



SERVING

USING THE HUB TO SCHEDULE YOUR TIME AND ACCEPT
OR DECLINE REQUESTS TO SERVE

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welcome to bayarea

We glorify God by making disciples, equipping families, and serving the world with the gospel of Jesus Christ.

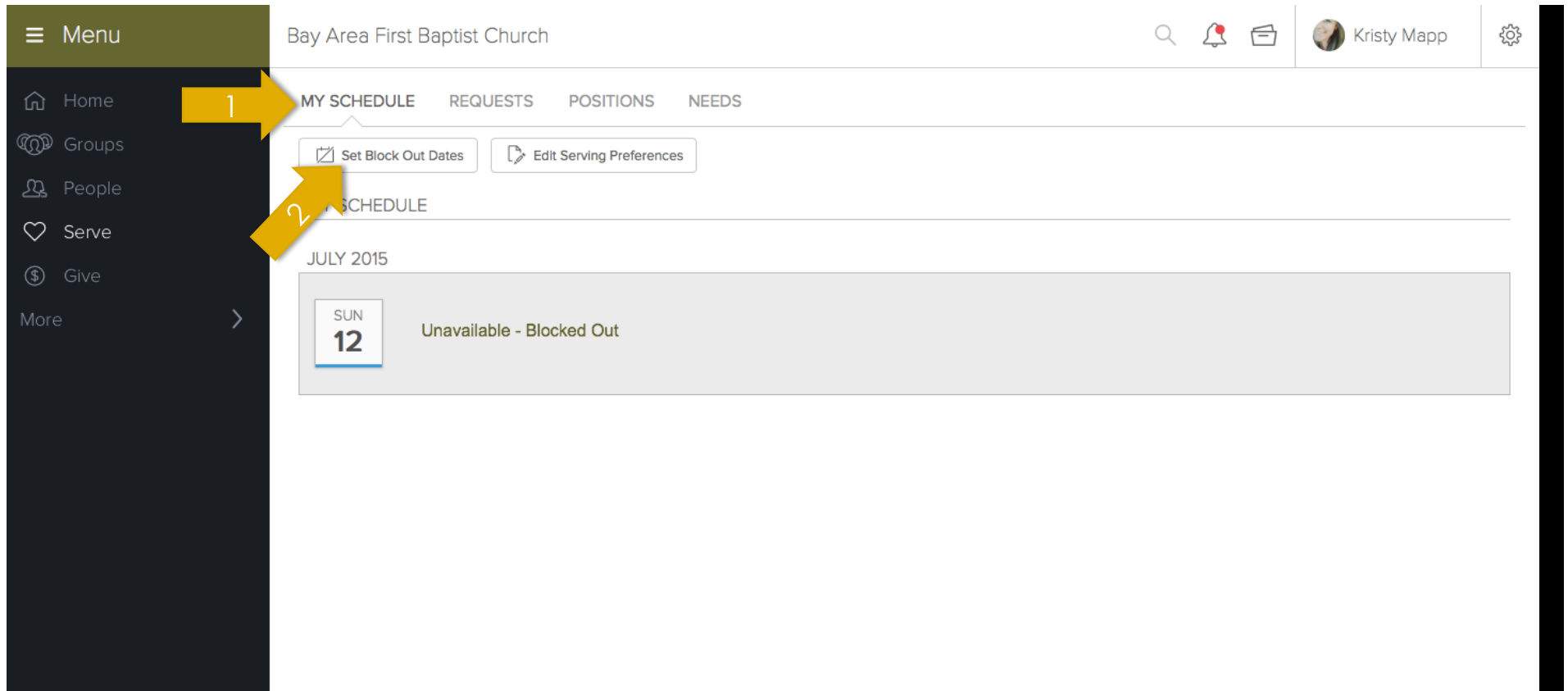


Our dream is to be a people...

- who are Kingdom-oriented, abiding disciples of Jesus.
- who experience the Living God together.
- who invest in the gospel transformation of the next generation.
- who leave a godly legacy of faith.
- who plant biblically grounded churches.
- who bear much fruit and so prove to be disciples of Jesus Christ.

HOME PAGE

This is your home page after logging in. Click on 'Serve' on the main menu.



SETTING UP YOUR SCHEDULE

1. Select the 'My Schedule' tab
2. Select 'Set Block Out Dates'

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Block Out Dates

General Availability

July 2015

today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

SETTING UP YOUR SCHEDULE

1. Click on the days you are unavailable to serve
2. Select 'General Availability'

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General Availability

Overall Availability

Overall Frequency

Across all groups I am willing to serve

1

times/month

Group Availability

bayarea LifeGroups

Adult Life Group Leaders

For this group I am willing to serve

1

times/month on the following weeks:

☒ Week 1

☒ Week 2

☒ Week 3

☒ Week 4

☒ Week 5

I am available to serve at the following service(s):

☐ Sunday 9:30 AM

☐ Sunday 11:00 AM

Position

LifeGroup Teacher

Cancel

Save

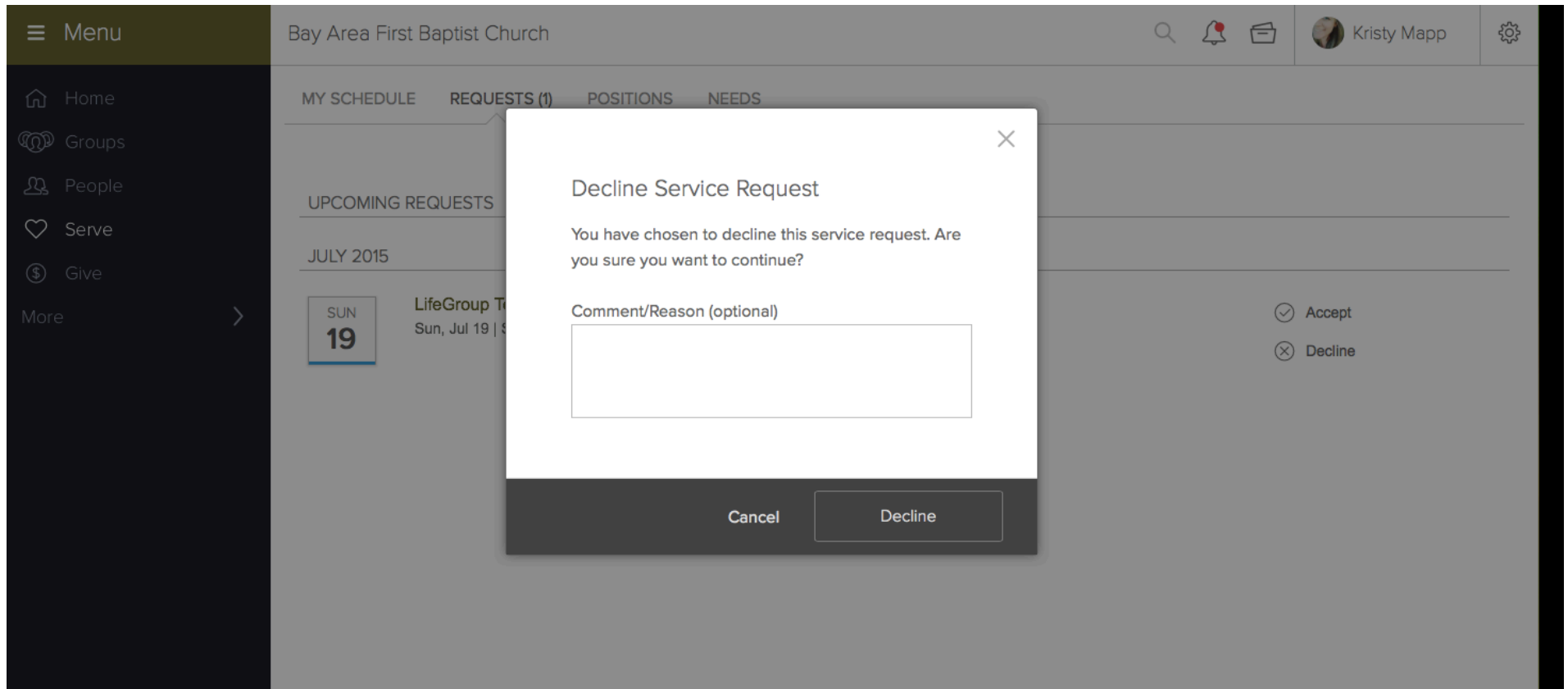
SETTING UP YOUR SCHEDULE

1. Select the weeks and service times you are willing to serve in a given month, as well as the amount of times per month
2. Select how many times a month you are willing to serve throughout all your commitments.
3. Click save

The screenshot shows the Bay Area First Baptist Church website. The top navigation bar includes a search icon, a notification bell, a calendar icon, a user profile for Kristy Mapp, and a settings gear. The sidebar menu on the left lists: Home, Groups, People, Serve, Give, and More. The main content area has tabs for MY SCHEDULE, REQUESTS (1), POSITIONS, and NEEDS. The REQUESTS (1) tab is selected, showing a section for UPCOMING REQUESTS. Under the heading JULY 2015, there is a request for a LifeGroup Teacher on Sunday, July 19, with a service time of 11:00AM. To the right of the request, there are two buttons: 'Accept' (with a checkmark icon) and 'Decline' (with an 'X' icon). Three yellow arrows with numbers 1, 2, and 3 indicate the steps: 1 points to the REQUESTS (1) tab, 2 points to the 'More' link in the sidebar, and 3 points to the 'Accept' or 'Decline' buttons.

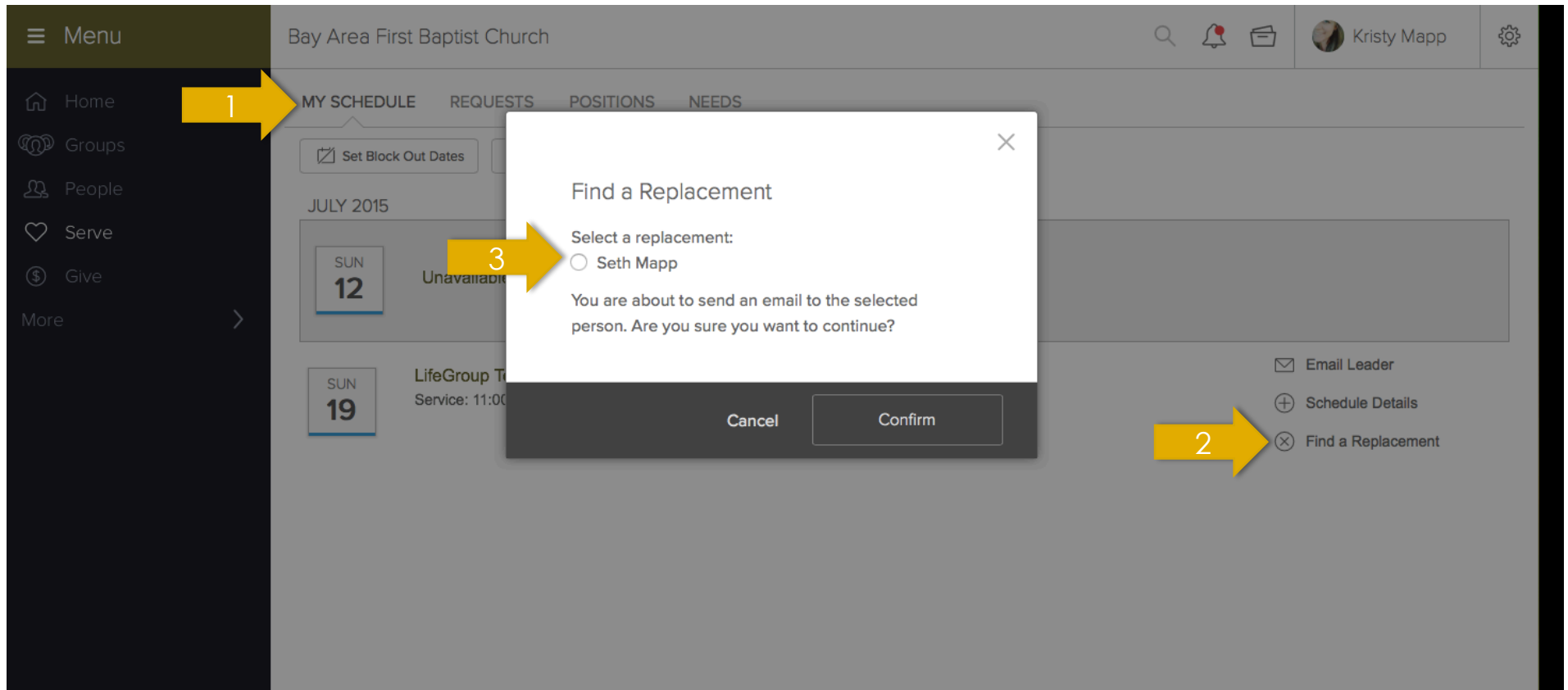
ACCEPTING / DECLINING REQUESTS

1. Click on the 'Requests' tab (you may also have received an email with the request)
2. View details about the serving position
3. Click 'Accept' or 'Decline'



ACCEPTING / DECLINING REQUESTS

If you choose to decline you have the option of adding a reason which will be sent to the person who made the schedule, allowing them to find a replacement.



ACCEPTING / DECLINING REQUESTS

If you have previously accepted but find out you will be unable to serve:

1. Go to 'Serve', then 'My Schedule'
2. Click on 'Find a Replacement'
3. Select the replacement and hit confirm. If there are no replacements, a response box will appear for you to decline the request.

Kristy Mapp
Reply-To: Kristy Mapp
Bay Area First Baptist Church: Volunteer Request

Bay Area First Baptist Church: Volunteer Request

From: Kristy Mapp
Group: Grace through Faith

Kristy,

You have a new volunteer request for the following group: Grace through Faith.

NEW REQUESTS

Sun, Jul 26
Service: 11:00 AM

LIFEGROUP TEACHER




ACCEPTING / DECLINING REQUESTS

From an email


1. Click 'Respond'

Serve Login


2

REQUESTS

JULY 2015

SUN 26	LifeGroup Teacher Sun, Jul 26 Service: 11:00AM	 1	<input checked="" type="checkbox"/> Accept <input checked="" type="checkbox"/> Decline
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MY SCHEDULE

JULY 2015

SUN 19	LifeGroup Teacher Service: 11:00AM	<input checked="" type="checkbox"/> Schedule Details <input checked="" type="checkbox"/> Find a Replacement
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ACCEPTING / DECLINING REQUESTS

1. Accept or decline the request. You do NOT have to be logged into the HUB.
2. All of your future commitments (accepted or pending) will be listed here.