

Adopt-a-Family – Event Coordinator

Position Description:

Coordinate the collection of gifts for families that are in need, during the holiday season. You will work with the Benevolence deacon and other benevolence program leaders to identify the families we will help and in what way. You will work directly with these families, allowing both the recipients and the donors to be anonymous.

Qualifications:

- Good communication skills – you will need to determine the specific needs (including gender, sizes etc.) and be able to relay this to donors
- Must be comfortable telling recipients where the limits are as to what we will provide
- Ability to recruit help and delegate tasks to other individuals

Responsibilities:

- Keep needs of the families confidential – discuss with deacon of benevolence
- Build list of items that are needed as a minimum for the families, and then some fun things for the children.
- Devise a way for members of the congregation to select the items they want to donate and ensure that you can track who selected what. (You may need to follow-up to ensure that items are donated in a timely fashion for delivery.) This is usually done with a bulletin board where the items are displayed and people can select the ones they want to donate.
- Work with the pantry program leaders. Usually the families supported by this event also receive a holiday food basket.
- Coordinate with the deacon of internal communication for announcements from the pulpit, bulletin, and email as needed on the progress of the collection and deadlines.
- Keep accurate records on cash/gift card donations and use.

Ministry Deacon Contact:

Forrest Boozer

Time Commitment:

Approximately 15 hours total spread across the weeks in November thru December. This includes the time for planning and select of families.

Revised 3/13/11