

Liaison and Team Leader Responsibilities

Church or Community Liaison

The Church or Community Liaison is your church's or organization's Backyard Mission Trip coordinator. They serve as the point person for the entire congregation/organization in order to communicate all BMT information.

Prior to BMT, the Liaison will:

- Attend the kick-off breakfast
- Attend at least one team leader meeting
- Assist Team Leaders with recruitment
- Assist Team Leaders with project selection and understand how to use the Project Spreadsheet (see Church and Community Liaison Guidance Document for more detail)
- Train Team Leaders how to use Project Spreadsheet/Database
- Verify that all team members sign up online
- Communicate with BMT volunteer coordinator Genna Freed to verify team members are assigned to a team.
- Promote year-round approach to assist people in need

Team Leader

Team Leaders are responsible for overseeing a group of 8-10 volunteers the day of Backyard Mission Trip.

Prior to BMT, Team Leaders will:

- Attend at least one Team Leader meeting and work with the Church Liaison to select projects to best utilize the skills of your team
- Consider adding another project, especially for someone without church affiliation
- Understand how to find projects by using the Project Spreadsheet (see Church and Community Liaison Guidance Document for more detail)
- Prior to BMT day, visit the homeowner to discuss, detail and understand project scope, walk through the home/yard
- Update the Project Spreadsheet/Database with project selection and revise project scope as applicable.
- Invite home owners to the breakfast
- Work with the homeowner to purchase/order materials needed
 - Gaps in funding should be reported to BMT project management committee
- Recruit team members.
- Secure tools (rakes, shovels, gloves, chain saws, etc.)
- Plan logistics for materials, tools and waste (Are trucks or trailers needed?)
- Secure t-shirts for each team member
- Promote year-round approach to assist people in need
- See Team Leader Checklist for more detail

Team Leaders are responsible for the following the day-of:

- Ensure all team members attend breakfast at the Hancock County Fairgrounds.
- Pick up packet and yard signs
- Promote safety, watching out for one another and do not allow Team Members to perform unsafe activities
- Fellowship with the homeowner. Offer prayer for the homeowner.
- Complete project or arrange with team and home owner to finish at a later date.
- Complete project summary sheet and return or update Project Spreadsheet
- If team finishes early, consider working another project

Contact: Genna Freed – Volunteer Coordinator, volunteerBMT@gmail.com

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