

VOLUNTEER CREWS NEEDED AT CENTERS OF HOPE

The Relief Centers will be staffed and maintained by volunteers of the AME Church. They will be supported by 300 churches in the 9th Episcopal District and other entities throughout the AME Connection. In addition to the support of the AME Church, the Relief Centers will receive support through the partnership with Mission Birmingham and the American Red Cross.

The Relief Centers will have volunteers who will have various functions and responsibilities. Some of the volunteers will be needed directly from the church (Internal) where the Relief Center is located, whereas others (External) will come from the supporting churches. Included are the following:

Internal Volunteers

Site Manager

The Site Manager will be responsible for the management of the site. The site manager will have oversight of all day to day operations; this includes but is not limited to, supervision of volunteers, opening and closing of the site, maintaining contact with the AME Relief Coordinators, Red Cross, and the pastor.

The site manager will also be responsible for fiscal management of all funds; maintain a system to account for income and expenses of the site, preparing weekly reports that include the number of people served, number of volunteer hours, supplies on hand and supplies needed and the preparation of the volunteer schedules.

External Volunteers

Soul Care

One of our primary roles as the church is to care for the hearts and souls of God's people. Basic needs can be met by any agency; however, the church has been called to meet the spiritual needs of the people. The Relief Centers should make sure that there is someone who is present to listen, pray, and encourage those who may enter the centers.

Intake Personnel

The Intake Personnel will be responsible for directing people to the right resource within the Relief Center, answering the telephone, and simple clerical responsibilities. People serving in this position should be prepared to work in 4 hour blocks of time.

Assist Manager

The Assist Manager will be responsible for the direct supervision of site volunteers. Duties may include the responsibility of a designated area of the Relief Center such as Kitchen staff, intake volunteers, general volunteers, and case management. The Assist Manager must prepare and submit weekly reports to the site manager.

Case Manager

The Case Manager will be responsible for assessing individual needs, linking people to the right resources within the Relief Center and community to meet the identified needs. The Case Manager will be Red Cross trained to utilize and enter case data, and distribute debt cards. The Case Manager will also submit weekly utilization reports to the site manager.

Stock and Organize

This person would be responsible for receiving goods, organizing, distributing and maintaining inventory of all goods. They will be required to submit a weekly report to the site manager of all goods that have been received and distributed, in addition to maintain an inventory of what is on hand and what is needed.

Church Providing the Meals

The responsibility of the church that will provide the meals should include the preparation of the meals, whether at the Center of Hope site or prepared elsewhere and brought to the site for feeding.

The church supplying the food will also have the responsibility to ensure that the kitchen and serving area are kept clean. This includes sweeping and mopping the Relief Center areas as appropriate.

The church should also be prepared to serve from either 8am-10am or 12noon-2pm daily.

General Volunteer

The General Volunteer would provide assistance in any area where their services are required.

CENTER OF HOPE VOLUNTEER FORM

NAME

ADDRESS

TELEPHONE NUM EMAIL

CHURCH

PASTOR

DISTRICT

PRESIDING ELDER

AREA OF INTEREST *(Please check all areas that you may have an interest)*

- Site Manager *(Member of church where Center of Hope is located)*
- Soul Care Intake Personnel Assist Manager Case Manager
- Stock and Organize General Volunteer
- Participating with my local church to provide meals

AVAILABILITY *(Please indicate the days you are likely to be available to assist)*

- Monday Tuesday Wednesday Thursday Friday Saturday

If you are able to assist in this endeavor, please complete the information and send it in to the 9th Episcopal District AME Church, P. O. Box 11705, Birmingham, AL 35202 or via email at jld123bishop@yahoo.com.

CHURCH VOLUNTEER FOR FOOD PREPARATION

The responsibility of the church that will provide the meals should include the preparation of the meals, whether at the Center of Hope site or prepared elsewhere and brought to the site for feeding.

The church that supplies the food will also have the responsibility to ensure that the kitchen and serving area are kept clean. This includes sweeping and mopping the Relief Center areas as appropriate.

The church should also be prepared to serve from either 8am-10am or 12noon-2pm daily or both.

CHURCH VOLUNTEER FORM FOR FOOD PREPARATION

CHURCH

ADDRESS

TELEPHONE NUM EMAIL

PERSON RESPONSIBLE

PASTOR

DISTRICT

PRESIDING ELDER

AVAILABILITY *(Please indicate the days you are likely to be available to assist)*

Monday Tuesday Wednesday Thursday Friday Saturday

8am – 10am 12n – 2pm Both

If your church will assist in this endeavor, please complete the information and send it in to the 9th Episcopal District AME Church, P. O. Box 11705, Birmingham, AL 35202 or via email at jld123bishop@yahoo.com.

VOLUNTEER CREWS NEEDED DURING CLEAN-UP CAMPAIGN

In our continued effort to assist in the process of healing and restoration in these devastated areas, the AME Church will provide five to seven opportunities for clean-up crews to assist with clean-up throughout the cities of Birmingham, Tuscaloosa, and surrounding Counties. This will be accomplished under the direction of the American Red Cross and Mission Birmingham. Your assistance is greatly needed and we know we can meet the challenge.

We have not been provided the dates for this process; however, we would like to be ready when we receive the notification. If you are able to assist in this endeavor, please complete the following information and send it in to the 9th Episcopal District AME Church, P. O. Box 11705, Birmingham, AL 35202 or via email at jld123bishop@yahoo.com. You may know of others who can assist, such as friends, relatives, and co-workers, so please bring them along.

CLEAN-UP CAMPAIGN VOLUNTEER FORM

NAME

ADDRESS

TELEPHONE NUM EMAIL

CHURCH

PASTOR

DISTRICT

PRESIDING ELDER

AVAILABILITY *(Please indicate the days you are likely to be available to assist)*

Monday Tuesday Wednesday Thursday Friday Saturday

The dates for this opportunity will be posted on our website www.ninthamec.org should you or your organization choose to serve in this capacity.