

# Volunteer Job Descriptions Catalog

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

<b>Urgent &amp; Critical Volunteer Needs</b>	<b>5</b>
Adventure Kids Ministry	5
Camera Operator - Wednesday Nights	5
Safety Camera Monitor	5
Sunday Morning Coffee Crew	5
Usher	5
<b>Adult Ministries</b>	<b>6</b>
DC Group Life Leader	6
DC Teaching Coordinator	6
Event Childcare Coordinator	6
Event Meal Helper	6
Men's Bible Study Leader	6
Men's Event Meal Coordinator	7
Men's Leadership Team	7
Sunday Morning Coffee Crew	7
Women's Bible Study Small Group Facilitator	7
Women's Bible Study Teacher	7
Women's Childcare Worker	8
Women's Greeter	8
Women's Hospitality	8
<b>Adventure Kids (1st-6th Grade)</b>	<b>8</b>
AWANA Small Group Leader	8
Blast Zone (1st-4th Grade) Bathroom Monitor	8
Blast Zone (1st-4th Grade) Check-In	9
Blast Zone (1st-4th Grade) Small Group Leader	9
Elementary Special Needs Buddy	9
Elementary Sunday School Helper	9
Elementary Sunday School Teacher	9
Global Kids Small Group Leader	9
Good News Club	10
Rejoice Worship Arts Ministry Helper	10
Team 56 (5th-6th Grade) Bathroom Monitor	10
Team 56 (5th-6th Grade) Check-In	10
Team 56 (5th-6th Grade) Small Group Leader	10
<b>Adventure Kids Jr. (Nursery - K)</b>	<b>10</b>
AWANA Small Group Leader	10
Global Kids Helpers (2-year-old through Kindergarten)	11
Global Kids Teacher (2-year-old through Kindergarten)	11
Nursery Care Leader	11

Nursery Caregiver - Sunday	11
Nursery Caregiver - Wednesday	11
Nursery Check-In	11
Nursery Sub	12
Nursery Supervisor	12
Preschool Bathroom Monitor	12
Preschool Check-in	12
Preschool Helper	12
Preschool Special Needs Buddy	12
Preschool Song Leader	13
Preschool Sub	13
Preschool Supervisor	13
Preschool Teacher	13
Wednesday Check-in	13
<b>Communications Ministry</b>	<b>14</b>
Creative Team	14
Social Media Ministry	14
<b>Connections Ministry</b>	<b>14</b>
Connect Center Team	14
Greeter Team	14
Greeter Team Leader	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	16
Parking Team Coordinator Assistant	16
Stewardship Class Facilitator	16
Stewardship Coach	16
Stewardship Ministry Team Member	17
Usher	17
Usher Coordinator	17
<b>English as a Second Language (ESL) Teams</b>	<b>17</b>
Bus Drivers for ESL	17
ESL Team	18
ESL Team for Elementary Children	18
ESL Team for Nursery Children	18
ESL Team for Preschool Children	18
ESL Welcoming Network	19
<b>Facilities</b>	<b>19</b>
Columbarium and Planting Area Upkeep	19
Linens and Laundry	19
Mission House Exterior	19
Refresh the Exterior	19
Repair Basics	19

Restore Areas	20
Room Reset	20
Safety Camera Monitor	20
Trail Upkeep	20
Vehicle Mechanic	20
<b>General Office &amp; Church Tasks</b>	<b>21</b>
Christmas Decorating Team	21
Library Assistant	21
<b>Global Ministries</b>	<b>21</b>
Disciple-Making Team	21
FISH with Global Worker or Mobilizer	21
Global Care Team	21
Global Ministries Connect Table	22
Global Ministries Large Event Helper	22
Global Ministries Small Event Helper	22
Global Ministries Office Volunteer	22
Graphic Design Office Help	22
Help with Harvest Prayer Requests	23
Host Global Worker for a meal	23
IT Office Help	23
Pathway to the Nations	23
Short-Term Ministry Trip Displays	23
Short-Term Ministry Trip Participant	24
Temporary Global Worker Host	24
Transit Team	24
<b>GraceFull Fitness</b>	<b>24</b>
GraceFull Fitness Support	24
Fitness Leader	24
<b>Music Ministries</b>	<b>25</b>
Blast Zone Worship Team	25
Orchestra (String Sectional)	25
Preschool Song Leader	25
Student Worship - Band	25
Student Worship - Vocals	25
Team 56 Worship Leader	25
Wednesday Night Gathering Worship Leader	25
Worship Band	26
Worship Choir	26
<b>Production (TechOps) Ministry</b>	<b>26</b>
Broadcast Graphics (CGI)	26
Camera Operator	26
Lighting Operator	26
Monitor Mix/Stage Assistant	27
ProPresenter Operator	27
TechOps Blast Zone	27
TechOps Converge	27

TechOps Student Ministries	27
TechOps Team 56	27
<b>Shepherding</b>	<b>28</b>
Funeral Meal Event Team	28
Visitation	28
<b>Student Ministries</b>	<b>28</b>
Bus (CDL Certified) Drivers	28
Childcare	28
Food Team Helper	28
Photographer/Videographer	29
Small-Group Leader	29
Snack Night Helper	29
Student Information Desk Volunteer	29
<b>Young Adult (Converge) Ministry</b>	<b>29</b>
Event Meal Coordinator	29
Greeter	29
Icebreaker Facilitator	30
Leadership Team	30
Photographer/Videographer	30
Small Group Leader	30

# **Urgent & Critical Volunteer Needs**

## **Adventure Kids Ministry - Summer**

**Most Urgent Needs:** Blast Zone Small Group Leaders, Elementary Sunday School Helpers, Elementary Sunday School Teachers, Global Kids Volunteers, Nursery Care Leaders, Nursery Caregivers, Preschool Bathroom Monitor, Preschool Helpers, Preschool Teachers, Special Needs Buddies

**Opportunities across all areas.** See pages 8 - 13 of this catalog for more details on positions.

## **Camera Operator - Wednesday Nights**

Camera operators are scheduled for both worship services on Sunday mornings or the Gathering on Wednesday nights. No experience is required; training and instruction are provided.

<b>Membership</b>	<b>Minimum Age</b>	<b>Background Check</b>	<b>Time Commitment</b>
Not Required	7th grade	Required	1-2 times a month

## **Safety Camera Monitor**

The safety camera monitor ensures the safety of our children by monitoring the security footage of the children's areas and alerting the proper authorities if there is a problem. This person is not a first responder but rather an observer/informer.

<b>Membership</b>	<b>Minimum Age</b>	<b>Background Check</b>	<b>Time Commitment</b>	<b>Other Requirements</b>
Not Required	18+	Required	1 service (Sunday or Wednesday)/month	General Computer Literacy

## **Sunday Morning Coffee Crew**

Coffee Crew volunteers will make coffee for the DC classes on Sunday mornings. There are 4 types of thermoses: Hot water, Decaf Coffee, Regular Coffee and Strong Coffee. We need 20 volunteers and there will be two choices of times to volunteer: 8:00 am and 10:00 am. These volunteers will prepare the coffee for all of the DC classes. There will be a list of classes and how many of each thermos they need.

<b>Membership</b>	<b>Minimum Age</b>	<b>Background Check</b>	<b>Time Commitment</b>
Not Required	18+	Not Required	Weekly or every other week

## **Usher**

This person will serve those attending worship by offering a friendly greeting and helping them find a seat while minimizing the distraction for those who are currently worshipping. Ushers are friendly and always willing to "go the extra mile" (Matthew 5:41). They will start serving 20 minutes before service until 20 minutes into the service.

<b>Membership</b>	<b>Minimum Age</b>	<b>Background Check</b>	<b>Time Commitment</b>
Not Required	13+ (male or female)	Not Required	1 service weekly

## 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+	Not 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+	Not 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 Helper

An event meal helper helps in preparing and serving 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.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	18+	Not Required	As needed	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's purpose is 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+	Not Required	Varies

## Sunday Morning Coffee Crew

Coffee Crew volunteers will make coffee for the DC classes on Sunday mornings. There are 4 types of thermoses: Hot water, Decaf Coffee, regular Coffee and Strong Coffee. We need 20 volunteers and there will be two choices of times to volunteer: 8:00 am and 10:00 am. These volunteers will prepare the coffee for all of the DC classes. There will be a list of classes and how many of each thermos they need.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	Weekly or every other week

## Women's Bible Study Small Group Facilitator

Women needed to help facilitate small group discussions 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+	Not 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+	Not 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 (1st-6th Grade)

### 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 (1st-4th Grade) Bathroom Monitor

Monitors the bathrooms in the Gym during Blast Zone.

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



## Blast Zone (1st-4th Grade) 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

## Blast Zone (1st-4th Grade) 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

## Elementary Special Needs Buddy

This is a twice-a-month commitment for the 9:00 am or 10:30 am service. A buddy will work with an individual child with special needs in their age-appropriate classroom.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	N/A	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	Other Requirements
Not Required	Adult	Required	Twice a month	Preferably 24+

## Global Kids Small Group Leader

This is a Wednesday night weekly commitment from 6:30 to 8:00 starting in mid-May and ending in mid-August. Small group leaders will help facilitate the program primarily by 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

## 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 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.

## Team 56 (5th-6th Grade) Bathroom Monitor

Takes children from the classroom to the bathroom when needed.

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

## Team 56 (5th-6th Grade) 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

## Team 56 (5th-6th Grade) 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 5th or 6th graders by gender 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

## Adventure Kids Jr. (Nursery - K)

### 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

## 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 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

## 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 - Sunday

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

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

## Nursery Caregiver - Wednesday

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

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

## 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+, although 24+ is preferred	Required	Twice a month	Medical background preferred, though not required.

## Preschool Bathroom Monitor

Takes children from the classrooms to the bathroom when needed.

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

## 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 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 Special Needs Buddy

This is a twice-a-month commitment for the 9:00 am or 10:30 am service. A buddy will work with an individual child with special needs in their age-appropriate classroom.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	N/A	Required	Twice a month

## Preschool Song Leader

Lead songs for kids ages 2-5, rotating through different classrooms. The Song Leader will sing a capella or accompany themselves with an instrument. A selection of songs and music will be provided. \*Position listed under Worship Ministry on Volunteer Form

Membership	Minimum Age	Background Check	Time Commitment
Not Required	7th grade	Required	1-2x per 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+, although 24+ is preferred	Required	Twice a month	Medical background preferred, though not required.

## Preschool Teacher

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

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

## Wednesday Check-in

This person would help with check-in from 6:30-7:00 on Wednesday nights and then assist with bathroom breaks.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	18+	Required	Weekly	Females only

## Communications Ministry

### Creative Team

A team of creatives that work on projects for displaying Truth through the arts on an as-needed basis. The different positions for the Creative Team are videography, photography, graphic design, audio production, acting/fine arts, or writing.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	None	Not Required	As Needed

### Social Media Ministry

The Communications Team is looking for someone experienced and interested in helping with our social media content. We currently use Facebook, Instagram, Twitter, TikTok, and YouTube. This role would involve creating content for various platforms. This role would also help with gathering photos and videos from Sundays and other activities on campus and posting them.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	As Needed

## Connections Ministry

### Connect Center Team

This person serves on Sundays at the Connect Center for 30 minutes between the services then again after the second service for approximately 30 more minutes. This person will be familiar with this Volunteer Job Description Catalog and the accompanying volunteer form and able to guide those desiring to volunteer based on their availabilities, passions, giftings, and skills. You will also help connect to a DC, help register for New Connections, connect to stewardship resources, etc. The objective is to help those who have questions &/or prefer to sign up at HBC rather than at home.

Membership	Minimum Age	Background Check	Time Commitment
Required	25+	Not Required	Twice a month

### Greeter Team

These team members will provide a very friendly, welcoming, and 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

## Greeter Team Leader

This person sets the tone coordinating and overseeing the hospitality ministry of the door and hallway greeters as well as the Welcome Centers. 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.

Membership	Minimum Age	Background Check	Time Commitment
Required	Any	Not Required	Once a 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 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 times a 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 times a 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), 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 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. You will serve from 15 minutes before to 15 minutes after the beginning of each service. Each day you work, you have 3 brief shifts: 8:30-9:15, 10:15-10:45, & 11:30-12:00.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	None	Not Required	Twice a month

## Parking Team Coordinator

This person would plan and coordinate the parking team each week during the service for 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

## Parking Team Coordinator Assistant

This person would help plan and organize the parking team each week during the service for 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 for coming 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	As needed

## 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	1 service weekly

## Usher Coordinator

This person coordinates and oversees the ushers. This person will plan and coordinate the usher effort for the service for 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 has indicated an interest in this position.

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

## English as a Second Language (ESL) Teams

### Bus Drivers for ESL

ESL classes are being held at HBC every Tuesday and Thursday evening from 6:30-8:00 for families living at Walden Pond. We need one CDL-certified bus driver per day of class to bring 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

Join our team, who provides classes for English as a second language to men and women of different nationalities. Classes are held at HBC Tuesdays and Thursdays from 6:30-8:00 pm and at Walden Pond on Mondays, Wednesdays, and Fridays from 10:30-11:30 am.

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

## ESL Team for Elementary Children

Join our team, who is providing classes for English as a second language to elementary-aged children of different nationalities. Classes are held at HBC Tuesdays and Thursdays from 6:30-8:00 pm and at Walden Pond on Mondays, Wednesdays, and Fridays from 10:30-11:30 am.

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

## ESL Team for Nursery Children

Care for the 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 for Preschool Children

Care for the 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 Welcoming Network

Intentionally welcomes and comes alongside refugees and immigrants to provide or help with employment, housing, mentoring, possible rides, and other opportunities.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	18+	Required	Weekly or as needs arise	Being empathetic and warm friends to these families!

## Facilities

### Columbarium and Planting Area Upkeep

Looking for volunteers to focus on making sure the Columbarium is well-kept. This includes pruning and weeding. This means a lot to the precious families that come to visit frequently.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	14+ unless an adult is present	Not Required	Varies

### Linens and Laundry

Help serve the Lord behind the scenes by ensuring ministries have access to clean linens and tablecloths.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	16+	Not Required	Once or twice a week

### Mission House Exterior

Help maintain the exterior property of the mission house. All tools are provided!

Membership	Minimum Age	Background Check	Time Commitment
Not Required	14+ unless an adult is present	Not Required	Bi-weekly or monthly on Saturdays; flexible

### Refresh the Exterior

Did you know that the church owns 60 acres of property? Half of that property is developed and has some landscaping needs. Planting and maintaining flower beds, basic weeding, mulching, and maintaining the bushes and leaves; you can select any of these options. Tools will be provided.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	14+ unless an adult is present	Not Required	Varies

### Repair Basics

Looking for gentlemen of all ages and walks of life to help with basic repairs (installing, fixing, building) while living life among others.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	14+ unless an adult is present	Not Required	Weekly or bi-weekly on Thursday

## Restore Areas

Did you know the interior of HBC is the same as 66 American houses? The average American house is 2,014 sq feet, and we average over 2000 people in it every week! We are looking for volunteers to help detail (dust, remove marks, clean walls, doors, windows, and floors)

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	12 and under with parental supervision	Required for supervisors	Weekly or bi-weekly; Monday or Wednesday 10 am-12 pm	Displaying sensitivity to all life stages while encouraging each other to accomplish the same mission

## Room Reset

Volunteers would assist workers with basic tasks for resetting our classrooms, DC areas, nursery, and preschool for ministry use. This would be a great opportunity for our teens and college students to serve joyfully and build relationships with our young adults on staff.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	14+	Not Required	Once weekly or bi-weekly

## Safety Camera Monitor

The safety camera monitor ensures the safety of our children by monitoring the security footage of the children's areas and alerting the proper authorities if there is a problem. This person is not a first responder but rather an observer/informer.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	18+	Required	1 service (Sunday or Wednesday)/month	General Computer Literacy

## Trail Upkeep

Help us maintain the trail that leads from the HBC campus to the mission houses! Tools will be provided!

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 Mechanic

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? 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

### Christmas Decorating Team

Come help decorate the dozen Christmas trees around the church and get our facility ready for the Holidays! If you enjoy decorating, uniformity, and don't mind climbing on a ladder, please come help!

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	November 28 (Tuesday) and the first Tuesday in January after New Years

### 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 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 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 <a href="#">here</a> 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 Requirements
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

## GraceFull Fitness

### GraceFull Fitness Support

Responsibilities would include leading other ladies in REFIT routines and serving on a rotation with other leaders. This could also include being on rotation to share a devotional, greeting and following up with visitors, helping with social media, helping set up, etc. Classes are at HBC on Mondays 6:00 pm-8:00 pm.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Required	18+	Not Required	Weekly	Women only

### Fitness Leader

Responsibilities would include leading other ladies in REFIT routines and serving on a rotation with other leaders. Classes are at HBC on Mondays 6:00 pm-8:00 pm.

Membership	Minimum Age	Background Check	Time Commitment	Other Requirements
Not Required	18+	Not Required	Weekly	Women only



## Music Ministries

### Blast Zone 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. Sunday morning rehearsal at 8:00 am.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	5th Grade	Required	2x a month

### 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

### Preschool Song Leader

Lead songs for kids ages 2-5, rotating through different classrooms. The Song Leader will sing a capella or with a guitar. A selection of songs and music will be provided.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	7th grade	Required	1-2x per month

### Student Worship - 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.

### Student Worship - Vocals

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

### Team 56 Worship Leader

Available at 10:30 am to lead 5th & 6th graders in worship in the Senior High room. Leading vocally from Piano or Acoustic Guitar. Sound checks at 10:15 am.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	7th grade	Required	1-2x per month

### Wednesday Night Gathering Worship Leader

During The Gathering, a Worship Leader is needed to lead a song during the service. Wednesdays at 6:15 pm sound check for the 6:45 pm service in the Chapel.

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

## 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 on Sunday mornings or the Gathering on Wednesday nights. 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

### 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 times 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

ProPresenter Operator & Audio Operators needed to serve during the 10:30 am service. Before services, at 8:30 am, volunteers will set up the tech cart (audio & screens) and run a sound check with the band. And then return at 10:15 am.

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

## TechOps Converge

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.

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

## TechOps Team 56

Screen Technicians needed at 10:30 am to run slides for worship and teaching with sound checks at 10:15 am.

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

## Shepherding

### Funeral Meal Event Team

Anyone who would like to volunteer to serve families who have lost a loved one and show them love and care by being a part of a team who helps to prepare a meal for them after the funeral. Meals are prepared for up to 35 people and come from a pre-selected menu choice.

Membership	Minimum Age	Background Check	Time Commitment
Not Required	18+	Not Required	As needed; 2-4 hours

### 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 (CDL Certified) 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

### 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 food and cleanup.

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

## 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

## 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

## 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+	Not 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's purpose is 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+	Not Required	Weekly