

YES WE CARE - 2010
JOB DESCRIPTION - CHURCH COORDINATOR

]

Task	Start Date	Finish Date	Notes
1. Networking			
Promote Yes We Care to other churches in neighbouring suburbs.		21-May-10	
Promote Yes We Care to local Christian and service organisations		21-May-10	
Promote Yes We Care to local school chaplains and principals		21-May-10	
Develop a client base for your church from your local networks.		21-May-10	
Contact other Church Coordinators to encourage and share about development within your church.	ongoing	28-May-10	
Ensure that the ongoing evangelistic strategy adopted by the church is enacted with all clients. This could include (1) a luncheon or dinner (2) invitation to a church-wide evangelistic program such as Introducing God, Alpha, etc or an invitation to a social church activity, small group, church service, etc.		29-May-10	
2. Recruitment			
Recruit volunteer Team Leaders for work groups.	03-May-10		
Inform Team Leaders of their responsibilities and those of their teams.	10-May-10		
Ensure Team Leaders have the necessary materials to inform their team members of job responsibilities			
Ensure Team Leaders have the necessary materials to inform their team members of job responsibilities	10-May-10	29-May-10	
Assist Work Team Leaders to develop teams of volunteers to assume these responsibilities (1) pray for the client (2) speak with client to discern needs, share faith, encourage, etc (3) remove rubbish accumulated from gardening work (4) carry out the work and clean up.	07-May-10	29-May-10	
3. Communication			
Contact Work Team Leaders on a regular basis to monitor progress, problems and learning opportunities which can be shared with others.		ongoing	
Refer non-church affiliated volunteers to Work Teams that are short on volunteers for involvement on Yes We Care day.		ongoing	

YES WE CARE - 2010
JOB DESCRIPTION - CHURCH COORDINATOR

]

Task	Start Date	Finish Date	Notes
Ensure all participating churches are informed of activities(gardening, Single Parents' Day Out, etc) planned for the day in the region.		23-Apr-10	
Ensure Work Team Leaders have visted their clients with an interview sheet to determine the amount of work, tools and equipment required and the most suitable time to caarry out the work.	17-May-10	21-May-10	
4. Administration			
Ensure that Church Packs and other documentation for reporting and publicity purposes are available for distribution.		10-May-10	
Issue Job Folders for each client assignment	30-Apr-10	05-May-10	
Allocate all assignments to volunteer teams and brief all team on the process and their responsibilities.		10-May-10	
Monitor late registrations and allocate to Work Teams.		22-May-10	
Collect all completed work sheets and reports from Work Team Leaders at the end of the Yes We Care day and submit these to the Zone Coordinator.		29-May-10	
5. Liaison with Zone Coordinator			
Provide regular updates on progress or difficulties within your region		ongoing	
Provide a list of activities in the region, for FM 96.5 and ABC radio advertising.		23-Apr-10	
Report on number of Work Teams participating on Yes We Care day.		26-Mar-10	
Submit testimonies and photos for future promotionals		18-Jun-10	