

OVERVIEW

The Mission Day Coordinators support the church's mission to "receive, live, and share the abundant life of Jesus Christ" by coordinating local agencies and pairing them with volunteers for service days that occur three times each year. During these Mission Days, St. George's volunteers learn more about the needs of our community and provide service to agencies working to meet those needs.

RESPONSIBILITIES

Work with St. George's partner agencies to organize volunteer opportunities on parish-wide Mission Days that occur in March, September and December each year.

In advance:

- Communicate with partner agencies to solicit potential volunteer opportunities (including number of volunteers needed, type of activity, age range, and other details)
- Work with the Director of Outreach to provide details for volunteer sign-ups.
- Promote Mission Day through informal/formal groups to help recruit participants.
- Coordinate ordering and distribution of T-shirts to volunteers.
- Communicate with volunteers when needs arise.
- Work with Director of Outreach to provide details needed to promote event to church.
- Prepare communication drafts at least three weeks prior to event for staff review and placement in church communications.
- Respond to communications from church staff and volunteers team in a timely manner (usually within 72 hours).

Recruit team leaders for each volunteer group on Mission Day.

- Team leaders will be responsible for: ensuring team members arrive safely, taking photos for the church, reporting on completed activities, and acting as point of contact for the church when the team is off-site.
- Prepare and provide information to team leaders, including details about volunteers on the team, details about the agency and volunteer needs, and Mission Day Coordinator phone number.

After Mission Day:

- Send thank you emails to all agencies and volunteer participants.
- Communicate success and areas for improvement to Director of Outreach.
- Provide receipts for reimbursement for any purchased supplies, e.g. work gloves, garbage bags, water, food (requires prior approval).

Additional responsibilities:

- Meet with other Outreach leaders at agreed upon intervals for the purpose of spiritual care, leadership development, mentoring and encouragement.
- Complete annual grant request to Outreach Funding Committee by August 1 to secure funding for supplies (if needed) for coming year
- Provide brief annual summary of activities and volunteer participation to Director of Outreach.

RELATIONSHIPS

The Mission Day Coordinators work directly with the Director of Outreach who coordinates staff support and communications for the team. This role provides leadership and interacts with other outreach teams.

TIME COMMITMENT

Approximately 4 hours per week starting 6 weeks prior to each Mission Day and participation in at least 2 of 3 Mission Days annually (each 5 hours).

SKILLS AND INTERESTS

Passion for serving others through partner agencies. Demonstrates organizational skills, leadership, mercy, wisdom, discernment, and cultural and emotional intelligence.

RESOURCES AND TRAINING

Coordinates with the Director of Outreach and Clergy with Outreach oversight for support, direction, and resources. Training includes annual retreat for outreach leaders.

Curious? Interested in this ministry?

Contact Agatha Nolen, Director of Outreach, at agatha.nolen@stgeorgesnashville.org or 615-385-2150 x 246.

5/2022