



# SERVE

## *Opportunities*

At Parkway Church we believe there is a place for you to both belong and to serve. Serving the Lord as a committed volunteer yields great personal and spiritual rewards.

Volunteers have a sense of fulfillment as they use their God-given gifts, knowing that they are advancing the Kingdom of God, helping others, and preparing to be rewarded in Heaven by the Lord.

We ask that you consider investing yourself in the Kingdom of God through volunteer ministry at Parkway Church.

We know that figuring out where, how and when to serve can be challenging. There are opportunities available to use the time, talents and gifts that God has given you. God wants to use you to make a difference!

## CONNECT TEAM

### FIRST IMPRESSIONS TEAM



**Position:** Inside/Outside Greeter

**Purpose:** To ensure that every person who enters our doors is greeted with a smile in a friendly and caring manner and given an informational bulletin for that month.

**Responsibilities:** Greet guests and members, hold umbrellas when raining, help seniors from/to their cars.

**Commitment:** Serving one or two Sundays per month, arriving early for service and entering late into service.

### USHER TEAM



**Position:** Usher

**Purpose:** To provide a pleasant seating experience, offering collection and service experience for members and guests.

**Responsibilities:** Assist members and guests with seating and general questions, offerings, participate in church security by providing general oversight of the church campus.

**Commitment:** 1-2 Sunday/Wednesday per month.

### GUEST SERVICES



**Position:** Welcome Center Attendant

**Purpose:** To provide a central service for both guests and members to find out more information about Parkway Church, make contributions, sign up for events and more.

**Responsibilities:** Arrive 45 minutes prior to service, checking calendar for upcoming events, verify sign up sheets, handle purchase transactions of any items sold in the store, assist with attendance, and make sure attendance iPads are charged.

**Commitment:** Approximately 3 hours per week. Serving 1-2 Sundays per month.

### ATTENDANCE TEAM



**Position:** Attendance Taker

**Purpose:** To assist with attendance tracking and assist with the absent member report.

**Responsibilities:** Learn the names of members of Parkway Church and take attendance.

**Commitment:** During weekly services.

## **GUEST HOSPITALITY (Reception Room)**

**Position:** Guest Hospitality (Sunday mornings only)

**Purpose:** Work with Connect Team Leaders to provide a warm and inviting place for all first time guest to come after service for fellowship and connect to the church.

**Responsibilities:** Set-up and tear down guest reception (refreshments, coffee and water) before and after service. Remove trash and vacuum if needed.

Commitment: Approximately 2 hours per week.

## **PARKING TEAM**

**Position:** Team Member

**Purpose:** To provide a pleasant parking experience for members and guests (especially for larger event services).

**Responsibilities:** Guide members and guests to an available parking space.

Commitment: Approximately 2 -3 times per year.

## **EDUCATION DEPARTMENT**

### **SUNDAY SCHOOL LEAD TEACHER**



**Position:** Sunday School Teacher

**Purpose:** To biblically educate students ages 2-12, preparing them for ministry and eternity.

**Responsibilities:** Prayerfully prepare and creatively teach lessons, perform administrative tasks for class, continually develop teaching skills, work with a team of helpers. Work with Education Department to set goals for growth, outreach and events.

Commitment: Approximately 3-4 hours per week on Sundays and Wednesdays. Teaching one quarter (12 weeks) at a time. **Background Check required**

### **SUNDAY SCHOOL HELPER**



**Position:** Sunday School Helper

**Purpose:** To assist the Lead Teacher in educating students ages 2-12, preparing them for ministry and eternity.

**Responsibilities:** Work with a small team of teachers/helpers. Assist with general teaching or administrative tasks in classroom.

Commitment: Approximately 3-4 hours per week on Sundays and Wednesday. Teaching one quarter (12 weeks) at a time. **Background Check required**

## EDUCATION DEPARTMENT CHECK-IN ATTENDANT

**Position:** Kids Check-in Attendants

**Purpose:** To welcome each child with a friendly smile, ensure their safety and welcome families to Parkway Church.

**Responsibilities:** Register children in our computerized system and show them to their class. Give parents information and answer questions as needed. Perform some administrative tasks during service and assist with dismissal of children, and keeping our children's area secure for the duration of service.

Commitment: Approximately 2 hours once or twice per month. **Background Check required**

## KIDS CHURCH LEAD TEACHER



**Position:** Kids Church Lead Teacher (Wednesday nights)

**Purpose:** To biblically educate students in elementary school, preparing them for life, ministry and eternity.

**Responsibilities:** Prayerfully prepare and creatively teach lessons for a block of time (normally one quarter), perform administrative tasks for class, continually develop teaching skills, and work with a team of helpers.

Commitment: Approximately 3 hours per week. **Background Check required**

## KIDS CHURCH HELPER



**Position:** Kids Church Helper (Wednesday nights)

**Purpose:** To assist the lead teacher in educating students in elementary school, preparing them for life, ministry and eternity.

**Responsibilities:** Work with a small team of teachers/helpers for a block of time (normally one quarter), perform administrative tasks for class, and help with teaching as needed.

Commitment: Approximately 2 hours a week. **Background Check required**

## NURSERY



**Position:** Nursery Worker

**Purpose:** To provide a safe, loving and nurturing environments for children during church services.

**Responsibilities:** Arrive 30 minutes before service, welcome the parent/child, check in and care for children, tidy room afterward and disinfect toys. Know the name of the child and his/her belongings.

Commitment: Approximately 2 hours per week. **Background Check required**

## MUSIC MINISTRY

### MUSIC MINISTRY



**Position:** Mass Choir Members, Frontline Worship teams, and Musicians

**Purpose:** To exalt the Lord through music and singing, creating an atmosphere of worship and praise.

**Responsibilities:** To sing/play every Sunday that you are scheduled. Attend rehearsals. Follow Ministry Covenant guidelines. Audition required.

**Commitment:** Mass Choir (One Sunday per month, both services. Sunday rehearsals at 8:15am and 4:30pm. Tuesday evening rehearsal at 6:30pm and occasional Saturday practices for special events like Easter, TAC, and Christmas.) Frontline worship team and musicians (weekly rehearsal and commitments.)

### MEDIA TEAM SOUND TECHNICIAN

**Position:** Sound Technician



**Purpose:** To work with the Director of Music in providing audio support during worship and ministering of the Word both in the Sanctuary and to our live stream audience.

**Responsibilities:** Arrive 15 minutes prior to rehearsals on Sunday and Wednesday for set up. Change batteries in cordless microphone and in-ear packs. Work with the music team in setting up the stage prior to each service. Attend band and music rehearsal as needed and for special events.

**Commitment:** Sunday and Wednesday services.

### MEDIA TEAM MULTIMEDIA TECHNICIAN

**Position:** Multimedia Technician



**Purpose:** Operate media computer/video display and background lighting during service.

**Responsibilities:** Experience preferred with Pro Presenter, but not required. 3 month training period provided. Arrive 15 minutes prior to rehearsal for set up.

**Commitment:** Sunday and Wednesday services.

## **MEDIA TEAM LIGHTING TECHNICIAN**

**Position:** Lighting Technician

**Purpose:** Operate lighting computer/video display and background lighting during service.

**Responsibilities:** Experience preferred but not required. Training provided and required. Arrive 15 minutes prior to scheduled music rehearsals. Shut down lights at the end of service.

Commitment: Sunday and Wednesday services.

## **VIDEO MINISTRY**

**Position:** Video mixer and Camera Operators

**Purpose:** To capture the worship and preaching experience.

**Responsibilities:** Experience preferred but not required. Training provided. Arrive early. Turn on TVs around church campus. Prepare video and live stream equipment for service. Test all systems before going “live”. Video service. Finalize DVD at the end of service. Shut down TVs around campus and equipment.

Commitment: Sunday and Wednesday services.

## **VARIOUS MINISTRY AREAS**

### **SUNDAY MORNING COFFEE/CAFÉ**

**Position:** Barista

**Purpose:** To provide a pleasant “café” experience to guests and members prior to service.

**Responsibilities:** Arrive a minimum of 1 hour prior to service. Prepare various coffees and have available in the café until 15 minutes before service begins. Tear down and clean up.

Commitment: Sunday mornings and during special events.

### **CONNECT PATHWAY HELPER**

**Position:** Class Assistant

**Purpose:** To assist class teacher with set up, tear down and technical support for the class.

**Responsibilities:** Arrive one hour prior to class time. Set up room for refreshments, coffee, check-in/attendance table, and banner. Turn on computer, TV screens and set up Power Point lesson. Assist with class handouts. Tear down, clean up, trash removal, and power down equipment.

Commitment: Approximately 3 hours per week.

## CARE GROUP MINISTRY



**Position:** Coordinator and Volunteers

**Purpose:** Provide love and support for our members by assisting families during times of illness or medical recovery; a death in the family; support of a homebound loved one; and celebration of the arrival of a new baby.

**Responsibilities:** This ministry can involve meal deliveries, visits, and prayer support from their Parkway family. Work with the church office to organize and coordinate volunteers.

Commitment: Approximately 2 hours per week.

## HOSPITAL /NURSING HOME VISITATION



**Position:** Visitation Team

**Purpose:** Our purpose is to show love and care to individuals in a local hospital or nursing home, or a homebound saint. You can bless someone's life by simply visiting and spending time with them at a local hospital.

**Responsibilities:** This ministry can involve meal deliveries, home visits, hospital visit, and prayer support from their Parkway family.

Commitment: Approximately 2 hours per week.

## PRAYER MINISTRY



**Position:** Pastor's Prayer Partners

**Purpose:** To provide a covering of prayer for our pastor and other spiritual leaders, out families and our church.

**Responsibilities:** Constantly remember our leadership in prayer as well as be on a rotation to pray at the church for our speakers on Sunday as assigned by our Prayer Coordinator.

Commitment: Serving one Sunday every 4-6 weeks.

## OUTREACH TEAM

**Position:** Outreach Team Member

**Purpose:** Work with the Outreach Director in the effort to communicate the love of Christ to the city of Madison.

**Responsibilities:** To assist in street evangelism, door hanger distribution, nursing home visits and more.

Commitment: One Saturday per month.

## HOME BIBLE STUDIES



**Position:** Home Bible Study Instructor

**Purpose:** To equip the members of our church family to devote themselves to teaching that will result in the salvation of individuals and the growth of the church in our city and world.

**Responsibilities:** Work with the pastoral team/outreach director to obtain contacts for and teach personal home Bible studies.

Commitment: As needed.

## PRISON MINISTRY



**Position:** Prison Ministry Team

**Purpose:** Ministering to inmates and their families with the goal of evangelism and discipleship.

**Responsibilities:** Help teach class/conduct services at local and state facilities. Must be at least 18 years old and willing to take required education and certification classes. **Background Check Required**

## CAMPUS MAINTENANCE

**Position:** Gardner/Landscaper

**Purpose:** To provide the church family and our guests an attractive, functional and pleasant physical environment for worship and other activities.

**Responsibilities:** Responsible for planting, weeding, and mulch in all flower bed areas surrounding the church.

Commitment: 1-2 hours per week in spring and summer

## CAMPUS MAINTENANCE

**Position:** Painter

**Purpose:** To provide the church family and our guests an attractive, functional and pleasant physical environment for worship and other activities.

**Responsibilities:** Available for painting various areas around the church.

Commitment: As needed

## CAMPUS MAINTENANCE

**Position:** Carpenter/Electrician/Plumber

**Purpose:** To provide the church family and our guests an attractive, functional and pleasant physical environment for worship and other activities.

**Responsibilities:** Available for carpentry, electrical or plumbing repairs and installations around the church as needed.

Commitment: As needed.

## DECORATIONS/EVENTS

**Position:** Event Volunteer, Creative Team, Assistants/Helpers

**Purpose:** To enhance church-wide events and seasonal themes through décor.

**Responsibilities:** To assist in a church-wide decorating project or assist with décor upkeep.

Commitment: Flexible based on availability, approx. 3-5 times per year. Decorating is done outside of church hours before events and includes cleanup after events.

## CAMPUS SECURITY

**Position:** Team Member

**Purpose:** To give a safe and pleasant worship experience to members and guests, while providing highest levels of security for our children.

**Responsibilities:** Arrive at least 1 hour prior to service. Unlock and secure the building, turn on lights. Make rounds around campus, (education department especially) and parking lot during service. Assist with security during offering times in the service. Secure building after service and lock down all doors. Turn off lights. Attend requested training classes.

Commitment: Sundays and Wednesdays and special events. **Background Check Required**

## FOOD PANTRY

**Position:** Volunteer

**Purpose:** The Parkway Food Pantry provides food, free of charge, to families and individuals in need.

**Responsibilities:** Parkway Food Pantry is open on the third (3rd) Wednesday of each month from 10:00 AM until 12:00 PM (Noon) for Madison County residents who are eligible for food assistance. Prepare pantry bags prior to the third Wednesday of each month. (Clients must present proof of eligibility (proof of income, SNAP or TANF), client eligibility form, driver's license and Social Security Card.)

Commitment: Third Wednesday of each month. Approx. 3-5 hours per month.

## SPANISH MINISTRY



CONNECT  
Class



THE PENTECOSTAL  
Experience



NEW BIRTH  
Class



SERVE  
Opportunities



CONNECT GROUPS



MEMBERSHIP  
Class

Are you bilingual? Our Spanish ministries could benefit from help in all of these areas in our Spanish church, **Palabra Viva**. Are you a teacher? Would you be willing to teach Sunday School to our Spanish Children? Please indicate if you are willing to be of assistance and we will connect you to our Spanish Pastor.

Commitment: Services on Sundays at 12:00pm and Thursdays at 7:00pm.