



CREW HANDBOOK

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CREW LEADER INTRODUCTIONS

Welcome to the Crew Team!

Hello, my name is Sam Black, and I oversee all things parking and Sunday services for the Crew Team! My wife Kaylee and I have been a part of Home Church for 2 and a half years now. We have a dog and a cat that keep our free time busy. The church has been a blessing to us, being able to serve in the Youth ministry and especially on Sunday mornings. We can't believe how much this church has grown just in the past couple of years, and we cannot wait to see how much it grows in the future, all because of His faithfulness.

I believe that the Crew Team is essential to our church because it creates an environment where people feel welcomed, cared for, and supported from the moment they walk in. This team sets the tone for every service or event, making sure that practical needs are met and that everything runs smoothly behind the scenes. Beyond tasks, the Crew Team reflects the heart of Jesus by serving others with excellence, humility, and joy. Their willingness to give their time and energy not only builds community within the team but also helps create an atmosphere where people can encounter God without distraction.



Sam Black

Services Team Lead

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Hey!

My name is Casey, and I help oversee the Crew Team here at Home Church! I'm excited to serve alongside you as we keep the church grounds in good shape! My wife, KK, and I have been coming to Home Church for a little over a year now. We met at Home Church in the spring of 2024 and got married in the summer of 2025! We both grew up in Beavercreek but now reside in Jamestown. We are amazed to see how God has blessed Home Church in the last year and look forward to seeing His work in the years to come!

I believe that keeping the church facilities in good shape and working order brings a welcoming atmosphere to those joining us on Sunday morning. Your interest in serving on the Crew Team shows your desire and passion to keep His house looking inviting and at its best for those coming to worship with us. I look forward to seeing how God will use you on the Home Team!



Casey Neff

Facilities Team Lead

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CREW VISION

“Therefore, my beloved brothers, be steadfast, immovable, always abounding in the work of the Lord, knowing that in the Lord your labor is not in vain.”

1 Corinthians 15:58

We strive to make our Church feel like home and as a member of the Crew Team it is our responsibility to treat it as such. We believe that the smallest repair, assembly of an item(s), or a helping hand can make all the difference and glorify God all in one! It's important that the Crew team ensures that the facility is running at its full potential. The upkeep of the facility plays a vital role in the experience people have as they arrive on Sunday mornings. God has given you a unique gift and we can't wait to see how you use it for Him!

We are passionate about growing the Kingdom. If you believe that God has given you the talent of working with your hands in any capacity, you would be perfect for the Crew Team!



ONBOARDING PROCESS

Step One - Attend Home Track

Attend Home Track to discover your purpose and live the life God created for you. Connect with Home Church and understand the mission and vision of the church. Learn more about our outreach and missions, church government, and leadership. Discover your unique gifts and passions through a personality assessment and spiritual gifts test. You can sign up to attend Home Track [HERE](#).

Step Two - Join the Home Team

Dig deeper into the results of your personality assessment and spiritual gifts test. Discover the values and culture of Home Church. Learn how you can utilize your gifts on the Home Team to serve others. If you have attended Home Track and are ready to join the Home Team, you can complete the “Join the Home Team” [HERE](#).

Step Three - Schedule an Onboarding Meeting and Share your Serving Preferences

You should receive two follow-up emails within 48 hours of completing the Join the Home Team form. Respond to each of these emails to share your serving preferences and schedule an onboarding meeting. This meeting will be in between services on a Sunday morning.

Step Four - Complete Onboarding Meeting

Complete the Onboarding Meeting to get familiar with Planning Center, the layout of the facility, get your picture taken, and meet the Directors.

Step Five - Connect with your Team

After you have had your initial onboarding meeting, your Director will reach out within 48 hours to set a time to go over team specific details such as the Handbook, agreeing to the Leadership Honor Code, and any other team specific information or questions!

Step Six - Complete a Background Check

You will receive an email from “Checkr” that requests your permission for Home Church to complete a Background Check. This will be free of cost to you and completely digital.

Step Seven - Start Serving

Confirm an invitation via the Services through Planning Center to shadow your preferred serving areas. This provides you with an opportunity to connect with other members of the team, gain hands-on experience alongside another team member, and ask questions as you serve. After the shadow experience you are ready to serve!



LEADERSHIP HONOR CODE

All people serving will commit to the following Leadership:

As an essential part of the Home Team, you have a responsibility to develop and exhibit mature Christian behavior. This should be the basic premise of your desire to participate in a servant-leader position here at Home Church. While serving the Body of Christ as a servant-leader at Home Church, you pledge to present a good appearance at all times. In both attire and behavior, you should strive to demonstrate biblical standards in all situations. As Christians, the way we present ourselves to others is of vital importance to the way others perceive Christ. Our conduct should never be an embarrassment to Christ but should exemplify the best qualities of a mature believer and servant-leader. Exemplifying the highest moral commitment, Home Church leaders are to maintain a disciplined lifestyle of Bible reading, prayer, and fasting, as well as abstaining from any behavior which might cause Christ to grieve and others to stumble. By providing an example in speech and action, we encourage others to grow in Christ and become servant-leaders themselves. This is a way of life measured by the heart and commitment of each leader in the Home Church family. We regard a disciplined lifestyle as an essential part of our development, not as an imposition or restriction.



CREW SERVING OPPORTUNITIES

Landscape/Lawn Care:

Crew team members can aid in the grass cutting, and overall upkeep of the landscape outside the facility. This group is required to have experience in landscaping such as: grass cutting, trimming, weed prevention, and basic machinery operation / maintenance.

Facility Reset:

This position allows Crew team members to assist during Sunday services. The goal of facility reset is to ensure that the church is as pristine for second and third service as it was for first. This position includes changing out all trash, restocking bathrooms, and doing a brief walk around of the church to ensure all is neat and tidy. On a Sunday you will be scheduled for the **10:00 AM** service and you will serve **before and after** this service. You should attend Team Rally at 9:30 AM in the back parking lot upon arrival. You will serve after the 10:00 AM service by heading to the lobby as the speaker closes the message.

Parking:

Crew team members can assist with the flow of traffic for Sunday services. While assisting in parking, members can also welcome people as they pull into the church. The goal of parking is to assist people in and out for services and be present for anyone in need of assistance in finding a parking spot. On a Sunday, you will be scheduled for the **10:00 AM** service and you will serve in parking **before and after** this service. You should attend Team Rally at 9:30 AM in the back parking lot upon arrival. You will serve after the 10:00 AM service by heading to the parking lot as the speaker closes the message.

Maintenance and Upkeep of the Facility

Crew team members will gather on as-needed basis throughout the year to complete specific church projects. This could include assembling furniture, painting, replacing lights, and other routine maintenance.

Serving Outside the Church:

Our goal is to extend our reach beyond just the church facility. The Crew team has the capability to make an impact in our community. When someone inside or outside of our church needs a helping hand, the Crew can offer assistance. This could include: unexpected storm damage, improving someone's living conditions, or even helping with landscaping due to unforeseen circumstances.



CREW SERVING GUIDELINES

Schedule

All Crew team members are welcome to set their own scheduling preferences, including skill sets, positions, and frequency. You are able to update your serving preferences through Planning Center. [Here](#) is guidance on how to set your serving preferences.

Sharing Serving Opportunities

The Crew Director will contact you via Planning Center Services, email, and/or GroupMe to share serving opportunities. The desired skill set will be outlined when sharing serving opportunities. You will be able to select projects that are best suited for your skill set, and work best with your schedule. These projects will vary, but we have tasks for all skill levels.

*Team members with licensed skill sets will be considered for more comprehensive projects.

Serving Guidelines

- Work within your comfort level and always remember that **safety** is our main priority. Please wear the proper Personal Protection Equipment if the project requires it.
- Respond within 48 hours of service request to ensure the task will be completed.
- The Team Lead is responsible for providing tools and parts needed for projects (you may use your own tools if preferred). Tasks that require specific tools, equipment, or parts can be supplied by reaching out to the Crew Director. They will ensure that you get the necessary items.
- Please stay away from anything that could put your safety at risk such as electric work, heavy machinery, or demolition without proper supervision.
- Keep in mind that we value a clean and organized environment. If you participate in a project, we ask that you please clean up and leave the workspace better than when you started.

Communication

We have two main means of communication that we utilize for Home Team members: Planning Center and GroupMe.

Planning Center Services

- Emails are sent to share serving invitations, arrival times, and reminders.
- Notifications from Services are shared through the app if you have it downloaded.



GroupMe

- Team chats are used to share team-wide announcements and updates.
- Team chats provide a way for team members to connect with one another.

Team chats are a great place to see if other team members can swap serving dates or times with you if your original schedule does not work.

Please keep the following in mind when completing projects:

The arrival times for Home Team members serving on a Sunday vary based on the service time.

8:30 AM

Please **arrive by 8:00 AM** for Team Rally in the lobby.

10:00 AM

Please **arrive by 9:30 AM** for Team Rally in the back parking lot.

11:30 AM

Please **arrive by 11:00 AM** for Team Rally in the back parking lot.

Please ensure projects are completed before Home Team members arrive to serve on Sunday mornings. If projects are unable to be completed before the arrival time, please ensure they are at a good stopping place. We want to ensure the facility stays as safe, clean, and organized as possible.

Lock Box

There is a lock box with keys to enter the facility located on the wall of the church next to the back door. The Crew Director will provide you with the combination to access these keys as needed.



FAQ

How often will I serve on Crew team?

The Crew team with exception to the Landscape and parking opportunities, is scheduled on a sign-up basis. You are welcome to be a part of every project Crew completes or choose the ones that fit your schedule, interests, and ability level.

What does the ideal candidate for the Crew team look like?

You don't have to be someone who is outgoing or a social butterfly to be a great fit for the team. The crew team is usually one of the behind the scenes roles. It is Crew's responsibility to prep and ensure that the facility is running properly prior to church service each week.

