

# Build a Team Guide

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Begin simply with one student needing help and one volunteer with the heart to serve. Over time, build your team by combining staff and volunteers with diverse talents to complete the array of tasks.



## Leader

- Be a liaison between the ministry and leadership.
- Set guidelines and rules.
- Make plans to grow.
- Encourage other ministries to be inclusive.

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## Manager

- Monitor dedicated classrooms and inclusion students.
- Recruit and train volunteers.
- Prepare classrooms and stock supplies.

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## Counselor

- Care for the needs of families and volunteers.
- Advocate for those with disabilities in the church and community.
- Orient new students and families.

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## Planner

- Write and update handbooks and forms.
- Plan activities and events.
- Adapt curriculum.
- Create schedules.

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