

# **CONGREGATIONAL SERVANT EVENT**

## **Project Coordinator Ministry Description**

This Servant event needs those who can manage and prepare a group of people for a worksite. Our hope is that this person has the skills to: lead people, organize a group, motivate people, and just have fun being with folks who want to serve. The project that is given to the project coordinator is based upon his/her skill level and those that will be working with him/her.

Here is a list of expectations of a project coordinator:

1. Will oversee a specific project selected by him/her from a list provided.
2. Will meet with the planning team at the project coordinators meeting in April to understand the servant event and what is needed.
3. Will contact the homeowner in advance by phone and then visit the site to survey what is needed in regards to material and amount of time and people needed.
4. Will make a list of materials and purchase them if at all possible and if not will get the list to the planning team well in advance to secure the materials.
5. Will put together a tool list for his/her group to bring along the day of the event or make sure equipment is on site for the workday.
6. Will be responsible to make sure that the project is complete and that when the crew leaves that all is complete or will finish the project with his/her group if it needs to be completed at a later time.
7. Assign jobs to those who are there to work and to keep them on task.
8. Make sure that the lunches provided by the planning team are picked up and/or assigned to someone from there team to be responsible.
9. To be an example to his/her team by showing patience, love, and care for his team as Jesus would or to the best of his/her ability, with the help of God.
10. To fill out an evaluation form at the end of the day for the planning so that the event can be improved upon for the next year.