



St. Joseph Church - Mission of Hope Organization of Work Teams

Administrative Leader – Reviews and participates in decision-making with trip directors. Partners with worksite leaders to determine manpower needs and responsibilities. Acts to remind others if responsibilities are not being met. Acts as schedule and time keeper for the team. Monitors team member safety practices.

Worksite Leader – Reviews and participates in decision-making with trip directors. In-charge person at the work site. Work-related questions are to be directed to this person. Delegation of worksite duties. Works together with the Equipment Manager to make sure that all that is needed will be available on site. Partners with administrative leader to make sure that all trip needs are met. Ensures team member safety practices.

Worship Leader – Participates in liturgy and worship development, such as daily Masses, prayer and meditation activities. Steps forward with reminders for prayer and leads prayer as needed. Keeps charge of the worship bag containing worship booklets, song books, Bibles, nametags and writing materials. Leads lunchtime devotions. Seeks to draw all into discussion. Reports any concerns to trip facilitator. Works with, or acts as, music minister, liturgist, cantor, reader, Eucharistic Minister, altar server and/or prayer leader.

Nurse – In charge of first aid kits, health forms and necessary medications. Makes sure that the first aid kit follows the team. Develops and maintains first aid kits. Monitors health of team members. Encourages rest and water breaks as needed. Provides reminders for sunscreen and insect repellent, etc. Determines if care is needed beyond basic first aid and makes necessary arrangements for hospital visit or 911 call.

Reporter – Keeps a daily written log of the team's work, worship and downtime activities. Provides daily reports to the group of team activity at dinnertime. Partners with photographer. Works to produce documentation of events to use for future parish mission trip activity and publicity.

Photographer – Keeps a pictorial log of the team's work, worship and downtime activities. Assists with providing daily reports to the group of team activity at dinnertime. Partners with reporter. Works to produce documentation of events to use for future parish mission trip activity and publicity. Provides website leader picture documentation as directed.

Equipment Manager – Meets with the worksite leader daily to determine needs for tools, equipment and supplies required to meet the day's work requirements. Makes arrangements for the loading and transportation of these materials as needed. Reports shortages or damaged materials/tools/equipment to the worksite leader.

Kitchen Manager – Makes sure that food needs are met each day. Makes sure that supplies such as plates, cups, napkins, etc. are on hand as needed. Monitors cleanup of meal sites and kitchen quarters. Makes sure that coolers and water jugs are emptied, cleaned and made ready for the following day. Makes sure that the coolers, lunches and drinks make it to the transportation vehicle and/or work site.

Transportation Manager (Adult only) – This person is the primary van driver. Keeper of the keys, maps and gas money. Makes sure that the vehicles are fueled and ready for each day. Makes sure that they are cleaned out after each work day. Works with the equipment manager for arranging for the transportation of necessary tools, equipment and supplies. Must be ready to provide emergency assistance as needed.

Housekeeping Manager – Duties are based on the amenities of our housing site and the assigned duties of the team. Responsible for policing of common areas. As assigned, directs team and participates in the cleaning of restrooms, showers, meeting rooms, etc. Determines the location and monitors supplies needed to maintain site such as cleaners, rags, paper towels, etc. and provides list of materials needed to trip facilitator.

Recreation Leader – Acts as team "cheerleader" to provide interest and draw team members into recreational activities as determined and provided by the Recreation Committee. These may include leisure activities such as cards, games, off-site events, etc. Assists with setup and cleanup as needed.