Team Lead

1. The Team Lead is responsible for:
    a. Ensuring everyone adheres to the heart of the ministry
    b. Leading the team on deployments, so there is one point of contact.
        i. Handling sign-ups
        ii. Work with the Needs Coordinator to determine:
            1. Available deployment dates
            2. What type of ministry are they looking at doing
            3. What is currently happening in the area
            4. What the weather conditions are
            5. What the special needs are, if any
            6. Convey to them any special talents your group has
        iii. Handling travel arrangements.
        iv. Determine the budgetary constraints of the trip.
        v. Ensure all trip fees have been paid.
        vi. Have a team orientation meeting to advise the team of expectations for the deployment.
            1. Hand out the "Team Deployment Protocols" flyer.
            2. Hand out the "Volunteer Release Form", then have everyone sign it and return it to you before they leave.
            3. Inform team to use "Whats App" for group communication.
        vii. Arrange transportation to and from the airport and to and from the ministry opportunity.
        viii. When onsite meet with the Needs Coordinator daily to determine the work options for the day.
            1. Present the options to your team and let the Lord lead them to where He would have them serve. Do not assign anyone directly.
            2. Report the status of your assignment back to the Needs Coordinator at the end of the day. Did you finish what was needed or do you need to go back?
        ix. Lead the team each day in a devotion or assign someone to share.
        x. Lead the team each day in outreach ministry focusing on the Lord and what He would have you do.
        xi. Keep an eye on the physical and spiritual stature of the team members.
            1. Make sure they get enough food, water, sleep, and prayer.
        xii. Have an evening debriefing to discuss how the team saw the Lord move that day. Your team may encounter emotional people and situations, and it is best to allow them to share the emotions they may have picked up.