

Dream Team

C3 Lindale is devoted to making a lasting difference in our community by leading people to become fully devoted followers of Christ. We are risk-taking, irrationally generous, spiritual contributors who bring our best, laugh hard, and honor God with integrity. At C3 Lindale, serving is in our blood.

Requirements

- Complete Growth Track
- Partnership with C3 Lindale

Expectations

- Commit to serve at least once a month
- Be on time
- Believer in Jesus
- Live with integrity
- Direct any offense, concern or disagreements with any person with regard to Matthew 18:15-17
- Daily, growing relationship with the Lord

Growth Markers

- Basic time management (arrive and conclude on time)
- Follows instructions/directions closely - completes assigned task as defined by leader
- Keeps calendar (doesn't "forget" assignments, commitments)
- Serves twice a Month
- Tithes
- Demonstrates consistency in excellence, kindness, communication and thankfulness
- Takes personal ownership of their own performance/responsibilities, understanding their role in the team
- Assists other individuals to help them succeed (this demonstrates an understanding that each individual's success allows the team/group to succeed)

Captain



The Win

Create a comfortable environment for those serving on the Dream Team by building and maintaining relationships and by providing leadership and regular communication regarding volunteer roles.

Guidelines

Arrive on time and lead the event/huddle.

Connect with your team after they have checked in. Assign each person to a particular area and communicate any details specific to the weekend.

Be familiar with the building and special events at church. Check out the Weekly Program in Church Center before the service for any information you may need.

Maintain contact with your team via email, phone call, texts, handwritten notes, etc. Building relationships helps each Role Leader or volunteer feel needed and known.

Identify volunteers who could be future Role Leaders or Coaches and work with your Leadership Team to begin training them utilizing the Leadership Pipeline. This helps us be ready as God continues to grow our church and our team.

Follow up with volunteers who have missed an opportunity to serve.

Provide feedback on opportunities where we can strive to provide better service to our team or our guests.

Dream Team

Kid's Welcome Buddy

The Win

Prayerfully support children ages 3 through 13, as a passionate and dedicated individual who is called to serve with our children. This individual will consistently check-in children utilizing Church Center, ensuring parents are made aware of the location and proceedings of the Children's Program.

Guidelines

Arrive early and be present at the Check-In Station until 10 minutes after service begins.

- Pray for the children and staff of the Children's Ministry
- Pass a background check
- Arrive at least 30 minutes before start of service and be at your station at least 20 minutes before service begins
- Welcome families as they arrive
- Assist with check-processes and print out labels
- Inform parents of Sunday morning schedule and the transition from worship service to Sunday School
- Direct parents to the location of the Children's Wing
- Maintain a clean environment at check in
- Remain at check-in until 10 minutes after start of service
- Bring the Check-in iPad to lead teacher after service begins
- Communicate consistently with Children's Ministry Director and staff for any needs or concerns

Teacher: Preschool

The Win

C3 Foundations teachers prayerfully support children ages 3 through Kindergarten as a passionate and dedicated individual who is called to serve with our children. This individual will consistently lead lesson plans provided to them each week.

Guidelines

Arrive on time and be prepared to lead the class.

- Pray for the children and staff of the Children's Ministry
- Pass a background check
- Implement provided lesson plans, involving more staff/mentors, as needed
- Lead engaging and interactive activities that promote spiritual growth, relationship, and development for our children
- Maintain a safe and welcoming environment
- Consistently communicate with lead and fellow staff
- Guide and instruct mentors/aids for children's safety and learning
- Lead children in transitions with Sunday schedules, such as lining up after worship service, beginning prayer, bathroom breaks, lesson plan, mealtime, and outside play
- Clean up room, sanitize toys, and remove trash from building at end of each Sunday
- Promote positive interactions between children
- Attend monthly Children's Ministry meeting

Teacher: School Age

The Win

C3 Foundations teachers prayerfully support children in grades 1st through 6th as a passionate and dedicated individual who is called to serve with our children. This individual will consistently lead Sunday School lessons plans provided to them each week, to children ranging from the age of 6 through 13, depending upon grade level.

Guidelines

Arrive on time and be prepared to lead the class.

- Pray for the children and staff of the Children's Ministry
- Pass a background check
- Implement provided lesson plans, involving more staff/mentors, as needed
- Lead engaging and interactive activities that promote spiritual growth, relationship, and development for our children
- Maintain a safe and welcoming environment
- Consistently communicate with lead and fellow staff
- Guide and instruct mentors/aids for children's safety and learning
- Lead children in transitions with Sunday schedules, such lining up after worship service, beginning prayer, lesson plan, mealtime, and outside play
- Clean up and remove trash from building at end of each Sunday
- Promote positive interactions between children
- Attend monthly Children's Ministry meeting

Mentor/Aid

The Win

Mentors will support teachers in a variety of ways, helping with children ranging from the age of 3 through 13, depending upon grade level. This is a role for older teens and young adults who have an interest in working with children.

Guidelines

Arrive on time and support the Children's Leadership Team.

- Aid and assist C3 Foundations Staff with all tasks pertaining to lesson plans, games/activities, outside play, mealtimes, and most importantly, safety of all children within the department.
- Arrive on time and assist children with the transition to C3 Foundations building after worship service
- Assist with lining children up in hallway for check in
- Assist with table setup for mealtimes
- Engage in lesson plans with children and help them to remain focused
- Station around rooms/outside area for best viewpoint to safely watch all children
- Help direct children to clean up and gather items for check out
- Report to lead staff for extra tasks as needed, such as but not limited to:
 - Helping to serve children at mealtimes
 - Handing out lesson/activity supplies
 - Standing in for games/activities requiring groups
 - Retrieving items needed in building, if requested

This role is an entrance-level one that will require an internship, for a period of time, with lead staff while working with and assisting the children's department. *If the mentor is under 18, a parent or guardian will receive an agreement to review with the mentor and lead staff.

Nursery Worker

The Win

C3 Foundations staff prayerfully support infants under the age of 3, as a passionate and dedicated individual who is called to serve with our children. This individual will consistently provide care every Sunday to our youngest children.

Guidelines

Arrive and be ready to open the Nursery 20 minutes before service begins.

- Pray for the babies and staff of the Children's Ministry
- Pass a background check

- Provide bottles/food in a clean environment
- Maintain constant awareness of all infants in your care
- Change diapers and assist with potty-training, as needed, for each baby
- Consistently discuss each baby's needs with parents, weekly
- Keep informed of individual needs through baby's records and parent's directions

- Maintain a safe and welcoming environment
- Restrict traffic flow in the nursery and limit guests that are not parents
- Consistently communicate with lead and fellow staff

- Arrive on time and prepared for leading
- Guide and instruct mentors/aids for children's safety and learning

- Clean up, sanitize toys, vacuum, and remove trash from building at end of each Sunday
- Be able to bend over, pick up, and carry babies of all sizes

- Promote positive interactions between babies
- Attend monthly Children's Ministry meeting

Sound Tech

The Win

Utilizing the knowledge and guidance given by the Media Director to understand and effectively run sound at the planned event. Sound techs us not only address volume, but also to amplify the worship experience, the sermon, and make transitions seamless between sections of the plan.

Guidelines

Arrive on time and be prepared to manage the sound according to the plan. This position requires you to work closely with the Livestreaming Tech on improving the sound quality of the stream and ensuring that ques associated with sound are met on the livestream as well as in person.

- Have a basic understanding of Sound and Music
- Listen to music in scheduled plan to learn music dynamics ahead of time
- Understand the plan given in Planning Center and who is leading
- Work quickly to correct any problems associated with sound (loose XLR cable, missing connection to sound board, etc.)
- Understand Software and technology associated with sound board
- Establish relationship with others on Media Team and communicate any issues you may witness
- Be compatible with Leadership Team's vision for plan
- Be responsible to Planning Center scheduling
- Have Integrity with property and equipment
- Be teachable and approachable

Livestream Tech

The Win

Utilizing the knowledge and guidance given by the Media Director to understand and broadcast the planned event. Livestream events often include transitions, sound, lyrics, sermon, and any classes associated.

Guidelines

Arrive on time and be prepared to manage the livestream according to the plan.

- Have a basic understanding of Computers and Music
- Have capable eyesight
- Listen to music in scheduled plan to learn lyrics ahead of time
- Be aware of upcoming transitions associated with plan
- Set up cameras in best places/angles for best viewer experience
- Understand the plan given in Planning Center and who is leading
- Work quickly to correct any problems associated with cameras
- Be observant when running the livestream to stay on top of switching angles
- Learn and understand software and technology associated with livestream
- Establish relationship with others on Media Team and communicate any issues you may witness
- Be compatible with Leadership Team's vision for plan
- Be responsible to Planning Center scheduling
- Be cognizant that Worship is a fluid plan and changes often and quickly
- Have Integrity with property and equipment
- Be teachable and approachable

Computer Tech

The Win

Utilizing the knowledge and guidance given by the Media Director to understand and display lyrics and videos for the planned event. Computer Tech events often include worship lyrics, multiple videos, music, and display slides.

Guidelines

Arrive on time and be prepared to manage the Computer Tech position according to the plan.

- Have a basic understanding of Computers and Music
- Listen to music in scheduled plan to learn lyrics ahead of time
- Be aware of upcoming transitions associated with plan
- Learn and understand software and technology associated with lyrics, music, and video
- Establish relationship with others on Media Team and communicate any issues you may witness
- Be compatible with Leadership Team's vision for plan
- Be responsible to Planning Center scheduling
- Be cognizant that Worship is a fluid plan and changes often and quickly
- Have Integrity with property and equipment
- Be teachable and approachable

Musician

The Win

Assist with leading and inspiring the church congregation into genuine worship to God with your skilled musical instrument abilities.

Guidelines

- Arrive on time to practices and services
- Experience with instrument played
- Able to read chord charts
- Sense of scale when playing with a band
- Good rhythmic sense with ability to play dynamics: quiet vs driving
- Able to play by ear (Not required but is an advantage)
- A sincere heart to worship God

Anyone on stage, whether they are a worship leader, a singer, or a musician, is perceived as a leader of our church in some capacity. You are expected to represent Christ at all times, knowing that, as a leader, people are looking to you as an example. The Worship Ministry is a weekly time commitment including personal practice, group practices, church services, and occasional praise team fellowship. We expect all team members to be reliable, punctual, and correctable/teachable.

Musicians will be expected to practice at home and know the music prior to attending practices. Collective Worship Ministry practices are at the church every Tuesday evening.

Sunday morning practices are dedicated to running through that day's worship set. You are expected to be well groomed and dressed modestly/appropriately. Before service begins, interact with the congregation making sure they feel welcomed. Be on stage before the end of the pre-service countdown to begin worship. Most importantly, worship with all your heart! We strive to do our absolute best musically, but without your love of Jesus, it means nothing.

Each person interested in participating on the worship team will receive an Auditions Expectation Guide. After reading the guide, those willing to adhere to the time commitments and expectations will receive a ministry questionnaire. Once we have received your completed questionnaire, you will be contacted to set up an interview with the Worship Ministry Leadership Team.

Vocalist

The Win

Help lead and inspire the church congregation into genuine worship to God through your gift of singing.

Guidelines

- Arrive on time to practices and services
- Sing on pitch and harmonize
- Contemporary vocal style
- Good stage presence
- A sincere heart to worship God

Anyone on stage, whether they are a worship leader, a singer, or a musician, is perceived as a leader of our church in some capacity. You are expected to represent Christ at all times, knowing that, as a leader, people are looking to you as an example. The Worship Ministry is a weekly time commitment including personal practice, group practices, church services, and occasional praise team fellowship. We expect all team members to be reliable, punctual, and correctable/teachable.

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Greeter

The Win

Create a comfortable environment for guests by offering a sincere greeting and acknowledging each guest as they enter the building.

Guidelines

Arrive on time and be available to meet the needs of our guests.

Greeting Team members should wear the provided name tags at all times. Part of creating a comfortable environment is being easily recognizable to our guests.

Connect with your Hospitality Leader after checking in. They will assign you to a particular area (if applicable) and communicate any details specific to the weekend.

Greet each guest enthusiastically as though you were expecting them. Show them you are glad they are here.

•Door Locations

Stand outside the door and welcome guests by opening the door for them and verbally greeting them. Please do not keep the door propped open.

•Lobby Locations

Move around the lobby and be willing to engage with and serve every guest. Retrieve coffee refills, clean up, and help guests to a particular location if they ask. Assist with checking in each guest and/or their children at The Foundations Check In Station.

Maintain positive body language (smile, make eye contact, and stand with good posture).

Be familiar with the building and special events at church. Check out the Weekly Program online before the service for any information you may need.

Escort new guests to information center attendant for additional information and to complete digital or printed connect card.

Personally escort any guest who asks where something is located. This helps them feel valued. Avoid pointing or giving directions.

Stay in your assigned area until 10 minutes after service begins. Our team can't be successful without every member!

Refrain from eating, drinking, or using your phone while serving. If you will miss your opportunity to serve, please inform your team leader.

Please utilize our peppermints to ensure fresh breath and use proper hygiene before arriving.

Food & Refreshment

The Win

Create a comfortable environment for guests by providing quality food and refreshments while interacting with everyone.

Guidelines

Arrive on time and assist with preparation, serving, and cleanup.

Food Team members should wear the provided name tags at all times. Part of creating a comfortable environment is being easily recognizable.

Connect with your Hospitality Leader after checking in. They will assign you to a particular area and communicate any details specific to the event.

Consistently provide drinks and snacks in a neat, well-presented area.

•Hospitality Drinks

Coffee, drinks, and water should be full when you arrive. Please ensure the coffee has been made and supplemental options are available.

•Food Events

Arrive at designated time and begin preparations as assigned. Ask for assistance if needed for heavy objects.

If serving during the food event is needed, please remain available to assist all who need it.

Please stay after the food event to ensure cleanup is quick and thorough.

Maintain positive body language (smile, make eye contact, and stand with good posture).

Maintain the cleanliness and presentation of the designated area as well as seating areas.

Maintain proper cleanliness while serving food (hand hygiene, no touching face, etc.)

If you will miss your opportunity to serve, please inform your team leader.

Communion/Usher

The Win

Create a comfortable environment for guests by welcoming them and offering assistance to make engaging with the service both easy and distraction-free.

Guidelines

Arrive on time. Usher Team members should wear the provided name badges at all times. Part of creating a comfortable environment is being easily recognizable to our guests. Connect with your Head Usher after checking in. They will assign you to a particular area and communicate any details specific to the weekend.

Prepare the Communion before the service using food handling practices (hand hygiene, no touching of the face, etc.) and place the prepared communion on the designated platform in the Sanctuary.

Maintain positive body language during handing out designated items or offering communion to every person present.

Refrain from eating, drinking, or using your phone while serving.

If you will miss your opportunity to serve, please inform your leader.

Decor

The Win

Create a comfortable environment for guests by providing appropriately themed decorations inside and outside (if applicable) the main building.

Guidelines

Arrive on time and assist with preparation, decorating, and cleanup.

Connect with your Leader upon arrival. They will assign you to a particular area to prep, decorate, and cleanup.

Maintain the cleanliness and presentation of the designated area.

If you will miss your opportunity to serve, please inform your team leader.

•Holidays

Decorate holiday appropriate after receiving guidance from your leader about the vision for the designated area.

Utilize all appropriate materials and ensure they are safely adhered to surfaces or stands.

•Non-Holiday Themes

Throughout the year, there will be times of decorating for general appearance.

Decorate appropriately after receiving guidance from your leader about the vision for the designated area.

Utilize all appropriate materials and ensure they are safely adhered to surfaces or stands.

Small Groups

The Win

For people to follow you, you've got to know where you're going. Small Groups are all about meaningful relationships, people growing, and communities changing.

Guidelines

Arrive on time and lead your Small Group.

Below are the most common parts of a Small Group. The format for your Small Group is up to you. Mix and match these parts and over time you'll gain an idea of what works best for your group.

- Talk Together

All groups spend some time catching up with casual conversation.

- Eat Together

Some groups enjoy coffee, a light snack, or even a meal when they get together

- Have Fun Together

Many small groups might share an activity together like working out, riding motorcycles, yoga, or other hobbies.

- Grow Together

All groups make time to spur on spiritual growth through intentional discussions. Some ideas are discussing the recent messages from Sundays, work through a Bible study together, discuss a book they all read, etc.

- Serve Together

The strongest groups serve together at their church and with local outreach.

- Pray Together

All groups share each other's needs and pray together.

Have a plan created and ready to enact if there are children in your group.

If you will miss your opportunity to serve, please inform your team leader.

Bible Class Teacher

The Win

Teaching and explain the Bible in a clear and engaging way in a weekly truncated timeframe.

Guidelines

Arrive on time and lead your Bible Class.

•Qualifications

A Bible class teacher should have a thorough understanding of the Bible and in harmony with the teachings.

Ask questions to encourage students to engage with the material.

Use exegetical tools.

•Spiritual Commitment

Model the Christian faith through actions and words.

Prepare lessons that help others observe, interpret, and apply the Bible.

Discipleship

The Win

Commit to growing in your relationship with Jesus. Your spiritual growth is a priority for us and a big part of our mission to Bring In, Build Up, Train, and Send Out.

Guidelines

Arrive on time and participate in your Discipleship Small Group.

- Small Group setting
- Meet weekly to monthly based on group
- Topic focused or overall spiritual development
- Action items required to continue in program
- Practical tips for Christian living
- Short-term or long-term
- Goal oriented

Mentorship

The Win

The purpose is a personal, working alliance in which individuals work together over time to support the personal and spiritual growth, development, and success of the relational partners through the provision of prayer, discussion, and action driven support.

Guidelines

Arrive on time and be an active participant.

- Interview for acceptance by Mentor
- 1-on-1 setting
- Meet based on both parties' schedules
- Topic focused or overall spiritual development
- Action items required to continue in program
- Practical tips for Christian living
- Short-term or long-term
- Goal oriented

Helps Team

The Win

The people of C3 Lindale are continually serving within our church to help meet the needs of each other in a variety of ways.

Guidelines

Each Helps Event will have specific guidelines per event.

We are focused on meeting tangible needs of our C3 family to serve and share the love of God with each other.

A variety of events we've facilitated in the past include yard work, home repair, cooking meals, cleaning, etc.

Counseling

The Win

We work with families and individuals, using a variety of techniques to move beyond the symptoms of a person's struggles in order to uncover the underlying causes of "stuckness." Our heart is to help people in all walks of life by providing life-changing counseling with spiritual, emotional, mental, and physical healing. You, your marriage, and your family are important to us. We would love to help.

Guidelines

C3 Lindale offers you a safe, compassionate place to explore, grow, and heal so you can get back to doing what you really love.

Being a Counselor requires education and certifications in this field. If you have met the minimum requirements and are interested in serving as a Counselor, please reach out to the Executive Assistant for next steps.

Benevolence

The Win

We genuinely express the nature of Jesus when we are generous. It is through our generosity that we impact our community and the world. It's a privilege to worship and honor God with our resources.

Guidelines

There are several opportunities throughout the year where benevolence offerings are taken during a Sunday morning service. There are also times where goods are asked for donation instead of money.

You can always give to benevolence at any time through the Church Center app, under Giving.

Benevolence requests of over \$250 are reviewed by our C3 Board of Directors for approval to ensure we are always focused on being good stewards.

Prayer / Intercessory

The Win

We are spiritual contributors, not spiritual consumers. We believe whoever controls the altar of prayer, controls the outcome. We are a church of prayer, with multiple opportunities for corporate prayer each month. We also have a prayer team that needs are submitted to online.

Guidelines

We are the church, and exist to stand in the gap for others.

Confidentiality and privacy are essential at times for the prayer team. Participation in as many church opportunities of prayer and being a resource to others.

Spiritual discernment is very important to the prayer team, as Holy Spirit guides us often in how to pray for others.

Outreach

The Win

We believe you don't just give to a church, you give through a church! C3 Lindale offers opportunities to come alongside our local communities and do some amazing work. We want to make Jesus known by creating compelling opportunities to love others through service.

Guidelines

Each Outreach Event will have specific guidelines per event.

We are focused on meeting tangible needs to make known the good news of Jesus.

Our goal is to show people the love of Jesus by meeting the tangible needs of our local communities. We are motivated by the words of Jesus found in Matthew 25:35-36, where He identifies Himself with the hungry, the thirsty, the stranger, the naked, and the sick and imprisoned.

Missions

The Win

We believe you don't just give to a church, you give through a church! C3 Lindale offers opportunities to come alongside local, national, and international ministries who are doing amazing work all around the world. We want to make Jesus known by creating compelling opportunities to love others through service.

Guidelines

Each Missions Event will have specific guidelines per event.

We are focused on meeting tangible needs to make known the good news of Jesus.

Our goal is to show people the love of Jesus by meeting the tangible needs of our world. We are motivated by the words of Jesus found in Matthew 25:35-36, where He identifies Himself with the hungry, the thirsty, the stranger, the naked, and the sick and imprisoned.

Safety Team

The Win

Create a safe environment for our guests through diligence and being aware of surroundings. Two Teams, One Ministry: There are two parts to the Safety Team. There is the safety team: background in law enforcement, military service and security. There is also the medical team: doctors, EMTs and nurses.

Guidelines

Arrive on time and participate in specified role: safety and/or medical.

One of the basics of any position of trust, but especially when in charge of the safety of others, is having ethics and behaving appropriately at all times. We recommend that the following are part of your Ethics and Code of Conduct: honor others above yourself, perform all duties completely, correctly and on time, be an example for others, be faithful, be wise, be discreet.

•Safety

Make regular circuits of the entire campus but do not repeat the route.

Check empty rooms, utility closets, hallways and stairwells. These dark places are often the spot where teenagers and visitors may cause trouble.

Patrol the parking lot. Being in the parking lot discourages vandalism of and theft from cars.

Patrol the perimeter of buildings.

•Codes

There are color codes safety team members should use. These are universal and also keep people from becoming panicked if they overhear.

- Code Red → fire emergency
- Blue → medical emergency
- Orange → actively disruptive or combative person
- Yellow → suspicious person
- Pink → missing or lost child

Adding 911 to these codes signals that a response is needed quickly and that local law enforcement should be called.

•Medical

C3 Lindale utilizes Church Center for medical alerts and allergies. Check with Admin if a non-emergent situation arises for information on the victim.

All qualified and willing medical professionals remain on standby to be requested as needed, depending on the situation.

If you will miss your opportunity to serve, please inform your team leader.

Marketing

The Win

The Marketing Department will create and distribute positive branding messages and collateral for the C3's services, events, etc. This position will promote the church's activities and events through various marketing channels including the website, social media, and print materials, by creating engaging content, managing online platforms, and coordinating with C3 Lindale staff to spread the message to the community and potential new partners.

Guidelines

- Complete media and scheduling by assigned deadline goals
- Excellent writing and communication skills
- Strong organizational skills and attention to detail
- Proficiency in social media platforms
- Basic understanding of graphic design principles
- Familiarity with website content management systems (CMS)
- Ability to work independently and as part of a team

•Social Media Management

Creating and posting engaging content on platforms like Facebook, Instagram, X, and other relevant social media channels to promote church events, sermons, and community outreach initiatives. Develops branding messages for various social media channels.

•Website Updates

Maintaining and updating the church website with current information about services, events, ministries, and announcements.

•Graphic Design

Designing flyers, posters, event graphics, and other visual elements to promote church activities using design software like Canva or Adobe Creative Suite.

•Photography and Videography

Capturing photos and videos of church events to use for marketing purposes.

•Event Promotion

Assisting with the marketing and promotion of special church events, including creating registration pages and promotional materials.