

## SERVICE PROJECT COORDINATOR

- Plan details for service projects (one per semester) after presented options are agreed upon by the team
- Ensure that the service project is announced and additional reminders are announced and sent out through email and/or social media
- Plan details for a yearly sponsorship project (the ministry sponsors a non-profit with donations throughout the year).
- These details include:
  - Presenting options to the team to pick a non-profit to sponsor for the year.
  - Liaison with the non-profit.
  - Create and print donation lists to display at meetings.
  - Ensure donation schedule/weekly item is announced.
  - Ensure items are collected and dropped off at appropriate location.