MIST Team Job descriptions ~ 2020

This is the gospel we believe through Jesus - it is one of received grace, experienced grace and expressed in grace to others…

## Accommodations Coordinator: Jennie Burt

Job Description: Manage the accommodations requirements of MIST

Tasks:

* Book Wycliffe, Kangaroo Ground for both MIST’s of the next year by October of the year prior
	+ Contact Wycliffe Australia - conferencing-accommodation@wycliffe.org to book (currently Jenn Dobson):
		- kitchen
		- dining room
			* rooms for facilitators and participants -ask for whatever is the cheapest option.
	+ Contact the Principal's Assistant EQUIP- principal-assistant\_equip@sil.org to book:
		- Classroom (using classroom booking form)
* In the lead up to MIST, communicate with the Registrations coordinator regarding registrations, so that you can allocate rooms appropriately before MIST begins
	+ facilitators together if possible
	+ single guys together
	+ using double rooms for couples etc.
* Check accommodation booked is sufficient for up-to-date numbers and if necessary book more rooms or ask some facilitators to go offsite…
* Negotiate the best price for us (this means that a record needs to be kept of nights when participants aren’t staying and then these nights can be deducted from the bill (not all cost savings need to be passed onto participants because we need money to fund MIST developments).
* Communicate with Wycliffe about the teams arrival time (usually at 2pm on the day we start)
* Send out an email to participants a few days before to say ‘Looking forward to meeting you on Friday’, as a reminder...
* Create room labels and apply to doors prior to MIST
* Create a room plan with names on it for display on the first morning to show participants where their rooms are.

## Registrations Coordinator: Jennie

Job Description: Manage the registrations of MIST

Tasks:

* Be available for email and telephone access for questions about the registration and airport pick up arrangements prior to MIST
* Communicate with the team member who is doing the airport pickup, providing contact details of those needing pick up so that the details can be finalised directly between the participant and them
* Manage cases of registration including agency reps, children, babysitters and participants who want to come part time, consulting with the State Coordinator if required.
* Handle questions about accessing the pre-reading and consult with the MIST State Coordinator if necessary
* Inform the Meals Coordinator (Cook), the Costumes Coordinator and the MIST State Coordinator in the week prior to MIST about numbers, agencies/churches and dietary requirements of MIST participants
* Prior to MIST send a copy of the list of MIST registrants to all the MIST Facilitation Team
* Export, print out and bring to MIST a list of registrants for MIST including agency/church and dietary requirements to bring to MIST
* Organise any cash or cheque payments for out of the ordinary charges (eg. extra accommodation prior or post MIST, children’s registration, babysitter’s registration)
* After MIST, transfer the funds from the Try bookings account to MI VIC Account (preferably within 1 month).
* Manage and update the MIST Participant’s Database (Excel Spreadsheet)

## Timetable Coordinator: John Barclay

Job Description: Manage the MIST timetable

Tasks:

* Create proposed timetable and circulate around team at least 3 weeks prior to MIST.
* Send an email request to visiting facilitators suggesting a time for them to come to facilitate their session:
	+ Tear Representative – Matt Maury - matthew.maury@tear.org.au
	+ Peter
* Adjust timetable to suit availability of special speakers and team members.
* In the week prior to MIST, send out a reminder email to all visiting facilitators.
* Print out at least 3 large A3 versions of the timetable to put on the wall of the classroom and dining room during MIST
* Print out enough timetables for all the facilitation team and take them to MIST.
* Send the timetable to the Manuals Coordinator for inclusion in the manual.

## Manuals Coordinator: John Barclay / Prue Smith

Job Description: Manage the MIST Manuals

Tasks:

* Organise the printing of the manuals prior to MIST including:
	+ Updating the title page with appropriate date and logos
	+ Printing the title page
	+ Printing the timetable
	+ Printing the manuals
	+ Collating title page, timetable and manual with plastic cover, back and binding
	+ Transporting them to MIST to distribute in the classroom at the first session

## Costumes and Cultural Displays Coordinator: Jennie Burt

Job Description: Manage the costumes and cultural displays of MIST

Tasks:

* Communicate with the Registrations Coordinator to make sure that there will be enough costumes including burkas for the numbers of participants registered
* Transport costumes to MIST
* Set up clothes racks area for costumes
* Set up a division using rope and saris to provide separate eating areas for the Middle Eastern Day
* Set up cultural displays prior to MIST (optional)
* Each day set up costumes appropriate to the theme of the day
* Organise an announcement regarding allocation of costumes at appropriate times in the program
* Allocate costumes to the participants on the first day, early in the Middle Eastern theme day and at the end of each day as appropriate to the theme of the day
* Allocate the washing of costumes after MIST (team may take in turns unless someone wants to take this on)
* Organise and be responsible for the boxes of costumes (perhaps into themed days of men and women as is done now).
* Label boxes so that others can find items as required
* Purchase or organise the purchase of new costumes as required.

## MIST Feedback Coordinator: John Barclay

Job Description: Manage the Feedback process of MIST

Tasks:

* Collect feedback during the last session of MIST
* After MIST collate the feedback and distribute to the team
* Scan the feedback forms and distribute to the team

## MIST Promotions Coordinator: John Barclay

Job Description: Develop the advertising strategy of MIST

Tasks:

* Review our promotions strategy and suggest new or improved strategies
* Organise cards and flyers for the promotion of MIST involving liaison with the MI National Office
* Organise advertising of MIST in the MI VIC Bulletin and on the MI website by October of the year prior
	+ Sheila - Missions Interlink Victoria Administrator at vic@missionsinterlink.org.au
	+ Avy? -MI National Communications -admin@misisonsinterlink.org.au
* Coordinate Facebook presence (currently on the MI Facebook page)
* Organise a MIST presence at Activate, Belgrave Heights etc. if possible
* Organise MIST advertising on the MI website
* Organise photographs during MIST for use in promotions
* Write articles for New Life, the MI Website etc to promote MIST
* Allocate tasks to the rest of the MIST Facilitation team as appropriate

## MIST Food Coordinator: Kari Gobius

Job Description: Manage the food provision for MIST

Tasks:

* Complete required ‘Food handling’ training
* Organise the retrieval of stored food for MIST
* Manage the shopping lists and menus
* Communicate with the Registrations Coordinator to obtain numbers (Approximate is fine. Please add 2-3 to the numbers you are catering for to allow for last minute registrations)
* Complete shopping prior to MIST
* Organise the meals, morning and afternoon teas for MIST – including supervision of cooking of meals by volunteers (Iranian refugees, facilitators etc), or cook the meals themselves
* Manage the kitchen

## MIST Treasurer: Jennie Burt

Job Description: Manage the Finances of MIST

Tasks:

* Produce budget figures for the MIST Director at the conclusion of each MIST and for the MI Annual Reporting process
* Provide cheques/gift vouchers for visiting speakers or facilitators as appropriate during MIST
* Pay Wycliffe for accommodation
* Reimburse the Meals Coordinator
* Manage the signatories for the MIST account

## MIST Logistics/Experiential Director: John Barclay / Jennie Burt

Job Description: Manage the Experiential and Logistics of MIST

Tasks:

* Organise an up-to-date MIST VIC brochure for each year by October of the year prior
* Organise for the brochure to be loaded up onto the MI website each year
* Set up Planning Centre events for all MISTs of the next year by October of the year prior including:
	+ Set up each event to send out the acknowledgement of registration letter automatically on registration (within each MIST event it is called ‘Followup Email’ under Options)
	+ Adding field for sending agency or church
	+ Adding field for dietary requirements
	+ Adding field for airport pick up
	+ Add automatic notification with your email address-(within each MIST event it is called ‘Booking Notification’ under Options)
	+ The website for Trybookings is at… <http://www.trybooking.com/default.html>
* Organise storage of experiential resources for MIST – including promotional banners, flyers & cards, cushions, clothes racks, clothes etc
* Retrieve the MIST resources from storage for MIST

## MIST Director: John Barclay

Job Description: Lead the MIST facilitation team

Tasks:

* Recruit new facilitators providing balance and breadth in gender, age, agency/church affiliation and ethnic background. It is good if there can be consistency in the team, with most coming every time.
* Allocate jobs to team members according to their God given gifts
* Ensure all Coordinators are aware of their job descriptions
* Be available for email and telephone access for questions about MIST program
* Encourage each MIST Facilitator in their role
* Organise meetings prior to each MIST and to debrief after MIST
* Arrange time for facilitators to come to set up for MIST on the day before it starts
* Train new facilitators & organise ongoing training for existing facilitators
	+ Meet up for coffee initially to:
		- Walk through the MIST Facilitator’s Role Description and decide together if they are a good fit for MIST
		- Ask them what their strength areas are so that you can allocate appropriate sessions
		- Offer for them to team teach one session and observe at their first MIST
* Prior to MIST:
	+ Send out instructions to new facilitators.
	+ Arrange and facilitate prayer times for the facilitation team each day
	+ Arrange:
		- Print out roster
		- Check that all training room resources for MIST are gathered – including Facilitator’s Manual, Participant’s Manuals, DVD’s, newspapers/music for meals, food for Culture Shock session, gadgets for packing session, books and pre-reading articles for book table etc
	+ Allocate tasks of MIST:
	+ Time keeper (watch clock, organise wash up 15 mins prior to session start and send participants to sessions on time) – ?
	+ IT –?
	+ Costumes – ?
	+ Airport pickup – ?
	+ Photo coordinator –?
* At MIST:
	+ Organise keys and codes to get in and out of buildings without alarms sounding
	+ Organise internet and check that the IT is working early on
	+ Lead the MIST event and the team
* Organise a MIST representative to attend MI VIC meetings quarterly and submit reports as required
* Submit an annual report to MI VIC including a financial report
* Submit a report to MIST National Coordinator after each MIST

## Debriefing Coordinator: Jennie Burt/Elspeth Carr

Job Description: Coordinate the biannual Debriefing Day

Tasks:

* Create or update a brochure for the Debrief Day
* Advertise the Debriefing Day:
	+ in the MI VIC Bulletin (Sheila - Missions Interlink Victoria Administrator at vic@missionsinterlink.org.au)
	+ On the MI Website (Avy - admin@misisonsinterlink.org.au)
	+ To previous MIST participants – you will need to obtain a list of the previous MIST participant details from the database
* Communicate with the cooks about extra numbers for the MIST dinner after the Debriefing event
* Collect registrations
* Organise small group facilitators
* Be available for email and telephone access for questions about the registration and program