



Embrace Grace Volunteer Roles

Thank you so much for your interest in volunteering with **Embrace Grace**! We're so thankful you have a heart to help the single, pregnant mommies and babies. They are easy to love.

We ask that you read through the next few pages and pray about where God wants to use you to serve. Thank you in advance for everything you give.

Our volunteer slots are for one semester, either for spring (Jan–May) or fall (Aug–Dec). You can continue to stay at your same spot each semester, or you can try something different each time!

Let us know how you would like to serve!

If you have any questions please contact us at embracegrace@newsongpeople.com

- **MINISTRY GROUP LEADERS** - *Attends Every Small Group During the semester.*

We ask that if you want to help lead an **Embrace Grace** group, you commit to coming every week. It is important that the girls (we call them Blooms) feel safe and feel they can open up each week as they get to know us and we get to know them. We have many Leaders in **Embrace Grace** who attend each week, but we want to be careful not to have more Leaders than attendees so we do not seem like we are “ganging up” on them. Because of this, we may not know if there is an opening to lead until closer to the beginning of the semester. If you feel like God is putting this on your heart, the prerequisites are that you are a member of New Song Church and have taken all the necessary classes to be a group leader.

Time Commitment

- 3 hour online training to be completed by 12/1/2020.
- Follow up meeting with ministry oversight and other EG Managers after training is complete.
- Visit pregnancy centers, high schools, colleges, to let them know about our Embrace Grace Group through the fall/winter, before spring semester begins.
- 2 hours per week for 12 weeks - small group leading
- 1 hour a week checking in on girls and preparing for upcoming group.
- Weekly check ins with ministry oversight.
- Attend baby shower & princess day.
- Communicate regularly with fellow EG Managers

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I'D LIKE MORE INFO ABOUT THIS ROLE

HARD PASS

- **EMBRACE GRACE GROUP MANAGER** - *Attends Every Small Group During the semester.*

Connects Blooms that inquire about our specific group to the group and provides them with information on our start date, time and location.

Prints out and brings attendance sheets weekly and has each small group leader fill it out. Collects attendance every week and submits it to the Church as well as keeps a copy for our records and reporting to **Embrace Grace, Inc.**

Brings the necessary supplies for the Blooms to write out their prayer requests, collects their prayer requests each week and emails them to our intercessor team.

Notify the church of all births so they can send cards, flowers or fruit bouquet to each mom. Optional- Coordinate meal donations for each Bloom after they give birth. Coordinate with social media manager & gift list manager.

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- **DONATIONS MANAGER** - *Attends Every Small Group During the semester.*

Arrives early each week to sort and lay out donations, tracks girls in need of a crib and coordinates crib donations. We get a lot of emails or phone calls from people who have some gently used items they would like to donate. This manager would determine if what they have is needed, and if so, either arranges a drop-off at the church or a pick-up to bring to class so the girls can look through them. If any of the items are not taken by an EG girl, then you can pick-up and donate or give to someone else in need at your own discretion.

Write thank you notes as needed throughout the semester. Examples: guest speakers, large donations, vendors who donate time or items for events. Also oversee the Blooms writing their thank you notes after the baby shower and collecting them to distribute via email.

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- **Group Intern**- *Attends Every Small Group During the semester.*

If you're not quite ready to lead a group, but are interested and want to go through a 12 week semester to shadow and learn from group leaders or EG Managers, a group intern is a great place to start.

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- **Transportation to Group**

We usually have girls who need rides to and from group. Would you help make sure she can get to and from class each week?

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- **On Site Child Care During Group**

We may have Blooms who need child care during group. Must be back ground checked and New Song Kids trained.

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- **Share Your Story**

We have at least one, and sometimes two, testimony nights per semester where we have women who have walked similar stories as an **Embrace Grace** girl and would love for you to be a part. You can write out your story and email to **embracegrace@newsongpeople.com**, and we will pray about it and call you to discuss!

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- **Volunteer Coordinator**

Manage all emails that come in for volunteer requests and send them the necessary info, and help recruit volunteers to fill all empty and needed openings associated with the group. This person keeps track of all inquiries and contact information for future needs.

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- **Intercessor**

Involves praying for the different facets of the **Embrace Grace** ministry (i.e., the girls, the babies, specific situations, etc.)

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- **SOCIAL MEDIA MANAGER**

Adds the Blooms to the "secret" Facebook page, updates statuses on the Facebook/IG page associated with our church and promotes the baby shower and special events to help find sponsors. Connects the leaders and Blooms on Facebook. This person will also have the names of Blooms who do not want their picture published anywhere and will ensure that photographs with their image are not shared on the public Facebook page.

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BABY SHOWER & PRINCESS DAY VOLUNTEERS

- **BABY SHOWER MANAGER**

The Event Manager and Event Team manages all volunteers and responsibilities for the shower. You can delegate as much as you want or you can take on a lot of the responsibility of different portions of the shower that you want. Having an Event Team manage all of the events allows the leaders to fully focus on leading and loving on the Blooms. This team does not have to be women that lead in your **Embrace Grace** group. Below are some areas this team can oversee.

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- **GIFT LIST MANAGER**

This job is for someone who is very organized and has extra time. You will be managing specific gift lists for each of the girls and making sure that every small group or individuals purchase all the gifts on each list.

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- **Greeter Hosts**

Help direct all the guests to meet their girl they adopted. Help bring gifts in from cars and help load the gifts back in EG girl's cars after the shower is over.

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- **Décor**

There is a unique theme that we do every semester. We would love for you to serve in this area managing or helping with the décor for the shower by purchasing or borrowing décor that goes with the theme and setting it up and tearing it down at the shower.

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- **Food**

This person will find food donations or order the cupcakes/cake, drinks, or any other food items decided to have at the shower.

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- **Invitations**

We always send jpg or pdf versions of the invitations to all New Song Group Leaders as well as a printed version of the invitation to give to each girl in the group. Are you good at design? We would love your help!

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- **Favors**

Favors for the guests attending the shower is an optional yet fun way to bless the guests! Would you like to research ideas, find donations or purchase favors? Or, would you like to help assemble and package the favors? Just let us know!

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- **Adopt a Bloom**

Are you a part of a New Song Group or have a group of friends or co-workers who would like to adopt a girl for the semester? You would pray for your girl, purchase the items on her gift list (about 13 items), check in and make sure she is doing ok, etc.

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PRINCESS DAY VOLUNTEERS

- **PRINCESS DAY MANAGER**

The Event Manager and Event Team manages all volunteers and responsibilities for Princess Day. You can delegate as much as you want or you can take on a lot of the responsibility of different portions of the day that you want. Having an Event Team manage all of the events allows the leaders to fully focus on leading and loving on the Blooms. This team does not have to be women that lead in your **Embrace Grace** group. Below are some areas this team can oversee.

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- **Hair and Makeup Vendors**

We need your help to make these girls feel beautiful and loved on the outside.

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- **Décor**

Help find donations or purchase décor items, set up or tear down for Princess Day.

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- **Babysitter**

Usually several of the girls have had their babies by Princess Day and they do not have a babysitter to help. Would you like to help take care of a sweet newborn so the momma can have a break and enjoy her special day?

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- **Transportation**

We usually have girls who need rides to and from Princess Day. Would you help make sure she can be a part of this special day?

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- **Goody Bags**

Our desire is for each Bloom to leave Princess Day with a bag of special items to remind them of how God sees them. Examples can be: Worship CD, journal, devotional, jewelry, lotions, bath stuff, cute hair stuff—just anything girly. Would you like to purchase items or help find donations and gather it all together for each of the girls to leave with on Princess Day?

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- **Photographer (Baby Shower and/or Princess Day)**

We need your help by taking photographs throughout this special day and of the Blooms after they get dressed up and crowned.

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- **Steward**

Involves sowing into the ministry. Finances or tangible goods (such as baby shower gifts, jewelry, gift cards for meals after delivery, etc.)

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CONTACT INFO

Name: _____

Email: _____

Phone Number: _____

Circle Preferred Method of Communication: Text Email Phone Call

Circle Best Time to Contact You: Morning Afternoon Evening

Have you been born again? _____

Have you been water baptized? _____

Are you filled with the Spirit? _____

Are you a member of New Song Church? _____

Have you completed Next Steps Class? _____

Do you currently serve as a volunteer at New Song? _____

Are you in a New Song small group? _____

Do you give tithes/offering regularly at New Song? _____