## CHURCH TEAM

Church volunteers can do as many roles as they would like. Everyone should attend HIA’s HOPE training

**Friendship & Support Group Coordinator(s)**

**HIA support.**

**City team & Pboro Support Centre**

**Admin role:**

* Organising team meetings
* Collating feedback from tenant meetings
* Liaising between wider Church, HIA & tenants

(Approx 30 mins per week)

**House team:**

* House set up including furnishing and tenant packs
* Small maintenance & gardening jobs.

(More to do initially, then as & when needed)

**Tenant support:**

* Being ‘friends with purpose’ - mentoring & befriending tenants
* Responding to needs
* 2 people assigned to each tenant

(1 – 2 hours a week per tenant)

**Prayer team:**

* Intercede for Church, HIA & tenants
* Maintain Church interest
* Respond to prayer requests

(The more prayer the better! Variable time commitment)

**Church leader**

**Friendship & Support Group**

# Outline of key roles:

## Church Leader:

* Pray
* Sign the SLA and be the lead to whom the volunteers are accountable
* Ensure all volunteers are aware of the Church Safeguarding Lead and processes
* Decide on suitability of volunteers
* Liaise and represent with outside agencies and other churches
* Keep the project in the hearts, minds and prayers of the wider Church
* With F&S Coordinator and HIA, decide on suitable tenants
* Suggest and assist with referrals of potential tenants where they may be already known to the church or related ministries

## Friendship & Support Group Coordinator(s):

* Pray
* Be involved with the purchase (not always needed) & refurbishment of the house
* Oversee the preparation of the house for new tenants
* Ensure that someone from the F&S group is there to welcome new tenants when they move in
* Oversee the liaison with the church and formation of the group, ensuring that all group members involved in tenant support have up-to-date DBS checks.
* Oversee the relationship with Hope into Action
* Oversee the support to the tenants
* See more detailed role description in separate document (FS Group Co-ordinator role)

## Administration Role:

* Pray
* Organise regular meetings of the team to share experiences
* Keep a record of the feedback from the tenant support team and update HIA
* Liaise with Hope into Action on the payment of water bills where necessary
* Keep the news and prayer letters displayed and the wider church aware of opportunities to get involved

## House Team:

* Pray
* Be involved in selection and purchase of the house where appropriate
* Once the necessary refurbishment of the property has been completed, any further decorating and finishing touches become the local HIA and Church’s responsibility
* Assist HIA in carrying out monthly house checks
* Liaise with HIA over any maintenance, emergency repair and on-going work in the house
* Facilitate any annual spring cleans of the property and gardening jobs
* Help to prepare rooms for new tenants, together with the tenant support team
* Arrange for top-up property packs to be put together quarterly or when needed (including cleaning products etc)

## Tenant Support:

The main role is to be a *friend with purpose*: befriending, loving, mentoring and being family to the tenant.

* Pray
* Meet with potential tenants at the referral stage and be part of the decision-making process on whether they are accepted into the house.
* Liaise with HIA over the move-in process and arrange welcome packs for new tenants (including card, toiletries, basic food items etc)
* Help to prepare tenants rooms before move in, together with the house team
* Begin establishing a *friend with a purpose* relationship before they move into the house
* Meet tenant at least weekly
* Work with the HIA Empowerment Officer to discuss the tenant’s action plan and fill the time of the tenant as much as possible
* Try to find activities that tenants can enjoy and be involved in, encouraging engagement within the life of the church and local community to give them social, volunteering and work opportunities where possible/appropriate
* Love and persevere with the tenants, being there for them. ‘Good cop’ to HIA’s ‘bad cop’
* Pass on life skills and provide support where needed (ie: lifts? Cookery? Etc)

## Prayer Team:

This may be one or two people but could be a group (or maybe incorporated into any existing prayer setups). Whether the approach is ‘little and often’ or irregular one off events; it should be driven by the passion of the people involved.

* Commit to genuine intercession for the project and the tenants
* Liaise with befrienders and Hope into Action to receive prayer requests. (These may have to be fairly generic in order to maintain confidentiality)
* Encourage communication with the wider body of the church and appropriately ensure this project is regularly prayed for in the wider church family and in the church services
* Join any EPrayer networks available through City HIA and Pboro Support Centre

One more aspect that you may want to consider is fundraising for the project.

Are there some church members who would like to just do this? Maybe small regular events such a cake sale after a Church service or larger annual events such as a car boot or concert?

Money raised can then be held in reserve and used as and when required (ie: a tenant may have a specific dream that needs financing or the Church team may want specific training in something?)