



# Fusion 2008

*Serving Our City Together*

[www.orlandofusion.org](http://www.orlandofusion.org)

**Church Liaison :: Training Manual**

**2008**



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## **Our Vision :: Purpose :: Values**

What happens when followers of Jesus from different churches unite to serve their local communities? You'll find out at Fusion!

Fusion is an annual event empowering local churches to get involved in community service that clearly demonstrates the power of God's love through acts of empowered kindness and meeting real needs. We expect more than 75 churches to mobilize thousands of volunteers throughout the city. Together we plan to implement hundreds of service projects that serve at organizations, businesses, and other locations in practical and tangible ways. Be part of Fusion 2008 - get out and serve!

:: To find out more about what God is doing in your area and to become apart of this community event contact:

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### **Our Vision**

Our community will be changed by the Christ-following Church working together to demonstrate God's love through acts of empowered kindness and meeting real needs.

### **Our Purpose**

To provide an opportunity that people can get involved in community service that clearly demonstrates the power of God's love through our unity in Christ.

### **Our Values**

Unity, Action, Excellence, Faithfulness

#### **Unity:**

Partnering with congregations in the name of Christ to demonstrate God's love through service.

#### **Action:**

- Serving opportunities connect with people
- Serving opportunities meet legitimate needs
- Serving opportunities vary in their degree of "risk" for the participants
- Serving opportunities are offered for all ages and stages
- Both Acts of Empowered Kindness and Ongoing Organization Serving Opportunities are offered

#### **Excellence:**

Demonstrate our care through excellence in our service, preparation, and communication.

#### **Faithfulness:**

Integrate the value of serving our community into our daily lives.



## **Church Liaison :: Your Role**

As the Church Liaison you will hold the vision along with other key leaders at your church for Fusion. To ensure that Fusion functions smoothly and to ensure that your church has a positive experience, there are several expectations that Church Partners will need to anticipate and your role is to champion these things at your church!

### **1. Work closely with Fusion Administrator**

As a Church Liaison, you will work closely with our Fusion Administrator, Laura Toshie. She will help you with the registration process, keep you abreast of new information, remind you of deadlines, and answer any questions that aren't answered in this packet or on the website.

### **2. Plan and lead service projects**

Your church will be expected to provide enough service projects to ensure that your projected number of Fusion participants will have enough opportunities to serve. For example, if you expect 50 people to participate in Fusion, you'll need enough service projects to accommodate all 50 people (i.e. 5 projects with 10 people per project). Your church attendees can participate in any service project sponsored by any church on Fusion. You will be responsible for entering all Service Project information on the Fusion website by **Friday, September 30, 2008**.

### **3. Recruit Project Leaders to help you**

You will want to recruit and empower at least one volunteer per project to plan, lead and implement their respective project. This person will be your project leader. Project Leaders should be proficient on email, enjoy people, and detail oriented. Further training and encouragement will be provided through Fusion Coordinators.

### **4. Promote Fusion at your church**

Your church will be responsible for promoting Fusion in a way that is appropriate for your church to receive maximum participation. Sign-up flyers will be provided for you to include in your bulletin for three weeks. Fusion logos will also be available for your use. Promotion should begin by **Sunday, August 31**.

### **5. Facilitate the sign-up process at your church**

Beginning August 31<sup>st</sup>, people from your church will be allowed to sign up to serve at Fusion -- either online [www.orlandofusion.org](http://www.orlandofusion.org) or via the sign-up flyers. Fusion Participants can sign up for any project in any city -- not just the projects that their church is sponsoring. You will be responsible for having the information from the sign-up flyers entered online on a weekly basis. Make sure to keep on top of this, as projects fill quickly.

### **6. Enter service project information online.**

You will be responsible for entering all pertinent data into a web-based form at [www.orlandofusion.org](http://www.orlandofusion.org) by **September 15** -- this is the deadline for projects to be included in the sign-up flyer, as well as on-line. Be prepared to provide the following information: project title, project address and city, description of project, maximum # of participants, start and end times, organizational contact information, project leader contact information, and the date/times/location of follow-up project. Project sign-ups will be allowed until September 30. Those entered after September 15 will not be included in the flyer, but will appear on-line only.

### **7. Pray**

Pray for your church, for the organizations that we will be partnering with, for the community at large, and specifically for those that will be served on Fusion 2008.

### **8. Care for your Project Leaders**

Your Project Leaders will be your right hand, your helpers, etc. Be sure to check in with them regularly, communicate with them deadlines and other things that might affect them, pray for them, and encourage them. Ensure that each Project Leader understands his/her role well. Finally appreciate them after Fusion by sending them a thank you note.

### **9. Have Fun!**



## **Project Leaders :: Their Role**

The role of the project leader will be responsible for all aspects of the project including planning, volunteer communication, and project implementation.

### **1. Contact service project locations**

Call the contact person at the potential Fusion project location and inquire about their interest in being served. Please identify what church you're calling from and check to see if any other church has contacted that organization already. Be sure not to overwhelm them; we want to meet needs and serve, not be a burden.

### **2. Get all of the detailed information**

It is essential in the planning stages that you get valid, up to date information for each project. Double check all phone numbers, addresses, etc. Often, an address for the agency and an address for the project location are different – make sure that you get both!

### **3. Plan all aspects of the service project.**

Each service project leader will need to work with the organizational contact to plan the event. This will include planning exactly what will be done, gathering needed supplies, and following up with volunteers who signed up for the project. Your church is responsible for paying for any expenses related to the service project. If you would like each volunteer for your project to bring something with them to contribute, please let them know well in advance and post it on the website as well (for example – painting a fence, have everyone participating bring a roller with them). Also, attire is important, be sure to note dress codes or requirements (for example – closed toe shoes). Also, please remind volunteers to bring necessary food and drink.

### **4. Follow-up with all service project participants**

Email and call all service project participants via their info available to you online. You'll need to remind them where and when to show up for Fusion, and what to wear and bring. This is your most important job as a Fusion Project Leader. Don't be afraid to Over Communicate!!!

### **5. Serve on Fusion Event**

Arrive to your serving location early and have everything ready for your participants. Pray before serving. Give overview of what you will be doing. Introduce the community contact if they are there. Now...Get out and serve!

### **6. Document your project**

Bring along a camera or video camera, or better yet ask one of your volunteers to. You will be given an address of where to email/post them after Fusion to be compiled into a slideshow.

### **7. Thank your volunteers and community contacts**

After Fusion is over be sure to thank your volunteers and community contacts.

### **8. Most important remember to always have FUN!**



## **Project Planning :: Step-by-Step**

### **July / August :: Find Your Project**

- Work with your current ministry partners to identify needs in your community
- Contact non-profits, local government agencies, city offices, other churches, etc. and uncover the needs of your community.
- Confirm that they will be able to accommodate our efforts on the weekend of Oct. 3-5.
  - Plan your project complete with time, location, supplies, etc.
  - Get to know your contact at the agency – this is a great opportunity to be a “light”.
  - Over communicate!

### **August / September :: Finalize and Post Your Project**

- Contact the organization  
(See your Project Information Sheet)
  - Ensure that you have the correct information:
    - Project Address (to be posted online)
    - Organization Address (for your records & thank you notes)
    - Project Phone (your cell phone #)
    - Organization Phone (for your information)
    - Project Times
    - Project Directions
    - Project Details (attire, rules, etc)
    - Project Needs & Supplies
- Work closely with your Church Liaison to make sure that your project is ready to post online!
- Reconfirm with the community partner (ministry, non-profit, local government agency, city, etc.) that October 3-5 is the Fusion Event!
- Post it online **NO LATER than September 30 at [www.orlandofusion.org](http://www.orlandofusion.org)**

### **September :: Your Project & Organization**

- Check out their website, stop by their facility, and get to know who you are serving
- Compile your list of supplies for volunteers to bring
- Compile your list of supplies for you to purchase
- Keep Online Information Updated
- Recruit Volunteers to be on your Project Team
- Pray for your project, volunteers, and community partner

### **September / October :: Communicate & Serve**

- Check the Fusion website and your project daily
- Contact all registered volunteers for your Project
  - Welcome them!
  - Tell them about Rules & Needs of your Project!
- Get out and SERVE!!!

### **October :: Thank You & Follow up**

- Thank all volunteers (phone call, email, letter, etc)
- Thank community partner organization & contact
- Communicate about follow up events
- Post feedback and share stories at [www.orlandofusion.org](http://www.orlandofusion.org)

**Project Leader Template :: Sample**

This template can be emailed to participants of the project and act as a tool for you to organize your project.



Project (Org. name & Phone number): \_\_\_\_\_

Project Leader: \_\_\_\_\_

Leader Contact info: \_\_\_\_\_

# of Volunteers Needed: \_\_\_\_\_ Project Dates: 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_ 5<sup>th</sup> \_\_\_\_\_

Project Times: Set up \_\_\_\_\_ to \_\_\_\_\_ Serve \_\_\_\_\_ to \_\_\_\_\_ Clean up \_\_\_\_\_ to \_\_\_\_\_

Family Friendly: Yes \_\_\_\_\_ No \_\_\_\_\_ Donations Needed: Yes \_\_\_\_\_ No \_\_\_\_\_

Materials Needed: \_\_\_\_\_

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Project Details: \_\_\_\_\_

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## **Promote :: Now... “Serving our City together”**

The promotion of Fusion at your church is critical in order to engage the maximum number of people. Here are some ideas that we've found to be helpful in years past.

### **1. Tell people to ‘save the date’**

In your bulletin, newsletter, email updates, and website, encourage people in your congregation to set aside Oct. 3-5 as an important date to save for Fusion 2008.

### **2. Facilitate the Fusion sign-up process**

There are two sign-up options available to you. If you are a small to medium-sized church, please plan to put sign-up flyers in your bulletin for 3 weeks. Sign-up flyers will be available to you for your bulletin. If you are a large church, we encourage you to put an ad in your bulletin pointing them toward the website to sign up.

### **3. Use the Fusion logo**

The Fusion logo will be available to download and utilize for your bulletin, newsletter, email updates, website, and digital announcement slides.

### **4. Plan a Sunday sermon or sermon series on serving & get up front time**

Prior to Fusion, your church may want to plan a specific morning or an entire series to rally people around the value of serving the local community. If you can have testimonies from people in your church or in the community that were impacted by outreach and service have them share.

### **5. Have a Fusion Patio Table/ Information Booth**

Have a centralized place for people to ask questions, sign up, and get involved on your church patio after weekend services. If you have access to a few computers to allow online registration right there, go for it!