Journey
ELEVATE WOMEN'S MINISTRY

INSPIRE: *-Monthly worship and teaching*

Hospitality

- **Time Commitment:** 1 Tuesday each month – arrive 30 min in advance of service
- **Job Description:** Prepare coffee and coffee stations in both café areas. Set up snacks for café time following the service.

First Impressions

- **Time Commitment:** 1 Tuesday each month – arrive an hour in advance of service
- **Job Description:** Set up signage and stanchions; Set up Auditorium (literature, etc.); Greet guests; First time guest connection; Usher; Guest services

Check-in

- **Time Commitment:** 1 Tuesday each month – arrive an hour in advance of service
- **Job Description:** Log in system and check-in First time guests, attendees and children – *Training Required*

Media

- **Time Commitment:** 1 rehearsal (Sunday prior to service) – 1.5 hrs; arrive 5:00pm evening of service
- **Job Description:** CG Operator; Sound Board Operator; Light Board Operator; Director – *Training Required*

Clean up

- **Time Commitment:** 1 Tuesday each month – 20 min following café time
- **Job Description:** Clean up coffee stations; sweep café floors; put away all signage and stanchions

SISTERHOOD MORNINGS *–Morning Bible Study Time*

Hospitality

- **Time Commitment:** 2 Wednesdays each month – arrive 30 min in advance of study
- **Job Description:** Prepare coffee and coffee stations in classroom areas.

First Impressions

- **Time Commitment:** 2 Wednesdays each month – arrive 30 min in advance of study
- **Job Description:** Set up signage and stanchions; Set up classrooms (literature, etc.); Greet guests; First time guest connection; Usher; Guest services

Check-in

- **Time Commitment:** 2 Wednesdays each month – arrive 30 min in advance of study
- **Job Description:** Log in system and check-in First time guests, attendees and children – *Training Required*

Media

- **Time Commitment:** 2 Wednesdays each month – arrive 30 min in advance of study
- **Job Description:** CG Operator; Sound Board Operator – minimal instruction necessary

Clean up

- **Time Commitment:** 2 Wednesdays each month – 10 min following study
- **Job Description:** Clean up coffee stations; sweep café floors; put away all signage

*FOLLOW-UP

- **Time Commitment:** varies
- **Job Description:** Data Entry in CCB; Phone call to first time guests; card to prayer requests; various forms of communication to follow-up with ladies as needed

EXPRESSO – *Coffee with Kara* –*small group setting with women interested in Elevate*

Hospitality

- **Time Commitment:** Once every 6-8 wks approximately 2 hours in the morning
- **Job Description:** Prepare coffee, coffee station and pastries in café.

***Follow-up**

LOVE IN ACTION –*Missions and Outreach*

Blessings In a Backpack – Program Coordinator (School Liaison – Grocery Store Liaison Fundraising Team (Event Coordinator, Design, Marketing, Hospitality, Follow-up); Packing teams; Delivery Teams

*Other areas: Human Trafficking; Orphans; Mobile Salon; Military Wives; Postcards to Prisoners…

Awareness Event Coordinators – *women who have a passion to get the word out and a gift of event organization*

Administrative Volunteers

- **Time Commitment:** 1 time a month – 4 hours; varies
- **Job Description:** organize collected items for various missions/outreach; pack/prepare shipping of boxes; various other tasks

SPECIAL EVENTS –*as needed*

Event Coordinator

Creative Team – Design, Marketing, Event planning

Set-up; Hospitality; Check-in; First Impressions; Media; Clean-up; *Follow-up

MEAL TEAMS

Team Coordinator

- **Time commitment:** Approximately 2 hrs each week
- **Job Description:** Oversee set up & execution of schedule of meals to women/families in need

Ladies to prepare meals

- **Time commitment:** varies
- **Job Description:** Prepare meal for women/families in need (taking into consideration specified dietary needs)

RESTROOM HOSPITALITY

- **Time commitment:** 1 Sunday each month – before and after service
- **Job Description:** Check restrooms and make sure they are clean, trash disposed of properly, countertops are wiped down, and feminine products stocked

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