



FOOTHILLS
ALLIANCE CHURCH

MINISTRY DIRECTORY 2021-2022

Welcome

I am thrilled you have this ministry resource in your hands! Within these pages, you will find an array of opportunities to get-involved with our church family. At Foothills, we are engaged on a transformational journey of faith in which we seek to Know God more deeply, Love Others more fully, Reach Neighbours more actively, and Serve the World more effectively.

You are invited to join us on this journey that we believe, God will bless you to no end. In relationship with Jesus, we believe He has gifted you to serve as part of His body, the church. We all have a specific part to play in this adventure of faith we are sharing together, and what an amazing adventure it is.

The leaders at Foothills are committed to work with you in your gifts and abilities. These abilities can be used not only to bring God glory, but in allowing Him to complete his work in you related to personal your growth and development. We'd invite you to complete an online survey to help dig deeper in discovering how God has 'shaped' you for ministry in the coming days. The survey is found at www.freeshapetest.com. At the end of the survey there is an invitation to share your results with a church pastor. I invite you to email volunteer@myfoothills.ca. We'll be in touch about your next steps in finding a meaningful place of ministry to experience your 'best serve.'

Also, feel free to be in touch with me if you have any specific questions related to the ministries listed in this resource guide. We have a ministry involvement team and church ministry staff who would love to explain and explore with you any specific areas of interest you might have.

We are excited that you are considering joining our ministry team. We look forward to hearing from you in the coming days!

Growing in ministry together,



Pastor Tim Beadle
Missional Engagement Team Lead



Do you know & understand your spiritual gifts?

If you have never completed a survey to pinpoint your spiritual giftings, you can complete the online S.H.A.P.E. survey. You can access the survey at www.freeshapetest.com. The SHAPE experience will take you between 30-60 minutes. Please don't rush through the experience as another task to be completed. Linger in the experience and reflect on how God has uniquely shaped you for ministry.

Welcome To REALM



Everything we do at Foothills is about moving God's mission forward. REALM is no different. By staying organized and connected, we can better live out our mission to Know God, Love Others, Reach Neighbours and Serve the World and we can do that by coming together as a family unit to make sure all feel welcome!

REALM is an online ministry tool for the whole church that connects all things Foothills into one place. Realm will help you:

- quickly connect with your Life Group
- edit your own persona information in our database, give, view and edit your own giving at Foothills and receive your tax receipts electronically

The possibilities are endless, but for now we're want to help to get you started by letting you know about it and sending you an invitation.

Once we send you an invitation to REALM, you log in and create your ID. Be sure to update your profile, add a profile picture and start exploring!

Usage Guidelines:

REALM is intended for ministry purpose within Foothills Alliance Church. As we all walk by the grace of Christ, please keep communication positive. In addition, your profile photo should be appropriate for viewing by other church members. The personal information of others is not to be traded, sold, or given to any other third party. Access to your personal information can be controlled by your privacy settings. If any problems or concerns do arise, please notify the church office so issues may be addressed quickly and appropriately.

Information Privacy Notice:

Foothills Alliance Church considers all personal information as confidential and will not release it to outside parties or organizations. However, by requesting an invitation to REALM, you are providing consent

for this information to be used within the church for ministry and other church related activities.

REALM is no longer supported in Internet Explorer browsers.

Contact us at: realm@myfoothills.ca for a personal invitation to REALM

How To Get Involved

Thank you for your interest in volunteering here at Foothills Alliance Church. Our commitment to you is: to help you discover how God has uniquely designed you to serve others and to help you find a place of serving that fits you best. Also, to help you grow as a follower of Jesus Christ.

Questions to ask:

- *What are you good at?*
- *What do you love to do?*

To get connected or for questions about getting involved, please contact the church office. (volunteers@myfoothills.ca)

Step 1: If you are a newcomer, we would encourage you to first attend our Starting Point class and then proceed through our Next Step classes. (Starting Point meets on Sundays after the first service once a month)

Step 2: Complete our volunteer application form available at the Information Centre. Return the completed form to the Information Centre on weekends or to the church office during the week.

Step 3: Read through the volunteer opportunities in this booklet. Note that the left column lets you know what kind of time commitment is involved, and the right column gives an idea of some of the spiritual gifts or strengths that may be involved. Please know that it is not expected that you have all the listed gifts. They are included as a helpful tool.

Step 4: contact the church office. If you are not sure what your gifts are, we invite you to attend the next class offered on discovering your gifts.

Volunteer Forms

For fillable volunteer forms, email volunteer@myfoothills.ca When working with our vulnerable communities, you may be required to have a police check or a verification of a criminal record (under 18 yrs) when working with children, youth, senior citizens, and new Canadians.

Table of Contents

ADULT MINISTRIES.....	JUSTICE & COMPASSION.....	0
Jerry Orthner	MINISTRIES.....	
jerry.orthner@myfoothills.ca	Tim Gibbons	
Alpha.....	tim.gibbons@myfoothills.ca	
Catalyst.....	Financial Wellness Course.....	20
Life Groups.....	Learning Lab.....	20
First Impressions.....	Peer Support Mentors.....	20
Prophetic Ministries.....	Mercy Meals.....	21
Altar Prayer.....	Garage Give-Away.....	21
WOMEN'S MINISTRIES.....	GLOBAL IMPACT MINISTRIES.....	5
Carla Olsen Draper	Dave Anderson	
carla.olsendraper@myfoothills.ca	reception@myfoothills.ca	
wommenconnect.....	Global Impact.....	22
New Baby Celebration.....	INTERCULTURAL MINISTRIES.....	
WM Special Events.....	Patricia love	
DayBreak.....	patricia.love@myfoothills.ca	
Leader Connections.....	ESL.....	23
Thread Bearers.....	Specialized Classes.....	24
Tiny Blessings.....	Bridges.....	25
Women's Friday Prayer Group.....	ESL Bible Study.....	27
MEN'S MINISTRIES.....	Miscellaneous ESL.....	23
Jerry Orthner	FACILITIES.....	
jerry.orthner@myfoothills.ca	Sharon Klassen	
Men's Bible Study.....	sharon.klassen@myfoothills.ca	14
MARRIAGE MINISTRIES.....	Maintenance.....	28
Marriage Prep.....	Gardening.....	28
SENIOR ADULT MINISTRIES.....	Cleaning.....	29
Roland Feltmate	Decorating.....	29
roland.feltmate@myfoothills.ca	MISCELLANEOUS.....	
Wellness Class.....	Jennifer Bell	
Prime Tymers Luncheon.....	reception@myfoothills.ca	
Games Cafe.....	Library.....	29
Drivers.....	Tellers.....	30
CHILDREN'S MINISTRIES.....		15
Heather Malkinson	WORSHIP ARTS MINISTRIES.....	
kids@myfoothills.ca	Eric Miller	
Foothills Kids.....	eric.miller@myfoothills.ca	
Foothills Kids Praise.....	Artistic.....	30
Foothills Kids Special Events.....	Worship Team.....	31
NEXT GENERATION MINISTRIES.....	Worship Tech.....	32
Andrew Berg	Worship Service Admin.....	32
andrew.berg@myfoothills.ca	Theatre/Film Production.....	37
Jr and Sr High School.....	Design (Communications Ministry).....	44
Young Adults - Crux.....	Communion.....	45
	Ash Wednesday.....	45

Volunteer Roles at Foothills

Adult Ministries

Alpha

10 Mondays,
1 hr/night

Kitchen Crew

Set and clear
tables, load
dishwasher, wash
pots and pans

Helps
Hospitality
Service

10 Mondays,
3 hrs/night

Sound/Tech

Run sound, video
and microphones
throughout an
evening of alpha

Helps
Service

10 Mondays,
3½ hrs/night

Table Host/Leader

Lead a table of 6-8
participants for a
full Alpha course,
get to know, love,
and minister to
your small group
and facilitate open
discussion
following video
teaching

Leadership
Hospitality
Mercy
Shepherd
Faith
Wisdom
Healing
Miracles

10 Mondays,
2½ hrs/night

**Assistant
Host/Leader**
Help/assist leading
a table of 6-8
participants for a
full Alpha course.
Get to know, love,
and minister to
your small group

**Leadership
Hospitality
Mercy
Shepherd
Faith
Wisdom
Healing
Miracles**

10 Mondays,
3 hrs/night

Prayer Team
During the 45-
minute small group
discussion time,
join others in a
separate area to
pray for spiritual
openness and
growth of
participants

**Discernment
Faith
Mercy
Intercession**

Catalyst

2-4 Sunday nights,
3½ hours/night

Teacher
Teach a course
during a Summit
session

**Teaching
Exhortation
Evangelism
Missionary**

Life Groups

2-4 nights/month,
2 hours/gathering

Life Group Leader
To create a life
group environment
where people can
pursue authentic
biblical community,

**Helps
Leadership
Hospitality
Faith
Knowledge
Teaching**

grow in their relationship with Jesus, and be on mission together

Shepherd

2-4 nights/ month,
2 hours/gathering

Assistant Life Group Leader
Help create an environment where people can pursue authentic biblical community, grow in their relationship with Jesus, and be on mission. The assistant is an apprentice who will one day lead his/her own life group

Helps Leadership Hospitality Faith Knowledge Teaching Shepherd

3-6 hrs serving time/month

Life Group Leader Coach
Based on their experience of leading groups, a coach provides encouragement, wisdom and accountability for Life Group Leaders to help them succeed in leading, managing and multiplying their groups. Coaches are supported by the Community Life Pastor.

Leadership Mentorship Teaching Shepherd Care Knowledge Helps Encouragement

First Impressions

Before & after weekend services, ½ hour	Welcome Cart Host Smile, greet, inform, and direct newcomers before and/or after a weekend service	Helps Hospitality Service
---	--	----------------------------------

Before & after weekend services, ½ hour	Information Centre Host Stationed at the Information Centre, you will provide information and direction to people who approach you	Helps Hospitality Service
---	--	----------------------------------

Before a weekend service, ½ hour	Greeter Warmly greet people as they enter our facility for worship services. Direct newcomers to appropriate areas (welcome cart, Info Centre, nursery, etc.)	Helps Hospitality
----------------------------------	---	--------------------------

One service per weekend, 1 ½ hour	Usher Warmly welcome people as they enter the Worship Centre and direct them to a seat. Assist in receiving weekend offerings	Hospitality Service Helps
-----------------------------------	---	----------------------------------

Once a month
(Sunday morning
second service)

Co-host for Starting Point

Join a pastor to spend an hour welcoming and getting to know newcomers, including having lunch with them

**Hospitality
Evangelism
Encouragement**

Prophetic Ministries

1hr once a month
to meet with
team

Prophetic Team members

Helping to connect people to the presence of God so they see, hear and feel him for themselves. Helping reveal the heart of God through words and actions.

**Prophetic
Faith
Discernment
Mercy
Wisdom**

Altar Prayer

½ hour once a
month after a
weekend service
OR after more than
one weekend
service

Altar Prayer Team members

Pray with those who come forward after a service OR those who request prayer online after the Live Stream service

**Hospitality
Faith
Compassion**

Women's Ministries

wommenconnect

2 hours/week Thursdays evenings 1 hour/week when needed throughout the session 2-3 1.5hour team meetings per session	Facilitator In cooperation with the Pastor of Women's Ministry, during classes, recruit and support team members, choose studies, plan or recruit for special events, mentor emerging leader	Leadership Administration Pastor/Shepherd Helps Teaching Discernment
--	--	---

½ hour/week Thursdays 2-3 1.5hour team meetings/session	Registration & Finance Track and submit receipts and expenses, assist with registration	Administration Service Hospitality Helps
--	--	---

½ hour weekly during Thursday study session 2-3 1.5hour team meetings/session	Registration Welcome and greet, oversee registration and track attendance	Helps Hospitality Mercy Discernment
---	--	--

½ hour/week Thursday study session	Greeter ensure all are welcomed	Hospitality Helps
--	--	------------------------------

2 hours/week study session and Bible study preparation 2-3 1.5hour team meetings/session	Study Leader Prepare and lead weekly study, pray for and contact study members, welcome and	Teaching Discernment Wisdom Knowledge
---	---	--

watch for
emerging needs

2 hours weekly on
Thursdays
limited team
meetings

Sound/Tech
Set up and run the
sound and
PowerPoint

Helps
Tech awareness
Service

New Baby Celebration

3.5 hours/brunch
twice/year
A team planning
meeting
OR
2 hours compiling
baskets twice/year

Coordinator
Plan and facilitate
semi-annual brunch
for all moms with
new babies,
including program
and childcare; work
with Tiny Blessings
coordinator
OR organize Gift
Basket compilation
and delivery for
new moms

Service
Hospitality
Administration
Mercy

4 hours/brunch
1 team meeting

Team Member
Assist with set-
up/clean-up,
greeting moms and
hosting a table
OR assist putting
together baskets
and delivering to
front step of new
moms, follow-up
with each mom via
text or phone

Hospitality
Helps
Mercy

2.5 hours twice/year

Child Care

Provide childcare for older preschool siblings during the brunch

**Service
Helps**

WM Special Events

Participate in planning meetings for 2 events/year
1/month

Treasurer

Attend meetings, receive, track and submit all receipts to the church

**Organization
Administration
Finance**

Participate in planning meetings for 2 events/year
1/month

**Decoration/Theme
Coordinator**

Attend team meetings, meet with other “decor” people, purchase needed supplies

**Craftsmanship
Service
Creativity**

Participate in planning meetings for 2 events/year
1/month

Secretary

Attend team meetings and take notes, send out minutes to team

Administration

Participate in planning meetings for 2 events/year
1/month

Leader and Co-Leader

Attend team meetings, keep in touch with sub-committees, make meeting agendas, keep flow of meetings

**Hospitality
Leadership**

Participate in planning meetings for 2 events/year
1 per month

Team Members
Attend team meetings and any other sub-committee meetings

Hospitality Service

DayBreak

1-2 hours weekly
Thursdays, plus
Thu mornings
2.5 hours for 3-4 team meetings/session

Coordinator
Coordinate and DayBreak program including planning, communication, choosing teacher and studies in cooperation with WM Pastor

Heart for women
Understanding of ministry
Mature Christian able to build relationships
Administration
Friendly
Reliable
Communication skills

Time-intensive fall planning
2.5 hours for 3-4 team meetings/session

Christmas Market
Assist with registration of, communicate with and organize vendors.

Administration
Communication skills

2-4 hours weekly
2.5 hours for 3-4 team meetings/session

Treasurer
Track and submit receipts and expenses, assist with registration

Administration
Service
Finance

4 hours weekly
2.5 hours 3-4

Child Care Coordinator

Administration
Heart for children

team meetings/session	oversee recruitment and hiring of children's workers communicate children's program needs to DayBreak team	Understanding of child care operation
-----------------------	---	--

2.5 hours/week Thursdays	Child Care Facilitator Ensure adequate staffing and smooth operation by overseeing workers, safe adult/child ratios, etc.	Heart for children Understanding of Child care operation Friendly Assertive
-----------------------------	---	--

1 hour/week @ home	Child Care Scheduling Schedule volunteer moms along with paid workers, ensuring safe adult/child ratios.	Friendly Polite Assertive
-----------------------	--	--

2 hours/weekly Thursdays some prep time during week	Child Care Story/Craft Plan, prepare and lead Bible story and related craft for three preschooler classes	Growing Christian rapport and ability to work with children Desire to minister to kids & moms
---	---	--

1 hour/week Thursdays	Nursery Receptionist Welcome, sign in and settle babies & toddlers, sign out/release at end of morning	Love of Families Friendly Hospitality
1 hour/week Thursdays	Sound Tech Operate and run sound, projector, ppt, etc. during open session Thursday, must arrive early to set up	Reliable Serving Attention to detail
2.5 hours/week Thursdays additional prep time	Study Leader/Co-Leader Prepare for and lead women's Bible study class in cooperation co-leader	Leadership Teaching Mentoring maturity Build relationships Communication Teamwork
Seasonal – Christmas Market and Spring Brunch	Decorator Plan; gather, borrow or purchase items to decorate tables and room for special occasions	Serving Creativity
½ hour/week Thursdays	Greeter Greet and direct women as they arrive at DayBreak.	Hospitality Friendly

2 hours/week
Thursdays

Child Care Worker
Care for children in the following age groups: baby, toddler, 2s, 3s and 4&5s guiding them in play, gym time and craft time

Love for children
Kind
Caring
Consistent

Leader Connections

2 hours quarterly
for planning
meetings

Coordinator
Lead team, organize and lead 3 events for Women's Ministry volunteers that will encourage and support them

Administration
Leadership
Encouragement

2 hours quarterly
for planning
meetings

Assistant
Take minutes, send out communication/in vitations, track funds

Creativity
Hospitality
Serving
Administration

2 hours quarterly
planning
meetings

Team Members (3)
assist with décor, set-up/clean-up, greeting, program

Creativity
Hospitality
Serving

Thread Bearers

2 hours/month
time organizing @
home

Coordinator
Lead a group of women to create quilts and yarn

Creativity
Compassion
Helps

crafts to be giving encourage others. Choose and lead projects, gather needed supplies, connect with pastors regarding distributing completed work

2 hours/month time organizing at home	Assistant Help with projects, purchase needed fabric	Creativity Compassion Helps
--	--	--

Tiny Blessings

1.5 hours/week @
Tiny Blessing
1.5 hours/month
organizing

Coordinator
Oversee Tiny Blessings weekly, work with team members to connect with moms

**Service
Hospitality
Administration**

1.5 hours/week @ Tiny Blessings	Team Member Assist with set-up and take-down of toys, greet moms, encourage, help moms connect	Service Encouragement Hospitality
------------------------------------	--	--

1.5 hours/week @
Tiny Blessings
Up to ½
hour/week @
home

**Team
Member/Communi
cator**
Attend Tiny Blessings weekly, send reminders to moms via email and Facebook

**Administration
Helps**

Women's Friday Prayer Group

2 hours/week
Fridays
Limited meetings

team

Co-leader (Shared Responsibilities)

Implement our Women's Ministry focus within our group, lead the weekly morning prayer time, share International Workers and church family prayer requests. Attend women's leadership monthly meetings

Leadership
Hospitality
Administration
Intercession
Compassion

2 hours/week
Fridays

Assistant

Keep stocked and set out weekly drinks (tea)

Hospitality
Helps

2 hours/week
Fridays

Treasurer

Collect funds for Place of Rescue sponsored child

Administration
Finance

Men's Ministries

Men's Bible Study

2 hours/week
Wednesdays

Study Leader/Co-Leader

Prepare for and lead men's Bible study class in cooperation co-leader

Leadership
Teaching
Mentoring

Marriage Ministries

Marriage Prep

2hr/1per week

**Leader
Member**

Present a program to help couples successfully navigate the transition from engagement to a solid new marriage

Team

**Leadership
Shepherd
Teaching
Wisdom
Faith**

Senior Adult Ministries

Wellness Class

½ hr once or
twice/week

Set Up & Sign In

Help to sign in participants and give direction at registration

**Helps
Hospitality
Organization**

Prime Tymers Luncheon

Once/ month

**Planning
Committee**

This committee meets to discuss future functions. It involves presenting ideas for speakers, entertainers and sometimes making the arrangements for the event

**Hospitality
Service
Organization**

Games Cafe

3hr once/week

Manager

Set up games for our community for socialization, entertainment, and cognitive skills

Helps

**Hospitality
Organization**

Drivers

Once/month plus

Drivers

We are looking for people who could pick up shut-ins to bring them to church functions

Helps

**Hospitality
Safety**

Children's Ministries

Foothills Kids

Various rotations

Grade School Room Leader

Leading a small group of kids in activities and crafts from a curriculum, applying the lesson and building friendships

**Leadership
Shepherd
Teaching
Evangelism
Wisdom**

Various rotations

Grade School Small Group Leader

Lead kids small group of kids in activities and crafts while applying the lesson and building

**Shepherd
Teaching
Evangelism
Wisdom**

friendships.

Various
rotations

**Grade School Worship
Leader**

Lead grade school children in singing, prayer, offerings and expressions of worship

**Wisdom
Exhortation
Faith
Intercession
Music**

Various
rotations

Preschool Leader

Using curriculum, teach preschoolers a Bible lesson in creative ways. Lead a team of assistants in helping with crafts, games, etc. Be able to manage and interact well with children

**Shepherd
Helping
Faith**

Various
rotations

Preschool helper

Assist the leader with classroom management, playing with/comforting children, assisting with crafts, games and cleanup; learn how to lead/teach and help kids know Jesus

**Shepherd
Helping
Faith**

Various
rotations

Nursery volunteer

Play with and care for infants (0- 2yrs) through a service. Be creative, comforting and build community among other volunteers

**Hospitality
Shepherd
Faith**

Various
rotations

**Nursery
Desk**

Welcome families as you register children on a computer, print name labels and direct kids to their appropriate class

Check-In

**Hospitality
Service
Administration**

Various
rotations

Craft assistant

Play with and care for babies up to age 2 through a service. Be creative, comforting and build community among other workers

**Helps
Service
Administration
Craftsmanship**

Foothills Kids Praise

3 times/year for
3hr/wk for 3
weeks
+ performances

**Choir
Director/Assistant**

direct/assist with children's choir in teaching children music, making it fun for them; teach the implications of song messages and lead the kids in performing during church services over 3 'special season' weekends in the year

**Music
Leadership
Helps**

3 times/year for 3hr/wk for 3 weeks + performances	Grade School Small Dance Director/Assistant Direct/assist with children dancers/choir in teaching children choreography/music, making it fun for them; teach the implications of the song messages and lead the kids in performing during church services	Shepherd Choreography Music Leadership Helps
---	--	---

Foothills Kids Special Events

As needed	Event Help to organize, prepare for and assist with special events for families in the church and community, such as community nights, Christmas parties or information sessions.	Team Administration Craftsmanship hospitality
As needed	Drama/Performer Direct/assist with children dancers/choir in teaching children choreography/music, making it fun for them; teach the implications of the song messages and lead the kids in performing during church services	Leadership Service Dramatic/Creative ability

Next Generation Ministries

Jr and Sr High School

Every Tues (JR)
Wed (SR) Nights
from 6:30-9pm

Leaders

Leaders help to connect students to the ministry. You will be with the students, participate in activities and help keep everyone on task for the evening. We want leaders to get involved in the lives of our students

Service

**Hospitality
Helps
Teaching**

**A heart to
disciple the next
generation**

Young Adults - Crux

Every Thursday
night 7-10pm

We have many areas of service for you to be involved depending on your gifts, passions and availability

Faith

Intercession

Justice & Compassion Ministries

Edgemont Retirement Resident

2 hrs
Bi-monthly

Service Host

Join a rotation of volunteers to conduct a hymn time and preach a message for residents at the Edgemont Retirement Home

Pastor

**Shepherd
Teaching
Preaching
Music**

Financial Wellness Course

Flexible –
2 hrs/month

**Financial
management
volunteer**

We need 1-2 people to become trained to run our CAP (Christians Against Poverty) money course. (Personability & compassion for the poor are more integral than finance background

**Teaching
Mercy
Wisdom
Accounting
Background**

Learning Lab

Mon & Wed
3-5pm

**Learning Lab
Leaders**

We need people passionate about education to help tutor

**Mentoring
Welcoming
Computing
Encouraging
Consulting
Teaching**

Peer Support Mentors

10 wk sessions

**Peer Support
Leaders**

This leader will come alongside a Discover Wellbeing participant, in a mentorship role, while participating in the group themselves. If you're personally

**Mentoring
Welcoming
Mercy
Compassion
Helps
Shepherd
Faith
Caring**

walking in a reasonable measure of freedom and are authentic, caring and trustworthy, and available over the course of the group to connect one on one with a participant a few times, then this ministry may be for you.

Mercy Meals

Flexible (weekly to monthly)

Mercy Meal Volunteer

Prepare and deliver a homemade meal when contacted by the coordinator for a family in our church or community who are experiencing life transitions or difficult circumstances

**Cooking
Helps
Giving**

Garage Give-Away

3-4 planning meetings/year
Attend as much as possible the week of the Give-Away

Coordinator

Lead team, organize and lead event, encourage and support volunteers

**Hospitality
Organization
Administration
Compassion**

Same as previous

Team Members

Attend team meetings, assist the week of with set-up/clean-up, organizing tables and donations, welcoming/encouraging/directing volunteers

**Hospitality
Service
Helps**

Global Impact Ministries

Global Impact

4 hours/month

Team Member

Global Impact weekends, International Workers of the Month, missions special events, communication and support of Global Impact workers

Service

**Encouragement
Passion for global evangelism**

4 hours/month

Treasurer

Manage Global Impact finances.

**Administration
Finance**

4 hours/month

Secretary

Attend team meetings, take notes, and send out minutes to the team

**Administration
Organization**

2 hours/month	Bulletin Designer Design and post pictures and information, with approval from the Communications Ministry	Board	Creativity Service
4 hours/month plus seasonal increase	Short Term Mission Coordinator Coordinate the planning and implementation of annual short term mission trips		Leadership Organization Passion for evangelism
4 hours/month plus seasonal increase	Short Term Mission Assistant Assist planning and implementation of annual short term mission trips		Leadership Organization Passion for Evangelism

Intercultural Ministries

ESL

Once/week for 12 week semester	Teacher Lead a class in the area of your choice/interest (eg: novel study, pronunciation, beginner, intermediate, advanced, conversation, etc.)	Teaching Patience Friendliness
--------------------------------	---	---

Once/week for
12 week semester

Assistant Teacher
Assist the teacher
with administrative
help by gathering
visual aids, helping
small groups, etc.

**Helps
Service**

2 hrs/week

Curriculum Writing
Develop and follow
a specialized ESL
curriculum

**Helps
Administration
ESL teaching**

4 hrs/month

Administrative Help
Help with filing,
updating
curriculum, etc

**Helps
Administration**

Once/week for
12 week semester

Small Group Leader
Assist the teacher
by leading a small
group of students
in conversation,
following a
prepared handout
(women's class
and/or
conversation class)

**Teaching
Helps
Mercy
Friendliness
Patience**

Specialized Classes

Four 90-min
classes on Sunday
mornings, 2x/yr
(total of 8 Sunday
morning classes)

**JOBTALK Assistant
Teacher**
Use your
experience with
resumes, to
teach

**Organization
Helps
Administration**

Six 90-min classes on Sunday mornings, 2x/yr (total of 12 Sunday morning classes),	Citizenship Preparation Assistant Teacher Help by having good aural reading speed as students work through a binder of information	Test	Organization Helps
Four 90-min classes on Sunday mornings, 2x/yr (total of 8 Sunday morning classes)	Project Confidence Assistant Teacher		Organization Helps Public Speaking Teaching
six 90-min classes on Sunday mornings, 2x/yr (total of 12 Sunday morning classes)	Let's Talk About Cultures Assistant Teacher		Organization Helps Cross-cultural experience an asset

Bridges

Sun 11am once a week for 12 week semester, class ongoing 52 weeks/yr	Small Group Leader Assist teacher by leading a small group of students following vocabulary handout and a list of bible passage questions	Friendliness Patience
Sun 11am Once/week for 12 week semester, class ongoing 52 weeks/yr	Welcome (coming soon) Organize the welcome table each Sunday and welcome new	Helps Hospitality Mercy

	students by completing registrations, etc
--	---

same as above	Snack Table (coming soon) Organize the snack table each Sunday, keep supplies filled, set-up and clean-up with help of students	Helps Hospitality Mercy
---------------	---	--------------------------------

4 hrs/month	Prayer Coordinator Help the pastor create and maintain prayer ministry via e-mail	Mercy Helps Intercession
-------------	---	---------------------------------

2 hrs/week	Special Events Planner Help the Bridges planning team in preparing for social events and annual banquets	Helps Administration Hospitality
------------	--	---

2 hrs/week	Curriculum Writing Help develop ESL curriculum focusing on vocabulary in Bible passages	Helps Administration ESL teaching
------------	---	--

ESL Bible Study

Once/week
12 week semester

Leader

Lead a Bible study for immigrants who are interested in learning about Jesus.

Teaching

Pastor/Shepherd
Missionary
Apostleship
Evangelism
Friendliness
Hospitality

Once/week
12 week semester

Assistant

Assist in an ESL Bible study for immigrants who are interested in learning about Jesus

Teaching

Pastor/Shepherd
Missionary
Apostleship
Evangelism
Friendliness
Hospitality

Miscellaneous ESL

1 or 2
hrs/week

Visitation

Visit with new Canadians either in their home, at a coffee shop, or in your home. Most immigrants attending intercultural programming have not been visited by a friendly Canadian. COVID restrictions may impact ability to visit new Canadians.

Hospitality

Mercy
Service
Discernment
Pastor/Shepherd
Missionary

4 hrs/month	Prayer Coordinator Help the pastor create and maintain prayer ministry via e-mail	Mercy Helps Intercession
-------------	---	---------------------------------

4 hrs/month	Administrative Help Help with filing, maintaining records, organizing storage, etc.	Administration Service Helps
-------------	---	-------------------------------------

4 hrs/month	Resources Help Help with creating and maintaining resources (books, supplies, etc.)	Administration Service Helps
-------------	---	-------------------------------------

Facilities

Maintenance

Daytime or evening times that suit you	Maintenance Volunteers Help with various and numerous fix-it jobs around the church	Helps Service
--	---	----------------------

Gardening

Daytime or evening times that suit you	Garden/landscape Volunteer The summer flowers found around the outside of the	Helps Service A love for gardening
--	---	---

church are tended to by volunteers who hang baskets, plant, weed, etc. We're looking for those who love plants, gardening and would like to 'adopt' a flower bed/planter around the church

Cleaning

Daytime or evening times that suit you

Various Tasks

Cleaning

Helps Service

Help with cleaning glass entrances and windows, washing walls, cleaning carpets, dusting, etc

Decorating

Daytime or evening times that suit you

Various Tasks

Seasonal

Helps Service

Help with decorating/tear down for different seasons

Miscellaneous

Library

2-4 times a month

Library Coordinator

Administration

Organize inventory, sign people up,

Helps Hospitality

	order and purchase new material, keep library neat and orderly	Service
--	--	----------------

Tellers

Once every 4-6 months

Tellers

There are always opportunities to serve as a teller that works with a team to count offerings during the 11am worship service, or to just be on the spare list for substituting

Helps

Service Administration

Worship Arts Ministries

Artistic

We are always looking for creative ways to enhance our worship experience

No time requirement

Visual Artist

painter, graphic arts.

Artistic Creativity, Service, Craftsmanship

Same as above

Dancer/Choreographer

Dance is a powerful way to reach the hearts of people

Artistic Creativity Service

No time commitment

Poet/Spoken Artist

Word

Artistic Creativity Interpretation Music

We recognize poetry and spoken word as a powerful way to reach the hearts of people

As required	Series Designer/Dresser For each teaching series we create a fresh look both online/in-person experience. Your input/ability to help with design and execution is invaluable	Set Craftsmanship Artistic Creativity Service
-------------	--	--

Worship Team

Thurs evening rehearsal and Worship services- 1 week per month	Worship Leader Worship Team Leaders help to choose songs, map sets, lead rehearsals, and shape the dynamics of our musical worship experience	Team Leadership Music Artistic Creativity
Thurs evening rehearsal and Worship services- 1 week per month	Vocalist We are looking for strong singers that are capable of both leading the vocals and being back-up (ability to harmonize is key)	Music Artistic Creativity

Thurs evening
rehearsal and
Worship
services- 1 week
per month

Musician

We need musicians to populate our four monthly worship music teams. Instruments required are: drums, acoustic guitar, electric guitar, bass guitar, piano and keyboard.

Music

Artistic Creativity

Worship Tech

Thurs evening
rehearsal and
Worship services-
every 3-4 weeks

Sound Technician

professional technical ministry that allows our weekly worship experience to be heard, seen and broadcast. Our sound techs receive in-house training to supplement their technical knowledge-base.

Music

Artistic Creativity Service

Thurs evening
rehearsal and
Worship services-
every 3-4 weeks

Lighting Operator

Our lighting techs all receive in-house training to supplement their technical knowledge-base. There are opportunities to do everything from to lx operation for

Artistic

Creativity

Service

weekend worship, to
 lx design (hang and
 focus and
 programming) to
 lighting rig
 maintenance

Thurs evening rehearsal and Worship services- every 3-4 weeks	Camera Operator Camera operators will have opportunities to operate the cameras on weekends for the regular services, and may recruited to be part of capturing video content for Foothills at other times and in other locations	Artistic Service	Creativity
Thurs evening rehearsal and Worship services- every 3-4 weeks	Video Switcher Video switchers manage the technical operation of a shoot, managing the movement between cameras. This may be done as part of a pre-recording event or live switching/livestreaming for our weekend services and other events	Artistic Service	Creativity

Thurs evening
rehearsal and
Worship services-
every 3-4 weeks

Graphics Operator

Graphics operators are responsible for running the welcome slides, announcements, song lyrics, sermon slides, pictures, etc. ProPresenter is the software used (training provided). Being a good, active listener with a good sense for music and timing is particularly helpful in this role

**Artistic Creativity
Service**

Thurs evening
rehearsal and
Worship services-
every 3-4 weeks

Video Editor

Video editor you can be part of putting together video content/production

**Artistic Creativity
Organization**

Worship Service Admin

Thurs evening
rehearsal and
Worship services-
every 3-4 weeks

Producer

A weekend producer oversees and communicates the service order, transitions, and any other details to all necessary parties (technicians, musicians, Service Host, teaching pastor, ushers, etc.)

**Leadership Knowledge
Wisdom
Organization
Service**

Flexible/Per Project
Basis

**Production
Assistant**

A production assistant may be enlisted to help with audio switches, furniture movement, guest speaker needs, etc. For video, a production assistant may help the director /producer with scouting, sourcing props/set pieces, scheduling/set-up

**Leadership
Knowledge
Organization
Service**

Flexible

**Coordinator –
Communion Prep
Team**

The Coordinator of the Communion Prep Team schedules and communicates with the team members, oversees or delegates the management of the supply inventory and serves as a liaison between the WA staff and the team members

**Leadership
Organization
Hospitality
Service**

Varied Schedule
Options available

**Communion Prep
Team - Set Up**

The Communion Prep- Set Up team fills communion cups and bread trays before communion services, according to the health and safety food protocols outlined

**Hospitality
Service
Organization**

Varied Schedule
Options available

**Communion Prep
Team - Clean Up**

The Communion Prep Team - Clean Up team empties/cleans communion cup and bread trays after communion services, according to the health and safety food protocols outlined

**Hospitality
Service**

Flexible, as needed

**Green Room
Coordinator**

The Green Room coordinator roles seeks to make the Green Room an inviting, tidy, well stocked environment.

**Organization
Hospitality
Service
Leadership**

Coffee, tea and simple snacks (granola bars, frozen item) are stocked for weekend services, whereas more full craft services are required during productions

Flexible, as needed

Green Room Host

Green Room hosts are called upon during production (tech week and run) and special events (Christmas Eve) to care for the nutritional needs of our performers and stage personnel

Hospitality Service

Theatre/Film Production

Flexible/Per Project Basis

Director (Artistic)

Whether as a part of a weekend service or a full-scale theatrical/video production, the director is responsible for the vision and execution of a chosen script (from

Leadership Knowledge Wisdom Artistic Creativity

casting to final curtain). This role carries the mantle of leadership during the rehearsal and performance period

Flexible/Per Project Basis	Actor Whether on stage or on screen, on the weekend or in a full-scale production, we welcome those willing to pursue storytelling as an actor. The culture of our ministry upholds professionalism and best practices for theatre, with an emerging ministry in film	Artistic Creativity
----------------------------	---	----------------------------

Flexible/Per Project Basis	Technical Director Key tasks include oversight of a production budget, management of design/build timelines and facilitation of collaboration between designers, technicians, and the director	Leadership Knowledge Wisdom Artistic Creativity Organization Craftsmanship
----------------------------	--	---

Flexible/Per Project Basis	Set Designer The set designer is responsible to design and oversee the creation of the look of the physical space for a production (theatrical or film), including measurements, materials/treatment required and budget to build	Craftsmanship Organization Wisdom Artistic Creativity
----------------------------	---	--

Flexible/Per Project Basis	Costume Designer the costume designer is responsible to design and oversee the creation/build of each costume for the performers of a production (theatrical or film). The process will include design/research, fitting, sourcing/building costumes, footwear, and wigs if necessary	Craftsmanship Artistic Creativity
----------------------------	---	--

Flexible/per Project Basis	Props Master The props master is responsible to source (borrow or	Craftsmanship Artistic Creativity
----------------------------	---	--

buy) or build all of the props/furniture required by the production script and subsequent rehearsal reports. All props are subject to the approval of the artistic director

Flexible/Per Project Basis

Fight Director/Choreographer

Leadership Artistic Creativity

Fight directors are responsible to stage, direct and map fight sequences, weapon use or lifts, ensuring the safety of all performers involved. A Choreographer is responsible to stage, direct and map dance or movement sequences set to music

Flexible/per Project Basis

The Stage Manager

Organization Service

The stage manager (SM) oversees communication, scheduling, rehearsal reporting, production team minutes, captures details for

the prompt book (blocking, cues, lines, notes, etc.) manages backstage space (prop tables, headset/book stations), maps and manages running crew, communicates notes and calls the show while in the run

Flexible/Per Project
Basis

Head Carpenter

The role of the Head Carpenter is to acquire the supplies and recruit/lead the building crew to execute the set build and then strike the build at the end of a run. Following the instructions of the Set Designer, the Head Carpenter will delegate tasks to set builders based on their experience/know how

Craftsmanship
Leadership
Organization
Wisdom
Artistic Creativity

Flexible/per Project
Basis

Set Builders

Set builders follow the lead of the head carpenter's delegation/instruction to build set pieces

Organization
Service

Flexible/Per Project
Basis

Head of Wardrobe

Following the instructions of the Costume Designer, the Head of Wardrobe will delegate tasks to costume builders based on their experience/know how

**Craftsmanship
Leadership
Service
Artistic Creativity**

Flexible/per Project
Basis

**Costume
Builders/Sewers**

Costume assistants are essential throughout tech and performance week for costume repairs, and deodorizing

**Craftsmanship
Service
Artistic Creativity**

Flexible/Per Project
Basis

Running Crew

Members of a running crew are assigned to ready the playing space (stage or film set), move set/props as directed and enable effects (ie-follow spot, fly and rigging) during the run of a production

Service

Flexible/per Project
Basis

**Front of House
Manager**

Front of House (FOH) refers to the greeters, ushers, and ticketing team (if required) for a production. The FOH manager is a member of the prod team that liaises with ushering, greeting and box office teams

**Leadership
Organization
Service
Hospitality**

Flexible/Per Project
Basis

**Production
Assistant-
Publicity/Promotion**

A production assistant may be required to help with publicity including tasks like managing/photo /video shoots, show graphics/poster /program development, press releases, etc. All promotion will go through our Com Ministry

**Organization
Service**

Design (Communications Ministry)

Flexible, as needed

Graphic Designer

This person will help create church-wide promotional items, such as posters, bulletin or social media graphics. Must possess skills in Adobe InDesign and Illustrator

Artistic Creativity

Organization

Helps

Service

Flexible, as needed

Photographer

The photographer will capture, edit and submit photos of life around church, including shots from our weekend services and various church-wide events. Must own their own camera and have Adobe Photoshop or Lightroom knowledge

Artistic Creativity

Organization

Helps

Service

Flexible, as needed

Editor

Join The 20/20 Project team! Help edit devotionals before they're posted online. Basic editing skills are needed, training will be provided

Artistic Creativity

Organization

Helps

Service

Flexible, as needed

Writer

Do you have a flair for writing? Join The 20/20 Project team! You can write and submit up to two articles per month

**Artistic Creativity
Organization
Helps
Service**

Communion

Once/month for
about 20 minutes

Communion Server

Help a team of folks to serve the elements of communion

Helps

40 minutes before
services,
once/month

Communion

Prep

Fill communion cups and bread trays before communion services

Helps

Ash Wednesday

2 hours

Assistant

Assist with set-up, greeting and distribution of program

Helps



volunteer@myfoothills.ca

U:\COMMUNICATIONS\MINISTRY DIRECTORY 2021