



Senior Adult Site Leader Duties

Check Off	Duties	Due Date
_____	Assist Ministry Coordinator in securing site location(s).	May
_____	Get in contact with the Administrator of the Nursing Home, Assisted Living, or Rehab to schedule the allotted times the team can arrive for ministry. (10:00-Noon or 1:00-3:00)	May
_____	Be available at the Leadership meeting in June and the night before the event.	June/Oct
_____	Secure any games that you will be playing that day. (ABSC furnishes products for fingernail polishing, and large print Bibles.)	Aug
_____	Make sure you have someone to present the gospel during the event.	Sept
_____	Be at the Kick-Off location at 7 am to help set up the continental breakfast.	Event Day
_____	Collect your hand-held ministry sign @ 8:30 am and assemble with other missionaries in your assigned area who will be a part of your mission team for the day.	Event Day
_____	Be available for training at 8:30 am before the Kick-Off Rally begins.	Event Day

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_____	When you are dismissed at the Kick-Off Rally, make sure your team has transportation to your assigned areas. Vans will be available (look for yellow vest).	Event Day
_____	Once at your ministry site, gather all your team. Open ALL your site boxes and share with them the resources available. Explain the importance of gathering information on the decision forms which are located in the envelope along with the other important paperwork necessary for the day. Have the decision forms readily available throughout the event. Also, inform the team of the decision form found online @ www.absc.org/oneday/decisions	Event Day
_____	Designate a location for all written decision forms to be returned once they are filled out. Enlist a volunteer to enter all the information to the online decision address above, as they occur	Event Day
_____	Once the information has been entered online place the written form into the envelope marked “Completed Decision Forms” to be returned at the end of the day	Event Day
_____	If you don’t have anyone to enter the information for decisions online, place the completed form in the envelope marked “Completed Decision Forms” to be returned at the end of the day	Event Day
_____	Make sure the event is stopped by 3 pm. clean up and return to the Celebration Rally by 4:00 pm. (place where Kick-Off began)	Event Day
_____	Make sure all remaining products are returned to the Celebration Rally (bibles, tracts, etc...) and placed in the designated collection site.	Event Day
_____	Return the envelope marked “Completed Decision Forms” to the Mission team table at the Celebration Rally	Event Day