



Bus Captain Job Description 2018 NE MN Synod Journey

Bus Captain Primary Roles and Expectations:

- **Communication:** Bus Captains are the primary communicator between Synod Journey leadership and adult leaders on your bus, before and during the Journey. Part of communication is delegating responsibilities to other adult leaders. You don't need to/shouldn't do this job alone!
- **Coordinate Bus Meetings:** We ask bus groups to meet twice throughout the year to build community within the bus group. Bus Captains will be given curriculum resources and budget money to assist with these meetings.
- **Safety:** Bus Captains ensure the physical, emotional and spiritual safety of youth and adults on the bus. They support the NE MN Synod Covenant, develop a bus covenant, coordinate devotions and prayer during travel, count heads, and are an intentional set of eyes and ears checking on things throughout the trip.

Other Things to Know:

- There will be an online meeting or individual calls in late October to equip you for the bus meetings. Meetings times and locations are at the discretion of the Bus Captain in conversation with the adult leaders on your bus. You are encouraged to include some of the Getting Ready Materials so they don't become "one more thing" for groups to do. The Synod Journey Worship Team will provide resources for group builders and covenant writing. Each Bus Captain will have \$500 to use to assist with programming, mileage, food, etc. This amount needs to cover both meetings, so plan ahead! Receipts are needed for reimbursement.
- There will be a Bus Captain meeting at the synod office in Duluth in May/June 2018. You will be given training and detailed information so you know what to do from the moment you get on the bus until you get off next summer.
- On the Journey, Bus Captains will meet each night in addition to the Adult Leader meeting to receive detailed information for the next day. These meetings last about 15-30 minutes. You will need to have other adult leaders supervise your youth during this time.
- **Details are important for this job!** You know your gifts. If you know you struggle to keep up with communication (*sending out and responding to emails, texts*), or if tracking details (*schedules, covenant expectations, counting heads*) are not your strong suit...please gift yourself and your bus group by saying no to this position! 😊