

Board of Outreach

Adventures for the Almighty Site Leader

Mission Statement: Adventures for the Almighty facilitates hands-on domestic and foreign mission opportunities to share Jesus' love according to the great commission, and promotes the opportunity to serve and connect with people around the world.

Description: The Site Leader is responsible for the group on his or her mission trip, and for making preparations to make the mission trip a success. The Site Leader, as part of the AFTA leadership team, works closely with the Administrator, Treasurer and Communication Coordinator.

Qualifications:

- Spiritually mature and active member of Trinity Ev. Lutheran Church
- Good people skills
- Excellent communication skills
- Physically fit to travel
- Decisive and able to lead a group
- Flexible, with the ability to handle unexpected hurdles in a calm manner

Responsibilities:

1. Plan and coordinate mission trip activities with the Administrator, including transportation, lodging, and mission/service work.
 - a. Act as primary liaison with the site contact person, to ensure all planning details are covered.
 - b. Ensure all aspects of activities are taken care of, including food and any leisure activities.
 - c. Purchase tickets and make car rental and lodging reservations if needed.
 - d. Act as primary contact for those initially interested in attending trip or learning more about it.
 - e. Hold group preparation meetings for those attending the mission trip.
 - f. Ensure that all participants' health and emergency contact documentation is on file.
 - g. Ensure that all attendees have necessary legal documentation for travel, and carry copies.
2. Provide reports.
 - a. Provide a detailed summary of mission trip and a budget summary for the Treasurer.
 - b. Gather input from attendees following the trip to see what improvements can be made.
3. Take photos during the trip.
4. Attend AFTA leadership team meetings and work with team to determine mission trips.
 - a. Recommend potential mission trip sites.
 - b. Work with the leadership team to encourage involvement in AFTA.
 - c. Work with the leadership team to make financial decisions for trip funding.
 - d. Assist with planning fundraising efforts, along with the Treasurer.
5. Encourage volunteers in their AFTA duties.
6. Train incoming Site Leaders.

Time Commitment:

- 5 hours per month, plus mission trip length
- Commitment is for one trip, including planning; and for mentoring of new Site Leaders

Relationships: The Site Leader will work closely with the AFTA leadership team and with those attending the trip.

Training: The Site Leader will be trained by the outgoing Site Leader. Additional resources are available through the ministerial staff.