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Project Manager Job Description

As a Project Manager, you are the shepherd of the people on your roster. They are entrusted to you for this project. Care for them, support them, communicate with them, set them up for a meaningful service opportunity. As a shepherd, you are expected to:

1. Embody the vision of ServeFest

- **Commitment to the Church, the bride of Christ**
- **Commitment to Service, serving self-sacrificially for God's glory not personal gain**
- **Commitment to Unity**
 - Be gracious when speaking of churches/Christians of different denominations
 - Work to build bridges relationally whenever possible
 - Resist recruitment away from other churches to "your" church
- **Commitment to Prayer**
 - Actively pray & encourage others to pray leading up to ServeFest
 - Make prayer a priority the day of ServeFest as you're gathering and giving instructions, throughout the day as you work, and afterward as you celebrate what God has done.

2. Lead

- **This is disciple-making endeavor!**
- **Serve those you're serving with**
 - *For example:* You may not do as much "actual work" (painting, landscaping) as you do checking up on people, fetching water, leading in prayer where appropriate, building rapport with organization being served, etc. This is not license for laziness. Work hard, by all means. The amount of non-task specific activity you do will likely depend on the size of the project and number of people working.
- **Make the most of every opportunity...**
 - ...to engage those who might "see your good deeds." Listen to them, encourage them, pray with them, share with them the hope that you have in Christ. If someone asks you what you're doing, you might just say something like "showing God's love in a practical way."
 - ...to get to know those you're serving with. Many of them may be from different churches—praise God!—capitalize on this opportunity to make cross-denominational friendships. Place a great value on relationships; they are more important than the task at hand.
 - ...to learn more about the organization/school/place you're serving. ServeFest has a way of being an incredible catalyst for ongoing relationships.

3. Communicate

- **Communicate with the Point of Contact (POC) for the project**
 - Be sure to confirm: Meeting location, Timeframe, Task(s) to be performed, Number of people needed, Materials/Supplies being provided by the organization, Materials/Supplies needed from you & your team
- **Communicate with the people who sign up for your project**
 - You will be notified when people sign up for your project. Contact them within 1 or 2 days.
For example: send an initial email like this: "Hello, this is _____. I'm the Project Manager for _____ project for ServeFest. Welcome to our team. I will be in touch with you regarding more details about our project soon."
 - When your "Roster" is complete, communicate with everyone all the details of the project—times, where to go, work being done, what to bring, etc.
Over-communicate. Remind people of these details again the week of ServeFest
 - T-shirts: Encourage people to wear their ServeFest T-shirt.