

UNITED MISSION



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

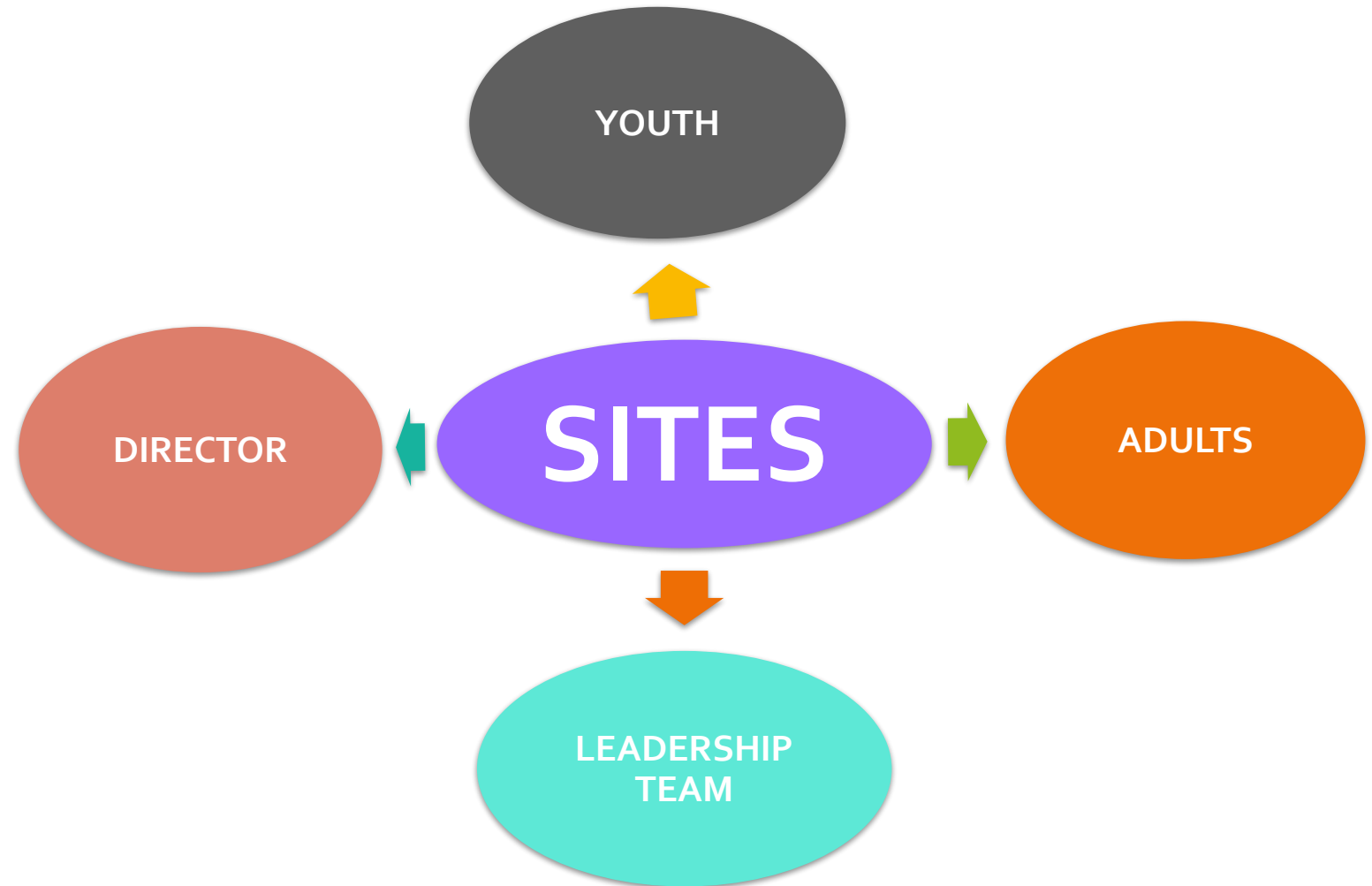
Oversees the kitchen, purchases and prepares the food during the week

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 COORDINATOR 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 Dinner

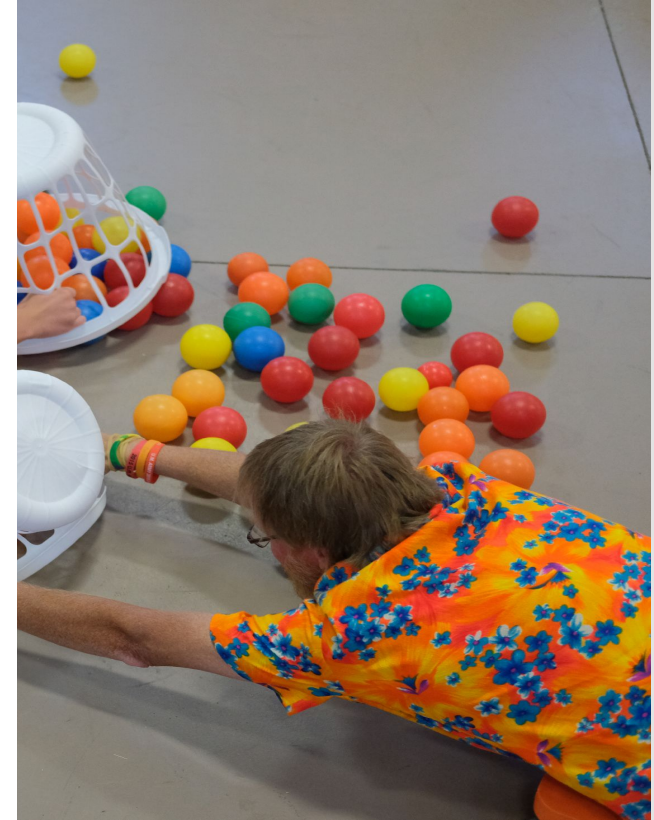
PRIOR TO THE MISSION WEEK

- ❑ 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, prayer 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 icebreaker 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 slideshows
- ☐ 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?

