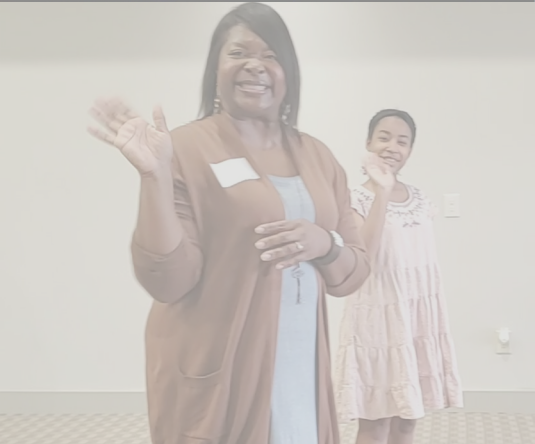


DREAMTEAM







SERVE WITH *First Impressions*

TEAM	RESPONSIBILITY	RUNDOWN	COMMITMENT	TRAINING
Greeter Team	Welcome guests with a smile, encouragement and personal touch so that hearts are open to the Gospel message. Answer questions and give out needed info about ministry happenings.	Smile! Greet everyone, no matter how frazzled they (or you) are. Anticipate needs. Be present and welcoming to all guests.	Every other week or twice a month	Complete Next Steps. Shadow with team for two Sundays.
Hospitality Team	Prepare, set up, maintain, and clean up the complimentary coffee stations and DT Central. Prepare materials that allow guests to connect to Highlands and participate in worship services.	Be professional. Ensure quality. Keep areas tidy and clean. Anticipate areas that need to be replenished and fill them. Enjoy working behind the scenes. Pay attention to details.	Every other week or twice a month	Complete Next Steps. Shadow with team for two Sundays.
Usher Team	Prepare people for a positive worship experience by welcoming guests and assisting them to a seat, facilitating offering, and maintaining a distraction-free environment.	Instill confidence in guests that you're there to assist them. Communicate with grace and a positive attitude.	Every other week or twice a month	Complete Next Steps. Shadow with team for two Sundays.

First Impressions CON'T

TEAM	RESPONSIBILITY	RUNDOWN	COMMITMENT	TRAINING
Parking Team	Welcome and direct guests to parking spaces and keep traffic flowing smoothly.	Enthusiastically greet cars and guests. Don't just park a car, greet a person. You are the first face of Highlands!	Every other week or twice a month	Complete Next Steps. Shadow with team for two Sundays.
Intercessory Prayer Team	Cover all services and the people of Highlands in prayer. Pray specifically for prayer requests received each week.	Prayer warrior. Enjoy praying with and for other people. Be familiar with God's Word.	Every Thursday evening	Complete Next Steps. Meet with team member.
First Impressions Ambassador	Ensuring that facilities are prepared for Sunday morning services.	Providing support to all First Impressions teams, communicating with First Impressions Team leaders to determine facility needs for that Sunday, and executing solutions to those needs.	At least twice a month	Complete Next Steps. Shadow with team member.



SERVE WITH *Highlands Creative*

TEAM	RESPONSIBILITY	RUNDOWN	COMMITMENT	TRAINING
Worship	Creating distraction free moments musically where people can encounter God.	Serving by singing or playing an instrument.	1 rehearsal and Sunday Serve a week; 2-3 times a month.	1 month shadow/development process <i>(contingent on successful audition)</i>
Production	Creating enhanced and distraction free environments using audio, lighting, and projection where people can connect with God.	Serve by running any one of our production stations (lighting, projections, audio, camera operator, etc.)	1 rehearsal and Sunday Serve a week; 2-3 times a month.	2 week shadow/development process
Creative	Supporting, capturing and producing authentic moments of ministry through graphics, photography, videography and social media, as well as contributing fresh, innovative ideas in brainstorming sessions.	Serve by being present at creative meetings, which entails brainstorming sessions and set times for content creation. For those with photography experience, serve by being present at events to capture photos and videos.	At least twice a month for creative meetings; more opportunities to serve become available per the needs of Highlands events.	Depends on existing skill level (1-4 weeks)

SERVE WITH

Next Generation

Kids Jr (6 WEEKS TO PRE-K)*

TEAM	RESPONSIBILITY	RUNDOWN	COMMITMENT	TRAINING
Check In	Welcome families and answer their questions so that they feel comfortable leaving their children while they attend a service.	Oversee the Highlands Kids desk to register new families into the computer system, give them a new family bag, walk them to their classrooms, and write each new child a postcard from our team.	Twice a month minimum.	Meet with Highlands Kids Team member and train until you are familiar with the check-in process.
Teacher	Make parents feel comfortable leaving their children with our team because they see that it is a safe and loving environment for their child.	Welcome children and parents and provide a calming environment for everyone. Implement curriculum including: videos, crafts, activities, and verse memorization for ages 2 and up.	Twice a month minimum.	Meet with Highlands Kids Team member to review the Highlands Kids handbook.
Co-Teacher	Support the classroom teacher by making sure they have everything they need to run a successful Sunday morning.	Follow the instruction of lead teacher and support them in implementing the lessons and crafts.	Twice a month minimum.	Meet with Highlands Kids Team member to review the Highlands Kids handbook.

Kids (K TO 5TH GRADE)*

TEAM	RESPONSIBILITY	RUNDOWN	COMMITMENT	TRAINING
Check In/ Check Out	Welcome families and answer their questions so that they feel comfortable leaving their children while they attend a service in the Auditorium.	Greet everyone and walk new children in and introduce them to their small group leader. Also, receive parent stickers at the end of the service for pick-up.	Twice a month minimum.	Meet with Team member to review the Highlands Kids handbook.
Production	Ensure service experience is smooth, uninterrupted, and supported by overseeing technical elements of service.	Keep the service on track by making sure all slides, videos, and music are on time for the lead teacher. Be comfortable with technology.	Twice a month minimum.	Meet with Team member to review the Highlands Kids handbook.
Small Group Leader	Helping children understand the importance of a relationship with Jesus in a safe place.	Create a safe place where children feel comfortable and valued so that they can grow in their relationship with God by leading them through weekly small group activities and overseeing specific grades.	Twice a month minimum.	Meet with Team member to review the Highlands Kids handbook.

Students (6TH TO 12TH GRADE)*

TEAM	RESPONSIBILITY	RUNDOWN	COMMITMENT	TRAINING
SUMMIT Night Team	Create a welcoming environment for students and their friends to build relationships and have an encounter with Jesus.	Help with set up and tear down. Engage and interact with students to help them connect with the church and with other students. Make sure students are in the right place at the right time doing the right things. Go above and beyond to help new students get connected.	Once a month (Second Sunday night)	Meet with Highlands Students team member. Shadow one SUMMIT Night.
Small Group Leader	Lead an environment where students grow in their faith and strengthen healthy relationships.	Be consistent and present in group. Get to know the students in your group to help them have fun, stay connected, and be disciplined. Help students to identify and take their next step in their relationship with God.	Weekly during small group semesters	Meet with team member. Attend Small Group Leader Training and complete all requirements. Co-lead for one semester.
Student Connect Team	Provide a place on Sunday mornings for students to connect and learn how to get involved.	Give Highlands Students a presence and touch point on Sunday mornings. Provide info about upcoming student events and small group opportunities. Enthusiastically connect and talk with new and returning students and their families.	Two Sunday mornings a month	Meet with Highlands Students team member. Shadow two Sunday mornings.



DREAM TEAM **DT**



LEADERSHIP

Honor Code

We want to maintain a profound respect for each other and those around us and have created this Honor Code to enable us all to preserve the standard in which God has called us to as followers of Him.

As a servant leader at Highlands Church, you have a responsibility to develop and exhibit mature Christian behavior. This should be the basic premise of your desire to work and serve in a leadership position here at Highlands. While serving the Body of Christ and the community, you pledge to present a good appearance at all times. In both attire and behavior, you should strive to demonstrate Biblical standards in all situations. As Christians, the way we present ourselves to others is of vital importance to the way others perceive Christ. Our conduct should never be an embarrassment to Christ but should exemplify the best qualities of a mature believer and servant leader.

Exemplifying the highest moral commitment, leaders at Highlands Church are to maintain a disciplined life of personal devotions in reading God's Word and prayer, fasting, and faithful attendance in weekend services. You must also refrain from such things as:

- >> Ungodly speech (*Ephesians 4:29*)
- >> Gambling (*Proverbs 15:27, Luke 12:15, Luke 16:13, Proverbs 28:22*)
- >> Drunkenness (*Ephesians 5:18*)
- >> Dishonest gain
(*Proverbs 28:20, Proverbs 11:1, Proverbs 13:11*)
- >> Illegal drugs (*1 Corinthians 6:19-20*)
- >> Posting to social media things that would reflect negatively on you as a leader
(*1 Thessalonians 5:22*)
- >> Pornography
(*Colossians 3:5, Ephesians 5:3, 1 John 2:16*)
- >> Sexual immorality
(*1 Thessalonians 4:3-5, 1 Corinthians 6:18*)
- >> All behaviors which might cause Christ to grieve and others to stumble
(*1 Corinthians 8:13*)

By providing an example in speech and action, we encourage others to grow in Christ and become servant leaders themselves. This is a way of life measured by the heart and commitment of each leader in the Highlands Church family. We should regard it as an essential part of our development, not as an imposition or restriction.



HIGHLANDS Abuse Policy

ABUSE POLICY ACKNOWLEDGEMENT

I understand that Highlands Church is a safe place for children and vulnerable adults and that Highlands complies with all Federal and State laws regarding reporting suspected child abuse.

As a Dream Team member, I understand that suspected abuse is to be reported to the staff member who oversees the area in which I serve. I also understand the four types of abuse defined below:

- >> Physical: A physical act directed at a child or vulnerable adult that causes injury
- >> Sexual: Contact or interactions between a child and an adult, or another child, when the child is being used for sexual stimulation of the perpetrator or another person. This includes exploitation through photographs, videos, or other communication methods
- >> Emotional: Acts or omissions by the parent or other caregivers that have caused, or could cause, serious behavioral, cognitive, emotional, or mental disorders
- >> Neglect: Failure to provide for the child or vulnerable adult's basic needs. This includes adequate adult supervision, medical attention, housing, food, and clothing. Most cases of physical neglect involve inadequate adult supervision that has caused harm to the child or vulnerable adult, or places them in danger of such harm.

I understand it is not my responsibility to investigate and in no instance will I confront a parent or care giver if abuse is suspected. As a Dream Team member, I agree to comply with this policy and report any suspected abuse to the staff person who oversees the area in which I serve.



HIGHLANDS CHURCH

HIGHLANDSCHURCH.TV