**Church or Community Liaison Responsibilities**

The Church or Community Liaison is your church’s or orgaization’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 liaison/team leader meeting
* Assist Team Leaders with recruitment
* Assist Team Leaders with project selection and understand how to use the Project Database
* Train Team Leaders how to use Project Database
* Review projects with affiliation to your church and accept or reject responsibility
* Verify that all team members sign up online and are assigned to a team
* Communicate with BMT volunteer coordinator to verify team members are assigned to a team.
* Promote year-round approach to assist people in need

**Contact:** Volunteer Coordinator

**Team Leader Responsibilities**

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 Database
* Prior to BMT day, visit the homeowner to discuss, detail and understand project scope, walk through the home/yard
* Update the Project 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. Verify that all team members sign up online
* Communicate with BMT volunteer coordinator to verify team members are registered.
* Secure tools (rakes, shovels, gloves, leaf blowers, wheel barrows, etc.)
* Plan logistics for materials, tools and waste (Are trucks or trailers needed?)
* Secure t-shirts for each team member. Use shirts from previous years if possible
* 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 the BMT:

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

**Contact:** Volunteer Coordinator

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