

Big Day of Serving – Project Coordinators

PURPOSE OF THE MINISTRY: This ministry seeks to engage all the members of St. Peter Lutheran Church in active community outreach projects, to share the love of Christ with our neighbors and be a blessing to them. This also helps our members to develop a full life in Christ.

RESPONSIBLE TO AND SUPPORTED BY: Karen Kogler, Director of Equipping and/or Isabel Peterson, Equipping Assistant.

JOB DUTIES: The role of the Project Coordinators is to plan and manage the individual projects and direct the volunteers assigned.



1. Before the event:

- Develop descriptions of what people will be doing and who can serve for your project activity.
- If we're working with another organization, be the contact person. We will 'play by their rules' and aim to meet their need.
- Have a plan for what to do if more or less people show up than planned.
- Set plans in place so people will be able to work right away.
- We will reimburse you for supplies you need, but talk to us first.
- Assist at the sign-up table on BDOS sign-up weekend, one week before the event.
- Two or three days before the event, tell participants where to meet, what to bring, what they'll be doing, and that you're excited about their participation!

2. Day of the Event

- Welcome the people who are serving on your team. Thank them for coming.
- If you're comfortable with it, begin with a prayer. We can provide one if you wish.
- Arrange to have some pictures taken of people working.

3. After the event

- Provide a list of participants and information on what was accomplished.
- Share a few photos on the church Facebook page, or give to Karen or Isabel.
- Provide feedback: What could we have done better to help you? Share the interesting happenings, comments, impact, etc. with us.

TIME REQUIREMENT: Varies, depending on the project. May take 1-2 hours/week for the advance work before the event, an hour or two in the days following the event, and, of course, the event itself.

LENGTH OF COMMITMENT: One BDOS event, typically in Fall.

TRAINING: Training and preparation will be provided by the Director of Equipping.

SKILLS AND QUALIFICATIONS NEEDED: Project coordinators must be well organized, with a fine attention to detail. The ability to work with, and direct, volunteers is essential.

BENEFITS TO THE VOLUNTEER: Volunteers will enjoy working with other Christians to serve the community and to be part of a team.