

Volunteer Roles, Responsibilities, Requirements

Requirements for all Volunteers:

To avoid delays in volunteering please submit your completed forms 14 days prior to the date you are to serve.

1. Complete Volunteer Application form (**see Appendix A**) and submit it to your Volunteer Coordinator,
2. Complete Volunteer Background Check (**see Appendix B**) and submit it to your Volunteer Coordinator, and
3. For youth, complete the Youth Volunteer Policy and Application form (**Appendix C**) and submit it to your Volunteer Coordinator.

Volunteer Coordinator:

This is a key role within the Host and Partner churches for planning your week. This person is THE communication link between the Host church and Hospitality In the Name of Christ team

- Responsible for appointing:
 - The Food Coordinator
 - The Setup/Teardown/Cleaning Coordinator
- Responsible for organizing:
 - Daily Volunteers for the week:
 - Team Leader,
 - Evening Visitors,
 - Overnight Hosts, and
 - Emergency Backup
- The Team Leader is one position that must be filled **within your church**. This person is the keeper of the keys and knows the ins and outs of your building.
- **Complete** the Daily Volunteer Schedules (**Appendix D**) by listing the **names** and **phone numbers** of the volunteers,
- Call & confirm your volunteers 1-3 days before you open,
- Place a copy of your Daily Volunteer Schedules in your Volunteer Coordinator Notebook and have it available at the Shelter as it is typically referenced throughout the evening.
- Make sure your Team Leaders know where to locate the church keys and where to leave them when they have completed their shift,
- Make sure volunteers have read the Volunteer Roles, Responsibilities & Requirements,
- Complete the “Host Checklist” at least five (5) days prior to hosting (**Appendix F**) and deliver it to the Ministry Coordinator at 1038 N. Beechwood Dr. or email at tammyandtim78@gmail.com,
- Five (5) days prior to hosting call Ministry Coordinator at 510-4591 to inform her of any volunteer positions you were unable to fill. Tammy will find volunteers outside of your church to come alongside and serve with you.
- Verify all of your Volunteer Applications [**Appendix A**] and Volunteer Background Checks [**Appendix B**] have been filled out correctly,
- Keep a copy of each Volunteer Application on file in your Volunteer Coordinator notebook,
- Submit all the Volunteer Background Checks to the person that is going to run the ICHAT Background Checks. **SEE PAGE #30 FOR DETAILS.**
- **At least five (5) days prior to serving**, complete and submit all of the following information to the Hospitality In the Name of Christ Ministry Coordinator:
 - Volunteer Applications [**Appendix A**],
 - Volunteer Background Checks [**Appendix B**], and
 - ICHAT Background Check results.
- Scan and email to tammyandtim78@gmail.com, or
- By mail to:

Hospitality In the Name of Christ
1038 N. Beechwood Dr.
Ludington, MI 49431