



# U.M. ARMY Program Coordinator Training

# U. M. ARMY MISSION STATEMENT

**Providing Christ-centered missions that serve people in need and promote spiritual growth and leadership development in youth and young adults**



## DIRECTOR

Prepares for mission week; oversees all roles; has final authority for all aspects of the mission week

## COLOR GROUP LEADER (CGL)

Facilitates the work of several work teams; assists assigned work teams with projects/tools

## TOOL COORDINATOR

Manages warehouse tools and construction materials

## ADMINISTRATIVE COORDINATOR

Assists the director with administrative tasks, including paperwork and financial aspects

## PROGRAM COORDINATOR

Responsible for the spiritual and recreational aspects of the week; includes worship, fellowship and evening activities

## SITE COORDINATOR

Assesses worksites prior to the mission week and coordinates work with the CGL's and teams during the week

## SAFETY COORDINATOR

Teaches and enforces safety practices throughout the week; monitors safety at all the work sites

## KITCHEN COORDINATOR

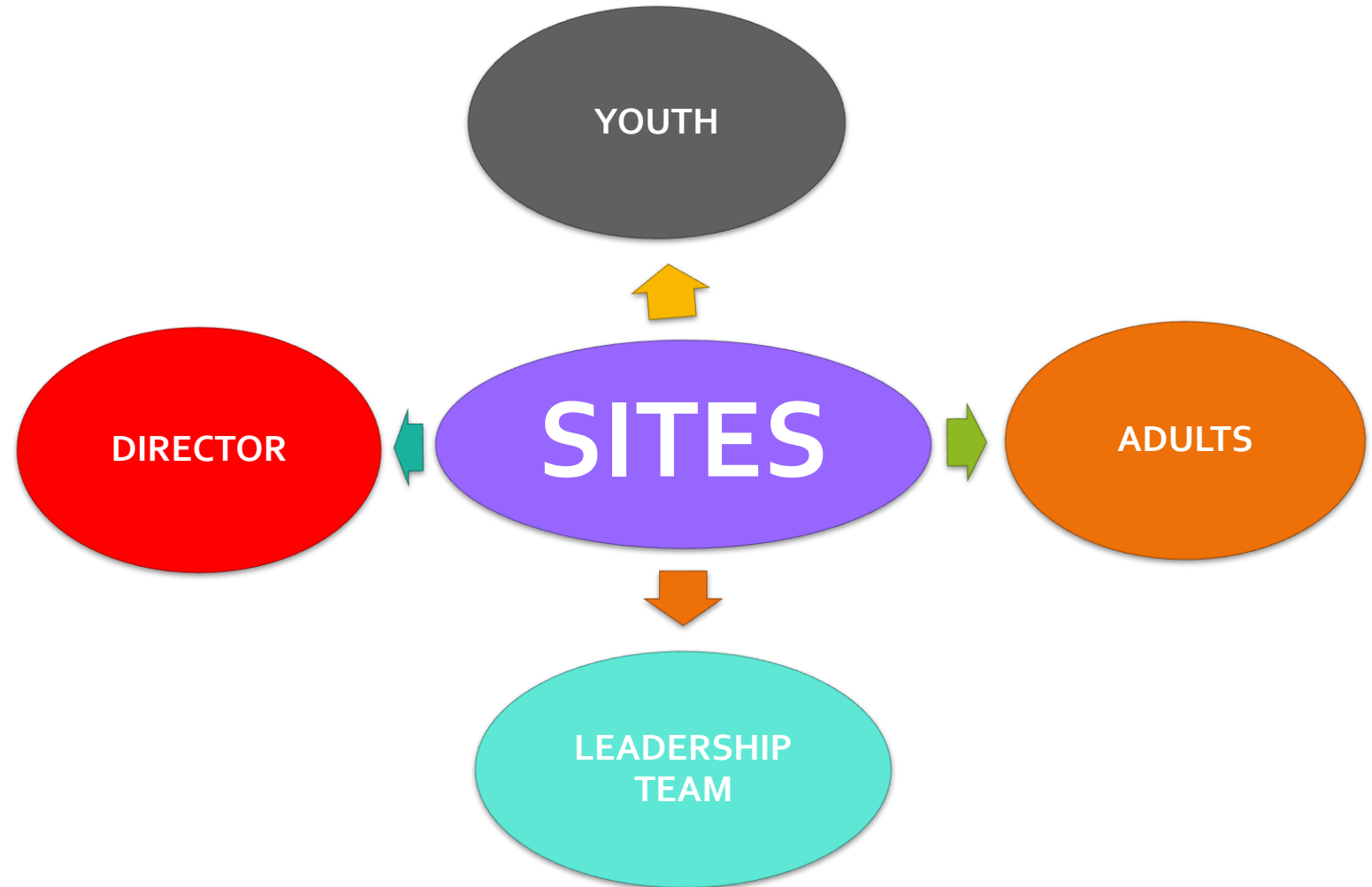
Oversees the kitchen, purchases and prepares the food during the week

## WORK TEAM ADULT

Co-leads a team of 5-10 youth with at least one additional adult;

# ADULT ROLES

# PROGRAMS - CRITICAL ROLE!



The Program Coordinator is the key role for spiritual development and team building throughout the mission week.



# PROGRAM'S ROLE

- ❑ Creating meaningful worship experiences
- ❑ Utilizing the Program Toolkit provided by U.M. ARMY
- ❑ Distributing and participating in U.M. ARMY devotions
- ❑ Coordinating daily schedule with Director
- ❑ Providing team building and recreation time throughout the week
- ❑ Coordinating music throughout the week
- ❑ Creating Personal Encouragement Books
- ❑ Decorating the altar and/or the other facilities to reflect the themes
- ❑ Developing the end-of-week slide presentation
- ❑ Planning for and facilitating share time
- ❑ Planning for, setting up and overseeing Prayer Journey
- ❑ Assisting the Director in the planning and execution of Community Celebration



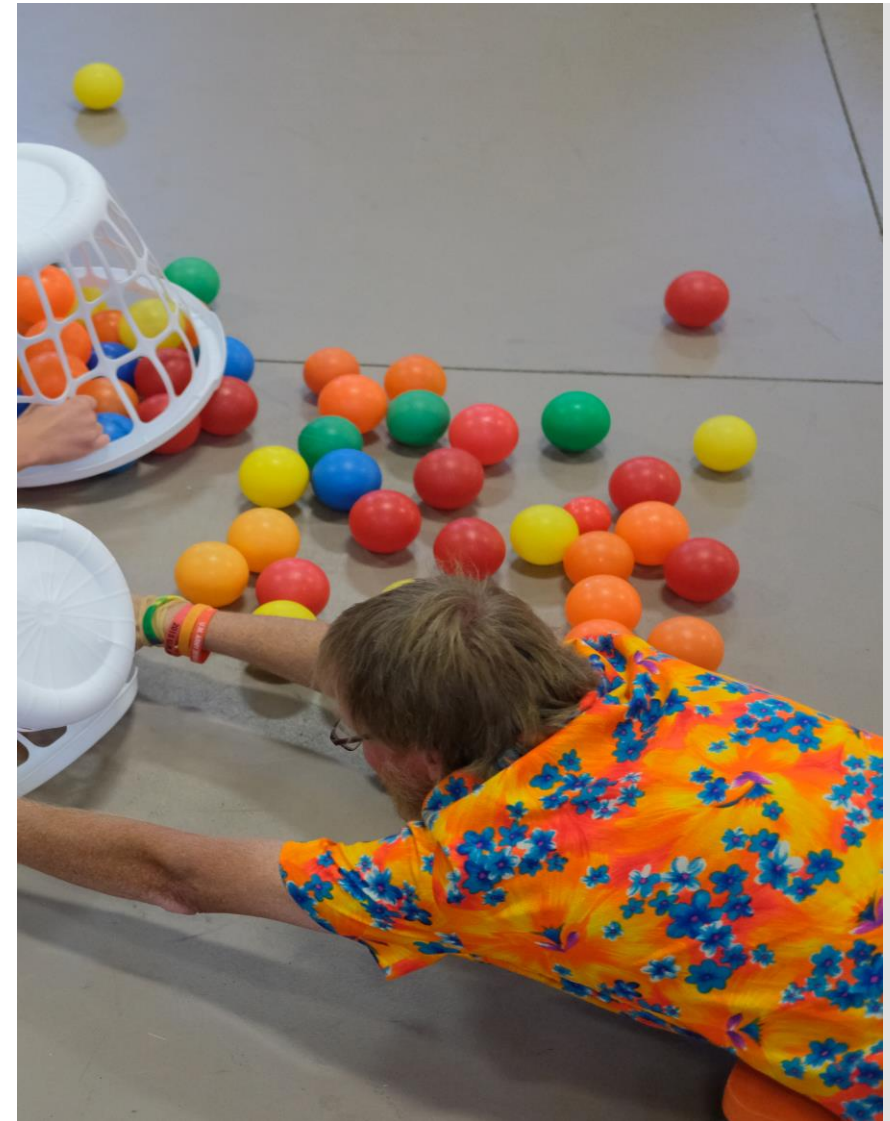
# PRIOR TO THE MISSION WEEK

- ☐ Prepare, prepare, prepare!!!!!!
- ☐ Utilize the U.M. ARMY Program materials provided – solid ideas for worship, fun, music, etc. – using this material will save you HOURS of time and ensure the mission week is theologically sound
- ☐ Visit Host Church to plan for Program activities and facilities
- ☐ Line up evening activities for each night of the week that tie into the daily themes
- ☐ Plan out weekly schedule, with the mission week Director
- ☐ Plan for picture taking and sharing
- ☐ Make arrangement for worship music
- ☐ Prepare lunch devotions, encouragement books, personal journals
- ☐ Prepare for Prayer Journey



# SUNDAY NIGHT

- ❑ Welcome participants as they arrive to help build excitement and community
- ❑ Pictures: Group and Individual pictures
- ❑ Facilitate Orientation/Rotation for Programs
- ❑ Solicit youth and adult participants for worship throughout the week
- ❑ Introduce Encouragement Books
- ❑ Facilitate ice breaker and team building games
- ❑ Lead Sunday night worship





# DURING THE MISSION WEEK

- ❑ Distribute Lunch Devos
- ❑ Visit work sites to take pictures and provide refreshments
- ❑ Create daily slide shows
- ❑ Facilitate evening recreational/special activities
- ❑ Lead worship (AM and PM)
- ❑ Set up and facilitate Prayer Journey
- ❑ Assist with Community Celebration activities
- ❑ Help keep group on schedule each day





# FRIDAY/ SATURDAY

- ☐ Create end-of-week slide presentation
- ☐ Facilitate Share Time (Friday night)
- ☐ Pack up Program supplies (Friday and Saturday)
- ☐ Celebrate the week at closing worship



# CLOSING

- QUESTIONS?
- DISCUSSION?
- NEXT STEPS?

