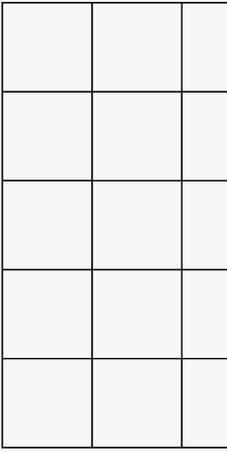


[www.worshiplife.church](http://www.worshiplife.church)

# **Outreach Team Handbook**



# Table of Contents



- 01 Outreach Team Overview
  - 02 Team Roles
  - 03 Team Responsibilities
  - 04 Team Expectations
  - 05 Team Leader Roles & Responsibilities
  - 06 Team Roster
  - 07 Leadership Contact Info
- 

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

# Outreach Team Overview



The Outreach Team exemplifies the vision of Worship Life Church (Encounter God's Presence, Equip Believers, Build Community) by using their talents and gifts to serve others in practical ways, meeting the needs of the community. The Outreach Team is a physical manifestation of the love of Christ poured upon people that He loves. And we want to see that love draw their hearts to repentance.

## Next Steps

- Complete New Members Class
- Complete Volunteer Bible Study (this can happen while serving)
- Background check (if working with children)
- One-on-One Conversation with the Team Leader
- Begin attending monthly meetings

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

# Team Roles

## Roles Within the Outreach Ministry (consistent for every event):

- Evangelist
- Intercessor
- Event Planner
- Decor/Design
- Community Liaison
- Fundraiser/Donations Lead
- Secretary/Team Admin

## Character Traits/Strengths Needed for this Ministry:

- Knowledgeable & Comfortable with prayer
- Comfortable talking to people and able to build trust quickly
- Relatable
- Not judgmental
- Spirit of discernment
- Compassionate toward widows, unhoused, fatherless
- Integral & trustworthy
- Understanding and genuine love for people

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

# Team Roles

## Ministries within WLC that May Coincide with Outreach Ministry:

- Prison Ministry
- Baptism Team
- Worship Team
- Intercessory Prayer Team

## Service Schedule:

- 5th Sundays - Quarterly (5 times a year)
- Any additional ministry opportunities that may fall under outreach, ie..prison ministry
- Monthly Outreach Team Meeting for ministry updates, announcements, and planning, both via Zoom and in-person
- Bi-Annually Fellowship

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

# Team Responsibilities

- **Be on time and check in** (for both events and meetings). Team Leaders will communicate expected arrival times where you can discuss details and prep for the event. This is a time when you will also receive team updates and information.
- **Serve when scheduled.** Contact your Team Leader as early as possible if you are unable to serve and will need a replacement. Communication is crucial to building community and carrying out effective ministry.
- **Dress code.** When serving in the community, teams are expected to wear their WorshipLife Shirts (or whatever special shirt may be ordered for an event). Please always dress in a manner that honors Christ. Our clothing should not be a distraction from our serving and the ministry we are doing. Your clothing should be appropriate for your service, keeping safety, comfort, and modesty in mind.
- **Introduce yourself.** Let the people you are serving know who you are and what your team is doing.

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

# Team Responsibilities Continued...

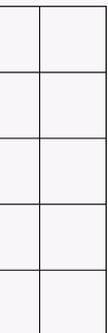
- **Focus on others.** Engage people in the community in friendly conversation. Be approachable. Walk in love, and smile!
- **Work as a team.** Always use the buddy system. Follow safety instructions set forth by your team leader. Encourage new team members that may be serving and help them feel comfortable if necessary. Share your life with your team members.
- **Build trust.** Be consistent, ethical, and trustworthy to earn the respect of the people in the community. This opens the doors for deeper relationships.
- **Be observant.** Take time to observe the environment and culture you are serving in, in order to gain perspective of those you are serving.
- **Be familiar with other ministries.** Be familiar with the resources and ministries our church and our local community offer so that you can share with those outside the church when appropriate. Also, help fellow teammates connect with other opportunities, especially if you feel they may have an interest, passion, or gift that matches.

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

# Team Responsibilities Continue...

- **Connect with the community.** Team members should be observant and in tune with all possible serving opportunities within the local community and communicate those opportunities to the Team Leader. The Team Leader will gain approval from WLC Leadership team.
- **Plan and prepare** serving opportunities for Fifth Sunday that positively impact the felt needs of the community. Work with your team to determine what resources and skills will be needed.
- **Project assessment.** Work with the team leader and team to assess the scope of potential Fifth Sunday projects. Evaluate project cost and feasibility and submit Event Proposal and Budget forms for approval by WLC leadership.
- **Promote Fifth Sunday and other Outreach events** through social media and other means. Share the wins as well.
- **Follow appropriate safety protocols** with machinery, equipment, and tools for any spaces we occupy. Walk in your giftings and abilities - there's safety there. Adhere to local ordinances and any ministry partners' requirements for all serving opportunities.



# Team Responsibilities Continued...

- **Prayer-Focused.** Prayer is an essential part of the Outreach Ministry and should be first in every aspect of this ministry. Before we ever go out to minister to others, our endeavor has to be saturated in prayer. We must be able to discern what we should when we should do it, and how we should do it. Prayer ensures that we reach the intended harvest God has in mind for any particular event.
- **Follow child safety** protocols as outlined in the Worship Life Church Handbook.
  - No adults in restrooms with children
  - Do not video or take photos of children without written permission
  - Follow guidelines for appropriate affection and praise
  - Follow the two adult rule when serving with children
  - Do not offer to transport children

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Team Expectations

## Extent of Public Contact

- There will be interaction with people from the community, school teachers, city officials, recreational leaders, ministry staff, and other relationships with both local and national organizations and churches as an outreach representative of Worship Life Church.

## Physical Demands

- Physical lifting, driving church vehicles, setting up tables and chairs, etc., for outreaches and events, transporting equipment

## Measured Metrics to be reported after each Outreach:

- How many were prayed for?
- How many visited?
- How many needs met? What was the need?
- Any testimonies?
- How many salvations/rededications/spirit-filled?
- Noted miracles?

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

# Team Expectations

## Attendance

- We expect the members of the outreach team to be available for the actual outreach. While the planning phase is important, your presence is even more important.
- Be available to meet monthly. Because the 5th Sunday outreaches are quarterly, there are only 3 team meetings before the outreach. Attending those meetings will be crucial.

---

## Absence/call-in Policy

- If you are unable to attend a meeting, your absence should be communicated to the team lead as early as possible. Please do not let the team leader know at the last minute that you can't make a meeting or an outreach event.
- Please utilize Planning Center to block out dates on which you know you will not be available to serve.

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

# Team Expectations

## Arrival Times

- When an event is scheduled, the expectation is to arrive at the scheduled time. That time will depend on the nature of the outreach, but timeliness is key! Please be on time, and that, at a minimum, is at least an hour early.
- 

## Training

- Training will always be specific to the outreach and may not always be required.
  - Team Members (and those participating) will be required to go through any needed training.
- 

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

# Team Leader Responsibilities

## Essential Functions and Responsibilities:

- Work with and assist with the vision development and execution of outreach ministries (Prison ministry, 5th Sunday Ministry, etc.)
- Work with WLC leadership closely on all created and sustained outreach ministry programs/events.
- Work with the Core team to build the outreach teams and work with them to ensure proper training of team members.
- Recruit, train, and empower the outreach team to serve opportunities
- Ensure that new members are properly trained, assigned, and scheduled to serve
- Assess ministry needs associated with incoming project requests
- Assess project priority based on current needs and ministry calendar
- As necessary, meet with WLC leaders and team to provide insight on lessons learned about project assessment, project completion, execution, etc...
- Create a monitoring system to detect gaps within planned ministry events as early as possible and initiate interventions to solve problems
- Participate in budget preparation (with leadership) to ensure adequate funds are available for the operation of outreaches

# Team Leader Responsibilities Contd...

- Ensure that all outreach activities are functioning under proper policy and procedures pertaining to minors (a policy needs to be in place in regards to minors)
- Attend all necessary team meetings & leadership meetings
- Communicate regularly all items that are being managed pertaining to outreach follow-ups
- Be proactive in addressing ministry risks and/or issues
- Provide a growth plan for those that learn about outreach opportunities (ensure a transition from outreach to member care)
- Capture and ensure any and all necessary outreach metrics are tracked and are reported upon each month to the Operations Director (number of projects completed, in progress, remaining in the pipeline, etc.)
- Capture and ensure that all necessary serving metrics (stats on volunteers) activities are provided to Operations Director following each event.



# Our Team

Kim Beckwith  
*Team Leader*

Janice McAdams

Kimberly Evans

Kasarah Abdella

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

# Leader Contact Info



connect@worshiplife.church



worshiplifeaz.com



623-232-9020 ext 809

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |