



National Domestic Kindness Ministry Tasks – Volunteer Openings

Recordings – Coordinate and oversee video and audio recording projects – testimonies, study PowerPoints, promos, edit sermons, edit DK recordings of national meetings and workshops

- Prioritize and schedule projects to meet deadlines - Coordinate with all involved with the recordings
- Deal with enquiries and requests for copies of recordings
- Post recordings on YouTube and the DK Facebook page with links to them on the DK website
- Ensure the waivers (if required) are distributed and safely stored
- Ensure that the recordings are protected - Keep copies of recordings on flash drives
- Work with the Manager of Advertising as needed
- Archive finished recordings and data - destroy material as needed for legal purposes
- Collaborate with the Manager of Action Team Leaders (of local chapters) to ensure video and audio recordings are accessible to them

Advertising – Create flyers for events and studies; create invitations on social media; send information about events to publications – newspapers, bulletins, etc.

- Strategize and develop promotional ideas to spread awareness about the organization and events to get people to sign up for workshops and DK Studies
- Coordinate advertising to research and create effective outreach campaigns
- Work closely with Manager of Website and Recordings to disseminate information to the public
- Work closely with the Manager of Recruitment to create promotions that invite people to volunteer and join the DK board and Management Team.
- Develop strategic campaigns to help increase public awareness and interest in DK
- Identify outlets through guest postings, newspapers social media, and press releases to share information about events

Church Contacts – Keep a list of names and contact information of people from various churches who are interested in DK

- Contact each church monthly to remind them about how they can implement the program;
- Set up dates with them for meetings to discuss DK

Prayer Meetings - Host and lead monthly Zoom prayer meetings

- Create an agenda for the 45-minute meetings, which cover a variety of categories of domestic abuse to pray for
- Send out individual invitations two days before the meeting
- Send the link the day before the meeting

Monthly Email – Create brief email with domestic abuse information and upcoming DK events

- Draft emails to disseminate information about upcoming events
- Send out through Mail Chimp

Study Productions – Create and edit DK Bible studies; include instruction in Godly living, relationships, and dealing with domestic abuse

- Create 8-week Bible studies for small groups

- Work closely with the DK president for content and scriptures
- Work on publishing a hard copy of the study handbooks through Amazon

Workshops – Plan the DK Annual Workshop in coordination with the Action Team leader of the church who is hosting.

- Book the date and time nine months before the event.
- Find speakers. (Action Team arranges for worship leader, pastors to open and close in prayer, technical support, and helpers for every detail)
- Work closely with the Action Team leaders to organize workshops hosted at churches

Technology – Keep the DK website current and work on our nonprofit email

- Add to and update material on the DK website; including resources, study materials, and events
- Add to and update Google Docs for study downloads
- Set up nonprofit email with Gmail

Recruitment – Investigate and invite people to join the DK board and Management Team.

Work with churches in selecting the Action Team leader

- Help schedule with (phone and in-person) interviews
- Support with candidate screening and evaluation
- Identify platforms for recruitment
- Support the recruiting team and report on its performance
- Maintain a log of all volunteers and Action Team leaders

Resource Recommendations – Find and vet national and international resources that DK recommends (on the DK website) for those helping or for those struggling with domestic abuse. This includes, shelters, support groups, counselors, batterers groups, books, etc.

- Identify resources that align with the mission and vision of DK (Christian, if possible)
- Act as the contact person and main communication channel between DK and the national resources
- Stay informed about available resources and changes within various organizations to keep the DK website resource list up to date
- Use DK's list of questions to vet providers of services
- Attach summary descriptions to the recommended resources
- Outreach to potential resources and establish relationships with them

Action Team Leaders – Create Domestic Kindness Action Team Leaders Manual and training program; meet monthly with Action Team leaders

- Primary contact person who communicates with all Action Team leaders at the churches
- Work closely with Action Team leaders to strategize how to work with church pastors and leaders
- Ensure Action Team leaders are well supported
- Keep Action Team leaders informed about available resources and workshops
- Schedule a monthly meeting with all Action Team leaders to collectively discuss recent updates and issues faced in their local chapter and incorporate ongoing leadership training into the meeting