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## Contact & Staff Information

### Mailing Address

World Changers  
Attn: Name of staff if known, not required  
2310 S. Hwy 77 STE 110 PMB 345  
Lynn Haven FL 32444  
United States

### Website

[www.world-changers.net](http://www.world-changers.net)

### Email

[info@world-changers.net](mailto:info@world-changers.net)

### Main Office

850-347-4601

## National Staff

### David Flatt

Manager  
Cell: 850-819-8311  
[david@world-changers.net](mailto:david@world-changers.net)

### Jon Hodge

Coordinator  
Cell: 901.848.4662  
[jon@world-changers.net](mailto:jon@world-changers.net)

### Brookelyn Flatt

Coordinator  
Cell: 850-624-8162  
[brookelyn@world-changers.net](mailto:brookelyn@world-changers.net)

### National Staff

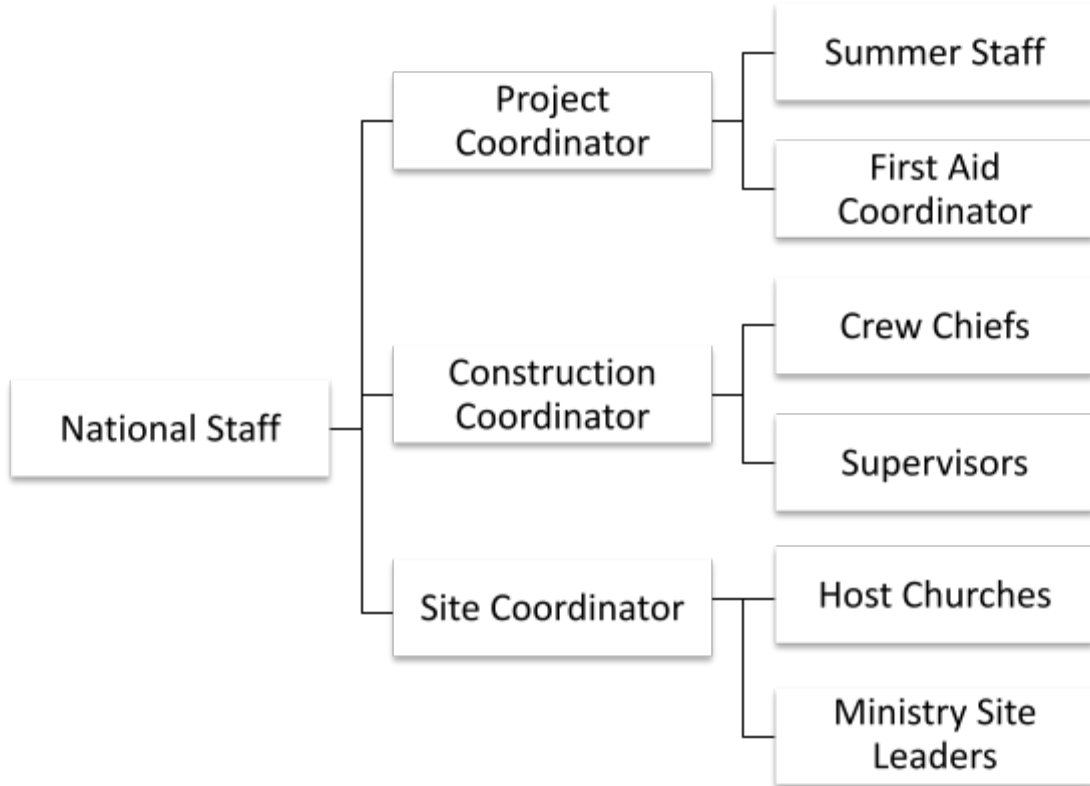
Cell: (404) 432-3041  
[peggy@world-changers.net](mailto:peggy@world-changers.net)

### Steve Eddleman

National Staff  
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**Peggy Colbert**

## Organizational Chart



## Who We Are

World Changers is a hands-on missions experience, engaging students in meeting the needs of people in communities across North America. Students are able to put their faith into action by serving others and sharing the gospel.

### **OUR MISSION: *SERVING OTHERS AND SHARING THE GOSPEL***

#### **Construction**

World Changers construction projects are mission trips designed specifically for student ministries eager to serve in the capacity of construction missions. World Changers partners with local city agencies and churches to mobilize volunteers needed to help them serve local residents. Participants spend 5-7 days serving on crews with students and adults from other churches—completing assignments ranging from painting and roofing to building handicap ramps—all to improve the quality of life for local residents. (Church groups can serve together on a crew if requested in advance.) The goal of serving extends far beyond meeting physical needs. Students are trained through both the Pre-Project Study and Gospel Engagement on how to share the gospel. The nightly gathering is a time set aside for worship and teaching from World Changers staff.

#### **Community**

World Changers community projects are locations that offer both non-construction and construction ministry sites for your group to serve. This is ideal for a group with participants with mixed interests, but still have a heart for serving local communities. Group leaders submit a list to our project staff with the ministry site preferences of their students and adults. Church groups may also choose to serve together on a site instead of being on a mixed crew with students and adults from other churches. Non-construction ministry sites may include serving at a food pantry or providing Vacation Bible School for local children. A community project follows the same schedule as a 5-day project; the only difference is the selection of ministry sites offered.

## The History Of World Changers

World Changers started in 1990 in Briceville, TN with 137 students and adults. It was one of the first organizations to meet a need within the church for hands on missions opportunities for students. World Changers continues to meet that need through construction, church planting and community mission experiences.

For over 25 years of ministry, World Changers has mobilized almost 400,000 participants, served more than 13 million volunteer hours, saved North American cities over \$280 million in labor costs, and ministered to over 27,000 homeowners.

We want to provide more than just a weeklong mission trip; we want to provide the tools and training that equip your students for a lifetime of missional living. No matter what kind of college major, career, or volunteering opportunities are in their future, your students will leave a week of World Changers knowing how to share the story of Jesus with others. We are excited each summer to see how the Lord calls students to fulfill the Great Commission in unique and creative ways.

### 2022 Theme: Free

The Son of God came from Heaven, lived a perfect life, died in the place of sinners, rose from the grave, and then ascended back to Heaven! This is the glorious Good News that frees us from our sin and frees us to live a life of purpose and power through Jesus! Jesus's work frees us to belong, love, worship, sacrifice, and serve! "For freedom, Christ set us free. Stand firm, then, and don't submit again to a yoke of slavery." Gal 5:1



## Project Terms

**5-Day World Changers:** projects occurring from Monday to Friday.

**6-Day World Changers/Church Planting:** projects occurring Saturday to Friday

**7-Day World Changers:** projects occurring from Saturday to Saturday.

**Agency Rep:** Lead contact at the agency providing funding for materials for construction projects.

**All youth:** Type of project designated for any age student (completed 6th grade through college).

**Audio Visual Technician (AV):** One of three summer staff positions, responsible for sound, media, and Project Cam.

**Break Master:** Student crew position at construction and combo projects responsible for cooler, ice, and water.

**Check In:** As groups arrive at project, they meet coordinators, hand in forms, and receive T-shirts.

**Church Host:** Local church that feeds lunch on work site to construction crew (or ministry crew at community project), may host church on Sunday morning or Wednesday night as well.

**City Experience:** Opportunity for church groups to prayerfully experience the city they are serving in together at Church Planting projects.

**Concert of Prayer:** Programmed gathering devoted entirely to prayer.

**Construction Coordinator (CC):** Staff member responsible for construction work sites, supervisors, crew chiefs, etc.

**Crew:** Group of 10-14 participants that serve together at construction sites, typically 8-10 students and 2-4 adults.

**Crew Chat:** Scheduled conversations with the crew, typically including the first time everyone meets (led by the encourager) and the last before the Project Celebration.

**Crew Chief:** Adult who leads the construction objective of construction crews.

**Crew Encourager:** Adult who encourages crew morale, assists crew chief, and leads crew chats. At community projects, the Crew Encourager leads the crew.

**Crew Reporter:** Student position on construction crews and church planting project teams responsible for recording and reporting ministry statistics and follow up information to staff.

**Concert of Prayer:** Evening gathering dedicated to a unique time of prayer and worship

**Devotion Leader:** Student crew position at construction projects responsible for leading daily crew devotion.

**E–couragrams:** Encouragrams submitted online from the Find a Project webpage of the website.

**Encouragrams:** Encouraging notes written and placed in participant’s envelopes at a project.

**First Aid Coordinator:** Adult on site at construction projects with basic first aid training.

**Gathering:** Daily programmed times of worship or other programming.

**Gospel Engagement:** Intentional training time for gospel sharing.

**Group Leader:** Individual leading the church group at the project and beforehand.

**Life Conversation Guide/3 Circles:** Gospel sharing tool provided with training at all projects.

**Marketplace:** Area designated where students can purchase memorabilia (t-shirts, etc.) and get more information about missions opportunities.

**Medic:** Student crew position at construction projects responsible for first aid kit.

**Ministry Host:** Lead contact person for community crew at World Changers community project.

**Music Leader (ML):** One of three summer staff positions, responsible for leading worship at the project and other duties.

**National Staff:** World Changers staff who supervise and lead coordinating teams, city logistics and summer staff.

**Office Manager (OM):** One of three summer staff positions, responsible for administrative project details and availability of the office.

**Participant Guide:** Booklet given to each participant to guide through daily devotions and Gathering services.

**Project Cam:** Video produced by Audio Visual Technician to share the story and ministry of the project.

**Project Celebration:** Programmed time at the end of the week to celebrate the ministry accomplished.

**Project Coordinator:** Staff member responsible for communicating with group leaders and leading the project.

**Runner:** Adult volunteer who transports construction supplies from site to site.

**Safety Inspector:** Adult on construction crew charged with prioritizing the safety of the participants.

**Great Send-Off:** A special celebration of prayer and commission the first morning when leaving for ministry sites.

**Site Coordinator (SC):** Staff member responsible for local logistics for each project.



**Summer Staff:** Team of 3 young adult staff conducting the project as the office manager, audio visual tech and music leader.

**Supervisor:** Adult volunteer reporting to the Construction Coordinator and supervising the work of construction crews.

## **Future Project Request**

We are always looking for new locations to start a great World Changers project. Enclosed is a Project Request form for your use. If you are interested in having a project, please fill it out and email it to:

**brookelyn@world-changers.net**

Several things will be considered in the selection process including:

- number of projects in the year
- housing for the entire group (approx. 200-300)
- work and ministry site selection process
- building materials provided
- local church involvement
- food service for the group

Any additional information related to housing, project selection, and/or building materials will be helpful to us in making these selections. **These requests are due by May 1st of the year before your project would take place.** We will make final project selections by June 1, so that we can begin promotion during the projects and begin working on the publicity brochure. As your request comes to our office, we will set up a file on your project location. Any information that can be used as leverage for your location to be selected will be helpful. Some of these items are:

- A letter from the agency expressing its interest in the project, along with its ability to select owner-occupied homes and provide building materials. We can help you with general direction on this matter and assist you in building these relationships.
- A letter from a school, college, or church expressing interest in housing the group. We will need floor space (not beds) for up to 300 people along with showers, kitchen and cafeteria, auditorium, and office space. We also can assist you with this if needed.
- A letter from the Baptist Association stating its assistance in enlisting local churches to adopt a crew for the week, inviting them to worship on Sunday morning (6 and 7-Day projects) and providing lunch for them at worksites during the week.
- Because of HUD guidelines related to lead-based paint, additional information is requested from city agencies.

World Changers will select new project cities in a methodical and strategic manner. As it is our desire to make maximum impact in a city year over year, please, provide as much information as you can to support the need for a World Changer project in your city.

World Changers is better understood when you see it in action. Those cities receiving projects for the first time are **encouraged** to visit a project beforehand. You can eat your meals at the World Changers cafeteria at no charge, if you wish. However, you will be responsible for travel and lodging expenses. Someone from our national office, coordination staff, or summer staff will be happy to meet you and conduct a tour of the project. One day is all that is necessary, however I would suggest the following schedule:

Tuesday: Arrive in the afternoon  
Tour work sites  
Supper with World Changers  
Attend evening activities

Wednesday: Breakfast with World Changers  
Tour more sites  
Meet with city officials  
Visit a work site while lunch is being delivered  
Return home in the afternoon

You are certainly welcome to stay longer or to come just for the day. If you have any questions, would like to set up your project visit, or need additional materials, please contact Brookelyn Flatt at 850-624-8162 or by e-mail at [brookelyn@world-changers.net](mailto:brookelyn@world-changers.net)

Thank you for requesting a World Changers project in your area.

Serving together,

The World Changers Team



## **At Project Information**

## Gospel Sharing Through World Changers

- **Gospel Sharing is the most important part of our ministry strategy** because we are serious about changing the city and changing the world. World Changers desires to specifically and intentionally impact evangelistic efforts by continuing to emphasize and develop on-mission students and adults.
- Pre-Project gospel sharing training
- At the project “Gospel Engagement” training
- Daily celebration of gospel sharing
  
- **The emphasis is on developing participants to serve others and share the gospel.** Specifically, we desire for all participants at projects to be sufficiently equipped to share the gospel as they answer questions that are asked over and over at projects.
  - "What is World Changers?"
  - "Why are you here?"
  - "Why would you want to do this?"
  
- **World Changers depends on evangelistic follow-up efforts by local association and church involvement.** World Changers partners with local on-mission Christians (Churches, Associations, and Individual Believers) to continue gathering the harvest and disciple new believers after the project has ended. It is vital that World Changers participants gather as much information for follow up as possible. This information is placed in the care of local partners to continue the discipleship relationships.

## Recommendations For Adult Volunteers

It is a World Changers requirement that youth groups be accompanied by adult chaperones. There is to be one adult for every five student participants of the same gender. The adults at World Changers projects are participants in every sense of the word. We ask the adults to work with us and worship with us. They eat, sleep, and shower at the lodging facility just like student participants. Adults fulfill extra responsibilities by helping with transportation, discipline, and logistics. Their support will be invaluable to you as a Coordinator!

Encourage the Group Leaders you contact to follow these recommendations enlisting the adults who will come with their students:

- If you have not already enlisted the adults who will be a part of your group, please do so immediately. The adults are an important part of the project. They should never be treated like a last minute detail.
- Enlist only adults you know. Adults have authority over students. You should grant authority only to people you know you can trust. The best way to protect our young people from toxic adults who prey on students is to be especially careful of whom we place in authority over them. Adults who have been members of your church for more than five years are the best candidates.
- Enlist married couples. Married couples in known, stable relationships make excellent chaperones. Parents of student participants are especially good.
- Know the driving ability and the records of those who will drive your church bus or van. We will use your bus or van for transportation to the work sites during the project. We want to use only safe, qualified drivers. The safety of your students should be a priority.
- Adults should participate in every aspect of your group's preparation for the project. Participation in the pre-project study educates them on the nature of the mission and the expectations for adults at the project. During the study they will come to know the students better and the students will get to know them. Matters of discipline will go much more smoothly if everyone knows each other. Make-up work is provided with each study session.
- Do not deny your adults the privilege of serving with your students to their fullest potential. The project will go much more smoothly and everyone will have a better experience if you involve your adults fully from the earliest planning.
- Complete the required background check for all adults involved in this project and in your student ministry

## World Changers Adult Code Of Conduct

This Code of Conduct is included in order to insure the provision of a safe environment for the participants entrusted to our care for the week at a World Changers project. As an Adult Volunteer working with students, it also serves to protect you from participating in activities that have the potential for damaging your reputation, detracting from the effectiveness of your testimony, and could result in legal action. In order for you to serve at a World Changers project, we require each adult be made aware of these standards of conduct enumerated in the following paragraph. The concepts and standards of behavior are meant to apply to all participants; male and female, students and adults. **It is a requirement that groups be accompanied by an adult age 21 or older and there must be one adult for every five or fewer students of the same gender.**

1. The use of profanity and crude or suggestive language is prohibited. This includes the use of potentially suggestive nicknames such as “Honey”, “Sweetie”, etc. Instead, call students and adults by their preferred name.
2. Touching a participant in any manner that could be construed as inappropriate or could make a participant feel uncomfortable is never allowed. This includes inappropriate indirect contact such as contact with a piece of building material, hand tool, or any other object.
3. Horseplay with students or other adults is not allowed.
4. The use of alcohol or tobacco products in any form is prohibited at a World Changers project.
5. Fireworks are prohibited at a World Changers Project.
6. The use of controlled substances is prohibited without a prescription.
7. All participants, students and adults, are to be treated with respect and dignity.
8. All adults must comply with the dress code.
9. All illegal weapons are prohibited at World Changers.
10. **The adults at our projects are participants in every sense of the word.** We ask the adults to work with us, worship with us, and to stay at the lodging facility just like student participants. Adults fulfill extra responsibilities by helping with transportation, discipline, and logistics.

## Background Check Policy

**(Communicated to Group Leaders in the Group Leader Manual)**

*Below is an outline of World Changers background check policy. We want to ensure we are partnering with you to provide a safe environment for all participants. All registered groups (like yours) are required to run background checks on all adults according to the instructions provided on the Church Agreement form (specifically the Statement of Compliance at the end). World Changer staff collects and keeps records of these forms turned in at check-in from each group.*

*World Changers runs a background check every year on all summer staff and coordinators hired. World Changers also runs a background check on any volunteers that are not coming with a registered church, but are serving in: crew chief, supervisor, first aid coordinator, speaker, etc. Any roles with direct contact with students.*

*Anyone not covered by the above points, but staying overnight on site will have a background check completed by World Changers. An example of that might be caterers that travel around to projects, or a spouse that is helping the Project Coordinator for the week.*

## **Coordinator Background Check Policies & Procedures**

1. **Registered Groups:** Group leaders turn in the Church Agreement at check in confirming all of the groups' adults have had a background check.
2. **Construction Volunteers:** Background checks are required for all Construction Coordinators, Supervisors, Crew Chiefs, and Runners.
  - a. All construction volunteers must fill out the online application (located under Work With Us > Volunteer tab on the website).
  - b. Upon receiving their application a link for completing their background check will be emailed directly to the applicant for those not attending with a registered church.
3. **Non-Construction Volunteers:** If there are other adults involved in your project (first aid coordinator, support volunteer, caterer) that need a background check completed by the National Office coordinators will submit the Background Check Request form. Once the request has been received World Changers staff will generate a HireRight background check email to be sent to the volunteer.

### **How do I know if someone has completed and passed their background check?**

We will contact you to let you know if anyone who is has applied as a volunteer has failed a background check. For more questions reach out to [Brookelyn Flatt](#) .

Consult your National Staff if you're unsure if a background check is needed on an adult. If there is a concern at the beginning of the project or a missing background check consult with National Staff immediately.

## **Daily Schedules**

We know contexts are different in each city, but there many things planned and printed based on the schedule. Please approve any changes to the daily schedule with National Staff.



## 5 Day Construction Schedule

### MONDAY

1-3:00 PM Check In  
3:45 PM Welcome Celebration  
4:15 PM Adult Meeting  
4:30 PM Construction Volunteer,  
Crew Encourager, Driver  
Meeting  
5:30 PM Dinner  
6:30 PM The Gathering / Gospel  
Engagement  
8:30 PM Church Group Devotion  
9:00 PM First Crew Chat  
9:30 PM Crew Position Training  
10:00 PM Free Time  
10:30 PM In Rooms  
11:00 PM Lights Out

Open  
10:00 PM In Room  
10:30 PM Lights Out

### FRIDAY EVENING

7:00 PM Group Leaders and Staff  
Meet for Prayer  
7:30 PM Final Crew Chat  
8:00 PM Project Celebration  
8:30 PM The Gathering  
9:30 PM Church Group Devotions  
10:00 PM Free Time / Marketplace  
Open  
11:00 PM In Rooms  
11:30 PM Lights Out

### TUESDAY – FRIDAY

\*Adult meetings will be added as needed  
6:45 AM Breakfast  
7:30 AM Dismiss to Ministry Sites  
On-Site Personal Devotion  
12:00 PM Lunch/Devotion  
3:30-4:30 PM Return to Lodging Site  
6:00 PM Dinner  
7:00 PM Group Leaders and Staff  
Meet for Prayer  
7:30 PM The Gathering  
8:30 PM Church Group Devotions  
9:30 PM Free Time / Marketplace

### SATURDAY

6 AM Continental Breakfast  
8 AM Depart for Home

## 6 Day Construction Schedule

### SATURDAY

1:00-3:00 PM Check In  
4:00 PM Welcome Celebration  
4:00 PM Group Leader Meeting  
5:30 PM Dinner  
6:30 PM The Gathering / Gospel

Engagement

8:00 PM Church Group Devotions

9:00 PM Free Time / Marketplace

Open

10:00 PM In Rooms

10:30 PM Lights Out

### **SUNDAY**

7:30 AM Breakfast

8:00 AM Quiet Time

9:00 AM First Crew Chat

As Scheduled Worship and Ministry  
Site Visit

12:00 PM Lunch

1:00-4:30 PM City Experience

6:00 PM Dinner

7:00 PM Group Leaders and Staff  
Meet for Prayer

7:30 PM The Gathering

8:30 PM Church Group Devotions

9:00 PM Free Time / Marketplace

Open

10:00 PM In Rooms

10:30 PM Lights Out

### **MONDAY – THURSDAY**

Adult meetings will be added as needed

6:45 AM Breakfast

7:30 AM Great Send Off

(Monday Only)

Dismiss to Ministry Sites

On-Site Personal Devotion

12:00 PM Lunch at Ministry Site /  
Devotions

3:30-4:30 PM Return to Lodging Site

6:00 PM Dinner

7:00 PM Group Leaders and Staff  
Meet for Prayer

7:30 PM Evening Gathering

8:30 PM Church Group Devotions

9:30 PM Free Time / Marketplace  
Open

10:00 PM In Rooms

10:30 PM Lights Out

### **THURSDAY EVENING**

7:00 PM Group Leaders and Staff  
Meet for Prayer

7:30 PM Final Crew Chat

8:00 PM Project Celebration

8:30 PM The Gathering

9:30 PM Church Group Devotions

10:00 PM Free Time / Marketplace  
Open

11:00 PM In Rooms

11:30 PM Lights Out

### **FRIDAY**

6 AM Continental Breakfast

8 AM Depart for Home

## **7 Day Construction Schedule**

### **SATURDAY**

1-3:00 PM Check In

4:00 PM Welcome Celebration

4:30 PM All Adult Meeting

4:45 PM Construction Volunteer,  
Crew Encourager, Driver

Meeting  
6:00 PM Dinner  
7:00 PM The Gathering  
8:00 PM Church Group Devotions  
9:00 PM Free Time / Marketplace  
Open  
10:00 PM In Rooms  
10:30 PM Lights Out

### **SUNDAY**

7:30 AM Breakfast  
8:00 AM Quiet Time  
9:00 AM First Crew Chat  
As Scheduled Worship and Ministry  
Site Visit / Lunch with Host Church  
3:30 PM Return to the Lodging  
Facility  
3:30 PM Crew Chief Meeting  
4:30 PM Gospel Engagement  
5:00 PM Crew Position Training  
6:00 PM Dinner  
7:00 PM Group Leaders and Staff  
Meet for Prayer  
7:30 PM The Gathering  
8:30 PM Church Group Devotions  
9:00 PM Free Time / Marketplace  
Open  
10:00 PM In Rooms / Showers  
Closed  
10:30 PM Lights Out

### **MONDAY – FRIDAY**

\*Adult meetings will be added as needed  
6:45 AM Breakfast

## **7 Day Construction Schedule (cont.)**

### **FRIDAY EVENING**

7:00 PM for Prayer  
7:30 PM Final Crew Chat

7:30 AM Great Send Off  
(Monday Only)  
Dismiss to Ministry Sites  
On-Site Personal Devotion  
12:00 PM Lunch/Devotion  
3:30-4:30 PM Return to Lodging Site  
6:00 PM Dinner  
7:00 PM Group Leaders and Staff  
Meet for Prayer  
7:30 PM The Gathering  
8:30 PM Church Group Devotions  
9:30 PM Free Time / Marketplace  
Open  
10:00 PM In Rooms  
10:30 PM Lights Out

### **WEDNESDAY AFTERNOON**

12:00 PM Lunch and Devotion at  
Ministry Site  
Leave After Lunch for Lodging Facility to  
Enjoy the Evening Off  
8:00 PM Facility Opens  
8:30 PM Church Group Devotions  
10:00 PM In Rooms  
10:30 PM Lights Out

8:00 PM Project Celebration  
8:30 PM Gathering  
9:30 PM Church Group Devotions  
10:00 PM Free Time / Marketplace Open  
11:00 PM In Rooms  
11:30 PM Lights Out

**SATURDAY**

6:00 AM Continental Breakfast  
8:00 AM Depart for Home

## Registration Process

### 1. REGISTRATION

- a. Everyone promotes projects (Group Leaders, Coordinators, National Team)
- b. Church responds with registration
- c. Registration begins June 1 the summer prior
- d. \$60 per-person initial deposit must be postmarked by January 15 (non-refundable or non-transferable to balance.)
- e. \$60 per-person deposit for groups who register after December 1/January 15, due when registering
- f. World Changers sends registration confirmation email
- g. National office sends a registration email with group leader information and access
- h. Group Leader Info online includes the following information:
  - i. Promotional Resources
  - j. Group Leader Manual & Expectations (policies, required forms, etc.)
  - k. Pre-Project Study
  - l. Dress Code
- m. Participant Form and the Church Agreement Form

### 2. COORDINATOR PRE-PROJECT RESPONSIBILITIES

- a. Encourage pre-project study
- b. Organize and promote pre-project visit
- c. Remind group to pay balance and fill-in group information online
- d. Communicate directions to lodging facility and other information about project location

### 3. CHECK-IN

- a. Project Coordinator and Office Manager finalize crew/ministry team assignments
- b. Group Leader comes to Check-In table
- c. Office Manager receives Participant Forms for each participant from each Group Leader and checks crew or ministry team assignments list against participants and Participant Forms that Group Leader has brought.
- d. Project Coordinator assists office manager in collecting any outstanding balances of attending groups
- e. Group Leader picks up Group Leader bag
- f. Group Leader instructs his group regarding schedule, room assignment, etc.

## Registration And Financial Policies

**Before January 15th:** You may register your group for World Changers anytime before January 15, and pay no deposits until January 15th.

**January 15th:** A \$60 per person deposit is required to hold each registration and is to be paid on or before January 15th. Any new or additional registration made after January 15th will require an immediate \$60 deposit per person. ALL deposits are non-refundable, non-transferable and cannot be applied toward final balance due.

**May 1:** An additional \$60 late cancellation fee will be incurred for each decreased person after May 1. When you decrease your registration, previous deposits made cannot be applied or transferred toward final balance due.

### **For ALL projects:**

**14 Days Before Your Group Arrives:** Final balance must be received by this time. \*New\* This money is non-refundable and non-transferable after 14 days before your project. If the final balance due is not paid by this time, your group will be charged a one-time \$75 late fee.

**Weather and National Disaster Cancellation Policy:** World Changers has your group's safety in mind as we host events. If an event is hosted as scheduled and your group cancels or decreases numbers due to weather conditions or a national disaster, all payments are non-refundable. If we are unable to host an event due to weather conditions or a national disaster, deposits cannot be refunded. Refunds of final balance payments will be made only if properties or locations refund World Changers for these costs.

**Discounted Volunteers:** World Changers offers discount to approved and selected individuals serving in the positions of Crew Chief, Supervisor, and First Aid Coordinator. All participants, including discounted volunteers, must pay the non-refundable \$60 deposit. The total fee for discounted volunteers is \$100 (this includes the \$60 deposit).

**NOTE:** Registration is open first-come, first served. Any add-ons will be allowed if space is available.

## Registration Information

**NOTE:** Registration is open first-come, first served. Any add-ons will be allowed if space is available.

### Registration Includes:

- Project preparation materials (pre-project study)
- T-shirt for each participant (to be given at the project)
- Secondary accident insurance
- Experienced leadership at project
- Pre-project planning logistics
- Daily worship experiences
- Daily Devotions
- Weekly Project Cam
- Lodging (local school or church facility) and meals at project

### Registration **DOES NOT** Include

- Gas for church group and ministry team transportation (rental or otherwise) at the project
- Public transportation including subway/bus/train passes
- Travel to and from the project locations

## Who Can Participate?

**All Youth Projects:** Students who have completed 6<sup>th</sup> grade or older

- Students should be active in their local church.
- We encourage you to only bring students who have completed the sixth grade and who have already been a part of student ministry or middle school student ministry.
- **Can I bring my kids?** Adults cannot bring children with them who have not completed the 6th grade. No private sleeping or childcare arrangements are available for adults with young children. Children are not allowed to attend with parents who are serving as adult chaperones if they are underage.

## **Check In Procedures**

### **Customer Service/Professionalism**

You never get a second chance to make a good first impression. Check in day and the first adult meetings are two of the moments that can set the tone for the rest of the week. Make sure that you are presentable and organized even among the chaos. Have all information, forms, giveaways ready and available to disperse. Wear your World Changers polo, nametag and lanyard. Please do not wear athletic wear or shorts. Present yourself professionally and eager to greet churches upon arrival. Sometimes this may mean checking them in early, even if not ready for check-in yet, but in an effort to serve a church at their convenience.

### **Pre-Project Preparations**

- Office Manager emails churches using the email scripts provided and CC PC (Wednesday before check-in)
- Separate emails sent to returning and new churches
- Group leaders will need to wait at check in to confirm all forms are complete and turned in
- If possible email a map or any pictures prior to arrival that will help leaders identify check in and load in easily. Twenty-four hours in advance is ideal.
- Print list from the Planning Portal containing the churches and the number of participants that each church is registered to bring (Church List). Use these numbers to assemble group leader bags.
- Using the bags put the number of each item the church will get for each participant in the bag.
- Inventory group leader gifts and name tags

### **Group Leader Bag Contents**

- Laundry Bag
- Nail Aprons (construction only)
- Bandanas (construction only)
- Name tags, loops and sleeves
- Shirts (if have sizes)
- Pen/Sharpies to fill out names on nametags

### **Check-In Location**

Make the location for check-in easy for leaders to find and see upon arriving. If possible set check-in up outside for easy visibility as churches arrive.

### **Items Needed at Check-In:**



- File Box
- Computer (if possible make changes to the portal as you have them)
- Highlighter, Pens, Notepad
- Sticky notes or index to write any notes on that you need to give to group leader
- Extra Participant Forms (*print these in advance*)
- Invoices for churches with an outstanding balance
- Master list of room assignments by churches
- T-shirt Form or Shirt Report from the Portal
- Folder for each church with the printed “participants by church” list in it
- Group Leader nametags and lanyards
- Group Leader gift, The “gift card” isn’t required to receive the gift
- Group Leader Bags
- Map of School on the back of the newsletter
- Have large schedule displayed at check in

**Set-up check-in table for construction volunteers**

- Extra Participant Forms
- Expense Reimbursement Forms
- Construction Shirts and gift
- Nail Aprons
- Bandanas
- “Sign In” sheet to capture contact information of the construction volunteers

**Team Assignments During Check-In Time**

**Project Coordinator**

- Be at registration table at all times
- Be familiar with all check in procedures
- Double check transportation plans
- Be prepared to field questions and trouble shoot
- Be prepared to assist the office manager handing out giveaways, etc.

**Office Manager**

- If possible greet the group leader at the door and escort them to the table.
- Responsible for checking in groups
- Enlist First Aid Coordinator (construction) or other volunteer to check participant forms

**Audio/Visual Technician**

- Greet and pray with groups upon arrival
- Responsible for capturing arrivals and registration
- Direct group leaders where to check in
- Direct groups on where to begin unloading
- Assist where needed

**Construction Coordinator**

- Set up construction registration table

- Be at the registration table to greet and register construction personnel (Crew Chiefs, Supervisors, and Runners).
- Details for registration responsibilities for construction coordinator are found under the construction coordinator tab.

### **Site Coordinator**

- Available to answer questions regarding ministry sites
- Provide directions to local store (i.e. WalMart)
- Assist office manager and Project Coordinator as a runner to get materials or escort group leaders
- Assist where needed

### **Volunteers & Summer Staff**

- If not already done, prepare participant shirts once all churches have arrived
- Assist churches with their luggage and show them to the sleeping rooms
- Assist others as needed

### **Check In Problem Solving**

***Missing notary for a minor***- Inform your Project Coordinator. World Changers policy is that a minor cannot attend a ministry site unless we have a **notarized** form with a parent/guardian signature. A faxed or emailed copy can be sent to the office manager. The office manager must print off the form and include it in the Back to PC.

***Participant shows up too young***- Notify your Project Coordinator to determine the next step. National staff will need to be contacted. Keep your team leader informed of the situation. National staff will be the decision maker in this situation.

**Background Checks are Incomplete**- Project Coordinator to consult National Staff immediately

The following are some examples of instances where crew assignment changes may be necessary (These changes should only be made by the PC):

- Medical reasons
- Behavioral reasons
- Added participant (not previously registered)
- A church substitutes a participant
- Someone does not come and a student is now by themselves on a crew
- Transportation issues

## Check Out Procedures

### Wednesday

1. Confirm departure time/checkout procedure so you can communicate realistic expectations to group leaders in the meeting (Project Coordinator)
2. Decide whose responsibility breakfast is the morning of departures: Is it provided in the food contract or will it need to be purchased separately? In almost every case it is **not** provided in the food contract. (Project Coordinator)
3. Develop a handout of checkout procedures to be distributed at Wednesday or Thursday night Group Leader meeting (Project Coordinator)

### Final Group Leader Meeting (Project Coordinator /OM),

*(Wednesday)*

- Discuss the check-out procedure with the adults who are present; allow them time to ask questions; assure them that their cooperation will make this efficient for everyone (Project Coordinator)
- Announce that the bathroom must be free of personal items before lights out on final night or they will be discarded as waste (Project Coordinator)
- Announce the removal of Encouragrams at lights out final night; suggest that they encourage their students to remove those items they are interested in keeping (Project Coordinator)
- Distribute the following items:
  - Group Leader Evaluation form
  - Next year Registration Worksheet- Explain in detail how to complete the registration worksheet. Make a computer available during the week and at meeting to register online.
  - Other World Changers provided resources

### Day Before Checkout

At some point before checkout morning, the office manager will need to assemble the check out packets; these packets should include (but are not limited to):

- Certificate of Appreciation (OM)
- Project Cam (AV)
- Dates and Rates for next year (OM)
- Photo Disk (AV)
- Thank You Cards (ALL)

### **Checkout Morning**

- The Group Leader gets the youth group packed and their luggage loaded onto the bus.
- They return to their room for clean-up.
- The Group Leader comes to the office where the Office Manager will be coordinating checkout. The other staff members will be equipped with a cell phone and the OM will direct them to the room the group has just finished cleaning.
- Staff will inspect the room and decide if it is satisfactory or not and will communicate to OM.
- If the room passes inspection, the Group Leader will turn in their evaluation form and registration worksheet and be given their check out packet; if not, the group will come back into the facility and make the necessary adjustments for a successful checkout.
- If the room is shared with more than one church group, inspect the portion that the group checking out has occupied while the adult is present.

## Check-Out List For Groups

Please give this list to Group Leaders to use as a checklist of items that need to be completed BEFORE they can check out. This list can also be used by the person checking out the Groups/Group Leader as a checklist of what has been done.

- Remove all items from the bathrooms
- Take Encouragrams down on last night
- Move furniture back to original position
- Trash outside the door
- Take down back plastic
- Sweep/vacuum floors
- Remove all luggage
- Tell the Office Manager or Project Coordinator what time you are leaving on final morning
- Give evaluations and registration worksheets to the Office Manager when you check out or before you leave
- Clean your assigned common area before leaving



**Financial Information**

## Expense Reimbursement

- **Coordinators have TWO WEEKS from their event/expense to request any reimbursement.** Requests turned in more than two weeks after the event/expense will not be reimbursed.
- All approved project expenses will be reimbursed using the World Changers Expense Reimbursement form. You must submit ***all receipts*** for reimbursement, **regardless of dollar amount.** Any expense submitted without a receipt will not be reimbursed. These forms must have a complete name, address, social security number, and all receipts attached and should be signed. Incomplete forms will be returned to you for correction.
- Reimbursement forms will be available from the Office Manager for use during the week. They are also available at the end of this notebook
- Construction Coordinators will be reimbursed a maximum of \$500 to cover the cost of gas and miscellaneous expenses during the project week.
- Construction volunteers will receive a reimbursement for travel expenses to and during the project. Supervisors may turn in receipts for a reimbursement up to \$200; Crew Chiefs may turn in receipts for a reimbursement up to \$100; and runners may turn in receipts for a reimbursement up to \$75 (Runner reimbursement limited to 1 Runner per Supervisor per Project Week).

## Travel Policies

- ALL airline, hotel and vehicle rental reservations should be made through the World Changers National office, otherwise they will not be reimbursed. An Expense Reimbursement Form for any incidental out-of-pocket expenses should be turned in to the World Changers national office within two weeks of travel being completed.
- Every trip made by the Construction Coordinator to the project site must be pre-approved by World Changers National Staff and will only be **reimbursed up to \$500.** Construction Coordinators should only plan one trip to complete these write-ups; any exception to this rule must be approved by the World Changers National Staff. Approval will need to be issued to Travel and Transport for any pre-project booking, so please communicate specific travel information with your National Staff.
- World Changers will reimburse for gas receipts, but will not reimburse for mileage.

## Project Expenses

- All expenses during the project will be handled with a World Changers issued credit card, personal credit card, or cash. **Summer staff will be issued a World Changers corporate card at Summer Staff training. Project expenses during the week should be purchased using summer staff cards whenever possible.**
- Summer Staff will use their stipend for their meals while traveling. Coordinators and staff are expected to eat at the lodging facility during project weeks.
- The Site Coordinator should make preliminary arrangements for expenses such as ice, food, etc., prior to the beginning of the projects. This includes method of payment. Payment through direct billing is acceptable and all direct bills should be sent to the World Changers main office. Anything different from this should be discussed with National Staff prior to the beginning of the project.

Please email direct bills to:

**brookelyn@world-changers.net**

Or mail direct bills to:

**World Changers**

**2310 S. Hwy 77 STE 110 PMB 345**

**Lynn Haven FL 32444**

**United States**

- Any cash received through sale items and offering should be kept in the project safe until the Office Manager can make a bank deposit into a World Changers account. Do not keep large amounts of cash at the project location. It is the Project Coordinator's responsibility to double check Summer Staff concerning their sales inventory and money management.
- Payment for the project facility and food service will be direct deposited or mailed to the vendor after final information is sent to the National Office. Payment for coordinator honorariums will be processed the week of the project and either direct deposited or mailed to the address listed on your coordinator contract.



## Guidelines For Project Expenses

- 1. Approved Travel Expenses (Up to \$500 for Coordinators)**
  - a. All airline reservations should be booked through Travel and Transport (877-906-0743). Please ask for the cheapest available ticket. Tickets may be restricted by National Staff if they are outside a reasonable cost to the budget.
  - b. Approved project-related travel expenses:
  - c. Gas/diesel (not mileage)
  - d. Taxis/shuttles
  - e. Parking
  - f. Individual Meals (only as part of an overnight trip when project meals are not provided)
- 2. Approved Project-Related Purchases**
  - a. Ice for crews (not cups)
  - b. Crew photo supplies
  - c. Black plastic (for privacy curtains)
  - d. Tape – for Encouragrams, signs and other project-related uses
  - e. Photo copies
- 3. Approved Ministry-Related Supplies – please note these as project expenses on your Expense Reimbursement Form so they can be coded correctly**
  - a. Arts
  - b. Crafts
  - c. Sports equipment
  - d. BYBC materials
  - e. Batteries
  - f. Cleaning supplies/hardware
  - g. Gatorade/Powerade
- 4. Purchases NOT Approved**
  - a. Personal items (clothes, toiletries, etc.)
  - b. Medicine for yourself or an individual participant – Purchase of First Aid Kit supplies must have approval from National Office
  - c. Snacks for World Changers office
  - d. Damages to facility or vehicles
  - e. Entertainment
  - f. In-room movies
  - g. Dining out when a meal is already provided at the project (includes snacks and drinks)



## **Site Coordinator Notebook (Construction)**

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## **WORLD CHANGERS SITE COORDINATOR JOB DESCRIPTION**

### **PRIMARY RESPONSIBILITY**

To serve others and share the gospel. The Site Coordinator assists National Staff to obtain local church support and secure logistics as needed.

### **GENERAL RESPONSIBILITIES**

- Work with local churches to develop a plan to follow up with residents and those making decisions during the project week.
- Lead the pre-project visit, making arrangements and communicating details decided by the coordinating team to group leaders.
- Produce local info sheet for group leaders including locations of hospitals, urgent care facilities, Walmart, grocery stores, etc.
- Make contact with local media prior to and during project week promoting local ministry efforts. Follow all World Changers policies and procedures for dealing with media.
- Prepare addresses, times of service, and contact information for each church hosting a crew for Sunday morning worship. (church planting and 7 day projects)
- Reserve and coordinate shower trailers (e.g. setup, supplies).
- Work with the World Changers National Staff to secure project lodging.
- Work with World Changers National Staff to finalize food services for the project and to approve a menu for the week. Monitor the adequacy and quality of the food during the project and report any inadequacies to National Staff.
- Work with National Staff to arrange adequate security and maintenance for the project as per the lodging contract.

### **CONSTRUCTION SPECIFICS**

- Work with the National Staff, Project Coordinator, and Construction Coordinator to determine the number of host churches needed and enlist them to provide lunches.
- Work with National Staff, coordinating team, and Agency Rep where necessary to determine logistics for building materials, dumpsters, and restroom facilities at ministry sites.
- Work with coordinating team to recruit local volunteers including crew chiefs, runners, supervisors, Doctor on Call and a First Aid Coordinator.
- Prepare with Construction Coordinator a plan for construction that is unable to be completed.
- Secure the ice to be used during the week of the project at work sites if necessary.

### **COMMUNITY SPECIFICS**

- Secure community (non-construction) ministry sites. This includes church planting sites for select locations.
- Communicate to groups prior to arriving community site details and supplies needed.

- Work with Project Coordinator to determine participants assigned to non-construction ministry sites.
- Assist Project Coordinator in selecting and assigning Crew Encourager to each ministry site.
- Identify and connect ministry site contact with Crew Encourager.

## SITE COORDINATOR CHECKLIST

### JANUARY-FEBRUARY

#### GENERAL

- Participate in the Virtual Coordinators Retreat.
- Work with National Staff to determine logistical needs: food, lodging, shower trailers, ice, dumpsters, restrooms, etc.
- Plan and discuss a date for pre-project visit (March to April date is ideal).
- Coordinate housing for pre-project visit (hotels, church, camp, etc)

#### CONSTRUCTION

- Work with National Staff to determine logistical needs, e.g. food and lodging
- Begin enlisting churches to feed crews
- Begin selecting and screening ministry sites. Evaluate sites by priority. (*Community Projects*)

### MARCH-MAY

#### GENERAL

- Host pre-project visit.
- Confirm with Project Coordinator and National Staff the “City Experience” details, where, what and how. Submit plan to National Staff on or before April 1.
- Begin making media contacts
- Prepare Project Info Sheet.
- Secure a place for receiving and storing your World Changers drop shipment if needed. Shipment could be 1-2 pallets containing approximately 15-30 boxes. Secure a contact name and phone number along with the street address (no P.O. boxes) where the shipment is to be dropped. The contact person receiving the shipment should be available during the two weeks before the project to receive the shipment. National Staff will let you know if you will be receiving a drop shipment.

#### CONSTRUCTION

- Continue enlisting churches to feed crews.
- Confirm with churches plan for group attendance on Sunday morning. (7-day project only)(

## **1-2 WEEKS BEFORE THE PROJECT**

### **GENERAL**

- Finalize and print Project Info Sheet. Include confirmed ministry sites, weekly schedule, and local directions.
- Contact Local Media.

### **CONSTRUCTION**

- Work with National Staff to procure needed materials and equipment for ministry. Total purchases must stay within budget limits. Community Projects Only
- Have contact information and maps available with directions to worksites for churches providing lunches.

## **WEEK OF THE PROJECT**

### **GENERAL**

- Distribute Project Info Sheet.
- Coordinate the City Experience. (optional)
- Be present and available at Check In.
- Be available throughout the project. Supervise the ministry work of the project. Meet with the Project Coordinator to evaluate the experience.
- Complete an evaluation of the week to be given to Summer Staff.
- Attend all evening gathering.

### **CONSTRUCTION**

- Confirm delivery of lunches.
- Work with the CC and Agency Representative to coordinate trash pickup and work site clean up.
- Work with the local churches to develop a plan to follow up with residents and those making decisions during the week.

## **AFTER THE PROJECT**

## **GENERAL**

- Forward information from Response Cards to the local churches. Prepare a summary of decisions made during the week.
- Make sure unused and left-over materials, supplies, and equipment are put to their best use.
- Return any borrowed equipment.
- Communicate with National Staff to debrief the project.
- Send thank you notes to anyone who served at the project. (Church Planters, Host Churches, Attending Churches, etc.)

## **CONSTRUCTION**

- Work with the local churches to develop a plan to follow up with residents and those making decisions during the week.
- Communicate with your CC to see that all work is completed. If minor repairs or completion needs to be done, see if it can be handled through the agency, local association or state convention volunteers.

## **RESPONSIBILITIES PRIOR TO THE PROJECT**

### **1. LOGISTICS**

Site Coordinators are responsible for working with National Staff to secure project logistics including project lodging, food services, shower trailers, restrooms, ice, dumpsters, etc.

#### **SHOWER TRAILERS**

- Work with National Staff to secure shower trailers, setup, and supplies for use during the project week, if not available at the facility (see page 13).

#### **LODGING**

- Assist National Staff as needed in securing project lodging.

#### **FOOD**

- Assist National Staff as needed in securing food service.
- Construction: Secure host churches to donate lunches for construction crews (see pages 20 and 29).

#### **DUMPSTERS**

- Ensure dumpsters are available as needed on worksites.

#### **RESTROOMS**

- Ensure adequate restroom facilities are available at worksites and ministry sites.

#### **ICE**

- Make preliminary arrangements for ice for worksites.

### **2. COMMUNICATION**

- Communicate with coordinating team (PC CC) and National Staff
- Communicate with Church Planters and group leaders in setting up ministry sites

### **3. PLAN CITY EXPERIENCE**

- The Site Coordinator is responsible for planning and conducting the City Experience. For details, see pages 13-15.

### **4. PRE-PROJECT VISIT**

- The Site Coordinator is tasked with planning, communicating details, and conducting the pre-project visit. After details are confirmed with coordinating team, inform your National Staff on dates and plans for this visit.
- The pre-project visit is designed to be a 24-hour me frame for youth leaders to come to their project city to get a taste of what will happen during their week of World Changers week. (See page 16-17 for more details)

### **5. MEDIA**

As Site Coordinator, you will serve official spokesperson for World Changers to the local media. Be prepared to tell the story of the work of volunteers and the message of Jesus Christ. Facilitate interviews with staff, participants and residents. It is your responsibility to prepare each individual who will be interviewed.

Participants play an important role in communicating the message of World Changers. However, their role in providing information will be restricted to information about themselves, their church, their hometown, and their story of why they are involved in World Changers

#### **MEDIA MARKETS**



- Some cities have less than 10, while others may have 100+
- Newspapers and websites in project city
- Radio and TV stations in project city
- Hometown newspapers of participants
- Hometown radio and TV stations of participants
- State Baptist publications
- Associational publications
- Church publications and bulletin boards

## **CONTACTING LOCAL MEDIA**

### **● ADVANCE CONTACT**

- You may already have a list of local media contacts and will be responsible for contacting media representatives prior to the beginning of the project to follow up to the advance promotion. This includes sending a Media Advisory to local media outlets the week prior to the project. In some cases, you may have already made contact with the media.

### **● THE SECOND CONTACT**

- This is best accomplished through a “pitch call,” (you calling the news outlet to make sure they received the advisory). Introduce yourself, and let them know you are available to help them with their media coverage of World Changers.

### **● SELECTING SITES**

- It is the responsibility of the Site Coordinator to work with the Project Coordinator and Construction Coordinator to find out which sites would be ideal for media to visit. It is imperative to confirm these sites prior to media arriving on location. It is also the responsibility of the Site Coordinator to identify those sites that will not be visited.
- Sites to consider:
  - Location where dramatic work is taking place
  - A special human interest story of resident
  - A diverse sample of students and work being done through World Changers

### **● SELLING THE STORY**

- You must display initiative in making contact and follow through to garner media coverage in a project area. Coverage at projects will vary depending on project location and the history of World Changers in that area. It is important to remember that it is a newsworthy event for participants to travel across North America, pay their own expenses and, in some cases, take vacation time to come to participate with World Changers.

## **TALKING POINTS**

- World Changers provides students and adults a venue in which to live out the faith they have in a loving God.
- Today’s students want to make a difference. They want to be part of something big. Through the efforts of these students, God’s love is being communicated to this community. They are making a difference. They are part of something big.

- This World Changers project is possible because of the cooperation between local Southern Baptist churches, city agencies and local businesses. (be as specific as you can here)
- The local Southern Baptist churches in this community love and care for this city. They initiated the process that led to the work that is being done this week.

#### **MEDIA LOG**

- Keep a record of all interviews and media coverage.
- Input this information into the Google doc media log. Provide links to stories where available.

#### **PRESS RELEASE**

- See following page.

## WORLD CHANGERS PRESS RELEASE

FOR MORE INFORMATION CONTACT:

<<Your NAME>>

Phone: <<Your phone>>

Email: <<your email>>

info@world-changers.net

<<PROJECT CITY>>, <<Project Date>> – Many students spend their summer break soaking in rays at the beach or lounging around the house, some (number of participants) middle and high school-age students will be hard at work on a one week-long community service project in (project city), (project date).

**WHAT:** “World Changers” is bringing a group of (number of participants) students to (project city).

**WHO:** (number of) participants junior high and high school students from across America

**WHEN:** (project date)

**WHERE:** (Specific Area/Neighborhood/Park/Etc.)

During the week, the students will be working on a variety of assignments that range from painting a house, putting on siding, distributing community gardens, constructing wheelchair ramps and various other projects to serve << CITY >>.

The students and adults who participate in World Changers have a desire to serve and grow in their ability to meet the needs of communities. World Changers participants learn what serving others really means throughout the week.

Working in this city is a way to demonstrate that teens can get out of their comfort zone, work hard and help others.

Students traveling with their churches and youth groups pay on average \$300 for registration as well as all their travel to take part in this week where they work on a variety of projects throughout communities in <<city, state>>.

This week, students will be working with a variety of churches throughout <<city>> and staying at <<lodging facility>>. This summer, thousands of student and adult volunteers are registered to participate in dozens of World Changers projects across the United States. World Changers is serving not only this week in <<city>> but also in more than 20 cities in the US.

# WORLD CHANGERS SHOWER TRAILER REIMBURSEMENT FORM

(you will be emailed this form along with your notebook, if you did not receive one or need another copy, please contact brookelyn@world-changers.net)

## CITY EXPERIENCE

**Every city has a story. How do we tell that story?**

The Site Coordinator is responsible for creating the City Experience. A City Experience Plan is required to be **submitted to National Staff by April 2nd for review and suggestions.**

### **SUGGESTED CITY EXPERIENCE CONTENT**

How do you demonstrate the need for the gospel in your city? How do you equip participants to share the gospel in your city?

#### **Industry**

**WHO lives in your city? WHAT do they do? WHERE do they work?**

Think outside of tourism. Is there a primary employer? How does that industry impact the culture and needs of your community? Did there used to be an industry in your city that has since shut down or moved? How did that impact that socio-economics or even physical health of your town?

#### **History and Culture**

**What is the history of your community? What is your city known for?** Good and bad. Don't be afraid to highlight the difficult history (i.e. racial tension, high rates of depression or alcoholism).

#### **Lostness and Current Ministries**

Describe the lostness and need of the gospel in your community. Share how many people in your community don't know Christ. Describe the pros and cons of living in the Bible belt or living in a city that doesn't have an abundance of churches. Educate participants on what local churches and ministries are already doing to serve and reach the community. Make sure participants know they are the "sentence of a paragraph". Many people have been tilling the soil prior to their arrival and will continue to water the seeds World Changers plants during the week. Connecting the community back with local churches or ministries is very important.

#### **Cultural Sensitivity**

Take this time as an opportunity to educate students on things to be sensitive about while serving. Based on the history and culture there may be things that visitors may be unintentionally insensitive about or make fun of. This could be discussing racial tension and how to be respectful of different cultures or highlighting the issue of mental illness or methamphetamine addiction and **why** that is a problem.

### **Prayer**

Absolutely take a moment to pray over the city and the ministry that will take place this week. This could be done in individual churches groups or in a large group after churches have gone through the experience.

## **LOGISTICS**

### **Parking**

Consider how many people are participating and where they are going to park at different stops. Is there ample parking for several vans or buses? If parking could be difficult or take up a lot of, time plan ahead and request an area be reserved for World Changers vehicles.

### **Schedule**

While creating the schedule think through every element and how much time it will take. This includes drive time. It is suggested including the length of time on the City Experience schedule. This will help group leaders know how to manage their group and stay on schedule. Depending on group size you may need to send groups to different stops and then have them switch. Provide this schedule to the group leaders during the adult meeting. Include addresses, parking information and the names of any hosts that they are meeting at each spot. There is not a scheduled time for Church Group Devotions. The logistics for your city experience will determine if churches need to do their devotion in transit or if they will have time back at the lodging facility.

#### *Example Schedule:*

Leave for City Experience 6:30  
Churches <A, B, C> will go to <Location A> (15 minute drive)

Address:

Host:

Parking Instructions:

Churches <D, E, F> will go to <Location B> (10 minute drive)

Address:

Host:

Parking Instructions:

Leave location A or B and travel to the other location at 7:30. Groups will switch to either Location A or B depending where they started.

Arrive back at lodging facility 9:30

### **Group Size**

The number of participants will dictate logistics for the City Experience. Consider speaking to large crowds and if sound is needed. There may be some stops that can only handle a certain group size. Site Coordinators may choose to rotate groups to experience every stop or split groups to go to one stop the whole time.

## **Host**

Enlist a host to speak at each stop. Be sure they are a good communicator and passionate about ministering to their community. Provide them with any handouts or scripts you want them to follow. Communicate to the hosts ahead of time the groups and detailed schedule. We don't want hosts to begin sharing prior to all groups arriving to that stop. Make sure they are informed of the schedule (not long winded!) especially if the group needs to travel to another stop. We want everyone to stay on schedule.

## **Handouts**

It is highly recommended that handouts be provided to at least the Group Leader. Some cities may choose to provide them to participants as well. Possible Content:

- Prayer Prompts: specific ways to pray for the city and its people
- Facts, statistics or FAQs
- Quiz or Fill in the Blank: this is a good way to make it engaging for the students to gather information at each stop

## **Public Transportation**

For church planting projects only there is the option to include public transportation as part of the City Experience. This expense must be approved by National Staff and planned for ahead of time. Purchase tickets or tokens prior to the experience so time is not spent doing that as part of the experience.

## **Spiritual Next Steps**

Later in the week group leaders will have the opportunity to begin identifying and writing the story of their city, similar to what they experienced at the city experience.

## **More than Sightseeing**

You may live in an iconic city with famous tourist attractions. The City Experience is not intended to be a time for participants to simply be tourists. Our deepest desire for this experience is for students to grasp the lostness in your city, the people's need for Christ, how they can help in the brief time they are in your city, and for them to begin falling in love with the place where YOU live. Who knows what God might do in the hearts of thousands of World Changers participants as they have City Experiences all summer where God breaks their hearts for the lost and needy in YOUR city?

## PRE-PROJECT VISIT

### PLAN AND COMMUNICATE PRE-PROJECT VISIT

- Set dates for the pre-project visit
- Establish a schedule of activities during the visit and set a place for orientation meeting.
- Communicate with registered churches the dates and schedule for the visit
- Confirm a date and time with lodging site, work sites, ministry sites and with church planters that you will be bringing a group by to make a visit.
- Recommend local hotels for lodging possibilities.

### LEAD PRE-PROJECT VISIT

- During this visit you may want to share places of interest in and around your community.
- As the association's budget allows, assist with expenses for group leaders (i.e. dinner during the pre-project visit). WC does not cover any of these expenses.
- Plan visits to possible work sites and ministry sites at Community projects
- Plan a visit with Church Planter at Combo and Church planting projects
- Produce local info sheet for group leaders including locations of hospitals, urgent care facilities, Walmart, grocery stores, etc.

### SUGGESTED TIMELINE FOR THE PRE-PROJECT VISIT

#### THURSDAY

12 PM	Meet at hotel, local lunch, orientation to city
1:30 - 6:00 PM	Visit church planting and/or construction sites, and ministry sites
6:00 PM	Dinner, paid for by group leader unless association is going to cover the cost (invite church planters to attend if at a Church Planting or Combo project)
7:30 PM:	Enjoy the city, free time

#### FRIDAY

As Scheduled	Breakfast at hotel
8:30 AM	Visit additional church planting sites and ministry sites (if needed)
10 AM	Tour lodging facility & discuss project details
11:30 AM	Head for home

### PRE-PROJECT VISIT CHECKLIST

- Introduce Project Leadership (Project Coordinator, Construction Coordinator, Site Coordinator and Summer Staff. Project Coordinators and Summer Staff will not be in attendance.)
- Brief overview of ministry in the city, this should include culture and other information that would be helpful for the leaders to know about the area. Prepare to have local brochures or information about the region to hand out to group leaders. These can be obtained through local hotel lobbies or contacting the city's business and convention bureau.
- Tour lodging facility
- Tour 2 to 3 ministry sites. Have planters talk about their story and their passion for the city.
- Pray for city, planters, ministry teams, etc.
- Discuss guidelines for the week (dress code, lights out, cell phone, age of attendees)
- Discuss World Changer Project Preparation Studies. (e.g., Construction, Church Plant and Urban)
- Have group leaders complete the Ministry Team Information Form.
- Discuss the schedule of the week
- Emphasize the importance of making final payments before deadline.
- Provide a time for questions and answers.
- Get to know group leaders and see if any natural partnerships form between planters



## PROJECT INFO SHEET

### WHAT IS IT?

The info sheet is a handy place where group leaders can easily access important information about the city and about the project.

### WHO SHOULD RECEIVE IT?

- Project Coordinator
- Site Coordinator
- Office Manager, AV and ML
- Group Leaders

### WHAT GOES ON THE INFO SHEET?

- Local Information: Should include directions and information on local hospital, Wal-Mart/Target, grocery stores, restaurants and directions.
- Weekly Schedule: Should include the World Changers weekly schedule with any changes that have been discussed by coordinating team and National Staff. Also needs to include schedule of ministry time for the week.
- Contact Information: Should include contact information for coordinators, summer staff, church planters, and group leaders
- Urgent Care/Hospitals: Should include list of local area hospitals and urgent care facilities.
- The City Experience Details: Any instructions needed.
- Church Plant Profiles and Prayer Needs (Church Planting): Include church plant name, church planter or contact name, information on church plant, and who they are partnered with. Can also include specific prayer needs for each church plant.
- Local Church Info for 7 Day Construction Projects: Crews worship at the local church who is feeding them Sunday Morning. Include directions and addresses to churches and which crew is at each church.

### HELPFUL HINTS

- Don't spend too much time or money on it. Just make sure all of the information is covered.
- Be sure to confirm all information with Project Coordinator before finalizing the Info Sheet.
- Make sure directions take into account any construction, detours, and helpful hints for your city.

## CHECK IN

- Site Coordinators are required to be present and available during the Check In time.
- Be present and ready to answer any questions group leaders may have upon arrival (i.e. Walmart, grocery stores, etc).
- Be available to assist Summer Staff and Project Coordinators as needed in check in, welcoming group leaders, showing to rooms, etc.
- Recruit local volunteers as needed.
- Provide a printed Project Info Sheet to group leaders at Check In.
- Be available to help with set up (and tear down/cleanup at the end of the week).

## **MEALS AT WORLD CHANGERS**

### **WORLD CHANGERS CONSTRUCTION**

- World Changers provides for all meals while participants are at a construction project (dinner Monday-breakfast Saturday for 5-day and dinner Saturday-breakfast Saturday for a 7-day). Breakfasts and dinners are provided at the lodging facility, and lunches are donated for crews to eat on worksites. The Site Coordinators is responsible for arranging these donations.
- Work with the National Staff, Project Coordinator, and Construction Coordinator to determine the number of host churches needed and enlist them to provide lunches.

***NOTE: Checkout breakfast for all projects consists of donuts purchased by summer staff.***

## AFTER PROJECT FOLLOW UP

Follow-up cannot be overemphasized. There is still much to be done, and this is one benefit of having local Site Coordinators. Following are some ideas for project follow-ups.

- The best follow up requires pre-planning of which church will host which site. The more the church most likely to be a natural fit for the resident to attend can be the host, the more successful follow up will be.
- Ensure someone from a local church visits every resident, neighbor, or community member who reported a decision to follow Jesus.
- If any work site is incomplete in some way, work with Construction Coordinator to enlist other volunteers to finish it.
- You might plan in advance to have an associational work day on the Saturday following World Changers to finish up and clean around all projects.
- If a project is too difficult for the local group to finish, contact the Men's Ministries Department of your state convention and enlist their help.
- Consider hiring a local contractor to finish the job.
- Clean up the area of trash and litter if necessary.
- Minister to the resident if special help is needed. You may need to refer him or her to Social Services.
- Develop a visitation to these residents. Many of them are lonely.
- Consider ways that you can continue to serve the needs of your community after your week of World Changers.
- Don't forget to keep in touch with those of your own youth group who may have made a commitment during the services of the week.
- Be involved in follow-up with local people making decisions during the week.
- Follow up with church planters for evaluation and continued support of their ministry.

# CONSTRUCTION PROJECT SPECIFICS

## 1. COORDINATING LUNCHES

The Site Coordinator is responsible for securing host churches to provide lunches for crews on their worksites each day.

### LUNCH GUIDELINES FOR HOST CHURCHES

- Meals are to be served at the worksite between 11:30-12 Tuesday through Friday. (Monday-Friday if 7 day project)
- The following meal schedule is strongly suggested:
  - Monday: chicken sandwich, chips, salad, dessert, drinks (If 7-day)
  - Tuesday : Hot dogs, chips, baked beans, dessert, drinks
  - Wednesday : Sloppy Joes, salad, chips, dessert, drinks
  - Thursday : Baked spaghetti, tossed salad, French bread, dessert, drinks (Construction only)
  - Friday : Sub sandwiches, chips, fruit salad, dessert, drinks (Construction only)
- Please do not serve carbonated drinks but fruit drinks, tea, lemonade, etc.
- Please bring ice and plan to leave a large cooler full for the afternoon.
- Please expect to have to serve on a makeshift table. You may want to bring a card table or other folding table. You will be outdoors.
- Please understand that these folks will be sweaty and dirty.
- You can look for a World Changers sign, a van or bus, and lots of people when locating your house.
- Please prepare for 15, plus your church members who are delivering meals daily. As hosts, be sure to invite the homeowner to join you.
- There is a possibility that your crew may finish their work before the end of the week and be moved. You will hear from the Site Coordinator if this is the case.

## 2. LOCAL CHURCH INVOLVEMENT AT A PROJECT

### HOW DOES A WORLD CHANGERS PROJECT AFFECT THE LOCAL CHURCH?

Being involved in a World Changers project brings a blessing to the church. It is designed to change the world of the youth involved, but there is an overflow to the local churches that participate. Not only is the church able to minister to the participants, but it feels and accepts a responsibility in a far greater missions task. Missions is brought to the front door of the church.

### WHAT ARE THE GOALS OF INVOLVEMENT?

- To help meet the needs of residents of our community in
- To build a relationship between the church and homeowners in order to win them to Christ or to help them become members of the church or more actively involved with the church (if already a Christian).
- To enable each church to become involved in local missions.
- To minister to the participants in the work they are doing during the project.
- To undergird the project in prayer.

### HOW CAN A CHURCH BE INVOLVED?

**BE A HOST CHURCH //** Host a work crew of World Changers by taking lunch to them Tuesday–Friday at their work site. For a 7 day project, host and feed them Sunday and feed them lunch Monday – Friday. If your church cannot provide for the whole project week, at least be involved for a few days.

- Get acquainted with your crew.
- Encourage the coordinators to choose a worksite close to your church, if possible.
- Participate in the prayer for meals and engage in friendly conversation with the participants and homeowners at the worksite.
- Involve your students and as many adults as possible to take the meals.
- Try to stay at the site throughout the lunch break, instead of dropping lunch off and leaving. You'll receive a blessing by spending time with the work crew. Take enough food for residents of the home.
- If you wish to do extra, take snacks and extra drinks to leave with the crew for the afternoon, especially if the temperature is hot.

**VOLUNTEER //** Your project may need crew chiefs, supervisors, and runners. There are many opportunities for local people to be involved.

- Your volunteers may be needed to cook and/or take meals to the site.
- Your volunteers may be needed to help with the trash.
- Your volunteers certainly will be needed to pray for the project.

**CLEANUP //** This works best if the church assumes the responsibility for cleanup of their site

- Provide a utility trailer for the trash at the work site. Volunteers from the church could empty it each day or, assist if necessary with the arrangement for the city to remove trash from the site and help with the final clean up.
- Encourage your students to cleanup. If they want to be involved, maybe they could help at several sites at the end of the week.

### **3. COMMUNITY PROJECTS**

World Changers Community projects provide opportunities for students to choose between construction or non-construction servant evangelism ministry opportunities. The distinctive characteristic of community projects is the variety of mission experiences they offer.

Non-Construction sites are selected in cooperation with the local association of Baptist churches.

Some participants could be assigned to crews that are involved in community ministries all day. Some participants could be assigned to full-day home repair and construction sites that are usually selected by a community helping agency.

Some community projects this year will allow church groups to choose to work with a local church planter. Talk with your National Staff to get more info on this option.

A description of ministry tracks with sample community sites is included below.

#### **POSSIBLE MINISTRY SITES**

##### **SOCIAL SERVICES**

- Nursing Homes

- Salvaon Army
- Food Kitchen
- Homeless Shelter

#### CHILDREN'S MINISTRIES

- Day Camp at Host School
- VBS/Backyard Bible Clubs

#### SPECIAL NEEDS MINISTRIES

- Alzheimer's Adult Day Care
- Foster Children Activities

#### EVANGELISM MINISTRIES

- Church Surveys
- Witnessing and tract distribution

#### SPORTS AND RECREATION MINISTRIES

- Sports Evangelism Camps w/ inner city churches
- Outdoor games

#### **MINISTRY FUNDS**

- Community projects have a budget for any ministry-related expenses, not to exceed \$500 per project.