

CLUSTER COORDINATOR – QUARTERLY CHECKLIST

FLORIDA CONFERENCE PAD - OFFICIALLY APPOINTED VOLUNTEER (OAV) – Pathfinders and Adventurers

(Circle one) - **Q1** (Jan-Mar) **Q2** (Apr-Jun) **Q3** (July-Sept) **Q4** (Oct-Dec) // Year – 20 ____

The following are the basic responsibilities for a CLUSTER COORDINATOR IN THE FLORIDA CONFERENCE PAD.

Your MAIN Goal: Contact / Support Your Clubs in Your Cluster.

This checklist is designed to help you reach this goal and stay on target during the year.

MY BIG THREE: We strongly suggest that at least TWO weeks before EACH new quarter begins, every Cluster Coordinator should make time to fill out the form – **MY BIG THREE** – a planning tool to help you know what to focus on in the next Quarter (about 90 days) (see OAVinfo web page). This will help you “cluster” what is most important and it will be the basis for your Quarterly/Annual Review with your Zone Admin (ZA).

WEEKLY

(Plan on 10 - 30 minutes weekly to complete these tasks)

___ Yes ___ No

Did you PRAY FOR your Clubs/Directors/Staff/Families/Kids/OAV Team?

___ Yes ___ No

Did you PRAY WITH at least ONE person from the above list (those you’re praying for)?

___ Yes ___ No

Did you spend at 5-15 minutes to make/review a schedule of when you will contact/support/visit Clubs?

MONTHLY

(Plan on 30 – 90 minutes weekly to complete these tasks)

___ Yes ___ No

Did you log in to your YMMS account at least monthly (once a month)?

Did you check on the following in YMMS monthly?

___ Yes ___ No

Club Accounts – Check which Clubs have/do not have an account; do they need help with YMMS? Are they using it/logging in? Registering for events?

___ Yes ___ No

Calendar – Check the following items in YOUR Clubs YMMS Calendar: What events are coming up in your Clubs? Club Meetings? Trips? Special Days? How can you support these activities? Which will you attend? Know of what’s happening in your Cluster.

___ Yes ___ No

Registration - Who is/is not registered for an event; how many are registered, when is the deadline to register; encourage Clubs to Register/remind them of deadlines

___ Yes ___ No

Growth – Assess which Clubs are growing? Adding members? What are they doing? *Reflect on ... What is working / not working to grow the Clubs? How can you help?*

___ Yes ___ No

Did you contact ALL of your Club Directors at least once monthly by email?

___ Yes ___ No

Did you contact ALL of your Club Directors at least once monthly by phone call?

___ Yes ___ No

Did you contact ALL of your Club Directors at least once monthly by text?

___ Yes ___ No

Did you communicate with your leader you report to monthly? (Cluster→Zone)

___ Yes ___ No

Did you submit a monthly Report/Reimbursement form to the PAD (by the 14th of month)?

___ Yes ___ No

Did you attend your home church with your family at least ONE time this month?

QUARTERLY

(Plan on four (4) – six (6) hours monthly to complete these tasks)

___ Yes ___ No

Did you meet with ALL of your Club Directors quarterly by Zoom OR in person?

___ Yes ___ No

Did you visit ALL of your churches (in Cluster)? Even those without active Clubs?

___ Yes ___ No

Did you meet ALL of your Pastors (those in the churches you’re serving)? *(Remember: Introduce yourself, offer your support, and share/exchange contact info with Pastor)*

___ Yes ___ No

Did you make any plans for YOUR Cluster to do something together in this quarter?

___ Yes ___ No

Did you make time to work thru your “**MY BIG THREE**” form? Review it with your ZA.

___ Yes ___ No

Did you make time to review the principles of A New Kind of Leader? And review where you are / are not putting these principles into practice in your Cluster/ministry?

___ Yes ___ No

Did you fill out your QUARTERLY CHECKLIST? Email it to your ZA by the 5th of the first month of the new quarter. Schedule a time to review it with ZA by the 15th.