

Family Group Shared Responsibilities Template

Purpose: to help identify roles and responsibilities of your group. The hope is that you can use this with your own groups to help alleviate the burden of carrying out all the duties. Feel free to adjust to the needs of your specific groups.

Important...take time to think through what you're currently doing, and all the tasks that you take care of, both big and small. Can they be delegated?

We use this template for a 6-month timeframe and will discuss it again and make new assignments for 2nd half of the year.



Again, this is just a template. Feel free to add or modify to your groups' needs:

Duties:

1. Give announcements during HC midweeks/Sundays/or as needed:
2. Organize Women DGroup (send details and reminders):
3. Organize Men DGroup (send details and reminders):
4. Sunday HC Rotation (Do lesson and organize details of the service): You can establish this quarterly or every 6 months. It's up to the group how often they'd like to rotate.

Month #1 (Name)

Month #2 (Name)

Month #3 (Name)...

5. Organize Menu for HC Sunday and send communication: (Can be rotated or same person each month)
6. Plan menu & send signup for HC Sunday 1 week in advance to group.
7. Plan Service projects for the group (can be monthly, quarterly, etc.)

***In any duties that you volunteer for, it is your responsibility to find a replacement if there's any conflict**