

# Sunday Experience Volunteer Guide

**Saturday, August 9, 2026**

**Service Begins: 5:00 PM**

**Guest Arrival / Doors Open: 4:30 PM**

**Location: 3317 HWY 211 W Lumberton NC 28360**

**Volunteer Prayer & Final Huddle: 4:15 PM**

**Our goal is simple:** create an atmosphere where every guest feels welcomed, cared for, and can encounter Jesus from the moment they arrive until they leave. We want to be proactive in our preparation for September Launch. Let's make it count!

## 1. Set-Up Team

**Report Time: 3:00 PM**

### Responsibilities

- Set up chairs, stage, podium, and worship area.
- Assemble welcome signage, directional signs, and Next Steps area.
- Prepare check-in, hospitality, and children's ministry stations.
- Assist media team with unloading equipment.
- Ensure all rooms are clean and guest-ready.
- Conduct a final walkthrough before doors open.

## 2. Hospitality Team

**Report Time: 3:30 PM**

### Responsibilities

- Prepare refreshments/Coffee, ect. for volunteers and guests.
- Stock serving tables, beverages, napkins, and utensils.
- Maintain cleanliness throughout the event.
- Assist with hospitality needs for guests and ministry leaders.
- Clean serving area immediately following service.

## 3. Parking Team

**Report Time: 3:30 PM**

### **Responsibilities**

- Direct vehicles safely and efficiently.
- Assist first-time guests with parking.
- Reserve accessible parking for elderly and disabled guests.
- Help maintain traffic flow before and after service.
- Remain available until approximately **5:30 PM**, with one volunteer staying through dismissal.

## 4. Children's/Nursery Ministry Team

**Report Time: 3:30 PM**

**Children's Check-In Opens: 4:30 PM**

### **Responsibilities**

- Prepare classrooms and activity stations.
- Check children in and out using approved procedures.
- Maintain a safe, engaging, Christ-centered environment.
- Follow all child protection and safety policies.
- Communicate with parents regarding pickup procedures.

## 5. Greeters Team

**Report Time: 4:00 PM**

### **Responsibilities**

- Pick up volunteer badges.
- Welcome every guest with warmth and enthusiasm.
- Open doors and assist guests entering the facility.
- Hand out worship guides or connection cards.
- Escort first-time guests when needed.
- Direct guests to children's check-in, restrooms, and seating.

- Remain stationed until approximately **5:15 PM**, then rotate as assigned.

## **6. Security Team**

**Report Time: 4:00 PM**

### **Responsibilities**

- Monitor all entrances and exits.
- Assist with guest safety and emergency response.
- Secure backstage and children's ministry areas.
- Coordinate with parking team if assistance is needed.
- Maintain a visible, welcoming presence throughout the service.

## **7. Prayer Team**

**Report Time: 4:00 PM**

### **Responsibilities**

- Join the volunteer prayer gathering before service.
- Cover every aspect of the service in prayer.
- Be available before, during, and after service for personal prayer.
- Minister respectfully and confidentially to guests.
- Assist during altar ministry and response time.

## **8. Worship Team**

**Report Time: 3:00 PM**

### **Responsibilities**

- Complete rehearsal and sound check.
- Review service flow with production team.
- Prepare spiritually and pray together before guests arrive.
- Lead worship with excellence, authenticity, and sensitivity to the Holy Spirit.

## **9. Media/Production Team**

*(Audio • Cameras • Photography • Presentation/Lyrics)*

**Report Time: 3:00 PM**

## **Responsibilities**

- Set up and test all audio, lighting, cameras, and presentation software.
- Run complete sound check with worship team.
- Prepare sermon slides, announcements, and worship lyrics.
- Capture photos and video throughout the experience.
- Monitor livestream or recording (if applicable).
- Troubleshoot technical issues before and during service.

# **10. Tear-Down Team**

**Report Time: Immediately Following Service (Approximately 6:30 PM)**

## **Responsibilities**

- Return chairs and tables to original layout (if needed).
- Remove signage and ministry stations.
- Pack sound, media, and worship equipment.
- Clean all ministry areas.
- Empty trash and ensure the facility is left in excellent condition.
- Load trailers and vehicles as needed.

## **Volunteer Expectations**

- Arrive **10–15 minutes before your scheduled report time**.
- Wear your **Gathering City Church volunteer badge**.
- Dress modestly and comfortably with closed-toe shoes if serving on setup or teardown.
- Serve with joy, excellence, and flexibility.
- If you are unable to serve, notify your team leader as soon as possible.

**Remember "Whatever you do, work at it with all your heart, as working for the Lord." — Colossians 3:23**