

Welcome Team - Greeters

Volunteer Description

Commitment: Once a month, twice a month, more, less, you decide what works for you. We will work with your schedule. Evaluate after six months to continue, try another ministry or opt out.

Description: Before the service (20 minutes) arrive and present an outgoing, friendly, social, warm personality which demonstrates openness to newcomers and regular attenders. Faithfulness to regular worship participation, along with faithfulness to show up on assigned days. Engage people in conversation when appropriate. Pass out outlines and possibly help with handing out Communion Cups. Help with getting people seated or directing them on where to go and where to find things, when necessary.

Supervisor: Report to and receive training from Pat Belzer.

Required Skills and/or Prerequisites:

- Know your way around the facility so as to direct people who don't know where to go;
- Know what Ministries we have and what they are currently doing
- Sunday School. Know about check-in and about Sunday school options and be able to tell others about them
- Activities and events of our Church
- Who does what and how to contact them

We believe in one God, the Father, the Almighty, Maker of heaven and earth, of all that is seen and unseen. We believe in one Lord Jesus Christ, the only Son of God, eternally begotten of the Father; God from God, Light from Light, true God from true God; begotten not made, one in being with the Father.

Nicene Creed

SUNDAY FACILITY OPENER

Volunteer Description

Commitment: Once a month or less depending on how many volunteers we have. Year commitment is preferred but will work with you.

Description: Arrive at 7:45 AM and unlock all doors that will be used by the congregation before, during and after the service.

Supervisor: Yuri Alexandrian, Elder

Required Skills and/or Prerequisites:

- Know your way around the facility and how each door lock works
- Learn alarm system and be responsible for master key
- Background check required

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COFFEE TEAM

Volunteer Description

Commitment: 1-2 Sundays per month, based on availability and conversation with Eric Ford. 3-month commitment preferred. 8:30 arrival-12:30 leave. 4 Hours/Sunday

Description: Providing coffee right outside the worship center is a welcoming sight. Not only does providing hot, quality coffee at church remove an item from people's morning to-do list, it also gives our members the opportunity to connect with visitors over an accessible medium. By serving coffee, you're opening a door for potential conversation, friendship, fellowship, evangelism, and more.

There are *four parts* to serving coffee on a Sunday Morning:

- *Brewing Coffee* (8:30-9:30)
- *Setting Up the Coffee Bar* (9:15-9:40)
- *Coffee Service* (9:40-10:10)

Note: From 10:15-11:15, coffee volunteers can (and should feel free to) attend service

- *Clean Up* (11:15-12:30)

Supervisor: Eric Ford

Note: Eric will purchase coffee, creamers and supplies ahead of time each week. No need for volunteers to purchase supplies.

Required Skills and/or Prerequisites:

- Regular attenders at Canyon Creek
- Friendly and social with any new guest
- Open to referring people to various current CCPC ministries or staff
- Serve by themselves or request to serve with their spouse
- Teachable, takes initiative, and seeks to grow

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COMMUNION TEAM

Volunteer Description

Commitment: Once a month or rotate depending on your availability.

Description: Stand at entry doors in the lobby and hand out Communion Cups from the prepared tray.

Supervisor: Steve & Kathy Roebuck via Pat Belzer

Required Skills and/or Prerequisites:

- Friendly
- Welcoming

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ACCOUNTING - OFFERING COUNTER

Volunteer Description

Commitment: One Sunday per month or as often as fits your schedule.

Description:

- Obtain keys from Teaching Pastor after service
- Collect cash with one other person (not related to you) from offering boxes (white boxes on wall outside of the Worship Center and the Administrative Offices)
- Bring all cash and checks into the copier room to count
- Please follow all instructions on cash envelopes, sign and date count forms and put everything (including the keys) in the plastic envelope provided and then into the safe

Supervisor: Report to Pat Belzer. Training received from the accounting department.

Required Skills and/or Prerequisites:

- Must be a regular attender
- Be known by a Pastor
- Be in good financial standing

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MUSIC & PRODUCTION TEAM

Virtual Sound Tech Volunteer Description

Commitment: 1-2 times per month, Sundays from 8:30-11:30

Description: The Virtual Sound Tech's role is to produce a good sounding audio feed for the virtual livestream.

Supervisor: Mike Hughes

Required Skills and/or Prerequisites:

- Make subtle adjustments to the volumes of vocal, instrument, pastor and announcer inputs to achieve musical balance and an optimal master output level
- Proficient with two software programs, Logic and VisiRemote. The applications are already configured so that basic tasks are straightforward and easily learned
- Musicality – the ability to hear and discern what a good mix sounds like
- Teamwork is also important because the role requires close coordination with the Live Sound Tech

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MUSIC & PRODUCTION TEAM

Worship Singer Volunteer Description

Commitment: 1-2 Sundays per month, plus Thursday night rehearsal.

Description: Worship Singing - Background/Lead Sundays from 8:30 a.m.-11:30 a.m. - Thursdays from 8:30 p.m.-10 p.m.

Supervisor: Mike Hughes

Required Skills and/or Prerequisites:

- Must have the ability to sing in tune and in time
- Needs to be comfortable on stage singing with a handheld microphone
- Be a team player with a great attitude and ability to take direction
- Contact Mike or Ann Hughes to set up an audition

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CHILDREN'S MINISTRY

SUNDAY SCHOOL TEACHER/ASSISTANT

(Preschool/Kindergarten Class)

Volunteer Description

Commitment: Volunteers work on a once a month rotation. Each volunteer helps on a particular Sunday for every month (for example: every 2nd Sunday of the month). Substitutes can be available for specific dates, if volunteer is not available.

Description: During service - arrive at ~9:45am and depart ~11:30am.

- Teach (lead teach or assist) a class of preschool and Kindergarten children. **Will always be teaching with another adult and not alone
- Ensure that each child is properly checked in and receives a name tag sticker
- Ensure general safety and wellbeing of children in the class (this includes any COVID precautions). Alert parents (or responsible adults) if their presence is necessary. Direct/re-direct children toward safer and more respectful behavior and actions, as is necessary
- Start/stop the worship song video and Bible Story video. (*Videos and projector are prepared ahead of time by the Children's Ministry Director (CMD).*)
- Lead children in discussion of the Bible story, by asking a few questions related to the story. (*Questions are planned ahead of time by CMD.*)
- Lead game/activity that is related to the Bible story. Follow written instructions for game/activity and tell/show kids how to play the game or do the activity. (*Game or activity - including materials and instructions - is planned ahead of time by CMD.*)
- Lead craft that is related to the Bible story. Follow written instructions for the craft and tell/show kids how to make the craft. (*Craft - including materials - is planned ahead of time by CMD.*)
- Ensure that each child is picked up by their parent (or responsible adult) and checked out

Supervisor: Tori Dombroski - Children's Ministry Director, Infants-Kindergarten / Cell: (202) 431-3136, Email: tori@canyoncreekchurch.org

Required Skills and/or Prerequisites:

- Covid-19 Vaccination
- DOJ Background Check

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CHILDREN'S MINISTRY

Sunday School Lead Teacher (1st - 5th Grade)

Volunteer Description

Commitment: One Sunday a month, during service, from June till May of the following year
20 - 30 minutes of reading a lesson plan (provided for you) to prepare for Sunday School.

Description: Job & times (before/after/during services) During service, teach or assist in the First Grade - Fifth Grade classrooms

- Consistently pray for the children of the assigned Sunday School class
- Collaborate with Assistant Sunday School Teacher which segments of the lesson to implement
- Read bible story, explain main points, lead discussion (questions and answers provided in lesson plan), explain craft instructions (provided for you) and support kids during art craft time. Note: All Sunday School materials will be prepared and provided for you

Supervisor: Report to and receive training from
Michelle Kiriakos: michellek@canyoncreekchurch.org, cell: 925.202.3696

Required Skills and/or Prerequisites:

- A strong and active abiding relationship with Jesus
- Adherence to the doctrine of the Presbyterian Church of America
- Experience teaching or assisting in children's classroom
- Livescan fingerprinting and a background check required

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CHILDREN'S MINISTRY

Sunday School Assistant Teacher (1st - 5th Grade)

Volunteer Description

Commitment: One Sunday a month, during service, from June till May of the following year
20 - 30 minutes of reading a lesson plan (provided for you) to prepare for Sunday School.

Description: Job & times (before/after/during services)

- During service, teach or assist in the First Grade - Fifth Grade classrooms
- Consistently pray for the children of the assigned Sunday School class collaborate with Lead Sunday School Teacher which segments of the lesson to implement
- Read bible story, assist lead teacher to during bible lesson, discussion, explain craft instructions (provided for you) and support kids during art craft time. Note: All Sunday School materials will be prepared and provided for you

Supervisor: Report to and receive training from
Michelle Kiriakos: michellek@canyoncreekchurch.org, cell: 925.202.3696

Required Skills and/or Prerequisites:

- Profess faith in Jesus Christ as Savior
- Livescan fingerprinting and a background check required
- No experience necessary, training will be provided

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CHILDREN'S MINISTRY

KIDS CLUB SMALL GROUP LEADER

Volunteer Description

Commitment: Once a week, duration of two hours (time varies depending on school), from September till April of the following year at one of the schools (Quail Run or Coyote Creek). 20 - 30 minutes of reading lesson plan(provided for you) to prepare for the small group you will lead.

Description: Job & times (before/after/during services)

One weekday, for two hours. Quail Run: Thursdays from 2:00 - 4:00. Coyote Creek 1:00 - 3:00.

- 20 - 30 minutes of reading lesson plan to prepare for leading a small group of children (6-8 kids) for discussion, craft time, and games
- All materials will be prepared and provided for you
- No experience necessary, training will be provided

Supervisor: Report to and receive training from

Michelle Kiriakos: michellek@canyoncreekchurch.org, cell: 925.202.3696

Required Skills and/or Prerequisites:

- Livescan fingerprinting and a background check required
- A welcoming person with a willingness to share your heart with the children of Quail Run or Coyote Creek Elementary School

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CHILDREN'S MINISTRY

KIDS CLUB SNACK HELPER

Volunteer Description

Commitment: Once a week, duration of two hours (time varies depending on school), from September till April of the following year at one of the schools (Quail Run or Coyote Creek).

Description: Job times: One weekday, for two hours. Quail Run: Thursdays from 2:00 – 4:00. Coyote Creek 1:00 – 3:00.

- Help pass out snacks and supervise the prize store
- All materials will be prepared and provided for you
- No experience necessary, training will be provided

Supervisor: Report to and receive training from Michelle Kiriakos: michellek@canyoncreek-church.org, cell: 925.202.3696

Required Skills and/or Prerequisites:

- Livescan fingerprinting and a background check required
- A welcoming person with a willingness to share your heart with the children of Quail Run or Coyote Creek Elementary School

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CHILDREN'S MINISTRY

CCKIDS MINISTRY PREPARATIONS TEAM

Volunteer Description

Commitment: 2 or 3 hours, once or twice per week, Monday – Thursdays during CCPC business office hours: 9:00 a.m. - 5:00 p.m. Volunteer at your convenience and some prep work can be done at home.

Description: Job times

- Ability to cut, sort, and organize various craft materials
- Willing to work with the other wonderful and fun Craft Preparations Team members

Supervisor: Report to and receive training from Michelle Kiriakos: michellek@canyoncreek-church.org, cell: 925.202.3696 or Tori Dombroski: tori@canyoncreekchurch.org, cell: 202.431.3136.

Required Skills and/or Prerequisites:

- Able to cut, sort and organize craft material

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