



2008
COLOR GROUP LEADER MANUAL
SOUTHWEST TEXAS

U.M. ARMY MISSION

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.

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COLOR GROUP LEADER MANUAL

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Table of Contents

WHAT IS MY ROLE AS COLOR GROUP LEADER?	6
GROUP LEADER RESPONSIBILITIES.....	8
PRE-CAMP ACTIVITIES.....	8
SUNDAY – FIRST DAY OF CAMP	9
DAILY – MONDAY TO FRIDAY DURING CAMP.....	10
END-OF-WEEK PROCEDURES	12
FORMS IN DAILY SITE PACKET	14

WHAT IS MY ROLE AS COLOR GROUP LEADER?

As a Color Group Leader, you will facilitate the work of several work teams – usually two to three. These work teams will depend on you for materials and advice on the work site. Depending on your camp staffing, you may have an Assistant Color Group Leader to help out and make your job easier.

CAMP AND JOB SITE QUALITY

The quality of the work performed by U.M. ARMY is heavily dependent on the role of the Color Group Leaders; they provide the primary quality control function in our Camps.

GUIDELINES AND PERSONAL INVOLVEMENT OF COLOR GROUP LEADER

- Your participation in all aspects of the work camp is required, and is an important role model and support for the youth, as well as for the camp leaders. Remember, it is unreasonable to expect a youth to take your advice and ignore your example!
- Your help will be needed to maintain order in the camp at all times. As an adult at work camp, please watch for and take action to correct unsafe or inappropriate behavior. Other camp leaders will depend on you to help quiet the group, help with your group's Saturday duties, help get everyone to bed on time, etc.
- If you have an Assistant Color Group Leader, that person will likely be a student leader who has participated in U.M. ARMY many times. Their opinion and expertise is valuable and should be treated with respect. Leverage their capabilities to more successfully fulfill the objectives of U.M. ARMY and your Camp.
- Encourage devotionals each day. Eat lunch with the different work teams on different days.
- Encourage each team to involve their Clients in their lunchtime devotional (teams should bring a lunch for their Client. If there is more than one person, have the team Food Leader check with the Kitchen Coordinator to make sure there is enough lunch food).
- Encourage each team to spend time building a good relationship (listening, sharing, etc.) with each Client.
- Encourage / assist each team to invite their Clients to 'Client Night'.
- Help lead group discussions during share time and worship.
- Help each member feel part of the work team. Boost morale and be enthusiastic, encouraging and motivating during the week. Encourage an attitude of excellence, praise quality work, and make them feel good about the work they have done. Although some of the work may not be perfect, if it is done to the best of their ability, it will be a loving improvement.
- Refrain from being overbearing while continuing to carefully guide your teams. Let the teams take ownership in decisions, but let them see enough of your authority so as to trust you to take charge when needed, such as to maintain safety, appropriate behavior or other standards.

- Remember, the Work Team Adults are not the daily leaders of the work teams. Rather, youth take leadership each day to make sure safety, tools and materials, devotional, food and site paperwork are in order. By the same token, you also can encourage their leadership. Seek out the youth “Foreman” of the day when you visit each site. You will act as the liaison between the Site Coordinator and your work teams, and between the clients and work teams. Be aware of times you may be needed to smooth over misunderstandings with clients and work teams.
- Work with the Site Coordinator to assign a variety of experiences to each of your work teams, such as different income levels, races, ages and types of jobs.
- You will probably have many first time Work Team Adults. Work with them closely to make sure they understand the game plan, are getting along well with the youth, and are enjoying the week.

GROUP LEADER RESPONSIBILITIES

PRE-CAMP ACTIVITIES

APPROXIMATELY ONE MONTH BEFORE CAMP

Your work as a Color Group Leader begins in advance of the actual camp workdays. Approximately one month before the camp begins; your Camp Site Coordinator will organize the Pre-site Inspection Team activities. Color Group Leader involvement in these Pre-site Inspections is crucial. Prior to date of Pre-Site visit, phone contact is made first by the Site Coordinator to inform client of Pre-Site visit. Your Site Coordinator may enlist your help as Color Group Leader to follow up with an additional call to potential clients prior to the pre-site visit just to remind them we are coming.

The following deliverables from Color Group Leaders are required as a result of these Pre-site Inspections:

- Follow-up contact with the client** to clarify and agree on work to be performed. Although the Sites Coordinator will make every attempt to have the client available the day of the Pre-Site visit so the Color Group Leader has access to the job, it is important for the Color Group Leader to also make follow up contact before the day of the Pre-Site visit to insure the client is home and/or provides access to the job.
- Site Photographs:** 6-10 photographs (more if required) of the site with detail of the work to be performed, including at least one picture of the client and one picture of the home from the street (to make identification from the road easier for the Work Teams). It is highly recommended you bring a digital camera for this. These pictures will then be attached to the site sheets in the work packets for Work Teams. This will allow you to have good discussions with your Work Teams in advance of their going to the sites, and make the home easy to recognize from the road. The client's name or site number must be in every picture (either your Sites Coordinator or you as Color Group Leader should mark the site number on the back of the site packet in large black numbers; include it in every photo of the site).
- Pre-Site Sheet and Materials sheet completed** as detailed as possible for each site. This will probably change later as work commences and more detail of the job is collected by Work Teams. At least we will have a good idea (not perfect but better than a guess) of materials required in advance of the Camp.
- Rough sketch** of the work to be performed.
- Building and Repair Manual References:** Select applicable reference instructions from U.M. ARMY "Building and Repair" manual to include in site packets for Work Teams.

Your Site Coordinators will be the organizers of these Pre-site Inspection Teams. They will provide you with:

- Maps of the areas.
- A local host church driver who understands the local geography to facilitate getting to all the site locations in one day. It will help the Work Teams if the Color Group Leaders can help with basic driving instructions, especially on day 1 of the Camp. It may be better for you to actually do the driving from site to site yourself, with the host church driver/guide in the passenger seat to help you understand the area without getting lost.
- Pre-Site Sheet,
- Materials Sheet, Form
- Referral forms, sent from referring agency.
- U.M. ARMY Pre Site brochures with the camp date listed.

SUNDAY – FIRST DAY OF CAMP

- Unload tools from your Church arriving vehicles; help Tool Coordinators to organize those tools.
- Prepare for team orientation Sunday night.
- During team orientation:
 - Continue to get to know your Work Teams and their prior experience with U.M. ARMY; assess their capabilities to build ramps, porches, paint, etc.
 - Based on the capabilities of your Work Teams, match them up with Day 1 assignments with the approval of the Sites Coordinator. Meet individually with each Work Team and go over the projects, including the site packets prepared during Pre-site visits.
 - Set up Camp work duties for the week.
 - Encourage the appropriate use of job rotation sheets within each team
 - Determine what equipment each Work Team has in their possession and what equipment will be needed for the following day.
 - Exchange contact information for all members of the Color Group.
 - Review emergency procedures with each team.
 - Review any Special health or nutritional needs of Teams Members.
- Phone contact is made with Monday's Clients.

DAILY – MONDAY TO FRIDAY DURING CAMP

Morning Activities and Responsibilities:

- Get up early and get organized for the day.
- Make sure Work Teams are up on time.
- Make sure those Work Teams with morning Camp duties perform those duties.
- Help load tools and materials into vehicles, get the Work Teams “on the road” early enough that they have a full work day.
- Try to make sure that each Work Team brings out enough material to keep them busy until you can bring their remaining materials out to them.

During the day Activities and Responsibilities:

- Deliver materials needed for each job (over and above what was loaded in the morning) as soon as possible. There is nothing more discouraging for a team than to not have the necessary supplies to start their job. You will work with the Tool Coordinator to evaluate whether to come to base camp for materials or purchase them yourself as the need arises each day. U.M. ARMY will have accounts in various stores around town.
- When purchasing materials with your own money, it is imperative that you keep all receipts to turn in to the Administrative Coordinator. Record on each receipt what was bought. This is the only way we can reimburse you and have adequate records for an annual audit.
- When possible, survey upcoming job sites not already Pre-sited for your Work Teams for the next day. Make sure to take digital pictures, prepare a material list and rough sketch, and refer to the Building and Repair manual for reference on work methods.
- During the day, you will travel between your work team sites, checking to see if they need supplies, advice, another work site (when they finish one early), or anything else. Try to visit each team at least three times a day. They look forward to your visits and need your encouragement and praise. If possible, take a large water cooler to re-supply the work team cold water supply if too low. Ensure that the environment at the work site is safe for the youth and the quality of the work being done is safe for the client.
- Help the team decide on and implement solutions to problems themselves, giving the advice they may need, but refraining from over-directing. If one group is having continuing problems, seek help from the camp staff.
- Help enforce all behavior codes such as wearing proper clothing and not playing radios at their work site. Help enforce all safety practices, including not eating food or drink from their Clients or from their work sites. Help make sure that the Site Inspection Prior to Starting Work portion of the Safety sheet is completed prior to starting work at each site each day and that the Site Inspection End of Day portion of that same form is completed prior to leaving each site at the end of each day.
- In cases of medical emergency, you may be needed to stay with a work team while the Work Team Adult transports the injured person. Notify base camp if you will need a backup by another Color Group Leader to assist your other

teams while in your emergency support role. Be sure you know the location of the hospital, base camp telephone number, and that each car has a first aid kit. WTA should contact Camp Director or Safety Coordinator if someone is injured or becomes suddenly ill. WTA should fill out Accident/Incident Report Form and turn into Camp Administrative Coordinator.

End of Day Activities and Responsibilities:

- Make sure we are getting a full day of work for each Work Team. Work teams should not report to base camp before 3:30 pm (without being reassigned) or after 5:00 pm.
- Work Teams must clean up work sites each day and complete forms required. No tools or materials should be left at a work site overnight. Extreme care must be taken to guarantee the safety of the client around any uncompleted work. It should be temporarily covered or barricaded.
- Make sure Work Teams unload unused materials and tools at the end of each work day.
- Make sure paperwork is filled out by each Work Team at the end of the workday, and turned into the Site Coordinator.
 - For all jobsites: Safety Sheet Form.
 - For jobsites not completed: COMPLETION PROJECTION NEXT DAY Form.
 - For jobsites completed: JOB COMPLETION REPORT Form (must also be signed by Color Group Leader).
- Quality Control: It is important that each completed project is inspected by the Color Group Leader for conformance to U.M. ARMY building standards detailed in the U.M. ARMY Building and Repair Manual. This must take place before the Color Group Leader signs the JOB COMPLETION REPORT Form.
- During Evening Work Team job meetings, assess progress towards completion and new work assignments for following day. This is critical quality time which must be spent with your Work Teams. Allow enough time in a quiet spot with each Work Team to think through and plan the details of the next workday. Your Camp Director will provide time each evening for this activity, use the time wisely. Constant re-evaluation of work team needs and abilities should influence project assignments.
- Make contact with Clients for following day.

END-OF-WEEK PROCEDURES

Friday Activities and Responsibilities:

- Finish work at site by early afternoon. The Camp Director will let you know when you should arrive back at base camp.
- Clean and return warehouse tools and equipment to the tool shed to be sorted into church groups.
- Each church must then check them to be sure all their tools are accounted for.
- Communicate to Sites Coordinator any jobs not finished using the NON-COMPLETED WORK SITE Form.
- Make sure all work sites with trash as a result of U.M. ARMY activities are cleaned up.
- Wash and vacuum vehicles and load up tools. Clean up tool area and load left over supplies into the U.M. ARMY truck. **No one goes to the showers until the Camp Director has released you!** Clean up of the host church facility will take place on Saturday morning.

Saturday Activities and Responsibilities:

- Sleep a little later than normal and have breakfast.
- Load personal belongings into vehicles by 9:30 am.
- Clean host church facilities by work team assignments: sleeping area, bathrooms, kitchen, dining room, grounds, and other facilities used.
- Leave EVERYTHING BETTER than we found it!
- Gather with the whole group for evaluations, closing worship and prayer around 11 am.
- Dismissal by Camp Director – no one leaves until this time.
- Lunch is on your own as you travel home – have a safe trip!

SATURDAY WORK ASSIGNMENTS:

On the last day of camp, the schedule will be different. Each color group should be in charge of a single work area and clean that area completely. Their assigned area and check list should be given to the Color Group Leader on Friday night. You should have sorted and loaded the tools and tool truck on Friday afternoon so the real hot and sweaty chores have already been done. As each color group finishes their area, they should help other teams until all color groups are done.

A sample schedule might be:

RED	KITCHEN
BLUE	DORMS
GREEN	FELLOWSHIP HALL AND SANCTUARY
YELLOW	RESTROOMS
ORANGE	TOOL AREA, CHURCH GROUNDS, AND PARKING LOT

A good idea is to assign any college assistants to the program staff to help them with their equipment since it typically requires more caring hands.

The checklist should include:

- Get cleaning supplies from kitchen
- Get brooms and mops from the tool shed
- Discard all trash
- Vacuum or sweep and mop floors
- Replace all furniture in its proper place
- Remove all U.M. ARMY flyers from walls
- Clean all counters
- Take any left over items to the tool truck
- Return cleaning supplies to the kitchen
- Return brooms and mops to the tool truck

FORMS IN DAILY SITE PACKET

1. Pre-Site Sheet Form
 - a. Name and address of the Client
 - b. Who did the pre site work
 - c. Pictures of the house and work to be performed
 - d. Detailed directions to the house
 - e. Work to be completed
2. Materials Sheet Form
 - a. Includes all materials needed to complete your work.
 - b. If other materials are required after you begin work, Work Team Adult will notify Color Group Leader.
3. Safety Sheet Form
 - a. Identify any hazards and precautions.
 - b. At the end of the day, do a site inspection for the safety of the client
4. Completion Projection Form T
 - a. Fill this sheet out and give it to the Site Coordinator with your best estimate of how long it will take to complete your site
 - b. Have your materials leader for the day check with the Tool Coordinator to make sure you have all the necessary materials to complete the job.
5. Job Completion Report Form
 - a. To be filled out upon completion of all work at the clients home
 - b. Must also be signed by the CGL
 - c. Turn in to Site Coordinator when you return to camp
6. Accident/Incident Form
 - a. Fill out any injury/accident and turn into the Camp Administrative Coordinator. This includes illnesses brought to your attention during the workday. Always contact your Camp Director or Safety Coordinator immediately if someone is injured or becomes suddenly ill.
7. Emergency Procedures Form
 - a. Familiarize yourself with this form before the Workday begins. Keep the map to the hospital in your packet along with important phone numbers.
8. Thank you cards for your Client
 - a. Ask the Administrative Coordinator for these if they are not in your packet.
 - b. Have everyone on the team write a note in the card and sign. Give it to your client when you complete your site.