

Fly Right, Inc.

Guide for Local Advisory Board

It is the desire of Fly Right Ministry to develop local advisory boards in different areas so that we can continue our work in the local prisons, jails and schools on an annual or some other regular basis.

Some of the key goals of the local team would be as follows:

- Pray and decide on the event/crusade location(s)
- Count the cost and meet the needs to have the crusade
- Recruit the number teammates needed for each crusade or event
- Secure a local church or churches who will promote and support event
- Secure lodging for out of town teammates
- Provide transportation as necessary for the event

Advisory Board Structure

SCRIBE: _____ _____ _____ _____	Chairperson: _____
	Co-chair Person: _____

WORKING TEAMS AND POSITIONS: All names, phone and email addresses please!

PASTOR/CHAPLAIN: _____ _____ _____	FINANCE: _____ _____ _____
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PRAYER: _____ _____ _____ _____	RECRUITMENT: _____ _____ _____ _____	HOSPITALITY: _____ _____ _____ _____	TRANSPORTATION: _____ _____ _____ _____
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FOLLOW-UP: _____ _____

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LOCAL TEAM STRATEGY

The local team functions under the direct supervision of the Fly Right director. The local team must do the following:

- Pray together
- Plan together--meet on a monthly, bi-monthly or weekly basis as needed
- Serve together

Meetings:

- Should be held 4-6 months before an event
- Place and time of meeting will be set by the local team
- Minutes will be taken by the scribe and all copies sent to all team leaders

Functions of each position

Chairperson

- Communicator-liaison between Fly Right Director and the local team
- Helps to determine when and where events will occur
- Motivator and promoter-attends area functions to provide information to the local community
- Educator-instructs local team regarding the details needed to perform the function of their positions
- Supervisor/Advisor to all the local team
- Facilitator-leads the team meetings

Co-Chairperson

- Secures an annual calendar of events from the local churches
- Secures a list of all major civic events from the present time until scheduled event to ensure there is no conflict
- Functions as “eyes, ears and hands” of the local team
- Assists chairperson as necessary

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Scribe

- Takes complete and accurate minutes at each local team meeting
- Submits minutes to the team leaders and Fly Right director
- Sends email or written notices of each meeting
- Sends additional mailings as needed

Prayer Team Leader

- Solicits prayer coverage for every aspect of the event
- Encourages team to “pray without ceasing” 1 Thessalonians 5:17
- Prepares and distributes team praise reports and prayer requests on a monthly, bi-monthly or weekly basis
- Encourages focused and directed prayers
- Sets up a prayer room and provides prayer packets*
- Maintains a team presence in the prayer room while teammates are ministering to inmates

*Prayer packets can consist of: List of teammates, prison facilities, platform guests, and prayer requests sheets

Finance Team Leader

- Functions as local treasurer
- Participates in developing local budget
- Motivates the team to raise funds
- Maintains clear and accurate financial records
- Develops and implements fundraisers**
- Send monthly budget report to Chairman and Fly Right director
- Implements the “Adopt a Platform Guest” program to defray expenses and helps identify “host” families to “adopt” a platform guest
- Solicit donations from individuals and businesses

**Check various websites such as www.fastfundraisers.com for more ideas on how to raise revenue for event

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Pastor/Chaplain

Pastors and Chaplains are essential to the Local Team because of their insight into the church organizations as well as their knowledge of prisons, jails and juvenile institutions.

Pastors

- Help recruit other pastors as well as other churches to assist with the event
- Have community connections and can function as a resource for the team
- Can play in active role in supporting the Follow Up Team after the event
- Can promote the event in their individual churches and small groups

Chaplains

- Good sources of information regarding other ministries who currently work as volunteers within their unit or near their units.
- Can assist the Follow Up Team after the event
- Can advise the Team on issues that occur within the facility

Hospitality Team Leader

- Secure donations of food and drinks for Friday night Spiritual Enrichment
- Keep a record of donors so they can be properly acknowledged
- Organize volunteers to serve during Spiritual Enrichment, including cleaning up afterwards
- Solicit host families to “Adopt a Platform Guest”
- Set up area for sale of T-shirts or other merchandise and ensure table is attended

Recruitment Team Leader

- Motivates the local team to recruit others
- Hosts a recruitment training session with member of the team
- Works with as many diverse denominations, racial and ethnic groups as possible in the outreach
- Assigns a church or churches to each team member
- Oversees visits to other churches or small groups to promote the event
- Reports progress to the chair person and Fly Right Director

