

## Media & Production

**Director:** Michael Ulit

### Media Description

The Media Ministry of Champion Life Centre is passionate about cultivating a place where creativity thrives, while utilizing every media platform to further the message of the gospel. Our goal is to connect people to God's truth and invite them into His family through design and digital media. This includes sermon and event graphics, original video content, live photography and managing CLC's websites. We strive to engage and inform every generation, and uphold the brand and message of CLC.

**Avg Commitment:** 3 to 4 hours a month

Available Roles	Main Responsibilities	Special Qualifications	Additional Notes
<b>Graphic Designers</b>	→ Designing print and digital media assets for sermon series, events and campaigns	→ Has access to and proficient in Adobe Creative Suite	→ Portfolio Review Required
<b>Photographers / Videographers</b>	→ Capturing photos and videos to showcase life of the church and behind the scenes preparation → Capturing footage for promotional activity in the forms of testimonials, event promotion, sermon recaps	→ Has own camera and able to operate camera and video effectively	→ Portfolio Review Required
<b>Editors</b>	→ Post production editing of captured footage using photo and video software & tools	→ Has access to and proficient in video editing software	→ Portfolio Review Required
<b>Website &amp; App Administrators</b>	→ Updating all developed content (graphics, videos, photos) to Website and App → Consistently refresh website and App to have up to date and accurate information	→ Experience with Squarespace a plus	→ N/A
<b>Coordinators</b>	→ Works with director on managing projects to hit deadlines → Schedules designers, photo and video → Organizes resources for the team	→ N/A	→ N/A

### Production Description

The Production Ministry works to provide an exciting and welcoming environment for all guests and members through the use of sound, lighting, video and media both on-site and online. We focus on creating an atmosphere and experience that focuses on God and makes room for His presence. Our prayer is that our celebration experiences would reflect heaven here on earth.

**Avg Commitment:** *1 to 2 hours bi-weekly / Volunteers on a rotating schedule*

Available Roles	Main Responsibilities	Special Qualifications	Additional Notes
<b>Propresenter Operators</b>	<ul style="list-style-type: none"> <li>→ Collect/test all media assets and cue them for services</li> <li>→ Display lyrics/content for live/broadcast</li> <li>→ Work alongside Video world</li> </ul>	<ul style="list-style-type: none"> <li>→ Have access to a computer at home</li> </ul>	<ul style="list-style-type: none"> <li>→ Access to a secondary display preferred</li> </ul>
<b>Sound Technicians</b>	<ul style="list-style-type: none"> <li>→ Mix all audio for worship services either at FOH or at Broadcast</li> <li>→ Line check/soundcheck with band, troubleshoot any issues</li> <li>→ Maintain all hardware</li> <li>→ Consistently improve sound production</li> </ul>	<ul style="list-style-type: none"> <li>→ Some engineering experience in a live/broadcast environment</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>
<b>Video Switcher/ Camera Operators</b>	<ul style="list-style-type: none"> <li>→ Capture video for broadcast</li> <li>→ Video switching live camera shots</li> <li>→ Manages livestream elements and schedules streams</li> <li>→ Capture/Record video for broadcast</li> </ul>	<ul style="list-style-type: none"> <li>→ Experience preferred but not required</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>
<b>Stage Hands</b>	<ul style="list-style-type: none"> <li>→ Facilitate transitions on stage with the removal or addition of props or equipment</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>
<b>Coordinators</b>	<ul style="list-style-type: none"> <li>→ Ensures program flow is followed and that all production members are insync</li> <li>→ Help director with scheduling and misc tasks</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>
<b>Lighting Operators</b>	<ul style="list-style-type: none"> <li>→ Operates lighting for celebrations and events and productions</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>	<ul style="list-style-type: none"> <li>→ Basic lighting knowledge</li> </ul>

## Communications & Engagement \* NEW

**Director:** Michael Ulit (Pro tem)

### Description

The communications and engagement ministry works to embody the voice and brand of Champion Life Centre. Our heart is that believers and non-believers would know more about Jesus and our church family. Through the gift of writing, we hope to communicate the gospel and heart of Jesus well to everyone we interact with. We also aim to provide our church family with up-to-date real time information presented in creative ways. Throughout the week our team wants to foster community by creating spaces for people to connect with us and each other.

**Avg Commitment:** 1 to 2 hours weekly

Available Roles	Main Responsibilities	Special Qualifications	Additional Notes
<b>Copywriters</b>	<ul style="list-style-type: none"> <li>→ Interpret creative briefs and generate creative copies for sermon series, events, announcements</li> <li>→ Create reports for members to stay informed and up-to-date</li> </ul>	<ul style="list-style-type: none"> <li>→ Writing experience</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>
<b>Social Media Reps</b>	<ul style="list-style-type: none"> <li>→ Engage with people online representing the voice and brand of Champion Life Centre through all forms of social media: email, instagram, twitter, facebook, tiktok</li> <li>→ Consistently posts information and updates</li> <li>→ Brainstorm ways to engage our congregation and unbelievers through social media platforms like contents, surveys, etc</li> <li>→ Work with media team to generate graphics and content</li> </ul>	<ul style="list-style-type: none"> <li>→ Experience in using all social media platforms</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>

## Worship & Arts

**Director:** Laurice Cruz

### Worship Description

The heartbeat of the Praise & Worship ministry is to pursue the heart of God while effectively leading the church body into His presence. Through music, we are able to cultivate an atmosphere of worship to our Father and press into knowing Him in a deeper way. Although our focus is on music, we truly believe that worship and honouring our Father is a lifestyle and that there is no greater worship than a life that is pleasing to Him.

**Avg Commitment:** 1 to 3 hours bi-weekly

Available Roles	Main Responsibilities	Special Qualifications	Additional Notes
<b>Vocalists</b>	<ul style="list-style-type: none"> <li>→ Practice and perform weekly setlists and special events</li> <li>→ Accompany worship leader with background vocals</li> </ul>	<ul style="list-style-type: none"> <li>→ Able to sing in tune</li> </ul>	<ul style="list-style-type: none"> <li>→ Audition Required</li> <li>→ Able to grow into Worship Leader</li> </ul>
<b>Musicians</b>	<ul style="list-style-type: none"> <li>→ Practice and perform weekly setlists and special events</li> </ul>	<ul style="list-style-type: none"> <li>→ Able to play with others</li> <li>→ Owns their own instrument</li> </ul>	<ul style="list-style-type: none"> <li>→ Audition Required</li> <li>→ Able to grow into Band Leader</li> </ul>
<b>Coordinators</b>	<ul style="list-style-type: none"> <li>→ Coordinates practices and schedules teams monthly</li> <li>→ Organizes resources for the team</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>

### Creative Arts Description

The heart behind the Creative Arts Ministry is to honour and glorify God through creative giftings and talents. The Creative Arts team is passionate about honouring God through dance, drama, and song. Our team hosts events such as Easter presentations, Christmas presentations as well as special events throughout the year. We believe that we are able to exalt and glorify our Father through the arts as we use the gifts and talents He has given us.

**Avg Commitment:** *Seasonal, 1 to 2 hours weekly*

<b>Available Roles</b>	<b>Main Responsibilities</b>	<b>Special Qualifications</b>	<b>Additional Notes</b>
<b>Costume Managers</b>	<ul style="list-style-type: none"> <li>→ Source costumes for cast of productions</li> <li>→ Maintain and store costumes for future use</li> <li>→ Distribute and collect costumes</li> </ul>	→ N/A	→ N/A
<b>Talent Coordinators</b>	<ul style="list-style-type: none"> <li>→ Recruit talent for events and productions</li> <li>→ Audition performers and assign them roles</li> <li>→ Work with director to create production program</li> </ul>	→ N/A	→ N/A
<b>Performers</b>	<ul style="list-style-type: none"> <li>→ Practice and perform their talents during productions and events</li> </ul>	→ Must demonstrate excellence in their talent	<ul style="list-style-type: none"> <li>→ Audition is required</li> <li>→ Director is able to cast performer where there is a need</li> </ul>
<b>Stage Directors</b>	<ul style="list-style-type: none"> <li>→ Coordinates flow of program behind the scenes</li> <li>→ Executes flow and sequencing and works with stage hands to ensure a flawless production</li> </ul>	→ N/A	→ N/A
<b>Creative Writers</b>	<ul style="list-style-type: none"> <li>→ Articulate in writing the vision for the presentation.</li> <li>→ Writes the production scripts, transitions, and the overflow of the presentation.</li> </ul>	→ Writing experience	→ N/A

## Event & Interior Design Ministry

**Director:** Paulo Mangalindan

### Description

Our ministry works to create an exciting atmosphere for our members and guests through creative and relevant designs. We design and build sets for celebrations, special campaigns, events and conferences.

**Avg Commitment:** 2 to 3 hours monthly

Available Roles	Main Responsibilities	Special Qualifications	Additional Notes
<b>Designers</b>	<ul style="list-style-type: none"> <li>→ Design stage layout for various campaigns and events</li> <li>→ Improve the interior design of the church</li> <li>→ Source materials and purchase items</li> </ul>	<ul style="list-style-type: none"> <li>→ Excellent organizational skills, including multitasking, time management, and attention to details</li> <li>→ Basic knowledge in event and space planning or any interior design related skills</li> </ul>	<ul style="list-style-type: none"> <li>→ Portfolio is not required but preferred</li> </ul>
<b>Builders</b>	<ul style="list-style-type: none"> <li>→ Work with designers to build stage designs</li> <li>→ Regularly maintain stage and designs</li> </ul>	<ul style="list-style-type: none"> <li>→ Basic knowledge in construction</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>
<b>Set-Up Crew</b>	<ul style="list-style-type: none"> <li>→ Work with designers and builders to execute vision</li> <li>→ Collect, prepare and setup-up materials according to vision</li> <li>→ Help tear down designs for next events</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>

## Guest & Membership Experience

**Director:** Ryan & Jasmine Domantay

### Description

Our Guest and Membership Experience team aims to help everyone feel welcomed and well-informed. Our energetic and welcoming team serves as the first point of interaction with our church family and our guests. We also provide information and resources regarding church programs and activities for anyone who wants to get connected and involved. We ensure that all the needs of our guests and members are met!

**Avg Commitment:** 1 to 2 hours weekly

Available Roles	Main Responsibilities	Special Qualifications	Additional Notes
<b>Guest Information Workers</b>	<ul style="list-style-type: none"> <li>→ Identify and welcome guests</li> <li>→ Check-in guests to the database and ensure all questions are answered</li> <li>→ Provide Welcome Package to new guests</li> <li>→ Answer any inquiries related to facilities</li> <li>→ Invite new guests to meet the Pastors in Guest Reception area after celebration</li> <li>→ Help guests if they have decided to give their life to Christ</li> </ul>	<ul style="list-style-type: none"> <li>→ Experience in data entry</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>
<b>Guest Reception Workers</b>	<ul style="list-style-type: none"> <li>→ Prepare snacks and coffee for all new guests</li> <li>→ Facilitate conversation and get to know guests over light snacks</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>
<b>Greeters/Ushers</b>	<ul style="list-style-type: none"> <li>→ Welcome all guests and members with love and energy</li> <li>→ Ensure all members are checked-in</li> <li>→ Usher them to their seats if needed</li> <li>→ Answer any questions/direct people where to go</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>
<b>Parking Attendants</b>	<ul style="list-style-type: none"> <li>→ Ensure parking rules are followed and that people are greeted in the parking lot</li> <li>→ Manage parking during events</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>
<b>Housekeepers</b>	<ul style="list-style-type: none"> <li>→ Setup &amp; Clean up before and after service including Guest Reception area</li> <li>→ Prepare any additional items needed for events such as communion, baptisms, dedications</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>

<b>Membership Information Workers</b>	<ul style="list-style-type: none"> <li>→ Provides resources to all members</li> <li>→ Books events needed by Members such as baptisms, dedications, marriages</li> <li>→ Shares all upcoming events and information to members</li> </ul>	<ul style="list-style-type: none"> <li>→ Administration experience</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>
<b>Online Celebration Chat Hosts</b>	<ul style="list-style-type: none"> <li>→ Prepares documents and links for online celebration</li> <li>→ Hosts and leads the chat section for the online community</li> <li>→ Welcomes and engages online community in a positive and loving way</li> <li>→ Responds to any inquiries made in the comments</li> <li>→ Takes notice of and records any new online attenders or regular online guests.</li> <li>→ Builds connection between church and online guests and encourages them to take next steps into a pathway of discipleship at CLC</li> </ul>	<ul style="list-style-type: none"> <li>→ Proficient in english</li> <li>→ Able to type or reply quickly</li> <li>→ Comfortable using computers</li> </ul>	<ul style="list-style-type: none"> <li>→ N/A</li> </ul>



## Community Relations \* NEW

**Director:** None

### Description

Our heart as a church is to impact our world and community like Jesus. Our ministry focuses on community outreaches that aim to share the gospel and love of Jesus. Our desire is to not just gather on Sundays but to mobilize our congregation to be the hands and feet of Jesus. We provide ways for members and those with a heart for the community to get involved locally.

**Avg Commitment:** *2 to 3 hours monthly*

Available Roles	Main Responsibilities	Special Qualifications	Additional Notes
<p><b>Community Researchers</b></p>	<ul style="list-style-type: none"> <li>→ Identify programs and events CLC can partner with</li> <li>→ Provide ideas to the church on how we can get involved or what we can create to impact the community</li> </ul>	<p>→ N/A</p>	<p>→ N/A</p>
<p><b>Event Coordinators</b></p>	<ul style="list-style-type: none"> <li>→ Contact charitable organization and work closely with them</li> <li>→ Organize volunteers for event</li> <li>→ Promote volunteer opportunities in the community</li> </ul>	<p>→ N/A</p>	<p>→ N/A</p>

## Champion Kidz

**Director:** Crystal Nicol

### Description

We believe every child is unconditionally loved by God! We also believe that empowering children, to love God and others, happens in the home and within the church family. Our workers, teachers, and coordinators at Champion Kidz are passionate about demonstrating the love of God. We love to teach biblical truths through Bible stories, songs and the power of prayer. This growing ministry provides interactive lessons and programs to help children discover God in a fun and exciting way.

**Avg Commitment:** 1.5 to 2 hours bi-weekly

Available Roles	Main Responsibilities	Special Qualifications	Additional Notes
<b>Childcare Worker</b>	<ul style="list-style-type: none"> <li>→ Works with to support parents in the nursery from ages (0-1)</li> <li>→ Facilitates activities and games for toddlers (2-3)</li> </ul>	→ N/A	→ Criminal Check Required
<b>Teachers</b>	<ul style="list-style-type: none"> <li>→ Prepare and teach curriculum to children</li> <li>→ Prepare any crafts or activities needed in advance</li> </ul>	→ N/A	→ Criminal Check Required
<b>Assistants</b>	<ul style="list-style-type: none"> <li>→ Assist teachers to maintain order in the classroom by helping with crafts or helping kids complete tasks</li> <li>→ Assist teacher in preparing the classroom</li> </ul>	→ N/A	<ul style="list-style-type: none"> <li>→ Criminal Check Required</li> <li>→ Works with Children Age 4 to 8</li> </ul>
<b>CK Experience Facilitators</b>	<ul style="list-style-type: none"> <li>→ Creates a fun and welcoming environment for the kids</li> <li>→ Set-up and tear down of classrooms</li> <li>→ Checks-in all children</li> <li>→ Brings energy and helps guide children in a time of Praise and Worship</li> </ul>	→ N/A	→ Criminal Check Required
<b>Seasonal Volunteers</b>	<ul style="list-style-type: none"> <li>→ Helps manage and care for children during field trips and events</li> </ul>	→ N/A	→ Main Events are VBS, Encounters and Hallelujah Nite

## Living Proof Youth

**Director:** Miguel & Fatima Espinosa

### Description

A ministry devoted to equipping the next generation to love God and to love people. Youth from grades 6 to 12 are challenged weekly to be living proof of God's love, joy and transformative power. Our leaders and volunteers are dedicated to creating a place where youth can be empowered, grow, belong, and encounter God.

**Avg Commitment:** 1.5 to 2 hours bi-weekly

Available Roles	Main Responsibilities	Special Qualifications	Additional Notes
<b>Oversight Leaders</b>	<ul style="list-style-type: none"> <li>→ Works with Pastor to provide leadership and direction for youth</li> <li>→ Responsible for planning of youth calendar/schedules</li> <li>→ Oversees program/flow of youth every Friday</li> </ul>	→ N/A	→ Criminal Check Required
<b>Connect Leaders</b>	<ul style="list-style-type: none"> <li>→ Facilitate group discussion about the word on Fridays</li> <li>→ Consistently check-in with group during the week for announcements/care</li> </ul>	→ N/A	→ Criminal Check Required
<b>General Workers</b>	<ul style="list-style-type: none"> <li>→ Executes weekly tasks needed to run an LP celebration including guest and membership check-in, food preparation, setup and cleanup</li> </ul>	→ N/A	→ Criminal Check Required
<b>Production Workers</b>	<ul style="list-style-type: none"> <li>→ Operates sound, lighting and video for all celebrations</li> <li>→ Oversees broadcast</li> </ul>	→ Technical experience good to possess but not required	→ Criminal Check Required
<b>Worship Workers</b>	<ul style="list-style-type: none"> <li>→ Practice and perform worship setlists weekly</li> </ul>	→ Musical experience required	<ul style="list-style-type: none"> <li>→ Audition required</li> <li>→ Vocalists and Musicians needed</li> <li>→ Criminal Check Required</li> </ul>