



**2009**

**HOST CHURCH COORDINATOR  
MANUAL**

**NORTHEAST**

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

Sheri Brown  
Secretary/Treasurer  
sbrown@umarmy.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

## **NORTHEAST CHAPTER BOARD OF DIRECTORS**

Linda Stroud  
President  
Linda.stroud@comcast.net

Bill Evans  
Vice President  
18evans@comcast.net

Kim Koch  
Treasurer  
Kiko06790@optonline.net

Lori Evans  
Secretary  
Levans45@comcast.net

Lorraine Macpherson  
Executive Director  
Lorraine@umarmy.org

Darlene Thomas  
Gabrielt03@comcast.net

Jeremy Kriner  
Dabear5514@hotmail.com

Jamie Kriner  
goldenwonder@sbcglobal.net

Ted Thomas  
Mtthomas01@comcast.net

Erin Egan  
Keeperof3@comcast.net

# **HOST CHURCH COORDINATOR MANUAL**

# HOST CHURCH COORDINATOR MANUAL

## TABLE OF CONTENTS

Host Church Information Sheet.....	6
NEEDS.....	7
WANTS.....	8
WISHES.....	10
OPTIONAL INFORMATION.....	12
U.M. ARMY Host Church Coordinator – Quick Checklist.....	14
PARTICIPATING IN U.M. ARMY SITE VISITS.....	15
PROJECTS FOR U.M. ARMY.....	17



## Host Church Information Sheet

Thank you for agreeing to serve as a U. M. ARMY Host Church. We could not do God's work without your help. A base camp 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 camps are one week long (Sunday after church - Saturday noon), and are 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 camp has an adult Camp Director who will be your primary contact during camp preparation time (about 90 days prior to camp start up) and the week that we are at your church. Additionally, you are encouraged to contact our office at any time (before, during or after camp) should you have any questions or concerns.

### CONTACT INFORMATION:

U. M. ARMY – Northeast  
6 Baldwin Road  
Westford, MA 01886  
978-692-5786  
Lorraine Macpherson, Executive Director  
Email: [lorraine@umarmy.org](mailto:lorraine@umarmy.org)

Date of Camp: \_\_\_\_\_

Camp Director: \_\_\_\_\_

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

- Needs** – Things we must have
- Wants** – Not necessities, but would really be helpful
- Wishes** – Icing on the cake
- Optional Information** – Would be really helpful if you know it

Most of our “needs, wants and wishes” will need to be addressed in the 90 days prior to the actual camp date so that we will have completed all the logistical to have camp run smoothly!

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 list of expectations 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 Camp Director by showing him/her around the church, answering questions, and being a link between the camp and the host church during camp preparation time and the camp week.

#### **NEEDS:**

- Keys** – for doors and other areas used by the camp. Used for locking up tools and supplies, locking doors when we are gone. Please give to Camp Director.
- Office Space** – room near the dining or program area for our Command Post. This is our computer, printer, communications area where adult leaders direct camp operations.
- 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 camp 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** – Program area can be the dining area, gym or multiuse facility; and worship can be in the chapel or sanctuary.
- 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 if security is an issue at your church.

- Copier** – Use of your copy machine would be greatly appreciated, and we will be glad to reimburse the church for this privilege.
- Parking Lot and Grounds** – A place for camp 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. Camp participants will faithfully and respectfully honor the off limit areas.
- Alignment of Church Calendar to Camp 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 during camp, 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 60 to 130 people can shower every afternoon Monday through Friday. Schools are usually available for this service. Health and sports clubs may also be available.
- 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, Assoc. Pastor, Maintenance, etc.

**Pastor:** \_\_\_\_\_

**Associate Pastor:** \_\_\_\_\_

**Youth Director:** \_\_\_\_\_

**Janitor:** \_\_\_\_\_

**Maintenance:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_

**WANTS:**

A full week of mission work involving 60 – 130 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 with any of this 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 got it covered.***

- Pre-Siting Day** - If your church mission committee or others in your congregation wants more involvement, we suggest they assist in pre-site visits prior to camp. 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 during pre-siting to help locate the sites. Often these volunteers know the potential clients as well and that often helps with initial introductions during site visits.
  
- Drivers for Client Night** - on one evening during the week (usually Thursday), the camp invites 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 campers 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 campers 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 camp trash that is 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. At some of our camps 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 hold down expenses. We would be glad to make the contacts if you will let us know who 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.

*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 help here will help our budget.

*Ice Company* \_\_\_\_\_

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

*Contact* \_\_\_\_\_

- If you see something here that you think you can help with, please contact us or the Camp Director prior to camp so we can follow up and check them off our 'to do' list. 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 back 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: \_\_\_\_\_
- Square Dance Caller: \_\_\_\_\_
- Other: \_\_\_\_\_

Just let us know and we will follow up!

- Grocery Store:** one close to the church where an account for the week can be opened. Usually they will make a donation when the Kitchen Coordinator writes a letter.
- 24-Hour Photo Service:** This is usually available at a local drug store or supermarket.
- 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.
- Welcome signs:** Ask businesses and organizations to put welcome signs on the billboards and windows. This gets the community involved.

**OPTIONAL INFORMATION:**

The following information would be good to have on hand if available. Telephone numbers & contact names for:

**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 a U. M. ARMY work camp. Each camp is a Spirit-filled mission experience that is a blessing for the community; and everyone involved is blessed by the experience.

**CONTACT INFORMATION:**

U. M. ARMY – Northeast  
6 Baldwin Road  
Westford, MA 01886  
978-692-5786  
Lorraine Macpherson, Executive Director  
Email: [lorraine@umarmy.org](mailto:lorraine@umarmy.org)

## 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 camp start)
- Provide Keys to Church
- Identify Space Requirements for camp, 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 Can Be Used During Camp
- Alignment of Calendars: Church and Camp 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 camp)
- 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
- Provide welcome signs

### Optional Information:

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

## PARTICIPATING IN U.M. ARMY SITE VISITS

Perhaps members of your church can participate in site visits prior to camp. We visit potential clients we have received through referrals about 30 days prior to camp. During these visits we:

- Visit with the client on what the most important needs are
- Help the client understand what we do and what we don't do
- Assess the work requirements, take pictures of the site and make preliminary drawing of work requirements
- Compile an initial list of materials that will be needed to complete the work at the site

If members of your congregation wish to assist with driving us to the sites and/or helping assess the work requirements it would be a special blessing to us! We have an adult Site Coordinator at each camp that will be coordinating the pre-site day and can assist with any questions that you may have.

### Conducting the Site Visit

#### I. Preparation

For each site you visit, take a site sheet, a U.M. ARMY client brochure with spaces filled in, digital camera, clip board, pencil, tape measure, and copy of job safety analysis sheet, blank paper, and wide marker.

#### II. Guidelines for Client Interviews

- A. Introduce yourself and confirm to whom you are talking (i.e. owner, relative, etc.)  
Mention the name of the referral agent (it is on the sheet)
- B. Inform client that you are from the Methodist Church and are having a work camp in the community. We are interested in doing minor work for free.
- C. Stress that we are volunteers, high school students and an adult, and that we are not skilled craftsmen.
- D. Promise nothing! Say that we will try our best, but we cannot guarantee that we can make it to every site and do all the work.
- E. Ask to see all necessary work. Note jobs you consider priority (safety, weatherizing, comfort, in that order). Try to find jobs to keep a whole team busy.
- F. We will not do electrical work, plumbing, steep or unstable roofs. Do a primary job safety analysis and eliminate dangerous sites.
- G. Note personal interests that will help a work team relate with client such as special needs, accomplishments, recent bereavement, nice person, etc.
- H. Explain to client that the work team will have their own food and drinks.
- I. Encourage clients to visit with work team when they arrive and get to know the young people working on their home.
- J. Find out if client will be gone during any of the week.
- K. Give the client a copy of the client handout.
- L. Write specific directions on how to get the client's home from the host church.
- M. Write site number on paper, stand in front of house close enough to the camera so the site number can be seen, and take a picture. Make sure site number is on the site sheet.

### III. Materials

- A. Make note if they have supplies and just need labor.
- B. Estimate materials and tools needed to complete job. Use exact measurements where possible.
- C. Where painting is needed, let the client know that we standardize with white inside and outside paint, black trim and gray porch paint. If client provides the paint, we will use whatever they provide.
- D. Write a brief narrative of the work to be done.

### IV. Spiritual Preparation

As you travel about the territory and encounter stop signs, traffic lights, and trains, use these times as prayer moments for your clients that you are going to see or have just been to see. Also, pray for the work teams who will enter the lives of these clients.

*Note: In the past, the approximate number of work sites completed has corresponded to one site for every two volunteers. Thus, you can estimate a camp of 100 might complete 50 work sites. Therefore, you would need to use this formula plus thirty percent to allow for cancellations, etc.*

## PROJECTS FOR U.M. ARMY

### **New Construction**

Wheelchair Ramps  
Wooden Porches  
Enclosed Porches  
Small Sheds

### **Home Repairs**

Leaky Roofs  
Porches  
Floor Boards  
Hanging Doors  
Screen Doors  
Shelving  
Drywall  
Steps  
Handrails  
Saggy Floors  
Window Glass  
Stuck Windows & Doors  
Window & Door Screens  
Rotten Siding

### **Maintenance**

Yard Clean Up  
Yard Work  
Painting Exterior & Interior  
House Cleaning

### **We DO NOT Do**

Electrical Wiring  
Plumbing  
Major Roof Repairs  
Room Additions  
3<sup>rd</sup> Story Painting  
Appliance Repair  
Work on Rent Houses