SOUTH SUBURBAN
VINEYARD CHURCH

Opportunities to Serve

Announcements Team

Contact: info@southsuburbanvineyard.org
Mission: To provide SSV events information and relevant updates to the in-person and online audiences on Sunday mornings.

Announcements Team Member
Time: Approximately 3 hours on Sunday mornings (if serving at both services) and 30 minutes - 1 hour of preparation in the days leading up to Sunday.
Description: An audition is required and training will take place over a few weeks/months depending on the need. As an announcements team member, you are responsible to share announcements in a balanced way - be professional, yet have a casual/informal presence. We want you to be comfortable on stage, in front of people, and be able to give the announcements with energy and attention to details.
Specifics

- Practice announcements for approximately 30 minutes - 1 hour in the days leading up to giving announcements, to become familiar with details and comfortable with delivery.
- Arrive by 8:40am/10:40am on Sunday mornings and check in with the administrative assistant to go over important reminders when needed.
- Clearly and succinctly deliver announcements with confident humility and positivity.
- Receive constructive feedback from administrative assistant and Pastors (if applicable) with humility and be willing to improve based on said feedback.

Facilities Ministry

Contact: geno@southsuburbanvineyard.org
Mission: To provide outstanding cleanliness, service and set up for God's house.

Facilities Team Member
Time: Various times throughout the week and including Sunday mornings.
Description: As a facilities team member, you will make an impact on making the physical space of the SSV a welcoming place for our members and guests. This is accomplished by reducing any barriers to feeling comfortable in our space. This is done by cleaning and organizing spaces as well as setting up and tearing down for events and programs.
Specifics

- Cleaning
- Organizing
- Setting up and tearing down for programs and events

First Impressions Ministry

Contact: mahalliburton55@aol.com
Mission: To warmly welcome guests, regular attenders, and members into our SSV house and community.

First Impression Team Member
Time: Various time commitments during the Sunday morning service.
Description: As a team member in the hospitality ministry, you have the opportunity to help create an environment where our guests and members feel welcome, comfortable and are all able to build meaningful relationships. The spiritual gift of hospitality is not required but a friendly disposition and desire to help people feel comfortable and connected is a must.
Specifics

- Arrive 30 minutes before Sunday morning services and 20 minutes before any special service (i.e. Night of Worship) begins.
- Greet, smile and welcome individuals entering the building.
- Ensure the Information Table is neat and organized.

- Manage “RESERVED” back two rows for those with a cane, walker or wheelchair, etc.
- Usher guests to available seats.
- Remain at both entry/exit doors 10-15 minutes after service to answer and thank everyone for coming.

Hospitality Ministry

Contact: ckpharrow@gmail.com
Mission: To create an environment where guests and members are welcomed into the physical environment, making it easy and comfortable to enjoy the company of others.

Hospitality Team Member
Time: Various time commitments during Sunday morning services.

Description: As a team member in the hospitality ministry, you have the opportunity to help create an environment where our guests and members feel welcome, comfortable and are all able to build meaningful relationships. The spiritual gift of hospitality is not required but a friendly disposition and desire to help people feel comfortable and connected is a must.
Specifics

- Set up beverage and snack tables before service.
- Clean up beverage and snack tables and wash dishes after service.
- Prepare and set up any necessary stage decor.
- Be sure auditorium supplies are stocked (Bibles, seat backs).
- Prepare Communion supplies (once a month).
- Communicate to the hospitality leader any new ideas or concerns.

Kids Ministry

Contact: alison@southsuburbanvineyard.org
Mission: Partnering with families to actively extend the Kingdom of God through ministry and love so that children who don’t know Jesus will come to know Him and those who know Him will know Him more.

Classroom Teacher
Time: Two Sundays per month
Description: As a classroom teacher, you are responsible for co-teaching the lessons to the children in kids church, with another classroom teacher. The children range in age from infants through 5th grade. Each week, you will get a lesson plan from the coordinator and supplies are provided in the classroom.

Qualifications for serving:

- Adult volunteers must have been attending the SSV for at least 6 months, in good standing
- Must be at least 18 years old
- (Volunteers under age 18 must be participating in the SSV Student Ministry and will serve as helpers with adults.)
- Criminal background check will be completed and updated yearly
- Child Safety Training will be completed and updated yearly
- An “SSV Kids Ministry Volunteer Handbook Acknowledgement and Agreement” must be signed

Specifics:

- On the week you are assigned to teach, you will be contacted by the Kids Ministry Administrative Assistant via email about the upcoming lesson
- Review the lesson before Sunday
- On Sunday, check in with the coordinator or administrative assistant 30 minutes before the service starts to help set up your classroom and welcome children
- Teach the lesson with enthusiasm
- Help clean up and check out children as needed
- Pray for the Kids Ministry

Parking Lot Ministry

Contact: honisty25@yahoo.com
Mission: To provide direction and parking control measures, be a warm initial community impression, and maintain a proactive security presence outside of the church building.

Parking Lot Team Member
Time: Approx. 3 hours (8:40am to 11:30am if serving during both services) / 1 hour if serving during one service)
Description: Parking Lot Team Members are critical personnel who will be responsible for overseeing and monitoring the traffic flow of vehicles entering and parking in the church parking lot. Making the first and sometimes long-lasting impression to everyone coming to worship, whether first-time visitors or regular attendees. Team members will also serve by having a ready posture to proactively monitor activity outside of the building from a safety and security point of view.
Specifics

- Partner with the Security and Facilities Teams to ensure the parking lot areas are clear, safe, and secure.
- Arrive early before service with a desire to show God's kindness in your interactions with the people you encounter.
- Remain aware and attentive to people who might need assistance in the parking lot areas.
- Wear a radio that is monitored by key church personnel and staff for timely and effective communications across multiple teams.
- Assist people coming in and out of the building during inclement weather or other adverse conditions
- Be willing to communicate and take directions/instructions from the ministry head, as the team continually grows and improves.
- Be consistent with your commitment to the ministry and team as we build a strong, effective, and very important team for our community.

Prayer Ministry

Contact: ke'ana@southsuburbanvineyard.org
Mission: To actively engage in the process of praying for and with individuals so that we continue to see the Kingdom of God come more and more fully on this Earth. At the Vineyard, we train prayer team members to pray using a specific prayer model. Our church desires to be a House of Prayer. To that end, we encourage actively praying even beyond the specifics of what we call “ministry time” at the end of each service. This includes an active prayer life throughout the week, during small groups, and at special services.

Prayer Team Member
Time: 1-2 Sundays per month
Description: As a team member on the prayer team, you will be trained to pray with confidentiality and sensitivity for people as they ask for prayer.
Specifics

- Train to become a prayer team member by taking our Kingdom Prayer class.
- Commit to actively praying for people in small group.
- Partner with a veteran prayer team member to train in the Vineyard prayer model.
- Pray for people using the Vineyard prayer model.
- Communicate with the Prayer Ministry Coordinator if you have any questions or concerns.

Safe Families for Children

Contact: alison@southsuburbanvineyard.org
Mission: Safe Families for Children hosts vulnerable children and creates extended family–like support for families facing a crisis through a community of devoted volunteers who are motivated by compassion to keep children safe and families intact.

Host Family
Time: As needed
Description: *Host Families* voluntarily host children in their home for short periods of time. They are screened and approved by Safe Families for Children staff. If you are looking for a truly rewarding and challenging experience, consider becoming a Safe Families *Host Family*. You will make a lasting impression on a child in need and possibly change the trajectory of a family in crisis. Host Families serve as the backbone of the Safe Families movement. Without families opening their homes and opening their hearts, we could not care for vulnerable children in our communities.
Specifics:

- Must be at least 25 years of age
- Must be emotionally and financially stable, mature, law-abiding, healthy and active
- Must be willing to engage in a long-term friendship with a family in need
- Must agree to not use drugs, and refrain from using profanity or engaging in other negative behavior that may impact the child
- To become a host family, you will fill out an application, expect a home visit and background check, complete required training, and submit three references

Family Friend
Time: As needed
Description: *Family Friends* volunteer to provide support to families in crisis (e.g., mentoring, transportation) and respite to Host Families (e.g., providing meals, babysitting). When you volunteer as a *Family Friend*, Safe Families for Children will connect you with an at-risk family that would benefit from a healthy support system. Family Friends encourage and strengthen families in crisis so that they may thrive. Performing small tasks, such as dropping off diapers or babysitting for a few hours, provides families with support and builds relationships.
Specifics:

- Complete required training; if providing respite (babysitting) to host families, will expect a home visit and background check
- Provide friendship and encouragement
- Share helpful information about parenting and life
- Support parents who have children staying with Host Families
  Advocate for families seeking resources for their children, such as schools or mental and physical health services

Resource Friend
Time: As needed
Description: *Resource Friends* volunteer to provide tangible support through material goods. The SSV has started a Safe Families Resource Closet where many of these material goods are stored, to be used when needed by *Host Families* while hosting a child through Safe Families, or by placing families who have placed their child with a *Host Family.*
Specifics:

- Provide resources to the SSV Resource Closet when needed
- Become a part of our SSV *Resource Friend* network, to be contacted, when a need arises
- May also help with sorting and organizing material goods in our SSV Resource Closet

May attend Safe Families training (optional)

Safety Team

Contact: davidjacob.maldonado@gmail.com

Safety Team member

Time: 1-2 Services per month

Description: The SSV Safety Team helps to provide a safe and secure environment during worship services and other events. This dedicated team helps to practically and ongoing monitor the grounds, inside and outside the church. They also are essential personnel in the event of an emergency.

Snow Shoveling Ministry *(Temporarily Suspended)*

Contact: info@southsuburbanvineyard.org
Mission: To be a blessing to senior citizens in the Homewood-Flossmoor area by shoveling snow from their personal porches, sidewalks, and/or driveways.

Snow Shoveling Team Member
Time: Varies upon snowfalls
Description: As a snow shoveling team member, you will make an impact by providing a physical service to people in need. This is incredibly important because many of these people may be lonely, shut in their homes, and may not regularly receive [free] help. We can literally be the hands and feet of Jesus through this ministry!
Specifics

- Be willing to help out whenever possible. When it snows and the SSV receives calls for snow shoveling needs, we contact all team members to see who is available.
- Be physically able to shovel snow with a shovel or snow blower. It works best if you own a functional shovel or snowblower. (The SSV has a few shovels if you need to borrow one.)
- Team up with other team members whenever possible. Work smarter, not harder!

Small Groups Ministry

Contact: ray@southsuburbanvineyard.org
Mission: To facilitate spiritual, personal and relational growth through meeting in a smaller, more intimate setting.

Small Group Leader
Time: Approximately 2.5 hours per week
Description: As a small group leader, you will provide an environment to facilitate conversation, prayer, worship and relational growth. This can be centered around a recap of Sunday's message, a particular book, an activity or another means of promoting relationships and growth. Groups can meet via Zoom or in person.
Specifics

- Commit to regular attendance on Sundays and other church activities.
- Pray for your group/attendees regularly.
- Communicate weekly with attendees via email/text regarding weekly meetings.
- Be willing to reach out to congregants in conversation and invite them to group.
- Be prepared to do life with attendees in both the good and bad times.
- Send a report to Small Group Coordinator weekly regarding group.
- Be willing to intern with an experienced leader before potentially leading your own group.
- Communicate with Coordinator in event of issues that may arise or need for additional resources/assistance.

Special Events Team (SET)

Contact: evera@southsuburbanvineyard.org
Mission: To provide warm, welcoming, well-organized classes and events setups, through which SSV attendees can have positive impressions and experiences with church run engagements.

Special Events Team Member
Time: As needed, approximately 1-4 hours per month depending on event schedule, primarily on Sundays (during/after one or both services on event days). Occasionally different days of the week (Friday, Saturday).
Description: As a Special Events Team member, you will provide direct support to the Administrative Assistant, within the Office of the Lead Pastor in preparing for and executing small, medium and large classes/events.

Specifics

- Assist with light planning and office support in lead up to classes/events
- Pick up grocery/catering items for classes/events
- Work during a portion of either or both services to set up food, supplies and accessories (using gloves and other sanitary measures)
- Greet attendees as they arrive at the event, answer general questions, provide assistance, etc.
- Assist with cleanup and re-organization post event

Student Ministry

Contact: latoya@southsuburbanvineyard.org
Mission: To develop a healthy, safe environment where students can encounter Jesus and grow to know and love Him. A place where students can discover their God-given gifts, talents and strengths and practice using, developing and growing in those gifts.

Student Ministry Teacher
Time: Approximately 3 hours on Sundays (if serving during both services) / 1.5 hours if serving during one service)
Description: As a team member in the student ministry, you will have the opportunity to engage in a dialogue with our students (6th - 12th grade), introducing them to Jesus and the ways their gifts intersect with the world around them. In Student Ministry, we are focused on igniting passion for Jesus by developing what God has already put inside of them.
Specifics

- Prior to Sunday morning, review the lesson and prepare for teaching.
- Arrive 30 minutes before service and check in with the other volunteers to see where help is needed.
- Participate, lead, and guide both large group and small group discussions.
- Pray for the Student Ministry.
- Hang out with awesome students.

Tech Ministry

Contact: tech@southsuburbanvineyard.org
Mission: To support, complement, and enhance the gathering experience by creating a pleasing audio environment and visual presentation.

Tech Team Member
Description: As a tech team member, there are four different roles to serve in.

Sound Technician
Time: 7 hours (Thursday 6:30pm – 9pm (Rehearsal) | Sunday mornings 7:30am – 12:30pm if serving during both services)

Specifics

- Team up with other team members to prep stage and set up equipment.
- Running audio cables and placing/moving instruments on stage as needed.
- Designing (mixing) the sound for both in-house and the livestream congregation.
- Oversee all other functions of the Tech Team to ensure cohesion between all roles.

Projection
Time: 3 ½ hours (Sunday 8:30am – Noon)
Specifics

- Review/proofread presentations via Keynote and/or PowerPoint.
- Display presentations via ProPresenter with assistance via order of service and sermon outline.
- Display worship lyrics via ProPresenter (song knowledge required; setlist provided prior to Sundays).

Camera Person
Time: 2 hours (Sunday 10am – Noon)
Specifics

- Ability to stand for long periods of time.
- Prepare camera scenes/shots.
- Ability to capture presenter (both still and in motion).
- Work in coordination with the Technical Director on all aspects of shots (timing, angle, etc.).
- Responsible for adjustments in stage lighting.

Video Technical Director
Time: 2 hours (Sunday 10am – Noon)
Specifics

- Responsible for selecting active scenes to show to the YouTube Live audience.
- Work in coordination with Camera Person and Projection to ensure smooth transition points.
- Assist in stage lighting adjustments.

Women's Ministry

Contact: info@southsuburbanvineyard.org
Mission: To draw women into a deeper relationship with God, while building rich relationships with other women in the community. Our goal is to provide prayerfully planned events, fellowship opportunities, and workshops that encourage women to seek Jesus and lean into community.

Women's Ministry Team Member
Time: Various time commitments throughout the year
Description: As a team member in the women's ministry, you have the opportunity to help with the planning, preparing, praying, and executing of women's ministry events. You will not be required to volunteer or assist in planning every event, but we ask that you serve the events that best suit your interests and/or gifts. We also welcome your ideas and suggestions for how we can better serve the women in our community.
Specifics

- Attend a yearly brainstorming meeting to prepare for events for the year.
- Assist in planning and preparing for specific events throughout the year as the event approaches.
- Be willing to lead or assist in leading an event.
- Prepare and set up any necessary event décor/supplies.
- Be prayerful for the women attending, as each event approaches.

Worship Ministry

Contact: geno@southsuburbanvineyard.org
Mission: To connect the hearts of the congregation to the heart of God through musical worship. To create an atmosphere where people can connect with God through music.

Worship Team Member
Time: Play or sing at least two Sundays (both services) per month. Two-hour rehearsals are scheduled one evening during the week prior to the day you are scheduled. Sunday morning sound check is typically at 7:30am.
Description: As a worship team member, you will have the opportunity to contribute to the musical portion of the worship experience at the SSV.
Specifics

- Engage in personal worship and develop a lifestyle of worship.
- Play your instrument and/or sing well and be able to contribute to the musicality of the band.
- Attend rehearsals and be prepared, having music ready and instruments tuned.
- Commit to continue improving your skills as a singer/musician.
- Listen to and follow the worship leader's and music director's leadership during rehearsal and services.
- Practice songs during the week and be familiar with songs to effectively play and sing during rehearsals and services.
- Communicate to the worship leader, coordinator and music director any questions, suggestions or concerns.

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