

CONTACT PERSON

Overall duties:

The Contact Person, a past TEC weekend participant and member of the weekend hosting congregation, is the liaison between the Show-Me TEC community and the congregation hosting the TEC weekend. The Contact Person is not a TEC Director for the weekend.

The Contact Person needs to be familiar with the leaders and events of the congregation and to be available to the TEC Directors during the entire TEC weekend. Responsibilities of the Contact Person include the following:

Prior to the weekend:

Schedule use of the facility with the hosting congregation.

- Reserve the date of the TEC weekend.
- Make reservations for the fourth preparatory meeting (usually held the Sunday prior to the weekend). The meeting follows the late worship service of the congregation, attended by the Presenting and Wheat Teams. Reserve the cafeteria/fellowship hall for lunch and one additional room for the Wheat Team meeting.
- Get the date from Weekend Directors and reserve the room for the Renewal.

Coordinate the building logistics by referring to the Facility Request sheet.

Gather the following information:

- Names and telephone numbers of school principal, staff, Sunday School superintendent, property board members, custodians, etc.
- Who to contact for keys to the facility and how they may be obtained
- Events scheduled in the building (meetings, rehearsals, weddings, etc.)
- Instructions for use of the kitchen oven, refrigerator, and dishwasher (if available)
- Permission to use the utensils and china
- Location of refrigerator and freezer space
- Location of the cleaning supplies
- Location of podium and any AV equipment that TEC has permission to use
- Parking location for weekend participants and the TEC trailer
- Location of the circuit boxes
- Fire drill procedure; location of fire alarm control, fire extinguishers, and fire exits; emergency numbers and safe meeting locations outside of the building; building address for emergency responders
- Security system, timer settings, light controls in the sanctuary, etc.
- Rooms that are off limits
- Working showers and drains, shower curtains
- Guest wi-fi passwords

Set up a meeting to discuss use of the facility with church staff (Sunday school superintendent, principal, Vacation Bible School coordinator, pastor, property board member), if possible.

Arrange a walk-through of the facility with the Weekend Directors.

- Assign the meeting and sleeping rooms.
- Go over the pertinent information you gathered regarding the facility.

Arrange for church bulletin and newsletter announcements.

- Publish the TEC weekend date.
- Suggested article for the church to use can be found with the Director Resources on the Show-Me TEC website.

Remind the pastor that the TEC team will be attending the late service prior to the fourth team meeting. Suggest that he introduce the Team to the congregation. The pastor may also want to announce who the Contact Person is should they have any questions.

Attend the late worship service and fourth preparatory meeting, if possible.

- Meet with the Teams to answer questions, communicate pertinent information, and resolve facility issues.
- Do a detailed walk-through and familiarization of the facility and assign the meeting and sleeping rooms (if not already done).
- Exchange contact information with the Weekend Directors.

Contact the Sunday School superintendent for final Sunday morning arrangements.

Request the pastor offer a prayer for TEC on the date of the weekend.

Weekend duties:

Your presence on Friday night at 6:30 pm is helpful to assist the Directors and to give directions as necessary.

Be available for contact during the TEC weekend but do not stay at the weekend site.

Be visible and accessible on Sunday morning, especially during Sunday School and church services, to answer questions from the congregation and the weekend leaders.

Do a final walk-through on Monday night at 6:00 pm with the Facility Coordinator and the Wheat Team Director for facility approval. The Wheat Team Director will return the keys to you.