



SEARCHLIGHT FELLOWSHIP

VOLUNTEER GUIDE



The harvest is plentiful but the workers are few. Matthew 9:37



ABOUT SEARCHLIGHT FELLOWSHIP

MISSION STATEMENT

Healing and growth with Christ in safe relationships.

VISION STATEMENT

We will give our all to help every person have an opportunity to know God and His tools for having healthy relationships.

Our vision is that the expression of our love and faith will become so contagious that it will be common in Christianity for people to embrace reality, to be open and seeking, and that it will be safe for people in the church to expose their flawed, broken parts without shame or guilt.

With Jesus leading our way, we will pass on healing and growth, raising up an army of disciples in deep meaningful relationships and lives, reversing the trend of broken marriages, and restoring families worldwide.

VOLUNTEER VALUES

As contributing volunteers at Searchlight Fellowship we serve one another. We do this in many ways, such as, welcoming a newcomer, making coffee, or putting the needs of others before our own. We are turning this core value of service into a way of life! What a joy to step-out and live a life of purpose by giving your talents, creativity, skills and time.

When you join a volunteer team, you are assigned a Team Leader who will work with you to create a serving schedule that best fits your availability. We encourage most people to serve once a week whenever possible. Please communicate via Planning Center Online of your weekly schedule availability.

On behalf of Searchlight Fellowship, we thank you for your heart to serve and give your time and talents to Christ and his Kingdom!

**Let love be without hypocrisy. Abhor what is evil. Cling to what is good. ¹⁰ Be kindly affectionate to one another with brotherly love, in honor giving preference to one another; ¹¹ not lagging in diligence, fervent in spirit, serving the Lord; ¹² rejoicing in hope, patient in tribulation, continuing steadfastly in prayer; ¹³ distributing to the needs of the saints, given to hospitality. Romans 12:9-13*

**We lead with humble servant hearts. Mathew 20:26-28*

HOSPITALITY TEAM

Roles:

- **Parking Lot Attendant**
- **Greeter**
- **Usher**
- **Hospitality Table Attendant**
- **Hospitality Team Lead**

Service: Sundays at 11:00am (Report Time: 9:30)

Reports to: Hospitality Team Lead

Purpose: Hospitality Teams exist to provide an environment where newcomers and members can feel welcome and can enjoy fellowship together. More than just greeting guests, passing out offering buckets, and helping with future event registrations our hospitality team is an important core value at Searchlight Fellowship.

Responsibilities and Duties:

- 1) Setup
 - a. Setting up hospitality table
- 2) Before service
 - a. Parking lot attendant: assisting traffic/parking (as needed)
 - b. Greeter: welcome guest at the main door
 - c. Usher: assist guest to their seats
- 3) After Service
 - a. Hospitality table: assist guest with any information and event registration
- 4) Cleanup
 - a. Cleaning up the hospitality table
 - b. Take inventory of hospitality table. Inform Hospitality Team Leader of any needed supplies.

Commitment: Hospitality Team serves on an ongoing weekly basis. Report time is 9:30am to complete setup by 10:15am to attend a church prayer for service. Tear down assistance will clean-up until approximately 30 minutes after church.

REFRESHMENT TEAM

Roles:

- Food Service Preparer
- Coffee Center Role
- Refreshment Purchaser (as needed)
- Refreshment Team Lead

Service: Sundays at 11:00am (Report Time: 9:30)

Reports to: Refreshment Team Lead

Purpose: The Refreshment Team exist to provide a hospitable environment for church attendees. Who doesn't love a nice hot cup of coffee on a Sunday morning!

Responsibilities and Duties:

- 1) Setup
 - a. Setting up food/drink stations
- 2) Before service
 - a. Make coffee and hot water
- 3) After Service
 - a. Set out snacks before service ends
 - b. Make sure all refreshments at table are stocked
- 4) Cleanup
 - a. Clean up the food/drink stations
 - b. Cleaning up kitchen
 - c. Take inventory of drink station. Inform Refreshment Team Leader of any needed supplies; Purchaser to then purchase prior to next service.

Commitment: Refreshment Team serves on an ongoing weekly basis. Report time is 9:30am to complete setup by 10:15am to attend a church prayer for service. Tear down assistance will clean-up until approximately 30 minutes after church.

CHILDREN'S MINISTRY TEAM

Roles:

- Children's Fellowship Lead
- Children's Fellowship Support
- Children's Fellowship Prep

Service: Sundays at 11:00am (Report Time: 9:30)

Reports to: Children's Fellowship Team Lead

Purpose: Children's Ministry exist to provide an environment where children can feel welcome and can enjoy fellowship together. It's more than just having fun with children during this special time, the children will dive into God's word and help them discover the active part they can play in walking with Christ. Serving in the Children's Ministry you have the chance to impact the next generation.

Responsibilities and Duties:

- 1) Setup
 - a. Setting up snack station and activity tables
 - b. Helps prepare the materials needed to support and enhance the teaching and activities. Some materials can be prepped outside of Sunday Service.
- 2) Before service
 - a. Welcome guests and check-in children
- 3) During Service
 - a. Leader and Support work together to create a safe, loving and fun environment for the kids.
 - b. Encourages spiritual growth through relationships, discussions and other small group activities.
 - c. Support energizes and encourages class participation and brings focus back to the Leader and the lesson.
- 4) After Service
 - a. Check-out children when their parents arrive
- 5) Cleanup
 - a. Cleaning up the snack station and activity tables

Commitment: Children's Ministry Team will serve once a month. Precise schedule will be given. Report time is 9:30am to complete setup by 10:15am to attend a church prayer for service. Tear down assistance will clean-up until approximately 30 minutes after church.

FACILITIES PREP TEAM

Roles:

- **Facilities Prep**
- **Signage Install/Removal**
- **Facilities Team Lead**

Service: Sundays at 11:00am (Report Time: 9:30)

Reports to: Facilities Team Lead

Purpose: Facilities Teams exist to provide an environment where newcomers and members can be welcomed to a clean and inviting environment and can enjoy fellowship together. Without the Facilities Team we'd have nothing on Sunday, literally!

Responsibilities and Duties:

- 1) Setup/Before Service
 - a. Setting up chairs in Main Room and Children's Room
 - b. Setting up tables in Main Room and Children's Room
 - c. Hang exterior/street signs
 - d. Hang interior signs/banners
 - e. Position cross on stage
 - f. Install decorations including drapes
- 2) Cleanup/After Service
 - a. Fold up chairs in Main Room and Children's Room place in closet
 - b. Fold up tables in Main Room and Children's Room place in closet
 - c. Remove exterior/street signs
 - d. Remove interior signs/banners
 - e. Remove cross and place in storage
 - f. Take down all decorations and drapes
 - g. Place all items in storage truck
 - h. Take trash can and liner to dumpster
 - i. Sweep Main Room and Children's Room
 - j. Coordinate truck storage
 - k. Final inspection of Facilities
 - l. Wash linens as needed to be done outside of service

Commitment: Facilities Team serves on an ongoing weekly basis. Report time is 9:30am to complete setup by 10:15am to attend a church prayer for service. Tear down assistance will clean-up until approximately 30 minutes after church.

WORSHIP TEAM

Roles:

- **Vocalists**
- **Guitarist**
- **Bass**
- **Drummer**
- **Keys**
- **Stage Element Coordinator/Artist**
- **Skit Producers/Performers**
- **Worship Leader**

Service: Sundays at 11:00am (Report Time: 9:30)

Reports to: **Worship Leader**

Purpose: The Worship Team exist to lead people in worship during service. This team plays a key role in helping turn the listeners ears to Christ's voice. With enthusiasm and talent the Worship Team facilitates and engages a meaningful worship experience.

Responsibilities and Duties:

- 1) Setup
 - a. Set-up mics, mic stands, cabling and instruments
 - b. New Stage Elements/Themes can be produced outside of Sunday service as needed.
 - c. Skit preparation, writing, directing and scheduling (as applicable).
- 2) Before Service
 - a. Worship Prayer after Main Volunteer Prayer
- 3) During Service
 - a. Enthusiastically play together at the start and end of service.
 - b. Perform skit if applicable.
- 4) After Service
 - a. Put away mics, mic stands, cabling and instruments
 - b. Attend Band Practice once a week

Commitment: Worship Team serves on an ongoing weekly basis. Report time is 9:30am to complete setup by 10:15am to attend a church prayer for service. Tear down assistance will clean-up until approximately 30 minutes after church.

AUDIO/VISUAL TEAM

Roles:

- **A/V Slide Preparer**
- **A/V Slide Presentation**
- **Camera Operation**
- **Service Teaching YouTube/Podcast Production/Editing**
- **Graphic Design/Animation**
- **Photographer or Videographer for Special Events or Pre-recorded Teachings**
- **A/V Lead**
- **Producing Promotional Videos**

Service: Sundays at 11:00am (Report Time: 9:30) and as needed

Reports to: A/V Lead

Purpose: The Worship Team exist to lead people in worship at the start of service. This team plays a key role in helping turn the listeners ears to Christ's voice. With enthusiasm and talent the Worship Team facilitates and engages a meaningful worship experience.

Responsibilities and Duties:

- 1) Setup
 - a. A/V Slides to be prepared prior to Sunday Service
 - b. YouVersion Verses to be updated prior to Sunday Service
 - c. Set-up A/V equipment
 - d. Set-up Camera
- 2) During service
 - a. Turn Camera on after Worship set
 - b. A/V Slide presentation
 - c. Turn Camera off after Teaching
- 3) After Service
 - a. Put away mics, mic stands, cabling and instruments
 - b. Production/Editing of service teaching to be uploaded on YouTube and iTunes
 - c. Makes use of audio and visual technologies to enhance worship
 - d. Photo/Videographer for special events or pre-recorded teachings to be as needed. Production and editing also required.

Commitment: A/V Team serves on an ongoing weekly basis. Videography services are as needed. Report time is 9:30am to complete setup by 10:15am to attend a church prayer for service. Tear down assistance will clean-up until approximately 30 minutes after church.

OUTREACH TEAM

Roles:

- **Jesus Campaign**
- **Outreach Event Volunteers (as needed)**
- **Outreach Volunteer Coordinator**
- **Social Media Coordinator**
- **Social Media Outreach**
- **Outreach Team Lead**

Service: Operates outside of Sunday services

Reports to: Outreach Team Leader and/or Evangelism Director

Purpose: Outreach Team exist to provide an introduction to members of the community to Searchlight Fellowship services and events. More than just meeting people and inviting them to church, the Outreach Team serves as a way to introduce people to Christ which can change their lives...for eternity! Evangelism is an important core value at Searchlight Fellowship.

Responsibilities and Duties:

- 1) Jesus Campaign
 - a. Weekly email directions on how to promote Jesus and Searchlight Fellowship
- 2) Outreach Event Volunteers
 - a. Pass out door hangers in specified neighborhoods
 - b. Handout flyers on cars at shopping centers and other public places
- 3) Outreach Event Coordinator
 - a. Coordinate locations, times, and volunteers for each event.
- 4) Social Media Coordinator
 - a. Update social media websites

Commitment: Jesus Campaign serves on an ongoing weekly basis. The Outreach Event Volunteers are as needed. Report time for events will be announced.

GENERAL ADMIN TEAM

Roles:

- General Administrative Duties
- Connection Card/Welcome Coordinator
- Accounting
- Program Preparer
- Volunteer Coordinator/Scheduler
- Marketing Material Supply Coordinator
- Event Registration Coordinator
- Fellowship One Administrator
- Marketing Campaigns
- Graphic Design
- Website Administrator
- Translation for Video Courses
- Close Caption for Videos
- Set-up/Coordinator for weekend retreats
- Creation/Production of Syllabus' for Events/Courses

Service: N/A

Purpose: Many things are done behind the scenes to run Searchlight Fellowship. Be a part of the backbone and utilize your Administrative or Marketing talents to further Christ's kingdom!

Responsibilities and Duties: Many tasks can be done from home, at events or the church office.

Commitment: General Admin Team serves on an ongoing basis and as needed. Report time and/or deadlines will be communicated for each task.

SCHEDULE

TEAM	SCHEDULE DATE

CONTACT INFORMATION

Website: www.searchlightfellowship.org
Email: info@searchlightfellowship.org
Phone: (408) 475-4636
Podcasts: Hear messages on iTunes or on the Searchlight website

Volunteer Staff

Lead Pastor:	Nancy Berwid
Associate Pastor:	Patty Vazquez
Worship Leader:	LaShay Lozano
Evangelism Director:	Susan Chung Beaudry
Children's Coordinator:	Angela Guzman
North Bay Ministry:	Alberto Escalante
Administrative Staff:	Marta Madriz Patty Vazquez

Mailing Address

15466 Los Gatos Blvd., #109-58
Los Gatos, CA 95032

Church Location

Saratoga Community Center
19655 Allendale Ave.
Saratoga, CA 95070