



2009
PARTICIPATING CHURCH
COORDINATOR MANUAL
NORTH/NORTHWEST TEXAS

Provide Christ Centered,
Quality Youth Work Camps
That Serve People In Need
And Promote Spiritual Growth
And Leadership Development In Youth



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 camp operation can be accomplished with hard work, compassion and honesty.
- We believe in developing well-trained camp leadership.
- We believe that all aspects of the U.M. ARMY organization will be managed with integrity.

NATIONAL BOARD OF DIRECTORS

Boyd Goodloe
President
bgoodloe@fumc.com

Tiffin Wilsford
Vice President
tiffin@stpaulshouston.org

Sally Fraizer
Secretary
shumes@livingstonfumc.org

Brian Smith
Executive Director
briansmith@umarmy.org

Rev. Jason Burnham
Liaison to South Central Jurisdiction
revjason@stlukesbcs.org

Rev. Stefanie Bennett
Liaison to UMC-North Central Jurisdiction
nmumcbennett@charter.net

Michael Crawley
Liaison to UMC-North Texas Conference
Michael.crawley@umarmy.org

Sarah Crawley
Liaison to UMC-Southeast Jurisdiction
Sarah.crawley@umarmy.org

Scott Roberts
Southwest Texas Chapter Representative
Scott.loyd.roberts@gmail.com

Linda Stroud
Northeast Chapter Representative
linda.stroud@comcast.net

Randy Wallen
Texas Conference Chapter Representative
shallen@yahoo.com

PARTICIPATING CHURCH COORDINATOR MANUAL NORTH TEXAS

PARTICIPATING CHURCH COORDINATOR MANUAL

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Coordinator Welcome Letter

Dear Church Coordinator,

Thank you for volunteering to be your Church Coordinator. This responsibility involves all the detail work and I truly appreciate all the time involved in assuring that your church participants are well trained and that all of the paperwork is in order.

Enclosed, you will find your individual registration forms, group rosters and a U.M. ARMY Brochure.

Below are some helpful hints to make the registration process as painless as possible. Churches that have streamlined the process have passed them on to us. I hope they help you.

1. Make a blank copy of each form in case you run out. When you copy forms, be sure that the covenant and medical release (page 2) is copied on the BACK of the registration form to save paper. Forms are also available online at www.umarmy.org under conferences, then Southwest. The form can be filled out online and printed if you so choose.
2. Choose one night, probably during UMYF time, to register everyone on site. It helps to keep the forms in one central place and greatly reduces the time you spend chasing down those forms that went home.
3. Have several reliable volunteers there to assist in checking that each form is complete.
4. We no longer require copies of insurance cards but instruct everyone to have their insurance information with them at camp. You will want to make your own copies to keep with you at your work camp.
5. Please stress that everyone use black ink and print legibly on the form. Keep one copy for yourself and return the ORIGINAL and two copies to the U.M. ARMY –SWTX office. You can have everyone fill out the form online via the website and print them which is a great way to get the forms filled out as well.
6. Have everyone read the Covenant of Conduct and Medical Release on the back of the form before signing it. Possibly read out loud to the group.
7. The U.M. ARMY National Board has adopted safe sanctuary policies for the organization. As the coordinator for your church, you will need to ensure that safe sanctuary requirements are completed for your adult participants. Please provide copies of the U.M. ARMY safe sanctuary policy to all adult volunteers so that they read it before completing and signing the Adult Volunteer Application. If your local church policy requires more stringent safe sanctuary policies, please discuss these with the Executive Director, U.M. ARMY – SWTX.
8. After your group roster is complete, have the Sr. Pastor review the roster, adult volunteer applications and registration forms and sign the group roster. The Senior Pastor's signature on the roster confirms that he/she has reviewed and approvals all adult volunteers for camp. No one may attend a work camp without the approval of the Sr. Pastor.
9. Collect all remaining fees, review your forms and return them to the U.M. ARMY – SWTX office as soon as you have everything together. April 1 is the deadline for all work camps. Early returns welcome!

If you miss the deadline, your group will be placed on the waiting list and will remain there until a spot becomes available. Your first choice week may no longer be open. Deadlines are strictly enforced due to large numbers of participants and churches on waiting lists. There is a \$25 per person additional fee if you miss the deadline. If you need help with any part of registration please call and I will do whatever I can to help you. This summer will be a blessing to all, both participants and clients. Where love of God and man is the focus success is assured.

Important Reminders

- All adult worship and program staff conducting worship services must be a member of the United Methodist Church or approved by the local chapter Board of Directors.
- Holy Communion can only be consecrated by an elder of the United Methodist Church. If you do not have one on camp staff, check with the host church pastor to see if they might be willing to consecrate the elements for Sunday communion services.
- All U.M. ARMY participants are volunteers. This precludes the hiring of any staff members, program or otherwise, either using U.M. ARMY funds or money from participating churches. This does not preclude the paying of an honorarium for a one time event such as a square dance caller for one evening, but rather applies to hiring someone for multiple day occurrences.
- No additional lettering or printing, other than that provided by the National U.M. ARMY office shall be permitted on camp T-shirt.
- The U.M. ARMY trademark includes the name "U.M. ARMY" and the emblem. It is necessary to preserve the U.M. ARMY name and emblem as symbols of the quality, integrity and goodwill of the organization and assure that the use of the trademark remain consistent with the public's perception of U.M. ARMY while contributing to a favorable impression of the organization in the public mind. It cannot be used in association with or in close proximity to any other emblem or symbol (such as donated articles supplied by a vendor with their trademark on the item). Use of the trademark must be approved by the U.M. ARMY National Board of Directors. Be sure that all adult leaders understand the U.M. ARMY trademark policy.
- Any adult who desires to attend camp who is not a member of the United Methodist Church must be approved by the chapter Board of Directors or its designee before the registration can be accepted.
- No passengers are allowed to ride in the bed of pickups or in trailers during camp.
- No youth participant may ride as a passenger in a vehicle driven by anyone under the age of 21 during camp.
- All drivers must have a current driver's license and proof of valid automobile insurance.

Church Coordinators First Checklist

Enclosed:

- Registration forms
- Group roster- which must be signed by the Senior Pastor for acceptance of registrations
- Brochure
- Helpful Hints letter

The ORIGINAL registration form and two copies of the individual forms are due with the remaining \$125 per person fees; you keep one copy for your records.

Before mailing in your forms please verify that you have met the following requirements.

- _____ Two adults for every five youth
- _____ One safe, insured vehicle suitable for job for every adult (see page 15 for requirements)
- _____ Ensure that adults provide verification of insurance for their vehicles
- _____ All youth will have completed the 9th grade by June. No one younger may attend
- _____ Signed forms for every youth, adult, and young adult
- _____ Signed Adult Volunteer Safe Sanctuary/Risk Management form for each adult
- _____ Designated adult church representative attending camp
- _____ Group roster signed by Senior Minister verifying adults
- _____ The original and two copies of the individual registration form, with the remaining registration fee.
- _____ Keep one copy of the group roster for your records; return the original and two copies with the forms

Please mail you package by the deadline to your local U.M. ARMY office:

U.M. ARMY-National
Brian Smith, Executive Director
PO BOX 12170
College Station, TX 77845
979.846.0291
Email: briansmith@umarmy.org

Church Coordinator's Second Checklist

If completed forms are not received by the deadline for your work camp, your group will be replaced with another church on the waiting list.

On or before April 1 we must receive:

The original and two copies of the individual registration forms. Keep one copy for your records. All remaining fees (\$125 per person).

Verify that:

- Form has been signed by participant and parent/guardian (if under 18)
- Verify that year of last tetanus shot is filled out on each registration
- Two adults for every five youth
- One safe, insured vehicle suitable for camp role for every adult (see page 15)
- Ensure that adults provide verification of insurance for their vehicles
- All youth will have completed 9th grade by the start of camp
- Covenants have been read & signed
- Adult church representative has been designated for camp
- Group roster signed by **Senior Minister verifying adults.**

One month prior to camp:

- Information and training guide lessons complete (including adults attending camp)
- Fund raising activities complete
- Trailer for tool transportation confirmed (if needed)

Two weeks prior to camp:

- Tool, cleaning and first aid kits ready
- Materials being taken to camp collected
- Have participants complete their tool lists for your inspection
- Individual's initials or names on tools and color coded
- Line up **relief drivers** for Saturday return-very important for safety

One week prior to camp:

- One ice chest **per car** collected, labeled and color coded
- One 3-5 gallon **water cooler per car**, labeled and color coded

Saturday before camp:

- Load tool trailer (responsibility of participating church, not supplied by U.M. ARMY)
- Label tools with individual's initials/name and church color (assigned by Camp Director)
- Collect individual tool lists and keep to be used when gathering items at end of camp
- Load kits
- Load ice chests and water coolers
- Load sleeping bags, cots, luggage

Sunday:

- Commissioning of participants by Pastor and congregation of home church
- Arrive at U.M. ARMY at time specified by Camp Director

YOUR PACKING LIST

- o Bible
- o Cot or single size air mattress
- o Bedding
- o Pillow
- o Toiletries
 - Soap*
 - Shampoo*
 - Toothpaste*
 - Toothbrush*
- o Towels
- o Washcloth
- o Shower shoes
- o Work clothes 5 sets
- o Casual clothes 5-6 sets
- o Work shoes,
(No sandals at work site)
- o Sunglasses
- o Socks
- o Underwear
- o Hat/cap
- o Shoes for evening activities
- o MODEST swimwear
- o Shower bag
- o Sun block
- o Personal tool kit
 - 1 pair work gloves*
 - 1 hammer*
 - 1 paint brush*
 - 1 paint scraper*
 - 1 pair safety goggles*
- o Money for 3 meals
 - Sunday lunch*
 - One meal during week*
 - Saturday lunch*
- o Alarm clock
- o Your medication—labeled
- o Ear plugs
- o Water Cup

WAREHOUSE TOOLS

The following tools should be supplied by each participating church group to be put in the tool warehouse area at camp. These tools will be available to the whole camp to be taken out to the work sites when needed. Groups smaller than 20 in number should try to bring at least one of each item. All items should be marked with your church color and owner's name.

For Every 5 People:

- 1 extension ladder
- 1 step ladder
- 1 leaf rake
- 1 shovel (flat or spade)
- 1 post hole digger
- 1 saw horse kit

For Every 10 People:

- 1 hedge clippers
- 1 hoe
- 1 lawn mower
- 1 gravel rake
- 1 sharpshooter shovel*
- 1 wheel barrow

For Every 20 People:

- 1 insect sprayer
- 1 ax
- 1 bow saw
- 2 swing blades
- 2 masonry trowels
- 1 vacuum cleaner

*Sharpshooter shovel: Heavy-duty steel sharpshooter opens a deep, narrow hole, even in hard, rocky soil. The long rubber-coated handle reduces recoil from striking rocks. Blade is 18"L x 5-1/4"W at top, tapers to 4-1/4" at bottom. Handle: 29" long.

WORK TEAM TOOL KIT

Each work team's vehicle must have the following tool kit, cleaning kit and first aid kit. These items are essential for the work team to complete its tasks. Every effort should be made to include all the items. Each item should be marked with the church color and the owner's name. Each Work Team Adult must have a vehicle with at least five seat belts in working order, room for four or more youth, and the three kits listed here.

- 4 claw hammers
- 1 hand saw-rip or crosscut
- 1 circular power saw and new blades
- 1 power drill with bits
- 2 electrical extension cords
- 2—3 prong adaptor plugs
- 1 pair pliers
- 1 pair needle nose pliers
- 1 pair vice grips
- 1 Phillips screwdriver
- 4 paint scrapers
- 1 yardstick
- 2 tape measures, 25' - 100'
- 1 wood rasp
- 1 square
- 1 level
- 1 role masking tape 3/4 or 1"
- 1 miter box

- 2 utility knives with retracting blades
- 3 putty knives
- 1 chalk line with chalk
- 1 staple gun with 4 boxes of 1/2" or 1/4" staples
- 2 roller trays with rollers
- 4 new paint brushes 2"
- 4 new paint brushes 4"
- 2 drop cloths for painting
- 6 empty coffee cans or other container for paint
- 1 flat screwdriver
- 4 pair safety goggles
- 2 dust/paint masks
- 2 carpenter pencils
- 1 metal file/ flat
- 2 tin snips
- 1 caulking gun with 1 spare tube of caulk
- 1 large ice chest for your food
- 2 gallon jugs of water

WORK TEAM CLEANING KIT

- Assorted cleaning rags (cotton is best)
- Assortment of sponges
- 2 buckets (plastic or metal)
- 1 mop
- 1 broom and dust pan
- 1 scouring powder (Ajax, etc.)
- 1 bottle of cleaner (409, etc.)
- 4 cans of wasp spray (long range, quick acting)
- 1 fire ant powder or liquid (quick acting) – not needed in Northeast Jurisdiction camps
- 1 roach spray or powder
- 1 pair rubber gloves
- 1 toilet brush and cleaner
- 1 box of trash bags
- 1 jar Gojo, Instant Orange, etc. for cleaning hands

WORK TEAM FIRST AID KIT

- Assortment of Band-Aids
- Anti-bacterial hand wipes
- Insect repellent
- Insect bite cream or spray
- Sun block-16 SPF or higher
- Plastic bottle of hydrogen peroxide
- Bag of cotton balls
- Bottle calamine lotion
- 2" ace bandage
- Neosporin cream or ointment
- Roll gauze
- Roll tape for gauze
- Pair of tweezers
- Box of Pepto Bismol tablets
- Box of baking soda for wasp stings
- 1 gallon of distilled water for cleaning wounds

You can also purchase a complete kit at Wal Mart or Target.

U.M. ARMY Dress Code

Because U.M. ARMY is typically going into older communities and churches, with standards differing from ours, in order not to offend anyone, we have come up with the following standard: U.M. ARMY uses the words modest, conservative and appropriate to describe clothing that is suitable for your work camp. We want all campers to have appropriate clothing before camp, as required for safety reasons and to reflect that we are a Christ centered organization. Clothing with objectionable printing (such as alcohol and tobacco advertising, offensive words or designs, etc.) is not allowed.

**To answer the question "Why can't I bring my Discman and why can't I wear my tank top?" The Youth Advisory Board tells us. "The point of having no radios is to leave the worldly things out of camp. When you go to camp, it's a calling from God and we're told in the bible, when called to do a task for God we sometimes have to leave everything behind that we love: families, friend's and even your personal entertainment, such as radios. At U.M. ARMY you are isolated from the world doing God's will, so therefore leave your CD players, radios and other worldly things at home and "follow God's calling"! As for spaghetti straps, tank tops, exposed underwear and less appropriate attire both for male and female, "adorn yourself in modesty" Job 40:10. You are not only representing your gender, family, church and U.M. ARMY work camp; you are a representative of Christ for the world to see. So please for the sake of your clients and host church, please abstain from wearing articles of clothing that are too revealing or vulgar."*

The following is OK:

Shirts and shorts must be of a length and design to avoid un-necessary comment.

Articles of clothing should be worn as they are designed to be worn. Undergarments shall not be visible at any time and your midriff must be covered. Where shirts are worn that are sleeveless, then must be hemmed and the width of the shoulder area of the shirt must be at least 2 ½ inches. No spaghetti strap shirts will be allowed at camp. One or two piece swimsuits with modest/appropriate coverage are required for swimming or water activities.

Shirts must be worn at all times by all participants. (except at swimming/water activities) .

U.M. ARMY SERVICE OF CONSECRATION

Hear the words of the Lord Jesus: "You did not choose me, but I chose you and appointed you that you should go and bear fruit....By this my Father is glorified that you bear such fruit and so prove to be my disciples....When you did it to one of the least of these my people, you did it to me...."

Dearly beloved, these stand before us in response to the call of God to go and to give witness to the gospel of our Lord Jesus Christ through loving action and listening concern. They will give of their time, their talents, their energy and their love in service to those in need. They will be our representatives in mission during this week.

Members of the United Methodist Action Reach-Out Mission by Youth, do you feel led by the spirit of God to engage in this work and to assume its responsibilities?

We do.

Will you earnestly seek to carry forward your mission in sincerity and love, cooperating humbly with your fellow workers, under the direction of your appointed leaders?

We do.

Members of _____ United Methodist Church, will you pledge your support to these our representatives in mission through your prayers and concern, on behalf of their work this week?

(Congregation): We pledge our unswerving support to your work and pray God's guidance and protection in all you do as you serve as His witnesses and our representatives.

(U.M. ARMY participants kneel.)

Eternal God, who called the youth Jeremiah and Timothy long ago to do your work, look graciously upon these your young missionaries and their leaders whom we this day recognize and set apart for special service in U.M. ARMY. Grant them your Holy Spirit that they may spread the peace which passes understanding, worthily doing the work committed to them, to the blessing of humankind and to the praise of Christ our Savior. Amen.

Suggested hymns in the United Methodist hymnal:

"Here I Am, Lord"	No. 593
"Jesu, Jesu"	No. 432
"Let There Be Peace on Earth"	No. 431

U.M. ARMY CELEBRATION SERVICE FOR SUNDAY FOLLOWING CAMP AT HOME CHURCHES

Often our participating churches allow the Sunday following a U.M. ARMY mission trip to be an opportunity for campers to share some of their experiences from camp. Below is a sample order of worship you might like to try.

Each day will have a theme and you may choose to “walk” the congregation through your week using these daily themes (reflected in the example below). The most important thing to remember is to let the youth participate in preparing and selecting the elements of the service and that everyone is comfortable with their part.

Allow ample time for sharing of testimonies, but if your congregation likes to stay on a strict service schedule, select a smaller group to share their stories (one to three) so that the service does not get too lengthy.

SAMPLE BULLETIN

YOUR CHURCH NAME
UNITED METHODIST CHURCH

Pastors: Pastor Name

Church Address
Town, State Zip
Phone
Web site

Music Director: xxxxxxx
Organist: xxxxx

A SERVICE OF PRAISE AND WORSHIP

July xx, 2005

U.M. ARMY Celebration Sunday: Material Witness for Christ: Faith Works

On behalf of our fellowship of faith, we welcome you to worship this morning. Today we celebrate and share our mission experience with you. Following worship, we invite you to join us for a time of refreshment and fellowship in our Fellowship Hall. May God bless us as we worship together.

Please read the bulletin insert for the many opportunities our church offers.

OUR MISSION STATEMENT

Your church's mission statement

THE PEOPLE OF GOD GATHER

We gather as Christian congregations on many different occasions, but always in the name of our Lord Jesus Christ. Let us put away all distracting thoughts and turn our eyes, our hearts, and our spirits to the worship of God.

COMMUNITY ANNOUNCEMENTS, CELEBRATIONS & CONCERNS (9:25) Person #1

U. M. ARMY CELEBRATION SUNDAY Person #2

*** LIFT A JOYFUL NOISE TO THE LORD** U.M. ARMY Team

THE PASSING OF THE PEACE

*** CALL TO WORSHIP Giving - Material Witness for Christ: Faith Works** Person #3

Leader: Use a call to worship that reflects Sunday's theme: Giving
People: TBD

OPENING PRAYER Person #4

U. M. ARMY - Doing Select a song that reflect Monday's theme
U. M. ARMY - Believing Select a song that reflects Tuesday's theme
U. M. ARMY - Sacrificing Select a song that reflects Wednesday's theme

THE READING FROM HOLY SCRIPTURE Scriptures used at U.M. ARMY

THE MESSAGE "Material Witness for Christ: Faith Works" U. M. ARMY Team

*** HYMN** Select Hymns that work well with your message and remaining days themes: Seeing, Leading, Showing

THE PRAYERS OF THE PEOPLE Person #5

SILENT PRAYERS

THE LORD'S PRAYER

Our Father, who are in heaven, hallowed by thy name.
Thy kingdom come, thy will be done on earth as it is in heaven.
Give us this day our daily bread
And forgive us our trespasses, as we forgive those who trespass against us.
Lead us not into temptation, but deliver us from evil.
For thine is the kingdom and the power and the glory forever. Amen.

THE OFFERTORY

* THE PRESENTATION OF OUR GIFTS

Praise God from whom all blessings flow;
Praise Him all creatures here below! Alleluia! Alleluia.
Praise God the source of all our gifts.
Praise Jesus Christ whose power uplifts.
Praise the Spirit, Holy Sprit. Alleluia. Alleluia. Alleluia.

THE PEOPLE ARE SENT

Our Church has pastors but we are all ministers of the gospel. Our real "service" begins as we leave this sanctuary to go out into a world in need with the good news of Jesus Christ. May God bless you as you depart.

* CLOSING HYMN "U. M. ARMY Song"

* CLOSING PRAYER

Person #6

THE BLESSING AND THE POSTLUDE

- An asterisk indicates that those who are able should stand in praise to God.

(Please join us in our Fellowship Hall for a time of fellowship and refreshment immediately following the service)