

FIDELIS



NEW HOPE BAPTIST CHURCH STUDENT MINISTRY (1 CHRON 16:11)

JOBS AND MINISTRIES

In order for "Fidelis" to function, it has to be done Biblically. In other words, everything has to be done as a team.

This coming Wednesday, we're going to be having a job fair. If you can't make it, you can use this sheet to notate what "job" you would be interested in doing. Mind you, we'll need more than one person and we'll be moving things and people around from time to time so you don't have to worry about having to do the same thing from now until whenever. The important thing is, you're doing something important that contributes in ways that are both practical and eternal.

Look over the list and be ready to "declare your major" this coming Wednesday. Bear in mind, everybody will have a job, so be sure to pick one. Otherwise, I will, in keeping with the highest traditions of the Youth Minister position, simply assign you a place based on what I'm thinking you will most likely do well at.

The jobs within the Fidelis ministry are broken down into two main areas: InReach and OutReach. While there is an adult mentor looking over your shoulder, there is no micromanagement happening. So whatever you're doing will be done in the context of accountability, but it's you doing it and / or taking responsibility for it.

InReach

Mike Rhea

Check In

Mike Rhea

Set Up Manager - Computer is set up in hall. Nametags are displayed and ready to be handed out.

Outlines, pencils, announcements, raffle tickets and that evening's prize for the drawing is ready to go.

FIDELIS

NEW HOPE BAPTIST CHURCH STUDENT MINISTRY (1 CHRON. 16:11)



Incoming Administrator - responsible for checking people in. Updating attendance records and sermon completion transcripts. Documenting new people (assigning them to a Fire Team) and handing them off to the person in charge of taking care of visitors.

Photography Manager - taking pictures of every registered member of Fidelis and ensuring there is a current picture in the database. You will need a camera and a laptop so you can snap the picture and upload it immediately.

Connection Manager - this person, at the point of check in, ensures that everybody has a current email address and / or phone number in the database. Also, make sure they're included in the New Hope Text database.

Visitor Administration

Marie Rhea
Gwen Dobson

Visitor Coordinator - make sure visitors fill out registration form, are given a, "Welcome Packet," receive a temporary nametag and is introduced to their Fire Team Leader right away so they can be made to feel welcome. This person also coordinates the "reception" each visitor gets as far as meeting members of their Fire Team, their Fire Team Leader, Squad Leader and Platoon Sergeant.

Nametag Manager - once a month, I need someone to jump on a computer with Photoshop, go online and update the nametags, both in terms of the people we have as well as the various decorations, sermon stars etc. that need to be included. This person needs Photoshop and access to the Internet, along with a sweet printer.

Production

Christopher Folsom

FIDEELS

NEW HOPE BAPTIST CHURCH STUDENT MINISTRY (1 CHIRON 16-11)



Production Manager - this person is going to oversee all of the various tasks and technology that go into both the Wednesday Nite and Sunday Morning program. Make sure you've got your team in place and make sure they know how to do the job they're responsible for.

Auditorium Captain - this person needs to make sure that the curtains are drawn, the big TV has the appropriate slide show playing (in the back of the room), chairs are set up and there are some slammmin' tunes playing as people walk in.

This same person is responsible for the Bibles - make sure that they're ready to be handed out and make sure they're put back neatly at the end of the program. In addition, they make sure that the auditorium is picked up and orderly at the end of every service.

Worship Minister - this position is currently staffed by Mr. Christopher. He's the person that all worship related issues are related through.

Light Tech - this person oversees stage lighting and media shout. Also, if the internet is going to be used at all, they need to make sure that the computer is ready to go along with the projector.

Sound Engineer - this person runs the board and oversees all audio recordings. After each service, they'll upload that nite's mp3 to the New Hope server.

Drama Team Leader - this person organizes and facilitates the creation of all things, "drama" be it a skit or a video that goes along with the message that evening / morning.

Maintenance

Bill Lydick

Stage Manager - this person makes sure there are two people to man the curtains when they are to be opened. Also, make sure Pastor Raymond has a hand held mike for his opening comments and also ensure that the speaker that evening has a wireless mike to use for when they speak.

OutReach

Follow Up

Matt Dobson

Follow Up Leader - this person collects the email addresses and physical addresses of all those who were absent both on Wednesday nite and Sunday mornings and gets the respective Fire Teams to knock out the postcards. They also create the spreadsheet, upload the email addresses into "Direct Mail" and send out the eblast to those who were not absent.

You'll need access to the internet and the use of Mr Bruce's computer to do this immediately after the service(s).

Social Events and Ministry Opportunities

Kathy Pearson
Natasha Wright

Social / Ministry Coordinator - this person assists Miss Kathy (Pearson) and Miss Natasha (Wright) in the creation and administration of different social activities and ministry projects throughout the month.

Hardcharger Coordinator

Leah O'Neil

Discipleship Assistant - this person assists Miss Leah in the scheduling of Hardcharger monthly meetings, the distribution of materials and the updating of the transcript / database to ensure everyone's records are kept up to date.



Web Captain - this person monitors and assists with all web related components of Fidelis - Facebook, newhopeforyou.com etc.

Set Up Manager

Your job is to make sure that all of the resources needed to check people in are in place along with everything that they will be needing for the Bible study.

What you do is important because it's part of that first impression people have as they walk in.

Here's what you're doing, and this needs to be done every Wednesday nite and Sunday morning:

- Two tables are set up – grab them from underneath the stage.
- Power strip – usually kept by the water fountain, or in the drawer in the little cabinet beneath the bulletin board
- Make sure there are “visitor forms” on hand for those who may be checking out New Hope for the first time.
- Have some blank temporary nametags set out
- Have nametag board out in hall area, make sure nametags look neat and are in their proper place.
- Computer is set up in hall – more often than not, this will be Mr. Bruce's computer and he'll put it in place. But be sensitive to the time so you can ensure that something is in place and it's ready to go
- Have pencils, pens etc sitting out for people to grab as they come in
- Be sure the outlines for that evening's study are on the table
- Work with Mr. Mike to ensure the raffle tickets are ready to be handed out and that there's a prize ready to be awarded.

After the service, either Wednesday or Sunday:

Put up the computer (upper left hand corner of screen [apple icon]), highlight, “Shut Down.” Unplug keyboard, roll up power cord and bring computer into Mr. Bruce's office.

Fold up table and put it away along with chair

Nametags are displayed and ready to be handed out. Outlines, pencils, announcements, raffle tickets and that evening's prize for the drawing is ready to go.

Incoming Administrator



Your job is to make sure that the people coming into the Ministry Area, both visitors and regulars are feeling welcome and they've got all the info / resources they're going to need for that night / morning.

Yours will be among the first faces people see as they come to church, so make sure you're being intentional about smiling and giving them a reason to be excited about what's going to be happening during the next couple of hours.

Here's what you're doing, and this needs to be done every Wednesday nite and Sunday morning:

Check In

You will need to have two computer screens set up:

Screen #1 - Attendance

<http://www.newhopeforyou.com/fidelis/adm> - login using the word: Secret

- Once you're on the login page, go to, "Reports" and highlight "Attendance Sheet." Put a check next to the name of the person who's present, then click on the, "mark as present" button at the top.

Screen #2 - Sermon Outlines

- This is also a part of the administrative suite, but instead of going to, "Reports," first go to "Sermons."
- Check to see that the previous week's sermon is in the database. If not, go ahead and add it by going back to the "Sermons" pull down menu and clicking on, "Insert Sermon."
- Once the sermon is in the database, go back to the admin page and go to the "Transcript" pull down menu and highlight, "Sermon Outlines." Click on the sermon name you want to account for and then put a check mark beside the name of everyone who turned in a sermon outline. After you've done that, click on the, "update transcript" button below.

Visitors

Be sure to have new people fill in a new member form that will include their name, birthday, email etc along with their physical address.

Give them a temporary nametag after assigning them to a fire team. Hand them off to the Visitor Coordinator.

When you welcome a visitor, ask them if they've been here before. If they have, check to see if they're in the system. If not and this is their second time here, enter them into the database and then get them to the Photography Manager to get their picture taken. Otherwise, just keep the hard copy forms hand them to the Follow Up Leader after you've given them their temporary nametag.

Photography Manager



To do this job, you will need a computer and a digital camera. If you have your own gear, great! If not, be sure to let your Adult Supervisor know so gear can be made ready for you.

Every Wednesday nite and Sunday morning, you will need to:

- First, by using your laptop, figure out who has a picture in the database and who does not. Those who don't, take a face shot of them and upload it into their profile by doing the following:
- <http://www.newhopeforyou.com/fidelis/adm> - login using the word: Secret
- Go to the "Roster" pulldown menu and highlight, "List All Students."
- Those with a red flag to the right of their name have no photograph. Click on the photograph and that takes you to their homepage. Click on the "Edit" button and then click on the, "choose file" button to the right of "Photo" on the edit page.
- Find the photo on your laptop (this is assuming you've already downloaded the picture from your camera on to your computer) and upload it.

First time visitors will not need to get their picture taken, but, if after they've been checked by the Incoming Administrator, it's been determined that they're going to be attending regularly, you'll want to, not only upload their picture, but ensure that their profile info is in place so they can login. You'll be working with the Connection Manager on that one.

Also, from time to time, you may be called upon to help update the newhopeforyou.com Sunday School teacher directory with photos. That will be done on Sunday morning and you'll be given plenty of heads up about that when the time comes.

Connection Manager



To do this job, you will need a computer and an internet connection. While this job can be done from the house, at least as far as determining who doesn't have a current phone number or email in place, you'll want to have a laptop with you at church so you can get people's data inputted correctly and right there on the spot.

While there may not appear to be a great deal to do, this is actually a crucial element to the overall "Fidelis" ministry. People need to be connected so when something is communicated, everybody knows about it. Your role is necessary so the database is current and appropriately populated with all the right contact info.

If you don't have a laptop, one can be made available for you.

Every Wednesday nite and Sunday morning, you will need to:

- Head out to <http://www.newhopeforyou.com/fidelis/adm> - login using the word: Secret
- Go to the pulldown menu entitled, "Roster" and highlight, "List All Students."
- Look over those entries that don't have either an email address, cell phone or a physical address. Make an attempt to connect with that person that morning / evening and obtain that information. Also, use that as an opportunity to ensure that they are a part of the Fidelis texting database by asking them to text 74642 and typing in the word, "Fidelis."

Visitor Coordinator



A good impression is crucial! As the Visitor Coordinator, you'll be a person along with their information. You will, at that point, want to introduce them to their Fire Team Leader, Squad Leader and Platoon Sergeant who will then work to make sure they feel welcome.

Every Wednesday nite and Sunday morning, you will need to:

- Make sure visitors are given a, "Welcome Packet"
- Have received a temporary nametag and is introduced to their Fire Team Leader right away so they can be made to feel welcome.
- Make sure "Follow Up Leader" has hard copy of the Visitor Form(s) that will have that person's name, email address and physical address.

Nametag Manager



In "Fidelis," that nametag represents a person's accomplishments and they need to be updated. It also helps provide an immediate connection and rapport for people who are new.

In short, your job is important.

Once a month, you will need to:

- <http://www.newhopeforyou.com/fidelis/adm> - login using the word: Secret
- Click on the pulldown menu entitled, "Roster" and click on "List All Students."
- Open up another screen, login as you did before and then click on the pulldown menu entitled, "Transcript" and highlight, "Master Transcript."
- Using these two screens as a resource, go to your various nametags and make sure that all students are accurately updated on their nametag as far as decorations, sermon outlines and rank etc are concerned.
- Show up early on either Wednesday nite or Sunday mornings to load up the new nametags once you have them printed.
- You will need Photoshop which can be uploaded to your computer when you bring it.

Auditorium Captain



First impressions are huge, whether you're a visitor or a regular. That said, when a person enters the Youth Area, the place needs to look good and it needs to have an "energy" that makes people get fired up about what's getting ready to happen.

So, here's what needs to happen on Wednesday nites and Sunday mornings...

1) Have curtains drawn.

2) Ensure the DVD player is playing in the back. Later we'll introduce a rotating Powerpoint presentation that will have announcements etc going on, but for now, just have something "moving" on the screen. Sound won't be necessary unless you're playing a music video.

3) Have music playing.

Turn the amplifier on the stage on by flipping switch on the power strip
Turn the board on by flipping the power button to the "on" position on the back.

Bring up iTunes on the computer

Play a song and then move the fader on the board labeled, "Computer" up so tune can be heard.

In the event you can't get iTunes to work, you can use your mp3 player by plugging it into the system using 1/8 connector and then moving the fader labeled, "iPod" up.

4) Make sure chairs are set up and then put away at the end.

5) Ensure Bibles are put away neatly.

6) Clean up the area by making sure trash is picked up and everything looks squared away.

Lights help to create the appropriate tone, whether you're getting ready to worship or to study Scripture. It's either a great compliment or a huge distraction. All that to say, your job is important.

So, here's what needs to happen on Wednesday nites and Sunday mornings...

- 1) Have lights up as people walk in.
- 2) Have computer and screen / projector up and running before the curtains are drawn so that's in place.
- 3) Have a person positioned by the light switch to bring house lights down once Brother Raymond finishes speaking.
- 4) Shut down house lights and bring spot up on stage for Praise Band for Praise and Worship.
- 5) Bring house lights up once main speaker begins speaking.

Sound Engineer



Sound is key. If it's too loud or the quality of the sound is poor, it makes for a poor impression and can even be a major distraction. All that to say, your job is important.

So, here's what needs to happen on Wednesday nites and Sunday mornings...

- 1) Be early so you can rehearse with the Praise Band at 5:00 on Wednesdays. Make sure everyone is being heard and all your mikes are where they need to be.
- 2) Have Brother Raymond's wireless ready to go so he can grab that as he opens up Wednesday nites. If the main speaker needs a mike, make sure that is made available as well.
- 3) If message is being recorded, monitor the levels on the computer as the recording is being made. Afterwards, upload it to the website. This process will be documented once it's in place.
- 4) After service is concluded, shut everything down.

Drama Team Leader



Drama, Video, Skits – whatever “media” you want to use that adds a dramatic compliment to the theme of that evening / morning. Done right, this is a huge element that makes the message even more powerful!

Your job doesn’t happen every week necessarily, but your role is to find out what the speaker is going to be speaking on and then crafting an idea / skit to go along with his message.

You should plan on doing something at least two weeks out so you have time to coordinate and rehearse.

Stage Manager



The appearance and the functionality of the stage is part of, not only making a good impression, but also to ensure that those who are part of the “production” that night are adequately equipped to do their part without distraction.

In other words, your job is important!

Here’s what needs to happen on Wednesday nites / Sunday mornings:

- Make sure all musicians and singers have stands, be sure that all stand lights have batteries
- Ensure curtains are drawn so stage can’t be seen as people walk in
- Be there to hand Brother Raymond’s mike to him and be there to retrieve it as he finishes up.
- Have two people selected to pull curtains back as Praise Band starts their worship set
- Have two people draw curtains as Praise Band wraps up. Leave them closed until band members exit stage.
- Main speaker enters from side door, curtains are opened with bench and stand in place.
- Make sure stage area is cleaned up after service.

Follow up is so much more than a "chore." This is where people are made to feel like more than a number. Your efforts in sending out mail and email represent a connection that cannot be overstated.

In other words, your job is important.

On Wednesday nites and Sunday mornings, you need to:

Visitors

- Using the physical address they have on their Visitor Form, create a postcard and slip those underneath the door of the main office before you leave.
- Using the email addresses that you receive, upload that to "Direct Mail" on Mr. Bruce's computer and send an email on his behalf welcoming them to "Fidelis."

On computer, go to Documents / File Cabinet / New Hope Youth / eblasts and highlight "glad you came."

Click on the "Addresses" and add the email addresses that you need by clicking on the "New Address" icon at the top.

When you're finished adding email addresses, click on "Send Message."

Absent People

Email blast

Head out to <http://newhopeforyou.com/fidelis/adm/admin.php> and login using the word, "Secret"

Head out to the pulldown menu, "Reports" and highlight "Attendance Report." Choose from the pulldown menu the date of the service you want to query. The next page you get shows everyone that was present. Click on the link that allows you to see a list of those where absent.

Click on the link at the top that allows you see all those who were absent as a list of emails. On that page, click on the link that allows you to see everything that as csv file.

Import that csv file into Direct Mail after opening up the "missed ya" email template located in to Documents / File Cabinet / New Hope Youth / eblasts

Send the email

Postcards

Using the preprinted labels and postcards, send out a postcard to everyone who was absent.

Social / Ministry Coordinator



Organizing social events does great things as far as providing someone who might not be comfortable coming to church the opportunity to “test the waters.” Not only that, but it gives everybody the chance to work and play as a group which strengthens relationships.

All that to say, your job is important!

Once a month there needs to be a ministry that can be done as a group. In addition, there needs to be a social event planned as well.

Your job is to organize those things and promote them.

Discipleship Coordinator



Discipleship in the context of the Hardcharger platform and any other campaign that is in place is huge. This is where folks are growing and being measured.

All that to say, your job is important!

Your job is to assist Miss Leah in the scheduling of Hardcharger monthly meetings, the distribution of materials and the updating of the transcript / database to ensure everyone's records are kept up to date.

To access the database / website head out to <http://newhopeforyou.com/fidelis/adm/admin.php> and login using the word, "Secret."

Head out to, "Transcript" and click on "Master Transcript." Do all your updates there.

Coordinate with Mr Bruce and Miss Leah as to when the "Hardcharger Meetings" are to take place. Promote them so every knows when and where.