



## VOLUNTEER TEAM DESCRIPTIONS

### **USHER TEAM**

The ushers work with the other volunteer ministries to facilitate a warm, welcoming, and safe environment and to assist all those attending Freedom Church.

**FREQUENCY/DURATION:** At least once per month, (A team: Setup through first service; B team: 2nd service through tear-down).

**RESPONSIBILITIES INCLUDE:**

1. Set-up (beginning at 7:30am) and clean-up auditorium
2. Greet and Seat congregants
3. Secure offering and administer Communion elements

### **CONNECTIONS TEAM**

Our team is great for people who love to meet new people and help guests get more connected with people and ministries in the church. It is important to have plenty of staff for this team so that we can make as many connections as possible!

**FREQUENCY/DURATION:** One Sunday per month (A team: Setup through first service; B team: 2nd service through tear-down).

**RESPONSIBILITIES INCLUDE:**

1. Set-up of main lobby beginning at 7:30am
2. Greeting guests and answering questions.
3. Assisting guests in obtaining parking vouchers and signing up for events and ministries at the church.

### **SECURITY TEAM**

The Security Team is an extension of our Connections ministry. Security Team members warmly welcome those attending our services and ensure that the lobby and children's ministry is a safe place for everyone present.

**FREQUENCY/DURATION:** Once or twice per month depending on schedule

**RESPONSIBILITIES INCLUDE:**

1. Monitoring entry to the church and greeting guests.
2. Maintaining lobby area presence and assisting Connections Team and Children's ministry with any problems.

### **CHILDREN'S MINISTRY**

Our children's ministry team makes an invaluable investment into the next generation every Sunday. We are looking for men and women who desire to shape the hearts of our children

as they grow in relationship with Jesus Christ. An eagerness to learn and serve is the primary prerequisite.

**FREQUENCY/DURATION:** At least once every three weeks, 1 service per Sunday.

**RESPONSIBILITIES INCLUDE FOR CHILDREN'S MINISTRY TEACHER:**

1. Teaching or assisting your assigned class – Nursery (6mos-2yrs), Preschool (3-5yrs) or Kids Club (1st-5th grade)

**RESPONSIBILITIES FOR KIDS SIGN-IN, SECURITY CHECK AND SET UP:**

1. Assist families who are checking their kids into our system, and monitor child pickup.
2. Help set up or pack up classrooms and equipment.

## **CREATIVE TEAM (FREEDOM MOVEMENT) TEAM ROLES**

### **WEBSITE/APP TEAM**

The Freedom Church website is an amazing tool for reaching people in Philadelphia and introducing people to our church. Each week, people visit Freedom for first time because they found us online! We're looking for people who are willing to contribute in many small ways with attention to detail. Some digital experience is preferred, but not required.

**FREQUENCY/DURATION:** An hour or two a week

**RESPONSIBILITIES INCLUDE:**

1. Brainstorm ways to grow digital presence of Freedom Church
2. Make regular updates to site including events, sermon audio/video, and ministry updates
3. Optimize experience of websites for Freedom Church, Freedom Movement, and Every Nation Campus Philadelphia

### **SET-UP / TEAR-DOWN TEAM**

This is the DREAM TEAM! Primary role is to load-up gear/equipment from storage, set-up and tear down on Sunday morning. Also help with setup and tear down of lobby, 2nd floor classrooms, nursery and children's church!

**FREQUENCY/DURATION:** 2 times per month, either set-up or tear down.

**RESPONSIBILITIES INCLUDE:**

1. Set up the sound and stage equipment by 8:00 am. Load up starts at 7:15am
2. Assist in tear down and storing of equipment after last service

### **SOCIAL MEDIA**

The Social Media Team helps extend our message worldwide through channels such as Facebook and Instagram. If you use social media personally and are familiar with these networks, we can use your help!

**FREQUENCY/DURATION:** An hour every two weeks

**RESPONSIBILITIES INCLUDE:**

1. Create, post and schedule content
2. Work in conjunction with Photography, Design and Copywriters to build up a catalogue of content across multiple story telling categories.

## **VIDEOGRAPHY TEAM**

The video team's main role is to record, edit and post sermons weekly for continued engagement with our online Freedom community. The video team will also focus energy on creating content to encourage and inspire guests and regular attenders. Camera operators and Editors are needed. Training can be provided to operate the camera for recording sermons, however those who would like to edit will need to have personal access to editing software.

**FREQUENCY/DURATION:** Once or twice/month

**RESPONSIBILITIES INCLUDE:**

1. Camera operators to film Sunday services (typically just last service) and other Freedom Church events.
2. Editors to edit film for placement on the web, 24-48 hours after live event.

## **MEDIA PRODUCTION TEAM**

The media production team runs many of the technical aspects of the Sunday service and is an important position to help each service flow well. We are looking for people who enjoy working with technology to serve and enhance our weekly services.

**FREQUENCY/DURATION:** Once or twice per month

**RESPONSIBILITIES INCLUDE:**

1. Setting up the media computer for Sunday services in ProPresenter (sermon, songs, announcements, backgrounds, etc.)
2. Running the computer on Sunday morning (includes worship songs, sermons and videos during service, music between services)
3. Setting up and tearing down A/V equipment.

## **HOSPITALITY**

Some of our volunteers serve throughout the entire morning on Sundays which we know is a long day! We are looking for people to serve our volunteers by setting up food and drink areas so they can be refreshed and refueled as they serve others. This may involve picking up supplies before Sunday.

**FREQUENCY/DURATION:** Once or twice per month

**RESPONSIBILITIES INCLUDE:**

1. Picking up supplies before Sunday.
2. Setting up breakfast, snack and drink items.
3. Maintaining an inventory list after each week.