

Commitment & Responsibilities

CE SETUP VOLUNTEER

(Ideal strength size: 6 people)

The Training & Equipping Team runs a number of Christian Education classes and workshops each year. The team would appreciate help from volunteers for the following events:

No.	Name of Event	No. of Sessions	2024 Sessions (to be confirmed)
1	Sunday Christian Education Classes	4 x 3 Sundays	Feb, Apr, Jun, Oct
2	Grow-in-the-Word Workshop (GIW)	1 Saturday	Aug
3	Walkers'/Ministry Training Workshop	1 Saturday	May
4	Cultivating Connection (CC) Workshop	*2 (one Sat)	Oct

**The number of workshops will depend on the year's plans.*

COMMITMENT OF VOLUNTEER

A **minimum of 1 year**, with the following estimated hours of service:

- 1 x 0.5 hr on Sunday for a briefing (time to be determined, based on common time for all new volunteers)
- 6 x 0.5 hr on Sunday (11-11:30am / 1-1:30pm), i.e., two sets of 3 consecutive Sundays
- 2 x 1 hr on Saturday (time depends on event/session).

RESPONSIBILITIES OF VOLUNTEER

- 1) For each CE Class, the volunteer will assist with some/all of the following:
 - Getting the venue ready, e.g., opening the partitions (if RHC Studios are used), arranging furniture, managing the AV equipment/devices, preparing snacks and related items (if required).
 - Ensuring that printed materials are readily available, e.g., signages, handouts.
 - Putting up signages.
 - Passing a handheld mic to participants who ask questions, if required.
 - Clearing up after the event, which includes closing of the partitions (RHC Studios).
- 2) For larger events (i.e. GIW, Ministry Training, CC), the volunteer will assist with
 - Setting up of the registration table
 - Registration of event participants

RHC MEMBERSHIP REQUIREMENT

Both members and non-members are welcomed to volunteer.