

# ROLE DESCRIPTIONS

## Family Resource Coordinator (FRC)

Family Resource Coordinators (FRC) serve children under school age, in elementary school, as well as in middle school and high school. They assume the responsibility for development and coordination of programs and services determined by the needs of the population being served, available resources, location, and other local characteristics. They develop and maintain contact with business and community representatives to enhance students' ability to succeed in school by developing and sustaining partnerships that promote early learning and successful transition to school, academic achievement and well-being, and graduation and transition into adult life.

In many cases, the FRC will be your most consistent point of contact throughout the school year; they normally have a better pulse of the needs of children/families within the school.

## Principal

Principals supervise teachers and education staff and keep track of student performance. They ensure that school facilities remain safe for students and faculty and plan regular maintenance of school grounds and equipment. Principals also research and acquire new materials and resources to improve the experience of both students and teachers.

### **If I am meeting with a school for the first time, who should I meet with first?**

- If possible, meet with the principal. They are the “gatekeepers” of the organization.
- If there is an existing relationship with the school, and you are a new liaison/leader, it is acceptable to meet directly with the FRC first.
- In some cases, it can be challenging to get on a principal's calendar. If that is the case, go ahead and meet with the FRC.

### **Who do I go to for what (at the schools)?**

- Budgets – normally, the principal works with the liaison to establish the budget. FRCs will often work with the principal on the budget.
- Teacher appreciation ideas – Principal

- Serving ideas, especially ongoing – both the principal and FRC
- Events.... like dances, carnivals, field days, back-to-school events – FRC
- Serving families/children in need – FRC

## Northeast Outreach Staff

- Tomara Brown – Outreach Team Lead
- Leslie Bowman – Outreach Associate
  - Leads 1<sup>st</sup> and 3<sup>rd</sup> trimester blitzes
- Rosemarie Arsenault – Administrative Assistant
- Madison Atkinson – Global Outreach Director
- Kris Eldridge – Local Outreach Pastor

## Primary Contacts on the Outreach Team

- Kris; [Kris.eldridge@necchurch.org](mailto:Kris.eldridge@necchurch.org); Cell 404-423-7335
  - Seeking advice or guidance, need help communicating with school, general needs, or questions
- Madison; [Madison.atkinson@necchurch.org](mailto:Madison.atkinson@necchurch.org); Cell 812-207-4015
  - Volunteer opportunities, NEC social media and story portal
- Rosemarie; [rosemarie.arsenault@necchurch.org](mailto:rosemarie.arsenault@necchurch.org); Cell 502-494-4868
  - Budget related items or requests, events at schools

# School Liaison

**Vision:** The vision for our Outreach Schools Ministry is to unleash the love of Jesus on the Principals, staff, students, and families at our partner schools.

**Ministry:** Outreach Schools

**Description:** The School Liaison is the local presence of Northeast and the essential communicator with the school's leadership. They are to foster the support, growth, and development with one of our school partnerships. We are there to support the Principal, encourage the staff, and serve the students and families.

**Position Title:** School Liaison

**Specific Responsibilities:**

1. Constantly look for opportunities to grow and improve our partnership with the school he/she is responsible for.
2. Build a relationship with the Principal, FRC and other administrative staff and find opportunities to help.
3. Communicate with the Outreach Pastor regarding larger opportunities or challenges you need help with.
4. Creatively plan events (lunches, parties, teacher encouragement moments, gifts, etc....) based on your budget. Communicate with Madison if you have any questions or need any help.
5. Step in and help when a family at the school is in crisis. (Log and track spending)
6. Lead LTV Outreach events at your partner school.
7. Be present at quarterly/bimonthly liaison team meeting to share ideas, stories & communication.
8. Connect NEC volunteers with serve opportunities at your partner school.
9. Assist Outreach Pastor in the development and implementation of ongoing ministries to children and families.
10. Pray for your school; assist with prayer initiatives.

**Time Commitment:** Varies, but generally 1-2 hours weekly

**Responsible to:** Local Outreach Pastor

**Training provided:** Regular direction and ministry accountability provided by Local Outreach Pastor

**Length of commitment in this position:** 24 months

**Total number of people needed to fill this position:** 1-3 per school

# POTENTIAL LIAISON MINISTRY STRUCTURE



## Comments:

1. This model is a potential structure, to:
  - a. Build out the ministry
  - b. Build out the liaison team
  - c. Distribute responsibilities so that no one gets burned out
  - d. Utilize volunteers more effectively... as individuals and groups ask, "how can we help?" or "what can we do?" – the above is part of that answer
2. This model is living and static
  - a. If it is not the right answer, we can change it
3. Build and test out this model at one or more of our schools that are geographically close to Northeast Christian...during 2022-2023 school year