



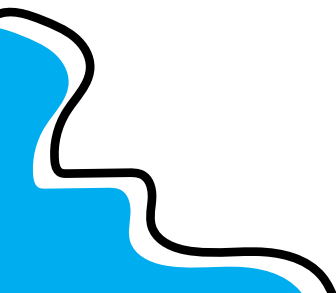
AN INTRODUCTION TO SERVING AT THE GATEHOUSE



Online
Application Form

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Why we serve



A joyful
response

The Bible presents service not as a duty to be endured, but as a joyful response to the grace God has shown us. Jesus himself said that he "did not come to be served, but to serve" (Matthew 20:28), setting the ultimate example for us to follow. Therefore, at the Gatehouse, we view volunteering as a vital part of our discipleship and an active expression of our worship. It is faith in action.



Getting
connected

Serving is one of the best ways to get connected into the life of the church. While Sunday services are a great starting point, it is often through working alongside others on a team that deep and lasting friendships are formed. It provides a shared purpose and a natural context for community. As you use the gifts God has given you, you not only bless the church but also experience personal growth and a deeper sense of belonging.



A Place for
You

We believe that God has a plan for every person and that this plan is often discovered as we faithfully serve within the body of Christ. Whether your skills are practical, technical, creative, or relational, there is a place for you to make a meaningful difference at the Gatehouse. By joining a team, you become an essential part of making our Sunday services and midweek activities happen, helping us to be a church that effectively ministers to our family and reaches out to our community.



Pastor Neville

Our expectations

As a volunteer and an ambassador for Gatehouse Church, you are entrusted with representing our values and mission. We ask that you commit to the following :



Be Reliable: Please be punctual and dependable in fulfilling your duties. If you are unable to make a commitment, please notify your team leader with as much



Have a Teachable Spirit: Be willing to learn new skills, receive direction, and accept supervision graciously. We are all learning and growing together.



Work as a Team: Work co-operatively and respectfully with other volunteers and staff members. Support one another, accept differences in style, and maintain a positive, encouraging attitude.



Uphold Our Values: Conduct yourself in a manner that is consistent with the Christian faith and the values of Gatehouse Church. Treat everyone you interact with—congregation members, visitors, and fellow volunteers—with courtesy, dignity, and respect.



Maintain Confidentiality: Hold in confidence any sensitive personal information you may become aware of through your role. Avoid gossip and act with integrity in all your relationships.



Adhere to Policies: Familiarise yourself with and adhere to all church policies, especially those concerning Safeguarding, Health and Safety, and Data Protection.

Communication, Feedback, and Problem-Solving

Effective and transparent communication is the cornerstone of a healthy team. We are committed to fostering an environment where you feel comfortable asking questions, sharing ideas, and raising concerns.

If you have a suggestion or face a challenge in your role, your first point of contact should always be your designated team leader. We encourage you to address issues directly, graciously, and promptly. Most difficulties can be resolved through simple, open conversation.

Keeping everyone safe

Gatehouse Church is fully committed to providing a safe and secure environment for every person who walks through our doors. This commitment is a non-negotiable aspect of our Christian faith and our legal responsibility. The following policies are essential for protecting our church family, especially children and adults at risk. All volunteers are required to read, understand, and adhere to these procedures.

Our Unwavering Commitment to Safeguarding

Safeguarding is the action that our church takes to promote a safer culture. It means we are proactive in protecting children, young people, and adults at risk from abuse and harm. This is a responsibility that belongs to every single one of us at Gatehouse Church.

Our "family" culture values trust and strong relationships, and it is precisely because we are a family that we take our duty of care with the utmost seriousness. Implementing formal safeguarding procedures is not a sign of mistrust; it is a practical expression of our love and our collective commitment to protect the most vulnerable among us. As part of the Elim Pentecostal Church, we adhere to national safeguarding policies and best practices, ensuring our procedures are robust and up-to-date. All volunteers in eligible roles will be required to attend regular safeguarding training.

Your journey as a volunteer

We want your journey into volunteering at Gatehouse to be as simple and supportive as possible. This section outlines the steps to get involved and what you can expect along the way.

Getting Started: The Application Process

Joining a team is a straightforward process designed to ensure you find the right role for you and that all necessary safeguards are in place.



Express Interest: The first step is to let us know you are interested. You can do this by filling out the "Get Involved" form on our website, or by speaking directly to a team leader or a member of the pastoral staff after a service.



Informal Chat: Once you have expressed interest, the relevant team leader will arrange a friendly, informal chat with you. This is a two-way conversation to explore the role in more detail, answer your questions, and help us get to know you and your interests a little better.



Application Form: For most roles, we will ask you to complete a simple Volunteer Application Form. This helps us to gather the necessary information in a consistent way.



References: For certain roles, particularly those involving leadership or working with vulnerable groups, we will ask for two references. This is a standard part of good practice in recruiting volunteers.

DBS Check: If your role requires a DBS check, we will guide you through the volunteer application process and the DBS application process at this stage. After initially observing the group you will not be able to start in your role until the whole application process is complete, including receipt of your DBS.

Induction and Training

Once you have been accepted onto a team, we are committed to providing you with the support you need to thrive in your role.

Saying Thank You: Appreciation and Recognition

We are incredibly grateful for every person who gives their time to serve at Gatehouse. We believe it is vital to recognise and appreciate this commitment.

While you will hopefully experience regular, informal thanks from leaders and the congregation, we also look for specific ways to show our gratitude. This may include special mentions in services and volunteer-focused social events. Your service does not go unnoticed, and it is deeply valued by the entire church family.

Your time

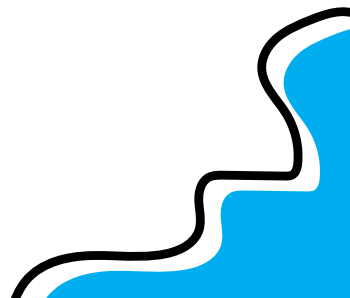
Time Availability Matched to Ministries at the Gatehouse

Sometimes our 'busyness' of life can put constraints around how we can serve. Check out some ways below in which you can still serve that fits your weekly routine.

When / Where	Gatehouse Ministries
Available to serve on some weekdays in the day	Admin & Office Support, Kids (advance preparation), Cleaning, Open Doors, Events, Graphic Design, Missions, Connect groups, Podcast Uploading, Video Editing
Available on some weekdays in the evening	Alpha, Events, Youth, Church in the Cafe, Podcast Uploading, Prayer Ministry, Media, Security

When / Where	Gatehouse Ministries
Available on some Sundays during our services	Kids, Youth, Café, Car Parking, Welcome hosts, Refreshments, Info desk, Livestream Moderation, Media, Photography, Prayer Ministry, Production, Lighting And Cameras, Security, Sound & Audio, Worship
Available to help from home, flexible hours	Graphic Design, Livestream Moderation, Podcast Uploading, Prayer Ministry, Video Editing

Serving Teams & Role Descriptions



Teams

First Impressions Teams

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)

Welcome Hosts / Stewards

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.

Refreshments & Hospitality Team

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.

Car Park Team

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.

Welcome Desk Team

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.

Team

Sunday Service Teams

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

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.

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.

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.

Team

Technical Production 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

Sound & Audio

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 the 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.

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.

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.

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.

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.

Team

Next Generation Teams (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)

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.

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.

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.

Team

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

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.

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.

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.

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.

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.

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.

Team

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

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.

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.

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).

Connect Group Leader

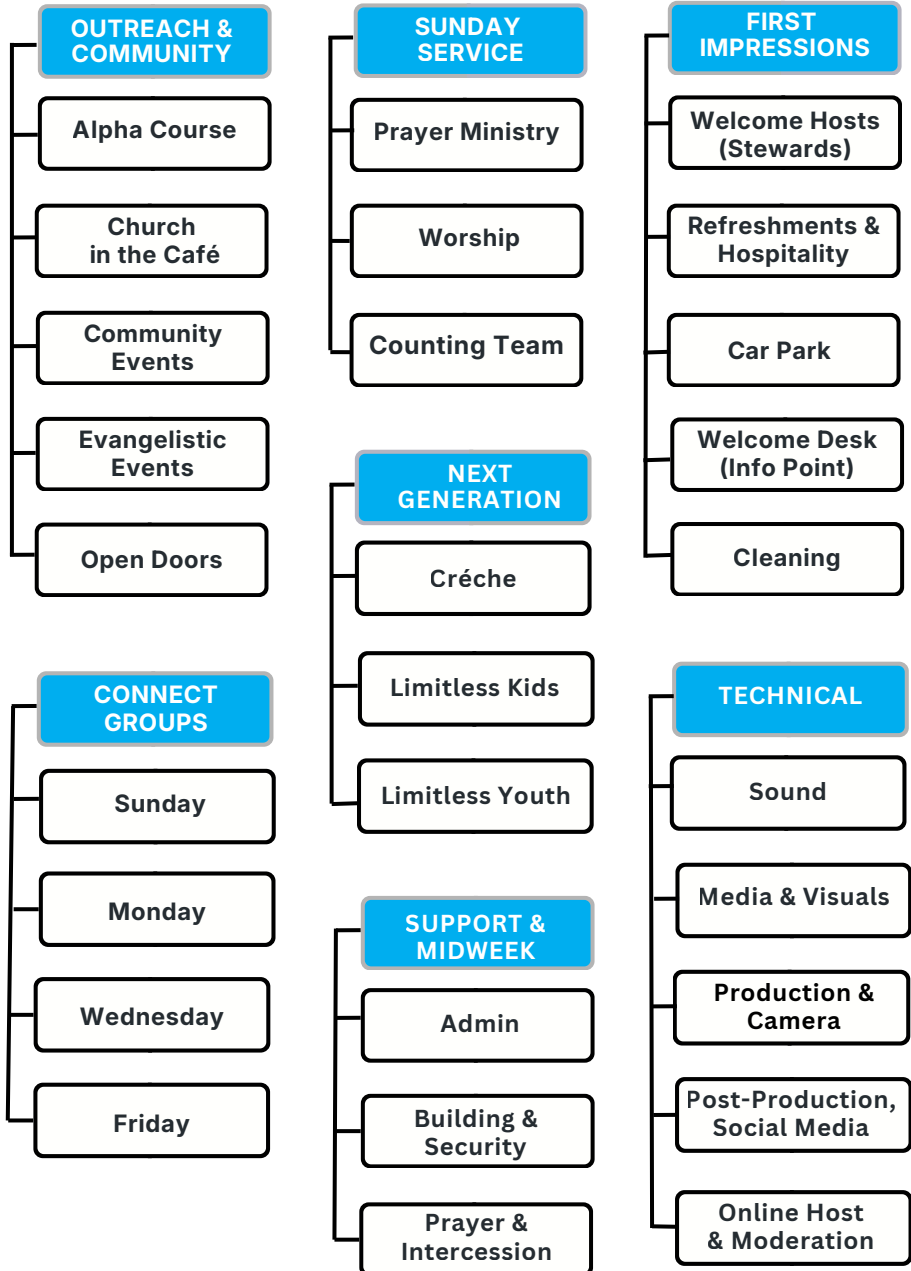
Purpose: To facilitate our small groups, which are the primary place where people build deep relationships and receive pastoral care in the church.

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



Application

If you would like to be part of a serving team please complete the form below.

Your Full Name

Email

Mobile

Tell us a little about yourself (e.g. what skills you have and why you want to serve):

Area(s) you are interested in serving in /...



Serving Areas

Area(s) you are interested in serving in:

- ☐ Alpha Course
- ☐ Building + Facilities
- ☐ Car Park Monitor
- ☐ Crèche (Sunday morning)
- ☐ Church in the Café Outreach
- ☐ Connect Group Leader
- ☐ Community & Evangelistic Events
- ☐ Finance
- ☐ Graphic Design
- ☐ Kids
- ☐ Media + Visuals
- ☐ Open Doors
- ☐ Photography
- ☐ Production, Camera + Livestreaming
- ☐ Prayer + Intercession
- ☐ Refreshments
- ☐ Security
- ☐ Sound + Audio
- ☐ Toddlers
- ☐ Video Editing
- ☐ Welcome Hosts
- ☐ Worship
- ☐ Youth



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03/2026

Elim Foursquare Gospel Alliance. Registered charity 251549 (England & Wales)
and SC037754 (Scotland).