



St. Rose Outreach and Recovery

On-site Team Leader Guidelines

Primary responsibilities:

- To be the point of contact for your team before and during your time in Bay St. Louis
- To convey all important information given to you by SOAR Staff to the rest of your team
- To prepare your team to divide according to skills to take on the weeks/days work projects
- To handle any problems or issues that may arise for your team
- To ensure the completion of all applicable forms for team members
- To make sure that proper safety measures are followed by team members
- To maintain proper supervision of minors

Information you will have with you when you arrive (copies):

- ✓ *Group Intake Form*
- ✓ *Individual Volunteer Applications for all team members*
- ✓ *Parental Release and Consent Forms for all volunteers under age 18*

Prior to your arrival:

After completing the Group Information Packet, including Individual Volunteer Applications for all team members and Parental Consent forms for any minors, send the packet to Jennifer Feltner, St. Rose's Volunteer Coordinator. Contact your fellow team members to introduce yourself, share your travel schedule, coordinate arrival plans and so on.

Participate in a conference call with Jennifer Feltner, St Rose's Volunteer Coordinator, to be introduced and to share number of volunteers, volunteer skill sets and expected dates of travel as known at the time of the call. Work with Jennifer to schedule and facilitate the call.

Work with Jennifer to determine housing arrangements and to develop a work plan for your team, i.e., to identify skilled and unskilled members and possible assignments or projects for your group.

Communicate proposed housing arrangements and work plan to team members.

Hold a face-face team meeting prior to travel to Mississippi to provide opportunity for team members to get to know each other and their skills, divide up responsibilities, share hopes and concerns, coordinate travel schedules and so on.

During your stay:

Act as the point person for your team for St Rose Outreach and Recovery. Check in with Jennifer upon arrival at the Retreat Center or parish office to receive updates, final sleeping arrangements and St Rose release forms and waivers. It is advised that you plan your trip to arrive on a Saturday or Sunday, leaving on Friday night or Saturday morning. If you need to arrive later in the evening please let us know in advance. It is strongly advised that the team leaders try to attend Sunday dinner in order to meet the construction manager and begin reviewing and assigning projects. Generally, all groups staying for one week should check-out by 11AM on Saturday so that incoming groups can move in. Please remind all team members that they will have to sign Release forms before they can begin work. If you have not already paid for needed accommodations, you will have to pay by check or cash at this time.

Schedule and attend an orientation for your group. If the work requires specific tools and skills, see that the team is trained before starting. Construction managers and other work crew leaders will be available for this purpose.

Facilitate the work of the team at each work site by thinking through and sharing a strategy and work assignments before beginning work; alternatively, delegate this to the team member with skills in this area. (In other words, figure out what needs to happen and the various roles needed to do it.)

Enter gently: If you are working in someone's home or on their property, introduce yourselves, find out if they can/want to help, share your strategy and work assignments. The time you take initially will make it easier to accomplish the task in the long run.

Convene brief morning and evening team gatherings for work assignments or discussions, fellowship, prayer and reflection. If needed, check in with Jennifer or construction managers on the status of work and the next day's assignments.

Coordinate transportation to worksites and meals (if needed). Transportation is solely your team's responsibility.

Convene team for meals, if needed, including parish members when possible. Inform St. Rose 24 hours in advance or ASAP if you plan to "go out" for dinner. The kitchen at the Retreat Center is open for breakfast and dinner Sunday – Friday. Breakfast is from 7:30AM – 8:00AM and dinner is from 5:30PM – 6:00PM. Volunteers must prepare their lunches "to-go" before leaving breakfast. On Saturday the kitchen will be open for breakfast only from 8AM – 9AM; sandwich materials will be available to prepare to-go lunches and dinners. Please plan accordingly.

During the course of your team's stay, handle any problems or issues that arise —please address any concerns with the SOAR staff – it is better to deal with problems sooner rather than later. The team leader is ultimately responsible for the actions of his/her team. In the unfortunate case that a team cannot overcome or correct major problems, the entire group will be dismissed without refund.

If a major conflict or problem involving the team cannot be resolved easily, St. Rose has formed a Conflict Resolution Committee made up of six individuals. Please contact Father Sebastian Myladiyil at 228-467-7347 if you would like to bring a conflict to the Committee.

Be the central keeper of all contact information, including emergency contact information for your team.

Include unaffiliated volunteers in team activities if requested and appropriate.

After Visit

Fill out post-evaluation form that will be provided to you before your team's departure.

If possible, please prepare a brief trip report (another team member can do this) that includes:

1. Group Name and Timing/Dates of trip (Christmas 05, President's Weekend 06 etc.)
2. Final number of team members by gender
3. Lodging
4. Work accomplishments
5. Positive experiences, including unexpected moments or opportunities
6. Challenges or surprises
7. Recommendations for training and training materials
8. Recommendations for future teams or team leaders

THANK YOU!!!