



Serving Teams & Role Descriptions

For Office Use

Updated: 30/07/2026

Gatehouse Church, Waterloo Road, Corner of Central Drive,
Blackpool FY4 3AD
01253 347521

Website: www.elimblackpool.org.uk
Email: contact@elimblackpool.org.uk

Updated: 30/07/2026

Table of Contents

First Impressions Teams	5
Steward / Welcome Host	6
Refreshments & Hospitality	7
Car Park	8
Welcome Desk	9
Sunday Service Teams	10
Worship	11
Prayer Ministry Team	12
Finance - Counting	13
Technical Team (Extending the Mission)	14
Sound & Stage	15
Media & Visuals	16
Online Host & Chat Moderation	17
Production, Camera & Livestreaming	18
Post-Production (Podcast & Social Media)	19
Next Generation (Investing in the Future)	20
Crèche (approx. 0-4 years)	21
Limitless Kids (ages 4/5 - 11/12 years)	22
Limitless Youth (school years 7-11)	23
Outreach & Community Teams (Living the Mission)	24
Open Doors Team	25

Table of Contents (Cont'd)

Outreach & Community Teams (Living the Mission)	24
Church in the Café Team	26
Alpha Course Team	27
Toddlers & Co. Team	28
Community Events Team	29
Evangelistic Events Team	30
Support & Midweek Teams (Strengthening the Family)	31
Prayer & Intercession Team	32
Facilities Team (Maintenance & Cleaning)	33
Administration & Communications Support	34
Connect Group Leaders	35
Serving Teams Chart	36

First Impressions

These teams work together to facilitate our main gathering, creating an environment where the congregation can be welcomed into the building, get relevant information, worship God freely, hear His word, and respond in prayer.

- ▶ Stewards (Welcome Hosts)
- ▶ Refreshments & Hospitality
- ▶ Car Park
- ▶ Welcome Desk (Info Desk)

First Impressions

Steward / Welcome Host

Purpose: To be the friendly and helpful face of Gatehouse Church, ensuring everyone who comes through our doors feels seen, valued, and welcomed. You are the first point of contact and set the tone for their entire visit.

Responsibilities:

- Greeting people warmly at the main entrance.
- Handing out any church literature or service programs.
- Assisting people with finding a seat and answering general questions about the service or facilities.
- Helping to collect the offering during the service.
- Being aware of newcomers and helping to connect them with others or the pastoral team.

Skills/Qualities: A warm, friendly, and cheerful disposition; good communication skills; a heart for hospitality.

First Impressions

Refreshments & Hospitality

Purpose: To facilitate fellowship and community by providing refreshments after the Sunday service. This is a key time for our church family to connect with each other and for guests to get to know us in a relaxed setting.

Responsibilities:

- Arriving before the service ends to set up the refreshment station.
- Preparing and serving tea, coffee, and other drinks.
- Serving with a smile and engaging in conversation with people.
- Ensuring the hospitality area is kept clean and tidy.
- Clearing away and washing up after the fellowship time.

Skills/Qualities: A servant heart; organised; enjoys creating a welcoming atmosphere.

First Impressions

Car Park

Purpose: To ensure the safe and efficient flow of traffic in the church car park and to offer a warm first welcome to people as they arrive.

Responsibilities:

- Directing cars to available parking spaces.
- Assisting those with mobility challenges or families with young children.
- Maintaining a safe environment for pedestrians.
- Being a friendly, welcoming presence in the car park before and after the service.

Skills/Qualities: Reliable and responsible; happy to serve outdoors in all weathers; clear communication skills.

First Impressions

Welcome Desk

Purpose: Look after the welcome and information desk for newcomers.

Responsibilities:

- Welcome newcomers.
- Help people to fill out connect cards.
- Be the first response to volunteer enquiries.
- Help out with the card reader if needed.
- Check the supply of brochures and if any replacements needed, inform leader.

Skills/Qualities: A servant heart; organised; enjoys creating a welcoming atmosphere.

Sunday Services

These teams work together to facilitate our main gathering, creating an environment where the congregation can worship God freely, hear His word, and respond in prayer.

- ▶ Worship
- ▶ Prayer Ministry
- ▶ Finance - Counting

Sunday Services

Worship Team

Purpose: **To lead the congregation into the presence of God** through music and song. This is a leadership ministry that helps set the spiritual atmosphere for the entire service.

Responsibilities:

- Making every effort to attend midweek rehearsals, to prepare for the Sunday service.
- Working collaboratively together with other musicians and the worship leader in meekness and joy. To honour each other's giftings.
- Leading the congregation in worship with musical skill and spiritual sensitivity.
- **Dress code is clean, smart, presentable and professional.**

Skills/Qualities: **A heart for worship**; Musical proficiency (instrumental or vocal); commitment to personal spiritual growth; being a team player. An audition may be required.

Sunday Services

Prayer Ministry Team

Purpose: To provide confidential, compassionate, and faith-filled prayer for individuals at the end of the service. This team ministers to people's personal needs, bringing God's comfort and power into their situations.

Responsibilities:

- Being available at the front of the church after the service to pray with people.
- Listening sensitively and without judgment to prayer requests.
- Praying for individuals in accordance with biblical principles and church guidelines.
- Maintaining strict confidentiality.

Skills/Qualities: Spiritual maturity; compassion; a good listener; faith in the power of prayer. Specific training will be provided for this role.

Sunday Services

Finance - Counting

Purpose: To help count any money taken in on Sunday mornings at the service.

Responsibilities:

- Count all cash and record on tally slip.
- Record any cheques on the tally slip.

Skills/Qualities: Confidence in adding up figures.

Technical Team (Extending the Mission)

This team uses technology to enhance the in-house worship experience and to extend our mission far beyond the walls of our building, reaching a local and global online audience.

Training can be provided for many of these roles for those with a willing heart to learn

- ▶ Sound & Audio
- ▶ Media & Visuals
- ▶ Online Host and Chat Moderation
- ▶ Production, Camera & Livestreaming
- ▶ Post Production

Technical Team (Extending the Mission)

Sound & Stage

Purpose: To ensure clear, high-quality audio for everyone in the building and for the livestream audience.

Responsibilities:

- Setting up microphones and other audio equipment before the service.
- Conducting a soundcheck with the worship team.
- Mixing the sound for the band and speakers during rehearsals and the Sunday service to create the best possible audio experience.
- Monitoring the livestream output to ensure a balanced broadcast to our YouTube channel.

Skills/Qualities: A good ear for music and sound; ability to remain calm under pressure; technical aptitude.

Technical Team (Extending the Mission)

Media & Visuals

Purpose: To support the service by displaying song lyrics, Bible verses, videos, and announcement slides, helping the congregation to engage fully.

Responsibilities:

- Preparing the presentation slides before the service using software like ProPresenter.
- Operating the media computer during the service, ensuring slides are advanced in time with the music and speakers.

Skills/Qualities: Attention to detail; good concentration; comfortable with computers.

Technical Team (Extending the Mission)

Online Host & Chat Moderation

Purpose: To be the "Welcome Team" for our online congregation, creating a sense of community and interaction for those joining via the livestream.

Responsibilities:

- Welcoming viewers in the live chat on YouTube.
- Engaging in conversation and answering questions.
- Receiving and passing on prayer requests from online viewers to the in-house prayer team.
- Moderating the chat to ensure it remains a positive and safe space.

Skills/Qualities: Friendly and personable online presence; good written communication skills.

Technical Team (Extending the Mission)

Production, Camera & Livestreaming

Purpose: To broadcast our Sunday services online, allowing those who are ill, housebound, or connecting from around the world to be part of our church family.

Responsibilities:

- Setting up and operating the cameras during the service.
- Using production software (e.g. ATEM Mini) to switch between camera angles and other media inputs.

Skills/Qualities: A willingness to learn new technical skills; a creative eye; reliability.

Technical Team (Extending the Mission)

Post-Production (Podcast & Social Media)

Purpose: To extend the life and reach of our Sunday teaching by making it available in different formats throughout the week.

Responsibilities:

- Editing the audio from the Sunday message to create a weekly podcast episode.
- Uploading the podcast to our hosting platform.
- Potentially creating short video clips or graphics from the sermon for use on social media.

Skills/Qualities: Experience with audio/video editing software (or a desire to learn); attention to detail.

Next Generation (Investing in the Future)

We are passionate about raising the next generation to know and love Jesus. These teams provide safe, fun, and faith-filled environments for our children and young people. All volunteers in these teams must undergo the required DBS checks and safeguarding training.

- ▶ Crèche (approx. 0-4 years)
- ▶ Limitless Kids (ages 4/5 - 11/12 years)
- ▶ Limitless Youth (school years 7-11)

Next Generation Teams (Investing in the Future)

Crèche (approx. 0-4 years)

Purpose: To provide a safe, caring, and fun environment for our youngest children, allowing their parents to fully engage in the main service.

Responsibilities:

- Caring for babies and toddlers.
- Playing with the children and ensuring their safety.
- Maintaining a clean and welcoming crèche area.

Skills/Qualities: A love for young children; patience; reliability.

Next Generation Teams (Investing in the Future)

Limitless Kids (ages 4/5 - 11/12 years)

Purpose: To teach children about Jesus in a way that is fun, engaging, and relevant to their lives.

Responsibilities:

- Leading or assisting with age-appropriate Bible stories, games, crafts, and worship.
- Building positive relationships with the children.
- Helping to set up and clear away the resources for the session.

Skills/Qualities: Energy and enthusiasm; creativity; a passion for seeing children grow in their faith.

Next Generation Teams (Investing in the Future)

Limitless Youth (school years 7-11)

Purpose: To create a safe and supportive community for teenagers to explore their faith, ask questions, and build strong friendships.

Responsibilities:

- Building positive mentoring relationships with the young people.
- Facilitating games, activities, and group discussions.
- Being a positive Christian role model.

Skills/Qualities: Ability to relate to teenagers; a good listener; a commitment to mentoring the next generation.

Outreach & Community Teams (Living the Mission)

A significant part of our "mission" takes place outside of Sunday services. Our midweek ministries are vital "front doors" to the church, offering practical help and a listening ear to our community. They are often the first and most important point of contact a person has with Gatehouse, making the volunteers in these teams crucial ambassadors of God's love.

- ▶ Open Doors
- ▶ Church in the Café
- ▶ Alpha Course
- ▶ Toddlers & Co
- ▶ Community Events
- ▶ Evangelistic Events

Outreach & Community Teams (Living the Mission)

Open Doors Team

Purpose: To provide a confidential and compassionate listening ear to anyone in the community who needs to talk. This ministry meets a tangible need for connection and support.

Responsibilities:

- Being present at the Community Centre next to the church on Tuesday mornings.
- Offering a warm welcome and a cup of tea.
- Listening with empathy and without judgment to people's stories and struggles.
- Sharing about Jesus and offering prayer for needs.

Skills/Qualities: High level of compassion; non-judgmental attitude; excellent listening skills; ability to maintain confidentiality.

Outreach & Community Teams (Living the Mission)

Church in the Café Team

Purpose: To be a visible Christian presence in the community, building relationships and offering prayer in a relaxed, neutral environment.

Responsibilities:

- Meeting as a small team in a Coffee Shop on Wednesday afternoons.
- Being available to chat with people and offer prayer if the opportunity arises.

Skills/Qualities: Confidence in starting conversations; a heart for outreach and prayer.

Outreach & Community Teams (Living the Mission)

Alpha Course Team

Purpose: To help people explore the Christian faith in a friendly, open, and informal setting.

Responsibilities:

- Roles can include hosting a table, facilitating small group discussions after the main talk, helping with setup, or providing food and hospitality.
- Creating a welcoming environment where guests feel comfortable asking questions and sharing their thoughts.

Skills/Qualities: Depends on the role, but generally includes being a good host, a good listener, and having a passion for sharing faith in a relational way.

Outreach & Community Teams (Living the Mission)

Toddlers & Co. Team

Purpose: To run our weekly parent and toddler group, providing a welcoming and supportive community for local families with young children.

Responsibilities:

- Setting up toys and activities on Wednesday mornings.
- Welcoming parents, carers, and children.
- Serving refreshments and chatting with the adults.
- Helping to run a simple song or story time.

Skills/Qualities: Friendly and welcoming; enjoys being around young children and their families.

Outreach & Community Teams (Living the Mission)

Community Events Team

Purpose: To plan and run one-off outreach events that bless our community and create positive connections with the church (e.g., summer fun days, Christmas services, community meals).

Responsibilities:

- Brainstorming event ideas.
- Planning logistics, such as venue, activities, and promotion.
- Recruiting and coordinating volunteers for the event itself.
- Ensuring events are welcoming and enjoyable for people of all ages and backgrounds.

Skills/Qualities: Organisation; creativity; leadership; hospitality.

Outreach & Community Teams (Living the Mission)

Evangelistic Events Team

Purpose: To be a visible Christian presence in the community, building relationships and putting on events that will be in a relaxed setting.

Responsibilities:

- Meeting as a small team to organise evangelistic events at the church.
- Being available to chat with people and offer prayer if the opportunity arises.

Skills/Qualities:

Confidence in starting conversations; a heart for outreach and prayer.

Support & Midweek Teams (Strengthening the Family)

These teams provide the essential internal support and structure that enables our family to thrive and our mission to succeed.

- ▶ Prayer & Intercession Group
- ▶ Building & Security (Maintenance & Cleaning)
- ▶ Admin/Communications Support

Support & Midweek Teams (Strengthening the Family)

Prayer & Intercession Team

Purpose: To faithfully pray for the needs of individuals, our church, our town, and our world.

Responsibilities:

- Committing to attend regular prayer meetings (currently Friday mornings).
- Praying and interceding for the needs shared by the church leadership and congregation.

Skills/Qualities: A passion for prayer; faithfulness; a heart for God's purposes, discretion.

Support & Midweek Teams (Strengthening the Family)

Facilities Team (Maintenance & Cleaning)

Purpose: To provide practical, hands-on service by ensuring our church building is a clean, safe, and welcoming environment for all our ministries.

Responsibilities:

- Participating in a regular cleaning rota.
- Assisting with minor repairs and general maintenance tasks as they arise.
- Helping with larger projects like decorating or gardening days.

Skills/Qualities: A practical, willing-to-help attitude; can be skilled in a trade or simply willing to clean.

Support & Midweek Teams (Strengthening the Family)

Administration & Communications Support

Purpose: To support the smooth operation of the church by assisting with administrative and communication tasks.

Responsibilities:

- Assisting with office tasks like printing or data entry.
- Updating content on the church website or app.
- Creating simple graphics for social media or presentations using tools like Canva.
- Administering social media accounts.

Skills/Qualities: Organised; reliable; good IT skills; creative flair (for communications roles).

Support & Midweek Teams (Strengthening the Family)

Connect Group Leaders

Purpose: To facilitate our small groups, which are the primary place where people build deep relationships and receive pastoral care in the church.

Responsibilities:

- Hosting a group in a home or at the church building.
- Facilitating Bible study and prayer.
- Fostering a culture of mutual care and support within the group, where members can share life together.

Skills/Qualities: A heart for pastoral care; ability to facilitate discussion; hospitality.

Serving Teams

