



I said Yes!

VOLUNTEER

BOOKLET

CONTENTS

- 02 Introduction
- 04 Altar Call & Testimony Team
- 05 Catering
- 06 Chat Hosting Team
- 07 Church Handyman
- 08 Cleaning and Church Supplies
- 09 Creative Media & Video Editing
- 10 Evangelism Team
- 11 Event Management
- 12 Hope Cafe
- 13 Hospitality Team
- 14 Kids' Church
- 16 Kitchen Support Team
- 17 Photography and Videography
- 19 Praise & Worship
- 22 Stage Props Team
- 23 Sunday Service Support
- 24 Tech Team
- 27 Transport

Matt 20:28 (NLT)
For even the Son of Man came not to be served but
to serve others...
Ps 110:3 (NKJV)
Your people shall be volunteers
in the day of Your power...

What is Volunteer Sunday?

Volunteer Sunday is an avenue for people to discover how they can best put their unique giftings and talents to use in the local Church.

The goal of Volunteer Sunday is to inspire people to have a vision to volunteer, and receive the empowerment to do so.

We have over 35 Departments and Sub-Departments in our Church! Not all Departments are listed in this booklet. But nevertheless, every Department and every volunteer is important for the healthy functioning of a Church!

Why should I Volunteer?

Our vision for VOLUNTEERING in the church is:

LOVING IS GIVING

We believe volunteers can make a difference in someone's life whilst serving and building God's Church!

Loving and enthusiastic volunteers can make a huge difference to someone's day – a bit of a smile and kindness can go a long way. Sometimes, for someone, on any particular Sunday, it may even mean the difference between hanging on or giving up...

Apart from that, the personal benefits of building God's Church are tremendous – we become better and more loving people as we choose to put others first. Volunteering is also empowering, because as we work alongside others, we are able to put our talents to good use, and maximize the giftings and talents we possess, as iron sharpens iron (Prov 27:17).

In short, volunteering is a win-win!

When can I Volunteer?

Anyone can choose to volunteer at any time when you are ready. You can either put your name down during Volunteer Sunday, or come back at a later date and sign up when you are ready.

What to do before I sign up on Volunteer Sunday?

Step #1 - Attend Volunteer Sunday and learn more about what it means to volunteer.

Step #2 - Prayerfully read through the Volunteer Booklet and select a ministry area in the booklet that will best develop the gifts or talents you already have. If you are unsure, talk to the relevant department leader or someone at the info desk.

Step #3 - Once you know which ministry area you are interested in, please read through the:

- Expectations and Requirements
- Time Commitment

This is to ensure that you are happy with the criteria and that you can personally commit to volunteer.

Step #4 – Finally, please sign up and hand in your sheet at the Info Desk! There is a signup sheet in the booklet provided. We will contact you at a later date!

Note: We advise volunteers to NOT sign up for more than 2 -3 areas at a time so that you won't over-commit yourself.

Finally, thank you so much for Volunteering!

1 Peter 4:10 & 11 (NLT)

10 God has given each of you a gift from his great variety of spiritual gifts. Use them well to serve one another.

...Then everything you do will bring glory to God through Jesus Christ. All glory and power to him forever and ever! Amen.

ALTAR CALL & TESTIMONY TEAM

If you are someone who is excited about the healing ministry in the Church, and love to see people set free, this could be the area for you.

If you ask churches and pastors with successful healing ministries – they will say that the **support from the team** is essential to keeping the ministry alive and growing!

If you want to have hands-on experience in praying for people one day, or you just want to support your pastors in this ministry in the Church – there is no better way than to learn or help your pastors first-hand on the frontlines! But don't worry, we won't throw you off the deep end. You will be given all the support you need in this role!

We are looking for people who can support in different areas:

- **Counsellors:** Those who have had some experience praying for people and ministering in the Holy Spirit
- **Testimony Officers:** Those who can help interview and record testimonies after people have been prayed for
- **Catchers and Intercessors:** Those who can help support the pastors to 'catch' and 'intercede' for people while the pastors are ministering
- **Salvations Officers:** Those who can help to prayer with new Christians and offer them some advice to grow, and point them in the right direction!

Expectations/Requirements

- A member of the Church
- Actively attending Church and Lifegroup
- Willing to learn and work as a team
- There aren't any serious issues in your life which you have not dealt with or received proper counselling for
- There are other requirements not stated here as it is dependent on which area of ministry you choose

Time commitment/Involvement

- An average of 15-30mins on Sundays during altar call if you are on the church roster
- Additional time may be required initially for training

Contact: Ps Helen Kirby / Ps Brendan Kirby
Email: events@hopeadelaide

CATERING

The Catering Department plays an important role in the Church by providing light refreshments to people after the service, while at the same time encouraging fellowship amongst people.

Food draws people - where there is food (especially yummy food), people will flock! This enables opportunities to strike up conversations with people, especially those visiting our Church. We are able to demonstrate hospitality, generosity, and provide temporary relief from hunger pangs! Anyone can be involved, especially if you love cooking! See it as a way of blessing the Church with your hands when you cook or prepare food for the Church.

Expectations/Requirements

- Attend Church regularly
- Be willing to make or buy light refreshments prior to the service, prepare them and (if necessary), serve them to people after Service
- There are no specific foods, and creative ideas are welcome!
- Suggestions include muffins, cookies, fruit, pizzas, sandwiches, cakes for the first service and light lunch i.e. chicken pasta, noodles for the second service
- The budget for each service is different; please keep your receipts and the Church will reimburse you
- Ensure kitchen is clean after food preparation

Time commitment/Involvement

- Once or twice on a 7 week roster

Contact: Zynne Lim

Email: catering@hopeadelaide.com

CHAT HOSTING TEAM

At Hope Church, we have a vision to connect people and build God's church in order to fulfill God's Great Commission as stated in Matthew 28:19-20. We would like to reach people around Australia and all over the world. Do you have the same vision and would like to reach out to people all over the world? Do you want to be part of God's Great Commission?

If your answer is 'Yes' to those questions, our online chat host team is for you! Ever since COVID-19 started, we have had the opportunity to reach out to people in the Philippines, Africa, China, Hong Kong and many more with our growing online platform. This also aligns with our church's focus to Save Souls, Make Disciples and Build Churches, and we thank God for this great opportunity. To be able to reach out to more people around the world, we will need more volunteers to help us grow our presence online.

Expectations/Requirements

- Be a faithful member, loyal to the leadership of this Church
- Be friendly and enthusiastic to serve

Time Commitment/Involvement

- Able to serve 1.5 hours online on a Sunday morning
- Pray for people by name regularly

Contact: Stefanie Then

Email: [sst@hopeadelaide.com](mailto:ssst@hopeadelaide.com)

CHURCH HANDYMAN

We are so blessed to own our Church building site, and we want to make sure the main hall and all the adjacent rooms always look great and function well! Externally, our building and gardens require regular maintenance, and also occasional minor repairs.

Church buildings are extremely important. Every time we take a block of land and put a church on it, we are building another altar for God on this earth. What an incredible thought! So we want to ensure that God's house is well-maintained!

We are looking for a handyman who has a bit of spare time, who enjoys working with his/her hands, and has a vision to work as a team with other handymen! If you are that person, we would love to have you on board!

Expectations/Requirements

- Be a regular member of Church
- Able to support our handyman with odd jobs when needed

Time Commitment/Involvement

- Have a few hours on Saturday free per month
- Occasionally, have some time free during week nights if there is an urgent need

Contact: Ps Helen Kirby or Mark Diaz
Email: events@hopeadelaide.com



CLEANING & CHURCH SUPPLIES

Cleaning

Our Church is the house of God, and it is where we all meet as one big family! A comfortable home is a welcoming home, and we as the Cleaning Department want to make sure everyone who walks through the doors of the Church feels comfortable and welcomed the moment they step foot into the Church, by keeping the floors clean! This is a department where anyone can be involved; all it takes is a heart to serve God. So come and join us as we strive to bless the Church!

Expectations/Requirements

- Willingness to serve
- Responsible and trustworthy

Time Commitment/Involvement

- Willing to volunteer twice per 7 week roster
- To stay back until 1pm or 2pm to vacuum/mop all areas of the Church

Contact: Stefanie Then & Han Tay

Email: [sst@hopeadelaide.com](mailto:ssst@hopeadelaide.com)

Church Supplies

Is there a passion for organisation and management within you that you wish to put into practice? Do you enjoy keeping things orderly and accounted for? Then this is the department for you! There are many different departments in Church that have items they need on a regular basis, and the Church Supplies Department is responsible for making sure all those items are available for use every week. This allows the Church to function smoothly, week in, week out. If this sounds like a task for you, then come and join the team and help us to serve the Church faithfully!

Expectations/Requirements

- Willingness to serve
- Responsible and trustworthy
- Have a car
- Costco membership (optional)
- Attention to detail

Time Commitment/Involvement

- Willing to conduct a stock check fortnightly
- To help maintain and keep the storeroom clean and tidy

Contact: Stefanie Then & Kevin Lu

Email: [sst@hopeadelaide.com](mailto:ssst@hopeadelaide.com)

CREATIVE MEDIA & VIDEO EDITING

Whatever you do, work with all your heart, as working for the Lord, not for human masters. Col 3:23

The Creative Media and Video Editing Team is responsible for a variety of tasks, including graphic design, video editing, Church website maintenance and social media posts.

We also collaborate regularly with other Departments such as the Stage Props team, Photography and Videography teams.

If you are interested in these areas and want to make use of your creativity, we welcome you to join us! We will provide basic training to enhance your pre-existing skills. Get ready to serve the Lord together with a great fun team!

Expectations/Requirements

- Attend Church and Lifegroup regularly
- Be passionate about graphic design and other creative ventures
- Have experience in hand drawings and the use of specific design and video editing software, for example Photoshop, Premiere Pro, Davinci resolve, Canva etc
- Ability to work as a team

Time commitments/Involvement

Depending on what area you choose to volunteer in, different time commitments will be required:

- Graphic Design: Quarterly design and updates of Church event flyers, banners, booklets and A-Frame signs etc (as required)
- Other Short Video Clips: 2-3 hours per week, preferably on a Friday or Saturday
- Social Media Posts: 1-3 hours each week

All work will be assigned by Ps Helen and delegated by the Department leader; we all work together as a team!

Contact: Garuda Chang

Overseer: Ps Helen Kirby

Email: creativemedia@hopeadelaide.com

EVANGELISM

Our vision is to help fulfill the Great Commission by inviting people to attend our Sunday service and to build up the local church! We want to spread the love of God by sharing the gospel to our community.

Our goal is to raise up a team of members who will commit to witness to friends, family and others, and invite them to Church on a regular basis.

We hold weekly outreaches at Rundle Mall on Saturday afternoons, and weekly community door-knocking sessions. The Activate Student Group also holds regular outreach at the University of Adelaide and University of South Australia. We also implement evangelistic strategies such as letterbox dropping of Church invite cards, and giving gifts to bless the community.

Expectations/Requirements

- Be a faithful member, loyal to the leadership of this Church

Time Commitment/Involvement

- One hour for outreach on Saturday
- Attend Evangelism Team meetings and trainings
- Regularly hand out invitations to people to invite them to Church
- To liaise with the Transport Department for visitor pick up and drop off from Church
- To follow up visitors each week and inform them of Sunday service and other Church events
- Pray for people by name regularly
- To let us know if you have a good testimony to share

Contact: David Tan

Email: evangelism@hopeadelaide.com

EVENT MANAGEMENT

If you are someone who loves planning and coordinating events, working with people, and making a difference whilst doing this – this may be the job for you!

We have around 12 Big Days each year (e.g. Church Camp, Easter and Christmas) and also smaller events (e.g. baptisms, seminars, leadership and membership classes etc). Each event in our Church can potentially be a life-changing day for someone, and you can play a significant role to make this happen!

But don't worry, we won't throw you off the deep end – initially you will be working with an experienced supervisor who will guide you and equip you with the necessary skills. We will ensure you are well supported throughout the whole process!

Expectations/Requirements

- Be a member of the Church
- Be actively attending Lifegroup
- Be willing to work under supervision
- Have good communication skills and a keen eye for detail
- Have the ability to plan and assign roles, monitor progress, keep deadlines and successfully run an event
- Have some previous experience in planning and coordinating events

Time Commitment/Involvement

- 1-2 days commitment to prepare an event proposal. This includes review time with a supervisor and execution of the proposal when approved.
 - Regular tracking and monitoring of the proposed event until it takes place. The time commitment will vary depending on the event and what's required.
 - Regular progress reports and communication with a delegated supervisor and Ps Helen if you are still a trainee. The time commitment for this is flexible depending on your level of experience and how much supervision you need.
 - Managing and running the event on the actual day!

Contact: Ps Helen Kirby

Email: events@hopeadelaide.com



HOPE CAFE

The Hope Café is responsible for providing hot drinks to the church members before and after each service. It is a good way to meet and welcome new and existing members to church and bless them with a drink.

Expectations/Requirements

- Attend Church services regularly
- Willing to serve and clean
- Friendliness
- Barista skills (optional)

Time commitment/Involvement

- 2-4 times in a 9-10 week period for either one of the two services
- Ensure coffee area is clean at all times (wipe down area from time to time as the area may get messy)
- Arrive at 9am (for the first service) and 11:15am (for the second service) for pre service drinks
- Finish at 11:15am (for the first service) and 1:15pm (for the second service) for after service drinks
- Once you have finished, pack away and clean the coffee area and clean any utensils or reusable items and pack away and clean the kitchen
- Attend 3 x 1 hour department meetings during the year

Contact: Anushka Christie

Email: cafe@hopeadelaide.com

HOSPITALITY TEAM

The Hospitality team is passionate about ensuring everyone in the Church feels accepted, noticed and cared for. We have the privilege of being a part of creating a good first impression for visitors and a friendly welcome to regulars, and to help set the tone for their whole Church experience. We do this by warmly greeting everyone and making visitors feel comfortable. To ensure no one goes unnoticed, we strongly encourage the team to remember and recognise names and faces of all the people in the Church. The team is also responsible for the Info Desk and handles all enquiries and administrative support during service.

Our two objectives as the Hospitality Team are connecting people and visitors to the Church, and building cross-cultural, cross-generational and cross-Lifegroup connections among the people. .

The Hospitality Team is made up of the following roles:

- Greeters
- Receptionists (incl After service support)
- New Visitor Coordinator

Expectations/Requirements

- Attend a prayer meeting at least every quarter
- Attend Church and Lifegroup regularly for at least three months
- Member of the Church
- Friendly and welcoming
- Responsible, trustworthy and punctual
- Willingness to serve (at times this may mean missing out on part of the service/events)
- Dress code is 'smart casual'

Time Commitment/Involvement

- Willing to volunteer at least 2-3 times per 8 week roster
- To arrive an hour before relevant service
- Attend feedback meetings on rostered weeks (if any, for about 15 minutes)
- Attend Departmental Meetings

Keep on loving one another as brothers and sisters. Do not forget to show hospitality to strangers, for by so doing some people have shown hospitality to angels without knowing it. Hebrews 13:1-2

Contacts: Daphne Then or Samuel Law
Email: reception@hopeadelaide.com

KIDS' CHURCH

The children's ministry is about helping children connect to a God who loves them. We believe that connecting children to Him from an early age can make a huge difference in their lives and the generations to come. There are two roles in the Kids' Church; Teacher and Helper.

We have three classes:

Tiny Tots: Age 2 to 3 **

Little Stars: Age 4 to 7

Reflectors: Age 8 to 12

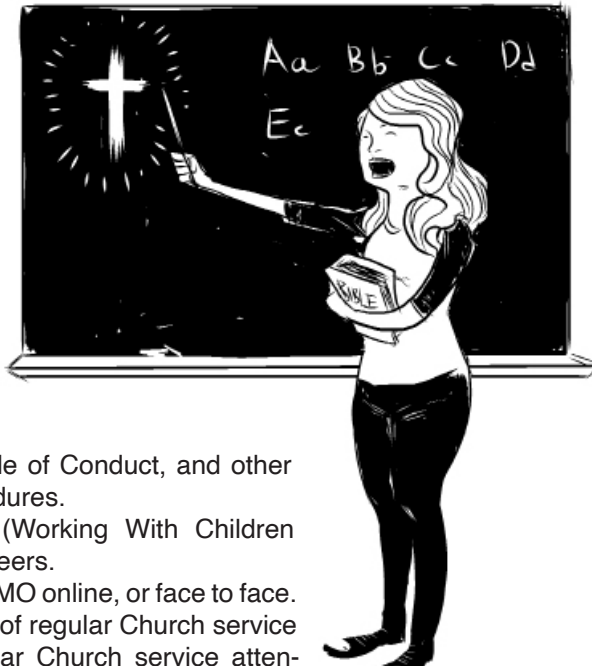
**Tiny tots - child must be able to be apart from parents during class

TEACHER

The teacher is the person that is ultimately responsible for the children and leads the class. They communicate the lesson in a relevant and age-appropriate way and build relationship and show care for the children.

Expectations/ Requirements

- Love God and have a reasonably developed prayer life (regular quiet times) with a personal experience of God's goodness
- Loves kids!
- Able to prepare healthy snacks for the kids
- Be responsible, reliable, teachable and able to handle a group of children
- To meet our obligations to provide a Child Safe Environment:
 - Referees – to have two Church leaders as referees.
 - Agree and adhere to the Code of Conduct, and other Child Safe policies and procedures.
 - To have a current WWCC (Working With Children Check), free for church volunteers.
 - Undergo regular training via SMO online, or face to face.
- Be committed – either 6 months of regular Church service attendance OR 3 months regular Church service attendance whilst attending Lifegroup at the same time, and a recommendation from the Lifegroup leader



KIDS' CHURCH

Time commitment/Involvement

- Prepare the lesson using material provided during the week before your rostered Sunday. Delegate to your helper appropriately.
- Attend (and possibly run) Kids' Church prayer meeting at 8:45am on Sunday morning
- Run the class from after worship until the end of the main service
- Serve up to one Sunday per 4 weeks
- Attend Kids' Church department meetings/training (several times a year)
- Attend training as per Child Safe Policies & Procedures

HELPER

The helper provides essential support as they work closely with the teacher to run the class.

Expectations/Requirements

- Loves God and loves kids!
- Assist the teacher with various activities
- Able to prepare healthy snacks for the kids
- Have a willingness to serve and work with children
- To meet our obligations to provide a Child Safe Environment:
 - Referees – to have two Church leaders as referees.
 - Agree and adhere to the Code of Conduct, and other Child Safe policies and procedures.
 - To have a current WWCC (Working With Children Check), free for church volunteers.
 - Undergo regular training via SMO online, or face to face.
- Be committed – either 6 months of regular Church service attendance OR 3 months regular Church service attendance whilst attending Lifegroup at the same time, and a recommendation from the Lifegroup leader

Time commitment/Involvement

- Attend Kids' Church prayer meeting at 8:45am on Sundays
- Help with running the class from after worship until the end of the main service
- Serve up to one Sunday per 4 weeks
- Attend Kids' Church department meetings (several times per year)
- Attend training as per Child Safe Policies & Procedures

Contact: Trang Tang

Email: kidsChurch@hopeadelaide.com

KITCHEN SUPPORT TEAM

At Hope Church, we love the community atmosphere that happens over food and drinks each Sunday!

In order to cater for the growth of our Church and to ensure our Catering Department continues to provide an excellent service, we have created a department called 'Kitchen Support Team'.

This department will be working hand in hand with the Service Support Team (SST) to provide all the necessary support for the catering and kitchen area.

If you love working with people and food, or you are just offering to help in general, this is the department for you!

Expectations/Requirements

- Regular Church attendance
- Willingness to serve
- Ability to work with a team

Time Commitment/Involvement

- 2 Sundays per roster either in the first service or the second service or both
- If you are rostered, you are prepared to start serving at 10:10am for the first service and by 12:10pm for the second service.

Specific Duties

- Washing dishes
- Serving food
- Set up cafe tables, kitchen clean up and wipe down
- Ensure kitchen is clean and organise after each service

Contact: Stefanie Then & Gabriel Kwan

Email: ssst@hopeadelaide.com

PHOTOGRAPHY TEAM

The Photography Team is the backbone of the Social Media Team in the church! Photos are more than just historical archives. They are powerful tools for inviting and attracting people to church! Photography allows people to visit your church before they visit your church! It is a way to show your community what they can experience inside the walls of our church, and help non-attendees shape their view of our church.

If you enjoy using your creativity to capture moments that tell the story and bring people into God's Kingdom, then this team is for you! We need you! You will gain invaluable experience as you serve alongside professional and experienced photographers in this Team.

Expectations/Requirements

- Actively attending Church
- Be a member of Hope Church
- Willing to work as a team
- Basic fundamental knowledge about using a DSLR Camera and Adobe Lightroom (Editing Software)
- Set up and pack up camera after use
- Ability to keep deadlines and work with minimal supervision
- Self-motivated and enthusiastic about the use of social media to influence people

Other Training Requirements

- Be willing to attend short training prior to joining the team to learn about using the camera and editing program.
- Be willing to attend any team meetings or training that may come up from time to time.
- Be willing to have a one-on-one 15min feedback from a supervisor on Sundays

Time Commitment/Involvement

- Time to edit the photos taken on the day (average 1 hour)
- Upload the edited photos by the end of the day
- Be available at least twice per roster
- Upload the photos into the Social Media Dropbox folder
- 1 hour team meeting after Church when necessary - usually from 1-2pm
- Be ready to be involved in and support Church events (e.g Church conference)
- Additional time may be required for other social media projects

Contacts: Joe Chong & Celeste Chieng (Department Leaders)

Overseer: Ps Helen Kirby

Email: events@hopeadelaide.com

VIDEOGRAPHY TEAM

Without the Videography Team, we will not have an online Church service today! By recording the services and broadcasting them on social media, our church can cast a wider net to attract and reach out to many people in different parts of the world! (e.g. Philippines, India, Africa and Malaysia).

If you enjoy videography and love to see your creativity on digital media (e.g. during our online Sunday night service) this team is for you! We will provide all the necessary video equipment in order to train you, and help you use your gift of creativity to produce good quality professional videos!

You will be working alongside a team of some great creative people!

Expectations/Requirements

- Actively attending Church
- Be a member of Hope Church
- Willing to work as a team
- Basic videography knowledge
- Be creative
- Able to take instructions from the control station
- Ability to learn to use video cameras and video visual equipment
- Be responsible to set up and pack up the video equipment before and after the service
- Self-motivated and enthusiastic and able to work as a team

Other Training Requirements

- Be willing to attend a videography induction course prior to joining the team to learn about basic functions of the video cameras and visual equipment
- Be willing to attend any team meetings or training that may come up from time to time
- Be willing to have a one-on-one 15min feedback from a supervisor on Sundays

Time Commitment/Involvement

- An average of 1-2 hours per week if you are on the Church roster
- 1 hour team meeting after Church when necessary - usually from 1-2pm
- Additional time may be required for other social media projects

Contacts: Joe Chong (Department Leader)

Overseer: Ps Helen Kirby

Email: events@hopeadelaide.com

PRAISE & WORSHIP

As a praise and worship team, we desire to bring joy to God's heart, to honour and exalt Him, and to bring glory to His name! It is our privilege to use our gifts and talents to serve God in inspiring people to worship Him.

If you can sing or play a musical instrument, and have a passion to serve God in this ministry, we'd love to help you get involved!

WORSHIP LEADER

Expectations/Requirements

- To be a member of the Church
- Regular Church and Lifegroup attendance
- Have experience leading worship in Lifegroup
- Attendance at Tuesday night prayer meeting each week
- Be responsible to develop your craft! Be prepared to practice songs in your own time, and we strongly encourage having individual lessons
- Select and distribute praise and worship songs for the week you are leading, with ample time to allow the team to prepare
- Provide spiritual (and possibly musical) leadership to the praise and worship team
- During the Service, we work under the direction of the Service Leader and Pastoral Team

Time Commitment/Involvement

- You may be rostered on the praise and worship team between 1 and 3 times per roster cycle
- Music practice is usually from 4:30pm-7pm on Saturday afternoons (Hope Centre)
- Pre-service rehearsal/sound check occurs from 8:00am-8:30am Sunday morning, followed by prayer until 8:45am



PRAISE & WORSHIP

MUSICIANS/BACKUP VOCALISTS

Expectations/Requirements

- To be a member of the Church
- Regular Church and Lifegroup attendance
- Have some experience serving in the praise and worship ministry in Lifegroup
- Attendance at Tuesday night prayer meeting once/month
- Be responsible to develop your craft! Be prepared to practice songs in your own time, and we strongly encourage having individual lessons
- Be on time and prepared for rehearsals. Please notify the Worship Leader if you will be late. It is your responsibility to practice your part prior to the Saturday rehearsal.
 - On Sunday mornings, work with the Worship Leader and the rest of the team to facilitate the move of God through music.

Time Commitment/Involvement

- You may be rostered on the praise and worship team between 1 and 3 times per roster cycle
- Music practice is usually from 4:30pm (for vocalists) and 5:00pm (for musicians) until 7:00pm on Saturday afternoons (Hope Centre)
- Pre-service rehearsal/sound check occurs from 8:00am-8:30am Sunday morning, followed by prayer until 8:45am

CHOIR

The choir will support the worship team periodically throughout the year, under the direction of the worship leader and service leader/pastors.

Expectations/Requirements

- To be a member of the Church, and attend Church regularly
- To be able to sing in pitch
- During the Service, we work under the direction of the Service Leader and Pastoral Team



PRAISE & WORSHIP

Time Commitment/Involvement

- Be willing to attend weekly practices for approximately 4 weeks prior to the Sunday when we are serving
- Choir practice is from 3:30 – 4:30pm on Saturdays, at Hope Centre
- As we are having training with a professional singing teacher, the cost for the rehearsals will be \$8/person/week
- On the day of serving, be at church by 8:30am to warm up

Contact: Jemma Elliott

Overseer: Ps Helen Kirby

Email: worship@hopeadelaide.com

STAGE PROPS TEAM

The Stage Props Team is powering on in 2023! We are so blessed to play our part in creating a warm and inviting atmosphere for everyone who comes to Church. We hope that everyone is blessed and encouraged when they see the fresh new designs that are put up throughout the year. It is a unique ministry with a blend of creativity and hands on labour which comes together to create amazing visuals on the stage. We are always looking for new ideas and materials that can capture and create an exciting atmosphere in Church.

The Stage Props Team will again look to work with the Pastors and Project Managers of the Big Days throughout the year.

We are looking for people who have a servant heart and willing hands to serve God in a practical and meaningful way.

Some of the skills required include:

1. Have a creative mind with a flair for the visual arts.
2. Have handyman skills, or enjoy working with your hands.

If you have any of the above skills and would love to contribute in this area, then this team is for you!

Expectations/Requirements

- Be actively attending Church
- Be willing to work as a team
- Have a willingness to adhere to safe work systems
- Have an ability to keep deadlines, and be involved in some afterhours work

Time Commitment/Involvement

- 2 hours every fourth Saturday in the month from 10am-12pm
- 1 hour team meeting per quarter after Church - usually from 1-2pm

Contact: Lucy Lu & Andy Leake

E-mail: building@hopeadelaide.com

SUNDAY SERVICE SUPPORT

Don't like standing on stage where everyone can see you? We've got the job for you! We are the 'backstage' crew of the Church. We ensure the hall is clean and tidy every Sunday and help anywhere that needs that extra pair of hands.

Expectations/Requirements

- Attend Church regularly
- Faithfulness
- Willing to serve
- Muscles not required :D

Time commitment/Involvement

- Initially you would be rostered on for 2 Sundays out of the 7 week roster.
- **Before Service:** Come to Church at 8:30am for the first service and 10:45am for the second service on Sunday mornings to arrange and wipe the chairs and lectern, check the supplies for the toilet and water dispenser, and ensure general tidiness of the hall.
- **During Service:** Collect tithes and offerings, hand out sermon notes, distribute communion (first Sunday of the month)
- **After Service:** Empty bins (toilet, kitchen and hall), rearrange and wipe the chairs, and general clean-up of the hall.

Contact: Stefanie Then & Gabriel Kwan
Email: [sst@hopeadelaide.com](mailto:ssst@hopeadelaide.com)



TECH TEAM

The Tech Team is responsible for all tech-related areas of the Church. We are passionate about being excellent in all that we do, not just in our skills but in our attitude as well. The most important aspect of our role is to support our Pastors and those who are up front ministering to the congregation. God's anointing flows through His servants, and the Tech Team needs to do their best to facilitate this. We aim to do this by:

- Ensuring that the audio and visuals for each Service run smoothly without distracting, delaying or disrupting the flow of the Service and what God wants to do;
- Being quick to respond to any change in the flow of Service and requests from the front, especially any specific instructions or requests from our Pastors;
- Staying focused throughout the Service, in particular, paying attention to what those up front are trying to achieve.

Expectations/Requirements

- Attend Church Regularly
- Member of Church
- Attend Lifegroup regularly
- Developing relationship with God and sensitivity to the Holy Spirit
- Ready to learn and receive regular feedback
- Attend bi-monthly meetings
- Attend training sessions as required

The Tech Team is made up of the following areas:

- Front of House (FOH) Mixer
- Online Mixer
- Front of House (FOH) Projector
- Online Projector

As part of the Tech Team, you may need to function in more than one area.



TECH TEAM

FOH MIXER

Time Commitment

- 3 – 5 Sundays per 9 week roster
- Music practice from 5:00pm to 7:00pm Saturday
- Arrive by 8:00am on Sundays for two services

Additional Requirements

- Some technical ability (to deal with moderately complex mixer controls)
- Ability to “hear” music and sound (layering, tones, etc.)
- Willingness to develop mixing skills in your own time
- Maintain clarity and focus during the entire service

General Duties

- Set up and maintenance of the mixer desk
- Set up and maintenance of the stage setup (cabling and positioning of speakers/instruments)
- Music Practice: Assist praise and worship team with sound mix
- Before Service: Prepare sound mix during practice
- During Service: Monitor sound mix during Service and adjust as needed
- After Service: Ensure station is clean and tidy

ONLINE MIXER

Time Commitment

- 3 – 5 Sundays per 9 week roster
- Music practice from 5:00pm to 7:00pm Saturday
- Arrive by 8:00am on Sundays for two services

Additional Requirements

- Some technical ability (to deal with moderately complex mixer controls)
- Familiar with using Windows Computer (to process audio and video on PC)
- Ability to “hear” music and sound (layering, tones, etc.)
- Willingness to develop mixing skills in your own time
- Maintain clarity and focus during the entire Service

General Duties

- Set up and maintenance of the mixer desk
- Music Practice: Prepare for Sunday mix

TECH TEAM

- Before Service: Finalise sound mix during practice
- During Service: Monitor sound mix during Service and adjust as needed
- After Service: Finalise Audio, export audio and video and ensure station is clean and tidy

FOH PROJECTOR

Time Commitment

- 2-3 times per 7 week roster
- Music practice from 5:30pm to 7:00pm Saturday
- Arrive by 8:00am on Sundays for two services

Additional Requirements

- Learn and operate relevant software to a proficient standard
- Maintain clarity and focus during the entire service
- Familiarity with Praise and Worship songs

General Duties

- During service: display slides and other media at required times during service
- After service: ensure station is clean and tidy

ONLINE PROJECTOR

Time Commitment

- 2-3 times per 7 week roster
- Arrive by 8:00am on Sundays for two services

Additional Requirements

- Learn and operate relevant software to a proficient standard
- Maintain clarity and focus during the entire service
- Familiarity with Praise and Worship songs

General Duties

- During service: display slides and other media at required times during service
- After service: ensure station is clean and tidy

Contact: Julian Wong

Email: tech@hopeadelaide.com

TRANSPORT

The purpose of the Transport Ministry is to provide transport to anybody who would like to attend Services held at Hope Church. It is a significant ministry. For some of the people we serve, it may mean the difference between knowing Jesus or not. It means a lot to the Church as we endeavor to build God's house.

Expectations/Requirements

- Hold a valid driver's licence (international licences are acceptable if it is English translated), and a car.
- When you are needed for transport, you will be contacted by Saturday night with the name, number and address of your transportee. Your phone number will also be given to your transportee.
- Transporting someone to Church means that you're also in charge of taking them home, unless other arrangements have been made.
- God loves a cheerful giver! Let's try to rejoice in this opportunity to give back to God, even when we get up early and drive to Nowhere-ville only to find that our transportee doesn't answer the door. Praise the Lord!
- Know that you may be the main connection between your transportee and the Church - so try to get them connected. If they're not regular to the Church, DON'T drop them at the door and walk away. Find them someone to talk to, and someone to sit next to. Be intentional and prayerful about conversations in the car.

Time Commitment/Involvement

- Transport may begin up to an hour before the Service starts, depending on where your transportee lives. Every effort should be made to transport people to Church 5 minutes before the Service starts.
- After the Service, you can start dropping them home at a time that suits you and your transportee.
- It helps us to remember this: "I have given You only what came from Your hand" (1 Chron 29:14). My car is not my own, neither is my petrol, my licence, my awesome driving skills, my time, my energy. Thank you Jesus, for these gifts in our lives!
-

Contact: David Tan

E-mail: transport@hopeadelaide.com



53 Fourth Ave, Klemzig
www.hopeadelaide.com

