



2017

**HOST CHURCH COORDINATOR
MANUAL**

NORTHEAST

Providing Christ-centered missions
that serve people in need and
promote spiritual growth and
leadership development in youth and young adults



U.M. ARMY VISION

Continue to grow in ministry with God and become the hands and voice of Christ while receiving guidance from the following core principles:

- We are a God-led, volunteer, youth-focused organization.
- We believe God changes lives through the U.M. ARMY experience.
- We believe in increasing the number of lives touched in a planned and responsible way.
- We believe in being proactive in protecting the persons we touch, the environment and the corporate organization.
- We believe Program operation can be accomplished with hard work, compassion and honesty.
- We believe in developing well-trained Program leadership.
- We believe that all aspects of the U.M. ARMY organization will be managed with integrity.

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Host Church Information Sheet

Thank you for your prayer and discernment as you consider hosting U.M. ARMY at your church. We could not do God's work without the help of churches like yours. A base for our mission team is vital to our operation and our ability to serve the community in your area. Our presence at your church is also an opportunity for your church and other churches in your area to be involved in mission work.

Our program is one week long (Sunday after church - Saturday noon) and is comprised of youth and adult volunteers (2 adults/5 youth) who will be sleeping, eating, worshipping, and calling your church "home" while they are serving people in your area.

Each U.M. ARMY work group has an adult Director who will be your primary contact during preparation time (about 90 days prior to the mission week) and the week that we are in your church. Additionally, you are encouraged to contact our office at any time should you have any questions or concerns.

CONTACT INFORMATION:

U.M. ARMY-NORTHEAST
Jennifer Vastardis, Executive Director
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Wayne, PA 19087
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Date of Mission Week: _____

Director & Phone Number: _____

As a Host Church, U.M. ARMY has some expectations that are divided into:

- **Needs** – Things we must have to make the program work
- **Wants** – Not necessities, but would really be helpful
- **Wishes** – Icing on the cake
- **Optional Information** – Helpful information

Most of our “needs, wants and wishes” will need to be addressed in the 90 days prior to the mission week so that we will have completed all the logistics necessary to ensure a smooth week!

We encourage your church congregation, other churches in your area, and community service organizations (Rotary, Lions, etc.) to be involved to whatever degree they choose. In the following lists, you may identify some opportunities for involvement during this week of mission service at your church and in your community.

FIRST:

We need a primary contact person at your church. This is the **Host Church Coordinator**, and should be someone who is available and can assist the Director by showing him/her around the church, answering questions, and being a link between the U.M. ARMY team and the host church.

NEEDS:

- **Keys** – for doors and other areas used by the U.M. ARMY team. Used for locking up tools and supplies, locking doors when we are gone. Please give to the Director.
- **Dorm Area** – sleeping areas for our mission team, preferably separate areas for men & women. These are usually classrooms or other small rooms where 10 or more can put cots or air mattresses down for sleeping.
- **Dining Hall and Kitchen Areas** – Use of the kitchen and what can be used and what should be considered “off limits” to the participants. We will supply all our own food, paper goods, etc. Use of the pots and pans and large utensils, pitchers, etc., would be extremely helpful!
- **Program & Worship Areas** – We will be conducting various programs and will need areas for worship (chapel or sanctuary) as well as dining area, gym or multiuse facility.
- **Tools & Equipment Storage Areas** – A place where tools and building materials can be stored and loaded on to work team vehicles. A parking lot or fenced area is good for this; an area that can be secured and locked is ideal.
- **Parking Lot and Grounds** – A place for participants to park and use to load and unload supplies and tools. Use of the church grounds for recreational activities during the week.

- **Off Limits Areas** – Identification of specific areas that are considered off limits. Participants will faithfully and respectfully honor the off limit areas.
- **Alignment of Church Calendar to U.M. ARMY Calendar** – We ask that our host church relocate or rearrange as many meetings as possible during the week so that there are no conflicts with room usage. As an example, if an AA meeting is normally in a specific room that is used for dormitory space, that group might need to meet in another room or cancel their meeting for the week.
- **Showers** – Mission work is hot, dirty work, and our work teams shower daily. We need a facility where 40 to 100 people can shower every afternoon Monday through Friday. Schools are usually available for this service. Health and sports clubs may also be available. Often church members have contacts in the local community for showers. Any help you can offer in assisting us to locate these facilities is appreciated.
- **Emergency Contact Numbers** – Just in case the air conditioner breaks, the plumbing backs up, etc., please give us some emergency contact numbers of people to call, such as the Pastor, Associate Pastor, Maintenance, etc.

Pastor: _____

Associate Pastor: _____

Youth Director: _____

Janitor: _____

Maintenance: _____

Secretary: _____

WANTS:

A full week of mission work involving 40 – 100 youth and adult volunteers will generate a lot of expenses; mainly food (teenagers can eat a lot!), building materials (lumber, paint, nails, etc), ice (each work team takes a sack lunch daily, and needs plenty of cold water during summer heat), and trash service (home repairs generate a lot of trash).

This is where we REALLY appreciate help from the Church and Community, and how the churches and community can get involved in U.M. ARMY. If you can help in any way, please contact us and let us know.

Please note that all of the items listed below are not your responsibility and we are not depending on you to make all of these arrangements. If you can help with these in any way, bless you! If not, we've got it covered.

- **Pre-Site Day** - If your church mission committee or others in your congregation want to be more involved, we suggest they assist in pre-site visits prior to the mission week. During these site visits we will be meeting our potential clients and evaluating the work to be done and preparing preliminary materials lists. Often it is helpful to have local church members serve as drivers to help locate the sites. Sometimes these volunteers know the potential clients as well and that often helps with initial introductions during site visits.
- **Drivers for Client Night** - One evening during the week (usually Thursday), we invite our clients to join us for dinner as our guests. We need people from the host church or other resources that can help transport them to and from the church for dinner and a short program. If you can help in that way, both the clients and the participants would be truly blessed!
- **Room Fans** – Many of our churches are not air-conditioned and in the hot summer months we use oscillating fans in the rooms to keep air moving. While we ask our participants to bring fans, if there are fans that can be borrowed from the church or its congregation, it would be helpful to keep the rooms cool in the evenings and during evening activities.
- **Trash Service** – very necessary, and very expensive. Getting this donated or provided at a reduced rate is a real blessing, and if you have any contacts or can provide any assistance here we will be extremely grateful. In most cases we need a 20 cu. yd. or 40 cu. yd. container placed on church property for our work teams' construction waste. Other options are a nearby landfill that will waive fees for us, city officials who will work to get this donated or a local business owner with a large container who will allow us to use it. We also seek permission to use the church's dumpster for trash and arrange for extra trash pick-ups during the week.

Company Name & Phone

- **Evening Meals** – Providing an evening meal is a great project for a Sunday school class, a neighboring church, or possibly a Rotary Club (BBQ dinner). Teenagers love pizza, and donating a pizza dinner from a local pizza place is always a hit. We have seen all of the evening meals provided in one way or another. Your help here, whether one meal or many meals, would be of great help in our efforts to keep our expenses to a minimum. We would be glad to make the contacts if you will let us know whom to call.

Contacts

- **Snacks** – Same concept as above. Cookies, brownies, chips, fruit, peanuts, health bars, fruit bars, teenagers eat a lot! This is another great way for Sunday school classes or other churches to get involved, and helps us with our food budget. Often older members of the congregation enjoy baking for youth.

Contacts

- **Ice** – We use a lot of ice! Every work team packs sack lunches daily and puts them in an ice chest. And every work team takes several large containers of ice water every day. Sometimes businesses will donate ice. Some ice companies will supply a freezer and bag ice at a discounted rate, deliver and pick up the freezer. Any assistance here will help our budget.

Ice Company

- **Building Materials** – Our biggest expense. If you have any connections at the local lumberyard or home improvement center, please let us know.

Contact

Any assistance would be most appreciated. Please contact the Director prior to the mission week so we may coordinate efforts. Also - we will want to recommend you for sainthood!

WISHES:

Same as above, not your responsibility, but any help is appreciated.

➤ **Referrals** – Our mission work is to provide free home repairs to low-income, elderly, and disabled homeowners. Locating these prospective clients can sometimes be a challenge. Knowing who to call for referrals is a big help to us. Agencies that have been helpful in the past are service providers such as meals on wheels, visiting nurses, state and local service providers, United Way, small churches in low-income areas, and local ‘community advocates’ (individuals who know who needs help). If you know of any good referrals please let us know. We will follow up to get client names and addresses. Information on the type of projects we do is listed at the end of this document to help you, should you want to assist with finding referrals.

➤ **Recreational Facilities** – When we are not working we like to have a little fun. Evenings are time for recreation, and if you know a place that could accommodate our mission team for some fun and relaxation we would appreciate the suggestion. Possible activities are:

- Swimming: _____
- Bowling: _____
- Skating: _____
- Parks: _____
- Other: _____

➤ **Grocery Store:** If you could identify a local store where we may open an account for our week’s purchases. It has been our experience that many will make a donation when the Kitchen Coordinator writes a letter.

Contact _____

➤ **24-Hour Photo Service:** This is usually available at a local drug store or supermarket.

Contact _____

➤ **Phone Books and City/Area Maps:** These are usually available at your local Chamber of Commerce Office. Each color group and work team can use these as can the pre-site teams.

Contact _____

➤ **Welcome signs:** Ask local businesses and organizations if they are open to putting a welcome signs on the billboards and windows. This gets the community involved.

Contact _____

Just let us know and we will follow up!

OPTIONAL INFORMATION:

It would be most helpful to the team to have the following phone number and contact information on hand:

➤ Emergency/Medical Contacts:

Local Hospital _____

Doctor _____

Dentist _____

EMS Services (if not 911) _____

Police/Sheriff _____

➤ City Officials (Mayor, City Manager, Council Members)

Mayor _____

City Manager _____

Building Inspector _____

Others _____

➤ Local Media Radio _____

TV _____

Newspaper _____

That's it for our Needs, Wants, Wishes, and Optional Information. Please feel free to contact us with any questions, concerns, or ideas that you may have. We look forward to working with you as partners in God's work.

We wish to thank you again for hosting U.M. ARMY. Each group is a Spirit-filled mission experience that is a blessing for the community; and those involved are blessed by the experience.

U.M. ARMY Host Church Coordinator – Quick Checklist

Here's a quick checklist of the details contained in this Host Church Coordinator Guide:

Needs:

- Name a Host Church Coordinator (identify at least 90 days before the start of the week)
- Provide Keys to Church
- Identify Space Requirements for the U.M. ARMY team, including:
 - Office Space
 - Dorm Space
 - Dining Hall and Kitchen Requirements
 - Program and Worship Areas
 - Tools and Equipment Storage Areas Parking Lot and Grounds Use
 - Off Limit Areas
- Determine if Church Copier May be Used
- Alignment of Calendars: Church and U.M. ARMY Schedules
- Identify Local Facility for Showers (such as school)
- Identify Emergency Contacts for Church

Wants:

- Assistance with Pre-Site Day (about one month prior to the mission week)
- Drivers for Client Night
- Loan of Room Fans
- Identify Trash Service
- Evening Meal Assistance
- Snack Assistance
- Identify Ice Service
- Identify Building and Lumber Supply locations

Wishes:

- Identify clients that need help (Client referrals)
- Identify recreational facilities
- Identify local grocery stores
- Identify local 24-hour photo service
- Identify source for local phone books and area/city maps
- Welcome signs

Optional Information:

- Emergency/Medical Contacts
- City Official Contacts
- Local Media Contacts

PROJECTS FOR U.M. ARMY

Projects That Can Be Done:

New Construction

Handicapped assistance and wheelchair ramps
Wooden porches
Enclosed porches
Small sheds

Maintenance:

Yard Work
Painting exterior and interior
Yard Clean-up
Gardening
House Cleaning

Home Repairs:

Steps
Handrails
Hanging Doors
Leaky roofs
Porches
Floorboards
Saggy floors
Window glass
Stuck windows and doors
Dry wall
Window and door screens
Shelving
Replace rotten wood
Screen doors
Outbuildings

Project We Do NOT Do:

Electrical components: including but not limited to wiring, plugs, wall outlets, switches, etc.
Plumbing: including water, wastewater, heating or natural gas
Major Roof Repairs
New home construction or room additions
3rd story painting
Field and fencerow clearing
Major home modification
Appliance repair

CONTACT INFORMATION

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