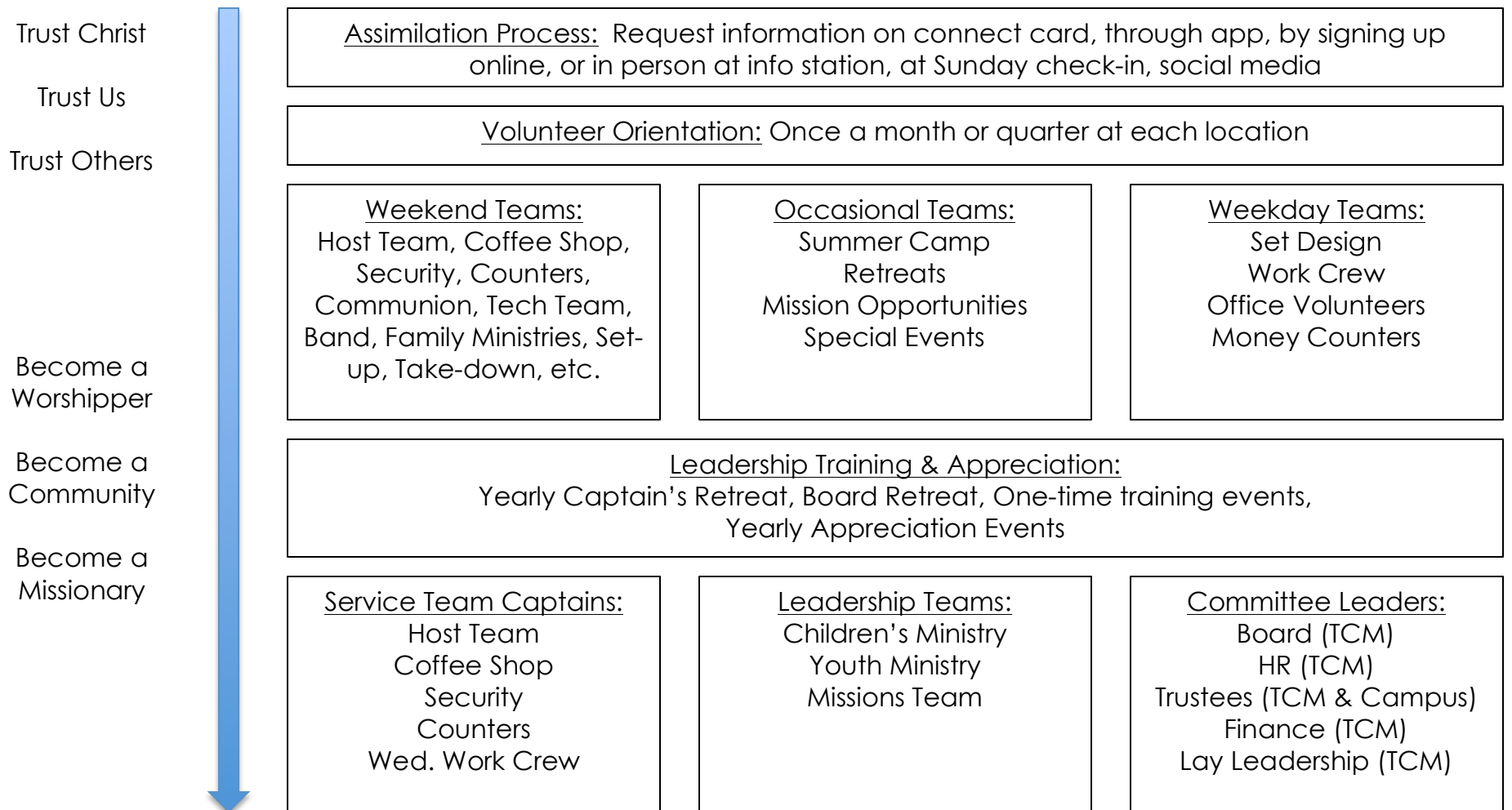


The Chapel Ministries Volunteer System



Multi-Campus Alignment- Volunteers

Opportunities to Serve:

- Weekend (campus): Host Team, Communion, Security, Children/Youth Ministries, Coffee, Counters, Tech, Band, Set-Up, Take-Down, other campus-specific roles as desired/needed
- Weekday (campus): Money Counters, Office Volunteers, Set Design, Work Crew, other campus-specific roles as desired/needed
- Occasional: Summer Camp (campus), Family Ministry Retreats (TCM), Mission Opportunities (TCM and campus), Special Events (campus)
- Leadership Teams: Children's Ministry (TCM), Youth Ministry (TCM), Service Team Captains (campus), Missions (TCM and Campus)
- Committee Leaders: Board (TCM), HR (TCM), Trustees (TCM & Campus), Finance (TCM), Lay Leadership (TCM)

Monthly Volunteer Orientation (campus):

- Campus Staff:
 - o Campus Admin- Make local arrangements for orientation (facilities, tech, etc.)
 - o Teams Coordinator- Facilitates monthly orientation
 - o Campus Pastor and staff- Invite congregation through communication in service, personal invites
 - o Campus Admin- Follows up with new volunteers and connects them to service team captains for assimilation
 - o Campus Admin- Sends all Safe Sanctuaries applications to TCM office with approximate length of time applicant has been attending campus
 - o Campus Admin- Waits for approval from TCM office to schedule volunteers in FM or Security (pending background check approval)
- Chapel Ministries Staff:
 - o Creative Team- Creates video training to be used in conjunction with live facilitator for orientation
 - o Multi-Campus Director- Creates and supplies all printed and media materials required for orientation (creates general training booklet for all campuses and campus-specific booklet with job descriptions, evacuation plan, contact info)
 - o Communications Director- Invite through regular communication channels: social media, posters, website, app, slideshow before service, bulletin
 - o D-Team Admin- Communicates with all service team captains at all congregations once a month to get and create availability sheet
 - o D-Team Admin- Will update database as volunteers are added and removed from service teams
 - o D-Team Admin- Runs all Safe Sanctuaries Applications and Background checks

- D-Team Admin- Notifies campuses of approved background checks

Yearly Captain's Retreat (one-day training, TCM):

- Campus Staff:
 - Campus Pastor- Encourages participation
 - Campus Admin- Arranges for group transportation
- Chapel Ministries Staff:
 - D-Team Admin- Make arrangements for orientation (facilities, food, childcare, tech, etc.)
 - Multi-Campus Director- Creates content, plans activities, and executes retreat
 - D-Team Admin- Invites all service team captains, collects RSVPs, encourages participation

Appreciation Events and Emphases (Campus and TCM):

- Campus Staff:
 - Campus Staff- Will execute TCM planned yearly appreciation event in the fall
 - Campus Staff- Ministry leaders are encouraged to implement other local appreciation efforts throughout the year: spiritual encouragement, social media posts, e-mails, etc.
- Chapel Ministries Staff:
 - Multi-Campus Admin- Will design and equip campuses to execute one yearly appreciation event for all volunteers (fall)
 - Multi-Campus Admin- Will design and equip campuses to execute one yearly social media appreciation drive for all volunteers (spring)
 - D-Team Admin- Will invite all volunteers to yearly appreciation event through e-mailing database, social media posts

Committee/Leadership Team Meetings (Campus and TCM):

- Campus Staff:
 - Quarterly meetings for Campus Trustees Team (if applicable)
 - Quarterly meetings for Local Missions Team
- Chapel Ministries Staff:
 - Monthly meetings for TCM Teams: HR, Finance, Trustees, Board
 - Quarterly meetings for TCM Teams: Children's Ministry, Youth Ministry, Missions
 - Yearly meetings for TCM Lay Leadership

Yearly Board Retreat (TCM):

- Chapel Ministries Staff:
 - o Make local arrangements for winter retreat (facilities, food, childcare, etc.)
 - o Invite board members and encourage participation
 - o Plan and execute content and activities

One-Time, Campus Specific Leadership Trainings (Campus):

- Campus Staff:
 - o Campus Staff- Identifies leadership deficits or areas of need and works with TCM staff to develop content/programming
 - o Campus Staff- Invites participants, handles logistics
- Chapel Ministries Staff:
 - o TCM Staff- Develops content/programming for leadership trainings and helps to facilitate delivery of content

Communication with Captains:

- Campus Staff:
 - o Campus Pastor or Worship Leader- E-mail all weekend service team captains about message direction and how their team fits in with the overall emphasis of the message. How do they work to provide trust?