



## **Guidelines for CAREfest Church Coordinators**

- Stays in contact with CAREfest leadership/coordination team.
- Attends an orientation.
- Coordinates CAREfest publicity, promotion, and project sign-ups for your congregation. (Most signups can be done on-line).
- Works with setting up projects and with leaders of projects your church sets up and sponsors.
- Encourages people to attend the CAREfest morning gathering before everyone heads off to their projects. (8:00-8:30 A.M. at Snohomish Community Church for some food (coffee, juice, fruit, muffins, etc) and prayer together.
- Turns in Project Description for any project(s) your congregation sponsors and provides leader for so we can post it on the web.
- Operates within the financial constraints of your congregation for your CAREfest project(s)\* (if any) that your church is organizing. (CAREfest projects are done free of charge to the recipient, though in some cases the recipient expresses a preference to provide some of the materials). For major projects beyond the resources of the sponsoring church, the CAREfest overall leadership team will evaluate and may be able to coordinate resources from several churches.
- Promotes prayer for your congregation for the outreach of CAREfest in the community.
- Promotes the Blood Drive
- Encourages Pastor to consider speaking on a theme relevant to the heart of CAREfest, on Sunday, May 3.

\* Projects can be started before May 2 if needed, but we normally prefer, if possible, to involve the greatest number of volunteers and hopefully complete on CAREfest workday. We may have some “early bird” projects for before May 2.

### **The CAREfest leadership team is a group of Pastors giving overall direction to CAREfest. They . . .**

- Have overall responsibility for coordinating workday.
- Serve as consultants and servants to each congregation in setting up their projects and in problem-solving.
- Provide final approval on major projects.
- Responsible for area-wide promotion of the event.