

# NOVATION CHURCH MINISTRY OPPORTUNITIES

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NAME: \_\_\_\_\_

{Check all positions you are interested in}

EMAIL: \_\_\_\_\_

\*This form can also be submitted online @

PHONE: \_\_\_\_\_

[novationchurch.org/ministry](http://novationchurch.org/ministry)

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## HOME GROUP LEADERS OR HOSTS

If you are interested in leading or hosting a home group, please describe your relevant leadership gifts and abilities below and your information will be forwarded to our home group ministry leaders.

## MEN'S MINISTRY

If you have a desire to be part of the men's ministry leadership team, please describe your relevant leadership gifts and abilities below and your information will be forwarded to our men's ministry leaders.

## WOMEN'S MINISTRY

If you have a desire to be part of the women's ministry leadership team, please describe your relevant leadership gifts and abilities below and your information will be forwarded to our women's ministry leaders.

## YOUTH MINISTRY

If you have a desire to be part of the middle school or high school ministry leadership teams, please describe your relevant leadership gifts and abilities below and your information will be forwarded to our youth ministry leaders.

## CHILDREN'S MINISTRY

Infant care and general childcare (The Blitz) are available starting at 8:45 AM each Sunday morning. Classes for children 2 years old through 5th grade take place during service. A background check will be required for all positions in children's ministry.

- Supervise The Blitz (8:30 -10:00 AM)**
- Infant Care (8:30 -11:30 AM)**
- Toddler Teacher (9:45-11:30 AM)**
- Preschool Teacher (9:45-11:30 AM)**
- K-1 Teacher (9:45-11:30 AM)**
- 2nd-5th Grade Teacher (9:45-11:30 AM)**

## WORSHIP TEAM

If you are interested in being part of our worship team, please describe your talents below and your information will be forwarded to our worship leader.

## AUDIO VISUAL TEAM

- Audio Tech (7:30-9:30 AM & 10:00 AM-12:00 PM)**  
Responsible to set up and run sound board.
- Video Tech (8:00-9:30 AM & 10:00 AM-12:00 PM)**  
Responsible to set up computer and projector and run slides during service.
- AV Set Up (7:30-9:00 AM)**  
Assist the Audio and Video Techs in set up of all AV equipment.
- AV Tear Down (11:15 AM-12:00 PM)**  
Assist the Audio and Video Techs in tear down of all AV equipment.

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## LOGISTICS TEAM

- Saturday Set Up (Times Vary)**  
Unload the storage sheds, and set up ministry equipment, chairs, etc. (manual labor intensive)
- Sunday Service Set Up (8:00-9:00 AM)**  
Set up the information/book table, restock pens and connection cards in the seat backs, distribute notes, etc. (light manual labor)
- Sunday Tear Down (11:15 AM-12:00 PM)**  
Tear down ministry equipment, stack chairs, etc. and load the storage sheds. (manual labor intensive)
- Maintenance (As Needed)**  
Repairs to our furniture and equipment as needed.

## FIRST IMPRESSIONS TEAM

- Greeter (9:30-10:15 AM)**  
Welcome new and returning guests and help them find their way around.
- Usher (9:50-10:15 AM)**  
Help people locate seats before and during worship and assist with the collection of offering.
- Children's Check In (8:30-10:15 AM)**  
Assist new and returning families through the check-in process, guide families to classrooms and introduce them to teachers.
- Info Table (11:15 AM-12 PM)**  
Answer questions and take payment for resources available at the book table, and pack up the table and return all items to the storage cart.
- Security (9:45-11:15 AM)**  
Make sure children's areas are secure and patrol the building during service to assure the safety of everyone in the building. Also greet and assist late arrivers.
- Emergency Medical Team (On Call 9:30-11:15 AM)**  
On call during service in case of an injury or other medical emergency. Must be CPR and first aid trained.

## CAFE TEAM

Cafe is open from 9:00-10:00 AM each Sunday before service. Team members make coffee and set out pastries, restock supplies and clean up.

- Set Up (8:00-8:45 AM)**
- Clean Up (11:15-11:45 AM)**

## HOSPITALITY TEAM

- Transportation for the Elderly or Disabled (As Needed)**  
Provide rides to and from church or possibly to other appointments if needed throughout the week.
- Meals for Individuals or Families (As Needed)**  
Pitch in with a meal for someone after the arrival of a baby, a death in the family, surgery, etc.
- Meal Planning and Preparation for Events and Meetings (As Needed)**  
Provide food for various events; from church wide events to ministry events and even staff and leadership meetings. A budget will be provided and expenses will be reimbursed.
- Event Planning and Preparation (As Needed)**  
Assist with the planning, promotion, volunteer coordination and execution of our church events and meetings.

## ADMIN TEAM

- General Admin (As Needed)**  
Clerical work, database administration, etc.
- Graphic Design (As Needed)**  
Create series designs, website graphics and more. (Experience required)
- Video Production (As Needed)**  
Record and/or edit videos for sermon illustrations, announcements, website and Facebook use and more. (Experience required)
- Website Maintenance (As Needed)**  
Design and general upkeep of our website and podcast. (Experience required)

{Bring this paper form to the information table at church on Sunday.}