

Volunteer Job Descriptions Catalog

Revised 8/2/22

Table of Contents - click on the ministry or position you are interested in for more detail. Also, note that the bottom of each page has a link to bring you back here and another one to take you directly to the Volunteer at HBC Form.

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

Urgent & Critical Volunteer Needs	5
AWANA Small Group Leader - Puggles and Cubbies	5
Blast Zone Small Group Coach	5
Blast Zone Tech Assistant	5
Nursery Care Leader - 9:00 am	5
Nursery Caregiver - 9:00 am	5
Parking Team	6
Parking Team Coordinator Assistant	6
Preschool Helper - 9:00 am	6
Preschool Teacher	6
Usher	6
Volunteer Facilitator	7
Adult Ministries	7
DC Group Life Leader	7
DC Teaching Coordinator	7
Event Childcare Coordinator	7
Event Meal Coordinator	7
Men's Bible Study Leader	8
Men's Event Meal Coordinator	8
Men's Leadership Team	8
Women's Bible Study Small Group Facilitator	8
Women's Bible Study Teacher	8
Women's Childcare Worker	9
Women's Greeter	9
Women's Hospitality	9
Adventure Kids	9
AWANA Small Group Leader	9
Blast Zone Small Group Leader	9
Blast Zone Praise and Worship Team	10
Blast Zone Tech Assistant	10
Elementary Sunday School Helper	10
Elementary Sunday School Teacher	10
Good News Club	10
Rejoice Worship Arts Ministry Helper	10
Global Kids Small Group Leader	11
Adventure Kids Jr. (Nursery - K)	11

Nursery Care Leader	11
Nursery Caregiver	11
Nursery Check-In	11
Nursery Sub	11
Nursery Supervisor	12
Preschool Check-in	12
Preschool Hall Monitor	12
Preschool Helper	12
Preschool Sub	12
Preschool Supervisor	12
Preschool Teacher	13
Global Kids Helpers (2-year-old through Kindergarten)	13
Global Kids Teacher (2-year-old through Kindergarten)	13
Afghan Resettlement Initiative	13
Afghan Transportation Team	13
Bus Drivers for ESL with Afghan Families	13
ESL Team for Preschool Children	14
ESL Team	14
Afghan Women's Sewing Group	14
Afghan Women's Sewing Group Leader	14
Connections Ministry	15
Greeter Team	15
Kids Ministry Desk in IP	15
New Connections Photographer	15
New Connections Welcome Team	15
Office Administrative Help	15
Parking Team	16
Parking Team Coordinator Assistant	16
Stewardship Class Facilitator	16
Stewardship Coach	16
Stewardship Ministry Team Member	16
Usher	17
Usher Coordinator	17
Volunteer Facilitator	17
Greeter Team Leader	17
Parking Team Coordinator	17
Facilities	18
Outdoor Ninja	18
Thursday Volunteer Taskforce	18
Trail Clean Up	18
Vehicle Wizard	18
General Office & Church Tasks	18
Library Assistant	18

Global Ministries	19
Disciple-Making Team	19
FISH with Global Worker or Mobilizer	19
Global Care Team	19
Global Ministries Large Event Helper	19
Global Ministries Small Event Helper	19
Global Ministries Office Volunteer	20
Graphic Design Office Help	20
Help with Harvest Prayer Requests	20
Host Global Worker for a meal	20
IT Office Help	20
Pathway to the Nations	21
Short-Term Ministry Trip Displays	21
Short-Term Ministry Trip Participant	21
Temporary Global Worker Host	21
Transit Team	21
Global Ministries Connect Table	22
Music Ministries	22
Orchestra (String Sectional)	22
Worship Band	22
Worship Choir	22
Production (TechOps) Ministry	22
Broadcast Graphics (CGI)	22
Camera Operator	23
Lighting Operator	23
Monitor Mix/Stage Assistant	23
ProPresenter Operator	23
TechOps Blast Zone	23
TechOps Student Ministries	23
Shepherding	24
Visitation	24
Student Ministries	24
Bus Drivers	24
Childcare	24
Event Helpers	24
Food Team Helper	24
Greeters	24
MC/Program Person	25
Photographer/Videographer	25
Refinery Cafe Volunteer	25
Room Administrator	25
Small-Group Coach	25
Small-Group Leader	25

Snack Night Helper	26
Student Information Desk Volunteer	26
TechOps	26
Youth Praise Team - Band	26
Youth Praise Team - Worship Team	26
Young Adult (Converge) Ministry	26
Event Meal Coordinator	26
Greeter	26
Icebreaker Facilitator	27
Leadership Team	27
Photographer/Videographer	27
Small Group Leader	27
TechOps	27
Worship Team	27

Urgent & Critical Volunteer Needs

AWANA Small Group Leader - Puggles and Cubbies

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 discipling 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 Coach

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 and encouraging them to participate, listen, and behave appropriately.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	10th Grade	Required	Twice a month

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. *Listed under Production on the Volunteer Form.

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

Nursery Care Leader - 9:00 am

This person will be responsible for overseeing a nursery classroom, communicating with parents at drop-off, helping provide a nurturing environment, caring for and/or playing with children, administering snacks, and changing diapers.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	18+	Required	Twice a month	Must be female

Nursery Caregiver - 9:00 am

Helps provide a nurturing environment, cares for and/or plays with children, administers snacks, changes diapers.

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

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 Assistant

This person would help plan and organize the parking team each week during the service in which they are responsible. This person will help 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

Preschool Helper - 9:00 am

Assists the teacher in making sure the children stay on task during lessons, song time, snack time, etc. Helps provide a nurturing environment where children can learn more about Jesus.

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

Preschool Teacher

Leads the classroom and provides a nurturing environment. Communicates with parents at drop-off. Teaches lesson (curriculum provided). Oversees song time, snack time, craft time, etc.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Required	Twice a month; 9:00 AM service

Usher

This person will serve those attending worship by offering a friendly greeting and 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

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

Men's Bible Study Leader

Lead Men in expositional, practical study of God's Word. A typical small group consists of 8-12 men. Each study purposes to serve the community of men toward becoming followers of Christ who live the gospel life among the nations.

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

Men's Event Meal Coordinator

An event meal coordinator assists in planning and executing a meal for an event within the Men's Ministry of Heritage Baptist Church. An average event will have 100-150 men in attendance and mostly happens on weekends. Many times meals would be prepared in-house.

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

Men's Leadership Team

A Men's Ministry Leadership Team member helps to promote the vision of the Men's Ministry of Heritage by developing events that help men to abide in Christ, lead their families, pursue biblical community, and embrace the mission of God.

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

Women's Bible Study Small Group Facilitator

Women needed to help facilitate small group discussion at Bible study. Some groups meet at church and others meet in homes. Attendance at leaders' meetings would be required.

Membership	Minimum Age	Background Check	Time Commitment
Required	18+	Required	10-week study in spring and fall; Occasional summer studies; Leader training meetings each semester

Women's Bible Study Teacher

Women who would like to grow in their gift of teaching Bible Study to other women. Teachers are needed for Tues morning Bible studies and Wed night Bible studies.

Membership	Minimum Age	Background Check	Time Commitment
Required	18+	Required	10-week study in spring and fall; Occasional summer studies; Developing teaching skills and curriculum is ongoing

Women's Childcare Worker

Women needed to provide childcare during Bible study. The volunteer would be working under the direction of a childcare coordinator.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	12+	Required	8-10 weeks in the spring and fall semester on Tuesday mornings

Women's Greeter

Ladies who enjoy greeting women as they arrive for an event, showing them where to go, and making them feel welcome.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	Varies; arrive 30 mins before an event

Women's Hospitality

Ladies needed who enjoy making coffee, setting up and cleaning up for special events, and Bible study.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	Varies; one hour before and after an event or Bible study

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 discipling 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 and 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 on stage during singing, and engage the children by example. *Listed under Music Ministry on the Volunteer Form.

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. *Listed under Production on the Volunteer Form.

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

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

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.

Global Kids Small Group Leader

This is 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	Seasonal, Weekly

Adventure Kids Jr. (Nursery - K)

Nursery Care Leader

This person will be responsible for overseeing a nursery classroom, communicating with parents at drop off, helping provide a nurturing environment, caring for and/or playing with children, administering snacks, and changing diapers.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	18+	Required	Twice a month	Must be female

Nursery Caregiver

Helps provide a nurturing environment, cares for and/or plays with children, administers snacks, changes diapers.

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

Nursery Check-In

Available to answer questions and assist parents at check-in; help visitors with computer check-in. Only needed 15 minutes before and 15 minutes after the start of service.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	11th grade	Required	Twice a month

Nursery Sub

Help to provide a nurturing environment, care for and/or play with children, administer snacks, and change diapers.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	7th grade	Required	As needed (no more than once every two months)

Nursery Supervisor

This person oversees volunteer check-in, is the point of contact for teachers and volunteers during service, communicates with parents as needed, and reports to Kids Ministry staff.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	18+	Required	Twice a month	Medical background preferred, though not required.

Preschool Check-in

Available to answer questions and assist parents at check-in. Help visitors with computer check-in. Only needed 15 minutes before and 15 minutes after the start of service.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	11th grade	Required	Twice a month

Preschool Hall Monitor

Takes children from the classrooms to the bathroom when needed

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	18+	Required	Once every two months	Must be female

Preschool Helper

Assists the teacher in making sure the children stay on task during lessons, song time, snack time, etc. Helps provide a nurturing environment where children can learn more about Jesus.

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

Preschool Sub

An on-call helper to fill in when needed. Will assist the teacher in making sure the children stay on task during lessons, song time, snack time, etc. Helps provide a nurturing environment where children can learn more about Jesus.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	7th grade	Required	Once every two months

Preschool Supervisor

Oversees volunteer check-in. Is the point of contact for teachers and volunteers during service. Communicates with parents as needed. Reports to Kids Ministry staff.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	18+	Required	Twice a month	Medical background preferred, though not required.

Preschool Teacher

Leads classroom and provides a nurturing environment. Communicates with parents at drop-off. Teaches lesson (curriculum provided). Oversees song time, snack time, craft time, etc.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Required	Twice a month

Global Kids Helpers (2-year-old through Kindergarten)

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

Global Kids Teacher (2-year-old through 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 discipling 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

Afghan Resettlement Initiative

Afghan Transportation Team

This person will be on a group chat with the heads of the Afghan houses so they can respond to a need if the family needs a ride prior to having driving licenses and vehicles in the US. This is a great opportunity to get to know these families and become their friends and help them acclimate to American society.

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

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

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

Afghan 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

Afghan 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

Connections Ministry

Greeter 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

Kids Ministry Desk in IP

Answers questions concerning Kids Ministry; Adds new families and/or children to the computer system; Directs families where to take children. Only needed 15 minutes before and 15 minutes after the start of service.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	1-2x/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 Assistant

This person would help plan and organize the parking team each week during the service in which they are responsible. This person will help 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

Greeter 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

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

Facilities

Outdoor Ninja

Do you have a specific set of skills? Does a pruned tree make you giggle a little? Does smelling fresh dirt bring a tear to your eye? We need volunteers with or without skills to help us improve and maintain our property. Pulling weeds, pruning trees, lopping off branches, and watching squirrels are available to you. Help us maintain our several acres and use your skills to assist us in stewarding God's wonderful creation.

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

Thursday Volunteer Taskforce

Do you want to drink coffee and fix things? If so then this is the opportunity for you. A team of highly skilled individuals utilizes their skills gained through years of experience and honey-do lists to help us out with various projects around the church. Could be changing light bulbs, hanging whiteboards, repairing a faucet, or patching some mortar. Every Thursday from 9-12 these venerable warriors get things done while educating the youth, swigging some free coffee, and spending time with other siblings in Christ. An opportunity not to miss.

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

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

Vehicle Wizard

Do you have the magic touch? Do you want nothing more than to look under the hood? Are cars a way of life and not just a comfy horse? Let us make your dreams come true. We need an experienced individual who loves oil changes and timing belts. Our small fleet of vehicles could be your wonderland as you keep them in tip-top shape and support our ministry and Global Workers.

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

General Office & Church Tasks

Library Assistant

This person would assist the librarians in organizing books, watching over the library, and other special projects.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	Any	Not Required	Sunday mornings between services

Global Ministries

Disciple-Making Team

Disciple-Making Teams (DMTs) 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. *To apply for DMTs, go [here](#)*

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	Daily commitment to pray; meet once quarterly to pray corporately.

Global Ministries Large 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 Small 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 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.

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.

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

Volunteer needed to assist with preparing weekly Harvest Prayer sheets, including corresponding with global workers.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
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 have a sign-up list for those interested in hosting a meal, and we will connect you with global workers when they are in town.

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 purpose of the Pathway to the Nations 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	2-3 years	By invite only; click here for more information

Short-Term Ministry Trip 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, coordinating with facilities, and communicating with various retailers to order and print canvases.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirments
Not Required	Any	Not Required	1-2 weeks as needed	Interior/graphic design knowledge; administrative skill; attention to detail

Short-Term Ministry 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* To apply for a STMT, go [here](#).

Membership	Minimum Age	Background Check	Time Commitment
Not Required	16+	Required	6-8 weeks training and 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

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

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 from 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

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 of two persons must go to any in-person visit

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 as 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. *Listed under Production on the Volunteer Form.

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. *Listed under Music Ministry on the Volunteer Form.

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. *Listed under Music Ministry on the Volunteer Form.

Young Adult (Converge) Ministry

Event Meal Coordinator

An event meal coordinator assists in planning and executing a meal for an event within the Young Adult Ministry of Heritage Baptist Church. Typical events include leader meetings for approximately 40 adults and kids and large group events for 100-150 young adults and leaders.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	18+	Not Required	Monthly, as needed	Food service experience preferred

Greeter

A greeter welcomes young adults to the Converge Sunday meeting. This person is especially focused on welcoming those attending for the first time.

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

Icebreaker Facilitator

Assist in coming up with and executing an icebreaker for a group of 100-150 students. The purpose and aim of this would be to engage students in community building, creative thinking, spiritual connectedness, and enjoyable fun.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	1-2x/month

Leadership Team

A Converge Leadership Team member helps to promote the vision of the Young Adults Ministry of Heritage by participating in and facilitating Sunday morning gatherings and developing relationships that help young adults gather together, grow deeper in their relationship with Jesus, and go make disciples among the nations.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	21+	Required	Weekly

Photographer/Videographer

A Converge photographer or videographer captures moments on Sunday morning and throughout the week by taking photos, developing videos, and coordinating with the Converge social media team for publication.

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

Small Group Leader

Lead young adults in lesson-based discussion and application of God's Word. A typical small group consists of 8-12 young adults. Each small group purposes to serve the community of young adults toward becoming followers of Christ who live the gospel life among the nations.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	21+	Required	Weekly

TechOps

Converge TechOps takes ownership of all of the technical needs of the Converge Sunday meeting. This includes setting up, running, and tearing down microphones, ProPresenter, sound and video equipment. *Listed under Production on the Volunteer Form.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	Twice a month

Worship Team

A Converge Worship Team member helps plan and execute the worship package for the Converge Sunday meeting. This team typically consists of 4-5 members. *Listed under Music Ministry on the Volunteer Form.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	1-2x/month