

SERVING TEAM GUIDE



Shepherd's Gate **CHURCH**



*WE EXIST TO
IMPACT THE
WORLD WITH
THE LOVE OF
JESUS.*

*WE WILL VALUE
EVERY[ONE] WE MEET.*

*WE WILL INFLUENCE
EVERY[WHERE] WE GO.*

*WE WILL LIVE
GENEROUSLY WITH
EVERY[THING] WE HAVE.*

WELCOME

You have God-given 'superpowers'—those special skills & talents that only you possess. Maybe you help kids smile and learn through teaching, enjoy working tech behind the scenes or capturing moments through photography. Whatever your 'superpower' is, you can step in and serve at SG and make an impact.

We know you are busy with life. When you take time to serve others, you'll meet people, build friendships, make a difference, and feel great too. Serving helps you stay connected to our church community, and it gives us an opportunity to accomplish more than we could ever imagine for Jesus as a team than we could ever do by ourselves!

Shepherd's Gate offers many serving options and it's important for you to zero in on the position that works best for your unique skills, abilities and personality. We call this finding the "bullseye" in your serving "target." Hit the bullseye in the area that fits you the best and you will find serving effective, fulfilling and entertaining.

Have fun investigating all the options! We've made it easy to do by providing a detailed description for each serving opportunity. Scan the QR code in this booklet and fill out the online form to let us know which opportunities interest you the most. The appropriate team leader will be in touch with more information and next steps. We can't wait for you to start your serving adventure!

FAQ'S



I don't really know where I would fit in, there are so many options!

When you serve at SG there are no strings attached, so no worries. Try something out. If it's a fit, stick with it.

If not, move on to something else. All our teams are happy to let you give it a try without making a firm commitment.

Do you have to be a member to serve? Are there other requirements?

No, you do not have to be a member to serve at SG. Some serving opportunities do require membership, especially leadership positions or spiritually sensitive positions. However, most do not. Other positions require competence in a skill or ability. For example, the worship team requires an audition...we want to be sure all worship team members have the talent and skill to succeed and feel at home with our level of musicianship.

Can I serve in more than one area?

Yes you can! We just ask that those who serve in multiple positions have the time and availability to do so. Staying healthy with commitments is an important spiritual and life discipline.

What type of commitment do I have to make when I sign up to serve? Will it take a lot of time out of my already busy schedule?

The level of commitment varies with each team and position. Be sure to check the time requirement for each position in order to find a good match with your schedule.

If I commit to serving, am I signing up for life? What if my circumstances change or I get restless and want to try something else?

According to the Bible, if you're a follower of Jesus, it's important to use your gifts & talents to serve in the local church. That doesn't mean you have to always serve in the same position, never take a break, or respond to life circumstances. Our advice is: don't neglect serving others but be wise with the management of your life and time. Our team leaders are ready to work with you and are very understanding of life's ups and downs!

1 Peter 4:10

As each has received a gift, use it to serve one another, as good stewards of God's varied grace.

SERVING DIRECTORY

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ADULTS TEAM

SOCIAL GROUP LEADER

What they do:

Communicate with and make arrangements for the group's event; place, date, and time.

When they do it:

Dependent on the type of group. Could be weekly or monthly.

How often:

Dependent on the type of group. Most social groups meet once or twice a month and some are seasonal.

You'll like it if:

You enjoy people, social gatherings and like planning events.

LIFE GROUP LEADER

What they do:

Lead a group of adults with a focus on making life-long friendships and strengthening their relationship with God. You will facilitate a Bible study or devotional at each meeting and lead the group in prayer.

When they do it:

Any day/time of the week determined by the group.

How often: Twice a month.

You'll like it if:

You love the Lord and His people.

BIBLE STUDY LEADER

What they do:

Facilitate or teach a Bible study; a particular book of the Bible or a topical study based on biblical principles.

When they do it:

When Bible Studies meet, in the mornings, afternoons or evenings depending on the day. You will host the group on campus or online.

How Often:

Studies run from six to ten weeks between September and June.

You'll like it if:

You enjoy sharing God's Word with others.

ADULTS ADMIN

What they do:

Assist the Adults Team Staff with various administrative tasks such as event planning, material preparation and running errands.

When they do it:

At various times, but mostly during the work week.

How Often: As needs arise.

You'll like it if:

Enjoy serving behind the scenes and using your administrative skills.

YOUNG ADULTS LEADER

What they do:

Host young adults groups on/off-site, lead community building activities, plan & lead Bible studies and/or special events.

When they do it:

Sunday afternoons, special events, & other dates as groups form.

How often:

2x a month or weekly as needed.

You'll like it if:

You enjoy getting to know new people, have a heart for Jesus, and you like to plan things.

PRAYER TEAM MEMBER

What they do:

Pray for volunteers and anyone requesting prayer before/after service. Text/pray with online viewers.

When they do it:

8a to end of services on Sundays &/or special services on other days.

How often:

Once a month (or more if desired).

You'll like it if:

You enjoy helping others through prayer, have compassion for people and are able to pray out loud in front of individuals or small groups.

CARE TEAM

COACHES: ADULTS & KIDS

What they do:

Facilitate Care Group meetings, run videos, handle discussions, and take attendance. Tools provided to lead the class including videos, books, and leader guides.

When they do it:

Tuesday evenings from 6-8:30p or Tuesday afternoons from 1-3p.

How often:

Every week Care meets or as your schedule allows. (Most sessions are 13-weeks long.)

You'll like it if:

You are a good listener, have a passion for helping others, can keep info confidential and are dedicated to serving in God's way through prayer.

HOSPITALITY

What they do:

Ready tables, prepare food, cook food, serve food and clean up. Team works together on assignments.

When they do it:

Tuesday evenings between 4:30-8p.

HOSPITALITY CONT.

How often:

Weekly or if not able to do weekly, every other week. 13-week sessions with breaks over holiday season and summer.

You'll like it if:

You love working on a team. You have a passion for serving others and like to cook/serve.

GREETERS

What they do:

Greet people with a warm welcome at the door and direct them to dinner. Show people where classrooms/restrooms are.

When they do it:

Tuesday evenings from 6-7p.

How often:

Every week Care meets or as your schedule allows. (Most sessions are 13-weeks long.)

You'll like it if:

You are friendly and engaging, you like meeting new people and helping others.

ADMIN VOLUNTEERS

What they do:

Assist with registering people, updating the database, or handing out books and taking attendance. Some nights the Admin is not available and needs a sub. When the assigned Admin is on-site, this person will support and work with the Admin as directed.

When they do it:

Tuesday evenings from 6-8:30p.

How often:

Weekly or bi-weekly. As often as you would like to help out and as a sub when Admin is on vacation.

You'll like it if:

You have some computer skills, don't mind doing some paperwork, and can support another administrator when needed.

"For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future"

Jeremiah 29:11

COMMUNICATIONS TEAM

PHOTOGRAPHER

What They Do:

Capture the essence of Shepherd's Gate by taking captivating images at weekly services and special events.

When They Do It:

Sunday mornings or during various events at Shepherd's Gate.

How Often:

1-2 times per month based on availability.

You'll Like It If:

You have a passion for photography, an eye for catching images that evoke emotion, and experience using a DSLR camera.

BLOG WRITER

What They Do:

Write content for the SG Blog. You will use your creative, faith-minded writing skills to tell stories and educate our community on various topics.

When They Do It:

At various times remotely (at home).

How Often:

1-2 times per year (or more if you love to write) based on availability.

You'll Like It If:

You are creative-minded, enjoy writing as an outlet to express your faith and imagination, and have strong writing, grammar, and punctuation skills.

SOCIAL MEDIA CONTRIBUTOR

What They Do:

Engage & connect with our followers on social media by creating stories, reels, and/or other content.

When They Do It:

Sunday mornings, at events and throughout the week as scheduled by the team leader.

How Often:

1-2 times per month based on availability.

You'll Like It If:

You enjoy engaging with others on social media, understand major social media platforms and how people socialize online, and have a desire to impact the world with the love of Jesus.

Colossians 3:17

And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.

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FACILITY/GROUNDS TEAM

GARDENERS

What they do:

Use their green thumbs to help beautify the grounds by planting/ maintaining flower beds at SG.

When they do it:

Spring, summer, and fall.

How often:

As needed to maintain grounds.

You'll like it if:

You love gardening & flowers and don't mind a little bit of dirt.

PAINTERS

What they do:

Prepare surfaces, fill cracks, and apply color to walls.

When they do it:

Various times during the year.

How often:

As needed.

You'll like it if:

You like to paint and make interior spaces look new again.

SNOW REMOVAL

What they do:

Clear and salt all entry door access points and walkways.

When they do it:

Sunday morning prior to services.

How often:

As needed.

You'll like it if:

Physical activity is your jam, and you like the cold.

FAMILY EVENTS TEAM

SET UP/PREP WORK

What they do:

Assemble kits, move tables and chairs, decorate rooms/spaces.

When they do it:

As needed for individual events, some prep-work could take place as early as a couple of weeks prior to the event or the day of the event.

SET UP/PREP WORK CONT.

How often:

As needed per event.

You'll like it if:

You want to be involved in certain events or during small windows of time. You work well under pressure, can make changes quickly and/or you like decorating for parties and have an eye for placing things "just so."

CLEAN-UP/TEAR DOWN

What they do:

Clean up the area used, put away supplies, possibly help put away tables & chairs or take trash to the dumpster.

When they do it:

As needed, following the event.

How often:

As needed per event.

You'll like it if:

You like putting things back in their place, socializing while working on a task & staying behind the scenes.



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FAMILY EVENTS TEAM

FOOD PREP

What They Do:

Prepare food, help run the ovens in the kitchen, serve food, clean up any leftovers, and clean up the kitchen placing everything back in its proper place when the event is over.

When They Do It:

Prior to event, on event days.

How Often:

As needed for events.

You'll Like It If:

You love being in the kitchen; you want to meet other people with a servant's heart who enjoy cooking/baking.

TECH

What They Do:

Turn on sound and light boards, man the sound board & lights during the event; turn off the sound/light equipment and put away after the event.

When They Do It:

Before/during events.

How Often:

As needed for events.

You'll Like It If:

You enjoy working with tech equipment behind the scenes.

EVENT HOST/HOSTESS

What They Do:

Greet families/participants arriving at the event and help them check in. Provide any supplies and directions needed to start the event. Check in to see how they are doing during the event and wish them a good day/week on their way out.

When They Do It:

Before/during events.

How Often:

As needed as events take place.

You'll Like It If:

You are the ultimate host/hostess and want all your guests to feel welcome and have a great time.

STUDENTS TEAM (7th – 12th Grade)

SMALL GROUP LEADER

What They Do:

Engage with students, making them feel valued; lead discussions about the message given at Student Night (questions provided), follow up with discussions or use materials provided by Student Director for small group meeting night; encourage students in their faith.

SMALL GROUP LEADER CONT.

When They Do It:

Student Night Wednesdays and Small Group meeting times.

How Often:

2-4 times per month.

You'll Like It If:

You like to lead students/teens in discussion, want to help teens grow in their faith and like relationship building with the next generation.

WELCOME CENTER TEAM MEMBER

What They Do:

Greet students, ensure they are checked in and welcome first-time students.

When They Do It:

Wed evenings.

How Often:

1-3 times a month.

You'll Like It If:

You enjoy making others feel instantly welcome & you can sense when someone needs a little extra guidance.

STUDENTS TEAM

FIRST COMMUNION AND
CONFIRMATION FAITH GUIDE**What They Do:**

Engage with students to make them feel valued; lead students in discussions about the material covered at First Communion/Confirmation seminars. Help the students grow relationships with one another.

When They Do It:

Saturday Morning seminars and the Fall retreat.

How Often: 4 events a year.

You'll Like It If:

You like to lead students/teens in discussion, want to help teens grow in their faith and like relationship building with the next generation.

FOOD TEAM

What They Do:

Prepare/serve meals for all students.

When They Do It:

Wednesday evenings and/or Sunday mornings.

How Often: Once a month.

You'll Like It If:

You have the gift of hospitality and like behind-the-scenes work.

STUDENT WORSHIP TEAM

What They Do:

Lead students in worship.

When They Do It: Wed evenings.

How Often: 1-2 times a month.

You'll Like It If:

You love music, working with a team of musicians and like being on stage.

PHOTOGRAPHER

What They Do:

Take videos and photos during Student Nights.

When They Do It: Wed evenings.

How Often: 1-3 times a month.

You'll Like It If:

You have an eye for photography & like to creatively capture moments in time.

GAME SUPERVISOR

What They Do:

Setup and lead large group games for students.

When They Do It: Wed evenings.

How Often: 1-3 times a month.

You'll Like It If:

You like planning and playing games, having fun, and a little bit of chaos.

KIDS TEAM

(K – 6th Grade)

ADULT LEADER

What They Do:

Supervise the classroom, guide small groups through activities, bond with kids & communicate with parents. Some leaders will present the message to the large group, plan and run games or lead special events.

When They Do It:

Sunday mornings, Wednesday nights and/or special events.

How Often:

2x month or weekly as needed.

You'll Like It If:

You love sharing Jesus with kids, like to have fun, interact well with this age range, don't mind a little bit of chaos.

TEEN LEADER

What They Do:

Guide your small group through learning & activities. Connect with kids in your group & communicate with their parents. Participate in games and activities.

When They Do It:

Sunday mornings or Wednesday nights.

How Often:

2x month or weekly as needed.

You'll Like It If:

You enjoy interacting with kids, can easily include kids in your group, can guide kids through games, crafts or songs.

KIDS TEAM

(K – 6th Grade)

CHECK-IN

What They Do:

Set up the check-in computers, greet families, trouble-shoot and fix any issues that arise during check-in, assist new families with registration.

When They Do It:

Each time SG Kids gather on Sunday mornings or Wednesday evenings.

How Often:

Weekly to once a month.

You'll Like It If:

You have a knack for making sure processes are efficient and move quickly without feeling rushed. You are always on time and making people feel welcome makes you smile.

SET UP

What they Do:

Prep materials, set up rooms for Sunday/Wednesday Kids, organize closets, monitor supply levels.

When they do it:

Friday/Saturday, Wednesday morning, or a day that works in your schedule.

How often:

Weekly, bi-weekly, or monthly.

You'll Like It If:

You like working behind the scenes and organizing things.

SAFETY

What They Do:

Greet kids at check-in, monitor the hallway, check parent's and kid's tags at pick-up.

When They Do It:

Sunday mornings or Wednesday evenings.

How Often:

2x month or weekly as needed.

You'll Like It If:

You enjoy greeting people who walk through our doors, can multitask, and have the ability to monitor the Kids area to keep everyone safe.

TECH

What They Do:

Operate the sound board and Pro Presenter to display images and videos.

When They Do It:

Sunday mornings or Wed. evenings.

How Often:

Weekly to once a month.

TECH CONT.

You'll Like It If:

You enjoy being in the background making things flow well and are a little tech-savvy.

SPECIAL BUDDY

What They Do:

Partner with one kid with sensitivities, assist them with participation & movement between activities & rooms.

When They Do It:

Sunday mornings or Wed. evenings.

How Often:

Weekly, so that you can build a rapport with your special buddy.

You'll Like It If:

You enjoy one-on-one time with our friends who have special needs or need a little more assistance moving from room to room and engaging in activities.

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NURSERY TEAM (Birth-PreK)

NURSERY VOLUNTEER

What They Do:

Assist with check-in and play with, sing to, feed, comfort and encourage kids.

When They Do It:

Options include Sunday mornings, Wednesday mornings and evenings, Thursday mornings and Tuesday evenings and other times as needed.

How Often:

1-2x per month or every week.

You'll Like It If:

You love spending time with Little Ones, enjoy interacting with them, feel drawn to calm them when they are upset and want to share God's love with them.

PRE-K ADULT VOLUNTEER

What They Do:

Volunteers will supervise the classroom, guide small groups through learning and activities, bond with the kids and communicate with parents. Some volunteers will present the message to the large group or plan activities.

PRE-K ADULT VOLUNTEER CONT.

When They Do It:

Sunday mornings as needed.

How Often:

Every week.

You'll Like It If:

You love sharing Jesus with young kids, like to be a kid and have fun, interact well with this age range, don't mind a little bit of chaos, and are reliable.

PRE-K TEEN VOLUNTEER

What They Do:

All volunteers will guide your small group through learning and activities, connect with your kids & communicate with their parents, join the games and playtime before and after the lesson. Some volunteers will act out lessons for the large group.

When They Do It:

Sunday mornings as needed.

How Often: Every week.

PRE-K TEEN VOLUNTEER CONT.

You'll Like It If:

You like to be a kid and have fun, enjoy interacting with young kids, can easily include kids in your group, can guide kids through games, crafts or songs.

CRAFT PREP TEAM

What they do:

Assemble craft packets for SG Kids and Special Service Sundays.

When:

Typically weekday mornings.

How often:

Could be weekly or bi-weekly for SG Kids Sundays; as needed for Special Services.

You'll Like It If:

You like assembling craft packets while socializing.

Proverbs 22:6

Train up a child in the way he should go; even when he is old he will not depart from it.

ONLINE TEAM

ONLINE CHAT HOST

What They Do:

Host the chat for online services. You will answer questions, post helpful and supportive comments, and encourage chat engagement.

When They Do It:

Sunday mornings &/or special services.

How Often:

On average, chat hosts serve once a month, hosting both services on a serving Sunday.

You'll Like It If:

You enjoy talking with people and getting them to engage in conversation, pointing people toward help and resources, and using technology to connect with others.

ONLINE BIBLE STUDY LEADER

What They Do:

Facilitate or teach a Bible study; a particular book of the Bible or a topical study based on biblical principles.

When They Do It:

When Bible studies meet—in the mornings, afternoons or evenings. You will host the group online.

How Often:

Weekly. Studies run from six to ten weeks in length between September-June.

You'll Like It If:

You enjoy sharing God's Word.

ONLINE BLOG WRITER

What They Do:

Write content for the SG Blog. You will use your creative, faith-minded writing skills to tell stories and educate our community on various topics.

When They Do It:

At various times remotely (at home).

How Often:

1-2 times per year (or more if you love to write) based on availability.

You'll Like It If:

You are creative-minded, enjoy writing as an outlet to express your faith and imagination, and have strong writing, grammar, and punctuation skills.

1 Corinthians 12:4-7

Now there are varieties of gifts, but the same Spirit; and there are varieties of service, but the same Lord; and there are varieties of activities, but it is the same God who empowers them all in everyone. To each is given the manifestation of the Spirit for the common good.

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WELCOME TEAM

ALTAR TEAM

What They Do:

Prepare and set up elements for service when we offer Communion.

Prepare and set up Baptism font with water, napkins and a towel for Baptisms.

When They Do It:

Sunday morning and/or at Special Services at Shepherd's Gate.

How Often:

Once a month (or more if desired).

You'll Like It If:

You have a passion for keeping things clean and stocked for worshipers during services at Shepherd's Gate.

GREETER

What They Do:

Greet and warmly welcome all people entering the building by standing outside and opening doors.

When They Do It:

Sunday morning and/or at Special Services 30 minutes prior to service and 15 minutes after service.

How Often:

Once a month (or more if desired).

You'll Like It If:

You have a passion for making people feel welcome and "at home" at Shepherd's Gate.

ROAMING GREETER

What They Do:

Greet and warmly welcome all people throughout the building.

When They Do It:

Sunday mornings and/or at Special Services at Shepherd's Gate 30 minutes prior to service and 15 minutes after service.

How Often:

Once a month (or more if desired).

You'll Like It If:

You have a passion for making people feel welcome and "at home" at SG.

REFRESHMENT TEAM

What They Do:

Set up refreshment counters with coffee, tea, water & condiments. Warmly welcome all people who approach a refreshment counter while maintaining cleanliness of the counters and kitchen. Clean up after the last service.

When They Do It:

Sunday morning and/or at Special Services at Shepherd's Gate 30 minutes prior to service and 15 minutes after service.

How Often:

Once a month (or more if desired).

You'll Like It If:

You have a passion for making people feel welcome and "at home" at SG.

PARKING LOT TEAM

What They Do:

Greet and warmly welcome all vehicles driving into our parking lot.

When They Do It:

Sunday morning and/or at Special Services at SG 30 minutes prior to service and 15 minutes after service.

How Often:

Once a month (or more if desired).

You'll Like It If:

You have a passion for making people feel welcome and "at home" at Shepherd's Gate.

USHER TEAM

What They Do:

Greet and warmly welcome all worshipers into the Worship area while performing Usher duties.

When They Do It:

Sunday morning and/or at Special Services at Shepherd's Gate 30 minutes prior to service and 15 minutes after service.

How Often:

Once a month (or more if desired).

You'll Like It If:

You have a passion for making people feel welcome and "at home" at Shepherd's Gate.

WELCOME TEAM

WELCOME CENTER TEAM

What They Do:

Welcome first-time attenders, answer their questions, & give out gift cards. You may also walk them around the building if they ask for a 'tour of SG'. Assist members and guests with event sign ups & answer questions.

When They Do It:

Sunday mornings or various events. 15 min prior to service & 30 min after.

How Often:

Once a month (or more if desired).

You'll Like It If:

You have a passion for making people feel welcome and "at home" at SG.

WORSHIP CENTER ORGANIZER

What They Do:

Organize, straighten, and replenish items in the Worship Center.

When They Do It:

During the week prior to worship and special services.

How Often:

Once a month (or more if desired).

You'll Like It If:

You have a passion for cleanliness, organization and making people feel welcome and "at home" at SG.

MUSIC TEAM

WORSHIP BAND MEMBER

What they do:

Play an instrument in the worship band that leads the congregation during Sunday morning services and other special services.

When they do it:

Thursday rehearsal, 6-7:30p.
Sunday Service 7:30a-12p.

How often:

Once a month minimum.

You'll like it if:

You can proficiently play an instrument, enjoy playing with others, can take direction, and have a love for worship and worship music.

WORSHIP TEAM VOCALIST

What they do:

Sing in the worship band that leads the congregation during Sunday morning services and other special services.

When they do it:

Thursday rehearsal, 6-7:30p.
Sunday Service 7:30a-12p.

How often:

Once a month minimum.

You'll like it if:

You can sing proficiently, harmonize, and communicate worshipful leadership onstage.

TECH TEAM

CAMERA OPERATOR | CHURCH ONLINE VIDEO EDITOR

What They Do:

Work together in a tight-knit team to broadcast, capture & communicate about next steps during the service. This team brings SG to our online community.

When They Do It:

Sunday mornings regularly and during services that take place during the week.

How Often:

1-2x/month as needed.

You'll Like It If:

You enjoy getting creative with points of view and creating moments for our online viewers. You're easy going, adaptable and can learn to edit quickly.

PODCAST RECORDING

What They Do:

Record, edit, & post weekly messages.

When They Do It:

Sunday mornings regularly and during services that take place during the week.

How Often:

1-2x/month as needed.

You'll Like It If:

You like making materials more available for people and if you like listening to the same thing over and over again while you edit and mix everything together.

TECH TEAM

PROJECTION

What They Do:

Run lyrics, graphics, lighting cues, and videos for services.

When They Do It:

Sunday mornings regularly and during services that take place during the week.

How Often: 1-2x/month as needed.

You'll Like It If:

You enjoy being behind the scenes, have an eye for detail, can quickly learn how to add cues into a program and smoothly pivot at the drop of a hat with any changes that might occur during service.

SOUND TECH

What They Do:

Operate and adjust audio tech for weekly services and special events.

When They Do It:

Sunday mornings regularly and during services that take place during the week.

How Often: 1-2x/month as needed.

You'll Like It If:

You find yourself adjusting other people's radios and have an eye and ear for details while multitasking.

VIDEO TEAM

VIDEOGRAPHER/EDITOR

What They Do:

Film and edit video for worship services and promotion of Shepherd's Gate programs & events.

When They Do It:

On a per project basis, usually during the week for filming and editing.

How Often:

Varies according to the number of projects at a given time, but usually 1-2 times a month.

You'll Like It If:

You enjoy communicating and telling stories through video, i.e. you prefer Tik Tok to Twitter. You have some experience filming with DSLR cameras and editing video via Final Cut or AdobePremiere or are willing to learn.

STAGE DESIGN TEAM

STAGE DESIGN TEAM

What They Do:

Build custom stage designs for the Worship Center.

When They Do It:

Some team members help pre-build parts of the design on their own time as needed. Then the team meets on a Sunday afternoon or Monday evening to tear down the old stage and assemble the new one. The tear down and build usually takes about three hours.

How Often:

Stage designs generally change with the seasons. We also build special set designs for Christmas and Easter. Six times in all throughout the year.

You'll like it if:

You are handy or crafty, like interior design, and enjoy making a space welcoming for others.



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