



Coordinator Description

Standard of Christian Commitment: One by One Ministries' volunteers are to demonstrate a love and commitment to the Lord Jesus Christ; actively participate in a local church body; and exhibit conduct becoming a follower of Jesus Christ.

Basic Function: To coordinate One by One Ministries' efforts within a church/community. Duties include:

I. Training:

- Complete Mentor Training and Coordinator Training.

II. Within the Church/Community:

- Act as the liaison between the church/community and One by One Ministries; be the "face" of One by One at the church/community; be the point person for mentors and prayer partners.
- Work with church staff/community partners assigned to this ministry to ensure clear communication, develop awareness about this ministry within the church family/community, and provide feedback about progress/needs/prayer requests.
- Help facilitate informational meetings in the church/community for this ministry.
- Recruit mentors and prayer partners from the church/community on an on-going basis.

III. With Mentors and Prayer Partners

- Conduct mentor interviews and reference checks with new mentors in order to meet and ensure a good fit for the ministry; assist mentors in identifying a prayer partner if needed.
- Maintain an email distribution list for regular communication with volunteers.
- Meet regularly (every other month or once per quarter) with assigned church/community mentoring group to: encourage and motivate, share ministry updates/resources, allow mentors time to report/share prayer requests, and offer assistance/prayer.
- When available, maintain an inventory of materials and resources for mentors in making monthly visits with One by One moms.

IV. With Enrolled Moms

- Assist One by One staff as needed in: matching moms with mentors; ensuring that mentors meet regularly with assigned moms and submit forms as requested; assisting mentors as they help moms in finding needed resources.
- Maintain records on church volunteers and moms, keeping all information strictly confidential.

V. With One by One Ministries

- Collect and forward any forms received from mentors, prayer partners, and moms to the One by One Central Office.
- Share mentor and mom stories/photos with One by One Director on a frequent basis.
- Communicate in a timely and efficient manner with One by One staff in response to emails, requests for information, etc.
- Make every effort to attend bi-monthly Coordinator Meetings with the One by One Director and other area Coordinators.
- Participate in Volunteer Gatherings, in-service trainings, and ministry events.