

Moving Assistance – Program Leader

Position Description:

Provide a point of contact and leadership for the coordination of moves within the congregation. Specifically for people who are new to the area and those who do not have the ability or means to make a move when it is necessary.

Qualifications:

- Christian adult
- Ability to discern if moving assistance request is appropriate for the program
- Experience moving and determining how much manpower and transportation will be needed to accomplish a move
- Good communication skills
- Willingness to call people together and delegate, as needed

Responsibilities:

- Act as the primary point of contact for members requesting help to move and those offering their services.
- Consult with the Benevolence deacon to determine if a move request is appropriate for the program. (The expectation is that those who have the ability will take care of their own moves.)
- For each move, determine what and how much assistance is needed. This will usually mean visiting the residence and determining exactly what (appliances, swing sets..) and how much needs to be moved. This will be used to determine what equipment, skills, and how many people and vehicles are needed. The expectation is that all items are packed and boxed before moving day. Determine if help will be needed for packing.
- Communicate to the person being moved what their responsibilities are. Typically we expect all packing to be performed by them. If a U-Haul is required, they should plan to provide and pay for that on moving day. (Consult with the Benevolence deacon if financial assistance is needed or seems appropriate.)
- Contact the people you will need and get commitments from them for the move. Make sure they have addresses and contact information so that they arrive at the right place.
- If you cannot be at the move, make sure someone responsible is in-charge and everyone else knows whom it is.

Ministry Deacon Contact:

Forrest Boozer

Time Commitment:

Varies – There can be long periods where there is no need to provide moving assistance.

Revised 3/12/11