

Role Description: Refugee Sponsorship Champion / Team Leader For Churches of the Convention of Atlantic Baptist Churches

Introduction

The role of the Refugee Sponsorship Team Leader is: (i) to be the Church's liaison person with the Sponsorship Agreement Holder (the CABC) and (ii) to mobilize the congregation's support for the sponsorship initiative in terms of prayer, fundraising and volunteer effort.

Responsibilities

- i. Maintain communication with CABC in order to access their training, resources and assistance;
- ii. Decide, with input from CABC and the congregation, on the most appropriate option for sponsorship (e.g. BVOR, PSR);
- iii. Sign the Sponsorship Undertaking and other CIC forms on behalf of the Church;
- iv. Mobilize a group of volunteers to constitute a Refugee Sponsorship Committee (RSC), chair the committee and lead RSC meetings to guide the sponsorship process and to fundraise;
- v. Lead the preparation of the Settlement Plan;
- vi. Lead awareness, education and fundraising;
- vii. Mobilize the additional volunteers needed to help the refugees in areas such as obtaining an SIN, health cards, temporary and permanent accommodation, family doctor, dentist, schooling, ESL/LINC classes, contacting Settlement Agencies, connecting to communities of similar ethnicity to help with family's integration etc
- viii. If possible make contact with the refugee family while still overseas to support them, send money as needed (for phone cards, internet usage, couriers etc) and maintain contact;
- ix. Maintain communications with the congregation and leadership, keeping them informed, managing expectations and being sensitive to issues of confidentiality and security;
- x. Determine if the family has medical or psychological issues so that they can be addressed as soon as possible after arrival;
- xi. Maintain a file of appropriate documentation in order to support an evaluation at the conclusion of the sponsorship period;
- xii. Meet the family at the airport with an appropriate number of committee and church members;
- xiii. Coordinate the introduction of the family to the wider church as appropriate and to an expanding network of caregivers;
- xiv. Lead the RSC in completing (and modifying) the settlement plan