

## **Church or Community Liaison Responsibilities**

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 at least one liaison/team leader meeting
- Assist Team Leaders recruit volunteers
- 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 if there are questions about team members

## Team Leader Responsibilities

Team Leaders are responsible for overseeing a group of 5-10 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.
- 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 at Habitat for Humanity, 1200 Commerce Parkway
- 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 update in the Project Database or summary sheet and return to [g.d.steed@gmail.com](mailto:g.d.steed@gmail.com)
- Return yard signs to Habitat for Humanity, 1200 Commerce Parkway
- If team finishes early, consider working another project
- Contact Volunteer Coordinator if there are questions about team members