

Host Church Volunteers

Dear Congregation,

The Builders for Christ (BFC) volunteer teams will be here to support our building project from roughly May 10 to August 15. Consider what they are doing. They are taking a week off from work to travel hundreds of miles to work all day, eat in a tent, and sleep in a hotel. It costs them a week of vacation. Then they have to buy airplane tickets, hotels, rental cars, and pay for their meals. They are easily spending \$1,500 to \$2,000 to come help us. And that is just the week they are here. Many of them are already working long hours to plan and organize this event.

As the recipients of this wonderful generosity, we have many opportunities to help them and our project. Please review the descriptions below and let us know where you are willing to help between early-May through mid-August. A sign-up sheet is in the Welcome Center. For now, consider it preliminary. As the starting time gets closer, we'll check back with you to make sure you are still able to help and confirm your plans. If it easier for you to email your information, feel free to send it to Steve NeSmith at snesmith@new.rr.com and he'll add it to the sign-up sheets.

There are some one-time events listed but most of the roles below will need a team of people every day while BFC is here for 12 – 14 weeks. The numbers shown are how many people are needed to do the job each day. We will want 2 or 3 times the number of daily people in the rotation so that if people get sick or go on vacation, we will still have coverage.

For the Entire Project (but not on site every day)

Administrative Support - 1 - Kim is going to be busy with regular church business. This person will do admin for the building team. Type letters, emails, file quotes and other documents, make copies, etc. 1-2 hours a day.

Audio Visual Leader – 1 – **Paul Naundorf** – VBC representative for lighting, screens, and sound.

Bible Study Coordinator – 1 – Distributes information to each team about available study classes and events.

Clean-up Construction Leader – 1 - Organizes the daily clean-up crews to ensure we have one every day and provides guidance on the level of effort.

Clean-up Kitchen Leader – 1 - Organizes the daily clean-up crews to ensure we have one every day and provides guidance on the level of effort.

Communication Leader – **Kurt Kielisch** -Prepares and delivers project news, accomplishments, and upcoming needs through email, a newsletter, Facebook, and the BFC website.

Construction Leader – **Charles Dunning** - Coordinates, plans, solves problems, the overall construction leader. Enlists support from others when required.

Construction Leader Assist – 1 – Assists the Construction Leader as required. Fill in during absences.

Construction – MEP – **Mike Moran** – VBC representative for mechanical, electrical, and piping.

Host Church Volunteers

Equipment Rental – 1 - Work with the construction manager to identify when lifts, booms, lulls, jack hammers, and other rental equipment needs to arrive and leave the site. Do the legwork to get the quotes, coordinate delivery and pick up to support the construction.

Expeditor – 1 – Follows up with everyone on upcoming action items, deliveries of materials and rental equipment, information. Calls ahead to make sure things will be here on time. Keeps things moving. Informs and escalates when required.

Finance – Budget – **Kathie Steward** – Monitors spending, ensures adherence to budget and notifies building committee of significant variances, updates spending and cash flow forecasts monthly. Reviews invoices, obtains appropriate approval to pay, and ensures timely payment. Ensures that lien waivers are received as necessary. Manages cash flow.

Housing Leader – **Lynn Van Berkel** – Collects hotel and other housing options across the range of price points. Visits the sites to ensure quality and a good experience for the volunteers.

Kitchen and Food Coordination Leader – **Pam Creamer**– Coordinates all things to do with the kitchen. Identifies sources of bulk food; commercial suppliers, big box, butcher shops. Obtain discounts where possible. Keeps a supply of ice on site. Orders bottled water for sale to the BFC teams.

Logistics Leader - **Steve NeSmith** – Organizes the teams above and below.

Lunch Fellowship Leader – 1 – Recruits and confirms we have someone signed up to organize a 10 min activity each day at lunch (testimonies, song, fun things). Shares ideas and success with the weekly leaders.

Material Manager – 1 – Finds out what needs to be on site when and orders it ahead of time so it is on site a few day before it is needed. Keep track of how much material we have on hand and when we need to reorder. You do not have to be on site, you just have to organize, do, and communicate.

Prayer Leader – 1 – **Sue Shepard** - Leads a prayer team. Receives reports of answered prayer and submits them for inclusion on the project website(s).

Publicity Leader – 1- Work with local TV, radio, and print to publicize the project in the community. Develop strategies and materials.

Purchasing Leader – 1- Obtains competitive quotes where appropriate, selects sources, and places orders. Codes invoices.

Runner – Leader – 1 - Organizes the daily parts and material runners to ensure we have one every day, recommends updates to the procurement plan. Helps everyone follow the truck and trailer policy, recommends updates where needed. Ensures maintenance and repairs occur as needed.

Safety Leader –1- Organizes the safety coaches to ensure we have one every day, recommends updates to the safety plan based on events and conditions.

Scheduler – 1 – This person prepares and updates the construction schedule to identify the items that MUST be completed prior to the next team's arrival. Informs and advises the construction manager and team leaders. Assist with recovery plans.

Host Church Volunteers

Security Leader – 1 - Organizes the night watches to ensure full coverage, recommends updates to the security plan based on events and conditions. Coordinates with law enforcement and fire department.

T-Shirt Coordinator - 1– Orders bulk shirts and sets up a distribution system. Collects money and returns it to the building fund.

Tool Trailer Leader – 1 - Organizes the daily support to staff the tool trailer daily and to either repair, or get repaired, broken or damaged tools.

Transition Leader – 1 – Work with the construction manager and the leaders of the upcoming BFC teams to answer questions, arrange conference calls if needed, provide status, etc. This is to ensure a smooth transition of those leaving to those arriving so that the arrivals know exactly what they will be working on. You do not have to be on site every day, you just have to organize, do, and communicate.

Transportation and Luggage – 1 - Coordinates with arriving and departing teams for rides and luggage transfers when needed. Helps resolve transportation problems.

Volunteer Leader – for BFC Teams -1 - Coordinates arrival and departure dates, work completed so far, upcoming work, number of construction people on the team.

Volunteer Leader – for VBC Teams - 1 - Recruits and places VBC members for teams. Coordinates start and finish dates. Recruits the leaders for the weekly VBC teams.

One Time Event – Start of Summer

Kitchen Truck Unloading – 5 – One time. Unload the kitchen and cooking tools and bring them to the kitchen. Except for stoves and refrigerators, BFC sends everything a kitchen team needs to prepare meals for 150 people or more.

Tent Set-up – 8 to 10. BFC will send a large outdoor tent for their meals. Unload the tent and set it up. It will take 6-8 hours.

Tool Unloading and Set-up. 5 – One time. BFC will send tables, work benches, hand wash station, and other furniture. Unload these from the truck and place them where the drawing they give us shows them going.

Weekly Leaders and Assistants

Lunch Fellowship – 1 - Organize Daily at lunch - 10 min, testimonies, talk, fun, sing

Part and Material Runner – 1 – Take the project truck and purchase materials for the project. On site every day from 8:00 – 3:00.

Safety Coach – 1 – Walks the site and helps people remember to wear their hard hats, safety glasses, tie off if they are working at height, are keeping their work area clean, are cutting away from their body, etc. Walks around and helps remove waste material from the work areas and put it in the waste bin.

Host Church Volunteers

Tool Trailer Foreman – 1 – This person is posted at the tool trailer and dispenses the requested tools. Keep a register of who has it and when it came back. When the tool is returned, inspect it for damage. If no damage, return it to the bins. If it is damaged, tag it and put it in the repair bin.

Tool Repairman – 1 – Evaluate the damaged tool and repair it. Some things will be obvious. Some will require a YouTube video. Order or go to the store for parts. Your goal is to get the tool safely back into service.

Transportation – 1 – Helps fill gaps, provides mid-week rides, assists in luggage transport for arriving and departing teams.

Volunteer Care – 1 – Be available to help volunteers solve logistical problems. Take them to get a prescription, get their phone repaired, or to Walmart. Take someone to the airport early, or pick up someone that is coming in on a different day. You do whatever you can to make their stay easier and hassle free.

VBC Construction Team Leaders – 1 – Organize the VBC team and keep them working efficiently. Make sure they have materials, know what to do next, and that everyone stays busy.

VBC Construction Volunteers – 10 to 15 - We would like to have 10-15 VBC members full time each week. Please consider taking a week of vacation to support work. This is the mission project for 2020. There is no away trip in August.

Daily Volunteers

Construction Clean-up – 5 - Come to the church at the end of the day with the BFC team is finished and clean up the site. Roll up extension cords, sweep, throw away scraps, restack lumber, pick up trash, empty trash containers. 1-2 hours a day.

Kitchen Clean-up – 6 - Come to the church at the end of the day with the BFC team is finished and clean up the kitchen. Wash the dishes, pots, pans. Clean the counters, sink and floor. Put things away. 1-2 hours a day.

Security/Night Watch – 3-4. We must provide 24-hour presence on site while the materials are on the ground. This team will split the time between 6:00 PM and 6:00 AM into three four-hour shifts. We will also need people on site during the days and nights for holidays and weekends. All you have to do is stay awake and walk around the site. If you see something suspicious, call the police. You are not expected to confront anyone.

One Time Event - End of Summer

Kitchen Truck Loading – 5 – One time. Pack it up and put it back on the truck.

Tent Take-down - 8 to 10. At the end of the summer, wash the tent and when dry, pack it up and load in back on the truck.

Tool Take-down and Loading - 5 – One time. Pack it up and put back on the truck.