

OPERATION CHRISTMAS CHILD 2 x VOLUNTEER ROLES

NSAC OCC VOLUNTEER CO-ORDINATOR

IMPORTANT THAT THIS ROLE BE FILLED

The bulk of the work for this role is 6-weeks from mid-October to end of November. However, in June, the co-ordinator will need to place an online order for the required number of shoeboxes for NSAC.

This role is well suited for a small group, and within that small group, a capable couple to give oversight to the ministry and the volunteer activities.

Below is a summary of the key activities for this role. There are other minor administrative activities, but the activities below are the major ones.

Month	Activity
June	Order shoeboxes and cartons, and to be delivered after Thanksgiving.
October	Liaise with NSAC staff re: promotion in church service, e-bulletin insert, website, social media etc.
	Liaise with Preteen staff re: preteen night to build shoeboxes for the foyer and the OCC shoebox kick-off Sunday.
October - November	Assist and have other volunteers assist after Sunday services (four weeks) to promote the shoeboxes, answer questions, receive incoming shoeboxes and put them into cartons.
November	Liaise with NSAC staff re: dedication of shoeboxes on the last Sunday.
	Liaise with Ian McGregor to be available to load his truck and deliver to Willingdon on the final Sunday of the collection week. <i>(This will be required if NSAC is not a drop-off location, otherwise this activity will be done by the Drop-off Location Lead – which could be the same person – see below).</i>
	Receive shoeboxes during the collection week and arrange to have other volunteers assist for four afternoons during the week (2pm-4pm) and on the final Saturday (11am-1pm). This would involve making up cartons, putting shoeboxes in the cartons, and sealing the full cartons.
	Receive all the incoming shoeboxes on the final Sunday, put in cartons and arrange volunteers to help load the cartons on to the truck. Assist by driving to Willingdon Church to offload the truck.

Drop-off Location Lead Role follows on the next page.

NORTH SHORE DROP-OFF LOCATION LEAD

DESIRABLE THAT THIS ROLE BE FILLED

For the last twenty years, NSAC has also been the drop-off location for the North Shore. Although Michiel has been the lead for both roles, it does not have to be the same person who fulfills both roles.

NSAC is well recognised as the drop-off location and should we no longer fulfil this role, NSAC will still no doubt receive shoeboxes from other churches for a while yet. It would be wonderful if we could continue to provide this service to the North Shore.

Again, there are other minor administrative activities, but the activities below are the major ones.

Month	Activity
June	Email churches and groups to place order for shoeboxes for Direct Ship.
August	Email churches and groups with dates to include OCC in their Fall program and a reminder to buy school supplies and extra supplies for the Shoebox Hospital during the Back-to-School specials.
October	Reminder email to churches and groups re: kick-off/distribution and collection dates.
	Add event to North Shore News Event Calendar (http://www.nsnews.com).
	Email to churches, groups, and individuals with additional information (general overview, receiving countries, gift ideas, drop-off times, videos, donate online, pack online).
	Reminder email to participants only about returning extra shoeboxes, questions etc.
November	Liaise with Ian McGregor to be available to load his truck and deliver to Willingdon Church on the final Sunday of the collection week.
	Liaise with Willingdon Church re: arrival of trailer, drop-off times. Liaise with Samaritan's Purse re: if any churches are receiving late-comer shoeboxes.
	Help with receiving shoeboxes during the collection week in conjunction with the NSAC Co-ordinator. This would involve making up cartons, putting shoeboxes in the cartons, and sealing the full cartons.
	Help receive all the incoming shoeboxes on the final Sunday, put in cartons and help load the cartons on to the truck. Assist by driving to Willingdon Church to offload the truck.
	Send Samaritan's Purse the list of participating churches and groups.

As you can see, during the collection week there is [an overlap of duties](#) which is why both roles could be filled by one person or by a couple with a team of volunteers to help on the four Sundays during the campaign, at different times during the collection week, and on the collection Sunday.

Michiel and Brenda will continue to be part of the team of volunteers that help with this ministry but are stepping down from the leadership roles.