

## **Local Church Disaster Response Coordinator**

### **Suggested Job Description**

The role of a congregation's Disaster Response Coordinator or (Local Church Disaster Response Coordinator LCDRC) is critical to the congregation's disaster resiliency. The role include leading the church to mitigate, prepare, and respond to natural and manmade disaster. The LCDRC works closely with the pastor, the District Superintendent, trustees and members of the congregation as well as the District Disaster Response Coordinator and the Conference Disaster Response Coordinator. Additionally, the LCDRC provides the congregation with resources for other disaster response agencies such as the American Red Cross and local and state disaster response agencies.

Suggested duties and responsibilities for the coordinator.

- Develops a disaster response plan for the congregation with the full participation of the pastor, the Board of Trustees and Church Council.
- Interprets the plan to the congregation and Church Council annually.
- Keeps the plan updated with amendments as necessary and with needed supplies, and resources such as batteries etc.
- Maintains an accurate information of persons in the congregation who are certified for AED,
- Determines the potential disasters that the church might sustain.
- Be familiar with the disaster response procedures and plans of the New York Annual Conference as well as the state emergency management agencies such as the American Red Cross.
- Communicates with the District Disaster Response Coordinator, with the
- Conference Disaster Response Coordinator and attend training.
- Recruit members of the congregation to participate in volunteer teams.
- Sets up disaster response training for the congregation.
- Coordinates with the county's disaster/emergency response officer. Learn how the church might effectively relate to the county's staff responsible for emergency response.
- Be accountable to the Charge Conference through the Church Council.