

Unlock Local Launch Partnership

Role of the Local Coordinator



Take as read paper ULL3 re Role of Unlock Local Launch Crew

The Coordinator is not in charge of the crew but is there to facilitate it working well.

The Coordinator is likely to manage the following responsibilities:-

- Ensuring that meetings take place regularly
- Ensuring that meeting and activity dates are agreed in advance and everyone knows about them
- Issuing meeting reminders
- Making sure that people come to meetings knowing what to expect and leave knowing what has been agreed
- Making sure everyone knows who is responsible for what, and when.
- Being the point of contact for the Unlock staff
- Keeping the list of everyone's contact details secure
- Keeping the church and the Unlock Chief Officer informed of both plans and progress
- Other administrative tasks as required.

Some of these responsibilities can be delegated to others, either on a long term basis, or a one off basis, provided they are given adequate support and resource to manage them.

A Local Crew does not necessarily need to have a 'Captain', but one may emerge; or, if they feel that is something they want, they should choose one between them. The Captain need not necessarily be the Coordinator and vice versa; in fact there may be some benefits in keeping those roles separate.

Someone needs to manage the process of meetings (chair) and make sure everyone is heard. That could be the Coordinator, the Captain, someone else, or crew members could take turns. What matters is that for each meeting everyone is clear who is managing it and respects that role.

Crew members may not be familiar with the way that meetings usually work, so working out together what will help them go smoothly can be part of the way that the Crew learns to pull together to reach their shared goals.

Consider where the pastoral support is for the Crew, as they develop their Unlock work and ensure you all know where to go for that.