SERVE 6.8 Project Leader

Guidelines & Instructions

## Before you arrive, here is what you should know:

* Equipment & Materials Needed
* # of Volunteers Needed (Skilled vs Unskilled)
* Project Site Contact (make contact prior to your project date to confirm date, time, etc.)
* If you did not perform the assessment, you will receive the assessment & intake, with pictures.
* Each project should have water, snacks, red SERVE 6.8 shirts, and a leader responsible for the liability and safety of the team as well as the quality of service provided to the project recipient.

## Volunteer Check In & Kick Off

* You can choose between a paper or online check-in.
  + Paper Option: <https://serve68.org/wp-content/uploads/2022/04/Volunteer-Liability-Release-new-logo.pdf>
  + Online Option: <https://formstack.io/D80FB> (QR Code Below)
  + There is a liability waiver included with each option. If paper is used, please make sure this is returned to Ashlee or Nancy.
  + Whichever option is chosen, make sure every volunteer is accounted for, including children.
* Once volunteers are checked in, please provide a brief overview of SERVE 6.8 and a project explanation.
  + SERVE 6.8 is a partnership of 56 Jesus loving churches throughout Northern Colorado. Our mission is to network businesses, community members, and local churches together to meet the needs of our neighbors. We help in a variety of ways from Resource Centers (food, clothing, & basic needs year-round), Adopt-A-Family (Christmas & Thanksgiving), & Disaster Response/Local Projects. As we are serving today, let’s remember we are representing SERVE 6.8, our local church partners, and all the supporter that make this possible. Please take this responsibility seriously and remember we are here to love this family well in how we interact with each other, the family, and their property.
  + (This is an example of a kickoff – you can make this your own!)
  + Share any specific projects details, roles needed, etc.
* After your kickoff, please pray for the team (keep your prayer more basic/evangelistic if you are serving with a business/community group)
  + God, thank you for entrusting us to serve this family today. Please keep us safe, help us to be effective, and show us how to love this family/individual like you would. We pray that through your abundance of love for us, we can serve with an abundance of love towards those around us. We love you and thank you for guiding us today. In Jesus name, Amen.
  + (This is just an example)
* Begin project work!

## During the project

* As a leader on the project, you should not be “doing the work” - your role is to make sure the project is running according to plan, everyone is safe, and you are preparing for unforeseen issues. You should know what’s happening on your team and not be buried in another task. Be available for questions, redirection, and leadership at any moment.
* Team leaders should be watching the pace of your team (you want to watch your time remaining & the work left to be done so you meet the highest goals for the day) while also encouraging the team to take breaks and hydrate when needed.
* Please keep the homeowner in mind. If you have enough people, you can assign someone to build relationship with the family. Make sure this person has the heart to care for others like this.
* Take pictures!

## Once the project is complete

* Fill out the Completion Report Here: <https://formstack.io/6419E> (QR Code Below)
* Please attach any pictures to the report. If you have trouble with this, you can text them to Ashlee or Nancy
* Note any issues, concerns, or follow up points left unresolved at the project site.

### For additional resources, please visit: <https://serve68.org/projects-leader/>

### **\*If assistance is needed during your project:**

### Ashlee Schmitt: 970-231-2904

### Nancy Mann: 210-913-3409

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