

# Six Key Alpha Team Roles

## ALPHA ADMINISTRATOR:

The administrator carries the overall responsibility of running Alpha, leading the team and delegating tasks.

### The administrator is:

- well-organized, detail-oriented
- able to communicate well with a volunteer team
- friendly
- one who values prayer
- encouraging and approachable

### The administrator is responsible for:

- scheduling and planning the meetings to train the Alpha team
- determining the day and time when Alpha will run
- securing the venue/location for the weekly gathering
- overseeing the small groups or delegating to the small group coordinator (if it is a larger Alpha)
- planning and securing the venue for the Alpha weekend
- leading the weekly team meetings as well as ongoing team coaching
- working with church leadership to understand and promote Alpha
- arranging the proper resources for the team and guests (Alpha Guides, Alpha Team Guides, additional resources)
- customizing Team and Guest Feedback Forms (see Appendix G and H) at the end of each Alpha

- scheduling post-Alpha evaluation meetings to determine if any changes need to be made for the next Alpha

## SMALL GROUP HOSTS AND HELPERS

The small group hosts and helpers maintain a safe environment for guests to share openly.

### Hosts are:

- warm and caring
- good listeners
- friendly
- okay with silence in the group
- able to facilitate the conversation during the small group time
- willing to pray for the small group on a regular basis

### Helpers are:

- warm, caring and friendly
- good listeners
- proactive and seek out the quieter guests to befriend them
- happy to allow others to speak first in the small group
- willing to pray quietly while the small group is meeting
- willing to pray for the small group on a regular basis

## EMCEE

This is someone who can host your Alpha each week—welcoming guests with a short introduction, guiding

people through each part of the evening, and encouraging guests to come back. This is a key role since the Emcee sets the tone for the evening. Think of one or two people who don't mind speaking in front of groups and can make people feel at ease, especially if they don't typically go to church. It generally helps to lean towards a younger person. In some situations, this role is well suited for a pastor.

## HOSPITALITY TEAM

This fun, servant-hearted crew of volunteers cooks the meals, takes care of logistics, greets people and provides administrative support.

### SET UP/TEAR DOWN CREW:

- assists with set-up of the Alpha space
- sets up tables, chairs, helps create the atmosphere
- ensures that other tools and resources for the team are ready and available
- assists with tear down and clean up after Alpha

### TECH SUPPORT:

- ensures the right audio and visual gear are set up and tested so that everything goes smoothly

### DECOR TEAM LEADER:

- dreams up creative ways to make the meeting space more welcoming and fun
- probably loves to spend a lot of time on Pinterest

## MEAL COORDINATOR:

- secures a team to assist in the meal preparation and clean up\*
- plans the menus
- works with the Alpha administrator to plan the budget
- purchases the food
- oversees the preparation and serving of the food
- delegates and manages the cleanup
- understands this team is vital to the success of Alpha

\*Some meal teams gather the names of all the hosts, helpers and small group guests in order to pray for them while washing dishes or preparing food.

### GREETERS:

If you have a larger Alpha it's a good idea to have a few friendly people available to help with this.

- welcomes guests at the entrance(s)
- assists them to the childcare area (if offered)
- shows them where the food is being served
- introduces them to their small group

### ADMIN SUPPORT:

- helps the Alpha administrator to have things run smoothly before, during and after Alpha
- assists with greeting and registering guests
- helps direct guests as to where to go and what to do next

## WORSHIP LEADER

Often the people who find singing worship songs the most difficult at the start of Alpha comment that it is the most enjoyable part by the end. Group worship singing is only recommended if your Alpha is over 25 people. Delegate your worship leadership well in advance. Here are some options:

Some Alphas include worship music from week 1, others begin at weeks 3, 4 or 5.

Some Alphas opt to play a secular song the first week or two and then transition to worship.

If you plan to have worship at the

Alpha weekend consider introducing one or two worship songs on Alpha evenings beforehand.

If you don't have live music, at some point on Alpha it might be an idea to play a worship CD or music through your mobile device, even in the background, to allow guests to become familiar with the songs.

## PRAYER TEAM

This team prays for your Alpha regularly. Be intentional about praying not only for logistics, but for each guest, host and helper weekly. Many prayer teams commit to gathering and praying for Alpha as it is happening each week.

# Four Tips for Building Strong Alpha Teams

## 1. MATCH PEOPLE UP WITH ROLES THEY LOVE DOING

People enjoy volunteering when their gifts are being used. Find the administrative people and invite them to help with planning. Invite those with the gift of serving and hospitality to be Alpha greeters, servers, and registration helpers. Those who love praying can be on the prayer team. There's a place for everyone on the Alpha team!

## 2. TAKE YOUR WHOLE TEAM THROUGH THE TWO ALPHA TEAM TRAINING SESSIONS: SMALL GROUPS AND PRAYER & THE WEEKEND

Even if some of your volunteers have done the training before, we suggest that everyone attends the training sessions. It's a great refresher and it ensures that everyone is on the same page and feels like part of the team. The training videos are available for download in Alpha Builder and on the Alpha DVDs.

Note: You can do two sessions in one training day or split them up and watch the video on Prayer & The Weekend closer to your Alpha weekend. Have fun when you get your team together —host a meal or provide snacks, do an icebreaker, share some laughs, provide time for Q&A.

### **3. MEET WITH YOUR TEAM EACH WEEK DURING ALPHA**

Usually teams meet together about 30 minutes before Alpha begins. It's a time to share key info or tips for that session, answer any questions and then pray together.

### **4. GET FEEDBACK**

Some groups debrief each week if time allows, but we definitely encourage you to get together with your team after Alpha has ended. Maybe have a meal with them, thank them for their commitment, time and effort, and talk about what went well and what could be improved.

### **NEXT STEPS**

Take a moment and think of some people who might be excited to be part of your Alpha team and write down their names. Pray about what role they can do. Next open up your calendar and schedule a time for team training if you haven't already.