



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. I'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](http://www.freeshapetest.com). 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.

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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 weekly on 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 /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 team
meetings

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 Team Member Present a program to help couples successfully navigate the transition from engagement to a solid new marriage	Leadership Shepherd Teaching Wisdom Faith
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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
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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
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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 Check-In Desk

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

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 Team

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.

**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 Board Designer

Design and post pictures and information, with approval from the Communications Ministry

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, networking, to teach

**Organization
Helps
Administration**

Six 90-min classes on Sunday mornings, 2x/yr (total of 12 Sunday morning classes),	Citizenship Test Preparation Assistant Teacher Help by having good aural reading speed as students work through a binder of information	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 Table (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
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4 hrs/month	Administrative Help Help with filing, maintaining records, organizing storage, etc.	Administration Service Helps
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4 hrs/month	Resources Help Help with creating and maintaining resources (books, supplies, etc.)	Administration Helps Service
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Facilities

Maintenance

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

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

Helps Service

Decorating

Daytime or evening times that suit you

Various Seasonal Tasks

Help with decorating/tear down for different seasons

Helps Service

Miscellaneous

Library

2-4 times a month

Library Coordinator

Organize inventory, sign people up,

**Administration
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 Word Artist

**Artistic Creativity
Interpretation
Music**

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

As required

Series Set 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

**Craftsmanship
Artistic Creativity
Service**

Worship Team

Thurs evening rehearsal and Worship services- 1 week per month

Worship Team Leader

Worship Team Leaders help to choose songs, map sets, lead rehearsals, and shape the dynamics of our musical worship experience

**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 Creativity Service

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/livestreami
ng for our weekend
services and other
events

Artistic Creativity Service

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

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

**Leadership
Artistic Creativity**

Flexible/per Project Basis

The Stage Manager

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

**Organization
Service**

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

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