

## Light of Christ Community Garden Project Role/Responsibilities, Accountability, Authority Matrix

Role and Responsibilities	Accountability	Authority
What responsibilities/"assignments" are associated with this role?	<b>To:</b> an individual or organization in fulfilling requirements of the process <b>For:</b> what product/deliverable	What decisions/actions are they authorized to make?
<b>Community Garden Leadership Council</b>		
➤ Project Oversight	To: Light of Christ Leadership Council For: Schedules, Budget, Objectives and Principles	➤ Approve expenditures ➤ Adjust schedules, including halt project ➤ Project and Committee Manager Placements ➤ Direct team compliance ➤ Establish distribution criteria
➤ Project Audit	To: Light of Christ Leadership Council For: Finances; compliance with laws and ordinances; compliance with garden principles and objectives	➤ Direct team compliance

- Project Manager – Represent Garden Project
- Church Council Rep – Represent Light of Christ Church
- Outside Representative – Represent non LOC participants
- LOC Care Ministry Chair – Care Ministry Representation
- LOC Member at Large – Represent congregation of LOC Church

Advisory Role: Federal Way Community Garden Master Gardener

**Light of Christ Community Garden Project  
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<p style="text-align: center;"><b>Role and Responsibilities</b></p> <p>What responsibilities/"assignments" are associated with this role?</p>	<p style="text-align: center;"><b>Accountability</b></p> <p><b>To:</b> an individual or organization in fulfilling requirements of the process <b>For:</b> what product/deliverable</p>	<p style="text-align: center;"><b>Authority</b></p> <p>What decisions/actions are they authorized to make?</p>
<b>Project Manager – Jim Cox</b>		
<ul style="list-style-type: none"> <li>➤ Project Status</li> </ul>	<p>To: Community Garden Leadership Council</p> <p>For: Progress of the LOC Garden Project, audit and compliance, issues, challenges and opportunities</p>	<ul style="list-style-type: none"> <li>➤ Regular reports</li> </ul>
<ul style="list-style-type: none"> <li>➤ Leadership</li> </ul>	<p>To: Team Leaders</p> <p>For: Project coordination, oversight, maintaining progress, and problem / conflict resolution</p>	<ul style="list-style-type: none"> <li>➤ Authority to assign resources</li> <li>➤ Facilitate communications</li> <li>➤ Continuing oversight after initial build</li> </ul>
<ul style="list-style-type: none"> <li>➤ Scheduling</li> </ul>	<p>To: Team Leaders</p> <p>For: Task relationships and dependencies, project changes, challenges and opportunities</p>	<ul style="list-style-type: none"> <li>➤ Modify and reassign tasks</li> <li>➤ Modify schedules</li> <li>➤ Re-assign resources</li> </ul>
<ul style="list-style-type: none"> <li>➤ Principles and Objectives</li> </ul>	<p>To: Team Leaders</p> <p>For: Assure compliance</p>	<ul style="list-style-type: none"> <li>➤ Redirect as appropriate</li> </ul>

- Jim Cox , Appointed April 12 but LOC Leadership Council

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<b>Team Leader</b>		
➤ Team Oversight	To: Team Members For: Task direction and scheduling, resource management, problem resolution	➤ Human resource management, assign and reassign as appropriate ➤ Management of individual team tasks
➤ Status Report	To: Project Manager For: Maintain task schedules, project objectives and principles, resource management	➤ Regular report
➤ Planning	To: Project Manager For: Preparing project plan To: Architect For: Garden design	➤ Identifying tasks, durations, relationship and dependencies ➤ Comment on design viability, practicality and cost

- Construction and Maintenance –
- Planting, Harvest and Distribution –
- Volunteer Coordination and Recognition –
- Communications – Donna Cox (acting)
- Donations and Funding – Don Dennis (acting)

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<b>Architect – Tim Werfleman</b>		
➤ Design and Layout	To: Project Manager For: Detail design, material estimates, proposed project tasks and schedules. To: Project Manager For: Compliance with local ordinances and permits To: Federal Way Community Garden Master Gardner For: Final Design in compliance with Federal Way Community Garden Project	➤ Detail design of LOC Community Garden ➤ Communications with city offices ➤ Proposed Bill of Materials ➤ Compile gross list of build tasks, including relationships, dependencies
➤ Consultation and Oversight	To: Construction and Maintenance For: Oversight of garden build assuring fidelity to design, compliance with regulations	➤ Counsel Construction and Maintenance Team Leader
➤ Status Report	To: Project Manager For: Maintain task schedules, project objectives and principles, resource management	➤ Regular report

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<b>Head Gardener</b>		
➤ Garden Design	To: Architect For: Bed design, general garden layout and maintenance	<ul style="list-style-type: none"> <li>➤ Counsel to Garden Architect</li> <li>➤ Coordinate with FW Master Gardener</li> <li>➤ Final garden design approval</li> </ul>
➤ Planting	To: Construction and Maintenance Team For: Instructions on what, where, when & how to plant	<ul style="list-style-type: none"> <li>➤ Counsel and oversight of planting</li> <li>➤ Coordinate with FW Master Gardener</li> </ul>
➤ Maintenance	To: Construction and Maintenance Team For: Garden water, fertilizer, pruning, compost and winter care	<ul style="list-style-type: none"> <li>➤ Counsel and oversight of garden maintenance</li> <li>➤ Coordinate with FW Master Gardener</li> </ul>
➤ Harvest	To: Harvesting and Distribution Team For: Proper harvesting methods and schedules	<ul style="list-style-type: none"> <li>➤ Instruction on how to determine ripeness, harvest</li> <li>➤ Coordinate with FW Master Gardener</li> </ul>
➤ Status Report	To: Project Manager For: Maintain task schedules, project objectives and principles, resource management	➤ Regular report
➤	To: For: To: For:	

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<b>Construction &amp; Maintain Team</b>		
➤ General construction	To: Architect For: Follow design plans To: Project Manager For: Schedules	<ul style="list-style-type: none"> <li>➤ Supervise vendor activities</li> <li>➤ Establish work parties and schedules</li> <li>➤ Prepare material purchase requests</li> <li>➤</li> </ul>
➤ Maintenance of property, irrigation, beds and buildings	To: Project Manager For: General repairs To: Head Gardner For: General repairs, seasonal preparations	<ul style="list-style-type: none"> <li>➤ Establish work parties and schedules</li> <li>➤ Prepare material purchase requests</li> <li>➤ Make repairs as needed</li> <li>➤ Prepare property for various seasons</li> <li>➤ Keep garden areas clean and orderly</li> <li>➤ Security</li> </ul>
➤	To: For: To: For:	

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<b>Planting, Harvest &amp; Distribution Team</b>		
➤ Planting	To: Head Gardener For: Follow directions for planting	<ul style="list-style-type: none"> <li>➤ Prepare seedlings</li> <li>➤ Preparing soil for spring planting</li> <li>➤ Plant</li> </ul>
➤ Bed Maintenance	To: Head Gardener For: Weeding of flower and plant beds pruning and fertilization	<ul style="list-style-type: none"> <li>➤ Remove unwanted plants</li> <li>➤ Prune</li> <li>➤ Fertilize</li> </ul>
➤ Harvest	To: Head Gardener For: Follow directions for harvesting	<ul style="list-style-type: none"> <li>➤ Collect produce, prepare for distribution</li> <li>➤ Prepare for follow on plantings as appropriate</li> <li>➤ Prepare beds for winter fallow</li> </ul>
➤ Distribution	To: Project Manager For: Distribute food	<ul style="list-style-type: none"> <li>➤ Identify individual recipients, organizations and groups</li> <li>➤ Establish schedules and transport</li> <li>➤ Record activities</li> </ul>
➤	To: For: To: For:	

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<b>Volunteer Coordination and Recognition</b>		
➤ Volunteers	To: Team Leaders For: Provide workers for garden	<ul style="list-style-type: none"> <li>➤ Coordinate volunteer activities with church, business and social groups</li> <li>➤ Organize and schedule work details</li> <li>➤ Coordinate special work parties</li> <li>➤ Record groups, persons and hours</li> </ul>
➤ Recognition	To: Project Manager For: Provide positive volunteer experience	<ul style="list-style-type: none"> <li>➤ Prepare individual recognitions</li> <li>➤ Publish report of volunteer achievements</li> <li>➤ Organize volunteer events for synergy, fellowship, recreation and recognition</li> </ul>
➤	To: For: To: For:	



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<b>Communications</b>		
➤ Identify community	To: Project Manager For: Community involvement To: Team Leaders For: Resources	➤ Seek out and meet with community organizations
➤ Provide information	To: Local Community For: Keep community apprised of needs, progress, opportunities and challenges To: Build and Maintenance For: Prepare information board at garden site	➤ Meet with community organizations ➤ Meet with other community garden projects ➤ Interact with area media as appropriate
➤ Light of Christ Communications	To: Light of Christ Congregation For: Garden Progress	➤ Input to Light of Christ <u>Focus</u> ➤ Input to church Web Site ➤ Prepare posters, charts, bulletin boards

➤ Donna Cox

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<b>Donations &amp; Funding</b>		
➤ Fiscal activities	To: Project Manger For: Accounting	<ul style="list-style-type: none"> <li>➤ Receive and acknowledge donations</li> <li>➤ Deposit monies and pay bills? (or is this Federal Way Community Garden?)</li> <li>➤ Relationship with service organizations, i.e. water, electric, waste, etc.</li> </ul>
➤ Fund Raising	To: Team Leaders For: Goods and Services	<ul style="list-style-type: none"> <li>➤ Solicit goods and services</li> <li>➤ Provide receipt &amp; acknowledgement</li> <li>➤ Create, organize and execute fund raising activities</li> </ul>
➤ Budget	To: Project Manager For: Budget preparation To: Team Leaders For: Budget request preparation	<ul style="list-style-type: none"> <li>➤ Prepare budget for garden activities</li> <li>➤ Prepare monthly budget report</li> <li>➤ Fiscal advice</li> </ul>
➤ Audit	To: LOCCG Leadership Team For: Fiscal audit & Reporting	<ul style="list-style-type: none"> <li>➤ Prepare quarterly report for Leadership team</li> <li>➤ Prepare and participate in annual audit activities</li> <li>➤ Provide fiscal advice</li> </ul>

➤ Don Dennis