

# RiverGlen Christian Church

## Contribute Guide

Winter/Spring 2009



We are never closer to living out the teachings of Christ than when we are adding value to someone else's life.



# TABLE OF CONTENTS

**Guest Services** ..... 2

**KidVenture** ..... 3

**Student Ministries** ..... 4

**Arts Ministry** ..... 6

**Men's Ministry** ..... 8

**Women's Ministry** ..... 9

**Marriage Ministry** ..... 10

**GroupLife** ..... 11

**Miscellaneous Opportunities** ..... 12

*\*If you are interested in one of these opportunities, fill out the Contribute Card found on the last page of this book and turn it in to the offering, the Welcome Center, or the RiverGlen office.*

**Contribute**



# GUEST SERVICES

<b>Traffic and Safety Team</b>	Help our guests arrive to the front door safely from the parking lot. Commitment: 1-4x per month based on preference
<b>Communion/Offering Servers</b>	Serve our guests by passing communion trays and offering bag during a weekend service. Commitment: 1 service every 4 weeks
<b>Kitchen Team</b>	Prepare and clean up refreshments, coffee, and communion for our weekend guests. Commitment: Before or between weekend services, 1x every 4 weeks
<b>CD Ministry</b>	Collect Master CD after message is complete & make copies so they are available for pickup after the service. Commitment: 1 Saturday service every 4 weeks
<b>Programs/Door Greeters</b>	Greet our guests either at the front doors or at the auditorium doors while handing out programs. Commitment: 1 service every 4 weeks
<b>Welcome Center</b>	Greet guests and answer questions about RiverGlen. Commitment: 1 service every 4 weeks, before, between, or after weekend services.

Contact: [shera@riverglen.cc](mailto:shera@riverglen.cc)

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**Elementary Large Group Leader**

This role serves to present the drama and teaching portion of the Large Group Program for the K-1st, 2nd-4th, or 5th & 6th grade class.

Commitment: Weekly September-May

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**Elementary Small Group Leader**

This role serves as a shepherd/mentor to a group of 5-10 children by building relationships with them and encouraging them to pursue a deeper relationship with Jesus Christ.

Commitment: Weekly September-May

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**Children's Greeter**

Serve by welcoming and checking in KidVenture children to their classrooms.

Commitment: Weekly September-May, 15-20 minutes prior to one service

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**KidVenture Welcome Center**

The front line in welcoming new families to KidVenture and registering them.

Commitment: Weekly, 15-20 minutes prior to one service

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**Summer Volunteers**

Assist in KidVenture classrooms this summer to give our regular volunteers some time off.

Commitment: 1 hour, 3-4 times during the summer

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**3's, 4's & Pre-K Small Group Leader**

This role serves as a shepherd to a group of 5-7 children by building relationships with them.

Commitment: Weekly September-May

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**Preschool Team Leader**

This role serves as a coordinator for the service hour and as a shepherd to team members.

Commitment: Weekly September-May

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**Toddlers and 2's Team Member**

This role serves as an assistant to the classroom teacher.

Commitment: Weekly, bi-monthly or monthly

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**Toddlers Team Leader**

This role serves as a head teacher and team leader for the service hour.

Commitment: Weekly or bi-monthly September-May

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**Nursery Team Member**

This role serves as an assistant to the team leader.

Commitment: Weekly, bi-monthly or monthly

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**Nursery Team Leader**

This role serves as a leader for a particular classroom hour and as a support to their team members.

Commitment: Weekly or bi-monthly September-May

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Contact: [marnie@riverglen.cc](mailto:marnie@riverglen.cc)

# STUDENT MINISTRIES

**Edge (Jr. High) Small Group Leader** Lead a small group of jr. high students in a discussion about the lesson and how they can apply it to their lives. Some training is necessary and a weekly commitment to Wednesday nights is required as well.

**Edge (Jr. High) Large Group Leader** Teach the lesson for the jr. high students in a large group setting. The lessons are written out so it's a matter of adding your own flavor to them and making the lesson become real. Some training is necessary and a weekly commitment to Wednesday nights is required as well.

**Edge (Jr. High) Band** Playing an instrument for the Edge services on Wednesday nights and rehearsing on Sundays after service. This is an auditioned group.

**Edge (Jr. High) Vocal Team** Lead the jr. high students in worship at the Edge services on Wednesday nights and rehearsing on Sundays after service. This is an auditioned group.

**Edge (Jr. High) Audio Team** Mixing sound for the band and vocals at Sunday rehearsal and at Wednesday night services. Training is available and required.

**Edge (Jr. High) PowerPoint Team** Members run the PowerPoint program for the Edge services. Training is available and required. A weekly commitment to Wednesday nights is required.

**XStream (Sr. High) 360 Group Leader** Lead a small group of sr. high students in a discussion about the lesson and how they can apply it to their lives. Some training is necessary and a weekly commitment to Wednesday nights is required as well.

**XStream (Sr. High) Band Leader** Playing an instrument for the XStream services on Wednesday nights and rehearsing on Sundays after service. This is an auditioned group. A weekly commitment to Wednesday nights is required.

**XStream (Sr. High) Vocal Team** Lead the sr. high students in worship at the XStream services on Wednesday nights and rehearsing on Sundays after service. This is an auditioned group. A weekly commitment to Wednesday nights is required.

**XStream (Sr. High) Audio Team** Mixing sound for the band and vocals at Sunday rehearsal and at Wednesday night services. Training is available and required as well as a commitment to rehearsals and Wednesday services.

Contact: kari@riverglen.cc

# STUDENT MINISTRIES

<b>XStream (Sr. High) PowerPoint Team</b>	Members run the PowerPoint program for the XStream services. Training is available and required as well as a weekly commitment to Wednesdays.
<b>XStream (Sr. High) Drama Team</b>	Members perform sketches during XStream services and rehearse on Sundays after service. Auditions are required.
<b>XStream (Sr. High) Lighting Team</b>	Members run the light board during XStream services. Training is available and required as well as a commitment to Wednesday nights.
<b>XStream (Sr. High) Video Team</b>	Members are a part of one or more of the following responsibilities: Running the video equipment during service, shooting video during service, and editing video footage for video projects. Training is available and required as well as a commitment to Wednesdays.
<b>XStream (Sr. High) Producer</b>	The individual responsible for calling the sound, light, and video cues for XStream services. The producer is responsible for the execution of the service. Training is available as well as a required weekly commitment to Wednesday nights.
<b>XStream (Sr. High) Stage Hand Team</b>	Members work in front of the stage and backstage moving props on and off stage, take cues to send participants on and off, and manage backstage activities. Training is available as well as a required weekly commitment to Wednesday nights.

Contact: [kari@riverglen.cc](mailto:kari@riverglen.cc)

# ARTS MINISTRY

Contact: [sue@riverglen.cc](mailto:sue@riverglen.cc)

<b>Band</b>	Playing an instrument for weekend services and rehearsing on Tuesday nights. The band may also be used for other church wide events. This is an auditioned group.
<b>Celebration Choir</b>	Singing as part of the choir for weekend services approximately once a month during our worship services and rehearsing on Tuesday nights. No audition is required.
<b>Worship Leader</b>	Worship leaders and soloists are pulled up from the choir to assist with leading worship each weekend. Vocalists may also be used for other church wide events. This is an auditioned leadership position.
<b>Drama Team</b>	Members perform sketches during weekend services and rehearse on Tuesday nights. The Drama Team may also be used for other church wide events.
<b>Audio Team</b>	Mixing sound for the band and vocals at Tuesday rehearsal and at weekend worship services. The audio team is also used for other special events. Training available and required.
<b>Video Team</b>	Members are a part of one or more of the following responsibilities: Running the video toaster during weekend worship services, shooting video during services, events, or for video projects, and editing video footage for video projects. Training available and required.
<b>Lighting Team</b>	Members aim lights for weekend services, program the digital light board, and run the light board during weekend worship services. The lighting team can also be used for other church wide events. Training available and required.
<b>PowerPoint Team</b>	Members run the PowerPoint program for weekend worship services. The PowerPoint team may also be used for other church wide events.
<b>Producer</b>	The individual responsible for calling the sound, light and video cues for weekend worship services. The producer is responsible for the execution of the service. Producers may also be used for other church wide events.

# ARTS MINISTRY

**Stage Hand Team** Members work in front of the stage and backstage moving props on and off stage, take cues to send participants on and off, and manage back stage activities.

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**House Manager** The individual responsible for communicating between the lobby and the tech booth.

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**Programming Team** Members are a part of the creative planning process for weekend services and other church wide services.

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**Miscellaneous Creative Arts Opportunities** Additional arts opportunities are available in the areas of administration, stage design, dance, visual arts, graphic design, set construction, etc.

Contact: [sue@riverglen.cc](mailto:sue@riverglen.cc)

# MEN'S MINISTRY

<b>Hospitality Team</b>	This team is responsible for meeting, greeting, and/or handing out registration materials before men's events.
<b>Event Coordinator</b>	Planning/brainstorming details of an upcoming special events.
<b>Special Events Team</b>	Include tasks such as organizing food for events, set up/tear down, errands prior to an event, creating the "atmosphere" of the event, etc.
<b>Tech Team</b>	Training is available for volunteers interested in running sound, video, etc. for special events.
<b>Video Team</b>	Put together one to two videos per year for Men's Fraternity and/or special events. Experience necessary.
<b>Community Service Planning Team</b>	Coordinate one to two community service projects per year.

Contact: [john@riverglen.cc](mailto:john@riverglen.cc)

# WOMEN'S MINISTRY

**Hospitality Team** This team is responsible for meeting/greeting people during events. Members of this team may also serve in handing out registration materials/nametags as women enter events.

**Administrative Team** This team member would be available to prepare letters, labels, nametags, etc. for our special events. Volunteer would have access to RG office to perform these tasks.

**Event Coordinators** Planning/brainstorming details of an upcoming special event.

**Special Events Team** Include tasks such as stage decorating, errands prior to an event, decorating, and set up of a special event.

**Tear Down Team** Help clean up after an event. Time: approximately one hour

**Tech Team** Training is available for volunteers interested in running sound, video, etc. for our special events.

**Video Team** Put together one to two videos per year for our special events. Experience necessary.

**Community Service Planning Team** Coordinate one to two community service projects per year.

Contact: [john@riverglen.cc](mailto:john@riverglen.cc)

# MARRIAGE MINISTRY

<b>Vision Committee</b>	Be part of a think tank that maps out the ministries goals, events, and logistics to make it all happen.
<b>Event Coordinator</b>	Plan for and put into motion events decided on by the Vision Committee. This may include finding volunteers necessary to fulfill an event. *Babysitting Coordinator specifically needed.
<b>Prayer Warriors</b>	People who will pray for this ministry and any marriages brought to their attention that are in need of special prayer. Must be trustworthy to keep issues confidential.
<b>Seminar Coordinators</b>	People who are willing to coordinate a seminar on topics as decided on by the Vision Committee.
<b>Marriage Mentors</b>	People who are skilled in counseling of marriages, who have pastored in this area in the past, or couples who feel they could offer accountability to a married couple who is asking for guidance.

Contact: [john@riverglen.cc](mailto:john@riverglen.cc)

**Neighborhoodgroup  
Facilitator**

Host a group in your home and facilitate environments where people can find a place to Belong, Serve, and Grow together.

**Affinitygroup  
Facilitator**

Host a group of people with similar characteristics and facilitate environments where people can find a place to Belong, Serve, and Grow together. Examples are: Men's, women's, couples, singles groups.

**Lifegroup Leader**

Lead a workshop or support group of people going through a particular stage of life.

Contact: [john@riverglen.cc](mailto:john@riverglen.cc)

# MISCELLANEOUS OPPORTUNITIES

Contact: shera@riverglen.cc

**Office Volunteers** Handle such duties as: answering the telephone, preparing mailings, laminating nametags, creating Word or Excel documents if knowledgeable with these programs, etc.  
Commitment: 2-4 hour shift, any weekday

**Meals Ministry Coordinator** Using a list of volunteers, coordinate dates of serving for a family recovering from a hospital visit or adjusting to life with a new baby.  
Commitment: 2-4 hour shift, any weekday

**Meals Ministry Team Member** Prepare and deliver a meal for an individual/family recovering from a hospital visit or adjusting to life with a new baby. Commitment: Once a month

**Prayer Team** Be a part of an e-mail prayer team that is committed to praying for the needs of our church, each other and any other requests brought to their attention.

**RiverGlen Campus Support and Resources** This is an opportunity to share your expertise in the fields of technology, technical support, building and grounds support, etc., to help in obtaining optimum operations for our church.



Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Ministry Area of interest:**

- |   |  |
|---|--|
| <input type="checkbox"/> Guest Services     | <input type="checkbox"/> Men's Ministry              |
| <input type="checkbox"/> KidVenture         | <input type="checkbox"/> Marriage Ministry           |
| <input type="checkbox"/> Student Ministries | <input type="checkbox"/> GroupLife                   |
| <input type="checkbox"/> Arts Ministry      | <input type="checkbox"/> Miscellaneous Opportunities |
| <input type="checkbox"/> Women's Ministry   |  |

**Volunteer position(s) of interest:**

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\_\_\_\_\_



Contribute Card



**RiverGlen Christian Church**

s31 w30601 Sunset Dr.

Waukesha, WI 53189

262.968.5252

[www.riverglen.cc](http://www.riverglen.cc)