

PLAYING YOUR PART AT



Immanuel Church

Rooted in the **Word** Moving in the **Spirit**



**FOR MORE INFORMATION ABOUT GETTING INVOLVED AT IMMANUEL, EMAIL -
ADMIN@IMMANUELCHICHESTER.COM**



SETUP + PACKDOWN TEAM

Setting up in the hall and other parts of the school is really important to us being able to have a service in Bishop Luffa. This role involves...

- Arriving at 9.30am and ensure that the correct number of chairs are set out with the correct spacings. (This info is on the sign-up form which shows the people who are booked to come to church and how many seats they will need.
- Setting out the welcome desk at the entrance to the school as well as the notice boards which can be found in our container.
- Spraying the chairs with an antiviral mister and packing them away at the end of the service.
- Packing down anything else that was set up before the service and helping to store it away in our container.



CAR PARK WELCOMERS

The car park welcomers are one of the most important roles at Immanuel as they are very often the first point of contact for people, and vital to make newcomers and visitors feel comfortable. This involves...

- Arriving at Bishop Luffa at 9.45am, in good time before people begin to arrive at 10am. Greeting people coming in with a warm welcome is very important, as is helping them to find a parking space and showing them how to get into the building if they are new.
- Staying outside a bit beyond the start of the service to direct any latecomers.



COFFEE + HOSPITALITY

Being part of our hospitality team is another really important role at Immanuel because you are there to facilitate fellowship at church as you serve our members and visitors in a practical way. This role involves...

- Buying cake, donuts and milk in advance, which the church will reimburse you for.
- Arriving at Bishop Luffa at 9.45am. The coffee urn will already have been turned on ready to go.
- Setting out the cake and donuts with the coffee and tea to serve them to people as they arrive.
- Cleaning up and packing away all of the equipment after the service.



YOUTH + KIDS

At Immanuel this work is of the highest importance and if you offer to take part, you won't be left on your own. You will be helped and accompanied by a more experienced member of the team.

Our kids and youth groups are currently split between the ages of 4-7, 7-11, 11-14 and 14+. Each session is about one hour: two people prepare it using the online resource "Energize". The sessions usually involve games, craft and Bible readings/discussion. You can download a lesson plan using a selection of the suggested Energize activities. There is a range of basic resources available from the church, but also there is a kids and youth work budget so that additional things can be bought if necessary.

As a children's volunteer you will need to have a DBS and have completed Basic (C0) and Foundation (C1) safeguarding training courses. They are interesting and easy to complete, and it's not a problem if you do not have these at the moment as the church will provide training and arrange your DBS check. You will also need to sign a code of conduct and an agreement before beginning to volunteer.

- Please arrive at 9.30am to set up and take part in the vital prayer with everyone else involved in the service before joining everyone else for coffee.



WELCOME DESK

The welcome desk at our services is the place where people will feel welcomed, noticed, informed and made to feel comfortable. This role involves...

- Arriving at Bishop Luffa at 9.45am and setting out the different elements of the welcome desk.
- Greeting people as they arrive, ticking them off the list of people who has signed up or adding them to the list and taking the relevant details. There is helpful information about what details you need on the sign up sheet.
- Reassuring people that they can wear a mask if they would like to, reminding them to use the hand sanitiser and directing them into the hall.



WORSHIP TEAM

We work together with the technical team to lead the musical worship of the church. We would ask that you are a regular attendee of Immanuel if you wish to take part (at least 6 months). Also there is a volunteer agreement that we would ask you to read and agree to before becoming part of the team. This role involves...

- Learning the songs at home during the week so that you are ready to play, and/or sing your parts. Leaders send out the songs at the beginning of each week.
- Arriving at Bishop Luffa at 9am for rehearsal. This rehearsal is just a run-through and not the time to learn the songs.
- Praying with the rest of the people involved in the service.
- Helping to dismantle the equipment at the end of the service and putting it away where it is stored.



TECH TEAM - PA

The PA system is basically the microphones and sound system and is another important role. You will be in control of the sound in the hall at Luffa during our services, both the spoken words on the stage and the music and singing from the worship team. You will also control the audio that people hear on our live stream. This role involves...

- Arriving at Bishop Luffa at 9am to set up the equipment and go through the rehearsal with the worship team.
- Working closely with the AV operator to make sure that any videos used in the service have sound.
- Using a simple app on a church tablet to ensure that any microphones get turned on and off at the right times and are the right volume levels.

This role is very simple, and you will receive training and support from a mentor in your first few dates on the rota.



TECH TEAM - LIVE STREAM

Live streaming has become a very important part of what we do at Immanuel as it allows our members who cannot be there to take part in the service and provides a “shop front” to those looking for a church or exploring faith.

This role can seem intimidating but it’s actually very simple and you will be provided with training (via videos or in person) and a mentor to sit with you for your first few times on the rota. This role involves...

- Arriving at Bishop Luffa at 9am to set up the laptop, the video switcher and the two cameras that we use.
- Operating the cameras during the service and switching between them at appropriate points using a button on the video switcher. Again, you’ll be guided as you learn how to do this.
- Replying to messages and comments on the YouTube video. This will sometimes be just a friendly “Good Morning” or the answer to a question (which you can ask the team working with you to help with).
- Packing the equipment away after the service.



TECH TEAM - AV LAPTOP

Coordinating the audio and visual components of a service is a key role, but very simple. We use a programme called ProPresenter to broadcast any videos, pictures, words or music to both the screen in the hall and to the live stream. This role involves...

- Arriving at Bishop Luffa at 9am to set up the presentation laptop and plug it into the projector in the hall.
- Everything needed for the service will already have been loaded on to the laptop and so all that's needed is to click through the different slides as they are needed during the service.

Training will be provided for you, as well as a mentor to sit with you during your first few times on the rota.



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READINGS + PRAYERS

Readings and prayers are of course key parts of our services at Immanuel.

- Readings will be sent to you before the service. If you'd like to practise with the microphone before the service, please contact Paul Dickson in advance of the Sunday to arrange that.
- As for prayers, we would ask that you pray for guidance and compose your own prayers during the week. You can take a lead from others by looking at previous YouTube services. You'll find people doing prayers have different styles and content and you can bring your own ideas into them.
- Prayers should be kept short, 3 minutes in length.
- We would ask both readers and pray-ers to arrive at Bishop Luffa at 10.15am to make sure that you are there in time for the service and to talk to the service leader about when to come up and where to stand during your reading or prayers.



PRAYER TEAM

We offer prayer ministry after our services to stand with people in their situations, pray for healing and speak prophetically into each other's lives.

Training for this is provided on a regular basis. If you are interested in joining this team then please contact Paul Collins or Grant Pollock.