

VOLUNTEER MANAGEMENT AND COORDINATION

The congregation is responsible for providing volunteer management and coordination through the establishment of several support programs. The following table describes the volunteer management programs along with positions, and responsibilities. These programs must be established and positions filled prior to the beginning of construction.

Volunteer Management and Coordination Programs			
Program	Description	Position	Responsibilities
Building Program	Plan and coordinate volunteer construction Note: Some of the supervisor positions are not required if work is performed by an outside sub-contractor.	- Construction Manager PHIL BEST	- Manage 3-5 volunteers building though out the week - Manage up to 60 volunteers building during weekends (Thursday, Friday, & Saturday) - Manage adult and youth mission groups building
		- Frame-Up Supervisor STEVE WILDER	- Manage frame-up
		- Roofing Supervisor DOUG WERNER	- Manage roofing
		- Siding Supervisor	- Manage siding
		- Masonry Supervisor	- Manage exterior/interior stone
		- Plumbing Supervisor JOHN DUMARS?	- Manage plumbing
		- Electrical Supervisor	- Manage electrical wiring
		- HVAC Supervisor JIM HOLMBERG	- Manage HVAC installation
		- Drywall Hanging Supervisor	- Manage drywall hanging
		- Drywall Taping & Mudding Supervisor	- Manage drywall taping and mudding
		- Painting Supervisor	- Manage painting
		- Concrete Staining Supervisor	- Manage concrete staining
		- Finish Work Supervisor	- Manage finish work
		- Carpet & Tile Supervisor	- Manage carpet & tile
		- Concrete Supervisor for HVAC Pads and Sidewalks	- Manage exterior concrete pads for HVAC equipment, and sidewalks along building and street
- Fencing Supervisor	- Manage installation of wood enclosures around HVAC equipment, dumpsters, and other		
- Landscaping Supervisor ROD LYSNE	- Manage landscaping		

Recruitment Program	Recruit volunteer builders	Recruitment Director	- Develop and distribute promotional material to recruit volunteer builders
			- Promote building project to surrounding church congregations.
			- Communicate project schedule, status, and needs to volunteer builders
			- Signup potential volunteer builders

Program	Description	Position	Responsibilities
House Program	Plan and coordinate volunteer overnight housing	Housing director	<ul style="list-style-type: none"> - Plan housing for volunteers staying though out week - Plan housing for volunteers staying during weekend - Plan housing for adult and youth mission groups staying 1 to 2 weeks (optional) - Options: <ul style="list-style-type: none"> - Congregation overnight housing - Motel, special negotiated rate - Building with shower, no beds, foam sleeping pads - Camping
Food Program	Plan and coordinate feeding volunteers	Food Director	<ul style="list-style-type: none"> - Plan noon meals for volunteers staying though out week - Plan noon meals for up to 60 volunteers staying during weekend - Plan sufficient water, Gatorade and snacks for each workday.
Spiritual Program	Plan and coordinate the spiritual volunteer program	Spiritual Director RICH MAURER	<ul style="list-style-type: none"> - Morning: Opening Prayer and Dedication - Lunch: Noon worship and message - Evening: Closing Prayer, (Tuesday, Thursday, Friday)
Missions Group Program	Plan and coordinate volunteer mission groups	Missions Director (Optional)	<ul style="list-style-type: none"> - Plan with participating churches specific aspects of the mission trip including: dates, building, housing, food, and spiritual program

Welcoming Program	Greet and coordinate arriving volunteer	Welcoming Director/ Safety Director	<ul style="list-style-type: none"> - Greet and welcome arriving volunteers - Assist volunteers in completing and signing builder application form - Assist volunteers in signing up for lunch. Record volunteer name and church on lunch sign up sheet. - Provide name tags - Coordinate housing plans or other special needs - Distribute safety equipment - Distribute T-shirts
Historian Program	Take photos and videos throughout planning, construction, and dedication	Historian Director	<ul style="list-style-type: none"> - Take weekly photos and videos of the construction and volunteer builders - Send weekly photos and videos to the Solid Rock Builders Director
Records Program	Enter volunteer builder contact and application information in computer database	Records Director	<ul style="list-style-type: none"> - Collect volunteer builders applications each week - Enter volunteer builders contact and application information into Solid Rock Builders computer database - Forward builder applications to the Solid Rock Builders Director
Decorating Committee	Decorating Comm. Coordinator ANGIE BOISEN		<ul style="list-style-type: none"> -Serve as part of the Building Committee to determine overall color scheme: exterior/interior colors, paint, wallpaper, carpet/tile/flooring, furniture, decorations