



Founders' names:

Bri'Ann Stephens,
Klarke Foreman,
& Tiffany McCardell



VOLUNTEER OPPORTUNITIES

Boldly living out our faith, discipling others, and advancing God's Kingdom **in every area of life.**

WHO WE ARE & WHY IT MATTERS

- **Mission statement:** To empower believers worldwide through accessible, Christ-centered education that fosters spiritual maturity, biblical literacy, and practical application of God's Word in everyday life.
- **Incorporation note:** Foundation First is a nonprofit organization incorporated in Texas, currently awaiting 501(c)(3) status from the IRS (filed June 6, 2025). We anticipate approval shortly and are preparing to launch fully upon approval.
- **Why Discipleship Matters:** Jesus didn't tell us to make converts, He told us to make disciples (Matthew 28:19-20). Discipleship is the process of learning to obey and live like Christ, not just believe in Him.
- **Vision for Volunteers:** Foundation First volunteers help create a Spirit-led, welcoming, and intentional environment where people can encounter God, grow in faith, and stay connected in community.



MEET THE NEED

GENERAL VOLUNTEER (UNLIMITED)

Be a reliable helping hand that supports the heart and flow of our ministry, especially during Discipleship Nights and wherever extra support is needed.

Monthly Tasks:

- **Discipleship Night Support (Day of Event):**

- Arrive early to help with whatever the Discipleship Night Lead needs
 - Help with room setup, signage, and food table prep.
 - Greet guests at the door with a smile and assist with sign-in or handing out materials.
 - Help distribute and collect worksheets, pens, or any printed items.
 - Refill water or snacks as needed and keep the area tidy.
 - Stay after to help with cleanup and resetting the space.

- **As-Needed Monthly Support:**

- Be available (if your schedule allows) to assist with light tasks such as:
 - Packing/distributing materials
 - Helping prep supplies for events
 - Supporting outreach or follow-ups
 - Stay in communication with the Discipleship Night Lead for where help is most needed.

Time commitment: 3–5 hours per event biweekly (varies by availability)

SMS MANAGER (TEXT MESSAGING) (1 PERSON)

Keep our community in the loop with encouraging and timely reminders through monthly text messages via our Tithe.ly platform.

Monthly Tasks:

- Text Creation & Sending (2-4 texts/month):
 - Work with the leadership team to finalize dates and messaging.
 - Draft short, clear, and friendly texts to send before events or key announcements.
 - Schedule and send via our SMS platform (we use Tithe.ly)
- List Management:
 - Make sure the member (number) is in the correct group tag
 - Double-check scheduled sends go out correctly.

Time commitment: 1–2 hours per month

MEET THE NEED

SOCIAL MEDIA MANAGER (1 PERSON)

Help us stay present and consistent online by sharing our story, engaging our community, and pointing people back to Christ through daily posts.

Monthly Tasks:

- **Daily Posting:**
 - Use the pre-curated folder of photos and videos to create posts.
 - Write captions that are on-brand, warm, and reflect the heart of the ministry.
 - Tag collaborators when needed.
- **Instagram Stories:**
 - Repost content to stories and add interactive elements (polls, questions, countdowns) when relevant.
 - Share behind-the-scenes content or real-time updates during events.
- **Community Engagement:**
 - Respond to comments and DMs with a friendly, welcoming tone.
 - Engage with followers' content (likes, comments, shares) to build a connection.

Time commitment: 15–30 mins per day

EMAIL/NEWSLETTER MANAGER (1 PERSON)

Keep our discipleship community informed, encouraged, and connected through a monthly email that shares what's happening and what's ahead.

Monthly Tasks:

- **Gather Content:**
 - Collect event/course updates, praise reports, discipleship recaps, and upcoming dates from the team.
 - Request any graphics or photos needed from the team.
- **Write & Design the Email:**
 - A short intro message (devotional)
 - Upcoming Discipleship Night details
 - Any special announcements or highlights (courses)
 - Links to RSVP, download resources, donate or sign up to volunteer
 - Design using a template
- **Send & Track:**
 - Schedule and send the email once finalized.

Time commitment: 2–3 hours per month

Thank You!

**Your generosity
means the world to us!**

We're grateful for generously pouring into our community.
We're incredibly grateful for your time, wisdom, and heart.

— *The Foundation First Team*



*"Built on the foundation of the apostles and prophets,
Christ Jesus himself being the cornerstone."*

— **Ephesians 2:20 (ESV)**