive 30 minutes prior to service and leave 10 minutes after service.

**Responsibilities/Duties:**

- Welcome everyone in a warm manner
- Answer questions
- Assist visitors in getting to desired service or small group
- Be familiar with brochures and resources at the Welcome Center and elsewhere
- Be familiar with locations of classrooms, first aid kits and emergency equipment, etc.

**Helpful Gifts/Skills:**

- A friendly, hospitable demeanor
- Familiarity with ministry areas and programs of First Baptist Church Palm Coast

**Additional Information:**

- Training will be provided
  - There will be at least one meeting of this ministry group during the calendar year
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### **HEALTH MINISTRY**

**Ministry Purpose:** To promote good health and safety among church attendees.

**Volunteer Position:** Health Ministry Member

**Time Commitment:** Ministry meets the second Thursday of each month for 1 hour  
Additional time commitment varies depending on special events

**Responsibilities/Duties:**

- Identify health hazards on church property
- Broaden health knowledge by providing health education within Biblical principles
- Keeping first aid kits stocked and current
- Assist in first aid care in emergency situations on the church campus (within the dictates and parameters of the Good Samaritan Act in effect in the State of Florida)
- Provide comfort and encouragement through prayer, faith and living out God's love in each encounter and interaction
- Serve as a resource on health issues for the church by
  - Sharing health related information
  - Connecting people to health care agencies
  - Hold health education workshops, conferences, symposiums, health fairs/screenings, and first aid classes
  - Reporting potential hazards and issues

## **VOLUNTEER ROLE DESCRIPTION**

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### **HEALTH MINISTRY CONT.**

#### **Helpful Gifts/Skills:**

- A friendly and caring demeanor
- Medical knowledge or background

#### **Additional Information:**

- Maintain confidentiality at all times
  - Training will be provided
  - Background check required
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### **HOSPITALITY AND FELLOWSHIP MINISTRY**

**Ministry Purpose:** Serve the body of the church in a variety of events with food service involvement; i.e. Spring Fling, picnics, Thanksgiving, etc.

**Volunteer Position:** Food Service

**Time Commitment:** Varies depending on the event – usually not more than 3-4 hours.

#### **Responsibilities/Duties:**

- Assist in setting up hot and cold foods, beverages and desserts
- May have to serve hot and cold foods
- Clean and maintain work areas, utensils, etc.
- Clean up after event (washing dishes, utensils and ensure kitchen is order)

#### **Helpful Gifts/Skills:**

- Smiles
- Glad hearts
- Sense of humor
- Working in close space
- Organized

#### **Additional Information:**

- Think of food service as serving your families on a greater scale
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### **JAIL AND PRISON MINISTRY**

**Ministry Purpose:** To teach inmates the Word of God and the importance of obedience to it. Lead receptive inmates to Jesus Christ and eternal life. To produce better citizens, better husbands or wives, and give them hope and support and to give them personal peace in a time of personal trouble.

**Volunteer Position:** Inmate Christian Counseling

**Time Commitment:** Monday night @ Tomoka Correctional Institute: 5.5 hours  
Tuesday night @ Tomoka Correctional Institute: 5 – 6 hours  
Thursday night @ Flagler County Jail: 2 – 3 hours  
Friday morning @ Tomoka Correctional Institute: 5 hours  
Weekly hours except for legal holidays

#### **Responsibilities/Duties:**

- Teaching the scriptures
- Leading inmates to Christ
- Answering inmate's questions about life
- Follow prison and jail rules entering and exiting the facilities

## **VOLUNTEER ROLE DESCRIPTION**

Please call the church office at 386-445-2020 for additional information or if you have any questions.

### **JAIL AND PRISON MINISTRY CONT.**

#### **Helpful Gifts/Skills:**

- Sharing Biblical wisdom you have learned in your life-time
- Being faithful to participate as much as possible

#### **Additional Information:**

- Background check required and done by the jail facility
  - Flagler County Jail has female inmates; hence Christian woman are needed
  - Tomoka Correctional Institute is a Florida State prison only for men
  - Meeting locations:
    - Monday night: Tomoka Correctional Institute 70-man dormitory
    - Tuesday night: Tomoka Correctional Institute work camp chapel
    - Friday morning: Tomoka Correctional Institute prison chapel
  - Church members to correspond with inmates
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### **MEN'S MINISTRY (MEN OF VALOR AND PURPOSE – MVP)**

**Ministry Purpose:** Glorify God and lead, challenge and encourage men to be like Christ and to lead their families by example. To encourage cooperative work with other churches and groups, which are dedicated to the furtherance of God's Kingdom.

**Volunteer Position:** Team Member

**Time Commitment:** Varies depending on the event.

#### **Responsibilities/Duties:**

- Assist ministry leader with organizing and implementing Bible studies, seminars, rallies and fun opportunities for evangelism and fellowship

#### **Helpful Gifts/Skills:**

- Person of prayer relying on God's guidance in ministry
- A good communicator

**Additional Information:** None

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### **PASTORAL CARE – HELPING HANDS CARE TEAM**

**Ministry Purpose:** Helping church families during their time of need (yard work, debris clean-up, light household chores, miscellaneous maintenance/repairs, holiday decorating, etc.).

**Volunteer Position:** Helping Hands Care Team Helpers

**Time Commitment:** As needed and varies depending on project(s). Most projects involve one to several hours, and major projects would be spread out over several days to a week.

#### **Responsibilities/Duties:**

- Assessment of services needed (maintenance, repair, equipment needs, yard work, etc.)
- Miscellaneous maintenance/repair work
- Yard work and/or debris clean-up

#### **Helpful Gifts/Skills:**

- Problem solver
- Positive attitude
- Team player
- Flexible
- Knowledge of techniques and materials required for general cleaning, maintenance/repair work, yard work
- Knowledgeable of the trades services, use of equipment and hand tools

## **VOLUNTEER ROLE DESCRIPTION**

Please call the church office at 386-445-2020 for additional information or if you have any questions.

### **PASTORAL CARE – HELPING HANDS CARE TEAM CONT.**

#### **Additional Information:**

- Physical requirements:
    - Bend, stoop, climb, lift, push/pull, climb ladders, and reach above shoulders
  - Background check required
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### **PRAYER MINISTRY**

**Ministry Purpose:** Intercessory payer. Develop a deep desire within the congregation to seek God's wisdom in every part of life.

**Volunteer Position:** Prayers

**Time Commitment:** Half hour to one hour per week.

#### **Responsibilities/Duties:**

- Receive and pray for concerns and request from individuals
- Be available to pray with someone if the need arises
- Pray for the church, our families, our pastors, the academy, country and leaders

#### **Helpful Gifts/Skills:**

- A love and devotion for prayer and a deep faith in Jesus Christ
- Holy Spirit lead
- Discerning spirit

**Additional Information:** None

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### **PRESCHOOL MINISTRY (4 POSITIONS)**

**Ministry Purpose:** Pray over, pray with, love and teach God's word to our babies through kindergarten respectively. Help build a foundation of biblical concepts that will grow into a relationship with Jesus Christ.

**1. Volunteer Position:** Nursery Attendant (babies)

**Time Commitment:** Sundays at 9am, 10:30am or 5:30pm. Wednesdays at 6pm. Special events as needed. Once a month, twice a month or weekly.

#### **Responsibilities/Duties:**

- Pray for the babies in the nursery
- Create a welcoming and safe space for babies
- Nursery duties: feeding, changing diapers, etc.
- Comfort and rock babies
- Ensure the babies are safe
- Help maintain a clean and well-organized nursery

#### **Helpful Gifts/Skills:**

- Patient, kind, compassionate, encourager, dependable, friendly, enthusiastic, creative, and organized
- Ability to work with other volunteers, and relates well with children and their family

#### **Additional Information:**

- Arrive 15 minutes before service starts
- Training and shadowing are provided
- All resource materials are provided
- Background check required

## VOLUNTEER ROLE DESCRIPTION

Please call the church office at 386-445-2020 for additional information or if you have any questions.

### **PRESCHOOL MINISTRY (4 POSITIONS) CONT.**

**2. Volunteer Position:** Preschool Greeter

**Time Commitment:** Sundays at 9am, 10:30am or 5:30pm. Wednesdays at 6pm. Special events as needed. Once a month, twice a month or weekly.

**Responsibilities/Duties:**

- Greet children and parent/guardian
- Sign in children, parent/guardian and distribute pager
- Explain security and sign in procedures with new parents
- Prepare snacks
- Retrieve children when parent/guardian arrives

**Helpful Gifts/Skills:**

- Patient, kind, compassionate, encourager, dependable, friendly, enthusiastic, creative, and organized
- Ability to work with other volunteers, and relates well with children and their family

**Additional Information:**

- Arrive 15 minutes before service starts
- Training and shadowing are provided
- All resource materials are provided
- Background check required

**3. Volunteer Position:** Preschool Teacher and Assistant (3- and 4-year-olds)

**Time Commitment:** Sundays at 9am, 10:30am or 5:30pm. Wednesdays at 6pm. Special events as needed. Once a month, twice a month or weekly.

**Responsibilities/Duties:**

- Pray for children in your class
- Teach age appropriate bible stories and verses in a creative way so that children will learn and grow in their faith
- Administer Bible learning activities, crafts, and class materials
- Stay in the classroom at all times when children are under your supervision. Never leave children unattended
- Ensure children are safe
- Leave room clean, neat, and in good condition after class

**Helpful Gifts/Skills:**

- Patient, kind, compassionate, encourager, dependable, friendly, enthusiastic, creative, and organized
- Ability to work with other volunteers, and relates well with children and their family

**Additional Information:**

- Arrive 15 minutes before service starts
- Training and shadowing are provided
- All resource materials are provided
- Background check required

**4. Volunteer Position:** Toddler Attendant (1- and 2-year-olds)

**Time Commitment:** Sundays at 9am, 10:30am or 5:30pm. Wednesdays at 6pm. Special events as needed. Once a month, twice a month or weekly.

**Responsibilities/Duties:**

- Pray for children in your class
- Teach the foundation of God's love and that He is the creator
- Play with children



## **VOLUNTEER ROLE DESCRIPTION**

Please call the church office at 386-445-2020 for additional information or if you have any questions.

### **PRESCHOOL MINISTRY (4 POSITIONS) CONT.**

#### **Toddler Attendant (1- and 2-year-olds) Responsibilities/Duties cont.**

- Comfort children
- Stay in the classroom at all times when children are under your supervision. Never leave children unattended
- Ensure children are safe
- Leave room clean, neat, and in good condition after class

#### **Helpful Gifts/Skills:**

- Patient, kind, compassionate, encourager, dependable, friendly, enthusiastic, creative, and organized
- Ability to work with other volunteers, and relates well with children and their family

#### **Additional Information:**

- Arrive 15 minutes before service starts
  - Training and shadowing are provided
  - All resource materials are provided
  - Background check required
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### **SENIOR ADULT MINISTRY – PRIME TIMERS (3 POSITIONS)**

**Ministry Purpose:** Provide opportunities for Christian fellowship and growth, mission action and outreach to senior adults of our church and community.

#### **1. Volunteer Position:** Connecting Team

**Time Commitment:** One to two times per month from September through May.

#### **Responsibilities/Duties:**

- Reach out to senior adults and share who the Prime Timers are, upcoming events and encourage them to attend
- Assist with the Prime Timers information table in the common grounds area on Sundays
- Distribute sign-up sheets to Sunday school classes for upcoming events

#### **Helpful Gifts/Skills:**

- Called by God to keep senior adults informed of upcoming events and encouraging them to attend events
- Having the gift from the Holy Spirit called "Hospitality"

**Additional Information:** None

#### **2. Volunteer Position:** Prayer Team

**Time Commitment:** Attend One to two events per month from September through May. Praying for people daily.

#### **Responsibilities/Duties:**

- Pray for people daily
- Compile a prayer list from requests at Prime Timer events and pray for those on the prayer list

#### **Helpful Gifts/Skills:**

- Having the gift from the Holy Spirit to "intercede" for prayer request

**Additional Information:** None

#### **3. Volunteer Position:** Serving Team

**Time Commitment:** One to two times per month from September through May.

#### **Responsibilities/Duties:**

- Receive food and refreshments for scheduled events
- Prepare food and refreshments for scheduled events

## **VOLUNTEER ROLE DESCRIPTION**

Please call the church office at 386-445-2020 for additional information or if you have any questions.

### **SENIOR ADULT MINISTRY – PRIME TIMERS (3 POSITIONS) CONT.**

#### **Serving Team Responsibilities/Duties cont.**

- Clean up after events

#### **Helpful Gifts/Skills:**

- Called by God to work in the kitchen and helping
- Having the gift from the Holy Spirt called “Helps”

**Additional Information:** None

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### **STUDENT/YOUTH MINISTRY (2 POSITIONS)**

**Ministry Purpose:** Help the students adopt the mind of Christ. We do this through the study of God’s word and challenging one another to live it out.

**1. Volunteer Position:** Youth Sunday School Facilitator

**Time Commitment:** Sundays from 9:30am - 10:30am, +1 hour each week of reading/prep time

#### **Responsibilities/Duties:**

- Supervise students so that they are included in the discussions and prevented from doing anything unwise
- Lead discussion groups (Leader’s guide is provided)

#### **Helpful Gifts/Skills:**

- Ability to prepare and lead discussions
- Enjoys interacting with students

#### **Additional Information:**

- Our kids are broken and could really use some love from Jesus’ people
- Background check required

**2. Volunteer Position:** Wednesday Night Youth Volunteer

**Time Commitment:** Wednesday from 6:15pm - 7:30pm, in the Youth Shed

#### **Responsibilities/Duties:**

- Spend time hanging with kids in the Shed or gym, in order to become a person the students can lean on
- Supervise activities to ensure no student is excluded or does anything foolish
- Facilitate discussions in break out groups, (questions provided)

#### **Helpful Gifts/Skills:**

- Willingness to learn (teachable)
- Desire to serve others
- Ability to connect with youth

#### **Additional Information:**

- Our kids are broken and could really use some love from Jesus’ people
  - Background check required
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### **SUNDAY SCHOOL (BIBLE COMMUNITY GROUPS) MINISTRY**

**Ministry Purpose:** Engage people in Biblical community through open, ongoing Bible study groups that reach people for Christ, teach foundational Biblical content to all age groups, minister to members and prospects and mobilize people to serve.

For additional information contact the church office at 386-445-2020.

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## VOLUNTEER ROLE DESCRIPTION

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### **UPWARD SPORTS MINISTRY (4 POSITIONS)**

**Ministry Purpose:** Outreach ministry to reach Palm Coast residents who don't attend church or know the Lord as their personal savior. Sports programs bring them into the church where scripture is shared, and the gospel is presented.

**1. Volunteer Position:** Basketball Coach

**Time Commitment:** One hour of practice per week. One to two hours on Friday or Saturday for games. Ten to twelve-week commitment.

**Responsibilities/Duties:**

- Teaching basketball skill and fundamentals to children from kindergarten to 8<sup>th</sup> grade
- Sharing the gospel and leading weekly devotions with children K5 to 8<sup>th</sup> grade

**Helpful Gifts/Skills:**

- Teaching
- Administration
- Mercy

**Additional Information:**

- Extensive basketball background **not** required
- Looking for volunteers with passion for teaching and working with elementary and middle school age children
- Background check required

**2. Volunteer Position:** Basketball Referee

**Time Commitment:** One to three hours per weekend for ten to twelve weeks

**Responsibilities/Duties:**

- Teach the rules of the game to children from K5 to 8<sup>th</sup> grade
- Enforce the rules of the game

**Helpful Gifts/Skills:**

- Physically fit
- Must be able to run intermittently for an hour at a time per game
- Teaching and coaching children as rules are enforced

**Additional Information:**

- Background check required

**3. Volunteer Position:** Scoreboard and Clock Operator

**Time Commitment:** Three hours on Friday and six hours on Saturday. Ten to twelve-week commitment.

**Responsibilities/Duties:**

- Operating scoreboard and time clock equipment

**Helpful Gifts/Skills:**

- Willingness to serve every Saturday for ten to twelve weeks

**Additional Information:**

- Training provided on operating the scoreboard and time clock equipment

**Additional Information:**

- Background check required

**4. Volunteer Position:** Statistician

**Time Commitment:** Three hours on Friday and six hours on Saturday. Ten to twelve-week commitment.

**Responsibilities/Duties:**

- Keeping track of player fouls, game score, possession of ball, and team fouls

## VOLUNTEER ROLE DESCRIPTION

Please call the church office at 386-445-2020 for additional information or if you have any questions.

### UPWARD SPORTS MINISTRY (4 POSITIONS) CONT.

#### **Basketball Statistician cont.**

##### **Helpful Gifts/Skills:**

- Strong attention to detail
- Must be able to multi-task

##### **Additional Information:**

- Background check required
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### USHERS MINISTRY

**Ministry Purpose:** Represent the church in a very visible way and help set the tone in preparation for Christian worship service. Serve as a host, welcoming members, visitors and those needing special assistance or directions to church associated venues and resources.

**Volunteer Position:** Usher, Senior Usher Board (Servants of God)

**Time Commitment:** Attend and serve during all Sunday worship services as assigned, including special programs and activities.

##### **Responsibilities/Duties:**

- Assist with the smooth operation of all church services under the direction of the head usher and designated Pastoral staff
- Cheerfully greet worship attendees and others
- Identify available seats, help with seating and assist those with special needs
- Provide information
- Assist with collecting offerings
- Assist in urgent or emergency situations
- Assist in support of church's security team

##### **Helpful Gifts/Skills:**

- Personable, kind, reverent, engaging and willingness to serve as a servant of God at all times
- Maintain a positive cooperative attitude

**Additional Information:** None

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### WATCH TEAM MINISTRY

**Ministry Purpose:** Ensure a safe and secure environment for staff and attendees.

**Volunteer Position:** Team Member

**Time Commitment:** Rotating coverage of 1 ½ hours on Wednesday evening. Sunday morning and evening service. Special events.

##### **Responsibilities/Duties:**

- Work with church staff to ensure safety protocols are established and adhered to
- Report any suspicious activity to team leader
- Follow protocol for documenting all incidents
- Patrol the grounds before, during, after services and special events
- Deter, deescalate, and resolve any issues that may arise

##### **Helpful Gifts/Skills:**

- A good communicator
- Analytical and problem solving skills
- Decision making skills
- Reliable

## VOLUNTEER ROLE DESCRIPTION

Please call the church office at 386-445-2020 for additional information or if you have any questions.

### WATCH TEAM MINISTRY CONT.

#### **Additional Information:**

- Training will be provided
  - Assist at annual VBS event from Sunday-Friday evening 5:30pm to 9:00pm
  - Background check required
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### WOMEN ON MISSION

**Ministry Purpose:** Support missions financially, pray for missions and missionaries, learn about missions, engage in mission actions and participate in the work of the church.

**Volunteer Position:** Group and Prayer Leaders

**Time Commitment:** Meet 2<sup>nd</sup> Thursday of the month as a group. However, most/some of group volunteer throughout the month pray and assist church members.

#### **Responsibilities/Duties:**

- Develop mission minded group
- Enhance mission education through our Missions magazine and through the testimonies of missionaries that graciously speak to our ladies when available
- Participate with projects (i.e. crocheting blankets for the sick, shut-ins, babies and Wayfarer Marines)
- Attend mission meetings at Halifax Association and Florida Baptist Convention
- Pray for all missionaries locally, nationally and internationally. Acts 1:8
- Promote and provide the congregation with materials needed for missions giving (i.e. Annie Armstrong Easter Offering, Lottie Moon Christmas Offering, Maquire State Offering, Florida Baptist Children's Home, Operation Shoe Box and other local entities in Flagler County)
- Assist other groups as needed

**Additional Information:** None

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### WOMEN'S MINISTRY

**Ministry Purpose:** To raise up Godly women to be exactly who God desires them to be in their roles as wives, single women, mothers, friends, leaders, and servants of Christ and one another. The goal is to exemplify the woman modeled in Titus 2:3-5.

**Volunteer Position:** Women's Ministry Assistants

**Time Commitment:** Varies depending on retreat, event and planning meetings.

#### **Responsibilities/Duties:**

- Assist the Ministry Leader
- Serve the women of our church and the world we are called to reach with kindness, love, mercy and Christlikeness

#### **Helpful Gifts/Skills:**

- Administration
- Hospitality
- Helps

**Additional Information:** None

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## VOLUNTEER ROLE DESCRIPTION

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### WORSHIP MINISTRY (4 POSITIONS)

#### 1. Audio Visual

**Ministry Purpose:** The Audio/Visual Ministry is comprised of like-minded people who are highly skilled, knowledgeable, and technically gifted individuals who are motivated by the smooth functioning of all worship services and church events in a vitally important “behind-the-scenes” support role for the Music Ministry and other church ministries that require support.

**Volunteer Position:** Technician

**Time Commitment:** Includes year-round weekly attendance for the following rehearsals/services:

- Tuesday evening praise band rehearsals from 6:00pm – 8:00pm
- Wednesday evening mid-week services from 6:00pm – 7:30pm
- Sunday morning worship services
  - 8:30am Blended worship services
  - 9:30am Classic worship services
  - 10:45am Modern worship services

Also includes attendance for the following church ministry and other events:

- Seasonal Music and Drama Ministry musicals and all related rehearsals as scheduled (Easter, Christmas, Patriotic services, etc.)
- Weddings and funerals as scheduled
- FBCA rehearsals/events as scheduled
- Other church ministry and approved outside/community group events as scheduled
- Audio/Visual training as scheduled

#### **Responsibilities/Duties:**

- To aid the Associate Pastor/Worship, Senior Pastor, church pastoral and support staff, and church lay leadership and members in facilitating a worshipful atmosphere through Audio/Visual support for the Music Ministry and other ministries of FBCPC
- To help provide technical support for all scheduled church functions
- It is expected that there will be some physical labor involved in the set up/break down process in moving Audio/Visual equipment around on the Sanctuary stage and other areas of the church campus as needed

#### **Helpful Gifts/Skills:**

- It is expected that all members who serve in the Audio/Visual ministry will possess a flexible, positive, pleasant, and team-centered attitude in service to the church body and will exhibit a high level of spiritual calling and technical gifting to meet the ever-changing demands of this critical church ministry
- All members of the Audio/Visual ministry must possess a high degree of giftedness and experience in the areas of sound, lighting, computers, cameras, livestream broadcasting, and other areas of related technology that are used in weekly worship services, seasonal events, and all other scheduled church events that require Audio/Visual support

**Additional Information:** None

#### 2. Drama Ministry

**Purpose:** Proclaim the word of God through attracting those with drama gifting who have the desire to understand the Word of God in a form other than written or verbal for the mission of praising God, edifying believers, and evangelizing unbelievers.

**Volunteer Position:** Actors

**Time Commitment:** Seasonal productions (Christmas, Easter, patriotic, etc.) and non-seasonal drama programs as needed throughout the year.

#### **Responsibilities/Duties:**

- Faithful, consistent attendance at scheduled drama rehearsals and extra rehearsals as well as seasonal productions and non-seasonal drama applications.

## VOLUNTEER ROLE DESCRIPTION

Please call the church office at 386-445-2020 for additional information or if you have any questions.

### WORSHIP MINISTRY (4 POSITIONS) CONT.

#### **Drama Ministry cont.**

##### **Helpful gifts/skills:**

- Prior experience in drama
- Ability to follow instruction from the Drama leader and Associate Pastor/Worship
- Ability to work cooperatively with a humble, positive, Christ-like attitude in a team setting

##### **Additional Information:**

- Attend meetings as scheduled with Drama leader for seasonal productions and non-seasonal drama programs throughout the year

### **3. Praise Band/ Team Ministry**

#### **Purpose:**

The Praise Band of First Baptist Church of Palm Coast, FL is comprised of like-minded people who are highly skilled, well-experienced, and musically gifted instrumentalists and singers that believe that God inhabits the praises of His people through playing instruments and singing in weekly worship services. It is a place where they can share their instrumental, vocal, and spiritual gifts, be an integral part of the worship experience, and share the Gospel of Jesus Christ through using their instruments and vocal talents in a contemporary worship service setting.

**Volunteer Position:** Praise Band Instrumentalist and Praise Band Singers

**Time Commitment:** Attendance at weekly Tuesday evening band rehearsals from 6:00pm – 8:00pm and weekly 10:45am Family Worship Services is required throughout the year.

#### **Responsibilities/Duties:**

- To create an atmosphere through the Praise Band where all feel welcomed into the expression of the corporate worship of God
- To introduce God-centered meaningful and unique contemporary musical offerings of praise
- To encourage sensitivity to the working of God's Spirit that is necessary to bring honor to His Name
- To maintain a biblical approach to worship that is honoring to God and that relies on the scriptures as the standard of truth and conduct for the Christian
- To encourage an attitude of expectation in the congregation, where the realization of God's presence through worship creates excitement and opens hearts to receive the message from the Word of God

#### **Helpful Gifts/Skills:**

- It is expected that all Praise Band members will possess a positive, team-centered attitude and exhibit a higher level of spiritual calling, year-round commitment, and musical gifting that is required to serve in this ministry. Therefore, all Praise Band members must possess the following basic musical gifting:
  - A high degree of knowledge, musicianship, and musical gifting with their voice or instrument(s)
  - Singers must have ability to match/hold pitch with superior rhythmic skills
  - Singers and instrumentalists must have the ability to learn music quickly by rote "on the fly" and improvise with limited rehearsal time
  - All members must have a pleasing, authentic, non-distracting, and relatable stage presence with the ability to sing/play with confidence and poise at all times

**Additional Information:** None

## VOLUNTEER ROLE DESCRIPTION

Please call the church office at 386-445-2020 for additional information or if you have any questions.

### WORSHIP MINISTRY (4 POSITIONS) CONT.

#### 4. Worship Choir

**Ministry Purpose:** The Worship Choir of First Baptist Church of Palm Coast, FL is comprised of like-minded people who believe that God inhabits the praises of His people through choral music and other expressions of worship. It is a group for believers to share their vocal and spiritual gifts, be an integral part of the worship experience, and share the Gospel of Jesus Christ through song and praise while helping lead the congregation in corporate worship.

**Volunteer Position:** Worship Choir Member

**Time Commitment:** Wednesday evening rehearsals from 6:15pm – 8:00pm. Sunday 9:30am service, arrive by 9:15am; Sunday 10:45am service as needed, arrive by 10:30am. Seasonal rehearsals Monday evenings from 6:00pm – 8:00pm (Christmas, Easter, Patriotic, other special services, etc.). Annual Worship Choir retreat, other rehearsal as scheduled throughout the year.

#### **Responsibilities/Duties:**

- To create an atmosphere where all feel welcomed into the expression of the corporate worship of God
- To sing God-centered meaningful and unique choral/worship music, maintaining a balanced, yet generally more contemporary approach, while paying the proper respect to the traditional music of the church
- To encourage sensitivity to the working of God's Spirit that is necessary to bring honor to His Name
- To maintain a biblical approach to worship that is honoring to God and that relies on the scriptures as the standard of truth and conduct for the Christian
- To encourage an attitude of expectation in the congregation, where the realization of God's presence through worship creates excitement and opens hearts to receive the message from the Word of God

#### **Helpful Gifts/Skills:**

- It is expected that all Worship Choir members will possess a positive, team-centered attitude and exhibit a higher level of spiritual calling, year-round commitment, and musical gifting that is required to serve in this ministry. Therefore, all members of the Worship Choir ministry must possess the following basic musical gifting:
  - The ability to match pitch within their respective vocal part (soprano, alto, tenor, or bass) and follow along within their section
  - While the ability to read music is not required, all members are also expected to learn the music and correctly sing the notes as written within their respective vocal part (soprano, alto, tenor, or bass)

**Additional Information:** None