

# Brook Hills Guide

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## MINISTRY TEAM ORIENTATION

The Brook Hills Guide Team supports the ministry of the Word as a part of the Assimilation Ministries Team (Acts 6:1-7). Guides serve to share a behind the scenes look at the Brook Hills ministry strategy with an emphasis on the various serving opportunities. The script contains an overview of key talking points to be emphasized during the session. Explore Brook Hills will begin at the Welcome Central Desk located just inside the main entrance and will be offered on a rotating schedule throughout the year.

Serving effectively as a member of the Brook Hills Guide Team requires knowledge of the following:

### Team Schedule

Team Members serve for one hour. They are asked to serve a minimum of one Sunday per month. In the event that a team member cannot serve on their scheduled week, they are to contact other team members to find a substitute. In the event that they cannot find a substitute, they should contact Heather Lynch, Team Leader, (205) 936-3956, lynch.heather@hotmail.com.

### Identification

Team members are requested to wear their nametags every time they serve. Nametags are located in a designated drawer at the Welcome Central Desk. If a new nametag is needed, one may be requested at the Connection Central Desk or by contacting Susie Farley, Ministry Assistant for Biblical Training/Membership, (205) 313-7782, sfarley@brookhills.org.

### People Skills

The most significant role for this team is the ability to explain the various serving opportunities in a personal and conversational manner. Be gracious and welcoming to guests. Facial expressions, posture and gestures are important because 80% of communication is non-verbal. Make eye contact, be the first to speak and smile.

### Two-Way Radios

Radios are provided for communication with all other Assimilation Ministries Teams and for emergencies. Radios are located in the Coat Room. A card listing the radio stations for all the teams is available at Connection Central. The Lobby Administrator is on radio station 1.0 and the Emergency Response Team is on radio station 9.1 on Sunday mornings. Earpieces with a microphone are also available and will be provided for Team Members on request.

### Campus Map

Team members are asked to review the script and the campus map. Team members will be given an orientation and will have the opportunity to practice the script with their Team Leader before taking their first assignment.

### Resources and Information

The following resources and information will be available at Connection Central:

- Campus Maps
- Serve Cards
- Small Group Brochures

Everyone who participates in Explore Brook Hills will be given a map and a Serve Card. If a participant expresses an interest in additional information about Small Groups or membership, please provide a Small Group brochure and forward their information to the Assimilation Minister.

### Special Needs

Exploring Brook Hills may be scheduled individually for anyone with a disability.

### Script \*

- **Introduction**

*Good Morning my name is \_\_\_\_\_. I will be your guide for the morning. Explore Brook Hills will last about forty-five minutes. Please feel free to ask any questions that come to mind as we walk through the campus.*

*Throughout the session I will not be referring to the campus as the church. At The Church at Brook Hills, we don't recognize our facility as the church.*

*We do not believe that the church is a building. We recognize the church as the local body of people who care called out as followers of Jesus Christ to accomplish God's purposes in the world.*

*The Church at Brook Hills began in 1990 as a small group of thirty-five people with a passion for the mission of God. The construction of this building began in May 1997 and was completed in January 1999. Church members wrote scripture on the floor of the Worship Room as the building was being constructed because they desired to have God's Word as the foundation for their worship. Those scriptures remain under the carpet on the floor of the Worship Room today.*

*Our campus is specifically organized to emphasize three primary activities: Worship Gatherings, Small Groups and Global Missions. We believe that our resources and energy should be aimed at producing world-impacting disciple-makers and that these activities are necessary in that process. In the fast-paced world in which we live, there are many good and wholesome opportunities competing for the use of our time and resources. You will find that our strategy includes avoiding programming and campus activities which serve as distractions that compete with the primary activities we desire to emphasize.*

- **Lobby**

*The artwork displayed in the lobby was installed to remind us of how God is using this faith family to impact the nations for God's glory in Birmingham and India. As we studied the book of James at the close of 2009, God began to reveal to our faith family the importance of ministering to the needs of others as we sought to be doers of the Word and not just hearers (James 1:22). Our desire is to spend our lives and our resources for the sake of the lost, the poor and the church around the world to the glory of God. The images in the Lobby keep the urgent physical and spiritual needs in inner city Birmingham and India fresh in our minds.*

*We encourage you to take time with each image, to read the accompanying information and to allow the Holy Spirit to guide you in prayer year for the people and places you see. Our prayer is that this artwork will fuel a continual conversation about what it means to minister to the vast spiritual and physical needs in our community and the world and inspire each of us to serve the lost, the poor and the church*

*Serving in this area and throughout the campus are the Parking Team, Hospitality Teams, the Welcome Central Team and the Connection Central Team.*

- **Worship Room**

*You will notice that the stage is bare. In 2010, the stage was set with a model of a slum in India. The Worship Staff created the slum out of garbage they collected throughout the city of Birmingham. It served to remind us that during the 2010 ministry year we chose to make radical sacrifices to meet urgent physical and spiritual needs. No money was spent on the resources or construction of the 2010 set. Ironically, the Worship Staff has been approached by other churches who desire to borrow or purchase the slum. They have responded to those requests by encouraging others to engage in the process of collecting the garbage in their own community to build a slum of their own. This process has helped our staff to identify with those who live in a garbage dump and rely on the garbage as their only source of food, income and shelter. We are currently considering how to most effectively allocate resources and find creative options for the creation of a new set. One that will serve to continue our focus on the urgent physical and spiritual needs of others.*

*The Worship Room holds approximately 2300 people. Brook Hills currently offers Worship Gatherings on Sundays at 9:00 a.m., 11:00 a.m. and 6:00 p.m. Brook Hills Worship Gatherings are planned with the following priorities in mind: recognizing God as the center of our worship, emphasizing the revelation of truth from God's Word and engaging in a corporate response to God's Word. Personal preferences in worship style are not the focus of our Worship Gatherings. Much of the musical worship is original music written by Worship Ministry Staff.*

*The stake on the wall next to the baptistery was driven into the ground in May of 1991 as the small family of faith stepped out to obtain the land which would eventually become the current campus. Along each side of the Worship Room are prayer alcoves. Worshippers are encouraged to kneel and pray at any time. The Access Corner is located in the back corner of the Worship Room and serves to provide worshippers with information about what it means to trust in Christ, personal prayer needs and information about baptism and church membership. The Nursing Mothers' Room is located in the back of the Worship Room.*

- **Video Room**

*All video elements for Worship Gatherings are directed from this room.*

*Serving in this location is the Live Production Video Team. This team serves the faith family behind the scenes during the weekly Worship Gatherings as video directors, camera operators and graphics operators.*

- **Tech Booth**

*Sound and lighting are directed from this booth. The Program Director also directs from this location.*

*Serving in this area of the campus is the Technical Ministry Team and the Program Director. Technical Ministry Team provides technical*

assistance to a variety of ministries as well as all campus Worship Gatherings. Areas of service are sound, lighting and backstage assistance. Program Directors assist in the execution of all weekend Worship Gatherings. They meet with backstage servants before the service, coordinate sound check, call all service cues and make adjustments as needed.

- **Prayer Garden**

The Prayer Garden is dedicated to the memory of Dr. Daniel E. Merck, one of our founding members. It is a beautiful place for prayer, Bible Study and small wedding ceremonies. The waterfall gives the illusion that it flows directly into the baptistery. The waterfall does not run continually. The money saved by conserving water and energy has been reallocated to meet radical physical and spiritual needs in our community and around the world.

- **Backstage**

Worship Leaders, Praise Team, Band Members and Celebration Choir access Worship Gatherings from backstage. There is a live video feed of the teaching backstage so those leading worship can fully participate in the study of God's Word. Additional Tech Team support for sound, bathroom facilities for baptism preparation and access to the baptistery are also located backstage.

Serving in this area of the campus are Praise Team, Band and Celebration Choir. Praise Team serves our church as lead worshippers. Worship Band leads our congregation each week through instrumental music. Celebration Choir is open seasonally to anyone who attends Brook Hills.

- **South Annex/Preschool Hall**

This area of the campus services ages birth through kindergarten. The Brook Hills Early Learning Center provides care for preschool aged children in this area of the campus Monday through Friday. On Wednesdays, the "Mission Friends" curriculum is offered. On Sundays, Preschool Ministry Small Groups are offered.

Small Group Leaders and helpers serve in this area on Sunday mornings. Administrators and Greeters also serve in this area at the various desks.

- **South Annex/Worship Room**

Activities for the Early Learning Center, Large Group worship and story time for preschoolers take place in this room during the week and on Sunday mornings.

Large Group Worship Team, Tech Team and Storytellers serve in this area on Sunday mornings.

- **Children's Ministry Hall**

This area of the campus primarily services grade 1 through grade 5. On Wednesday evenings, the curriculum "Passport to the World" is offered. Parents are encouraged to participate in "Passport to the World" with their children. On Sundays, Children attend a Large Group Worship time in Room 304 and divide into the various other rooms for Small Groups afterwards.

Small Group Leaders, Greeters, Children's Band and Tech Team serve in this area on Sunday mornings.

- **Staff Offices**

Most of the staff occupies offices and cubicles on the second floor of the main building. Some staff offices are located on the lower level of the Student Center.

The staff teams that have work spaces in this area are Senior Pastor, Executive Pastor, Worship Staff, Local Disciple-Making, Global Disciple-Making, Assimilation, Communication, Administration, Biblical Training and Church Planting Interns.

- **Modular Buildings**

Various Small Groups meet throughout the week in the modular buildings. Small Groups are the primary avenue for disciple-making to occur. Jesus' strategy for discipleship focused on investing His life in a small group of men. Brook Hills offers opportunities for Small Groups both on our campus and off campus where individuals "do life" together and hold each other accountable to God's Word while serving to make disciples locally and globally. The college modular is just to the right of the Student Center when you are facing the front entrance.

Small Group Leaders for Adults, College Students and Children serve in this area.

- **Student Center**

This area of the campus services grade 6 through grade 12, Hispanic Ministry and The Birmingham Deaf Church. Small Groups and other activities are offered during the week for students. On Sundays, Hispanic Ministry, under the leadership of Pastor Eduardo Torres, and The Birmingham Deaf Church, under the leadership of Richard Jones, worship in this building. Students attend a Large Group Worship time and Small Groups in this building.

*Student Band, Tech Team and Small Group Leaders serve in this area on Sunday mornings. To audition to serve with the Student Band and Tech Team you must be a student in grades 6 through 12.*

\*Please note that the script information does not need to be memorized verbatim and recited exactly as written. While the core content is essential, it is perfectly acceptable to adapt the content to your speaking style.

**Contact Information**

Team members are welcome to contact the Assimilation Ministry Staff for any questions or needs:

Debby Bowers, Assimilation Minister, [dbowers@brookhills.org](mailto:dbowers@brookhills.org), (205) 313-7795 office or (205) 936-2129 cell.

Susie Farley, Ministry Assistant for Biblical Training/Membership, (205) 313-7782, [sfarley@brookhills.org](mailto:sfarley@brookhills.org).