

**Grace Episcopal Church
Ministry Role Description
2025**

Ministry name: Yard Sale Leadership Team

Leader: Co-Chair Warehouse - Lucia Schoelwer lrschoelwer@hotmail.com 703-434-2176
Co-Chair Donation Pickups - Cliffe Harris loggin2005@msn.com 804-840-9468

Leadership Team members represent a cross-section of skills and responsibilities. They coordinate regularly and meet in person as needed to ensure the smooth operation of the Grace Yard Sale.

Team Member role, responsibilities and duties

- Inventory Manager: Post photos and descriptions of inventory on Facebook
- Remove photos when items sell
- Volunteer Scheduling Manager: Coordinate with pool of volunteers to ensure sufficient coverage for every day the Yard Sale is open
- Find replacements as needed
- Volunteer Trainer: Conduct training for new volunteers
- Donation Pickup Coordinator: Receive requests for donation pickups
- Solicit appropriate level of support (manpower, vehicles, trailers)
- Coordinate with donor
- Evaluate donation and determine where items should go (warehouse, other non-profit, trash)