

Local Church Disaster Response Coordinator Suggested Job Description

A congregation's Disaster Response Coordinator plays a critical role in leading the local church to prepare for and respond to a variety of manmade and natural disasters. The Coordinator works alongside the pastor and members of the congregation, as well as United Methodist volunteers and staff on the District, Conference and General Church levels. Additionally, the Coordinator helps the congregation to be aware of and share the resources provided by other agencies such as the American Red Cross and local and state disaster response agencies.

Here are some suggested duties and responsibilities for the Coordinator.

- Work with the pastor, Board of Trustees and Church Council to develop and adopt a disaster response plan for the congregation.
- Keep the plan before the congregation and Church Council. Review it annually and make modifications when they are needed.
- Keep supplies, resources and lists up-to-date as called for in the plan.
- Develop and maintain lists of persons in the congregation who are certified for AED, CPR and/or First Aid.
- Learn the disaster response procedures and plans of the South Carolina Conference and of state and state-wide agencies such as the American Red Cross.
- Maintain communications with the District Disaster Response Coordinator, with the Conference Disaster Response Coordinator and attend training meetings as they are made available.
- Recruit members of the congregation to take part in UMVIM teams and other teams which respond to disasters in other communities.
- Arrange for members of the congregation to receive training in disaster response.
- Make contact with the county's disaster/emergency response officer. Learn how the church might effectively relate to the county's staff responsible for emergency response.
- Consider the development of a Disaster Response Committee for the church. If it seems best to form the committee, bring a proposal to the pastor and the Committee on Nominations and Development. Chair the committee if one is formed.
- Be accountable to the Charge Conference through the Church Council.

Provided by the Hartsville District Committee on Disaster Response, 3-20-2012