



## Serve Team Responsibilities

Thank you for your commitment to serving at Rally, the young adults initiative of CLA Church. Below is a list of responsibilities when serving at the **CONNECT DESK**.

### #1 | PRE-SERVICE

We ask that our volunteers all attend our pre-service prayer at 7pm in the conference hall. Following that, our **connect desk volunteers** are asked to:

1. Grab a lanyard to identify yourself as part of the team.

### #2 | POST-SERVICE

1. Head to the connect desk as the host closes the service.
2. Welcome new people and encourage them to fill out a connect card.
3. Invite anyone who wants prayer to fill out a prayer card.
4. Answer any questions about Rally's schedule:
  - a. Rally services on the 1st & 3rd (and sometimes 5th) Thursdays of the month at 7:30pm in the Conference Hall
  - b. Discipleship Groups on the 2nd & 4th Thursdays of the month. Signups are on the Church Center App or at [clachurch.com/youngadults](http://clachurch.com/youngadults).
  - c. Morning Prayer on Tuesday and Wednesday mornings at 7:30am in the East Chapel.
  - d. Altar Nights on the last Monday of every month at 7:30pm in the conference hall.

5. Take payments for anyone who is giving or buying a book. More details below.
6. Once it starts to slow down at the desk, if no one has come to you within 5-10 minutes, or it's been at least 10-15 minutes after the service dismisses and no one's coming up, feel free to leave the booth. Use your best discretion, and if you notice people hanging out near the desk later then greet them.
7. **BEFORE YOU LEAVE** - put all the connect cards together, receipts & cash for sales together, and giving envelopes together with the debit machine in the cloth basket.
8. Collect all volunteer lanyards as people finish their serving positions and leave them on the connect desk.

## #3 | TAKING PAYMENTS

When taking payments for Rally, do the following steps.

1. Hit "SALE" on the debit machine, and enter the amount they want to give or the amount for the book they are buying. If they are buying something **AND** giving, process these in two separate transactions.
2. Turn the machine over to the person to pay.
3. Keep the **merchant copy** of all receipts.
4. Give customer receipts to anyone who wants one.
5. **DONATIONS**
  - a. Put all merchant copies of debit/credit receipts in *a separate giving envelope per donation*. Have the giver fill out the envelope if they want a tax receipt.
  - b. Put all cash donations in their own giving envelope if the giver fills out the envelope. If people do not fill out the envelope, all cash can be put together in one envelope at the end of the night.
6. **SALES**
  - a. Put all merchant copies of book sales receipts, and all cash for book sales together in **one** stack or giving envelope.

## #4 | CLEANING UP

If you feel extra generous and want to help clean up the booth, we will gladly accept your help! However feel **no** obligation to do so!

If you do, there is a cart in the Young Adult closet, located on the *right* side of the conference hall (facing the stage) near the door towards the bathroom. You can grab this and clean up.

The books & bibles go on the bottom and middle shelf of the cart, while the stickers, decor, and basket containing the debit machine, connect cards, lanyards, and giving envelopes go on the top. The cart can go back into the closet along with the shelves that the books are on.

Thank you so much for choosing to volunteer with our team and serve our community. It is tangible the impact it makes when you choose to put aside time to serve those who are coming. God Bless you and thank you again!

Rally Young Adults Team