

FREEDOM

Volunteer & Ministry Team Manual

2026 Edition

“It is for freedom that Christ has set us free.”

— Galatians 5:1

Welcome to the Freedom Conference Team

Thank you for serving at Freedom Conference.

This conference is more than an event—it is an opportunity for people to encounter the love, healing, freedom, and presence of Jesus in a powerful way. Every role matters. Whether you are greeting guests, preparing meals, praying with participants, interceding, helping with seating, or supporting behind the scenes, you are helping create an environment where people can experience freedom in Christ.

Our goal is not perfection—it is obedience, unity, humility, and love.

As you serve, remember:

- We serve people, not tasks.
- We protect dignity.
- We create peace, not pressure.
- We follow the Holy Spirit.
- We work together as one team.

Thank you for giving your time, energy, prayer, and heart to this weekend.

We are believing God will move powerfully.

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SECTION 1

CONFERENCE VISION & GOALS

Our Vision

The Freedom Conference exists to create an environment where people can:

- Encounter the presence of God
- Experience healing and freedom in Christ
- Receive prayer and encouragement
- Grow in surrender and spiritual maturity
- Walk away equipped to live daily in freedom

We believe Jesus still heals, restores, delivers, and transforms lives today.

Our Goals

Create a Safe & Welcoming Environment

We want every participant to feel seen, valued, and cared for from the moment they arrive.

Help People Encounter Jesus

Our role is not to force experiences, but to create space for the Holy Spirit to move.

Protect Unity

Every team and every role works together to support what God wants to do throughout the conference.

Serve with Excellence

We honor God and people through preparation, humility, communication, and teamwork.

SECTION 2

PREPARING YOUR HEART

Preparing to Serve

Stay Humble

Freedom ministry is not about position, recognition, or performance. We serve from a place of humility and dependence on God.

“God opposes the proud but gives grace to the humble.”
— James 4:6

Commit to Unity

We are one team with one mission.

Even when stress is high or schedules shift, we choose patience, honor, flexibility, and encouragement.

“Make every effort to keep yourselves united in the Spirit.”
— Ephesians 4:3

Prioritize Personal Time with God

Spend intentional time:

- In prayer
- In worship
- In Scripture
- Listening to the Holy Spirit

We cannot pour out what we are not receiving ourselves.

Practical Preparation

Rest Well

Get adequate sleep before the conference weekend.

Eat & Hydrate

Take care of your physical health throughout the weekend.

Arrive Early

Serving begins before participants arrive.

Dress Appropriately

Wear your assigned team shirt, lanyard, and comfortable shoes.

Limit Distractions

Avoid unnecessary phone usage during sessions and ministry times.

SECTION 3

TEAM CULTURE & EXPECTATIONS

How We Serve

We Honor People

Every person matters.

We Protect Dignity

Never embarrass or shame participants.

We Create Calm

Our presence should help people feel safe and cared for.

We Stay Flexible

Schedules and needs may shift throughout the conference.

We Communicate Quickly

If there is an issue, notify your team lead immediately.

We Stay Spirit-Led

We remain attentive to both practical needs and the leading of the Holy Spirit.

Volunteer Expectations

All volunteers are expected to:

- Attend team meetings
- Be on time
- Stay in assigned areas
- Maintain confidentiality
- Follow leadership direction
- Avoid gossip or negative conversations
- Serve with kindness and patience

SECTION 4

EMERGENCY PROCEDURES

Medical Emergencies

If someone requires medical attention:

1. Notify your team lead immediately
2. Contact the medical response team
3. Keep surrounding area calm
4. Do not attempt medical treatment unless authorized

Participant Distress

If a participant becomes overwhelmed:

- Stay calm
- Speak gently
- Move them to a quieter space if needed
- Notify leadership if additional support is needed

Security Concerns

If a situation feels unsafe:

- Notify security/team lead immediately
- Do not escalate conflict
- Maintain calm communication

SECTION 5

HOST TEAM – REGISTRATION

Team Vision

The Registration Team creates the first impression of the conference.

Your role is to help every person feel welcomed, informed, and comfortable from the moment they arrive.

Main Responsibilities

Registration

- Check in participants
- Distribute badges/materials
- Assist with volunteer check-in
- Manage shirts and materials

Greeting

- Welcome participants
- Answer questions
- Direct people to locations
- Help create a warm environment

Connection Materials

- Collect connect cards
- Collect baptism cards
- Assist participants with forms

Team Reminders

- Smile and make eye contact
- Stay calm during busy periods
- Never rush participants
- Walk people to locations instead of pointing

SECTION 6

HOST TEAM – FOOD PREP & HOSPITALITY

Team Vision

The Hospitality Team serves people through practical care, creating an environment that feels welcoming, peaceful, and prepared.

Main Responsibilities

- Receive deliveries
- Prepare serving areas
- Restock drinks/snacks
- Maintain cleanliness
- Prepare for upcoming meals
- Assist participants during meal times

Hospitality Standards

- Keep areas clean and stocked
- Monitor trash regularly
- Maintain food safety practices
- Create a calm atmosphere

Team Reminders

Hospitality is ministry.

Practical service helps remove distractions so participants can focus on what God is doing.

SECTION 7

HOST TEAM – AUDITORIUM

Team Vision

The Usher Team helps maintain flow, order, and comfort during sessions and ministry times.

Main Responsibilities

- Assist with seating
- Guide auditorium movement
- Manage prayer lines
- Support communion distribution
- Help participants navigate transitions

During Ministry Time

- Release rows gradually
- Keep aisles clear
- Maintain calm movement
- Help connect participants with prayer partners

Team Reminders

- Be attentive
- Stay observant
- Minimize distractions
- Create a peaceful atmosphere

SECTION 8

PRAYER TEAM

Team Vision

The Prayer Team partners with the Holy Spirit to encourage, support, and pray with participants during ministry times.

Prayer Team Priorities

- Listen well
- Pray with compassion
- Stay on topic
- Protect dignity
- Encourage freedom in Christ

Prayer Guidelines

Men pray with men.

Women pray with women.

Always maintain healthy and appropriate boundaries.

Prayer Model

1. Listen

Ask simple questions and listen carefully.

2. Lead in Prayer

Help participants pray honestly and openly.

3. Renounce Lies

Pray against fear, shame, rejection, etc.

4. Bless & Encourage

Speak truth, hope, and Scripture over participants.

SECTION 9

MINISTRY GUIDELINES

Important Reminders

We Are Not Counselors

Do not attempt long counseling conversations during ministry time.

Stay Spirit-Led

Avoid scripted or forced responses.

Respect Participant Comfort

Never force physical touch, emotional responses, or public vulnerability.

Know When to Escalate

If a situation becomes serious, notify leadership immediately.

SECTION 10

CONFERENCE SCHEDULE

FRIDAY

6:00 PM	Arrival + Dinner
7:05 PM	Welcome
7:10 PM	Session #1
8:10 PM	Session #2
9:10 PM	Communion
9:25 PM	Dismissal

SATURDAY

8:00 AM	Arrival + Breakfast
8:55 AM	Welcome Back
9:00 AM	Session #3
10:00 AM	Session #4
11:00 AM	Session #5
12:00 PM	Lunch
12:35 PM	Session #6
1:05 PM	Closing

SECTION 11

COMMON SITUATIONS & RESPONSES

If Someone Is Crying Heavily

- Stay calm
- Offer tissues
- Allow space for emotion
- Ask if they would like prayer support

If Someone Has a Panic Attack

- Move to quieter area if possible
- Encourage slow breathing
- Notify leadership/medical if needed

If Someone Becomes Disruptive

- Notify leadership/security
- Avoid confrontation
- Maintain calm environment

If Someone Experiences a Demonic Manifestation

- Stay calm
- Notify a Team Lead or Deliverance Lead immediately
- Keep voices calm and controlled
- Avoid drawing unnecessary attention
- Continue maintaining a peaceful environment
- Allow trained leaders to lead ministry

If Someone Requires Deliverance Ministry

- Bring in approved prayer or ministry leaders
- Men minister to men and women minister to women whenever possible
- Protect the participant's dignity and privacy
- Do not try to handle the situation
- The Pastoral team will minister to this person and follow up appropriately

If Safety Becomes a Concern

- Notify leadership or security immediately
- Clear space calmly if needed
- Do not physically restrain someone unless safety requires intervention
- Keep surrounding participants calm and redirected
- Follow leadership instructions at all times

After a Ministry Moment

- Help the participant reconnect calmly
- Offer water, tissues, or a quiet space if needed
- Connect them with pastoral follow-up if appropriate
- Encourage continued prayer, Scripture, and discipleship
- Protect confidentiality and avoid sharing details casually

SECTION 12

FINAL ENCOURAGEMENT

Thank You for Serving

Your faithfulness matters.

Every conversation, every prayer, every greeting, every chair set up, every meal prepared, and every act of kindness helps create space for life change.

Thank you for serving with humility, excellence, and compassion.

We pray this weekend strengthens your own faith as you help others encounter freedom in Christ.