

VOLUNTEER

Handbook

The Rim



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RIM SERVE TEAMS OVERVIEW

The Rim Church Volunteer Handbook is your guide to being a part of one of our volunteer teams at the Rim Church. There are a multitude of ways to be involved at the Rim Church, and many of those ways involve service. This handbook is specifically for our Volunteer Serve Teams. Therefore, this handbook will not include information on the ways to serve with The Rim Church in other capacities.



At the Rim Church, we believe that relationships always come before processes and systems. This handbook is intended to act the same way that bumpers do in bowling; relationships and ministry will knock down pins, but this handbook will hopefully prevent gutter balls as we continue to listen to the Holy Spirit and follow His direction for our church family.



As you navigate your journey with the Rim Church, always feel encouraged to have an open discussion with any staff member or any of the Team Leads serving alongside you. Questions are always welcome because we are all learning together. We hope that during your time with The Rim Church, we are able to provide as much clarity as possible. We are looking forward to seeing what God does through you during this upcoming season and we are praying for you by name!



Creating Space Together,

The Rim Team

CULTURE

Our Mission as a Volunteer Family:

We create space for others to discover the beauty of Jesus.

Our Values:

Explore the Depth (1 Cor 2:10, Eph 3:18, Romans 11:33, Prov. 24:3, Prov 18:4)

Experience the Joy (Psalm 16:11, Phil 2:1-2)

Extend the Kingdom (Matthew 6:10)

Empower the Dream (Heb 10:24-25, Rom 15:2, 1 Thess 5:11)



EXPECTATIONS

First, we want to note that we recognize that as a volunteer, you are voluntarily giving up your time to serve our church family. Our expectations are meant to serve our volunteers and to provide clarity about your role and the influence you have in our church. Thank you for your time and talents!

Character

We believe that our volunteers are the carriers of culture in our church family. In some capacity, each of our volunteers has influence in our church, therefore all of us in a serving position want to live a life worth imitating. By no means are we asking our volunteers to be perfect, but we do ask our volunteers to seek to live a life that reflects their pursuit of Jesus.



The Rim Church Volunteers:

->Aspire to have a daily relationship with Jesus Christ
(Psalm 1:2, Joshua 1:8, Job 22:22, Philippians 4:6)

->Communicate needs, wants, and issues with
Team Leads in a timely and considerate manner.
(1 Corinthians 3:9, Ecclesiastes 4:9-12)

->Speak kindly of others and avoid gossip and slander.
(Ephesians 4:29, James 4:11, Titus 3:2)

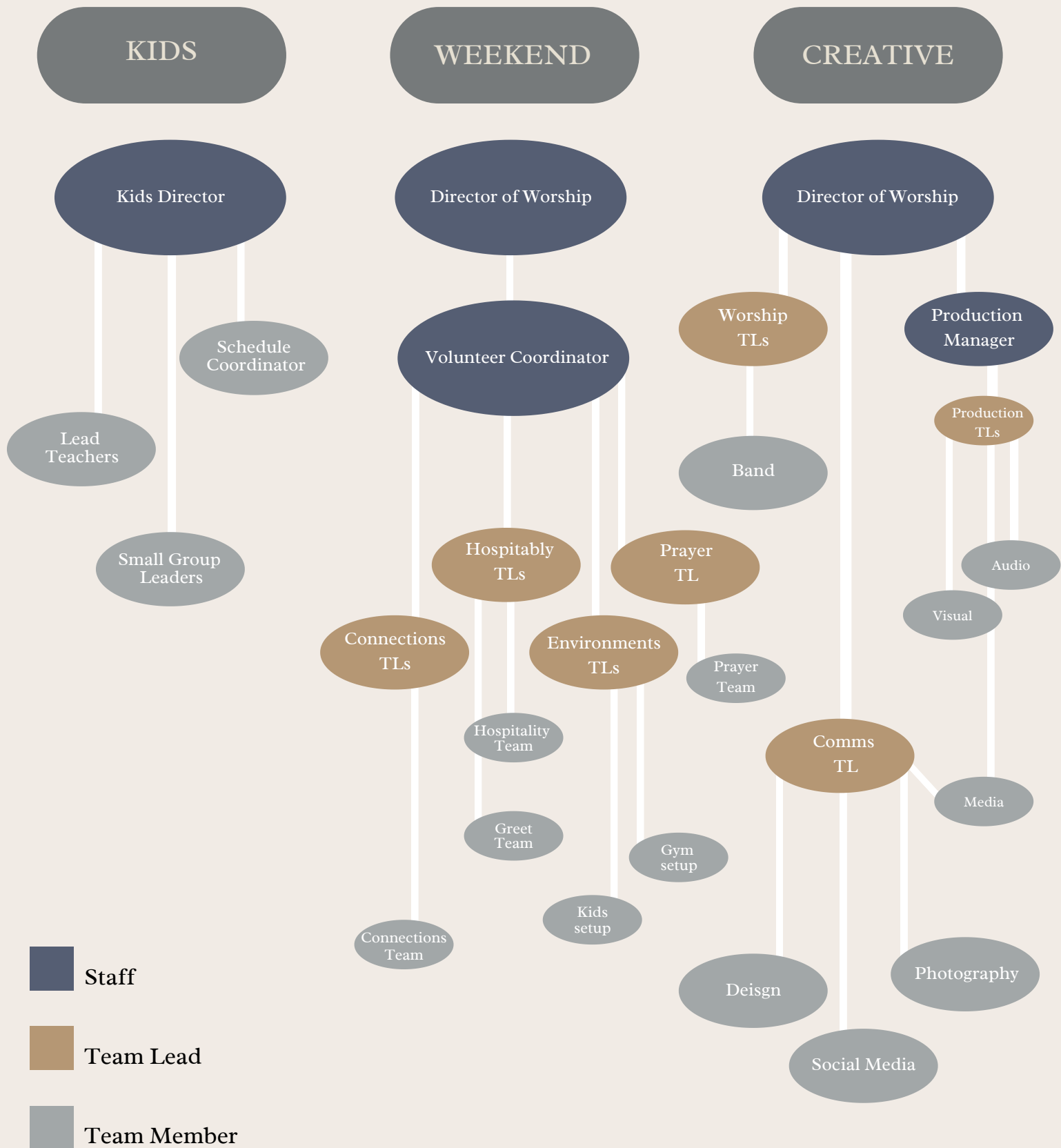
->Strive to consider the needs of others.
(1 Peter 4:8-10, Philippians 2:3-4, Ephesians 4:32)

->Maintain biblical standards of sobriety.
(1 Peter 1:13, 1 Thessalonians 5:6-8, 1 Corinthians 6:18)

->Biblically approach conflict with kindness and
discussion.
(1 Corinthians 1:10, 12:26-27, Proverbs 27:17)

SERVE TEAMS

ORGANIZATIONAL CHART



RIM | KIDS | TEAM

Kids Team Is...



FAMILY CENTRIC

Family is a big value at The Rim, and that carries over into our Kids Ministry. A Kids Team Member is not just serving the kids in their classroom, but the parents, siblings, and any other family that brought that child to the Gathering. To serve families, Kids Team values the safety and security of each child that is checked in on Sunday morning.

DISCIPLESHIP FOCUSED

The impact of a Kids Team Member goes far beyond a Sunday morning. Through the lessons and activities, the team encourages kids to have conversations with their parents about what they are learning in Rim Kids. Discipleship is important, and it begins in the home.



EQUIPPING THE NEXT-GEN

Rim Kids equips Team Members to then equip kids with the things they need to talk about their faith. From baptism classes to resourcing families with literature about biblically raising kids, The Rim desires to equip volunteers and parents to talk openly about Jesus to their kids and families.

RIM | KIDS | TEAM

Littles | PreK | Elementary

EXPECTATIONS

Kids Team Members are expected to:

- > Serve once every 6-8 weeks.
- > Let the Kids Director know when they aren't able to serve and find their replacement if they can no longer serve on a day they have been scheduled.
- > Be teachable, able to receive constructive feedback, and work with a team for the common goal of creating space to discover the beauty of Jesus.

ONBOARDING:

All those interested in a Serve Team are required to fill out the application.

- Conduct background checks
- Shadow & Training:
Walk through an entire kids service prior to serving
- Serve at least one time in each location before settling in on an age group
- Plan on serving every 6 to 8 weeks

Kids Leadership:

Lead Teacher (LT)

- Responsibilities
 - Lead instructor for the day
 - Ensuring order and discipline from all children
 - Ensure classroom is setup with appropriate materials no later than 15 minutes prior to the start of the Gathering
 - Cleanup/Teardown

All

- Review and prepare the main lesson to include:
 - Lead worship
 - Icebreaker activity
 - Big Picture
 - Memory Verse
 - Lesson

Small Group Leader (SML):

- Responsibilities:
 - Assist LT in setup, welcome children and guide them to join the group
 - Worship with and next to children, actively engage with kids as everyone sings
 - Monitor children while TL is instructing.
 - Proactively ensure children are staying on task
 - Take children to restrooms
 - Lead/participate in outside games
 - Ensure lesson sheets are given to parents at pickup
 - Release children to parents
 - Clean up/breakdown

RIM | WKND | TEAM

TEAM OVERVIEW



ENVIRONMENTS

The Environments Team are the literal hands and feet that make The Gathering a beautiful place to meet on Sunday mornings. From setting up chairs, TVs, signage and more, the Environments Team creates space for each attendee at The Rim to discover the beauty of Jesus.

HOSPITALITY

The Hospitality Team are the heart and soul of our Gathering Serve Teams. They make The Gathering a space that feels welcoming and comfortable for both the newcomer and regular attendees. From brewing coffee to connecting with people at the hospitality table, Hospitality Team strives to make The Rim feel like home.



CONNECTIONS

The Connections Team are the familiar faces at The Rim that assist in making sure every new person that walks in the gym on Sundays gets any information they may need. Whether they are connecting someone to a Serve Team or Community Group, or meeting another need, this team is on the frontline! The Connections Team follows up with new attendees via connect card during the week.

PRAYER

The superpower of ANY volunteer team is the Prayer Team. The Rim's Prayer Team intercedes during Sunday Gatherings and are available and trustworthy faces that anyone attending the Gathering can go to for prayer. The Prayer Team meet periodically on weekdays to cast vision and pray for the Church.



RIM | WKND | TEAM

Environments | Hospitality | Connections | Prayer

EXPECTATIONS:

Weekend Team Members are expected to:

- > Serve once a month for six months at a time.
- > Let their Team Lead know when they aren't able to serve and find their replacement if they can no longer serve on a day they have been scheduled.
- > Be teachable, able to receive constructive feedback, and work with a team for the common goal of creating space to discover the beauty of Jesus.

ONBOARDING:

All those interested in a Serve Team are required to fill out the application.

ALL WKND TEAMS:

- Connect with a Team Lead - discuss with a TL or director about what areas you are interested in serving in.
- Shadow & Training- Shadow the team of interest to see if it's a good fit. Training for specific role will follow.
- Second TL conversation - connect with the TL about whether or not you feel like their team is a good fit for you and if you are a good fit for the team.
- Officially join - get placed in the system, put on the schedule for the next 6 months, and participate in all volunteer opportunities and events.

PRAYER TEAM:

- Background Check

Development:

- Growth Mindset: the opportunity for hands-on training and discipleship from leaders at The Rim. We make disciples who make disciples!
- Resourcing: The Weekend Leadership Team strives to equip their teams well to allow them to make beautiful spaces for themselves and others to discover the beauty of Jesus.
- Family: The Weekend Team serves together, but we also strive to be on mission outside of the Sunday morning context. From different hangouts, dinners, and prayer nights, we want to create space to encourage team members in their faith.

RIM | CRTV | TEAM

TEAM OVERVIEW



WORSHIP

The Worship Team at The Rim focuses on leading the congregation in music. The goal is for The Rim family to be reminded of God's glory and faithfulness in a way that our minds can easily remember. Just like the Levites would lead Psalms and spiritual songs in the Old Testament, the Worship Team works on skills for people to discover the beauty of Jesus through music.

PRODUCTION

The Production Team members are the unseen heroes of Sunday Gatherings. They run all audio and visual elements that direct attention toward Jesus. Each member is trained on the MIDUS32 board, ProPresenter7, LogicPro, and the A/V set-up/tear-down process.



COMMUNICATIONS

The Comms Team are the men and women behind the scenes that creatively make art to communicate what is happening at The Rim. From photography, videography, graphic design, editing, social media, and more, these volunteers create the art that makes The Rim space more beautiful. They serve on Sundays as photographers and meet once a month for "Power Hour" where they design upcoming graphics, edit, etc. Comms Team requires no background in design or photography-training is available.

RIM | CRTV | TEAM

Worship | Production | Communications

EXPECTATIONS:

Creative Team Members are expected to:

-> Serve at least once a month on Sundays, along with other Creative Team-related development nights at least once a month

-> Be teachable, able to receive constructive feedback, and work with a team for the common goal of creating space to discover the beauty of Jesus.

Worship Team is expected to:

-> Have a natural musical ability. No need to be perfect. The Director of Worship offers voice/instrument lessons to assist someone who wants to improve on their talents, however having a musical bent is a requirement for the Worship Team.

ONBOARDING:

All those interested in a Serve Team are required to fill out the application.

WORSHIP: 2-4 months

- Attend two worship rehearsals (these take place twice a month on Wednesday nights).
- Meet with the Director of Worship
- Background check

PRODUCTION: 1-2 months

- Meet with the Production Manager and/or TL
- Train on Gathering A/V elements twice (this can change depending on A/V knowledge level)

COMMS: 1 month

- Meet with the Director of Worship and/or Communications TL
- Attend a creative design “power hour” (held once a month)
- Serve alongside Comms TL once in Gathering

Development:

→ Growth Mindset: the opportunity for hands-on training in all things under the Creative umbrella at The Rim.

→ Resourcing: The Creative Leadership Team believes that every creative should have to opportunity to grow in their craft. Like the Levites, we strive to achieve excellence, not perfection. We desire to resource musicians with the tools they need to excel, photographers with the equipment they need to capture a moment, designers with the software and vision to create visuals, etc.

→ Family: Creative Team serves together, but we also strive to be friends outside of the Sunday morning context. From different hangouts, dinners, and power hours, we want to create space to be one big Creative family.

The Rim