

# CHANGE MAKER DESCRIPTIONS

POSITION	DESCRIPTION	COMMITMENT
<b>GREETERS USHERS</b> The first people our guests meet to form their first impression of Northgate.	Welcome guests. Provide information and direction, escort guests to kids' rooms, help seat guests as needed.	<b><i>1-2 Weekends / month (30 min early per service)</i></b>
<b>CAFE</b> Our cafe is a meeting and greeting place for both guests and regulars.	Make coffee, and cold drinks; be friendly and greet guests, set up and clean up.  Pick up towels from basket cafe pantry. Wash, dry, and fold them. Return the towels before 8:30am on Sunday. Pick up tablecloths after event. Wash, dry, and fold them. Return them within a week.	<b><i>Weekly for towels Occasional special events</i></b>
<b>COMMUNION TEAM NEW FRIENDS CONNECTION GREETER</b> We are intentional about helping new visitors feel welcome and getting connected to the Northgate family.	Welcome first-time visitors, facilitate gift process, answer general questions and make personal connections as allowed. Encourage them to take the next step at Northgate.	<b><i>1-2 Weekends / month (30 min early per service)</i></b>
<b>CHECK-IN RUNNER HOSPITALITY</b>	You are the first impression of our Children's Ministry! You will help greet all parents who enter the children's area, check in children on our computers, direct parents where to go, and answer any and all questions. Set up and tear down of check-in area. may include classroom assistance.	<b><i>1+ services / month (30 min early per service)</i></b>

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INFORMATION DESK	Answer questions and provide information during weekend services.	<b>1 Weekend / month</b> <i>(30 min early per service)</i>
ASSIST WITH SPECIAL EVENTS	Decorate, set up, clean up and maintenance.	<i>Christmas, Good Friday, Funerals, etc.</i>
PARKING	Greet drivers and direct them in and out of the parking lot before and after each service.	<b>1 Weekend / month</b> <i>for all services</i>
TECH TEAM	Lighting, Sound, Video Production, Stage Manager, Service Producer.	<b>1 Weekend / month</b> <i>Possible Sat only</i> <b>8 total hours / weekend</b>
VOCAL TEAM MUSICIANS	Any skilled worshippers who want to use their gift in leading others in worship. Must establish an audition with Worship Team to determine if this team is a best fit for you.	<b>1 Weekend / month</b> <i>Approval by evaluation</i> <b>8 total hours / weekend</b>
MISSIONS COMMITTEE TEAM MEMBER	Review mission opportunities & support; facilitate missions fundraising and assist with planning missions trips. Participate in local mission opportunities.	<b>Varies</b>
PRAYER TEAM	Meet with people after each service for prayer, encouragement and immediate follow-up with those who have raised their hands in response to the morning's sermon. Help host other prayer events. Pray with people over the phone. Visit and pray with people in the hospital.	<b>1-2 Weekends / month</b> <i>immediately after weekend services</i>

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RECEPTION OFFICE GENERAL OFFICE HELP	Answer phones, greet visitors, vendors, general office assistance.	<i>Flexible, regular hours on weekly basis Mon - Thurs &amp; Sunday mornings</i>
DOCUMENT PRODUCTION	Copy, fold, cut, assemble bulletins, letters, and handouts in the office during weekdays.	<i>Typically Thurs afternoons, 1-2 hours. Other time available on-call</i>
DATABASE PRODUCTION	Data entry and checking, reports and queries. Set up groups, events, systems in church database. Experience in database systems desirable, will train on our system.	<i>Varies and flexible.</i>
WELCOMING TEAM	Contact new visitors by email or phone, send information, be friendly.	<i>1 hr / week Mon - Thurs.</i>
BUILDING MAINTENANCE Maintain buildings and systems to support ministries.	Team leaders and workers needed. Skilled trades and willing helpers for electrical, carpentry, painting, plumbing, mechanical projects and routine maintenance.	<i>Varies. Can fit into your schedule</i>
SETUP / CLEANUP Support ministry events behind the scenes.	Setup chairs, tables, etc. for events, clean up afterwards.	<i>Varies.</i>
BAPTISM SETUP / TEARDOWN TEAM	Setup the portable baptistry and drain and put away the baptistry in a storage closet.	<i>1 hr / ea, approx. every 8-10 weeks</i>
ORGANIZATIONAL SPECIALIST	Organizing, labeling, storing materials in various areas of the campus.	<i>Varies, as needed.</i>

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<p><b>COMMUNITY GROUP LEADERS</b></p> <p>Community Groups are where we build friendships, study the Bible, and grow together in small groups.</p>	<p>Facilitate group meetings and social activities. Promote participation among group members. Group Leaders may, but don't necessarily, facilitate all the Bible study discussions or host the meetings in their homes.</p>	<p><b>Group meetings weekly;</b>  <i>Prep time 30-60min;</i>  <i>Quarterly leadership meetings.</i></p>
<p><b>COMMUNITY GROUP HOSTS</b></p>	<p>As part of a Community Group, open your home for meetings and gatherings.</p>	<p><b>Group meetings weekly,</b>  <i>many groups rotate between host locations.</i></p>
<p><b>NORTHGATE U INSTRUCTORS</b></p> <p>NU is a classroom style environment for adults to deepen their Biblical understanding and apply God's lessons to their lives.</p>	<p>Instructors develop and present classes. Instructors should have teaching experience and command of the material.</p>	<p><i>Classes range from 7-13 weeks, usually on Sunday or weeknights. Some one-day seminars on weekends. Significant preparation time is required.</i></p>
<p><b>NORTHGATE U SUPPORT TEAM</b></p> <p>Behind the scenes help to make NU classes, promotion, registration, and childcare run smoothly.</p>	<p>Create graphics, NU brochures and bulletin inserts. Child care, food coordination, class check-in, admin help (recordkeeping, document production), accounting (track and reconcile fee collection and expenses), classroom setup (moving tables, chairs and equipment).</p>	<p><b>Varies.</b> <i>Peak periods 1-3 weeks, 2-3 times a year.</i>  <i>Many at-home tasks. Weekly classroom setup during class semesters</i></p>
<p><b>MEN'S MINISTRY EVENTS TEAM</b></p>	<p>Organize Men's events, outreach activities, field trips and retreats.</p>	<p><b>Varies.</b></p>
<p><b>WOMEN'S MINISTRY EVENTS TEAM</b></p>	<p>Help to organize activities such as game nights, retreats, craft and sewing events.</p>	<p><b>Varies.</b></p>

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GRAPHIC DESIGNER	Develop promotional pieces for print and web using Photoshop or other tools.	<i><b>Varies.</b> Can fit into your schedule but needs to meet deadlines.</i>
MIDDLE SCHOOL WEEKEND LEADERS	Assist with Middle School weekend gathering and promoting a fun and loving environment for middle school students. Assist with tech, games, discussions, etc.	<i><b>1.5 hours weekly</b> Sundays at 10am or 11:30pm</i>
MIDDLE SCHOOL LEADERS	Assist with outreach events; lead Community Group Discussions; mentor students, participate in activities, events and camps when needed.	<i><b>2.5 hours weekly during school year.</b> Monday evenings, plus follow up with students</i>
SPECIAL EVENTS VOLUNTEERS	Plan, organize and execute special student events e.g., fundraising events, parties, meals for events, administration for summer and winter camps, trunk or treat, etc.	<i><b>Varies.</b></i>
SPECIAL FRIEND'S BUDDY	Spend time with a student in the special friends' room playing, teaching, and building relationships. Partner with the classroom and buddy should the student and parents believe assimilation in the traditional classroom is the best area. Training will be provided.	<i><b>1.5 hours per week on Sunday at the 10am service</b></i>

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<b>NURSERY (BIRTH-12 MO) SUNDAY CLASSROOM WORKERS</b>	<p>You are not only baby lovers but parent comforters! You will be hugging and holding babies and telling them how much they are loved and how much God loves them. Rocking, diaper changing (if needed) and loving!</p>	<p><b><i>1 or more services per month</i></b> <i>(arrive 30 min early)</i></p>
<b>TODDLERS (12 MO - 24 MO) SUNDAY CLASSROOM WORKERS</b>	<p>You will be hugging and playing with babies and toddlers. Telling them how much they are loved and how much God loves them. Rocking, diaper changing (if needed), singing, playing and distributing snacks.</p>	<p><b><i>1 or more services per month</i></b> <i>(arrive 30 min early)</i></p>
<b>TODDLERS (24 MO-36 MO) SUNDAY CLASSROOM WORKERS</b>	<p>You will get to teach our toddlers about Gods love and begin to tell them about the amazing true stories in His word. You will distribute snacks, have a story or craft and worship through song.</p>	<p><b><i>1 or more services per month</i></b> <i>(arrive 30 min early)</i></p>
<b>TUNNELER'S (3YR - 5YR) SUNDAY CLASSROOM WORKERS</b>	<p>You get to walk alongside kids as they first discover that God is real and so are the stories in His Word! You will love, care for, and share God's love to these children through song, story, craft and application.</p>	<p><b><i>1 or more services per month</i></b> <i>(arrive 30 min early)</i></p>
<b>BLASTERS (KG - 1ST GRADE) SUNDAY CLASSROOM WORKERS</b>	<p>You are a life changer in the world of these children! Help them discover through craft, game and discussion how Jesus loves them and how to live it out!</p>	<p><b><i>1 or more services per month</i></b> <i>(arrive 30min early)</i></p>

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CAVE (2ND - 3RD GRADE) SUNDAY CLASSROOM WORKERS	You are a life director as these kids can now truly grasp so much more about how great our God is! You will show and share God's love in a practical way to the children with love and care through song, biblical story, and application.	<i>1 or more services per month (arrive 30min early)</i>
CLUB 45 (4TH - 5TH GRADE) SUNDAY CLASSROOM WORKERS	You are a life director as these kids can now truly grasp so much more about how great our God is! You will show and share God's love in a practical ways to the children with love and care through song, biblical story, and application.	<i>1 or more services per month (arrive 30min early)</i>
WORSHIP LEADER (PRESCHOOL - ELEMENTARY)	You will help lead children in song and learning memory verses through music. You will love on children and teach the importance of worship to them.	<i>1 or more services per month (arrive 30min early)</i>
COMPUTER SPECIALIST	You are a graphics arts designer for programs, mailers and signage. This can also include video editing, announcements, starters and impact videos. Assistance can also be lent in maintaining our current Check in system during services.	<i>As needed, Some weekdays and weekends</i>
LESSON PREP TEAM	Prepare weekly materials for DIG. Includes cutting, assembling crafts, preparing games, etc.	<i>Weekly on Wednesday</i>

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**OFFICE ADMINISTRATION**

You will get to send out weekly Birthday and “Miss You” cards to our DIG volunteers and children as well as special notices. Office administration ministries can be facilitated in the church office during week days.

***As needed, Weekdays***

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**PARTY PLANNER  
EVENT ORGANIZER**

If you're a party planner, event organizer or want to come and enjoy the festivities while serving as a leader and facilitator for special events, this is for you! This includes Parents' Night Out, summer programs for kids and holiday events.

***Monthly events***