

# **Volunteer Handbook**

OneLife Church

## Volunteer Culture

There are many qualities about our volunteers that help create our culture at OneLife (see The Gauge for many of them). However, the one overarching quality that guides our decisions and actions as volunteers is the desire to make disciples. If you have had previous experiences in church, you may have heard the term “disciple” before, but it may not mean what you think it does. Making disciples is not a class we send people to or something we want people to read. It is how we want our volunteers to live.

In Matthew 28:19 when Jesus says “Go and make disciples,” it is actually better translated “As you are going, make disciples.” So as we are going about on Sundays serving in our different areas, we focus on making disciples. We look for those who are hurting, looking for hope, or simply seeking answers. They may come from all different ages and all different backgrounds but they all have their need for Jesus in common. We look for them and care for them by listening to them and sharing with them. Some may even be other volunteers that we get to know and minister to as we serve beside them. Either way, making disciples is our top priority at OneLife Church.

### **Excellence**

Another common theme at OneLife is excellence. This means that everything we do is done to the best of our abilities. We believe God uses our excellence to reach people who may otherwise be uninterested in church. This can show itself in how we do our production, how we park cars, how we greet people, how we check in kids, and how we minister to others. In everything we do, we want to do it well!

### **Valuing Rest**

When you commit to volunteering, we will ask you how many Sundays per month that you are willing to commit. We do this because we value rest and want you to stay excited about serving, not getting burnt out! Because of that, the most we will ever ask any volunteer to serve is three Sundays a month, though many are only twice each month. We are committed to honoring your time commitment and want to make sure you have plenty of time to rest.

### **Commitment**

Volunteering is something we invite everyone to do, whether it is once a month, three times a month, or throughout the week. Because scheduling over 150 volunteers takes a lot of planning, we ask you to commit to a certain number of service opportunities each month. If you have to miss one of your scheduled days, we will simply schedule you for another Sunday that month, or resume your volunteering on your next committed day.

If you ever want to change your level of commitment, your volunteer position, or even your volunteer team, it's simple! You can email [volunteer@onelifeknox.com](mailto:volunteer@onelifeknox.com) and let us know what'd you'd like to change.

## V.I.P.

V.I.P. (Vision. Information. Prayer.) is a very important time before the service starts for all volunteers. It's important for you to be with your team and build relationships, to hear from your team leader about the big-picture vision of OneLife, to pray together, and to get important information for the day.

Being a part of a team is an important relational part of volunteering. There is nothing greater than knowing you are not doing something alone. This is why everyone who chooses to volunteer at OneLife is placed on a team of other volunteers who they can relate to. By meeting for V.I.P. and being on a team, you can build these relationships with other OneLifers.

The vision of OneLife is extremely important. It's a constant reminder of why we do what we do. Sometimes it will come through a motivational survey we were sent, a cool story or testimony, or maybe an inspirational lesson. Vision allows us to see where we are and more importantly where we are going.

We should never underestimate the value and power of praying together. When we come together in V.I.P., we unify and pray for God to do amazing things in the hearts of the people that come to OneLife each Sunday.

Lastly, there is very important information given each and every Sunday about specific details for the day, upcoming events, training, and things that can help us reach more people. We don't want you to miss the boat on any of this because it's better when everyone's on board!

V.I.P. has become an integral part of our volunteer culture at OneLife and we know it'll be a time each Sunday you'll look forward to.

## Dress Code

As a volunteer at OneLife, we don't enforce an overly strict dress code. We simply ask that you wear your volunteer shirt and name tag that will be given to you. This is for several reasons. First, it helps unify us to guests. Secondly, it makes it easy for a guest to find someone who can help them - if someone is lost or needs someone to talk to, they know exactly who they can ask. Lastly, it acts as a security measure for us to know who should or shouldn't be in certain areas.

Aside from wearing your OneLife or OneLife Kidz shirt, we simply ask that our volunteers dress modestly. Whether you're on stage, behind the scenes, in the lobby, or in OneLife Kidz, remember that our goal is making disciples – and the last thing we want to do is cause a distraction or stumbling block for anyone.

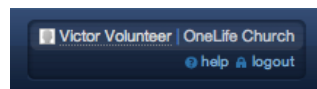
## Planning Center

Planning Center ([planningcenteronline.com](http://planningcenteronline.com)) is a system that OneLife uses to coordinate everything that happens on Sunday mornings. It helps us communicate responsibilities and schedules with all volunteers along with service planning and worship resources for the band and production teams. Since any single Sunday morning requires over 100 volunteers, we ask everyone to use this system to keep things consistent. Planning Center is very easy to use and most of the basic features are explained below. If you have any questions email [volunteer@onelifeknox.com](mailto:volunteer@onelifeknox.com).

### **Account Setup**

When you become a volunteer, you will be added to Planning Center and will receive a welcome email with your password. We encourage you to change this password to something you can easily remember.

Simply click on your name in the top right corner of the page as seen here:




### **Password Change**


Then click the Change Password button in your profile by your picture located here:



Personal Information

 **Victor Volunteer**

 Last update 23 minutes ago  
 Last login less than a minute ago

 [Change Password](#)

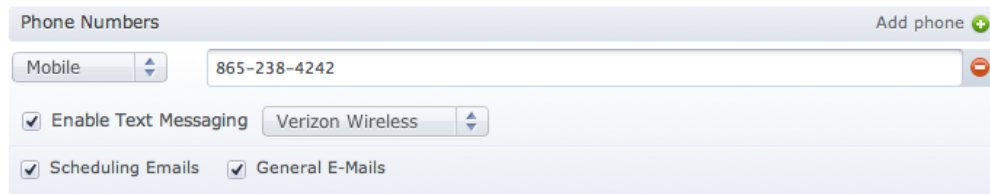
First name

Last name

## **Scheduling**

Whenever you are scheduled to volunteer you will receive an email that will allow you to accept or decline for the position for that particular Sunday. Please take note of which service and what position you are scheduled for. You will be scheduled based on your commitment which we ask from you when you attend Test Drive. If for some reason you need to decline, please list a reason in the reason box so we can care for you - whether you are sick, have a sick family member, or have a serious situation occurring.

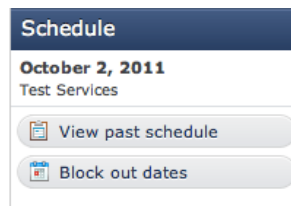
Planning Center has an additional feature for scheduling which allows your volunteer requests to be sent to you through text message. For many people this method is faster and easier than email. To activate this feature on your account, click "Enable Text Messaging" under your account settings as seen here:



The screenshot shows the 'Phone Numbers' section of a user's account settings. It includes a dropdown menu for 'Mobile' with the number '865-238-4242' entered. Below this, there is a checkbox for 'Enable Text Messaging' which is checked, and a dropdown menu for 'Verizon Wireless'. At the bottom, there are two more checkboxes: 'Scheduling Emails' and 'General E-Mails', both of which are also checked.

## **Block Out Dates**

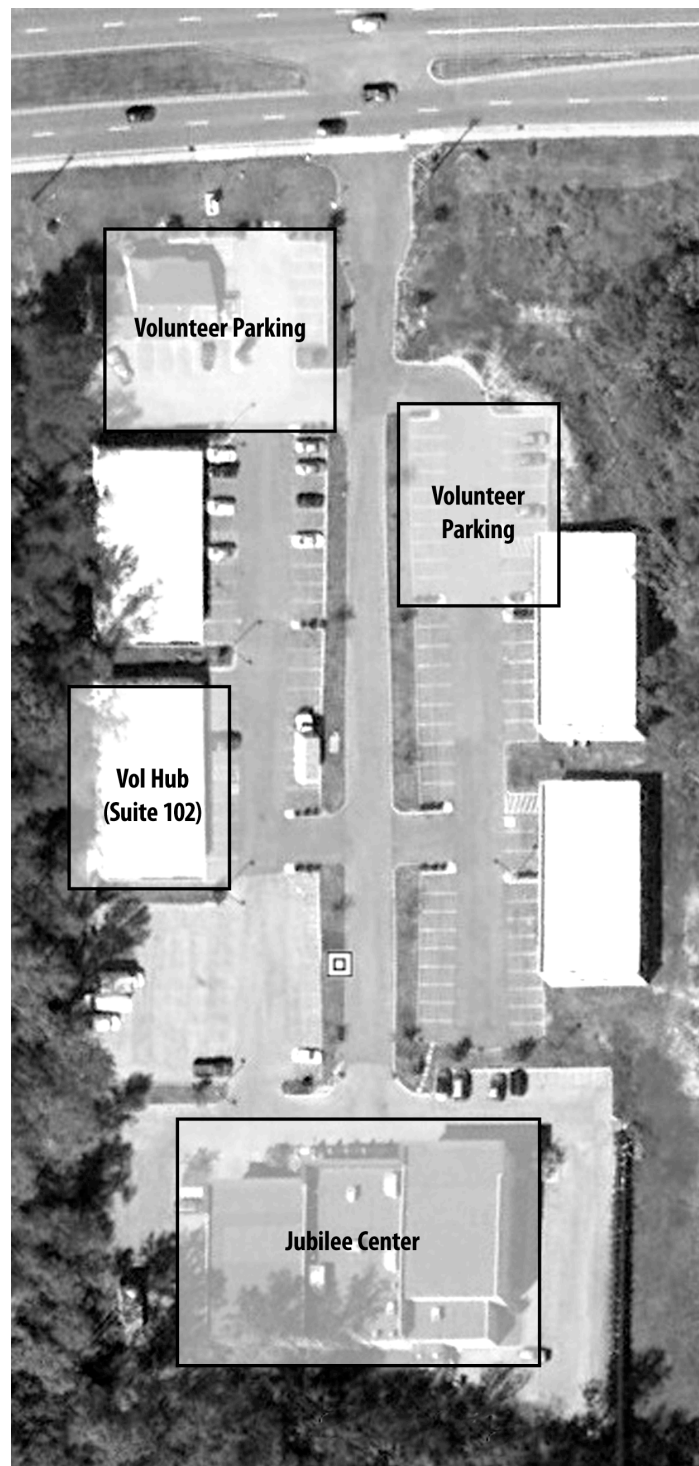
The last Planning Center feature we ask volunteers to use is Block Out Dates. This feature allows you to use the Planning Center calendar to block out future dates that you know you won't be available to volunteer. This feature is located on the left side of Planning Center's home screen under the Calendar as shown here:



The screenshot shows the 'Schedule' sidebar in the Planning Center app. It displays the date 'October 2, 2011' and the service 'Test Services'. Below this, there are two buttons: 'View past schedule' and 'Block out dates'.

Please let us know if you have any questions about Planning Center at [volunteer@onelifeknox.com](mailto:volunteer@onelifeknox.com).

## Map of The Jubilee Center



## The Gauge

### **1. We Are Sold Out To The Vision**

Jesus sacrificed everything for me, including his life. As a response, I will be sold out to his bride – The Church – and trust its leadership to be fully following the leadership of the Holy Spirit to see the vision God has give come true!

### **2. We Are On Mission To Reproduce**

Jesus gave us a simple mission: reproduce! Just like all healthy organisms reproduce, healthy Christians reproduce baby Christians and healthy churches reproduce baby churches. We will not become stagnant.

### **3. We Keep It Real**

Too many lives are ruined by people who never get real. Life is too painful and eternity is too serious for us to allow this in the church. For this reason, we will do everything in our power to prevent people from falling through the cracks by “playing church.”

### **4. We Are Laser Focused And Fiercely Intentional**

Simplicity is our mojo. We focus on Sunday mornings and OneLife Communities. This allows us to do fewer things very well, increasing our ability to connect with those who are far from God.

# **First Impressions Team**

Volunteer Descriptions

## Auditorium Doors

First, thank you for volunteering at OneLife. Right off the bat, we want you to know that your one life makes a difference! We know that most people who are checking out church for the very first time are nervous - for a million different reasons. Maybe they've tried church before and felt burned. Maybe they don't feel like they are "good enough" to come to church, but they are trying it anyway. For some, they are nervous simply because they don't know where to go. We've learned that if people are hosted well from the time they drive into the parking lot until they leave, they will come back again. The first impressions team helps to relieve stresses and break down barriers so that there are few distractions from meeting Jesus - that is a BIG DEAL!

### **Time Commitment**

#### *First Service Volunteers:*

- |          |  |
|----------|--|
| • 8:00am | Vol Hub opens in Suite 102 - check in here |
| • 8:10am | Setup begins                               |
| • 8:50am | VIP in the Next Steps area                 |
| • 9:30am | First service begins                       |

#### *Second Service Volunteers:*

- |           |   |
|-----------|---|
| • 10:15am | VIP at Vol Hub in Suite 102               |
| • 11:00am | Second service begins                     |
| • 12:05pm | Tear down - directly after second service |

### **Volunteer Description**

Here's exactly what you'll need to know:

- Be vigilant about welcoming everyone who comes through your doors! Saying "Good morning, welcome to OneLife" helps break down the stigma for most that "big church" doesn't feel personal.
- Be in a great mood! Don't be afraid to SMILE as people approach the auditorium.
- Offer a OneLife handout to each person as they enter.
- Hold the doors open through the first song.
- Please close the door during the welcome (generally after the opening song) to minimize distraction from noise outside the auditorium; but, please stay at the door and open it as needed until 10 minutes after the service starts.
- Please make sure you are in place directly after VIP until 10 minutes after the service has begun.
- Please return to the doors during the closing song and use empty OneLife buckets to collect connection cards while people are exiting.
- **First Service Volunteers:** After the service, once the auditorium is clear of people, please close the doors so that the volunteers inside can reset the auditorium for another service. You'll be relieved by second service volunteers no later than 10:45 a.m.
- **During the message:** if anyone must exit the auditorium during the service, please ask them return to the overflow seating, located in the Next Steps area just outside the auditorium
- Pray for those who have entered the auditorium. They are about to be presented with the Gospel! It is awesome that our first time guests and our regular OneLifers are being prayed for by the entire volunteer team! You're not just holding a door to the auditorium; for many, you're holding the doors into eternity!



## Auditorium Host

First, thank you for volunteering at OneLife. Right off the bat, we want you to know that your one life makes a difference! We know that most people who are checking out church for the very first time are nervous - for a million different reasons. Maybe they've tried church before and felt burned. Maybe they don't feel like they are "good enough" to come to church, but they are trying it anyway. For some, they are nervous simply because they don't know where to go. We've learned that if people are hosted well from the time they drive into the parking lot until they leave, they will come back again. The first impressions team helps to relieve stresses and break down barriers so that there are few distractions from meeting Jesus - that is a BIG DEAL!

### Time Commitment

#### *First Service Volunteers:*

- |          |  |
|----------|--|
| • 8:00am | Vol Hub opens in Suite 102 - check in here |
| • 8:10am | Setup begins                               |
| • 8:50am | VIP in the Next Steps area                 |
| • 9:30am | First service begins                       |

#### *Second Service Volunteers:*

- |           |   |
|-----------|---|
| • 10:15am | VIP at Vol Hub in Suite 102               |
| • 11:00am | Second service begins                     |
| • 12:05pm | Tear down - directly after second service |

### Volunteer Description

Here's exactly what you'll need to know:

- Always engage people as soon as possible in the process. Meet them half way and welcome them to OneLife!
- Offer to help them find a seat, and find out how many people are with them. There might be a mother or grandmother or grandfather that is lingering behind or at OneLife Kidz check-in.
- Offer to escort people to their seats. This ensures that you never give bad directions or they are never confused about where you told them to go!
- Try to learn a few names each week. Ask how their week has gone. Show that you're listening and that you care.
- **During the service:** be vigilant about watching for people who may need assistance. Its sometimes embarrassing if you're not sure where to go, especially in the dark. No one at OneLife should ever have to worry about this.
- **First Service Volunteers:** Please remain in the auditorium once the service is over for anyone who might need someone to pray with. Also, help us pick up trash and reset the auditorium for second service. Second Service volunteers will be in to relieve you shortly.
- **Second Service Volunteers:** Please remain in the auditorium once the service is over for anyone who might need someone to pray with. After the room is clear, please help us tear down chairs and stanchions.
- Help minimize distraction. If a child becomes upset, offer to help the parents out to the overflow area or to OneLife Kidz. There is an overflow room available for parents with children to watch the rest of the service located in the Next Steps area.
- Pray for those you've met throughout the morning. They are about to be presented with the Gospel! It is awesome that our first time guests and our regular OneLifers are being prayed for by the entire volunteer team! You're not just holding a door to the auditorium; for many, you're holding the doors into eternity!

## First Time Guest Host

First, thank you for volunteering at OneLife. Right off the bat, we want you to know that your one life makes a huge difference! We know that most people who are checking out church for the very first time are nervous - for a million different reasons. Maybe they've tried church before and got burned. Maybe they don't feel like they are "good enough" to come to church, but they are trying it anyway. For some, they are nervous simply because they don't know where to go. We've learned that if people are hosted well from the time they drive into the parking lot until they leave, they will come back again. The first impressions team helps to relieve stresses and break down barriers so that there are few distractions from meeting Jesus - that is a BIG DEAL!

### Time Commitment

#### *First Service Volunteers:*

- |          |  |
|----------|--|
| • 8:00am | Vol Hub opens in Suite 102 - check in here |
| • 8:10am | Setup begins                               |
| • 8:50am | VIP in the Next Steps area                 |
| • 9:30am | First service begins                       |

#### *Second Service Volunteers:*

- |           |   |
|-----------|---|
| • 10:15am | VIP at Vol Hub in Suite 102               |
| • 11:00am | Second service begins                     |
| • 12:05pm | Tear down - directly after second service |

### Volunteer Description

Here's exactly what you'll need to know:

- Be vigilant about searching for people who are first time guests.
- Make the first move! Introduce yourself and ask if they have been to OneLife before or if this is their first time here.
- Offer to escort them to Kidz Check-In, the restroom, the auditorium or wherever else they may need to go.
- If a guest has a question, don't just "send" them to the Next Steps Table or to a staff member, *take* them there and make an introduction. This helps alleviate the stress of initiating a new conversation with a stranger during their first two minutes at OneLife. It is also very professional.
- Even though most people tend to have trouble remembering names, *try your best*. Remember, you'll get better at it with practice. Remembering a name communicates to our second time guests that we truly care about them – and we are in the business of caring about the people in this city!
- **If you are a 1<sup>st</sup> service volunteer:** Please return to your place during the closing song to thank people for coming. Invite them back next week! You'll serve alongside second service volunteers until 10:45 a.m.
- **If you're a 2<sup>nd</sup> service volunteer:** Please return to your spots during the closing song so that you can answer questions, say goodbye and invite people back next week. Please stick around for a few minutes after the service to help tear down.
- Pray for those you've met while hosting! They are about to enter a service where they will be presented with the gospel! How awesome is it that our first time guests are being prayed for – by name – by their host! You're not just hosting people at OneLife, you're hosting them all the way into eternity when you pray!

## Lobby Door Host

First, thank you for volunteering at OneLife. Right off the bat, we want you to know that your one life makes a difference! We know that most people who are checking out church for the very first time are nervous - for a million different reasons. Maybe they've tried church before and felt burned. Maybe they don't feel like they are "good enough" to come to church, but they are trying it anyway. For some, they are nervous simply because they don't know where to go. We've learned that if people are hosted well from the time they drive into the parking lot until they leave, they will come back again. The first impressions team helps to relieve stresses and break down barriers so that there are few distractions from meeting Jesus - that is a BIG DEAL!

### Time Commitment

#### *First Service Volunteers:*

- |          |  |
|----------|--|
| • 8:00am | Vol Hub opens in Suite 102 - check in here |
| • 8:10am | Setup begins                               |
| • 8:50am | VIP in the Next Steps area                 |
| • 9:30am | First service begins                       |

#### *Second Service Volunteers:*

- |           |   |
|-----------|---|
| • 10:15am | VIP at Vol Hub in Suite 102               |
| • 11:00am | Second service begins                     |
| • 12:05pm | Tear down - directly after second service |

### Volunteer Description

Here's exactly what you'll need to know:

- Smile and shake hands if appropriate. Say "Welcome to OneLife, we're so glad you're here this morning," or something to this effect.
- Try to learn a few names each week. Ask how their week has gone. Show that you're listening and that you care.
- If a guest has a question, don't just "point" them to the Next Steps Table or to a staff member, *take* them to one of our lobby hosts and make an introduction. This helps alleviate the stress of initiating a new conversation with a stranger during their first two minutes at OneLife. It is also very professional. The lobby greeters will take it from there.
- Pray for those who have come in! They are about to enter a service where they will be presented with the gospel! How awesome is it that our first time guests are being prayed for! You're not just holding a door to a building, you're holding the door into God's Kingdom! That's HUGE!
- Please make sure you are in place at the lobby doors directly after VIP until 10 minutes after the service has begun.
- **If you're a 1<sup>st</sup> service volunteer:** Please return to your place during the closing song to thank people for coming. Invite them back next week! You'll serve alongside second service volunteers until 10:45 a.m.
- **If you're a 2<sup>nd</sup> service volunteer:** Please return to your place during the closing song so that you can answer questions, say goodbye and invite people back next week. Please stick around for a few minutes after the service to help tear down.

## Next Steps Host

First, thank you for volunteering at OneLife. Right off the bat, we want you to know that your one life makes a difference! We know that most people who are checking out church for the very first time are nervous - for a million different reasons. Maybe they've tried church before and felt burned. Maybe they don't feel like they are "good enough" to come to church, but they are trying it anyway. For some, they are nervous simply because they don't know where to go. We've learned that if people are hosted well from the time they drive into the parking lot until they leave, they will come back again. The first impressions team helps to relieve stresses and break down barriers so that there are few distractions from meeting Jesus - that is a BIG DEAL!

### Time Commitment

#### *First Service Volunteers:*

- |          |  |
|----------|--|
| • 8:00am | Vol Hub opens in Suite 102 - check in here |
| • 8:10am | Setup begins                               |
| • 8:50am | VIP in the Next Steps area                 |
| • 9:30am | First service begins                       |

#### *Second Service Volunteers:*

- |           |   |
|-----------|---|
| • 10:15am | VIP at Vol Hub in Suite 102               |
| • 11:00am | Second service begins                     |
| • 12:05pm | Tear down - directly after second service |

### Volunteer Description

Here's exactly what you'll need to know:

- The next steps area is the place that we encourage people to go if they need assistance taking a number of next steps:
  - New Believers – I prayed that prayer
  - I want to get involved in a community
  - I want to get involved on a volunteer team
  - I want to know more about student ministry
- Be ready to listen. Some people may come to the next steps area because they decided to follow Jesus. There is always a story that goes along with it. Be interested in their story and offer to pray with them.
- Assist people with information about communities, volunteering and student ministry.
- Try to learn a few names each week. Ask how their week has gone. Show that you're listening and that you care.
- Please return to the Next Steps area **during the closing song** in order to be ready when the service dismisses.
- **If you're a 1<sup>st</sup> service volunteer**, please remain at the next steps area until 10:45 a.m.
- **If you're a 2<sup>nd</sup> service volunteer**, please remain at the next steps table until tear down begins. Once tear down begins, please help tear down the next steps area.

## Traffic Director

First, thank you for volunteering at OneLife. Right off the bat, we want you to know that your one life makes a difference! We know that most people who are checking out church for the very first time are nervous - for a million different reasons. Maybe they've tried church before and felt burned. Maybe they don't feel like they are "good enough" to come to church, but they are trying it anyway. For some, they are nervous simply because they don't know where to go. We've learned that if people are hosted well from the time they drive into the parking lot until they leave, they will come back again. The first impressions team helps to relieve stresses and break down barriers so that there are few distractions from meeting Jesus - that is a BIG DEAL!

### Time Commitment

#### *First Service Volunteers:*

- |          |  |
|----------|--|
| • 8:00am | Vol Hub opens in Suite 102 - check in here |
| • 8:10am | Setup begins                               |
| • 8:50am | VIP in the Next Steps area                 |
| • 9:30am | First service begins                       |

#### *Second Service Volunteers:*

- |           |   |
|-----------|---|
| • 10:15am | VIP at Vol Hub in Suite 102               |
| • 11:00am | Second service begins                     |
| • 12:05pm | Tear down - directly after second service |

### Volunteer Description

Here's exactly what you'll need to know:

- Always wave and smile at the people in each vehicle that enters.
- When directing traffic, make purposeful, clear gestures so that people are confident about which direction to drive.
- If you are directing people into parking places, please point them to their spot in enough time for them to maneuver safely into their spot.
- As people exit their vehicles and walk toward the front door, please smile and welcome them to OneLife. Maybe even introduce yourself to those who appear to be first time guests and offer to answer any questions.
- Anticipate needs: assist any elderly or handicapped people, **build excitement by making comments to people with kids about how awesome OneLife Kidz will be**, help people find the entrance to the building.
- Please make sure you are in place directly after VIP until 10 minutes after the service has begun.
- **If you're a first service volunteer**, please return to your place to say/wave goodbye to the first service crowd. Help direct traffic toward the exit safely. You should be relieved by second service volunteers no later than 10:45 a.m.
- **If you're a second service volunteer**, please return to your place to say/wave goodbye to the second service crowd. Help direct traffic toward the exit safely. Then, help each other tear down the parking lot signs/cones/etc.

## Vol Hub

First, thank you for volunteering at OneLife. Right off the bat, we want you to know that your one life makes a huge difference! We know that most people who are checking out church for the very first time are nervous - for a million different reasons. Maybe they've tried church before and got burned. Maybe they don't feel like they are "good enough" to come to church, but they are trying it anyway. For some, they are nervous simply because they don't know where to go. We've learned that if people are hosted well from the time they drive into the parking lot until they leave, they will come back again. The first impressions team helps to relieve stresses and break down barriers so that there are few distractions from meeting Jesus - that is a BIG DEAL!

### **Time Commitment**

#### *First Service Volunteers:*

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• 8:00am</li><li>• 8:50am</li><li>• 9:30am</li></ul> | <p>Vol Hub opens in Suite 102 - check in here<br/>VIP in the Next Steps area at The Jubilee Center<br/>First service begins</p> |
|--|---|

#### *Second Service Volunteers:*

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• 10:00am</li><li>• 10:15am</li><li>• 10:45am</li><li>• 11:00am</li></ul> | <p>Vol Hub opens in Suite 102<br/>VIP at Vol Hub in Suite 102<br/>Vol Hub closes – tear down Vol Hub<br/>Second service begins</p> |
|---|--|

### **Volunteer Description**

Here's exactly what you'll need to know:

- This vol helps all other volunteers feel cared for. You'll learn people's names and begin to learn their stories. This is a great position for meeting lots of new people and caring for them.
- Help each volunteer find the correct name tag and check them in.
- You'll be the first point of contact for a first time volunteer. Not only will you help them find the right name tag, you'll help them know exactly where to go and who to talk to next.
- You may also help organize hospitality at the Vol Hub: making coffee, setting out bagels, setting up a toaster, etc.
- If you're a second service Vol Hub Volunteer, you'll help close up and clean up the hospitality portion of Vol Hub.

# **OneLife Kidz Team**

Volunteer Descriptions

## Elementary Assistant

The Elementary Area is designed to equip children to move forward in their relationship with God through large group activities and worship and small group activities and discussion.

### **Time Commitment**

#### *First Service Volunteers:*

- |           |  |
|-----------|--|
| • 8:00am  | Vol Hub opens in Suite 102 - check in here |
| • 8:05am  | Setup begins                               |
| • 8:50am  | VIP in the Jubilee Gym                     |
| • 9:10am  | Begin serving in your area                 |
| • 11:00am | Attend second service                      |

#### *Second Service Volunteers:*

- |           |                                      |
|-----------|--------------------------------------|
| • 8:45am  | Check in at the Vol Hub in Suite 102 |
| • 8:50am  | VIP in the Jubilee Gym               |
| • 9:30am  | Attend first service                 |
| • 10:40am | Begin serving in your area           |
| • 12:05pm | Tear down                            |

### **Volunteer Description**

Here's exactly what you'll need to know:

- Elementary Assistants set up or tear down based on which service they are serving. First service volunteers set up and second service volunteers tear down.
- Elementary Assistants assist the Teacher with implementing curriculum, assisting with fun activities or crafts, engaging with the children in worship, bringing energy into the room, and taking children on bathroom breaks
- Engage in activities with the Elementary kids and interact with parents as they arrive to the room and throughout the day.



## Elementary Teacher

The Elementary Area is designed to equip children to move forward in their relationship with God through large group activities and worship and small group activities and discussion.

### **Time Commitment**

#### *First Service Volunteers:*

- |           |  |
|-----------|--|
| • 8:00am  | Vol Hub opens in Suite 102 - check in here |
| • 8:05am  | Setup begins                               |
| • 8:50am  | VIP in the Jubilee Gym                     |
| • 9:10am  | Begin serving in your area                 |
| • 11:00am | Attend second service                      |

#### *Second Service Volunteers:*

- |           |                                      |
|-----------|--------------------------------------|
| • 8:45am  | Check in at the Vol Hub in Suite 102 |
| • 8:50am  | VIP in the Jubilee Gym               |
| • 9:30am  | Attend first service                 |
| • 10:40am | Begin serving in your area           |
| • 12:05pm | Tear down                            |

### **Volunteer Description**

Here's exactly what you'll need to know:

- The first service Teacher sets up the room along with the Elementary Team with enough time to get all volunteers in that room to VIP by 8:50
- The Teacher will always be at the door to greet incoming parents and children into their classroom until 10 minutes into the class while assistants begin the organized activities.
- The Teacher keeps the room on schedule with the curriculum, worship, and bathroom breaks for the day balancing time and priorities of the classroom.
- The Teacher is responsible for all communication with their Team Leader, Service Leader, or OneLife Kidz Director including anything that happens in the room that he would need to be informed of.
- The second service Teacher makes sure the room is torn down according to the OneLife Kidz Tear Down Checklist.

## Infant Assistant

The Infant rooms provides a safe and secure place for parents to leave their infants with our Infant Teachers and Assistants so they can begin to discover God at an early age.

### **Time Commitment**

#### *First Service Volunteers:*

- |           |  |
|-----------|--|
| • 8:00am  | Vol Hub opens in Suite 102 - check in here |
| • 8:05am  | Setup begins                               |
| • 8:50am  | VIP in the Jubilee Gym                     |
| • 9:10am  | Begin serving in your area                 |
| • 11:00am | Attend second service                      |

#### *Second Service Volunteers:*

- |           |                                      |
|-----------|--------------------------------------|
| • 8:45am  | Check in at the Vol Hub in Suite 102 |
| • 8:50am  | VIP in the Jubilee Gym               |
| • 9:30am  | Attend first service                 |
| • 10:40am | Begin serving in your area           |
| • 12:05pm | Tear down                            |

### **Volunteer Description**

Here's exactly what you'll need to know:

- Infant Assistants set up or tear down based on which service they are serving. First service volunteers set up and second service volunteers tear down.
- Infant Assistants assist the Teacher with feed the infants, changing diapers, and helping babies nap during day. Assistants also fill out Infant Activity Forms prior to the end of the service.
- Engage in activities with the Infants and interact with parents as they arrive to the room.

## Infant Teacher

The Infant rooms provides a safe and secure place for parents to leave their infants with our Infant Teachers and Assistants so they can begin to discover God at an early age.

### **Time Commitment**

#### *First Service Volunteers:*

- |           |  |
|-----------|--|
| • 8:00am  | Vol Hub opens in Suite 102 - check in here |
| • 8:05am  | Setup begins                               |
| • 8:50am  | VIP in the Jubilee Gym                     |
| • 9:10am  | Begin serving in your area                 |
| • 11:00am | Attend second service                      |

#### *Second Service Volunteers:*

- |           |                                      |
|-----------|--------------------------------------|
| • 8:45am  | Check in at the Vol Hub in Suite 102 |
| • 8:50am  | VIP in the Jubilee Gym               |
| • 9:30am  | Attend first service                 |
| • 10:40am | Begin serving in your area           |
| • 12:05pm | Tear down                            |

### **Volunteer Description**

Here's exactly what you'll need to know:

- The first service Teacher sets up the room along with the Infant Team with enough time to get all volunteers in that room to VIP by 8:50.
- The Teacher will always be at the door to greet incoming parents and children into their classroom until 10 minutes into the class while Infant Assistants hold and play with the other Infants.
- The Teacher keeps the room on schedule with feedings, diaper changes, and naps for the day balancing time and priorities of the classroom.
- The Teacher is also responsible for making sure the Infant Activity Sheets are filled out for each child prior to the end of a service.
- The Teacher is responsible for all communication with the Infant Team Leader, Service Director, or OneLife Kidz Director including anything that happens in the room that leadership would need to be informed of.
- The second service Teacher makes sure the room is torn down according to the OneLife Kidz Tear Down Checklist.

## OneLife Kidz Check-In

OneLife Kidz Check-in is the entrance to OneLife Kidz. It is designed to be a welcoming, stress-free, and fun first impression to parents and kids.

### **Time Commitment**

#### *First Service Volunteers:*

- |           |  |
|-----------|--|
| • 8:00am  | Vol Hub opens in Suite 102 - check in here |
| • 8:05am  | Setup begins                               |
| • 8:50am  | VIP in the Jubilee Gym                     |
| • 9:10am  | Begin serving in your area                 |
| • 11:00am | Attend second service                      |

#### *Second Service Volunteers:*

- |           |                                      |
|-----------|--------------------------------------|
| • 8:45am  | Check in at the Vol Hub in Suite 102 |
| • 8:50am  | VIP in the Jubilee Gym               |
| • 9:30am  | Attend first service                 |
| • 10:40am | Begin serving in your area           |
| • 12:05pm | Tear down                            |

### **Volunteer Description**

Here's exactly what you'll need to know:

- First Service Check-In volunteers set up check-in and check to see that the system is fully operational.
- First Service Check-in Volunteers are asked to go ahead and print off tags for all OneLife volunteers with kids before VIP at 8:50.
- All Check-in volunteers will attend VIP at 8:50 or 10:20, depending on which service they serve in. First service Check-In volunteers attend 8:50 and second service Check-In volunteers attend 10:20.
- Two volunteers manage the check-in computers for guests who have previously attended OneLife Kidz and one volunteer manages a separate table and computer for First Time Guests.
- Greet all kids and parents as they arrive with a smile putting an intentional focus on exciting the child about their visit while assuring the parents about their stay.

## OneLife Kidz Greeter

OneLife Kidz Check-in is the entrance to OneLife Kidz. It is designed to be a welcoming, stress-free, and fun first impression to parents and kids.

### **Time Commitment**

#### *First Service Volunteers:*

- |           |  |
|-----------|--|
| • 8:00am  | Vol Hub opens in Suite 102 - check in here |
| • 8:05am  | Setup begins                               |
| • 8:50am  | VIP in the Jubilee Gym                     |
| • 9:10am  | Begin serving in your area                 |
| • 11:00am | Attend second service                      |

#### *Second Service Volunteers:*

- |           |                                      |
|-----------|--------------------------------------|
| • 8:45am  | Check in at the Vol Hub in Suite 102 |
| • 8:50am  | VIP in the Jubilee Gym               |
| • 9:30am  | Attend first service                 |
| • 10:40am | Begin serving in your area           |
| • 12:05pm | Tear down                            |

### **Volunteer Description**

Here's exactly what you'll need to know:

- First service Kidz Greeters help set up check-in and any other areas that need assistance in set up. Second service Kidz greeters are also asked to help tear down.
- First service Kidz Greeters attend VIP at 8:50 and second service Kidz Greeters attend 10:20.
- Kidz Greeters primary focus is to engage kids with enthusiasm and kindness as they approach check-in and get them excited about their time in OneLife Kidz.
- Kidz Greeters also help parents find all of their classrooms for their children while helping the parents feel assured of the safety of their child.

## Preschool Assistant

The Preschool Room is a safe and secure place for parents to leave preschoolers to explore a relationship with God in a fun and active way with other preschoolers.

### **Time Commitment**

#### *First Service Volunteers:*

- |           |  |
|-----------|--|
| • 8:00am  | Vol Hub opens in Suite 102 - check in here |
| • 8:05am  | Setup begins                               |
| • 8:50am  | VIP in the Jubilee Gym                     |
| • 9:10am  | Begin serving in your area                 |
| • 11:00am | Attend second service                      |

#### *Second Service Volunteers:*

- |           |                                      |
|-----------|--------------------------------------|
| • 8:45am  | Check in at the Vol Hub in Suite 102 |
| • 8:50am  | VIP in the Jubilee Gym               |
| • 9:30am  | Attend first service                 |
| • 10:40am | Begin serving in your area           |
| • 12:05pm | Tear down                            |

### **Volunteer Description**

Here's exactly what you'll need to know:

- Preschool Assistants set up or tear down based on which service they are serving. First service volunteers set up and second service volunteers tear down.
- Preschool Assistants assist the Teacher with implementing the curriculum, engaging with kids in worship, handling bathroom runs, and giving out snacks for snack time for the day.
- Be energetic, engage in the activities, and interact with the preschoolers and parents as they arrive and also throughout the day.

## Preschool Teacher

The Preschool Room is a safe and secure place for parents to leave preschoolers to explore a relationship with God in a fun and active way with other preschoolers.

### **Time Commitment**

#### *First Service Volunteers:*

- |           |  |
|-----------|--|
| • 8:00am  | Vol Hub opens in Suite 102 - check in here |
| • 8:05am  | Setup begins                               |
| • 8:50am  | VIP in the Jubilee Gym                     |
| • 9:10am  | Begin serving in your area                 |
| • 11:00am | Attend second service                      |

#### *Second Service Volunteers:*

- |           |                                      |
|-----------|--------------------------------------|
| • 8:45am  | Check in at the Vol Hub in Suite 102 |
| • 8:50am  | VIP in the Jubilee Gym               |
| • 9:30am  | Attend first service                 |
| • 10:40am | Begin serving in your area           |
| • 12:05pm | Tear down                            |

### **Volunteer Description**

Here's exactly what you'll need to know:

- The first service teacher sets up the room along with the Preschool Team with enough time to get all volunteers in that room to VIP by 8:50.
- The teacher will always be at the door to greet incoming parents and children into their classroom until 10 minutes into the class while Assistants begin organized activities or crafts.
- The teacher keeps the room on schedule with the curriculum, worship, and snack time for the day balancing time and priorities of the classroom.
- The Teacher is responsible for all communication with their Team Leader, Service Director, or OneLife Kidz Director. including anything that happens in the room that he would need to be informed of.
- The second service Teacher makes sure the room is torn down according to the OneLife Kidz Tear Down Checklist.

## Round 2 Volunteers

Round 2 is a fun and stress free place for preschool and elementary age kids of volunteers to be able to enjoy free time which includes snacks and drinks along with games and/or movies.

### **Time Commitment**

- |           |                                      |
|-----------|--------------------------------------|
| • 8:45am  | Check in at the Vol Hub in Suite 102 |
| • 8:50am  | VIP in the Jubilee Gym               |
| • 9:30am  | Attend first service                 |
| • 10:40am | Begin serving in your area           |
| • 12:05pm | Tear down                            |

### **Volunteer Description**

Here's exactly what you'll need to know:

- Round 2 volunteers will only serve second service and tear down their room after.
- Round 2 volunteers receive kids and engage in conversation with them as they are entering the classroom.
- Round 2 volunteers will facilitate either a movie, games, or another activity. However, Round 2 attendees are allowed to engage in separate activities as long as it does not disrupt the entire room such as playing on a mobile device or napping.
- Round 2 volunteers will check kids out of the rooms using our check out system.



## Toddler Assistant

The Toddler Room is a safe and secure place for parents to leave their toddlers to discover and learn about God in a fun and active way.

### **Time Commitment**

#### *First Service Volunteers:*

- |           |  |
|-----------|--|
| • 8:00am  | Vol Hub opens in Suite 102 - check in here |
| • 8:05am  | Setup begins                               |
| • 8:50am  | VIP in the Jubilee Gym                     |
| • 9:10am  | Begin serving in your area                 |
| • 11:00am | Attend second service                      |

#### *Second Service Volunteers:*

- |           |                                      |
|-----------|--------------------------------------|
| • 8:45am  | Check in at the Vol Hub in Suite 102 |
| • 8:50am  | VIP in the Jubilee Gym               |
| • 9:30am  | Attend first service                 |
| • 10:40am | Begin serving in your area           |
| • 12:05pm | Tear down                            |

### **Volunteer Description**

Here's exactly what you'll need to know:

- Toddler Assistants set up or tear down based on which service they are serving. First service volunteers set up and second service volunteers tear down.
- Toddler Assistants assist the teacher with implementing the curriculum, handing out snacks during snack time, and changing diapers for the day.
- Engage in the lesson and activities with the toddlers and interact with parents as they arrive to the room.

## Toddler Teacher

The Toddler Room is a safe and secure place for parents to leave their toddlers to discover and learn about God in a fun and active way.

### **Time Commitment**

#### *First Service Volunteers:*

- |           |  |
|-----------|--|
| • 8:00am  | Vol Hub opens in Suite 102 - check in here |
| • 8:05am  | Setup begins                               |
| • 8:50am  | VIP in the Jubilee Gym                     |
| • 9:10am  | Begin serving in your area                 |
| • 11:00am | Attend second service                      |

#### *Second Service Volunteers:*

- |           |                                      |
|-----------|--------------------------------------|
| • 8:45am  | Check in at the Vol Hub in Suite 102 |
| • 8:50am  | VIP in the Jubilee Gym               |
| • 9:30am  | Attend first service                 |
| • 10:40am | Begin serving in your area           |
| • 12:05pm | Tear down                            |

### **Volunteer Description**

Here's exactly what you'll need to know:

- The first service teacher sets up the room along with the Toddler Team with enough time to get all volunteers in that room to VIP by 8:50.
- The teacher will always be at the door to greet incoming parents and children into their classroom until 10 minutes into the class while assistants begin organized activities or crafts.
- The teacher keeps the room on schedule with the curriculum, snack time, and diaper changes for the day balancing time and priorities of the classroom.
- The teacher is responsible for all communication with their Team Leader, Service Leader, or OneLife Kidz Director including anything that happens in the room that they would need to be informed of.
- The second service teacher makes sure the room is torn down according to the OneLife Kidz Tear Down Checklist.

# **Production Team**

Volunteer Descriptions

## Assistant Audio Tech

The Assistant Audio Tech plays a very important role on the production team. In this position you get to go behind the scenes and serve as a link between the band, the audio engineer, and the people who show up to worship on Sunday. From troubleshooting audio problems, to monitoring the sound quality and volume levels, to assisting band members, to setup and tear down – you play a vital role in maintaining an environment of authentic worship so that people can grow closer to God through our services on Sunday.

### Time Commitment

- |           |                                 |
|-----------|---------------------------------|
| • 7:00am  | Arrive for auditorium setup     |
| • 8:05am  | Band/Tech meeting in auditorium |
| • 8:15am  | Run-through service begins      |
| • 9:10am  | V.I.P.                          |
| • 9:30am  | First service begins            |
| • 11:00am | Second service begins           |
| • 12:05pm | Auditorium tear down            |
| • 1:00pm  | Tear down finished, go home!    |

### Volunteer Description

Here's exactly what you need to know:

- Arrive on time and assist with auditorium setup.
- Check all wireless packs for battery life before sound check, and before each service. If the battery indicator is in the warning state or at 1 bar replace the batteries.
- Set Aviom mixes for the band during the run-through (if needed).
- Check/replace bad cables as needed.
- Deliver Pastor Rodney's (or guest speaker's) wireless pack and microphone and assist in adjusting it if necessary. Always replace the batteries if the meter reads 1 bar.
- Monitor the decibel levels during each song. Set the decibel meter to A-weight Slow at a range of 80-110. Record the average levels of the verse, chorus, and list the highest peak for each song into the decibel log. If the decibel levels exceed 97 for longer than 5 seconds alert the audio engineer. A typical song should **average** between 88-92 in lighter sections and 92-96 during heavier sections (do not be alarmed with peaks or dips). However, if the average is lower or higher than these standards, inform the Audio Engineer (who will adjust at his/her discretion). Decibel levels are very important to the overall worship experience at OneLife Church. When the volume is higher than the standards above it might be uncomfortable and distracting for people engaged in worship. If the volume is too low it might encourage a lack of engagement. Your effort in maintaining these standards is crucial for helping people engage their hearts with God during the worship experience.  
**\*NOTE:** From time to time attenders of the service may complain to you or the Audio Engineer directly about the volume being too loud or (very rarely) not loud enough. If this ever occurs, please avoid engaging in any debates or negative conversation about volume levels. Simply say the following: "We follow very strict guidelines for our volume levels that encourage engagement in worship but are still very safe. We monitor these levels in every song. However, if you would like to pass along any thoughts regarding the volume levels of the service please email [mail@onelifeknox.com](mailto:mail@onelifeknox.com)."
- Pay attention to the musicians on stage during each service and be ready to run on or back stage to assist in any emergency such as sudden dead batteries, wireless packs coming untaped, cables going bad, etc.
- Be prepared to take over controls of the sound board if the Audio Engineer has to step away for any period of time.
- After the service, ensure that all wireless units are turned off and put back in their designated place.
- Assist in auditorium tear down, staying until the trailer is packed and ready to leave.

## Audio Engineer

The Audio Engineer plays a very important role on the production team. It takes a very high level of commitment, and a finely tuned set of skills, but the payoff in this position is huge! Whether you've been running sound all your life or you're brand new to it, you'll go through a comprehensive training period learning the specifics of how we run sound at OneLife. When you're finished with your training and ready to begin on Sundays, you'll have the opportunity to run the sound board during our services and be a part of creating an unforgettable experience that brings people closer to God through worship.

### **Time Commitment**

- |           |                                 |
|-----------|---------------------------------|
| • 7:00am  | Arrive for auditorium setup     |
| • 8:05am  | Band/Tech meeting in auditorium |
| • 8:15am  | Run-through service begins      |
| • 9:10am  | V.I.P.                          |
| • 9:30am  | First service begins            |
| • 11:00am | Second service begins           |
| • 12:05pm | Auditorium tear down            |
| • 1:00pm  | Tear down finished, go home!    |

### **Volunteer Description**

Here's exactly what you need to know:

- Arrive on time and assist with auditorium setup.
- Ensure that the auditorium sound system and overflow sound system are set up by the designated time for sound check.
- Lead/direct audio setup volunteers and teach/empower all volunteers interested in running sound.
- Delegate any necessary tasks to the Assistant Audio Tech.
- Run a sound check prior to the run-through service.
- Mix FOH during all services and run-through. You are responsible for maintaining a "professional" quality of mix and adhering to appropriate decibel guidelines set by OneLife Church. Coordinate with the Assistant Audio Tech to ensure that these proper decibel levels are being met.  
**\*NOTE:** From time to time attenders of the service may complain to you directly about the volume being too loud or (very rarely) not loud enough. If this ever occurs, please avoid engaging in any debates or negative conversation about volume levels. Simply say the following: "We follow very strict guidelines for our volume levels that encourage engagement in worship but are still very safe. We monitor these levels in every song. However, if you would like to pass along any thoughts regarding the volume levels of the service please email [mail@onelifeknox.com](mailto:mail@onelifeknox.com)."
- Ensure the sound quality of the overflow environment is optimal.
- Make sure the recording mix from the FOH console is set and being sent properly.
- Assist in auditorium tear down, ensuring the sound system is properly torn down and that all sound equipment is put back in the appropriate cases and loaded onto the trailer. Also, make sure that the mic bag and "Maxwell" are taken back to the office so they are available for band rehearsal during the week.

## Camera Operator

As a camera operator you have the opportunity to serve not only several hundred people on a Sunday morning, but an entire world of viewers who tune in to watch OneLife online. The camera you run is displayed live on our screens during the service helping people to see and feel the service more clearly, but it is also broadcast to the web where you get to help people grow closer to God through worship and teaching – even from a computer at home. And since most people view our services online before ever setting foot through the doors on Sunday, you are a HUGE part in providing the first experience someone has of OneLife Church.

### Time Commitment

- |           |                                 |
|-----------|---------------------------------|
| • 7:00am  | Arrive for auditorium setup     |
| • 8:05am  | Band/Tech meeting in auditorium |
| • 8:15am  | Run-through service begins      |
| • 9:10am  | V.I.P.                          |
| • 9:30am  | First service begins            |
| • 11:00am | Second service begins           |
| • 12:05pm | Auditorium tear down            |
| • 1:00pm  | Tear down finished, go home!    |

### Volunteer Description

Here's exactly what you need to know:

- Arrive on time and assist with auditorium setup.
- Check your assigned camera for proper settings before operating.
- Operate your assigned camera, creating shots as instructed by the Producer. Pay VERY close attention to the steadiness of your camera shots. Follow the primary content for the moment and anticipate where the shot needs to go. For instance, if you are filming during the sermon, follow Pastor Rodney or the guest speaker as they move around on stage and steadily keep them centered in the shot. In another instance, if you are filming during the worship set, pay attention to what instrument or vocalist has the lead line. Keep the camera focused on that person during that moment and when the lead line is passed on make a smooth transition to the person that it is passed on to. **Remember:** during live filmings we only get one shot to capture a moment before it has passed. Make it count!
- Wear headphones or in-ear monitors during the service to monitor the camera audio. Make sure the input levels to the camera are set properly and that the xlr jacks are the selected inputs on the camera (not the internal mic). If anything sounds unusual report it to the Audio Engineer or Producer immediately.
- After the "Welcome" press record on the camera and record the remainder of the service to DV tape (this is a precautionary measure in case the computer capture stops working). This is VERY important.
- Rewind each DV tape after each service and ensure they are placed back in the camera bag.
- Assist with auditorium tear down after the last service – staying until the trailer is completely packed.

## Lighting Director

As a lighting director at OneLife, you'll have the opportunity to create an unforgettable experience that can break down walls and bring people face to face with God through worship. If you love to create moments in music, then this position is where you need to be. After your training on our lighting console, you'll get to set moods with lights, whether its an intimate moment in a song, a powerful impact during worship, or an impressive and themed look during the sermon. You'll have a blast serving and leading the worship experience as the lighting director!

### **Time Commitment**

- |           |                                 |
|-----------|---------------------------------|
| • 7:00am  | Arrive for auditorium setup     |
| • 8:05am  | Band/Tech meeting in auditorium |
| • 8:15am  | Run-through service begins      |
| • 9:10am  | V.I.P.                          |
| • 9:30am  | First service begins            |
| • 11:00am | Second service begins           |
| • 12:05pm | Auditorium tear down            |
| • 1:00pm  | Tear down finished, go home!    |

### **Volunteer Description**

Here's exactly what you need to know:

- Arrive on time and assist with auditorium setup.
- Operate the lighting board – provide a professional, “concert quality” lighting show during the worship experience with the goal of providing visibility of the speakers and musicians and evoking emotion with lights and special effects during the worship set. As a general rule, use chases and special lighting effects sparingly. Focus primarily on created a nice “look” and then in appropriate moments of songs use your chases and special lighting effects to create a bigger moment. Also, focus on changing the lighting looks at appropriate moments in the song – the lights should move with the music (when a verse, chorus, bridge, or instrumental section begins). “Big endings” are acceptable but not for every song – always keep it appropriate and remember that your number one goal is to assist in providing a worship experience that will bring someone closer to God in their worship of Him.
- Follow special lighting instructions listed on the tech sheet.
- Program new lighting scenes if needed.
- Troubleshoot lights that stop working or are acting funny.
- Assist with auditorium tear down after the last service – staying until the trailer is completely packed.

# OneLife Kidz Tech

OneLife Kidz is a fun, exciting place where kids – even at an early age – can learn to worship God and grow closer to him. As a OneLife Kidz Tech you'll get to help provide this fun, exciting place! You'll be running lights, sound, motion graphics, and video – and you'll be helping kids learn what it means to worship and grow into a disciple of Jesus.

## **Time Commitment**

### *1<sup>st</sup> Service Volunteer*

- |           |                                       |
|-----------|---------------------------------------|
| • 7:00am  | Arrive for auditorium setup           |
| • 8:05am  | Move to OneLife Kidz production setup |
| • 9:10am  | V.I.P.                                |
| • 9:30am  | Serve in OneLife Kidz (first service) |
| • 11:00am | Attend the second service             |
| • 12:05pm | OneLife Kidz production tear down     |
| • 1:00pm  | Tear down finished, go home!          |

### *2<sup>nd</sup> Service Volunteer*

- |           |  |
|-----------|--|
| • 7:00am  | Arrive for auditorium setup            |
| • 8:05am  | Move to OneLife Kidz production setup  |
| • 9:10am  | V.I.P.                                 |
| • 9:30am  | Attend the first service               |
| • 11:00am | Serve in OneLife Kidz (second service) |
| • 12:05pm | OneLife Kidz production tear down      |
| • 1:00pm  | Tear down finished, go home!           |

## **Volunteer Description**

Here's exactly what you need to know:

- Arrive on time and assist with auditorium setup.
- Move to the kids' area and assist with the OneLife Kidz production setup.
- Operate the sound board, lights, DVD, and computer graphics. Create a fun and energetic environment where kids can sing songs to God and learn to worship at a young age. The kids worship environment should be created using the same standards of excellence as we hold to in the adult worship experience.
- Attend the adult worship service during the service time you are not in kids.
- Assist with OneLife Kidz production tear down after the last service, then continue on into the auditorium to help with the remainder of tech tear down – staying until the trailer is completely packed.



## Primary Graphics

If you're a computer nerd (or not!), you'll love the opportunity to run ProPresenter – our graphics presentation software. On Sundays you'll get to fire lyrics, slides, motion graphics, and video on the primary screens in our worship services. All of these elements combine to create an unforgettable experience that brings people closer to God as they worship.

### **Time Commitment**

- |           |                                 |
|-----------|---------------------------------|
| • 7:00am  | Arrive for auditorium setup     |
| • 8:05am  | Band/Tech meeting in auditorium |
| • 8:15am  | Run-through service begins      |
| • 9:10am  | V.I.P.                          |
| • 9:30am  | First service begins            |
| • 11:00am | Second service begins           |
| • 12:05pm | Auditorium tear down            |
| • 1:00pm  | Tear down finished, go home!    |

### **Volunteer Description**

Here's exactly what you need to know:

- Input all content into ProPresenter including song lyrics and backgrounds, videos, scripture slides, and any additional content needed for a service on any given week. All ProPresenter content should be prepared prior to arrival on Sunday mornings and ready to run when the run-through service begins. All content should adhere to the OneLife standards for lyrics and graphics.
- Arrive on time and assist with auditorium setup.
- Provide lyrics and backgrounds during the worship set and provide scripture slides when cued during the sermon.  
**\*NOTE:** A person with very good attentiveness will be very successful in this position.
- Be flexible and ready to make changes in ProPresenter when needed. This may include adjusting song lyrics, changing backgrounds, adding additional slides or videos, etc.
- Assist with auditorium tear down after the last service – staying until the trailer is completely packed.

## Production Assistant

The production assistant plays a key role in helping the production team to be successful on Sundays. When the team is freed up to focus on their roles during the service, it allows the service to run smoothly with as few distractions as possible. This then allows everyone who attends our services to focus their attention on worshipping God and growing closer to Him. If you like to go behind the scenes and serve people hands on then this is the position for you!

### **Time Commitment**

- |           |                                 |
|-----------|---------------------------------|
| • 7:00am  | Arrive for auditorium setup     |
| • 8:05am  | Band/Tech meeting in auditorium |
| • 8:15am  | Run-through service begins      |
| • 9:10am  | V.I.P.                          |
| • 9:30am  | First service begins            |
| • 11:00am | Second service begins           |
| • 12:05pm | Auditorium tear down            |
| • 1:00pm  | Tear down finished, go home!    |

### **Volunteer Description**

Here's exactly what you need to know:

- Arrive on time and assist with auditorium setup.
- Primary responsibility is to assist the Producer throughout Sunday mornings in order to free him/her up to perform their job without distractions. The Production Assistant should be the first line of defense against questions, technical problems, or unexpected issues that might cause the Producer an inability to lead and produce on Sundays.
- Ensure setup and sound check are completed by 8:35 and the band and production team are waiting at the front of the stage with tech sheets.
- During run-through and each service, the Production Assistant will perform or delegate any changes noted by the Producer.
- The production assistant will keep track of attendance for all services. Counting begins after the sermon starts. OneLife Kidz attendance can be obtained online on our church management software.
- The Production Assistant should be proactive in finding ways to help the production team.
- Assist with auditorium tear down after the last service and ensure that tear down is complete, the trailer is loaded, the auditorium is properly set back up, and the auditorium lights are switched back over to normal control and turned off by 1:00pm.

## Secondary Graphics

If you're a computer nerd (or not!), you'll love the opportunity to run ProPresenter – our graphics presentation software. On Sundays you'll get to fire slides, motion graphics, and video on the secondary screen(s) in our worship services. All of these elements combine to create an unforgettable experience that brings people closer to God as they worship.

### **Time Commitment**

- |           |                                 |
|-----------|---------------------------------|
| • 7:00am  | Arrive for auditorium setup     |
| • 8:05am  | Band/Tech meeting in auditorium |
| • 8:15am  | Run-through service begins      |
| • 9:10am  | V.I.P.                          |
| • 9:30am  | First service begins            |
| • 11:00am | Second service begins           |
| • 12:05pm | Auditorium tear down            |
| • 1:00pm  | Tear down finished, go home!    |

### **Volunteer Description**

Here's exactly what you need to know:

- ProPresenter content and an Apple laptop will be provided and ready to use for this position on Sundays.
- Arrive on time and assist with auditorium setup.
- Provide motion backgrounds during the worship set and provide scripture slides when cued during the sermon.  
**\*NOTE:** A person with very good attentiveness will be very successful in this position.
- Display the countdown timer before each service.  
**\*NOTE:** Please ask the Producer about service start times before starting in this position.
- Be flexible and ready to make changes in ProPresenter when needed. This may include changing backgrounds, adding additional slides or content, etc.
- Assist with auditorium tear down after the last service – staying until the trailer is completely packed.

## Video Switcher

If you want to help people in the auditorium and on the web see lyrics, slides, motion graphics, and video, and you're good at multi-tasking then this is a great position for you! All of this content when combined creates an unforgettable experience that brings people closer to God through worship. The video switcher position allows you to be a part of that!

### **Time Commitment**

⤴ 7:00am	Arrive for auditorium setup
⤴ 8:05am	Band/Tech meeting in auditorium
⤴ 8:15am	Run-through service begins
⤴ 9:10am	V.I.P.
⤴ 9:30am	First service begins
⤴ 11:00am	Second service begins
⤴ 12:05pm	Auditorium tear down
⤴ 1:00pm	Tear down finished, go home!

### **Volunteer Description**

Here's exactly what you need to know:

- Arrive on time and assist with auditorium setup.
- Operate the video switcher – switching content for the live worship experience and the web broadcast at the same time.
- Live Worship Experience:
  - Display ProPresenter content during Pre-service.
  - Display ProPresenter lyrics during the worship set.
  - Display video feed during the welcome, offering intro, sermon, and closing (as well as any other time a speaker is present).
  - Display video feed while the worship leader is talking in between songs or during an instrumental break.
  - Switch to ProPresenter video content when listed in the tech sheet.
- Web Broadcast:
  - Check the capture/broadcast settings on the computer to ensure the web broadcast is working properly.
  - At 5 seconds before the countdown ends start the web broadcast (make sure the switcher is set to the video feed).
  - Periodically check the web broadcast during the service and alert the Producer immediately if anything stops working.
  - Display video feed during the worship set.
  - Display video feed during the sermon.
  - Display ProPresenter slides as cued during the sermon. Leave an appropriate amount of time for the slides to be read and then switch back to the live feed.
  - Switch to ProPresenter video content when listed in the tech sheet.
  - Stop the web broadcast immediately after the service ends.
- Label the captured file from the best service (chosen by the Producer) and move it into the appropriate folder on the computer.
- Assist with auditorium tear down after the last service – staying until the trailer is completely packed.

# **Worship Team**

Volunteer Descriptions

# Musicians

We believe that every detail matters and we have the responsibility to create a distraction free environment so all can worship freely in spirit and in truth. The following information is critical in helping us achieve that goal. Though the heart of those leading on stage is the most important element, the responsibility of those leading is elevated because we want to represent Christ well and give him our very best in every detail. These expectations are intended to help us and you maintain a high level of excellence and to provide a distraction free environment for those who have joined us for worship.

## **Time Commitment**

### *Band Rehearsal (Usually Thursday)*

- |          |                               |
|----------|-------------------------------|
| • 6:00pm | Arrive for setup at Suite 102 |
| • 6:15pm | Band Meeting                  |
| • 6:30pm | Rehearsal                     |
| • 8:00pm | Tear Down                     |

### *Sundays*

- |           |                                 |
|-----------|---------------------------------|
| • 7:00am  | Arrive for auditorium setup     |
| • 8:05am  | Band/Tech meeting in auditorium |
| • 8:15am  | Run-through service begins      |
| • 9:10am  | V.I.P.                          |
| • 9:30am  | First service begins            |
| • 11:00am | Second service begins           |
| • 12:05pm | Auditorium tear down            |
| • 1:00pm  | Tear down finished, go home!    |

## **Volunteer Description**

Here's exactly what you need to know:

- There is a required rehearsal time on the Thursday before the weekend services you have been scheduled for. You are required to attend all rehearsals - no practice, no play.
- No charts or "cheat sheets" are allowed on stage. Knowing the material is crucial to allowing you to be free to worship rather than worrying about what the next chord is. All music needs to be memorized before Thursday's rehearsal.
- During the worship experience, look like you enjoy being there! When you're engaging, the rest of the people will be engaged and your lack of excitement will not be a distraction. Sing along, smile and allow yourself to worship.
- All musicians are required to set-up and tear down at rehearsal and Sunday morning services.
- All musicians are required to go through the OneLife band audition process before asked to serve with the OneLife Band.
- All musicians are required to have their own gear at rehearsals and Sunday services.

## **Audition Process**

Please submit a CD or MP3, along with a brief bio and picture of yourself (so we can know who you are if we haven't met yet!). You may mail them to the OneLife Church office, attn. Dillan Howell or email them to [worship@onelifeknox.com](mailto:worship@onelifeknox.com). You will be notified when we have received your information. Live auditions are held twice a year for all who have submitted recordings, along with those who wish to audition on the spot.

Additionally, you are strongly encouraged to begin volunteering on one of the Production Teams. This enables those who will be making selections to have the opportunity to get to know your level of commitment to the vision and culture of OneLife Church. To serve on one of the production teams, email [production@onelifeknox.com](mailto:production@onelifeknox.com) for more info.