

# UNITED MISSION



U.M. ARMY  
Director 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

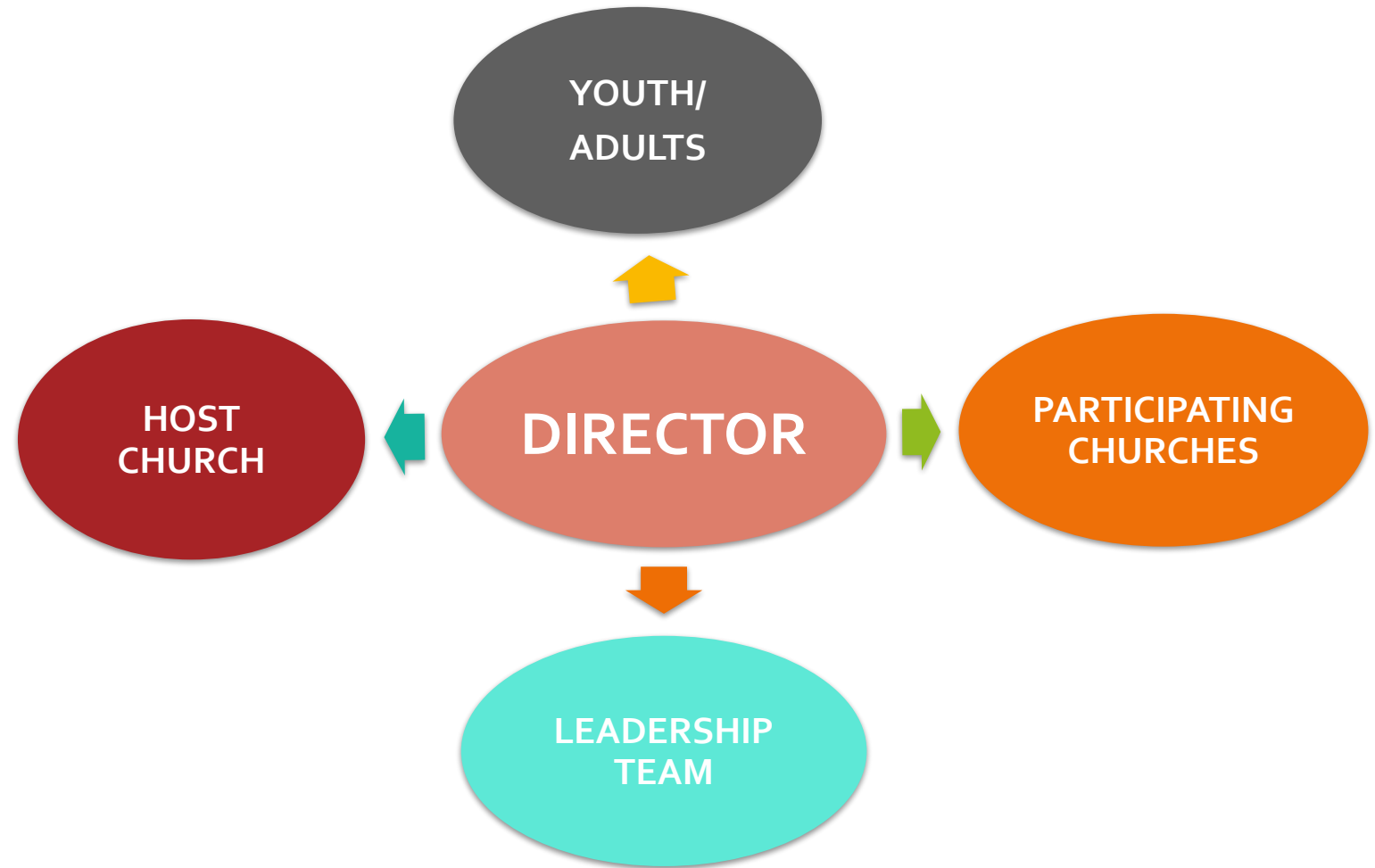
Oversees the kitchen, purchases and prepares the food during the week

## WORK TEAM ADULT

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

# ADULT ROLES

# DIRECTOR - CRITICAL ROLE!



The Mission Week Director is the key role for all communication and planning for prior to the mission week. The Director is overseeing of all activities during the mission week.

# DIRECTOR'S ROLE

- ❑ Prepare for the mission week
- ❑ Meet with new churches and adults
- ❑ Work with participating churches
- ❑ Work with Host Church and community
- ❑ Identify mission week leadership
- ❑ Plan teams and overall schedule for the week
- ❑ Oversee all activities throughout the week – support without controlling!!!
- ❑ Handle issues during the mission week
- ❑ Ensure all finances are handled according to guidelines
- ❑ Close out all mission week information online, post mission week, in a timely manner

# WHEN CHURCHES ARE ASSIGNED

- ☐ Attend Mission Week Director Training
- ☐ Review all leadership role manuals
- ☐ Become familiar with functionality and documents on .net
- ☐ Contact Host Church to begin planning and relationship building
- ☐ Contact each participating church to begin planning and communication process



# 90 DAYS PRIOR TO MISSION WEEK

- ❑ Communicate, Communicate, Communicate!!!
  - ❑ Leadership Team
  - ❑ Host Church
  - ❑ Participating Churches
- ❑ Begin overall mission week planning
- ❑ Make arrangements for things such as: showers, waste management, etc.
- ❑ Form leadership (base camp) team
- ❑ Begin planning with Program Coordinator
- ❑ Begin communication with host community agencies/entities

# 60 DAYS PRIOR TO MISSION WEEK

- ☐ Communicate, Communicate, Communicate!!!
  - ☐ Leadership Team
  - ☐ Host Church
  - ☐ Participating Churches
- ☐ Continue work with Program Coordinator
- ☐ Plan for and participate in Pre-Site Day
- ☐ Visit Host Church; identify key areas (sleeping, worship, eating, activities, etc.)
- ☐ Conduct training, as applicable (especially new churches and adults)
- ☐ Continue overall mission week planning
- ☐ Order mission week supplies-You will receive a Director's order form to fill out from National



# TWO WEEKS PRIOR TO MISSION WEEK

- ❑ Communicate, Communicate, Communicate!!!
  - ❑ Leadership Team
  - ❑ Host Church
  - ❑ Participating Churches
- ❑ Contact new/media
- ❑ Finalize daily schedules, including Sunday Night Orientation/Rotations
- ❑ Send welcome letter to all participants
- ❑ Finalize any outstanding arrangements
- ❑ Form teams and first day assignments

# SUNDAY/ FIRST DAY of MISSION WEEK

- ☐ Attend Host Church morning worship and present certificate
- ☐ Set up “camp”
- ☐ Greet churches as they arrive; make them feel welcomed and begin building up the excitement
- ☐ Help groups get settled in; answer questions and resolve concerns
- ☐ Conduct Sunday Night Welcome/Orientation
- ☐ Conduct Adult Meeting
- ☐ Ensure lights out on time
- ☐ Get your rest!!!!

# DURING THE MISSION WEEK

- ☐ Be visible; be involved; be present; be supportive
- ☐ Interact with adults and youth as much as possible
- ☐ Visit sites; rotate to ensure a visit to each team at least once during the week
- ☐ Resolve issues as they arise
- ☐ Support your leadership team
- ☐ Avoid “micromanaging”
- ☐ Conduct daily adult meetings
- ☐ Meet with local media representatives
- ☐ Host other visitors throughout the week
- ☐ Enforce safety and other policies
- ☐ Handle emergencies as they arise

# END OF WEEK

- ❑ Plan for and organize end-of-week activities
- ❑ Facilitate Share Time
- ❑ Oversee Host Church clean up (Saturday)
- ❑ Celebrate the week; recognize leadership team and all volunteers
- ❑ Conduct Host Church check out with church representative; ensure all facilities are left better than we found them
- ❑ Collect all
- ❑ Return all keys
- ❑ Be the last person to leave

# CLOSING

- QUESTIONS?
- DISCUSSION?
- NEXT STEPS?

