

JOIN  
THE  
TEAM



Love. Transform. Equip.

Ministry Opportunity Guide

# Introduction

## Discovery Church Ministry Teams

Thank you for taking the time to explore all the Discovery Church ministry opportunities. Our prayer is that you will find your place to serve, to love, and grow in relationship with others.

Here are the steps to take to get started in the ministry of your choice. If you have any questions, call the church office at (210) 317-0309, email us at [info@discoverylife.org](mailto:info@discoverylife.org) or fill out the volunteer form on the app.

### Process of Becoming a Discovery Volunteer:

1. Take Starting Point \*\*\*
2. Attend New Volunteer Orientation
3. Complete a Volunteer form on the website or app
4. Meet with ministry leader
5. Observe/train in ministry for minimum of 2 weeks – unless otherwise stated by ministry leader
6. Begin serving regularly

\*If you are 17 years or younger and would like to apply for one of the listed positions, your only requirement is baptism and New Volunteer Orientation.

\*\*If applying to serve in Discovery Kids or Steadfast Students, six months of consistent church attendance is required before applicant is able to serve.

\*\*\*Some positions require applicants to attend both Starting Point and New Volunteer Orientation before officially being placed on the schedule (referred to as "Basics" under position requirements). Check with Ministry Leader for details.

# Philosophy of Serving

## Being with God before doing for God

Productivity is a high priority in Western culture. We are too often guilty of transferring this cultural priority into our spiritual lives. Praying and enjoying God's presence for no other reason than to delight in him is a crucial part of growing emotionally and spiritually. At Discovery, we believe your capacity to serve others according to your design flows out of your intimate relationship with God. We encourage our church family to prioritize knowing Him deeply in order to serve others well.

Genesis is just one place in scripture that we see God's principle of rhythms in life. The balanced rhythm of work and rest lead us to healthy outcomes. You will hear us talk quite a bit about those rhythms in relation to serving. We all go through varied seasons of life. Some seasons allow us to give more generously of our time, and others cause us to have to be more focused on family, work, etc. The pastors and ministry leaders want to help guide you through those seasons to remain engaged in your church as well as maintain a healthy balance for your season.

We strongly believe that every member at Discovery is a minister. Every person has a place of ministry, and we want to equip you to thrive in that ministry. We look forward to helping you get plugged in with your church family.

**1 Cor. 12:27, "Now you are the body of Christ, and each one of you is a part of it."**

# Ministry Teams

## HOST TEAM

The Host Team serves is the first impression of Discovery and creates a welcoming and loving environment, so that attendees will be more open to hear God's Word. The Host Team includes: First Impressions, Greeters, Café Assistants, Ushers, and the Connection Center.

<b>JOB TITLE</b>	<b>Connection Center Host</b>
<b>JOB DESCRIPTION</b>	Welcome and direct all guests before and after service.
<b>WHERE</b>	Connection Center
<b>COMMITMENT</b>	Sunday 45 min & 2x/yr trainings
<b>WHEN</b>	Sunday 30 min before service and 15 min after service
<b>REQUIREMENTS</b>	Basics; warm & friendly personality

<b>JOB TITLE</b>	<b>Greeter</b>
<b>JOB DESCRIPTION</b>	Welcome guests and direct seating for the Worship Center.
<b>WHERE</b>	Worship Center Entrances
<b>COMMITMENT</b>	Sunday 45 min & 2x/yr trainings
<b>WHEN</b>	Sunday 30 min before service and 15 min after service
<b>REQUIREMENTS</b>	Basics

<b>JOB TITLE</b>	<b>Usher</b>
<b>JOB DESCRIPTION</b>	Prepare the sanctuary, welcome guests, direct attendees to seats, prepare and serve communion. Maintain a safe and peaceful environment for guests.
<b>WHERE</b>	Sanctuary Doors
<b>TIME</b>	Sunday 45 min – 1 hr & 2x/yr trainings
<b>WHEN</b>	Sunday 30–45 min before service and 15 min after service
<b>REQUIREMENTS</b>	Basics

<b>JOB TITLE</b>	<b>Common Grounds Café Host</b>
<b>JOB DESCRIPTION</b>	Prepare Cafe area to serve guests; clean area after service; welcome guests.
<b>WHERE</b>	Cafe/Lobby
<b>COMMITMENT</b>	Sun 90 min & 2x/yr trainings
<b>WHEN</b>	Sun 45 min before and 20 min after service
<b>REQUIREMENTS</b>	Basics

# DISCOVERY KIDS' MINISTRY

We partner with parents to see their child's faith, character and understanding of God and His Word grow and develop into a life-long love for Jesus.

This ministry area serves all children, Infants – 6th grade. We are expanding our team of consistent, warm, and caring teens and adults who will love and disciple children on Sunday mornings and during special events throughout the year.

## NURSERY (Infant – 2) / IGNITE (Pre-school – Kinder) / THRIVE (1st– 6th)

JOB TITLE	Check-In Attendant
JOB DESCRIPTION	Greet parents and children; check in kids using an electronic check-in system; monitor check-in counter during service.
WHERE	Nursery/Ignite/Thrive
COMMITMENT	Sunday 1.5 hours & 2x/yr trainings
WHEN	Sunday 20 minutes before service & 15 min after
REQUIREMENTS	Basics, 18 yrs +

JOB TITLE	Classroom Helper
JOB DESCRIPTION	Help the teacher attend to needs of children; games and snacks.
WHERE	Nursery/Ignite/Thrive
COMMITMENT	Sunday 1.5 hours & 2x/yr trainings
WHEN	Sunday 20 min before service & 15 min after
REQUIREMENTS	Basics, 9th grade +

JOB TITLE	Teacher
JOB DESCRIPTION	Impart the Word of God to the children through songs, Bible stories and games. Take care of physical needs of children, pray for children, prepare and teach lessons each week.
WHERE	Nursery/Ignite/Thrive
COMMITMENT	1.5 hours (3–4x's/month) & 2x/yr trainings
WHEN	Sunday 20 min before service & 15 min after
REQUIREMENTS	Basics, Membership, 18 yrs +

## ADDITIONAL THRIVE (1ST – 6TH ) ROLES

JOB TITLE	<b>Small Group Assistant</b>
JOB DESCRIPTION	Help the Small Group Leader with group activities
WHERE	Thrive Building
COMMITMENT	Sunday 1.5 hours & monthly meetings (1st Sunday)
WHEN	Sunday 20 min before service & 15 min after
REQUIREMENTS	Basics, 8th grade +

JOB TITLE	<b>Audio-Media Team</b>
JOB DESCRIPTION	Operate sound, lighting and other media needs
WHERE	Thrive Building
COMMITMENT	Sunday 1.5 hours & quarterly meetings (min 2x/month)
WHEN	Sunday 20 minutes before service & 15 min after
REQUIREMENTS	Basics, 8th grade +

JOB TITLE	<b>Small Group Leader</b>
JOB DESCRIPTION	Work alongside the staff to help create a safe and secure environment; assist with group activities.
WHERE	Thrive Building
COMMITMENT	Sunday 2 hours & quarterly meetings (min 2x/month)
WHEN	Sunday 30 min before service & 15 min after
REQUIREMENTS	Basics, Membership, 18 yrs +

## STEADFAST STUDENT MINISTRIES (for Grades 7th–12th)

Steadfast Student Ministry exists for one purpose: to reach students for Christ and to equip them in their journey as Christ followers. This ministry meets every Sunday from 5 to 6:30pm in the Main Building and for special events planned throughout the year.

JOB TITLE	<b>Leader/Teacher</b>
JOB DESCRIPTION	Lead by example as a Christ follower; develop healthy relationship with students; plan services; rotate with other teachers to present bible content.
WHERE	Main Building
COMMITMENT	2 hours
WHEN	Sunday 4:30 – 6:30pm; 2–3 times/month
REQUIREMENTS	Basics, Membership, 18 yrs +, Background check

STEADFAST STUDENT MINISTRIES (Cont'd)

JOB TITLE	Small Group Facilitator
JOB DESCRIPTION	Facilitate appropriate relationships with students through Biblical leadership example, group discussion, coach students, and just being available.
WHERE	Main Building
COMMITMENT	2 hours
WHEN	Sunday 4:30 – 6:30pm; 2–3 times/month
REQUIREMENTS	Basics, Membership, 18 yrs +, Background check

JOB TITLE	Host/Greeter
JOB DESCRIPTION	Greet and connect with students 15 min before and after services/events
WHERE	Main Building
COMMITMENT	2 hours
WHEN	Sunday 4:30 – 6:45pm; 1–2 times/month
REQUIREMENTS	Basics, 18 yrs +, Background check

JOB TITLE	Audio–Media Team
JOB DESCRIPTION	Handle all sound, lighting and other media needs
WHERE	Main Building
COMMITMENT	2 hours
WHEN	Sunday from 4:30 – 6:30pm (rotation)
REQUIREMENTS	Basics

JOB TITLE	Hangout Meal Provider
JOB DESCRIPTION	Provide simple food for 20–30 students and volunteers
WHERE	Main Building
COMMITMENT	1 hour
WHEN	Once a month for specified youth event
REQUIREMENTS	Heart for feeding teens

JOB TITLE	Event Coordinator
JOB DESCRIPTION	Plan, schedule and execute summer events
WHERE	Anywhere
COMMITMENT	Flexible
WHEN	Flexible
REQUIREMENTS	Basics, 18+

## STEADFAST STUDENT MINISTRIES (Cont'd)

<b>JOB TITLE</b>	<b>Game Master</b>
JOB DESCRIPTION	Find, create, execute group games for youth
WHERE	Main Building
COMMITMENT	1 hour
WHEN	Once a month – Sunday at 5p
REQUIREMENTS	Basics, 18+

<b>JOB TITLE</b>	<b>Content Creator/Publisher</b>
JOB DESCRIPTION	Create print and digital content
WHERE	From Home
COMMITMENT	1–3 hours / wk
WHEN	Flexible
REQUIREMENTS	Basics

## SUNDAY SERVICE AUDITORIUM MINISTRY

This ministry team works together to create an environment that welcomes and honors the presence of God and collaborates to host a place where people can come together to receive from God corporately.

## WORSHIP TEAM

The worship department exists to bring glory to God through songs of worship, to help convey the overall message of the service, and to encourage corporate worship through singing and music. The Worship Team serves on a rotation schedule during every service. Each member will be required to come prepared for rehearsals and services. Scheduled songs will be given ahead of time which allows time to learn the material before rehearsal. Preparation/rehearsal time at home is a standard expectation.



## WORSHIP TEAM (Cont'd)

<b>JOB TITLE</b>	<b>Vocalist</b>
<b>JOB DESCRIPTION</b>	Individuals should possess exceptional vocal talent; deep understanding of music and its relationship to worship; public vocal experience is a requirement; display ability to lead church worship; attendance and rehearsal prep required.
<b>WHERE</b>	Worship Center
<b>COMMITMENT</b>	Thursday 2 hours & Sunday 3–4 hours (rotation)
<b>WHEN</b>	Thursday @ 7pm and Sunday @ 8am
<b>REQUIREMENTS</b>	Basics, Membership & 4 months attendance

<b>JOB TITLE</b>	<b>Musician</b>
<b>JOB DESCRIPTION</b>	Experienced individuals, musical talent; deep understanding of music and its relationship to worship; ability to read chord charts or play by ear; versatile with different music styles, or quick to learn such material. Must be comfortable in front of large groups.
<b>WHERE</b>	Worship Center
<b>COMMITMENT</b>	Thursday 2 hours (quarterly) & Sunday 3–4 hours (rotation)
<b>WHEN</b>	Thursday @ 7pm and Sunday @ 8am
<b>REQUIREMENTS</b>	Basics, Membership & 4 months attendance

## WORSHIP TECH/MEDIA TEAM

These behind-the-scenes volunteers help maintain as well as run equipment such as sound and media production. Serving with excellence is of extreme importance in the media department. Individuals who volunteer for this ministry are not required to have experience, however an aptitude for electronics and sound is preferred. This team serves during Sunday services. Each volunteer is required to serve a minimum of once a month.

<b>JOB TITLE</b>	<b>Audio Engineer</b>
<b>JOB DESCRIPTION</b>	Run sound board, recording service audio; oversee and maintain sound equipment during rehearsals and weekend services; attend practice and sound checks on scheduled weekend.
<b>WHERE</b>	Worship Center sound booth
<b>COMMITMENT</b>	Thursday 2 hours & Sunday 4 hours (rotation schedule)
<b>WHEN</b>	Thursday @ 7pm and Sunday @ 8am
<b>REQUIREMENTS</b>	Basics, Membership & 18 yrs+

## WORSHIP TECH/MEDIA (cont'd)

<b>JOB TITLE</b>	<b>Photographer</b>
<b>JOB DESCRIPTION</b>	Take pictures during services or any other specified events; must use your own professional camera or an iPhone Pro. Some experience is helpful but not necessarily required.
<b>WHERE</b>	Sunday services and other specified events
<b>REQUIREMENT</b>	Sunday services and 1 hour for other specified events
<b>REQUIREMENTS</b>	Basics & 15 yrs +

## PRAYER TEAM

The Prayer Team works together to minister to the needs of the congregation on campus and online through intentional facilitations between the person in need and the heart of the Father.

<b>JOB TITLE</b>	<b>Prayer List Partner</b>
<b>JOB DESCRIPTION</b>	Receive the daily and weekly prayer requests via email; pray over the daily and weekly prayer items during the week.
<b>WHERE</b>	At home
<b>COMMITMENT</b>	Flexible & Training
<b>WHEN</b>	Flexible
<b>REQUIREMENTS</b>	Basics, Approval of Prayer Dir

<b>JOB TITLE</b>	<b>Prayer Team Member</b>
<b>JOB DESCRIPTION</b>	Pray with people as the meeting speaker offers the invitation; help people hear what God is saying to them and agree with them in prayer; report testimonies to the Prayer Director
<b>WHERE</b>	Church services or other events as needed
<b>TIME COMMITMENT</b>	15 minutes after services/events & trainings
<b>WHEN</b>	15 Minutes after the scheduled service/event
<b>REQUIREMENTS</b>	Basics, Membership and Approval of Prayer Dir and Lead Pastor, one year attendance; attend trainings

## WORSHIP TECH/MEDIA (con't)

### **JOB TITLE**                      **Media Operator**

**JOB DESCRIPTION**      Prepare and run visuals on auditorium screen during rehearsal and weekend main services; attend practices on scheduled weekend.

**WHERE**                      Worship Center sound booth

**COMMITMENT**              Thursday 2 hours & Sunday 4 hours (rotation schedule)

**WHEN**                      Thursday @ 7pm and Sunday @ 8am

**REQUIREMENTS**        Basics, Membership & 18 yrs +

### **JOB TITLE**                      **Camera Operator**

**JOB DESCRIPTION**      Run video camera during live-stream; required to be present during rehearsal on Sunday mornings at 8am. Experience is not required. Training will be done on the job.

**WHERE**                      Worship Center – in front of the sound booth

**COMMITMENT**              Sunday at 8am when scheduled

**REQUIREMENTS**        Basics & 15 yrs +

### **JOB TITLE**                      **Online Church/Bible App Notes**

**JOB DESCRIPTION**      Moderate comments during live-stream; engage people online; entering the sermon notes into the Bible App; use Canva to make graphics. Training will be done on the job.

**WHERE**                      Moderate/monitor comments from home or at church during service. Bible App is done at home and completed by given time frame.

**COMMITMENT**              Sunday services and 30 min at home for the Bible App (rotating schedule between other volunteers)

**REQUIREMENTS**        Basics, Membership & 18 yrs +

### **JOB TITLE**                      **Social Media**

**JOB DESCRIPTION**      Help create posts and manage Facebook & Instagram  
Training will be done on the job.

**WHERE**                      At home

**COMMITMENT**              2-4 hours a week as scheduled (rotation)

**REQUIREMENTS**        Basics & 18 yrs +

## DISCOVERY GROUPS

Groups provide an environment where people can build relationships and encourage each other in spiritual growth.

JOB TITLE	Group Host
JOB DESCRIPTION	Responsible for planning meeting times for group to help facilitate relationship-building and spiritual growth
WHERE	Leader/Facilitator Discretion
WHEN	Varies by Group
REQUIREMENTS	Basics, Membership,18+; attend Host trainings

## LAWN & BUILDING MAINTENANCE

This team helps steward what has been entrusted to Discovery by keeping the buildings safe and maintained, and the lawn and landscaping well manicured.

JOB TITLE	Lawn & Building Maintenance Assistant
JOB DESCRIPTION	Mow/weed eat 1-2x's per month the areas surrounding buildings and immediate visible areas; landscaping of flowers, bushes and trees as necessary; building maintenance specialties can be discussed.
WHERE	Church Property
COMMITMENT	3-5 hours per month
WHEN	Monthly rotation basis
REQUIREMENTS	Basics & 18 yrs +

## EVENTS TEAM

The events team exists to plan and execute events for the Discovery Church family. We seek to help members express their God-given talents in areas such as cooking, decorating, setting up, organization, administration, etc.

JOB TITLE	Events Assistant
JOB DESCRIPTION	Help create an inviting environment before, during and after an event.
WHERE	Varies based on event – typically our main building
COMMITMENT	Varies – 2-4 hours of prep time, serving during event and clean-up
WHEN	Flexible
REQUIREMENTS	Basics & 18 yrs +

## OPERATION BACKPACK

Many area families struggle to provide weekend meals for their children. Each Friday afternoon elementary school children receive a backpack of healthy foods and snacks provided by generous Discovery families.

<b>JOB DESCRIPTION</b>	<b>Volunteers</b> fill a provided backpack with non-perishable food.
<b>WHERE</b>	Fill backpack at home and return to church
<b>COMMITMENT</b>	Once every 4 weeks
<b>WHEN</b>	During 9 month School Year
<b>REQUIREMENTS</b>	Bring backpack back by Wed of scheduled week at 4pm (office)

## OUTREACH/COMMUNITY PROJECTS

Our goal is to be a bridge of God’s love to the community through periodic outreaches and projects. A project manager would work alongside of the church staff to organize various outreach events.

<b>JOB TITLE</b>	<b>Project Manager</b>
<b>JOB DESCRIPTION</b>	Oversee various community projects of their choice; coordinate the  team of volunteers.
<b>WHERE</b>	Various
<b>COMMITMENT</b>	Varies on project
<b>WHEN</b>	As needed
<b>REQUIREMENTS</b>	Basics, Membership, & 18 yrs +

## CARE TEAM

The care team exists to provide meals and contact with church family who need extra support during illness, loss of a loved-one, surgery or birth of a new baby as needed. Sign up form is available on the app or website.







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