

# HUB INFORMATION SHEET

Group name:	
Contact Person:	
Address:	
Phone #:	
Email address:	

## Have you...

- Reached out to someone at Mission Central?
- Discussed with your group/team on what you would be doing as a HUB?
- Reviewed your space to determine how you will utilize it (ADA compliant, space for your mission, space for projects)?
- Considered your leadership? (Ideally, HUBs need a leader, a facility manager and a communicator)
- Created a plan to recruit volunteers?
- Developed a strategy to operationalize the HUB?
- Reached out to the Regional Coordinators (listed below) or Jean Norris for any additional questions or assistance.

## Positions to Consider:

- *Site Manager* -Liaison between the facility/church, local area, and Mission Central; logistics manager of operating hours; manager of receiving supplies, storage, and shipping; organizer; delegator; decision maker; and record keeper
- *Volunteer Coordinator* –Recruits, schedules and enjoys working with volunteers (needs to be available to contact volunteers and follow-through)
- *Communicator* -Needs passion for mission ministry; needs to communicate with local churches and agencies to solicit supplies and volunteers; needs to communicate with Mission Central (e.g. quarterly reports, God Moments, End result stories, HUB page website update); and needs to speak for Mission Central and the HUB: addressing churches, civic clubs, clergy +/-or laity gatherings as available.
- *Treasurer* -Needs to be comfortable handling funds; pay bills (e.g. rent, utilities); and assists with HUB fundraisers where a 10% tithe goes to Mission Central

## Regional HUB Coordinators:

- Eastern Pennsylvania and Delaware and Virginia : Jeanne Earnshaw ([jjearnshaw@comcast.net](mailto:jjearnshaw@comcast.net))

- York District and Baltimore-Washington Conference: Carol Galloway ([cgmom56@comcast.net](mailto:cgmom56@comcast.net))
- State College and Altoona Districts: Margaret Daub ([mpdaub@verizon.net](mailto:mpdaub@verizon.net))
- Lewisburg, Scranton, and Williamsport Districts: Kristi Lyons ([kristiliumc@gmail.com](mailto:kristiliumc@gmail.com))
- Greater New Jersey and Metro NY: Hope Harrison ([hharrison@missioncentral.org](mailto:hharrison@missioncentral.org))
- Central NY and New England Conferences: Jean Norris ([dandjnorris@verizon.net](mailto:dandjnorris@verizon.net))