

Team Organization and Job Descriptions

TEAM ORGANIZATION

Administrative Director: *must be a team member* [WES]

- Overall Team Leader
- Oversee team meetings and team building
- Responsible for the registration process
- Help Rhonda obtain, organize and track all forms and money
- Responsible for team logistics and staying on schedule

Spiritual Director: *must be a team member* [BILL]

- Oversee the spiritual formation elements of the team, including team worship, pre-trip devotional readings and team sharing
- Oversee the selection, printing and organization of the Deep Justice Journeys lessons
- Organize the Team Retreat at Kawaii

VBS Director: *must be a team member*

- Communicate with Pepe concerning VBS organization and schedule
- Oversee all aspects of VBS, including the teams and team leaders

Team Mom/Dad: *must be a team member*

- Responsible for the team encouragement letters, including communication with parents, transporting and distributing
- Responsible for medical forms and making sure medicines are taken on trip
- Responsible for making sure students take their fiber pills

Team Media Coordinator: *must be a team member*

- Responsible for carrying team video camera
- Responsible for collecting and organizing pictures from team members during and after trip

Team Fundraising Coordinator: *does not need to be a team member*

- Responsible for leading the fundraising team

Team Hospitality Coordinator: *does not need to be a team member*

- Organize lunch for the team's March 6, May 15 and June 29 meetings
- Organize breakfast for the team's June 29 meeting
- Set date and organize team party, including set-up and food

Team Gopher: *does not need to be a team member*

- Organize prayer list and prayer card for morning worship (see Rhonda)
- Find, purchase and wrap Frontline Peru staff gifts
- Work with Rhonda for putting together the team supply list

Team Movie Producer: *does not need to be a team member*

- Responsible for working with a group of students from the team to tell the team's story through video
- Responsible for everyone being represented in the video
- Responsible for either producing the video or seeing that the video is produced

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MINISTRY TEAMS

1. **Children's Ministry & Outreach Team: (5 Adults, 25 Students)**

- VBS – 1 adult leader, 1 adult co- leader
 - Crafts – 1 adult leader, 1 student leader
 - crowd breakers/games – 1 adult leader, 1 student leader
 - puppets/program – 1 adult leader, 1 student leader
- Drama/Arts – 1 adult leader, 1 student leader
- Prayer Walks
- Orphanage

2. **Work Crew Ministry: (3 Adults, 7 Students)**

- 1 adult leader, 1 student leader

3. **Youth Ministry: (1 Adult, 7 Students)**

- This is a two year commitment team and is open to current juniors and up
- Plant seeds for a youth retreat in 2012
- Work with church teens
- Visit local high schools and make connections
- Start conversation on what needs to happen with youth ministry and how can we help
- We could run something small for the area teens this year

The following are tentative ministry teams:

4. **Economic Development Team: (1 Adult, 2 Students)**

- Shadow Randy Russ as he makes connections with people in the community and church to help develop some micro industries

5. **Medical Development Team: (1 Adult, 3 Students)**

- Make connections with locals and at the church to asses the medical needs of the people and if and where they can receive care
- Potentially run a small clinic

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CHILDREN'S MINISTRY: DESCRIPTIONS

Puppet Ministry: Team Leader

Responsible for...

- Finding a new VBS puppet curriculum
- Working with the Puppet Team Leader to come up with crafts that help drive home the puppet messages for each day of VBS
- Preparing the Puppet Team for VBS
- Managing the Puppet Team in Peru
- Assigning puppets to bags for travel

May 15th Team Meeting: walk through the puppet show and start assigning roles

June 29th Team Day Activity: practicing the VBS puppet shows

Crafts Ministry: Team Leader

Responsible for...

- Working with the Puppet Team Leader to create crafts that help drive home each day's lesson
- Overseeing the purchase/acquisition of the crafts supplies (leader is given a budget)
- Working with the Crafts Team during team meetings to organize the materials for the daily crafts
- Leading the Crafts Team in implementing the crafts each day

May 15th Team Meeting: Walk through the daily themes and brainstorm potential crafts

June 29th Team Day Activity: organizing and packing the daily VBS crafts

Drama/Arts Ministry: Team Leader

Responsible for...

- Learning and implementing a drama and/or other artistic elements to be performed at a Local High School, Gamaliel Church, the Market, etc.

May 15th Team Meeting: begin practicing the drama and other art elements

June 29th Team Day Activity: practicing the drama

Games Ministry: Team Leader

Responsible for...

- Creating and running fun crowdbreaker activities for each VBS program
- Collecting soccer balls, pumps and game supplies (wuffel bats, balls, frisbees, etc.)
- Getting the game supplies each day for VBS

May 15th Team Meeting: Split up responsibilities for gathering frisbees, wuffell balls/bats and used soccer balls (8 or so). Brainstorm any games that will work with the VBS themes [I would like for us to do 1 or 2 up front activities or games each day]

June 29th Team Day Activity: Practice crowdbreakers

Work Crew Ministry: Team Leader

Responsible for...

- Preparing the Set-up VBS Puppet stage
- Packing and transporting the team's "extra" bags (VBS supplies, game supplies, give-a-ways, etc.)
- Setting up and tearing down the stage each day
- Construction

May 15th Team Meeting: Practice building the stage

June 29th Team Day Activity: packing, weighing & labeling our extra bags

- weigh and record team member bags and assign VBS stuff to team member bags
- Practice stage setup, breakdown

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Fundraising Team

This team is responsible for the brainstorming, calendaring and communication of our “Team Portion” fund-raising events. Work with the parents to plan, get admin approval (through Rhonda), calendar and communicate several FR events that are open to all team members

Team Leader Tasks:

1. Set-up initial FR planning meeting with interested parents to generate ideas
2. Run ideas through Wes
3. Move to get ideas approved by administration and on calendar
4. Keep event leaders on task with organization and communication