



Heritage  
Baptist Church

# Volunteer Job Descriptions Catalog

Revised 4/7/22

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\*Greyed-out positions are filled and not currently needed.

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## Urgent & Critical Volunteer Needs

### ESL Team for Preschool Children

Care for the Afghan little ones and help them learn English just by speaking to them! This class happens at the same time as our adult and older children's ESL classes.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	18+	Required	Weekly	ESL training/experience/certification is helpful, but not required.

### Elementary Sunday School Helper - 2nd Grade

This is a twice a month commitment for the 9:00 am service for one year beginning in August. The helper is responsible for assisting the teacher in the classroom by engaging the children in conversation as they do their seatwork and by helping children behave appropriately.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	7th Grade	Required	Twice a month

### FunSummer Club Helpers

This is a Wednesday night weekly commitment from 6:45 to 8:00 starting mid-May and ending mid-August. The helper is responsible for assisting the teacher in the classroom by checking children in, handing out supplies, and helping children behave appropriately.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	Adult	Required	Seasonal, Weekly

### Landscaping

For someone skilled in landscaping that can assist with assessing and planning the best way to fix the path and steps that lead through the woods to the missions houses. Someone who can help develop a plan to cull the woods of widowmakers and dead trees and establish a pruning and care plan for the area around the Ebenezer and picnic area.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	Any	Not Required	Varies on need	Landscaping skills

### Parking Team

Parking Team members are the first to welcome people onto our campus and into our community. Beyond being on the frontlines for hospitality, our Parking Team helps provide a safe and smooth entry and parking experience for every attendee. Rain provides a wonderful opportunity to bless as we greet at the car with an umbrella that will then be left at the entrance door. A few will stay in the parking lot during the service, the others will serve from 20 minutes before to 20 minutes after the beginning of their service.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	1 service, 1+ Sundays/month

## Parking Team Coordinator

This person would plan and coordinate the parking team each week during the service in which they are responsible. This person will lead the team one Sunday per month and serve starting 30 minutes before the service begins. This person will notify us of their interest in the position and selections will be made from the larger Parking Team.

Membership	Minimum Age	Background Check	Time Commitment
Required	25+	Not Required	Weekly; one service

## Usher

This person will serve those attending worship by offering a friendly greeting, helping them find a seat in the Worship Center while minimizing the distraction for those who are currently worshipping. Ushers are friendly, knowledgeable, and always willing to "go the extra mile" (Matthew 5:41). They will start serving 20 minutes before the beginning of the service serving until about 20 minutes into the service. Some will be asked to do more in communion services.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	13+ (male or female)	Not Required	Ideally, 1 service weekly

## Usher Coordinator

This person coordinates and oversees the ushers. This person will plan and coordinate the usher effort for the service in which they are responsible, starting 30 minutes prior to their service. Please indicate on the volunteer form if interested in this position, note that selections will be made from the larger Usher Team that have indicated an interest in this position.

Membership	Minimum Age	Background Check	Time Commitment
Required	25+	Not Required	1 service weekly

## Volunteer Facilitator

This person facilitates those desiring to find their place in volunteer ministry at Heritage. This person will be familiar with this Volunteer Job Description Catalog and the accompanying volunteer form. The objective is to help those who have questions &/or prefer to sign up at HBC rather than at home. You will have the opportunity to guide them based on their availabilities, passions, giftings, and skills. You will serve on Sundays at the Welcome Center for 30 minutes before the service begins then again after the service for possibly 30 more minutes.

Membership	Minimum Age	Background Check	Time Commitment
Required	25+	Not Required	1+ services per month

## Adult Ministries

### DC Group Life Leader

A Group Life Leader leads alongside the teaching coordinator closely within a small to mid-size group setting on Sunday morning. The main duties include Leading others to live out the Great Commission and the vision of Heritage while modeling intimacy with Jesus, leading alongside the Teaching Coordinator, helping establish and coordinate the life of the group, and committing to leadership development.

Membership	Minimum Age	Background Check	Time Commitment
Required	21+	Required	Weekly

### DC Teaching Coordinator

A Teaching Coordinator leads and teaches others in a small to mid-size group setting on Sunday morning. The main duties include living out the Great Commission and the vision of Heritage, modeling intimacy with Jesus, devoting themselves to the Ministry of the Word, devoting themselves to prayer, and committing to leadership development in others.

Membership	Minimum Age	Background Check	Time Commitment
Required	25+	Required	Weekly

### Event Childcare Coordinator

An event childcare coordinator assists in planning and facilitating childcare for an event within the Adult Ministries of Heritage Baptist Church. An average event includes 20-30 children and requires 7-10 care providers. These events most often happen around lunchtime, especially on Sunday afternoons.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Required	Quarterly

### Event Meal Coordinator

An event meal coordinator assists in planning and executing a meal for an event within the Adult Ministries of Heritage Baptist Church. An average event will have 30-75 adults in attendance and mostly happens around lunchtime, especially on Sunday afternoons. Many times meals could be catered or prepared in-house.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	18+	Not Required	Quarterly	Food service experience preferred

## Adventure Kids

### AWANA Small Group Leader

This is a Wednesday night weekly commitment from 6:45 to 8:00 starting in August and going through May. The small group leader is assigned a group of children for the purpose of disciplining them by listening to them quote Bible verses and by encouraging them in their walk with Jesus. They also supervise their children during game time and large group time helping them to behave appropriately.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	11th Grade	Required	Weekly

## Blast Zone Small Group Leader

This is a twice a month commitment for the 10:30 am service for one year beginning in August. The small group leader is assigned a group of children by gender and grade for the purpose of discipling the children by reinforcing the main lesson through facilitated discussion. They also assist during the large group time by sitting among the children encouraging them to participate, listen, and behave appropriately.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	7th Grade	Required	Twice a month

## Blast Zone Praise and Worship Team

This is a twice a month commitment for the 10:30 am service for one year beginning in August. Team members learn new songs as they are posted, join the team onstage during singing, and engage the children by example.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	5th Grade	Required	Weekly

## Blast Zone Tech Assistant

This is a twice a month commitment for the 10:30 am service for one year beginning in August. Tech Assistants assist in setting up the tech cart, oversee an element of the tech cart (computer, lights, sound), and assist in tearing down the tech cart.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	7th Grade	Required	Twice a month

## Elementary Summer Ministry Small Group Leader

This is a twice a Wednesday night weekly commitment from 6:30 to 8:00 starting June 1 and ending August 10, with a break on July 6. This year we will be focusing on world missions. Small group leaders will help facilitate the program primarily through leading a 10-minute post-teaching discussion time with their small group to review the key ideas from the lesson. Discussion questions will be provided.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	7th Grade	Required	Weekly

## Elementary Sunday School Helper

This is a twice a month commitment for the 9:00 am service for one year beginning in August. The helper is responsible for assisting the teacher in the classroom by engaging the children in conversation as they do their seatwork and by helping children behave appropriately.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	7th Grade	Required	Twice a month

## Elementary Sunday School Teacher

This is a twice a month commitment for the 9:00 am service for one year beginning in August. The teacher is responsible for discipling children through the teaching of God's Word using the Gospel Project curriculum while maintaining an orderly room.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	Adult	Required	Twice a month

## FunSummer Club (Preschool/Kindergarten)

This is a Wednesday night weekly commitment from 6:45 to 8:00 starting mid-May and ending mid-August. The teacher is responsible for disciplining children through the teaching of God's Word using the provided missions curriculum while maintaining an orderly room.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	Adult	Required	Seasonal, Weekly

## Good News Club

GNC is a public after-school program for 2nd through 5th graders that meets for 10 weeks twice a year. A helper oversees a small group as they participate in the various activities and assists the children in behaving appropriately.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	7th Grade	Required	Seasonal, Weekly

## Rejoice Worship Arts Ministry Helper

This is the singing ministry for 3rd-6th graders who take part in community activities and a musical in the Spring. Duties will depend on both the commitment level available and the skill set needed to help develop the children as singers and actors.

## Afghan Resettlement Initiative

### Bus Drivers for ESL with Afghan Families

ESL classes are being held at HBC every Monday, Tuesday, and Thursday evenings from 5:00-7:30 pm, as well as Saturday mornings from 10:00 am-12:30 pm for Afghan families living at Walden Pond. We need one CDL-certified bus driver per day of class to bring Afghan learners to and from class.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	25+	Required	Weekly	CDL (class B) certified

### Cricket Players

We need men who know how to play Cricket or are willing to learn. Afghan men really enjoy this sport and we'd love to foster some healthy activity and relationships around the game. Ideally, we'd have enough players for 2 teams of 11. To begin, we'd hope for a weekly match, but if interest grows, there could be more.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	18+	Not Required	Weekly; as needed	Male

### ESL Team for Preschool Children

Care for the Afghan little ones and help them learn English just by speaking to them! This class happens at the same time as our adult and older children's ESL classes.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	18+	Required	Weekly	ESL training/experience/certification is helpful, but not required.



## ESL Team

Join our team who is providing classes for English as a second language to Afghan men, women, and children. Classes are held at HBC Monday, Tuesday, and Thursday from 5:15-7:15 PM and Saturdays 10:15 am-noon.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	18+	Required	Weekly	ESL training/experience/certification is helpful, but not required. Ability to follow the curriculum and patiently work with English learners

## Ongoing Family Help and Support

There are teams of Heritage people who are supporting specific Afghan families in a variety of ways throughout each week (transportation to appointments, ESL practice, driver's education, employment searches, etc.). This is a higher level of commitment and engagement with a specific family over the course of 5-6 months.

Membership	Minimum Age	Background Check	Time Commitment
Not Required, but must be actively involved at HBC	25+ (children welcome to join with their parents)	Required	Weekly

## Women's Sewing Group

We'd love to start a regular (at least weekly) gathering of Heritage women and Afghan women who simply enjoy sewing and talking. This hasn't begun yet, but we'd love to start it as soon as we have a few women willing to come. Participants would need to have their own sewing machines and bring their own supplies. The group would likely meet at HBC, but if someone is willing to host in their home, that might work as well.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	18+ (younger girls can accompany their mother/grandmother)	Required	Weekly	Basic sewing skills

## Women's Sewing Group Leader

In order to begin the sewing group, we need a woman who will be willing to organize the logistics of the weekly gathering.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	25+	Required	Weekly	Advanced sewing skills

## Cricket Organizer

We'd love to start a regular gathering of Heritage and Afghan men to play cricket. The leader would need to organize logistics of time, place, and players.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	25+	Required	Weekly; As needed	Male; Strong athletic ability, administrative ability, leadership ability, knowledge of rules for Cricket (or willingness/ability to learn them)

## Connections Ministry

### Hospitality Team (First Impression Team)

These team members will provide a very friendly, welcoming, helpful face to ALL who are entering our church, especially looking to help those who are here for the first time. Most responsibilities require serving 8:30-9:15 and 10:15-10:45 on Sunday mornings. These servants make a positive long-lasting first impression of which we have many stories of recent and decades ago.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	Any	Not Required	1-2x per month

### Hospitality Team (First Impression Team) Leader

This person sets the tone coordinating and overseeing the hospitality ministry of door and hallway greeters as well as the Welcome Centers. This person will plan and coordinate the efforts of the DC class of the week volunteers and the other regular volunteers in this area of ministry. This person will lead the team one Sunday per month from 8:15-noon and are typically able to experience portions of their own DC and the Worship Service. Please indicate on the volunteer form if interested in this position, note that selections will be made from the larger Hospitality Team that have indicated an interest in this position.

Membership	Minimum Age	Background Check	Time Commitment
Required	Any	Not Required	1x per month

### New Connections Photographer

This person will use their smartphone to take individual photos of New Connections Class attendees for the church database. Your smiling face will capture the smiling faces of those who are attending the class and considering Heritage membership. This class is typically provided 4 Sunday afternoons each year.

Membership	Minimum Age	Background Check	Time Commitment
Required	18+	Not Required	4-5x per year

## New Connections Welcome Team

This person will be a part of the team that provides check-in, meal set-up (don't need to cook), and generally facilitate the logistics during the New Connections Membership Classes. You will help provide a very warm welcome environment to those who are attending the class and considering Heritage membership. This class is typically provided 4 Sunday afternoons each year.

Membership	Minimum Age	Background Check	Time Commitment
Required	18+	Not Required	4 per year

## Office Administrative Help

Occasional volunteers are needed to help with various administrative tasks in the Connections Ministry office such as creating documents and reports. Depending on the task, these individuals need experience in desktop publishing (Canva or MS Publisher) or Google Docs or Google Sheets. Other office administrative tasks will also occasionally be needed.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	Any	Not Required	As needed

## Parking Team

Parking Team members are the first to welcome people onto our campus and into our community. Beyond being on the frontlines for providing an authentic, high-energy welcome, our Parking Team helps provide a safe and smooth entry and parking experience for every attendee. Rain provides a wonderful opportunity to bless as we greet at the car with an umbrella that will then be left at the entrance door. A few will stay in the parking lot during the service; the others will serve from 20 minutes before to 20 minutes after the beginning of their service.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	1 service, 1+ Sundays/month

## Parking Team Coordinator

This person would plan and coordinate the parking team each week during the service in which they are responsible. This person will lead the team one Sunday per month and serve starting 30 minutes before the service begins. This person will notify us of their interest in the position and selections will be made from the larger Parking Team.

Membership	Minimum Age	Background Check	Time Commitment
Required	25+	Not Required	Weekly; one service

## Stewardship Class Facilitator

This individual will be selected from those already serving on the Stewardship Ministry Team. This person will be passionate about helping others in the area of stewardship of personal finances and will emcee the class with provided curriculum and video. These classes are currently being developed.

Membership	Minimum Age	Background Check	Time Commitment
Required	25+	Required	When classes happen

## Stewardship Coach

These individuals will be selected from those already serving on the Stewardship Ministry Team. Individuals will have a passion to come alongside others to coach them in the stewardship of personal financial resources. This will include helping them: to fully understand their role as a steward, to establish and use a spending plan, to move toward debt management/elimination, etc. Note that this is not an opportunity to sell one's own product or services.

Membership	Minimum Age	Background Check	Time Commitment
Required	25+	Not Required	As needed

## Stewardship Ministry Team Member

These spiritually mature individuals will have a passion to teach and help others in the areas of generosity and stewardship of personal financial resources. This ministry area is currently being built and the team members will be used according to their giftings and skill set. This may involve numerous ministry opportunities from class logistics/hospitality to table leader to personal financial coaching. Note that this is not an opportunity to sell one's own product or services.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	25+	Not Required	Varies

## Usher

This person will serve those attending worship by offering a friendly greeting, helping them find a seat in the Worship Center while minimizing the distraction for those who are currently worshipping. Ushers are friendly, knowledgeable, and always willing to "go the extra mile" (Matthew 5:41). They will start serving 20 minutes before the beginning of the service serving until about 20 minutes into the service. Some will be asked to do more in communion services.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	13+ (male or female)	Not Required	Ideally, 1 service weekly

## Usher Coordinator

This person coordinates and oversees the ushers. This person will plan and coordinate the usher effort for the service in which they are responsible, starting 30 minutes prior to their service. Please indicate on the volunteer form if interested in this position, note that selections will be made from the larger Usher Team that have indicated an interest in this position.

Membership	Minimum Age	Background Check	Time Commitment
Required	25+	Not Required	1 service weekly

## Volunteer Facilitator

This person facilitates those desiring to find their place in volunteer ministry at Heritage. This person will be familiar with this Volunteer Job Description Catalog and the accompanying volunteer form. The objective is to help those who have questions &/or prefer to sign up at HBC rather than at home. You will have the opportunity to guide them based on their availabilities, passions, giftings, and skills. You will serve on Sundays at the Welcome Center for 30 minutes before the service begins then again after the service for possibly 30 more minutes.

Membership	Minimum Age	Background Check	Time Commitment
Required	25+	Not Required	1+ services per month

## Facilities

### Global Worker Vehicle Maintenance

We have multiple vehicles that we rent out to global workers when they are in town. We need volunteers who can help maintain these vehicles in good condition for long-term use.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	Any	Not Required	3 hours a month	Vehicle maintenance skills

### Landscaping

For someone skilled in landscaping that can assist with assessing and planning the best way to fix the path and steps that lead through the woods to the missions houses. Someone who can help develop a plan to cull the woods of widowmakers and dead trees and establish a pruning and care plan for the area around the Ebenezer and picnic area.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	Any	Not Required	Varies on need	Landscaping skills

### Special Skills Helper

This would be a person who is skilled in painting, carpet cleaning, LED electrical retrofitting, etc., that is willing to help with special projects throughout the church.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	Any	Not Required	As needed

### Trail Clean Up

The trails in between the Global Worker Homes and our church need ongoing upkeep. This includes: pulling weeds, raking, cutting branches, making paths more clear, etc.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	Any	Not Required	Seasonally, approx. 3 hours	Must be able to use yard tools and equipment

## Global Ministries

### Disciple-Making Team

Disciple-Making Teams are a 10-week training focused on glorifying God by developing healthy disciple-making rhythms in a community to catalyze long-term discipleship efforts in Lynchburg and among the nations.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	Any	Not Required	8 hours a week for 10 weeks

## FISH with Global Worker or Mobilizer

FISH is an evangelistic acronym: Find, Interest, Share, and Help. Our global workers and mobilizers would love for others to join them in their evangelistic efforts to see God's Kingdom expand in Lynchburg. They would be happy to model for and coach those who hope to grow in this discipline.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	Any	Not Required	1 hour

## Global Care Team

Global Care Teams exist to serve alongside the Global Ministries Pastor and Team to provide critical support for our Global Workers as Gospel partners.

Membership	Minimum Age	Background Check	Time Commitment
Required	18+	Not Required	Lifelong

## Global Ministries Connect Table

We need volunteers who are heavily involved and bought into the vision and values of the Global Ministries Office to be a point of contact to the congregation on Sundays to answer any questions members or visitors may have in regard to Global Ministries.

Membership	Minimum Age	Background Check	Time Commitment
Required	18+	Not Required	3 hours as needed

## Global Ministries Large Event Helper

Various times throughout the year the Global Ministries office will host breakfasts, luncheons, or dinners for either global workers or the support teams we have for the global workers. We could use help prepping, organizing, and cleaning up for these meetings.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	12+	Not Required	3 hours as needed	Food service experience preferred

## Global Ministries Small Event Helper

Various times throughout the year the Global Ministries office will host large receptions. We could use help prepping, organizing, and cleaning up for these special events.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	12+	Not Required	4 hours as needed

## Global Ministries Office Volunteer

Two regular volunteers are needed to help with ongoing administrative tasks in the Global Ministries office; regular office tasks include creating and editing documents and spreadsheets, desktop publishing, and other office assistance to the Global Ministries Team. Need experience in Word, Excel. Requires high confidentiality.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Required	18+	Required	2-4 hours a week	Experience in Word, Excel. Plus a high sense of confidentiality.

## Global Worker Breakfasts Helper

Various times throughout the year our global workers who are visiting town will lead staff devotionals for that day. We provide breakfast and could use help prepping, organizing, and cleaning up for these mornings.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	12+	Not Required	3 hours as needed	Food service experience preferred

## Graphic Design Office Help

We need a volunteer skilled in Graphic Design who can help the Global Ministries office with various graphic design projects that arise.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Required	Any	Not Required	2+ hours as needed	Graphic Design skills

## Help with Harvest Prayer Requests

Each week Jim Vernon updates the prayer requests of our global workers. He puts these requests on one document that we edit down to one page to present at our Wednesday Night Gatherings. This volunteer would assist Jim in communicating to global workers and inputting their requests on this document.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	Any	Not Required	2 hours a week	Writing ability; confidentiality; secure email address

## Host Global Worker for a meal

When our global workers are in town they love connecting with members of Heritage. It would be a blessing to them if you invited them into their home and you got to know one another. We can have a sign up list for those interested in hosting a meal and we will connect you with the global workers.

Membership	Minimum Age	Background Check	Time Commitment
Required	18+	Not Required	2 hours as needed

## IT Office Help

GM Office has various meetings or conferences where a volunteer with AV tech experience would be a huge help.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Required	18+	Not Required	2+ hours as needed	Experience with Google Drive and Zoom

## Pathway to the Nations

The Pathway to the Nations' purpose is to develop and equip long-term goers who love the gospel and are making reproducing disciples. Our desire is that those in the Pathway will know and love Jesus more so that they might be unleashed to proclaim Jesus' Good News and to see His Church planted throughout the world.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Required	18+	Required	Lifelong	By invite only; click <a href="#">here</a> for more information

## Recent Short Term Mission Trip Pictures/Displays

For every Short-Term Ministry Trip that is taken through Heritage, we like to create a wall display to have throughout the building. This includes: Designing the layout of multiple canvas displays, designing individual canvases, interacting with STMT leaders to summarize the trip and input photos, interacting with facilities, and communicating with various retailers to order and print canvases.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	Any	Not Required	2 hours a day for 1-2 weeks as needed	Interior/graphic design knowledge; administrative; attention to detail

## Short Term Mission Trip Participant

Heritage plans multiple STMTs to visit our global workers. This is to join them in their ministry, encourage them, and allow our members to be exposed to the work that our global workers are doing. We encourage all of our members to go on multiple STMTs. \*Not all who apply will be approved, depending on team size\*

Membership	Minimum Age	Background Check	Time Commitment
Not Required	16+	Required	6-8 weeks prep, plus 10-14 day trip

## Temporary Global Worker Host

Occasionally the global worker houses are filled up and the GM Office seeks other means of housing for workers. Preferred options would be a separate, furnished apartment such as a mother-in-law suite or basement apartment with external access.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Required	Any	Not Required	Varies as needed	Unoccupied, furnished housing; preferably with a private entrance

## Transit Team

When a global worker or member of Heritage travels for Global Ministries they typically depart from D.C. Having volunteers to drive them to/from the airport is a great blessing and could also help save money in parking fees.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Required	25+	Not Required	8 hours to/from IAD as needed	Safe and confident driver; flexible schedule

## Timeline Project Helper

Heritage has a rich history of sending laborers to the harvest, it would help our office if a volunteer took the initiative to research the history of Heritage sending global workers and put that information on a presentable format -using photos, dates, and descriptions on a timeline since Heritage was planted.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	Any	Not Required	2 hours a day for 1-2 weeks



## Music Ministries

### Orchestra (String Sectional)

The String Sectional is an auditioned and interviewed group of string players with moderate to advanced level skills. The ensemble is made up of cello, bass, viola, and violin, and leads in worship approximately twice per month and occasionally at special events. Rehearsals take place on Wednesday nights and Sunday mornings.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	Any	Not Required	As needed

### Worship Band

The Worship Band is an auditioned and interviewed group of players with moderate to advanced level skills. The ensemble is made up of piano, keys, bass guitar, drums, acoustic guitar, and electric guitar, and leads in worship during the main services each Sunday and at special events. Rehearsals take place on Wednesday nights and Sunday mornings.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	Any	Not Required	As needed

### Worship Choir

This is the starting place for all vocalists who desire to be a part of the Worship Ministry at Heritage. The Worship Choir rehearses on Wednesday evenings August through May and currently leads worship in the morning services twice each month. No audition is required.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	Any	Not Required	Weekly

## Student Ministries

### Bus Drivers

A driver to transport teens and adults throughout the year for our various events and camps.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	25+	Not Required	Event-Based	CDL (Class B) Certified

### Childcare

Someone to watch the children of youth leaders during leader meetings, youth activities, etc.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Required	Few times during the semester, mostly evenings

## Event Helpers

General help needed for the execution of youth events, including but not limited to: helping to execute programmatic elements, working with the food team, general cleanup, and crowd control.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	Event-Based

## Food Team Helper

This team consists of planning/coordinating a menu with Elizabeth for monthly snack nights and other youth events, as well staging of food and cleanup.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	Monthly, plus special events

## Greeters

Door greeters who welcome students and parents on Wednesday nights as they come through the door. Work in conjunction with the Info Center team member.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	Weekly

## MC/Program Person

An engaging personality who is able to oversee the beginning portion of Wednesday nights. This includes someone who is able to explain and lead youth group games, give announcements in an engaging way, and potentially teach on a Wednesday night.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Required	Weekly

## Photographer/Videographer

An experienced photographer and videographer to capture moments on Wednesday nights and throughout the week. This will include taking photos, developing videos, and coordinating with Elizabeth for social media purposes.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	Any	Not Required	Weekly

## Refinery Cafe Volunteer

This volunteer will help run the youth cafe that we have on Wednesday nights every other week (2nd and 4th Wednesdays, and 5th if we have one that month) They will help with making drinks and snacks, collecting money, and getting supplies if needed.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	2-3 times a month

## Room Administrator

A leader couple who oversees a respective youth ministry room every Wednesday night, plus special events. This includes greeting visiting students, encouragement of leaders throughout the semester, and periodic coordination with the youth pastor regarding the direction of youth programming.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Required	18+	Required	Weekly	Must be a Parent Couple

## Small-Group Coach

Someone who helps coach small group leaders, encouraging them by sitting in on Wednesday night groups and offering constructive feedback as small group leaders lead. Age: older, but nothing specific.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Required	Weekly

## Small-Group Leader

Someone involved in the ongoing process of discipleship and development of teens throughout the course of the week and the year.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Required	Weekly

## Snack Night Helper

This volunteer will help run snack night the first Wednesday of every month. This position will involve serving and preparing snacks for small groups.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	Monthly

## Student Information Desk Volunteer

Handling general questions at the Info Center on Wednesday nights while also engaging visitors by connecting them with the appropriate persons. Work in conjunction with greeters.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	Weekly

## TechOps

Someone with soundboard experience is needed as we run praise bands and have general tech needs throughout the ministry area.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Required	Weekly, plus special events

## Youth Praise Team - Band

Available to those in 7th grade and above; depending on availability, some positions students can grow into. Other positions require an intermediate skill level or above.

## Youth Praise Team - Worship Team

Available to those in 7th grade and above; based on availability. Able to sing harmony and comfortable with singing in front of others.

## Production (TechOps) Ministry

### Broadcast Graphics (CGI)

The CGI operator controls the graphics and videos that are displayed to the broadcast audience. Operators are scheduled for both worship services. No experience is required; training and instruction are provided.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	10th Grade	Required	1-2 times a month

### Camera Operator

Camera operators are scheduled for both worship services. No experience is required; training and instruction is provided.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	7th grade	Required	1-2 times monthly

### Lighting Operator

The Lighting Operator controls the stage lighting during the worship services and special events. Operators are scheduled for both worship services on those weeks. No previous experience is required; training will be provided.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	10th Grade	Required	1-2 a month

### Monitor Mix/Stage Assistant

The Monitor Mix/Stage Assistant assists the on-stage personnel in developing their in-ear monitor mix and is also available to assist the Front of House (FOH) engineer as needed. Operators are scheduled for both worship services on those weeks.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	10th Grade	Required	1-2 times a month

### ProPresenter Operator

The ProPresenter operator controls the display of lyrics and graphic content that appears on the screens in the worship center. Operators serve are scheduled for both worship services on those weeks. No experience is required; training and instruction are provided.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	10th Grade	Required	1-2 times a month

## TechOps Blast Zone

This is a twice a month commitment for the 10:30 am service for one year beginning in August. Tech Assistants assist in setting up the tech cart, oversee an element of the tech cart (computer, lights, sound), and assist in tearing down the tech cart.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	7th Grade	Required	Twice a month

## TechOps Student Ministries

The ProPresenter operator controls the display of lyrics and graphic content that appears on the screens in the Youth Rooms. Operators are scheduled for service and rehearsal. No experience is required; training and instruction are provided.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	7th Grade	Required	1-2 times a month

## Shepherding

### Visitation

This person needs to have a caring, nurturing spirit. They will minister to others by encouraging people in our congregation through cards, phone calls, nursing home visits, hospital visits, and other person-to-person meetings.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Required	Adult; children may accompany parents	Required	As needs arise	Minimum two persons must go to any in-person visit