



Team Job Descriptions

Bridgehaven's *Baby Bottle Boomerang*

Thank you for helping with Baby Bottle Boomerang at your church! When at larger churches, we have learned that BBB works when administered by a team rather than an individual. This allows people to serve where they are gifted and also helps prevent the project from being overwhelming for any one person. This is an ideal service project for a small group, youth group, or Sunday school class to do. If you are part of a larger church, feel free to assign more than one person to these roles. When you serve in your role to the best of your ability, Baby Bottle Boomerang will be a successful partnership between Bridgehaven and your church to bring truth and love to women and families in our community!

Team Leader

The Team Leader serves as the point person overseeing Baby Bottle Boomerang and is the liaison between your church and Bridgehaven. The Team Leader can also take any of the other jobs on the list, depending on his/her gifts and abilities.

Responsibilities:

- Serve as the key church contact for Bridgehaven during BBB
- Ensure that the pastor/leadership is supportive of the project and discuss the best distribution plan for the bottles
- Delegate responsibility to other team members
- Make sure bottles are picked up and returned to Bridgehaven (email caitlin@bridgehavencr.org or call 319-364-8967 to coordinate this)

Speaker

The Speaker is ideally someone who has knowledge of the ministry and is excited about the mission. The speaker helps others in the church get excited about partnering with Bridgehaven. *We'd be happy to send a Bridgehaven staff member to speak and help kick off BBB at your church! Please request a Speaker by calling (319) 364-8967.*

Responsibilities:

- Share personally and/or show the video to educate the church about Bridgehaven (see the sample scripts in the Ambassador Guide packet)
- Help the church understand *why* BBB is important
- Explain how BBB works – give instructions regarding picking up bottles, prayer, ways to give, and returning bottles
- If the pastor/leadership is open to this, share briefly each week during your BBB campaign to highlight a prayer need and/or specific area of Bridgehaven's work

Table Greeter

The table greeter encourages people to stop by the bottle distribution point. This team member helps ensure that the table isn't overlooked.

Responsibilities:

- Stand out from the table to greet people as they pass and invite them to stop by the table
- Ask people if they are aware of BBB and give a short overview if necessary
- Invite people to take a bottle as a prayer reminder for the ministry over the month and to put a donation in the bottle as they feel led
- Answer questions regarding BBB or Bridgehaven as necessary

Bottle Check-Out Attendant

The bottle attendant helps to make sure that bottles are checked out correctly. This role is especially helpful at large or busy churches when the Table Greeter is preoccupied with answering questions or sharing about BBB.

Responsibilities:

- Stay at the bottle distribution table
- Ensure that when individuals/families take a bottle that they write down their name and phone/email
- Remind people of how the project works and the collection date when they take a bottle

Bottle Collection Attendant

The bottle collection attendant makes sure all bottles are returned. Some people will inevitably miss the bottle return date. They may be gone on your church's collection day or may just forget their bottle. We certainly understand this, but it *is* important that Bridgehaven receives all the bottles back. This ensures that ministry resources are used for services and not for replacing bottles. We appreciate your efforts to remind your participants to return their bottles in a timely manner.

Responsibilities:

- On the return date, stand by the designated BBB table and make sure names are checked off (from your original list from your bottle sign-out sheet) when people return their bottle.
- Follow-up by phone or email to those who miss the return date, remind them that bottles are due, and coordinate the return of bottles still checked out.
- Work with the Team Leader to return bottles to Bridgehaven.