

Job Fair First Baptist Church Cherryville, North Carolina

Dr. Vince Hefner, Pastor

All the documents to help you prepare for a Job Fair in your church are in this one PDF file. It is the first Job Fair any of us at FBC, Cherryville, have ever done, so our ideas and approach will certainly need your personal attention and improvements.

The Process Followed David Day, Minister of Music/Education

Here is the process I followed to begin and put this together.

1. Came up with the Idea from Dr. Hefner
2. Researched Job Fair through Google and Yahoo.
3. Contacted our local Chamber of Commerce.
4. Contacted the Mayor and several City Council members.
5. Contacted Gaston Community College and Cleveland Community College.
6. From the Chamber of Commerce they provided a few names to contact.
7. I contacted Gaston Work Force Development Board
8. They provided over 600 companies which might be accepting applications
9. I then began to run ads in our newsletter and bulleting asking for volunteers and providing them with the details of the job fair and what we were looking for
10. I then began to receive phone calls from our members with ideas of people they knew.
11. We have several temporary agencies coming to take applications and several bigger manufactures.
12. 24 service agencies have volunteered to come
13. We are providing: A meal for all volunteers, and all that come to place an application, Daycare.
14. We have the building set up in stages to handle the crowds.
15. Staging Areas
 - a. Stage 1 would be CHRISTIAN OUTREACH CENTER only
 - b. Stage 2 would be the creed
 - c. Stage 3 would be the sanctuary
 - d. Stage 4 would be the dining hall
 - e. We will moving the crowds depending on size, weather and other things that come up
 - f. I have volunteers to greet, cook, welcome, for daycare, help with applications, keep restrooms supplied, parking,
16. I contacted the local police department and advised them of the predicted crowds to get their assistance in parking for the city. The parking involves a school and we are wanting to protect the students as much as possible.

17. I contacted the local cities maintenance department to borrow signs for parking and specifics for road parking in our city.
18. I also contacted our local congressman and he's sending a representative that day.
19. We've begin praying daily for those who come, those who will volunteer, and those ministering to the unemployed.
20. We scheduled a meeting with all volunteers to do a run through the day before
21. We are setting up the building the day before with the number of tables needed for each company
22. We are making table signs for each company
23. We have 1000 extra pens
24. We have bottled water for the vendors.
25. I contacted the local newspapers and purchased ads and also wrote an article for them to run in their Church section for free.
26. We have contacted local TV stations for interviews to be done the week before and the day of the Job Fair
27. With each of these above I follow up weekly with their contact person on my list.

Press Release For Job Fair

First Baptist Offers Community Job Fair

Over the past few months our economy has taken turns which has forced many companies to down size, close or reduce the hours employees are working. People are hurting in so many areas and Dr. Vince Hefner, pastor of First Baptist Cherryville, realized the responsibility of the church is not only to minister to its members but minister in innovative ways to the entire community of Cherryville. With this ministry responsibility in mind, and the needs of the community in mind, a Job Fair ministry was developed. With contacts made to Richard Randall, at the Cherryville Chamber of Commerce, and Mayor Bob Austell, and other officials the church began the process of reaching out to the needs of the community and those affected by the employment uncertainties of our area.

On March 26th 2009, from 9:00 am till 2:00 pm, First Baptist Cherryville will offer a Job Fair. Included in the day will be many spiritual, governmental and social helps. From the Gaston Work Force Development Board, Job Link Center, Employment Security Commission, and 29 other services the church will offer those who are unemployed or facing unemployment avenues to prepare resumes, seek council on employment and educational outlets for self improvement and government aid and advice. Mr. Ed Gibson, owner of Lady Bug Emporium has 20 years experience in working with individuals in preparation of personal resumes. Mr. Gibson will offer support to those who need professional help with their resume and advice on personal interviews.

Along with the professional services, which will be offered, the church will offer free childcare during the event and free lunch to everyone who attends. Dr. Hefner knows this ministry could possibly provide many with opportunities they may not have if this Job Fair wasn't here in Cherryville. Dr. Hefner is so excited about the State and Local agencies who've come together to provide this free ministry to our area. Serving others is one of our ministry objectives at First Baptist, and this is one of many outreach and services we hope to offer.

The Job Fair will be held on March 26th from 9:00 am till 2:00 pm in the Christian Outreach Center at First Baptist Cherryville. The physical address is 301 East 1st Street Cherryville NC 28021. If you have any questions please call the church office between the hours of 8:30 am and 5:00 pm Monday through Friday at 704-435-3796 or email at cherryvillefbc@carolina.rr.com.

Handout to those Attending the Job Fair

First Baptist Church of Cherryville, 2009 Job Fair Ministry

We welcome you to our "Job Fair Ministry" today and we want to serve you and help make your day as pleasant as possible. Please check the boxes that apply to your situation so we can help your visit with us and make Job search a pleasant experience today.

Name _____
Address _____
Phone _____ Cell _____
E-mail _____
Church _____

- I am here to search for a Job
- I heard about the Job Fair in the Newspaper
- I heard about the Job Fair on TV
- I heard about the Job Fair on a posted flyer
- I have a special prayer request _____

- I am looking for a church _____
- I attend and am active in another church _____
- I do not attend a church
- I would like more information about First Baptist Cherryville and it's ministries
- I would like someone to pray with me today
- I have questions about salvation and a personal relationship with Jesus Christ
- I am in need of social assistance for my family

There will be volunteers available all day to pray and council with you. Please see one of the FBC volunteers and they will be more than happy to assist in anyway possible.



First Baptist Cherryville

301 East First St.
Cherryville, North Carolina 28021
704-435-3796

"Accomplishing All Things Through Christ!"

Pastor: Dr. Vince Hefner

Rev. David Day, Minister of Music/Education
Rev. Kevin Bennett, Minister of Students/Outreach
Email: CherryvilleFBC@carolina.rr.com
Website: fbcherryville.org

Sunday Services

Sunday School - 9:45 am
Morning Worship - 10:50 am
Evening Worship - 6 pm
Youth Worship - 6:00 pm (Creed Coffee House)

Wednesday Services

Youth - 6:00 pm (ages 6th grade through 12th)
Mission Organizations - 6:55 pm
Mid-Week Worship - 7 pm

Creed Coffee House Hours

Sun 8:30– 9:45 am & 7:00 pm –9:00 pm
Week Day Hours 7:00 am till 9:00 am M-F
Wed 8:00 pm – 9:00 pm

Special Church Ministries

Creed Coffee House
Weekly Bible Studies
Youth Ministry
Acteens & Challengers
Children's Ministry
Adult Handbell Choir
Children's Handbell Choir
Women's Missionary Union (WMU)
Baptist Men
 Jubilation Singers
Mission Trips (local, National and Global)
Bread and Blessings
Sports Ministries

Sanctuary Choir
Prayer Ministries
Children's Church
RA's & GA's
 Age 3 & 4 Ministries
Weekday Early Ed
Walking Track
AWANA Ministry
Community Ministries Senior Adult Ministry

Disaster Relief Ministry
Sunday School
Salt and Light Cruise

A Letter To Vendors Who Participate in the Job Fair

Dear Vendors

I would like to personally thank you for your participation in the First Baptist Cherryville's Job Fair. In this particular time in our country, I feel this "Job Fair" would be a great way to minister to those in need in the Cherryville community.

It is organizations and companies, like yours that made this day possible and helped us reach out and share God's love. I would love to invite you and your families to worship with us and continue helping us reach others through the ministries of First Baptist Church.

I pray your day here at First Baptist, will be successful and you will feel God's love and grace through the volunteers and those serving today. Again thank you for your participation and willingness to help us help others.

In His Service

**Dr. Vincent D. Hefner
Pastor First Baptist Cherryville**



Volunteer Booklet



First Baptist Cherryville
Job Fair Ministry
9AM – 2PM Thursday
March 26, 2009
Christian Outreach Center
301 E 1st Street
Cherryville, NC 28021



First Baptist Cherryville Job Fair Ministry Schedule March 26th 2009

7:00 till 2:00 pm

Creed Coffee House Open

- 7:30 am till 9:00 am Open CHRISTIAN OUTREACH CENTER
Doors to allow Vendors to set up tables
and their displays
- 9:00 am Open Doors to CHRISTIAN OUTREACH
CENTER
- 9:00 am Child Care Center Opens
*Class room that adjoins CHRISTIAN OUTREACH
CENTER large room*
- 9:30 am Ed Gibson workshop on Resume
In Creed Coffee House Conference Room
- 10:30 am Begin Providing Lunch
*Everyone goes through the line to the open window in
the CHRISTIAN OUTREACH CENTER Kitchen to get
their lunch.*
- 11:30 am 2nd Ed Gibson workshop on Resume
In Creed Coffee House Conference Room
- 11:45 am Volunteers begin lunch breaks
- 12:00 pm Vendors begin being served lunch.
- 1:00 pm 3rd Ed Gibson workshop on Resume
In Creed Coffee House Conference Room
- 2:00 pm Job Fair Ends (depending on the lines and the
vendors who will stay)
- 2:00 pm Beam Intermediate school buses leaves
- 2:30 pm Begin Cleaning up the CHRISTIAN
OUTREACH CENTER: putting up tables,
emptying trash, cleaning the kitchen, checking the
restrooms, removing barricades,

Volunteer Job Descriptions

1. Assist Vendors

- a. You are to welcome the vendors as they come in the door
- b. Assist them in finding and setting up their tables
- c. Procure any special supplies they might need. I.e.: staplers, tape, etc...
- d. Help them with any copying they might need
- e. Bring them a bottle of water
- f. Show them where the restrooms are
- g. Show them where they will get their FREE lunch
- h. Show them where the Creed Coffee House is, explain the donation policy, and they can also have lunch in the creed, if we are not using it for overflow.
- i. Throughout the day, see if they need any assistance and direct each applicant to the Stage and large class room area to have a place to sit and fill out their applications.
- j. The church phone is available, if needed. If they need a fax, our number is 704-435-4508.
- k. We will not have internet access in the CHRISTIAN OUTREACH CENTER unless we can get it installed before the 26th.
- l. Help the vendors with any questions they might have
- m. If we have to go to different stages, you might have to become a welcome or greeting person

2. Child Care

- a. The child care room is the room that is attached to the CHRISTIAN OUTREACH CENTER open room. It is the 1st door on the right as you go down the hall.
- b. Videos and coloring pages will be placed in the room
- c. Make sure and assign each child and parent a number, so you know who is coming to pick up the child. Make sure their numbers match.
- d. If you have an emergency, please see one of the church staff members as soon as possible, so we can make an announcement over the intercom to get the parent.
- e. If there is a physical emergency, Jeff Cash and David Day are trained in First Aid and so is Pat Knowles.
- f. There will be a 1st aid kit in the kitchen.
- g. Please stagger your lunch as dependant on the number of kids in the room.
- h. Tammy Knowles will be in charge and will help in any way possible
- i. Do not take any child to the restroom alone, take a helper.
- j. We will have small snacks and drinks for the kids.

- k. Please wash all toys with a Clorox Wipe when a child finishes playing.
- l. Never leave the room with only 1 adult make sure there are 2 adults in the room at all times.

3. **Kitchen Help**

- a. We are expecting to serve around 1200 people.
- b. We will be serving Turkey wraps with lettuce, cheese, onion on flour tortilla
- c. Tea or Water or Coffee (We will have 10 cases of bottled water for the vendors.
- d. Make 5 containers of tea
- e. Potato Chips
- f. Pickles
- g. Potato Salad (**Vendors and Volunteers only**)
- h. We will be serving these wraps as people come through the line.
- i. The turkey must be sliced with the slicing machine
- j. Provide each vendor a napkin, fork, box of food.
- k. At 12:00 noon, we will have the vendors lunches ready in to-go-boxes
- l. All dishes must be washed and rinsed in Clorox water
- m. All floors must be mopped and swept after the job fair
- n. All ovens, and stoves must be turned off
- o. See Screttia Hartman with any questions
- p. We will close the kitchen at 2:00 and if we have a lot of food left, we can take it to the homeless shelter in Shelby.

4. **Parking**

- a. Remember you are the first person they will see representing our church and the first representative of Jesus they may see.
- b. **Wear your yellow safety vest!**
- c. No one is allowed to park in front of the CHRISTIAN OUTREACH CENTER unless they are Handicap
- d. **All Volunteers park across the street if possible.**
- e. All vendors can park behind the CHRISTIAN OUTREACH CENTER and in the Legion Parking Lot.
- f. We have contacted the police department and anyone can park on 1st street even in front of Beam School. The police department is going to block off the bus parking after lunch.
- g. Please keep all the exits clear from the CHRISTIAN OUTREACH CENTER and Pink Street

- h. We will be loading and unloading the WEE Care on Jacob street on the 26th
- i. Please watch all cars as they enter and exit for those crossing the street
- j. We are getting vest from Brandon Abernethy so you will be seen.
- k. If the weather is rainy, please help those who might need it across the street
- l. Watch for people walking through the parking lot for safety.
- m. The police do not want people parking close to the railroad track on Pink Street
- n. If there is a problem, please get the police officer that is standing by and notify the staff member.

5. Welcome and Greeter

- a. Welcome all vendors and those applying for jobs
- b. Provide all applicants a copy of the information sheet about our church and invite them to worship when you give them a sheet.
- c. Provide all applicants a copy of the data sheet
- d. If someone has a special prayer request, please get one of the staff members
- e. Separate all data sheets in the categories for the staff
- f. Provide each person a layout of the building
- g. Show them where they can pick up their lunch
- h. Show them where the child care center is
- i. Show them where the restrooms are
- j. Maintain a walkie talkie at all times with the staff
- k. Show visitors where the creed coffee house is
- l. Answer any questions they might have and if you don't have the answer see one of the staff members
- m. If we have to go to stage 2, 3 or 4, provide them with information on how to get to their particular area.
- n. Remember you are one of the first impressions someone might have about our church; you might be the only Jesus they see that day.
- o. Make all the visitors feel at home
- p. Depending on the crowds, please take your lunch in shifts.
- q. Be prepared to go to the Creed or Sanctuary or dining hall depending on the stage we are in.

Directors

1. Handout tickets to everyone coming in the door with numbers.
2. Keep up with the number of individuals coming through the door.

3. Maintain contact with the welcome and greeter as to how many to allow in the building
4. If we go to separate stages, maintain order and count so we allow those who come first to go through first
5. Keep the kitchen crew informed of how many people are in the building
6. Maintain contact with the parking committee as to how many are coming at a time and which stage we are in.
7. Keep the greeters and welcome committee supplied with brochures
8. Direct all vendors to their assigned vendor committee team and table number
9. Assist people with directions to the from the Creed Coffee Shop for the resume class
10. Keep contact with the staff to relay important information to all committees and vendors

First Baptist Cherryville

Job Fair Ministry

Stages

1. Stage 1 (CHRISTIAN OUTREACH CENTER)

Use only the CHRISTIAN OUTREACH CENTER and have everyone lineup outside towards the door of the creed. If it begins to rain and the weather becomes too bad, we will go to stage 2.

2. Stage 2 (Creed Coffee House)

Stage 2 will begin if the weather is too bad and we have to place people in the Creed Coffee house and have them wait in line in there and down the hall. We will then begin assigning numbers. The staff will make the decision with others and we will notify the Welcome team and parking team.

3. Stage 3 (Sanctuary)

Stage 3 will begin and we will utilize the sanctuary. This will happen if the weather becomes too bad and the creed is over

flowing. We will assign numbers and rows in the sanctuary and then the welcome team and parking team will direct the visitors there. We will then show a movie on the large screen as people wait. The welcome team will split up and some will be in the CHRISTIAN OUTREACH CENTER and others will then go to the sanctuary to direct the visitors. They will go from the Sanctuary to the Creed then to the CHRISTIAN OUTREACH CENTER. The staff will make the decision to go to stage?

4. Stage 4 (Dining Hall)

Stage 4 will begin after we have filled up the sanctuary. We will then move the people to the old dining hall. This will be only if the sanctuary is full and we can no longer fit people in there. The staff will make this call and everyone who goes there will then go to the sanctuary next, then the creed and then to the CHRISTIAN OUTREACH CENTER. Numbers will be issued. We will have the welcome team and greeters separate in all the above stages.

Table Assignments

Tables must be put up and assigned for each Vendor so the people attending the Job Fair can find their way around the different opportunities that are available. The table numbers, along with the name of each vendor, must be on a list prior to the day of the fair.

Volunteer Assignments

A volunteer assignment list must be prepared and given to the volunteers when they are trained. Also, a list of people, times they will serve and places where they will serve, must be available on the day of the fair.