

spark
CHURCH





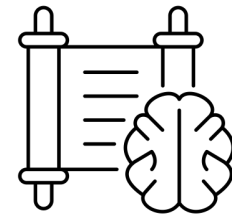
Volunteer Guide

2024

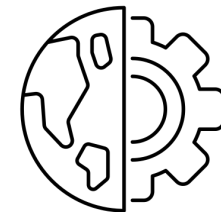




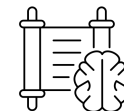
Our Volunteer **Philosophy**



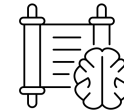
Our Volunteer **Culture**



Our Volunteer **Philosophy**



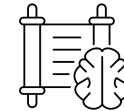
Our Volunteer **Philosophy**



Everyone is a volunteer.

We recognize that there is no mandate or requirement for church participation. Everyone contributes their time, talent, and treasure out of their own free will, out of a personal connection, moral conviction, or simple desire to serve. **Everyone is a volunteer.** Because of this, our persistent posture is one of gratitude to all who contribute.

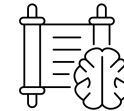
Our Volunteer **Philosophy**



Everyone is a volunteer.
Every contribution is equally valued.

Attendance at our services, making connections, participating in a small group, or serving on a team are a few examples of hundreds of equally valued contributions to the life and experience of Spark.

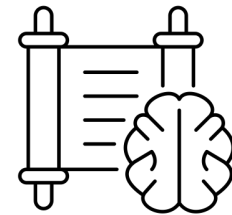
Our Volunteer **Philosophy**



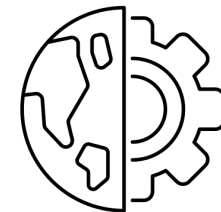
Everyone is a volunteer.
Every contribution is equally valued.
Find the fit.

We actively seek to ensure that a volunteer's gifts, talents, abilities, and capabilities fit with the needs of the community.

Our Volunteer **Philosophy**

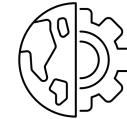


Our Volunteer **Culture**



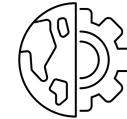
Our Volunteer Culture

Community-Centered.



(Not “work-centered.” “Getting the job done” must be rooted in the development and care for the members of the community. “Perfection,” “opulence,” and in some cases “excellence,” can be exclusionary, and are therefore not our highest values. In addition, we believe serving together is an important way to enhance one’s connection to the community.)

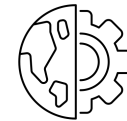
Our Volunteer Culture



Community-Centered.
Sacrificial and Selfless.

(Service requires that we focus on others, not on ourselves. We serve with humility, without expectation of accolades or public honor.)

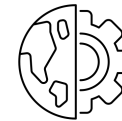
Our Volunteer Culture



Community-Centered.
Sacrificial and Selfless.
Sustainable.

(Sustainability is both a personal and community value, caring for both the individual and entire church. We want to ensure our people and systems can be sustained through the long-haul with health. This also means we operate out of a view of “abundance” rather than “scarcity.”)

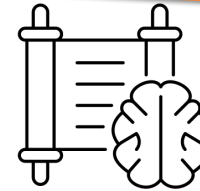
Our Volunteer Culture



Community-Centered.
Sacrificial and Selfless.
Sustainable.
Life-giving.

(Service should provide a sense of purpose, value, and even pleasure, knowing that your energies and efforts have yielded good in the community and the world. Volunteers both give and receive life in and through their service.)

Our Volunteer **Philosophy**



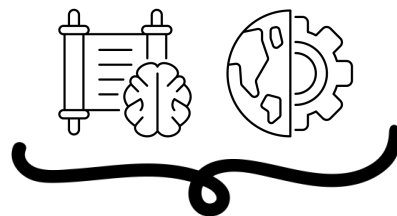
Everyone is a volunteer.
Every contribution is equally valued.
Find the fit.



Our Volunteer **Culture**

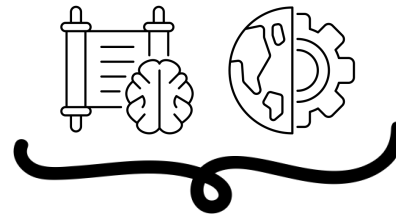
Community-Centered.
Sacrificial and Selfless.
Sustainable.
Life-giving.

Every contribution is equally valued. Life-giving.
Everyone is a volunteer. Sustainable. Every gift should be a fit. Community-Centered. Sacrificial and Selfless.



Every contribution is equally valued.

Everyone is a volunteer. Find the fit. Sustainable. Life-giving. Community-Centered. Sacrificial and Selfless.

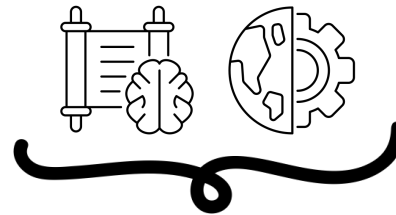


**Be your own advocate. Listen
to your soul.**

*“Burnout is not being tired. Burnout is **the loss of meaning,**
the loss of purpose, or **the loss of being known.**”*

Every contribution is equally valued.

Everyone is a volunteer. Find the fit. Sustainable. Life-giving. Community-Centered. Sacrificial and Selfless.

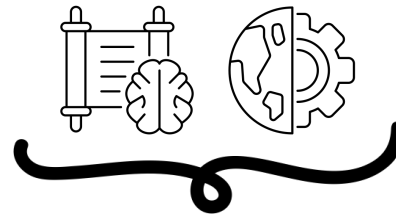


Serve together. In community.

“Many hands make light work.”

Every contribution is equally valued.

Everyone is a volunteer. Find the fit. Sustainable. Life-giving. Community-Centered. Sacrificial and Selfless.

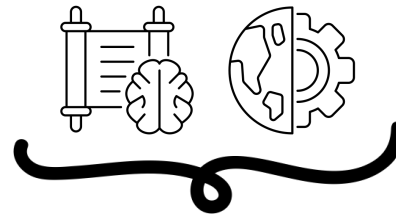


Contribute with care.

“Treat the work in the same way you would treat a person (according to our values).”

Every contribution is equally valued.

Everyone is a volunteer. Find the fit. Sustainable. Life-giving. Community-Centered. Sacrificial and Selfless.

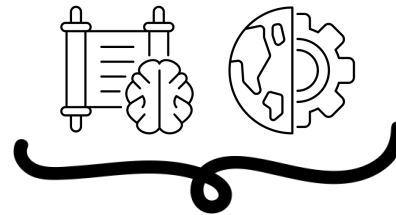


**You have full access to Spark's
Leadership. Reach out.**

***"You are not alone.** Our job is to support, encourage, and resource you."*

Every contribution is equally valued.

Everyone is a volunteer. Find the fit. Sustainable. Life-giving. Community-Centered. Sacrificial and Selfless.



**When you're here, you're
family. So do your own dishes.**

"Own it. Like it's yours."

Our Groups

Volunteer Teams

Audio Engineers

Hospitality

Radical Welcome

Prayer Hosts

Zoom Hosts

Service Hosts

Spark Kids

Setup

Worship

Community Groups

Rescue

Prayer

Racial Justice

Finance

Q Group

Etc...

Leadership Teams

Executive Board

Pastors

Staff

Teaching Team

Volunteer Team Leads

Audio Engineers

Robert Lem
Kevin Neuner

Hospitality

Christine Akhtar
Debby Chang

Worship

Junior Tagata

Zoom Hosts

Eric Schmidt

Radical Welcome

Debby Chang

Prayer Hosts

Pamala Simpson
Pastor Mark

Spark Kids

Pastor Mark

Setup

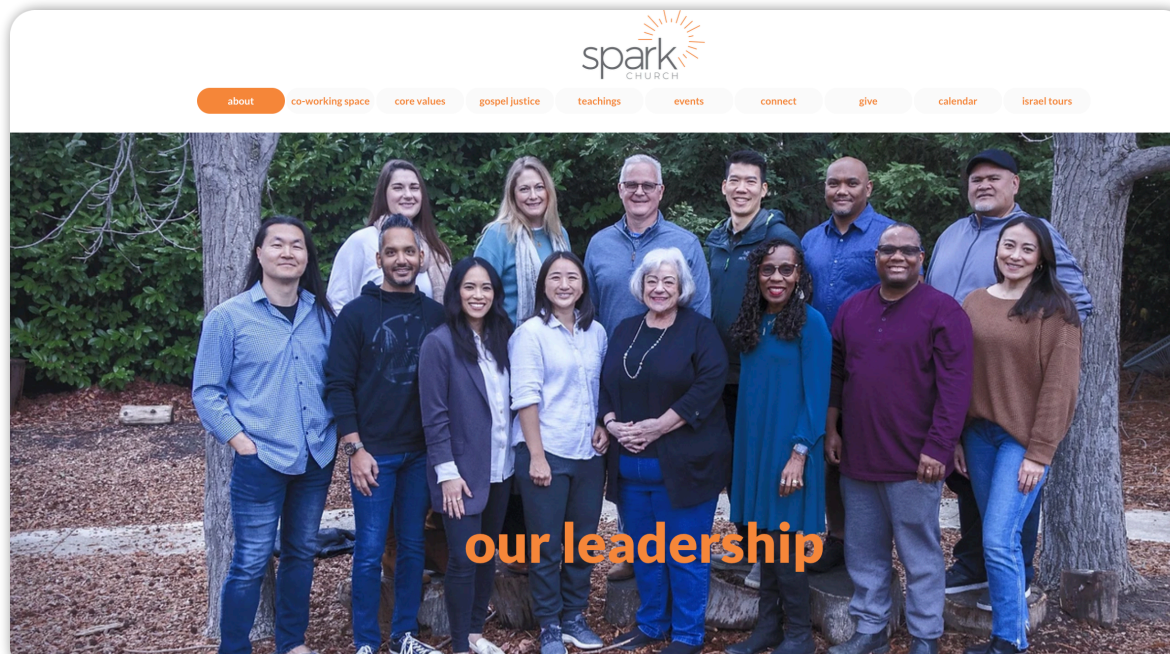
Debby Chang

Service Hosts

Pastor Mark

Our Leadership Teams


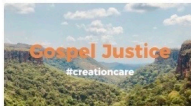















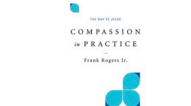
Visit www.spark.church/about to get to know Spark's leadership



Community Groups

Visit www.spark.church/connect to explore more groups

Attend Groups Interest Meeting Sun Jan 28th 3:30pm BEFORE Service

 <p>AS YOU ARE</p>	 <p>Gospel Justice #creationcare</p>	 <p>ETZ CHAYIM & SPARK CHURCH EXPLORING DIMENSIONS OF RACISM AND STRUCTURAL INJUSTICE AND HOW WE MIGHT TAKE ACTION</p>	 <p>Monthly Board Games Group</p>	 <p>Prayer Team</p>	 <p>Spark Thursday Family Night</p>
<p>As You Are Open</p>	<p>Creation Care Subcommittee Open</p>	<p>Dimensions of Racism and Structural Injustice Open Thursdays, 7:00pm (5 night series)</p>	<p>Monthly Board Games Group Open 2nd Fridays of the month, 7:00 p.m.</p>	<p>Prayer Team Open</p>	<p>Spark Thursday Family Night Open</p>
 <p>Connect</p>	 <p>EZER Spark Women's Group</p>	 <p>Q... Group</p>	 <p>Supporting Racial Justice</p>	 <p>Rescue</p>	 <p>Retreat Committee</p>
<p>East Palo Alto Small Group Open Every other Thursday, 6:30 p.m.</p>	<p>Ezer: Spark Women's Group Open</p>	<p>Q... Group Open Wednesday Nights, 7:00 p.m.</p>	<p>Racial Justice Subcommittee Open</p>	<p>Rescue Committee Open</p>	<p>Retreat Committee Open</p>
 <p>Spark Men's Group</p>	 <p>Married Couples Small Group</p>	 <p>Moms of LGBTQ Children</p>	 <p>Spark Church's Book Club</p>	 <p>Ultimate Frisbee Group</p>	 <p>COMPASSION in PRACTICE Frank Rogers Jr.</p>
<p>Spark Men's Group Open every other Wednesday, 7:00 p.m.</p>	<p>Married Couples Small Group Open every other Thursday, 7:00 p.m.</p>	<p>Moms of LGBTQ Children Open Monthly, 1st Saturdays 9:30 a.m. or 4th Sundays 9:00 a.m.</p>	<p>Spark Church's Book Club Open</p>	<p>Ultimate Frisbee Group Open Meets every other week on Fridays from 5:30-7:30pm</p>	<p>Spiritual Direction Book Club Open Mondays 7pm</p>

Our Teams

Worship

1) Be proficient at your instrument. 2) Learn the music well. 3) Be passionate about good sound.

Spark Kids

1) Be a fun and loving presence to our kids. 2) Know and teach curriculum. 3) Pass all safety regulations.

Prayer Hosts

1) Lead the congregation in prayer. 2) Communicate service plans in advance. 3) Have a passion for prayer.

Zoom Hosts

1) Learn the Zoom station hardware and software. 2) Arrive early to tech check. 3) Run the Zoom room.

Audio Engineers

1) Be a key member of the “band.” 2) Be passionate about good sound. 3) Learn the equipment.

Our Teams

Radical Welcome

1) Be a warm and welcoming presence. 2) Know how to help inform guests/visitors. 3) Help Sparkers stay safe.

Setup

1) Prepare our environment for events. 2) Clean up and reset afterwards. 3) Be good stewards of our space.

Service Hosts

1) Be a warm and welcoming presence. 2) Lead the #1 commandment and Children's prayer liturgy. 3) Run slides.

Hospitality

1) "Spread Christ's love through food." 2) Prep and clean up hospitality spreads. 3) Purchase food wisely.

Hospitality

Vision: “Spread Christ’s love through food.”



Responsibilities & Expectations: 1) Serve in your unique way, with your unique style. 2) Prep and clean up hospitality spreads. 3) Purchase food wisely.

Commitment: Serve every ~4-8 weeks. Arrive by 3:30pm to set out food by 4:30pm. Be responsible for grocery shopping (reimbursed), preparation and complete clean up. Adhere to our food guidelines: healthy options, sustainable, kosher and vegetarian.

Audio Engineering



Vision: “Co-create a beautiful worship experience through excellent audio support service.”

Responsibilities & Expectations: 1) Know the equipment. 2) Work very closely with the worship team(s). 3) Maintain and manage the care of the whole system.

Commitment: Be a full participant with the worship team and “play your instrument” with great attentiveness to the worshiper’s experience.

Zoom Hosts



Vision: “Enable meaningful connection for Sparkers near and far.”

Responsibilities & Expectations: 1) Learn the Zoom station hardware and software. 2) Arrive early to tech check. 3) Run the Zoom room.

Commitment: Serve every ~4 weeks. Keep up to date with Zoom instructions and work with team to troubleshoot issues.

Worship

Vision: “Encouraging the worship of God through creative expressions of music, song, dance and everything in between.”

Responsibilities & Expectations: 1) Accept requests. 2) Know your role and the material. 3) Be passionate about serving and encouraging others. 4) Assist with setup and resetting services.

Commitment: Schedule yourself at will or accept an invite. Should be competent enough or willing to work at your craft to gel with the team.



Spark Kids

Vision: “To love and nurture children into a lifelong discipling relationship with Jesus.”

Responsibilities & Expectations: 1) Be a fun and loving presence to our kids. 2) Know and teach curriculum. 3) Pass all safety regulations.

Commitment: Need 4 volunteers per service for Spark Kids classroom in various roles: large group leader, small group leader, service guide, etc



Prayer Hosts

Vision: “Ready our minds and hearts to connect to God through prayer.”

Responsibilities & Expectations: 1) Lead the congregation in prayer. 2) Communicate service plans in advance. 3) Have a passion for prayer.

Commitment: Serve every ~4 weeks. Add prepared prayer slides to presentation before Sunday. Offer prayers and petitions from up front and read the recitation of the Prayer that Jesus taught us.

We pray in your mercy.

Lord, hear our prayer.

Radical Welcome

Vision: **“All are welcome at the table.”**

Responsibilities & Expectations: **1) Be a warm and welcoming presence. 2) Know how to help inform guests/visitors. 3) Help Sparkers stay safe.**

Commitment: **Serve every ~4-6 weeks. Arrive by 4:20pm to greet from outside the front doors. Be diligent in maintaining safety and security guidelines.**



Setup



Vision: “Curate lovely spaces in which to live the Way of Jesus.”

Responsibilities & Expectations: 1) Know the equipment. 2) Work very closely with the worship team(s). 3) Maintain and manage the care of the whole system.

Commitment: Serve every 4-8 weeks. Arrive by 3pm to set up all utilized indoor/outdoor environments. Leave our spaces “better than we found them” and love our space.

Service Hosts

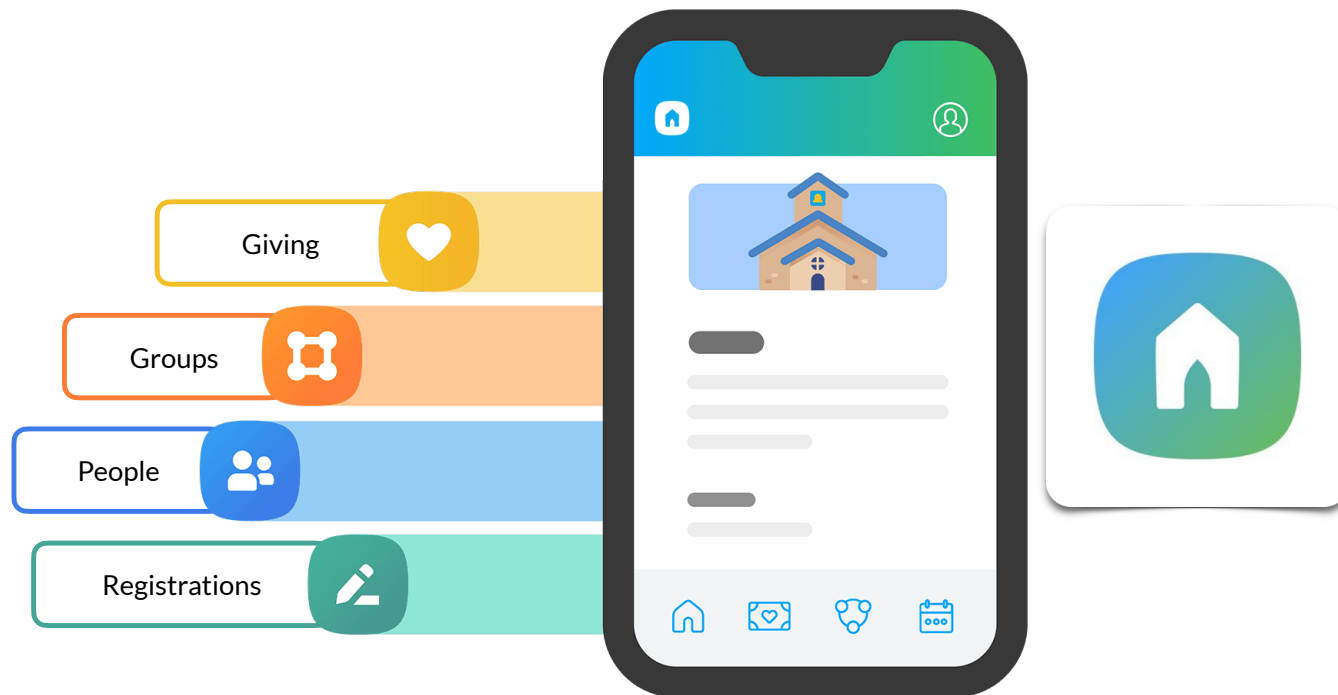
Vision: “Co-create a beautiful worship experience through excellent audio support service.”

Responsibilities & Expectations: 1) Be a warm and welcoming presence. 2) Lead the #1 commandment and Children’s prayer liturgy. 3) Run slides.

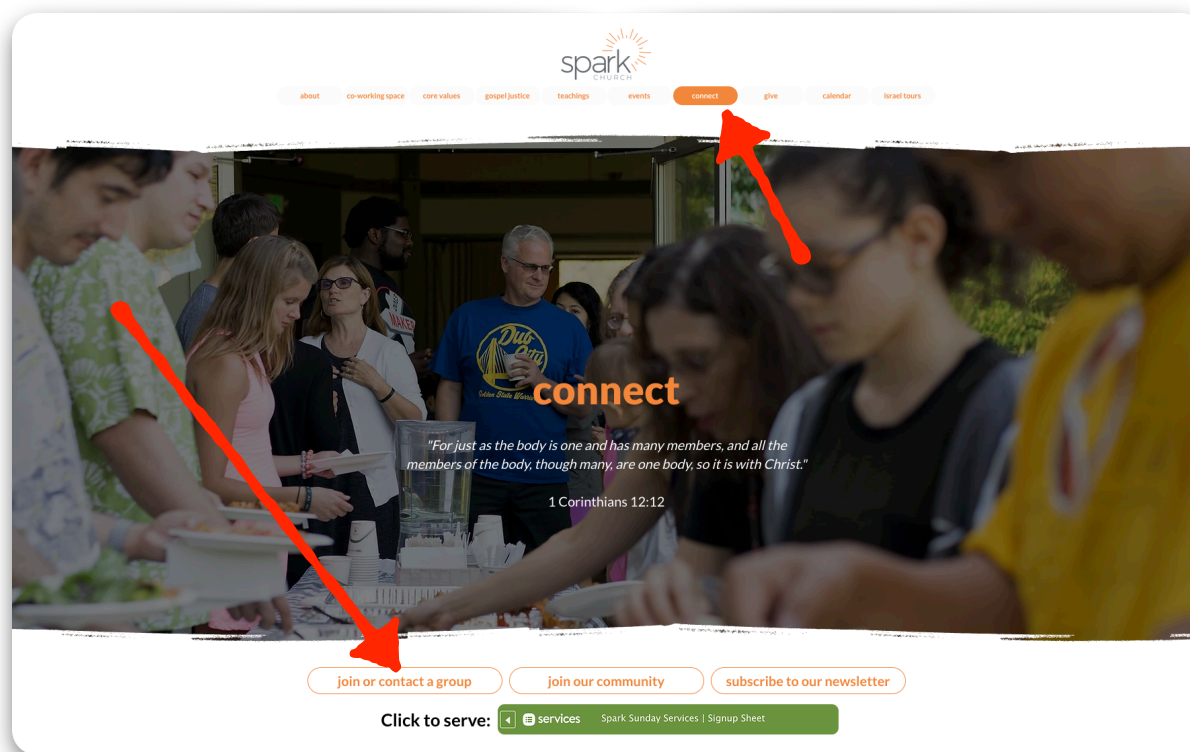
Commitment: Serve every ~4 weeks. Arrive by 4:30pm to prepare for service. Learn the Hebrew for the children’s prayer. Run slides during non-teaching elements of service (or find a proxy).



Our Tools—Planning Center Online



Our Tools—Planning Center Online



Our Tools—Planning Center Online

The screenshot shows the Spark Church website's Planning Center Online interface. At the top left is the Spark Church logo, and at the top right is a navigation menu with links for Home, Give, Groups, Signups, and Log in. Below the navigation, there are two main sections. The first section is titled "Community Groups" with a sub-label "16 open groups" and features three circular icons: "AS YOU ARE", "Angel Justice", and "SEE CHURCH'S SPARK CENTER". The second section is titled "Leadership & Volunteer Teams" with a sub-label "8 open groups" and a brief description: "Read a brief description about the Board and Pastors of Spark." It features three circular icons: a group of people, a landscape, and a colorful graphic.

Our Tools—Planning Center Online


The screenshot shows a web browser window with the URL `sparkchurch.churchcenter.com/groups/leadership-volunteer-teams/hospitality-team`. The page features the Spark Church logo and a navigation menu with links for Home, Give, Groups, Signups, and Log in. The main content area is titled "Hospitality Team" and includes a photograph of a table with various food items like carrots, cucumbers, and dips. Below the photo, there is a section indicating the group is open with a "Contact" link and a prominent green "Request to join" button, which is highlighted by a red arrow. The page also contains an "About Hospitality Team" section with a mission statement, a list of leaders (Christine Marie and Debby), and a list of key values for the team.

sparkchurch.churchcenter.com/groups/leadership-volunteer-teams/hospitality-team

spark
CHURCH

Home Give Groups Signups Log in

Hospitality Team



Group is open
[Contact](#)

[Request to join](#)

About Hospitality Team

The hospitality team exists to...

"Spread Christ's Love Through Food."

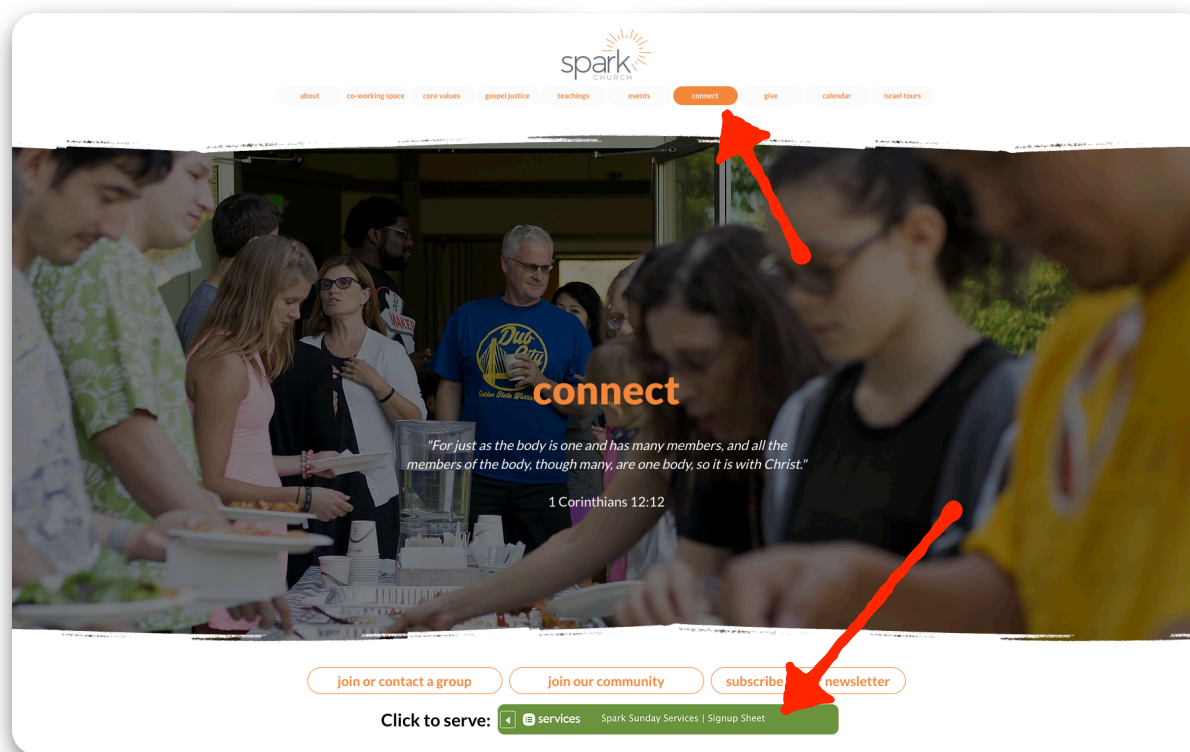
Important **Key Values** for the Hospitality Team:

- Serve in *your* unique way, with *your* unique style.
- Serve *together* with others.

LEADERS

Christine Marie
Debby

Our Tools—Planning Center Online



Our Tools—Planning Center Online

The screenshot displays the 'My Schedule' page in Planning Center Online. The interface features a green header with navigation tabs: 'services', 'My Schedule', 'Plans', 'Songs', 'Media', and 'People'. A search bar and 'Spark Church' dropdown are on the right. Below the header, the page is divided into several sections:

- Calendar:** A calendar for November 2023 is shown on the left, with dates 3, 4, 5, 6, 7, 8, and 9 highlighted. Below the calendar are buttons for '+ Add blockouts' and 'Subscribe'.
- Block Out Dates:** A button labeled 'Block Out Dates' is located in the top right of the main content area.
- My Messages:** A button labeled 'My Messages' is located in the top right of the main content area.
- Email My Leader:** A button labeled 'Email My Leader' is located in the top right of the main content area.
- Signup Sheets:** A section titled 'Signup Sheets' contains a card for 'Spark Services' (Dec 3 - Feb 11) with a 'Sign up' button.
- Confirmed:** A section titled 'Confirmed' shows three service cards for Dec 3, Dec 10, and Dec 24. Each card lists roles and their arrival times, such as 'Key... Band (3:30 p.m. arriv...', 'Worship Lea... Worship Lea...', and 'Bass G... Band (3:30 p.m. ...'.

Our Tools—Planning Center Online

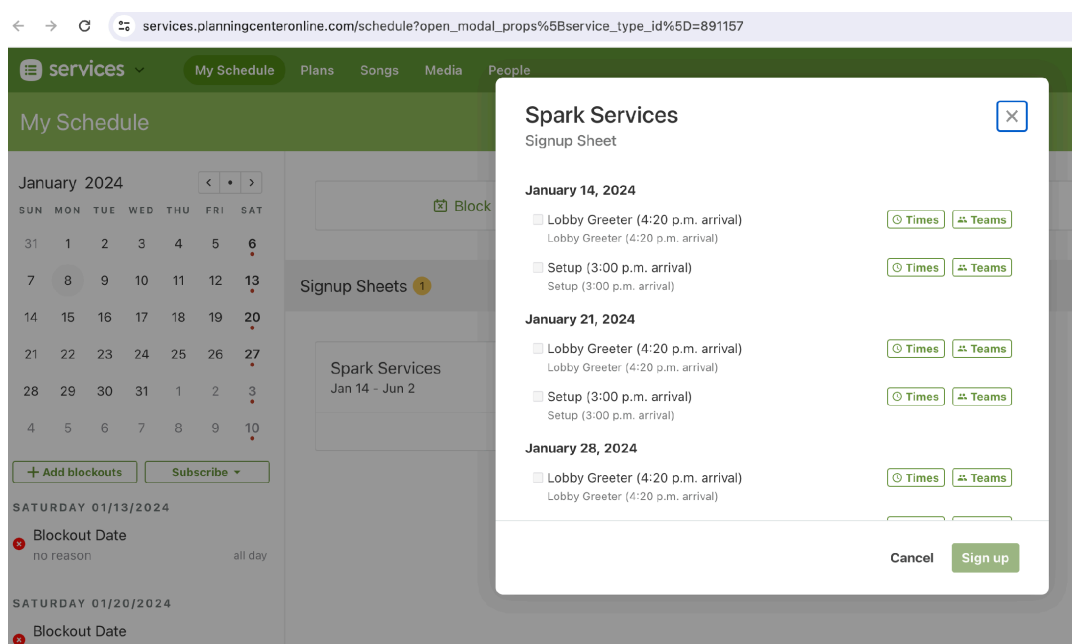
Sign Yourself Up

(bottom of Connect page: "Click to sign up to serve")

OR

The team lead will assign you.

(Accept/Decline over email)



Security Training

We need to balance between **security** and **causing insecure feelings**.

Handling odd behavior

Behavior, not biases. **Friendly** engagement (non-escalation). Use **wisdom**. Get **additional help**.

Live Active Threats

Secure the doors/windows. **Panic Button**/Dial 911. **Run. Hide. Fight/Defend**.

Fire / Earthquake / Medical Emergency

Secure the people. **Escape** to safety (far end of parking lot). **Dial 911 if necessary**.

Security Training

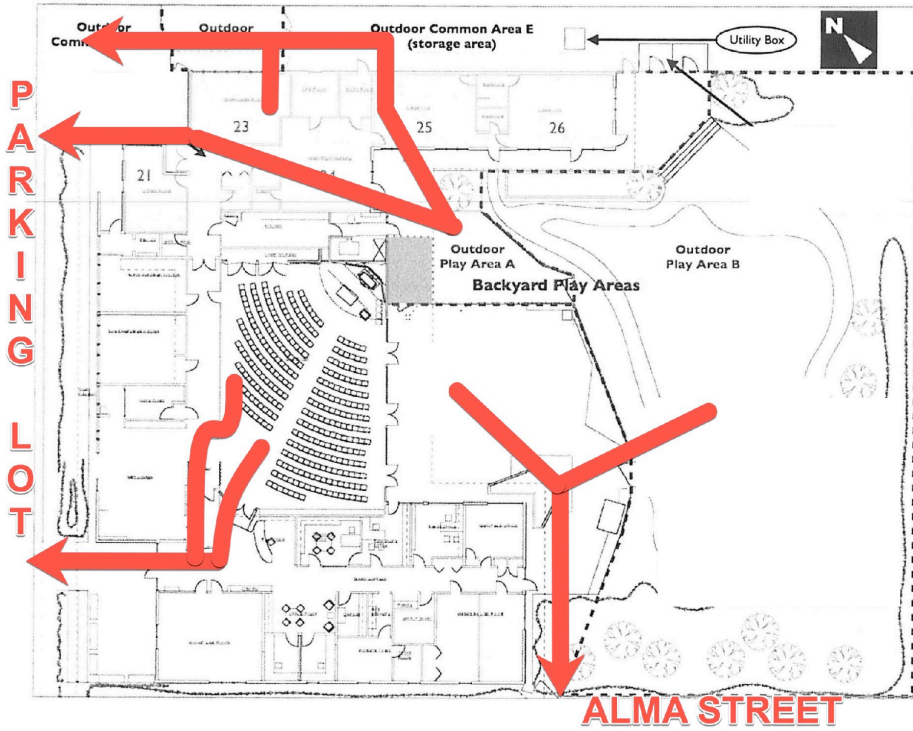
Pressing the red panic button immediately summons the Palo Alto police. Avoid children playing near the buttons.

The panic buttons are:

- On the podium on the stage in the Beyt Knesset (sanctuary)
- On a lanyard hanging near Pastor Danielle's desk
- On the Etz Chayim reception desk



Security Training



Security Training

Do NOT prop external doors unless:

- Someone is a “door person” monitoring the door
- You are momentarily transporting equipment in/out

If you are the last person in the building:

- Lock all external doors and windows
- Set the security alarm





Create
Connect
Contribute



Mission

To Inspire People to *Live The Way of Jesus*



Our Vision

Spark is a church where people **Experience God's Love, Mature in Discipleship, Connect in Community, and Do Good Works, so that all may experience a New Life in Christ.**



Core Values

Love, Reputation, Reconciliation, Rescue, Resurrection





THANK YOU!



THANK YOU!



THANK YOU!

Welcome!



www.spark.church

THANK YOU!

