







## Welcome from Pastor Nick and Tina

### Welcome to the TEAM!



We are so excited that you chose to join us on the thrilling journey to serve Jesus as we serve others. You will find that you will be serving alongside some very remarkable people. The volunteer team at NCC comes from various backgrounds and literally from all over the country. The people you will be serving are just as diverse and interesting. You will make new friends and the ministry you will be involved in will have significant impact on those you serve. You will add great value to others. But, don't be shocked if you are the one that benefits the most. Welcome to the team!

Nick

## Administration

### CHECK-IN MANAGER

Contact Person: Debbie Martin, 828.627.9000,  
dmartin@newcovenantchurch.com

Job Description: Oversee and staff volunteers to help with check-in for events and Sunday morning services.

Time Commitment: As needed

Age Range: 16 to 105

Requirements: Background check, interview with Ministry Head, regular attendance, Spiritual Gifts Survey, some computer ability, Fellowship One training (will be provided).

## Special Events

### MEAL TEAM

**Contact Person:** Jennifer Espinosa, 828.550.4808,

**Job Description:** Teams of men and women who serve the congregation by providing meals after the birth of a child, surgery, illness, death, etc.

**Time Commitment:** As needed

**Age Range:** 18 to 105

**Requirements:** Regular attendance

## Administration

### GRAPHICS

**Contact Person:** Scott Taylor, 828.627-9000,  
staylor@newcovenantchurch.com

**Job Description:** To help facilitate all ministries through creative designs and publications.

**Time Commitment:** As needed

**Requirements:** Background check, interview with Ministry Head, regular attendance, Spiritual Gifts Survey

## Guest Services

### USHERS

**Contact Person:** Greg Christopher, 828.627.0747,  
christopher9135@bellsouth.net

**Job Description:** To assist the congregation in seating, collecting information and offerings. To prepare each attendant to experience the presence of God.

**Time Commitment:** Must be present every scheduled Sunday that has been committed to work.

**Age Range:** 16 to 105

**Requirements:** Regular attendance, Spiritual Gifts Survey

### WELCOME TEAM-

**Contact Person:** Pastor Mike Jones, 828.627.9000  
mjones@newcovenantchurch.com

**Job Description:** To warmly greet each person that comes to Sunday morning service and help prepare them, through your kindness, to experience the presence of God.

**Time Commitment:** 4 hours monthly

**Age Range:** 16 to 105

**Requirements:** Orientation class, regular attendance, special training and the Spiritual Gifts Survey

### ALTAR MINISTER

**Contact Person:** Pastor Janice Ford, 828.226.1422  
jford@newcovenantchurch.com

**Job Description:** To minister to those at the altar with the love of Jesus and to gently lead them to His throne by listening and sharing the truth of God's Word through prayer. Must be familiar with other resources for further ministry such as counseling, Transforming U, professional counseling, discipleship classes, etc.

**Time Commitment:** One service twice a month

**Age Range:** 18 to 105

**Requirements:** Background check, regular attendance, member of NCC, special training including Transforming U, Spiritual Gifts Survey and a tither.

## Guest Services

### PRAYER CHAIN MINISTRY

Contact Person: Sheila Stewart, 828.275.5040,  
sheila.stewart.ss@gmail.com

**Job Description:** This ministry provides prayer and intercession for life and death situations as determined by the Pastor on Call. The Pastor on Call sends a text message to each Prayer Chain member at the same time. The member prays for the situation as described in the text message.

**Time Commitment:** Varies

**Age Range:** 18 to 105

**Requirements:** Membership, membership class, orientation class, Spiritual Gifts Survey

### WORSHIP SINGERS / BAND

Contact Person: Pastor Scott  
Taylor, 828.627.9000,  
staylor@newcovenantchurch.com

**Job Description:** Attend your assigned weekly rehearsal—Thursday @ 6 p.m. – 9 p.m., Sunday @ 7:45 a.m. -12:30 p.m. Check emails from [planningcenteronline.com](http://planningcenteronline.com) for songs and schedules. Be effective with your gift (singing, playing) by practicing (when possible) outside of rehearsal during the week, thereby being prepared for worship leading.

**Time Commitment:** Weekly - 6 hours

**Age Range:** 15 to 105

**Requirements:** Interview with Ministry Head, orientation class, regular attendance, Spiritual Gifts Survey

### SUNDAY MORNING INTERCESSORS

Contact Person: Sheila Stewart, 828.275.5040,  
sheila.stewart.ss@gmail.com

**Job Description:** To provide prayer support for the Sunday morning services.

**Time Commitment:** Monthly

**Age Range:** 18 to 105

**Requirements:** Orientation class, regular attendance, Spiritual Gifts Survey

## Special Events

### HOSTING OUT OF TOWN GUESTS

Contact Person: Debbie Martin, 828.627.9000,  
dmartin@newcovenantchurch.com

**Job Description:** Extra bedroom to host overnight guest.

**Time Commitment:** Special events as scheduled

**Age Range:** 18 to 105

**Requirements:** Background check, interview with Ministry Head, orientation class, Spiritual Gifts Survey

### HOSPITALITY

Contact Person: Debbie Martin, 828.627-9000,  
dmartin@newcovenantchurch.com

**Job Description:** Buy or order food items for church wide events. Preparation and clean up of food. Able to work as a team with others.

**Time Commitment:** As scheduled with special events

**Age Range:** 18 to 105

**Requirements:** Regular attendance, Spiritual Gifts Survey

### GUEST GIFT BASKET PREPARATION

Contact Person: Debbie Martin, 828.627.9000,  
dmartin@newcovenantchurch.com

**Job Description:** Buy food and gift items to create a gift basket for guests of NCC. Deliver gift basket to hotel.

**Time Commitment:** As needed

**Age Range:** 18 to 105

**Requirements:** Regular attendance, Spiritual Gifts Survey

### FOOD PREPARATION

Contact Person: Debbie Martin, 828.627-9000,  
dmartin@newcovenantchurch.com

**Job Description:** Providing food or labor for church wide events.

**Time Commitment:** As needed with special events

**Age Range:** 18 to 105

**Requirements:** Spiritual Gifts Survey

## Local Missions / Outreach

### HAYWOOD CHRISTIAN MINISTRY

**Contact Person:**

**Job Description:** Help sort and organize items to be sold.

**Time Commitment:** Upon need

**Age Range:** 18 to 105

**Requirements:** Membership, regular attendance, Spiritual Gifts Survey

### ANGELS OF MERCY (JAIL MINISTRY)

**Contact Person:**

**Job Description:** Outreach to troubled women of all ages. Worship, teaching, testimonies and prayer.

**Time Commitment:** Several hours once a week

**Age Range:** 18 to 105

**Requirements:** Background check, interview with Ministry Head, orientation class, Spiritual Gifts Survey

## Guest Services

### BAPTISM PREPARATION

**Contact Person:** Michael Dietiker, 828.246.8652, docdeke@gmail.com

**Job Description:** To disciple people through the process of baptism. To teach and facilitate each person through their public declaration of faith.

**Time Commitment:** Monthly

**Age Range:** 18 to 105

**Requirements:** Special training, Spiritual Gifts Survey

### ORIENTATION FACILITATOR

**Contact Person:** Pastor Karen Morgan, 828.627.9000, lkmorgan@newcovenantchurch.com

**Job Description:** This ministry position is to assist in facilitating one of our orientation classes on Sunday morning at 10:00 for training purposes.

**Age Range:** 21 to 105

**Requirements:** Interview with Ministry Head, membership, orientation class, special training and Spiritual Gifts Survey

### SOUND AND SLIDES

**Contact Person:** Pastor Scott Taylor, 828.627.9000, staylor@newcovenantchurch.com

**Job Description:** Prayer prior to every service/meeting that God's presence would be in our services. 10 to 15 minutes before any rehearsals to set-up (turn on worship music, change batteries, turn on TV monitors, etc). Check with senior pastor / worship pastor / worship leader for expectations for that service. At the end of service, make sure to shut down lights, sound system, projector, teleprompter screen, foyer TV monitors, etc. before leaving.

**Time Commitment:** Weekly 6 to 8 hours

**Age Range:** 14 to 105

**Requirements:** Interview with Ministry Head, orientation class, regular attendance, Spiritual Gifts Survey

## Guest Services

### LIGHTS

**Contact Person:** Pastor Scott Taylor, 828.627.9000,  
staylor@newcovenantchurch.com

**Job Description:** After obtaining the weekly songs from Planning Center, program the lights to go along with each song for Sunday morning worship. Lights are EXTREMELY important to the mood of our Sunday morning service.

**Time Commitment:** 6 to 8 hours a week

**Age Range:** 16 to 105

**Requirements:** Regular attendance, training, Spiritual Gifts Survey

## Children

### K2 NURSERY

**Contact Person:** Tina Smith, 828.713.2854,  
tina.smith@bcsemail.com

**Job Description:** Provides love, ministry and care to cuddlers, crawlers, walkers and toddlers.

**Time Commitment:** 2 hours on Sunday once a month

**Age Range:** 16 to 105

**Requirements:** Background check, \$5.00 T-shirt required, arrive 30 minutes prior to service to pray and prepare for service.

### K2 PRESCHOOL

**Contact Person:** Tina Smith, 828.713.2854,  
tina.smith@bcsemail.com

**Job Description:** Helps assist the teacher in care, ministry, activities and lessons.

**Time Commitment:** 2 hours on Sunday once a month

**Age Range:** 16 to 105

**Requirements:** Background check, \$5.00 T-shirt required, arrive 30 minutes prior to service to pray and prepare for service.

## Local Missions / Outreach

### COMMUNITY KITCHEN

**Contact Person:**

**Job Description:** Help feed and minister to the clients of the Community Kitchen.

**Time Commitment:** Upon need

**Age Range:** 18 to 105

**Requirements:** Regular attendance, Spiritual Gifts Survey

### OPEN DOOR

**Contact Person:**

**Job Description:** To help feed and minister to clients at Open Door.

**Time Commitment:** Upon need

**Age Range:** 14 to 105

**Requirements:** Regular attendance, Spiritual Gifts Survey

### HOMELESS SHELTER

**Contact Person:**

**Job Description:** Help transport and minister to the residents

**Time Commitment:** Upon need

**Age Range:** 18 to 105

**Requirements:** Regular attendance, Spiritual Gifts Survey

**YOUTH EVENTS**

**Contact Person:** Pastor Lee Harmon, 828.216.6589, lharmon@newcovenantchurch.com

**Job Description:** Youth events coordinators help with set-up and take down for activities. They help plan, develop and coordinate activities for the teens of NCC.

**Time Commitment:** Monthly

**Age Range:** 18 to 105

**Requirements:** Background check, interview with Ministry Head, orientation class, regular attendance, Spiritual Gifts Survey.

**FUNDRAISERS**

**Contact Person:** Pastor Lee Harmon, 828.216.6589, lharmon@newcovenantchurch.com

**Job Description:** To help plan and develop fundraisers for specific activities, mission trips and youth trips.

**Time Commitment:** Monthly

**Age Range:** 18 to 105

**Requirements:** Background check, interview with Ministry Head, orientation class, regular attendance, Spiritual Gifts Survey, tither.

**CHAPERONES**

**Contact Person:** Pastor Lee Harmon, 828.216.6589, lharmon@newcovenantchurch.com

**Job Description:** Chaperone children in youth for special events on and off campus.

**Time Commitment:** As needed

**Age Range:** 18 to 105

**Requirements:** Background check, interview with Ministry Head, Spiritual Gifts Survey

**MID-WEEK NURSERY TEAM**

**Contact Person:** Tina Smith, 828.713.2854, tina.smith@bcsemail.com

**Job Description:** Come in and get Nurseries ready for Sunday (clean toys, print and cut lessons, etc.)

**Time Commitment:** 2 hours mid-week

**Age Range:** 16 to 105

**Requirements:** Background check

**GREETER / HOST FOR CHILDREN'S MINISTRY**

**Contact Person:** Ryan Roth, 828.788.0227, ryanroth@yahoo.com

**Job Description:** Greet new children and their parents (legal guardians) as they check in at desk. These volunteers will assist any visitors with their questions and escort them to where they need to be.

**Time Commitment:** 1 Sunday a month for 1st and 2nd service

**Age Range:** 16 to 105

**Requirements:** Background check, \$5.00 T-shirt required, arrive 30 minutes prior to service to pray and prepare for service.

## Children

### CHECK IN TEAM

**Contact Person:** Ryan Roth, 828.788.0227, ryanroth@yahoo.com

**Job Description:** As children arrive for service, these volunteers will electronically check in all children and volunteers. They must also make sure that any new child has an information sheet filled out for him/her for database.

**Time Commitment:** 1 Sunday a month for 1st and 2nd service

**Age Range:** 16 to 105

**Requirements:** Background check, \$5.00 T-shirt required, arrive 30 minutes prior to service to pray and prepare for service. Must have Fellowship One training.

### WORSHIP TEAM

**Contact Person:** Elisabeth Price, 828.627.1400

**Job Description:** A call to all musicians and singers who desire to glorify God and lead kids into the presence of the Lord (skill levels can vary). These volunteers will assist the worship leader in Sunday morning services and other K2 events.

**Time Commitment:** 1 Sunday a month for 1st and 2nd service

**Age Range:** 5 to 105

**Requirements:** Attend all practices and meetings that are required by Worship Leader. Arrive 30 minutes prior to service to pray and prepare for service.

## Children

### AWANA DIRECTOR-AT-LARGE

**Contact Person:** Kathleen Guinn, 828.508.9171

**Job Description:** This volunteer must complete training for all positions within the AWANA program so they can fill in if any Leader must be absent and assists the Commander and secretary with administrative duties.

**Time Commitment:** Every Wednesday night

**Age Range:** 18 to 105

**Requirements:** Background check, required uniform, attend all training classes available for area of service.

## Youth

### YOUTH WORKER / LEADER

**Contact Person:** Pastor Lee Harmon, 828.216.6589, lharmon@newcovenantchurch.com

**Job Description:** The youth leader helps plan and implement activities for youth services of NCC. They work as part of a team to maintain a safe and secure environment that promotes the spiritual growth and development of all students. The youth leader is responsible to be a role model and spiritual mentor to the teens at NCC. They help to develop, coordinate and lead activities of NCC.

**Time Commitment:** Weekly

**Age Range:** 18 to 105

**Requirements:** Background check, interview with Ministry Head, membership, membership class, orientation class, reference check, regular attendance, Spiritual Gifts Survey and tither.

**AWANA DIRECTOR/LEADER-IN-TRAINING**

**Contact Person:** Kathleen Guinn, 828.508.9171

**Job Description:** Will shadow and assist the Director/Leader to learn how to take on the responsibilities of an AWANA Director or Leader.

**Time Commitment:** Every Wednesday night

**Age Range:** 18 to 105

**Requirements:** Background check, required uniform, attend all training classes available for area of service.

**AWANA GAME DIRECTOR**

**Contact Person:** Kathleen Guinn, 828.508.9171

**Job Description:** To provide a safe fun environment for the clubbers to play the games that are in the game handbook and complete all training associated with being a Game Director.

**Time Commitment:** Every Wednesday night

**Age Range:** 18 to 105

**Requirements:** Background check, required uniform, attend all training classes available for area of service.

**AWANA MEMORY COACH**

**Contact Person:** Kathleen Guinn, 828.508.9171

**Job Description:** Arrive early to spend time in prayer for all of AWANA, spend quality time with each clubber assisting them with their memory work as each clubber moves through their handbook, record and keep up with each clubbers progress and has the opportunity to pray with each clubber and minister to them.

**Time Commitment:** Every Wednesday night

**Age Range:** 18 to 105

**Requirements:** Background check, required uniform, attend all training classes available for area of service.

**MULTI-MEDIA TEAM**

**Contact Person:** Aaron Swanger, 828.246.5806

**Job Description:** This includes learning to run the sound system, slides, projectors, TV, computer and any other electrical need to assist K2 in successfully teaching the Word of God and magnifying Jesus Christ.

**Time Commitment:** 1 Sunday a month for 1st and 2nd service.

**Age Range:** 12 to 105

**Requirements:** Attend all practices for Worship Team and training sessions provided. Arrive 30 minutes prior to service to pray and prepare for service.

**DRAMA AND SKIT COORDINATOR**

**Contact Person:**

**Job Description:** Will need to work with Pastor Mike Clinton and Dream Team to create and organize skits/stories for the month's lessons. Also will need to contact the volunteers/kids that will be needed, meet and practice with them prior to Sunday.

**Time Commitment:** 1 Sunday a month for 1st and 2nd service

**Age Range:** 5 to 105

**Requirements:** Arrive 30 minutes prior to service to pray and prepare for service.

**NEWS & JOURNALISM**

**Contact Person:**

**Job Description:** Ability to write and create a video news production that will provide information to both children and parents of the ongoing events happening with K2 Ministries.

**Time Commitment:** 1 Sunday a month for 1st and 2nd service

**Age Range:** 12 to 105

**Requirements:** Arrive 30 minutes prior to service to pray and prepare for service.

## Children

### VISITOR FOLLOW-UP

**Contact Person:**

**Job Description:** Receive a list from Pastor Mike or Becky Clinton that will include children who were a visitor that will need to be contacted. This can include but not limited to also sending out birthday cards, miss you cards, etc.

**Time Commitment:** Varies

**Age Range:** 16 to 105

**Requirements:** Arrive 30 minutes prior to service to pray and prepare for service.

### VBS COORDINATOR

**Contact Person:**

**Job Description:** Ability to coordinate, acquire and maintain all props, volunteers and curriculum needed to produce our yearly VBS program.

**Time Commitment:** 1 Sunday a month for 1st and 2nd service

**Age Range:** 18 to 105

**Requirements:** Background check, \$5.00 T-Shirt required, arrive 30 minutes prior to service to pray and prepare for service.

### SMALL GROUPS LEADER

**Contact Person:**

**Job Description:** These volunteers are responsible for guiding and directing the group with Godly oversight following that Sunday's teaching and ministry. This is a great opportunity to build relationships with the children and provide a place for them to receive individual prayer and ministry.

**Time Commitment:** 1 Sunday a month for 1st and 2nd service

**Age Range:** 16 to 105

**Requirements:** Background check, \$5.00 T-Shirt required, arrive 30 minutes prior to service to pray and prepare for service.

## Children

### AWANA HELPER

**Contact Person:** Kathleen Guinn, 828.508.9171

**Job Description:** This person assists the Director in the tasks such as: taking attendance, taking records to secretary, and passing out AWANA bucks. This person also is able to take on the duties of a leader in leading a small group when a leader is absent.

**Time Commitment:** Every Wednesday night

**Age Range:** 18 to 105

**Requirements:** Background check, required uniform, attend all training classes available for area of service.

### AWANA LEADERS

**Contact Person:** Kathleen Guinn, 828.508.9171

**Job Description:** A leader will teach a large group lesson at least once a semester. A leader has a small group that they lead through the handbook and is responsible for helping the Director discipline their small group.

**Time Commitment:** Every Wednesday night

**Age Range:** 18 to 105

**Requirements:** Background check, required uniform, attend all training classes available for area of service.

### AWANA LEADER-IN-TRAINING

**Contact Person:** Kathleen Guinn, 828.508.9171

**Job Description:** This youth will assist the Director for the beginning 4 weeks of each semester then rotate to each leader and assist them each for 2 weeks. Tasks may include but not limited to: taking attendance, passing out AWANA bucks, running errands, skits and assisting with handbook time. This youth will also assist the Director and each leader with a minimum of 5 large group lessons and will be responsible for taking the clubbers to and from game time.

**Time Commitment:** Every Wednesday night

**Age Range:** 11 +

**Requirements:** Required uniform, attend all training classes available for area of service.

## Children

### AWANA DIRECTOR

**Contact Person:** Kathleen Guinn, 828.508.9171

**Job Description:** A Director will recruit, help train, lead, mentor and delegate duties to the group leaders, teach weekly lessons from the AWANA curriculum to your small group, which is comprised of 4-6 children, present lesson at least once a month from the AWANA curriculum to the whole group of approximately 25 children, assign weekly lessons to other group leaders to teach during big group time, check-in club members as they arrive, and award incentive points to each child who brings materials, dues, etc. to club and commit to attend all Wednesday night club meetings. A Director must plan quarterly meetings with group leaders outside of club time and attend quarterly meetings with the Commander and other AWANA directors outside of club time. The Director must work with individual children to help them learn Bible memory verses, work as a team member with other group leaders to facilitate children's club activities such as: Bible lessons, crafts, games, skits, songs, prayer time, performances, set up/clean up. A Director must also complete the AWANA leader training booklet and Director training booklet associated with their age group, be willing and able to learn AWANA verses techniques on how to minister the gospel more effectively to children, maintain club records and individual children's records, keep track of materials distributed to leaders and Club members, ensure all leaders have needed materials and supplies for their lessons and purchase leader shirt (1/2 price).

**Time Commitment:** Every Wednesday night

**Age Range:** 18 to 105

**Requirements:** Background check, required uniform, attend all training classes available for area of service.

## Children

### SPECIAL NEEDS MINISTRY

**Contact Person:**

**Job Description:** Shadows a special needs child who requires extra help in an age-appropriate environment or within a self contained classroom.

**Time Commitment:** 1 Sunday a month for 1st and 2nd service

**Age Range:** 16 to 105

**Requirements:** Background check, \$5.00 T-Shirt required, arrive 30 minutes prior to service to pray and prepare for service.

### REEL TIME TEAM

**Contact Person:**

**Job Description:** Once a month K2 offers a night of movie watching that will allow for an intermission with Q&A time along with snacks and drinks. This team will be responsible for setting up the snacks and movie and clean up. Reel Time offers the opportunity to spend quality time with the children and those parents who opt to stay and participate, at the same time offering a safe, fun environment for children whose parents do not wish to stay.

**Time Commitment:** 4th Saturday for 2 to 3 hours

**Age Range:** 18 to 105

**Requirements:** Background check

### **MID WEEK TEAM**

**Contact Person:** Cindy Golden, 828.508.1825

**Job Description:** This team will meet each week on Wednesday's to gather materials and help assist with preparing and setting up the upcoming Sunday service for success.

**Time Commitment:** Every Wednesday, 2 to 3 hours

**Age Range:** 16 to 105

**Requirements:** Background check, arrive 30 minutes prior to service to pray and prepare for service.

### **AWANA COMMANDER**

**Contact Person:** Kathleen Guinn, 828.508.9171

**Job Description:** Administer the AWANA Program and work closely with Children's Pastor to keep him informed and involved in the direction of the program. Commander provides oversight and vision for the Staff and Clubbers and sets the policy for the day-to-day running of the program; pray for and recruit volunteers to serve in the organization, assign volunteers to specific job titles within the organization, train all Staff in their specific job requirements, maintain information in the form of a Staff File with all pertinent dates and classifications concerning the individual's qualifications, gifts and training brought to AWANA, maintain a current flow of information and supplies to facilitate the operations of the organization, monitor the performance of the Staff as they serve in their jobs; give direction and correction, mentor the Directors as a Life Group, praying for them and caring for their spiritual and emotional needs and helping them to fulfill their roles within AWANA and fill in for any member of Staff that is absent to insure the even flow during club meetings.

**Time Commitment:** Every Wednesday night

**Age Range:** 18 to 105

**Requirements:** Background check, required uniform, attend all training classes available for area of service.

### **AWANA COMMANDER-IN-TRAINING**

**Contact Person:** Kathleen Guinn, 828.508.9171

**Job Description:** Will shadow and assist the commander to learn how to take on the responsibilities of an AWANA Commander.

**Time Commitment:** Every Wednesday night

**Age Range:** 18 to 105

**Requirements:** Background check, required uniform, attend all training classes available for area of service.

### **AWANA SECRETARY**

**Contact Person:** Kathleen Guinn, 828.508.9171

**Job Description:** Check-in clubbers, collect registration forms/ monies, order monies, dues & missionary offerings, collect club folders, calculate attendance, dues & award AWANA bucks, copy weekly club sheets, checks, forms, etc. The Secretary must return copies of club sheets and AWANA bucks to club leaders, complete deposits for AWANA, complete AWANA orders weekly, check memory coaches books/achievement sheets and list weekly awards, complete award sheets & collect awards for each club among other misc. secretarial duties—copying, filing, delivering, etc.

**Time Commitment:** Every Wednesday night

**Age Range:** 18 to 105

**Requirements:** Background check, required uniform, attend all training classes available for area of service.