



Volunteer Fair

Northwest Community Church hosts a volunteer fair every six months to share volunteer opportunities that are available for a six month commitment. There are a variety of positions available to support different areas of the church and range in different time commitments per month. Each volunteer position is overseen by a team leader to offer training, guidance and help. We hope that you'll be able to find volunteer positions that interest you, offer opportunities to try something new and use your skills to serve the church.

This volunteer packet outlines the volunteer positions that are available for the next six months. Please read through the descriptions and let us know if you have any questions. Once you've identified the volunteer positions you're interested in visit the volunteer fair table in the narthex of the church to sign up. The volunteer fair will run through the month of September.

Questions?

Visit the Volunteer Fair table through the month of September or contact Amanda Bernard:

akbernard8@hotmail.com or 703-395-3009

Community Outreach – Deonka Euill

Community Outreach Volunteer

Description: Northwest Community Church has taken a unique approach to ministering to our community. Since so many have negative impressions of the church, we do not try to preach or convince of their need of God. Instead, we seek to simply expose our community to the love of Christ through a small gift. Occasionally, the interaction will lead to more conversation but our outreach volunteers are simply asked to plant seeds of love in our community. Most of the events outlined above will simply require handing persons on the street a gift with an attached card that highlights the free gift that God offers as well as information about our church.

Time Commitment: 4 hours each month

Community Outreach Support Volunteer

Description: Northwest Community Church has taken a unique approach to ministering to our community. Since so many have negative impressions of the church, we do not try to preach or convince of their need of God. Instead, we seek to simply expose our community to the love of Christ through a small gift. This position will seek to support those who interact with persons in our community through helping to setup displays and supplies at festivals, deliver and setup supplies for street giveaways and to help in preparation of materials before events.

Time Commitment: 2 hours each month

Community Compassion – Pastor Dan

Homeless Ministries Coordinator

Description: This is a new position in September 2010. This person will investigate local organizations within close proximity to NWCC to determine which organization(s) the church could best serve. Pastor Dan can provide some initial contacts. It is hoped that NWCC will begin to provide monthly opportunities to a wide group of our members to serve the homeless in our community through existing organizations. However, it may take some time before that goal is reached. The Coordinator will contact the volunteer coordinators of organizations, setup dates to assist and facilitate the signup of NWCC volunteers.

Time Commitment: 4 hours each month – at your convenience

Mobile Soup Kitchen Volunteer

Description: Each month you will meet with a small team at Martha's Table on 14th street. Throughout the evening, you will hand out soup, sandwiches, snacks and drinks at predetermined locations in DC. As you meet the physical needs, you will also have opportunities to meet spiritual and emotional needs that the homeless might have. You are also sure to have a lot of fun.

Time Commitment: 3 hours each month – First Thursday of the month (4:30-7:30 pm)

Powell Elementary Reading Tutor

Description: At the conclusion of their school day, Powell Elementary has asked for volunteers who would be willing to read with children in grades K-3. The program takes place in the school cafeteria / assembly area. Powell Staff will provide the necessary training information. Participants will most likely need to complete the DCPS background check.

Time Commitment: 3 hours each month – A day of your choosing (3:00-6:00 pm)

Church Tutoring Center Volunteer

Description: In the afternoons, 20-30 students from local schools descend on NWCC to receive help in reading and math. Pastor Bunny coordinates this program and is always in need of additional volunteers. The children LOVE visiting tutors, so you are sure to be a hero. During your time in the program you will most likely be paired up with 1-2 children and be asked to provide reading or math help. The children come mostly from families that do not speak English, so they desperately need English speakers to help in reading.

Time Commitment: 2 ½ hours each month – A Tues, Wed, or Thur of your choosing (3:00-6:00 pm)

Public School Liaison Team

Description: Over the coming year, NWCC will attempt to be more strategic in assisting our local schools. Though the plans are still in the works, there are three components. 1) Help to facilitate racial reconciliation talks at Powell 2) Coordinate a Professional Development event that helps raise Teacher expectations of their students 3) Conduct in-home, video interviews with parents to help Teachers better understand their students and their community. Help will be needed to help facilitate all three events. A Spanish Translator will be needed to facilitate the in-home interviews.

Time Commitment: An average of 4 hours each month

Audio Video – Will Brown

Video Volunteer

Description: The video volunteer will be responsible for running the entire “script” during worship. There are almost always some unique features that our Pastor will want on any given Sunday so the video volunteer should arrive 15 minutes prior to worship to receive special instructions for the day. The system is extremely easy to operate. Perhaps the hardest part is developing a sense of timing for when to display lyrics during worship songs. The system will be powered up and ready upon your arrival; however, the video volunteer will be responsible for shutting down the system at the close of worship. The Technical Ministries Team Leader will assist you in running the script on your first Sunday. Most Operators have it down within the first few minutes. If you feel the need for more training, the Team Leader will be happy to assist you an additional Sunday as well.

Time Commitment: 1 hour each month

Audio Volunteer

Description: The audio volunteer will be responsible for operating and mixing twelve channels of audio during worship. There are almost always some unique features that our Pastor will want on any given Sunday so the audio volunteer should arrive 15 minutes prior to worship to receive special instructions for the day. The audio volunteer must pay close attention throughout worship to make sure the balance of instruments are mixed properly, to make sure mics are turned on and off at the appropriate times, and to eliminate any feedback issues before they become a problem. The audio volunteer will also be responsible for recording the sermons using a digital recording device hooked into the sound system. The sound system will be turned on when you arrive, but you will be responsible for shutting it down and locking it up at the conclusion of worship. The Technical Ministries Team Leader will assist you in running the sound system on your first Sunday. The Team Leader will also give you additional instruction before and after worship as needed.

Time Commitment: 1 hour each month

Graphics Developer

Description: Currently the Senior Pastor develops most of the in-house graphics that are used for special announcements, banners and sermon titles. For those interested in learning about this area, this volunteer position will provide training and opportunities to work on actual projects that will be used in worship. You will be given an overview of “Photoshop” and assisted with a small project in your training time. You will also be given an overview of working with and manipulating stock art images. Towards the end of your volunteer commitment, you will be designing very substantial projects essential to the life of our church. It is hoped that those interested in this area would commit to an additional six month term due to the extensive training required. Pastor Dan will provide in-depth training in the use of Photoshop and stock images/art. You will be assigned progressively harder projects over the course of the six months that will be done in coordination with the Pastor.

Time Commitment: 4-6 hours each month at your own pace

Facilities – Ulysses Campbell

Construction Volunteer

Description: Oversee general construction and renovation projects. The Facilities Team Leader currently maintains a list of projects that needs to be completed. You will be given the access code for a key box that will allow you to enter the building at any time. With our building being used by so many people, repairs are needed very frequently. There will always be plenty of projects. The Facilities Team Leader or Pastor Dan will provide you an overview of the available tools and supplies and the location of the repair list. If you are new to NWCC, you will be given a tour of the entire facility.

Time Commitment: 4 hours each month at your own pace

Landscaper

Description: The landscaping makes a very strong impression on our community. Well kept flower beds signal to the community that our church is healthy and growing. The areas below were professionally landscaped in 2006 but require regular upkeep. The Landscapers will be responsible for weeding, mulching, seasonal plantings, and trimming the flower beds and shrubs surrounding the church. The Landscapers will have access to the building at all times through the combination key box. There are ample tools and equipment available as well. The Gardeners should send requests for mulch or plants to the Pastor so that the supplies will be available upon your arrival. The Facilities Team Leader and/or Pastor Dan will give you an overview of the landscaped areas and the location of tools and equipment.

Time Commitment: 4 hours each month at your own pace

Electrical Volunteer

Description: In addition to performing light electrical repairs as necessary you will be responsible for replacement of light bulbs and installation of seasonal decorations such as electrical Christmas lights. The Facilities Team Leader currently maintains a list of projects that needs to be completed. You will be given the access code for a key box that will allow you to enter the building at any time.

Time Commitment: 4 hours each month at your own pace

HVAC Volunteer

Description: Oversee maintenance and upkeep of heat and air conditioning systems, plumbing and restroom facilities. You will be given the access code for a key box that will allow you to enter the building at any time.

Time Commitment: 4 hours each month at your own pace

Exterior Cleaning Volunteer

Description: Perform general exterior cleaning of church grounds, entryways and parking area including but not limited to debris removal, gutter cleaning and seasonal leaf and snow removal. You will be given the access code for a key box that will allow you to enter the building at any time. The Facilities Team Leader or Pastor Dan will provide you an overview of the available tools and supplies. If you are new to NWCC, you will be given a tour of the entire facility.

Time Commitment: 4 hours each month at your own pace

Painting Volunteer

Description: Perform general painting and touch up of paint throughout facility interior. The Facilities Team Leader currently maintains a list of projects that needs to be completed. You will be given the access code for a key box that will allow you to enter the building at any time. With our building being used by so many people, painting and touch ups are needed frequently. There will always be plenty of projects. The Facilities Team Leader or Pastor Dan will provide you an overview of the available tools and supplies and the location of the repair list. If you are new to NWCC, you will be given a tour of the entire facility.

Time Commitment: 4 hours each month at your own pace

Interior Cleaning Volunteer

Description: Augment general interior cleaning of church by performing touch up cleaning, dusting, trash removal and floor buffing as needed. You will be given the access code for a key box that will allow you to enter the building at any time. The Facilities Team Leader or Pastor Dan will provide you an overview of the available tools and supplies. If you are new to NWCC, you will be given a tour of the entire facility.

Time Commitment: 4 hours each month at your own pace

Church Supplies acquisition Volunteer

Description: The Supplies Acquisition Volunteer will be responsible for purchasing cleaning supplies, paper products and coffee supplies. The volunteer will travel to Alexandria, VA to acquire supplies at Daycon Supplies and Regency Coffee – both in the same industrial complex. The custodian and Pastor will provide a list of supplies. The volunteer will also stock the supply cabinets with the supplies. Pastor Dan will provide the list of cleaning supplies that we currently stock and will assist you with directions to the supply houses and with options for payment.

Time Commitment: 3 hours every other month at your own pace

Hospitality – Gloria Hamilton

Sunday Hospitality Volunteer

Description: Sunday Hospitality consists of two components – coffee/refreshments and first Sunday lunches. The volunteer would be responsible for purchasing pastries each week for the refreshment table in the lobby. The church usually spends \$15 each week for the food. The volunteer would arrive 15 minutes prior to worship to deliver the pastries and organize the hospitality table. The volunteer would clean up the hospitality table at the end of worship. The church does not provide snacks on Sundays that include a meal. On first Sundays, the volunteer would assist in the setup for the lunch and draft volunteers for the cleanup.

Time Commitment: 4 hours each month at your own pace

Hospitality Event Setup & Teardown

Description: Help is needed to set up tables and chairs in preparation for First Sunday Lunches and other special events. Volunteer will receive information from the Pastor and/or Hospitality Team Leader concerning upcoming needs. Work would be completed on Saturday evening or early Sunday morning (before 9:30am).

Time Commitment: 2 hours each month

Event Planner

Description: The Event Planner would be responsible for planning in-house social events for NWCC. Events would include: Receptions, Baby and Bridal Showers, Church Anniversary events, and other events the Planner would initiate such as game nights or special trips. Events for youth and children are planned by their respective team leaders but some activities could be done in conjunction with other teams. Events involving food would need to be coordinated with the Hospitality Team.

Time Commitment: Average of 4 hours each month

Greeting – Sylvia Bowen

Greeter

Description: The Greeter will arrive 15 minutes before worship. At the time of arrival, you will meet with your team of 3 to work out your station locations (lobby, front door, back door), fold worship folders, and prepare welcome packets. The Greeters will provide a warm, friendly and welcoming greeting to our guests and members. The Greeters will provide vital information to our first time visitors as well as a welcome pack. The Greeters will be responsible for collecting information cards from our guests. Finally, the team of 3 greeters will draft one additional “off-duty” greeter to collect the offering. The Greeting Team Leader will provide an overview of the vital information we need to give to first time visitors. She will also provide information on the welcome packets.

Time Commitment: ½ hour each Sunday before and during worship

Finance – Jackie Campbell

Offering Counter

Description: You will receive *on-the-job training* from one of our experienced counters and you will always have a partner – for accountability, no one counts alone. Counting the offering usually takes about 30 minutes after church ends; we expect the counters to report as quickly as possible to the office to avoid delaying the process, no matter what other church activities may be taking place. Counters prepare the offering to be deposited at the bank by the financial secretary. Because of the sensitivity of this ministry, **you will need to sign a confidentiality agreement** that will be kept on file.

Time Commitment: 1/2 hour each month

Worship – Matthew Bachman

Worship Team Vocalist

Description: The vocalists will arrive on Sundays at 9:30AM for practice. However, prior to practice vocalists will review the online set list and familiarize themselves with the songs. Vocalists should practice a life of worship with an active prayer and devotional life throughout the week. At the conclusion of worship, vocalists are asked to assist in the tear down of the stage equipment for a few minutes. Auditions for the worship team will be held September 26th.

Time Commitment: 1 ½ hour each Sunday and ½ hour at your home to review songs

Worship Team Band

Description: The band members will arrive on Sundays at 9:30AM for practice. However, prior to practice band members will review the online set list and familiarize themselves with the songs. Band Members should practice a life of worship with an active prayer and devotional life throughout the week. At the conclusion of worship, band members are asked to assist in the tear down of the stage equipment for a few minutes. Auditions for the worship team will be held September 26th.

Time Commitment: 1 ½ hour each Sunday and ½ hour at your home to review songs

Worship Prayer Team

Description: The Prayer Team Member will receive a notification of the sermon topic for the week they will offer a prayer. The Prayer Team Member is encouraged to think about and/or plan the prayer prior to worship. Since your prayer will be in the place of the Pastor's prayer, it is important to be in touch with the needs of our congregation. The prayer should generally be 3-6 minutes. The Pastor will discuss with you in further detail about the role your prayer will play in the worship service. The Pastor can provide some resources should you need them.

Time Commitment: ½ Hour in Prayer Preparation and Worship Attendance

Worship Setup

Description: Since NWCC shares our worship space with two other congregations we are not able to keep our equipment permanently in place. The Setup person comes in on Saturday or early Sunday morning to setup up the stage mics and instruments as well as the coffee service. On first Sundays or before special activities, the setup person would also be responsible for setting up tables and chairs in the dining area. Pastor Dan will provide instruction on how to set up the stage and the coffee service.

Time Commitment: 1 hour Saturday night or early Sunday morning

Non-music Worship Coordinator

Description: A person with lots of creativity is needed to assist with the planning and facilitation of worship services. All non-musical worship arts such as Drama, Readings, Video, Art, etc would be coordinated in the worship services in conjunction with Pastor Dan and the Worship Planning Team. Coordinator would be responsible for developing plans and recruiting the volunteers to assist with the creative element.

Time Commitment: 4 Hours Each Month

Nursery – Pastor Bunny

Nursery Assistant

Description: The nursery assistant assists the nursery teacher with monitoring infants and toddlers insuring that the children are safe and receive the appropriate care for their age. Infants should be fed and have their diapers changed, as needed. Toddlers should be read a Bible story and given an age appropriate activity (i.e. drawing, etc.) to reinforce the story told. Toddlers should be allowed time to play and be monitored for safety purposes. The nursery assistant should assist with cleaning the nursery area prior to leaving on Sunday mornings. The nursery assistant may also be asked to assist in the Wild Kingdom area should the need arise. Nursery assistants must pass a background check (paid for by the church) and have been attending Northwest Community Church for at least 6 months prior to being placed into this position. Youth who serve in this position are not required to pass a background check. Nursery assistants serve on Sunday mornings during the morning worship service.

Time Commitment: 1 hour every five weeks during worship service

Nursery Teacher

Description: The nursery teacher is responsible for insuring that infants and toddlers are safe and receive the appropriate care for their age. Infants should be fed and have their diapers changed, as needed. Toddlers should be read a Bible story and given an age appropriate activity (i.e. drawing, etc.) to reinforce the story told. Toddlers should be allowed time to play and be monitored for safety purposes. The nursery teacher should clean the nursery area prior to leaving on Sunday mornings. The nursery teacher will assign duties to the nursery assistant on their assigned morning. Nursery teachers must pass a background check (paid for by the church) and have been attending Northwest Community Church for at least 6 months prior to being placed into this position.

Time Commitment: 1 hour every five weeks during worship service

Nursery Resource Volunteer

Description: The nursery resource volunteer will ensure that they toys are clean and in good order, will stock diapers and other essentials, will stock a library for use by the teachers, and will take care of washing the crib sheets each month. Pastor Bunny will give you an overview of the needs.

Time Commitment: 2 hours each month

Youth Program – Pastor Bunny

Youth Ministry Assistant

Description: The Youth Ministry assistant is responsible for assisting the Youth Ministry teacher with class instruction and games, classroom and snack setup, and cleanup of all areas used for the evening. The assistant will monitor the youth during class time. The assistant will also help gather the supplies needed in order to be properly prepared for the class and game time. Some supplies are available in the nursery storage area. The assistant will help the Youth Ministry teacher as requested and will be given opportunities to teach if desired. Youth Ministry assistants must pass a background check (paid for by the church) and have been attending Northwest Community Church for at least 6 months prior to being placed into this position.

Time Commitment: 2 hours on Friday evenings

Wild Kingdom – Tiffany Freeman

Wild Kingdom Teacher (ages 5-8)

Description: The Wild Kingdom teacher is responsible for reviewing the class materials for the assigned week and facilitating the class. The teacher will need to keep children engaged in the lesson being presented. Curriculum is provided for each week. The teacher is responsible for gathering the supplies needed in order to be properly prepared for the class. Some supplies are available in the nursery storage area. The teacher will direct the activities of the Wild Kingdom Assistant. Wild Kingdom teachers must pass a background check (paid for by the church) and have been attending Northwest Community Church for at least 6 months prior to being placed into this position.

Time Commitment: 1 hour and some prep time every 5 weeks during worship service

Wild Kingdom Teacher (ages 9-12)

Description: The Wild Kingdom teacher is responsible for reviewing the class materials for the assigned week and facilitating the class. The teacher will need to keep children engaged in the lesson being presented. Curriculum is provided for each week. The teacher is responsible for gathering the supplies needed in order to be properly prepared for the class. Some supplies are available in the nursery storage area. The teacher will direct the activities of the Wild Kingdom Assistant. Wild Kingdom teachers must pass a background check (paid for by the church) and have been attending Northwest Community Church for at least 6 months prior to being placed into this position.

Time Commitment: 1 hour and some prep time every 5 weeks during worship service

Part-time positions

These volunteer positions are on an “as needed” basis. When we need further help in these areas the ‘part-time’ volunteers will be contacted first. If your schedule does not allow you to help at the given time then you will be contacted for the next opportunity. The ‘part-time’ positions are ideal for someone who can’t make time commitments for the next six months but wants to help in some way!

Facility Maintenance

Description: Volunteers will complete projects occasionally without serving on the team. A list of maintenance and repair needs is maintained and updated regularly. Volunteers will receive a copy of the list and will be asked to check in with the church office to ensure they have clear instructions and adequate supplies.

Office Administration

Description: Volunteers will serve on stand-by for when needs arise. Since NWCC does not have paid administrative support, volunteers will be used to fill in the gaps. They may be asked to make copies, straighten pew materials, do data entry, update web materials, organize files, etc.

Serve the Homeless

Description: In the coming months, a new “Homeless Ministries Coordinator” will be aligning NWCC with local ministries that care for the homeless. Volunteers will be needed on an occasional basis to help feed the poor, organize clothes, organize food drives, etc.

Special Music

Description: For those that can’t commit to serving on the Worship Team but have musical gifts. You will let your talent and availability known to the Pastor and Worship Planning Team and will be called on as needed by the team.