

The Task Force Coordinator

Serves as a member of the Alpha Team and reports to the Director.

The key responsibility of this person is to select and train the Alpha Task Force—a team of people who provide practical services for the Alpha course involving everything from helping with parking cars to cleanup.

Qualifications

A mature or growing Christian; experienced in overseeing and delegating responsibility to others; organized; able to train others; understands that the heart of Alpha is to provide a safe and comfortable environment where nonchurchgoers feel welcome; has good interpersonal skills; sensitive; gifted in areas of administration and help; and has a servant's heart.

Specific Responsibilities

1. Under the direction of the Church Leader and Director select and oversee the Task Force—a team of people who are responsible for logistics for the 10 weekly sessions, the Alpha Dinner (whether it is the first one before the first course begins or one after a course ends), and, in some cases, the Weekend Away. The size of the Task Force will vary depending on the number of people in attendance. Larger courses may want to appoint a person as the Alpha Dinner Coordinator (a separate job description is included). For smaller courses, the Task Force Coordinator can assume this responsibility.
2. Plan for all aspects of the weekly dinners including the menu, arrangement of tables, serving and eating dishes, cups and silverware, logistics of serving, cleanup, and evaluation.
3. Model spiritual leadership by being available to Task Force Members, praying for them regularly, and consistently affirming them.
4. Provide pastoral care as needed.
5. Attend all training sessions, the Introductory Dinner, all weekly administrative/prayer meetings, each of 10 weekly Alpha sessions, the Weekend Away, any follow-up meetings, and the Celebration Dinner.
6. Oversee the setup and location for each small group, assuring adequate lighting, temperature control, and seating. Make sure there are enough copies of a modern translation of the Bible, such as the New International Version, for each Small Group Leader, Helper, and member to use during group time.
7. Emphasize to all Task Force Members the importance of commitment to the course. Remind them that they want to try for a standard of “100-percent excellence.”
8. Lead (or delegate leadership for) a prayer time with the Task Force Members during the small group meeting time.
9. Perform all the above functions as needed at the Weekend Away under the direction of the Weekend Away Coordinator. If the weekend is held at a full-service conference center, the Task Force will simply attend. It becomes their chance to relax and worship.