

CCB Tips

How to Find, Sign Up to Volunteer

There are plenty of opportunities to serve God in our Brook Hill community. How can God use you and your gifts to serve others? Log in to our [online Community Church Builder](#) to find opportunities and sign up today.

Find Opportunities

1. Click the “Serving” or heart icon in the left navigation menu.
2. To find available opportunities, click the “Browse Open Positions” tab. Be sure to select the name(s) of the members in your household to see what roles are available for them.
Note: Only the available positions that don’t conflict with any of the current commitments will be listed.
3. Hover over the opportunity you want to sign up for. A blue “Take” button will appear on the right side.
4. Click “Take” to accept the position.

View Your Current Commitments

1. Click the “Assignments & Requests” tab.
2. To see what volunteer positions you and others in your household have committed to, select the appropriate name(s) to see their schedules.

Cancel a Commitment

1. If you’re unable to fulfill a role and need to cancel a commitment, go to the “Assignments & Requests” tab.
2. Hover that role you want to cancel. A gray “Decline” button will appear on the right side.
3. Click “Decline” and answer why you won’t be able to help in the pop-up window. Then click “Submit.”

