



C.A.R.E.fest Project Team Leader

How to lead a great project

Community Acts Reaching Everyone

Perspective

Leaders make it happen. Thank you for taking leadership in CAREfest. You, in dependence on the Holy Spirit, will set the pace for how CAREfest touches the community. You're the "front-liners". Each Project Team Leader is the point-person who sees that the volunteers do the project in a quality way, safely, and with a positive, humble, Christ-like attitude of service. Your standard of quality, your attitude will set the pace.

Summary of responsibilities:

1. **Get Oriented:** Via meeting, or phone calls with your Church Coordinator and this orientation guide.
2. **Plan and prepare** for your project well ahead of time.
3. **Communicate, Communicate, Communicate!** with your volunteers as soon as you see they have signed up. Call, email, text, whatever works, but contact them ASAP.
4. **Lead** your volunteer team on CAREfest day with a Christ-like attitude in doing the project, and especially in communication with the recipient.
5. **Follow-up** if necessary until the job is done or at a good stopping point.
6. **Be an ambassador for Christ.**

Those we serve sometimes ask, "Why are you guys doing this?" or they just express thanks and appreciation. The main thing to communicate at that moment is Christ's love. It can be as simple as saying something like, "*We're honored to be able to do it. Jesus has done so much for us. And we're just trying to show His love in a practical way.*"

Reports to: Your Church's Coordinator

(SEE attached pages 2 and 3 for details)

Here are some details and tips to fill in the Q & A gaps and maximize your day:

- Plan the size of volunteer team that can be effectively used on the job.
- Visit the location a couple of weeks ahead so you can see what's actually there and meet the home owner or agency representative.
- Some projects may require advance work. Some projects may need follow-up work as well to bring them to completion. Go the second mile.
- If your project requires particular skill sets you are free to do some personal recruiting. Just be sure to sign them up on your team list including on the website. Make sure your online project description says clearly the skills that are needed. Talk to your Church Coordinator.
- Contact your volunteers by phone well ahead (or get someone on your team to do so). **We cannot overemphasize the value of this personal contact.** Please contact them as soon as you can after you see their name on your project sign-up list. You can see your list anytime on the website. It is very reassuring to them to have the leader acknowledge their sign up and establish communication link. Answer their questions, tell them what to bring and when to come. Tell them the schedule. Tell them how to contact you.
- Some projects may require you getting materials to the job site before the work day. Save all receipts and you may reimburse materials costs from your Church Coordinator (that is, unless you and your team plan to donate materials yourself, or unless a third party or business is donating materials). (Some businesses have been very willing to donate material and supplies if approached well in advance. Usually 6 to 8 weeks ahead for large places like Home Depot who plan their donations at least a month in advance).
- Locate and provide any specialty tools. Remind volunteers of tools to bring, if any. Let your Church Coordinator know what you lack. Others in the church may have what you need.
- You might need to provide a map and directions for your volunteers.
- We know you'll be rarin' to go Saturday AM, but if possible, have your team attend the Saturday AM kickoff. It's part of the Unity-factor of serving together and being of one heart and soul. Coffee/juice and donuts etc provided for everyone from 7:45 - 8:15 AM. We will pray together and help you connect with your team before heading for work sites at 8:30. Of course, if your project is a long way away or will take more hours than 9 to 4, you may choose to have your team meet at the site instead of at the Kickoff. Let your church Coordinator know your plans!
- **Pray together at the site before starting work.** Some projects will be done before noon. Others will take all day. Especially when serving at the home of an individual, you can feel free to ask permission from the home-owner to pray with them, briefly, before you leave.
- Remind volunteers to bring a sack lunch (or tell them your alternative plans of where you'll go to get lunch, e.g. McDonalds).
- Guide the project graciously on site. **It's about the people.** If your project is done in a short amount of time, spend some extra time with the people you have served. Elderly people especially appreciate the attention as much as the job.

- If the recipient offers you refreshments or snacks, feel free to accept. However, our projects are done for free and we don't accept payment for our service.
- We have photographers for the day that will get to most sites so we can share with all the churches what happened at the various sites on CAREfest day. Since there is a chance that a photographer might not get to every site, *we recommend that someone on your team take some digital photos or video during your time there.* "Before" and "after" shots are especially good, with people in action in the pictures. But be sensitive to the situation. It's not about "us" or getting photo-ops. If you can turn in any photos by the end of the day to the church office at Snohomish Community Church that would be ideal. But if you don't have time, just turn them in to your Church Coordinator as soon as you can in the next day or so.
- Be flexible. If the project doesn't go quite like you imagined, keep a good attitude and come up with an agreeable alternative plan.
- If you finish early, you can go home then, or, if you wish to re-deploy to another project, call your Church's CAREfest Coordinator.
- Leave your work site cleaner than you found it.
- Make a "rain" plan. **We are committed to all projects we have agreed to do**, but if there's a downpour and you're doing outdoor painting, you may need to postpone. **Please commit, however, to finish later.**
- Report your completed project (or the status) to your Church Coordinator.
- Please give your Church's CAREfest Coordinator any feedback or ideas for the future. We're learning as we go!