

Volunteer & Ministry Opportunities

Each Volunteer opportunity has a corresponding number next to it; use this number when signing up to help. Use the sign-up slip provided to let us know what you can help out with.

Welcome Ministry

1.1 Information Desk

We need people who are happy to either stand behind or next to the Welcome Desk after the services. Their main role will be to assist Newcomers with any queries they may have, and handout vouchers for free drinks at Angels Café to first time visitors.

1.2 Mobile Welcomers

People who have a heart for making people feel welcomed, cared for and connected. This role involves coming to the service 10-15 minutes before commencement and looking out for newcomers and making them feel welcome, introducing them to others or linking them up with someone to sit with, etc. It's also looking out for our regulars who may need that special 'hello' or touch as they walk in.

1.3 Welcome Team – General roles

People who have a heart for making people feel welcomed, cared for and connected – looking out for newcomers after the service, and making it a priority to meet them, connect them with others, maybe take them to Angels for a coffee. We are looking for people of all ages and walks of life so we can ensure each person is connected with someone they can relate to.

1.4 Welcome Phone Calls

People who are friendly on the phone and are available to call or follow up newcomers during the week.

1.5 Excel Input – Data-entry

If you have basic entering skills in Excel or are happy to be trained, we are looking for people to spend an hour or so each week inputting data (preferably on Mondays).

KidZone & Children and Young Families Mission

For the safety of our children, each applicant will undergo a Working with Children Check and selection process to fill these roles.

2.1 J-Zone leader for 9am and 11 am.

Assist in our Kinder/Prep Kids Church program on Sunday morning.

2.2 K-Zone leader for 11am

Assist in the running of Kids Church program on Sunday morning.

2.3 KidZone Snippers

People to cut out craft activities for the Kinder age Sunday program.

- 2.4 Creche helpers**
Assist in the creche at 9am and 11am.
- 2.5 KidZone sign-in Helper – 9am**
Table in the foyer each Sunday at 9am. To help parents sign their children in and welcome new families.
- 2.6 Family Fun Day 2012 Fundraising Helper**
fundraising for the family fun day in March 2012, to come up with some ideas for fundraising and put some into action.
- 2.7 Children's database administrator**
To input data into the database about new children, birthdays, addresses, contact details, etc.
- 2.8 Kids Hope Mentor**
Contact Darren Jenkins for more details
- 2.9 Kids Konnect Leaders**
Contact Darren Jenkins for more details
- 2.10 Events Team**
Contact Darren Jenkins for more details

Property & Grounds

- 3.1 Weeding & Spraying**
Periodically spraying the Church grounds for weeds.
- 3.2 Cleaning**
Weekly cleaning of the Church's high traffic areas. Come on your own or with your Connect Group. Equipment is supplied, no experience necessary.
- 3.3 Baptism Set-up & Clean-up**
Baptisms are joyous occasions in a Church's life and community, help by getting the Baptismal ready and putting it all back together after a baptism. This is a two part job where the prep happens on the day of the baptism and the clean up happens the day after. This opportunity is suited for a strong guy or couple to tackle.
- 3.4 Mowing the Lawn**
Looking for activity outdoors with plenty of exercise? Why not kill two birds with one stone and push a lawn mower at the same time? Age is no barrier, training and equipment provided and a hot cuppa and a bikkie at the Ministry Centre when the job is done.
- 3.5 General Maintenance**
If you're a tradie and you can provide your professional services please let us know. Sometimes we need contracted work for general maintenance around the Church facilities and would love to give the job to someone in our Church community. If you're able to volunteer some of your time we'd greatly appreciate that as well – Let us know!

Angels Café

4.1 Angel Café

Angels Café is the 'place to be'! On the team, we have a vision to provide a place where people can connect, whether it is for the first time or good friends taking the time to stop and catch up over good food and coffee! If you feel that you would like to be a part of the Angels team then we have a number of ways you can serve!!

4.2 Coffee Cart

We offer a 'coffee cart' in the foyer each Sunday after the morning services. If you are able to offer an extra 15 minutes before the service to help set it up so that people can connect over a cuppa, please let us know. Although minimal work is needed to prepare this service, it still needs love and care to keep it running.

Church & Office Administration

5.1 Church Admin Volunteer

Tasks vary from keeping the Information Desk and Notice boards tidy in the Church Foyer, to getting the Church ready for a special event. Opportunities available on Monday, Tuesday, and Friday for a couple hours at a time. *This role can be combined with the Office Admin Volunteer role.*

5.2 Office Admin Volunteer

Assist by answering phone calls, sorting incoming mail, basic data entry, photocopying/print jobs, take items to Church for the weekend, basic cleaning, etc. This role is suited to someone who wants to keep their office skills sharp and would like to prepare for the working world – training provided. *This role can be combined with the Church Admin Volunteer role.*

5.3 Collator and Stapler

We have periodic events that require mass printing and collating jobs. If you're available to come and help collate documents and staple them, please let us know.

Worship & Creative Arts

6.1 Audio & Visual Technicians

Join the team of technicians to assist with Church Services, Church meetings and events, and even the opportunity to be paid for your services at a special event such as a wedding or concert here at the Church. No experience necessary, training is provided.

6.2 Musicians

We are looking for musicians on the Worship Team. We currently need drummers, bass players, keyboard players, and acoustic guitarists. Experience necessary and an informal interview process will take place.

Playgroups

We currently have playgroups for children under 3 running every day of the week along with two playgroups for 3 year old and a playgroup for under 5's. Playgroups are where mums/dads/grannies and care givers bring their little people to play. It is an opportunity for adults to connect with others in their communities and a place where they can come and belong. *For the safety of our children, each applicant will undergo a Working with Children Check and selection process to fill these roles.*

7.1 Playgroup Leaders

We are looking for Playgroup Leaders need to be able to get along side people chatting with them, sharing their journeys, people who can keep a session running, work as part of a team.

7.2 Playgroup Grannie/Grandpas/Aunty/Uncle

Help the leader, get alongside families, give babies a cuddle, chat and listen.

Mainly Music

In 2012 we are looking to run a Mainly music program for the first time at Heathmont Baptist. Mainly music is a program where children under 5 get to dance, sing and move to music. The program runs for 1 ½ hours with half the time singing and the remaining time where home cooked morning tea is offered to the adults and children have time to play. *For the safety of our children, each applicant will undergo a Working with Children Check and selection process to fill these roles.*

8.1 Music Leaders

lead singing with parents and children

8.2 Morning Tea people

Someone to coordinate a roster for cooking and people to serve food after the mainly music session

8.3 Sound person

Someone to set up audio equipment and computer before the session each week

8.4 Sign in Person

Someone to coordinate the signing in of families and to maintain a waiting list

8.5 Birthday Coordinator

A person that is able to coordinate getting cards to the children/parents that are part of the program