

***PARTICIPANT PACKET — ABOUT YOUR SHORT-TERM MISSION TRIP TO...***



You are. . . . . **a member of a Worship Team!**

You are going to. . . . . **Athens –Appalachia in Southeast, Ohio!**

You will serve. . . . . **the orphan, the widow and the stranger!**

You will be. . . . . **a blessing!**



**The Staff of Good Works Welcomes you!!!!**

## So, you want to serve the poor?

Thank you for putting your faith into action by participating in this short-term mission trip to Good Works. We appreciate your kindness and willingness to give of your time and energy to help us serve our neighbors in need. This is an act of worship, therefore, we call you a Worship Team.

We would like to give you some of the basic information you will need to know for your visit with us. In this packet we address issues of worship, community and safety that will help us to serve together, shining our lights for the glory of God.

We encourage you to go our website—[www.good-works.net](http://www.good-works.net). If you have other questions, you can ask your group leader or, you may also contact us at 740/594-3336 or email us at [goodworks@good-works.net](mailto:goodworks@good-works.net). We are trying our best to prepare you for your visit, but it is not possible to cover every circumstance. We would like to hear from you any concerns you may have.

The tasks that you complete while you are with us are a great help to us. We could not do what we do without you and the many volunteers who serve with us. But we hope that doing projects is not your only reason for coming. By far, the most significant impact that has been made group members has been made through the formation of a relationship with those you came to serve. We hope that you will come into this experience with the prayer, "What do You want me to learn while I am with Good Works? Teach me Your ways, O Lord."

You will be visiting elderly and disabled persons in our community, serving them in the care of their property. We encourage you to spend time with them and even sing a song to them (like Amazing Grace). "Putting a song in the heart of the widow" is something we can do as followers of Christ (See Job 29). Show respect to them by addressing these people by their last name, i.e. Mr. Jones or Mrs. Brown unless you have been given permission to do otherwise. "Lord, what kind of person do you need me to be as I serve the elderly and disabled?"

You will participate in several devotional times while you are with us, both formal and informal. Come to these times expecting to receive as well as planning to participate. "Lord, what do you want to say to me? What do you want to say through me?"

The most important thing we want you come away with is a vision for serving YOUR neighbors in need in YOUR community in Jesus' name. Begin your time at Good Works by asking, "Lord, how can I make a difference in my community when I return home?"

The requested donations you bring are received by Good Works as offerings to God. These help us in the following ways:

- To pay for the year-round maintenance of the Good Works facilities and properties.
- To defray the expenses associated with your stay in the house (electricity, water, etc.).
- To help to pay for the materials to be used on some of the projects on Good Works properties you will be involved with, or for the more expensive projects that cannot be funded by a single group.

Thank you, Father, for the faithful provision you have made to this ministry through the willingness of this group to give and to serve — to worship You. In Jesus' name. Amen.



# WORK CAMPS

## A MINISTRY OF GOOD WORKS, —A COMMUNITY OF HOPE

### *The Way We Are - with Worship Teams*

## Welcome to Good Works!

You come as a community to a community. We have established some guidelines that will help us live together. We ask that you would make these your own for the time that you are with us. This will enable all of us as one body to serve our Lord and bring praise to Him.

*I made the WIDOW'S heart sing  
I took up the case of the STRANGER  
I was a father to the FATHERLESS (Job 29:12-17)*

**RELATIONSHIPS** – Our vision is to provide a place where healthy communication and godly relationships can flourish! Our sincere hope is that your focus while you are with us will be first on the development of relationships with those we are serving and not solely on completing a project. We view the projects as a catalyst to something greater: a transforming relationship. We are intentionally putting you into contexts in which we believe this will happen. However, we do have a few suggestions for you:

**Your community:** It is easy for the community of a small group to become overwhelmed by the community of a larger group. Although we are your hosts for your time with us, you also can be a host by inviting the members of the house into your group and participating in your activities.

**Between residents and volunteers:** One of the more delicate relationships you will encounter is between you, a volunteer, and one of our neighbors that we are serving. For your safety, it is wise for you to seek counsel from staff before taking this relationship to another level beyond the routine contact you have with people among Good Works.

**Between unmarried persons:** Sexual/Physical contact between unmarried persons on this property is not appropriate. Unmarried persons are asked to refrain from physical affection while on the Good Works properties or serving in the community.

**Personal Information:** Please do not give out your personal contact information to a resident without first contacting and discussing this with the staff. We will need to speak with parents of anyone under 18 who wants to provide personal information to residents.

**Transportation:** Please discuss this with staff should a situation arise where a resident is requesting a ride from you or if he/she is offering a ride to you. This can be addressed by saying something like, "Thanks! Let me check into this, and I will get back to you."

### DRESS

**Priority #1** – Safety: Your service will take you into a variety of settings, so you should dress for safety. You will be doing some hard and strenuous work. Please wear appropriate clothes, which will protect you, while also keeping you comfortable. We do not consider tank tops and short shorts appropriate clothes to work in. You should also bring shoes that will protect your feet. Wearing sandals while mowing is not appropriate and will not be permitted. Please use good judgment and err to the side of safety and modesty. Long pants may be required for certain projects during the summer. We sometimes have a limited supply of work gloves available, so please bring your own. Write your name on this pair. You may want to bring an extra pair to share with us for those who forget to bring gloves. Thanks!

**Priority #2** — Modesty: All those residing in the Hannah House (whether staff, interns, residents, or guests) are expected to dress modestly so as not to bring offense or temptation to others in the house. Practically speaking: men must wear shirts, and shorts or pants at all times outside of their bedroom; women must wear shirts, pants, shorts, skirts, or dresses at all times outside of their bedroom. Shirts without sleeves may be worn. Robes are encouraged for movement between bedrooms and bathrooms, but are not encouraged in the general area of the house. Hats are not necessary but are also not discouraged.



## PERSONAL

**Personal Items:** We will secure any personal items, valuables or medications that you may have if you request us to do so. On some occasions, however, valuables and stored items may not be accessed immediately if they are locked up.

**Personal Hygiene:** The bathroom next to your dorm room is for your use during your stay with us. There are two showers, two toilets and two sinks in there. Please be conservative with your use of hot water—limit your showers to five minutes. You are requested to take showers in the evening after your day of work if at all possible.

**Laundry:** You may use the laundry facilities on an emergency basis. Please limit your use of the washer and dryer to essential items to get you through your time with us.



## THE FACILITY

You will be living in a large facility called the Hannah House. It is the home of the house manager, interns and residents who participate in the Life in Transition Program, a long-term recovery program. They are a community sharing their lives with one another for the sake of transformation.

**Second Floor:** The second floor areas (including bedrooms, bathrooms, stairwell, hallways, common living room and house manager apartment) is considered the private living space for all of those living in the Hannah House. Please respect their privacy by not going upstairs unless you have been given permission to do so.

**Wood Stove:** The task of heating the house is shared by all living and working here. Staff or interns can instruct you in how to use the stove if you'd like. Please use all necessary precautions to guard against a fire.

**Air-Conditioners, Fans, Heaters and Lights:** Be considerate of electric

usage by turning off air-conditioners, fans, lights and baseboard heaters. Please check to see that everything is off when you are the last to leave the dorm room.

**Front Apartment:** The front apartment (the upstairs living room, bedroom and adjoining bathroom) is the residency of the live-in House Manager and is not to be entered into or used without the expressed permission of the staff. If you need to speak with the House Manager, but cannot find him/her, ask one of the interns.

**First Floor:** The first floor areas (excluding offices) are considered “common areas” and are open and available to all residents, interns, staff, and their guests. While the upstairs areas have a 10:00 p.m. “closure” time for non-overnight guests, the downstairs areas remain open and available for guests (with their hosts) until 11:00 pm. Household activities after 10:00 p.m. need to be considerate towards those who are seeking to study or sleep.

**Dorm Rooms:** You will be staying in two large dorm rooms. We expect that men will be in one room and women in the other. During sleeping hours, neither men nor women are permitted in the other room. We ask you to provide your own bed linens or sleeping bags. If someone has forgotten theirs, please talk with us and we will get you some. Please vacuum rooms and hallway daily.

**Bathroom:** There is a bathroom on the first floor which has two sinks, two toilets and two showers in it. Both the men and the women will use this bathroom separately, so modesty and discretion should be practiced. If a situation arises where you need another bathroom, please talk with us, and we will make one available to you.

**Kitchen and Food:** You will be sharing meals with the members of the house. This is an

excellent time for us to sit together to share a meal and conversation. Ask us how we do grace before meals. While your group is here with us, we turn our kitchen over to you and ask that you include those living in the house

in your meals. This means you are responsible for the preparation of food and clean up afterward. However, the people in the house can assist you as needed. We will provide you with an orientation to the food of the house and show you an area of the pantry and a refrigerator for the storage of your food items. (Some food will be marked as personal for some of the people living here.) Although you have been asked to provide food for your group as well as for those living in the house, you can use the food

that is in our pantry as our contribution to the meals. It is also possible that some of the members of your group will be going to the Timothy House in the evening. They will be joining in the dinner meal and will not need to bring food with them.



**Basement:** The basement door is located in the hallway to your dorm rooms. However, we ask that this area not be entered into without the consent of the staff or interns.

**Offices:** The two offices are for the business of Good Works and strictly for the use of Good Works staff and interns. Residents and guests are not permitted in the office without the permission and presence of a staff member or an intern.

**Telephones:** The Good Works business telephone is located in the main office near the kitchen. That number is 740/594-3336. You may use this phone with permission from the staff to make local calls. All long distance calls need to be charged to a calling card or collect. Please make your needs known to us and we will accommodate you the best way we can. You may give this number to family members who need to contact you.

**Curfews:** You are asked to be in the house by 10:00 and to observe an 11:00 lights out, in bed curfew time.

**House Closure Times:** There are two regular times that the Hannah House will be closed each week. They are: Friday nights 5-9 pm (October through April) and Sunday mornings 10 am - 12:30 pm. When the house is closed, staff may not be available to assist you. Please speak with us if other arrangements are needed.



## SAFETY

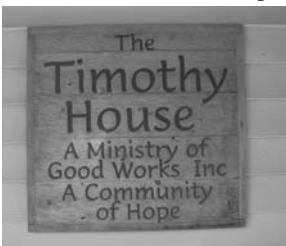
Your safety is a major concern for us. We do not want anyone to get hurt.

**Equipment Use:** We have developed a simple way to help all volunteers be conscious of safety issues. We use *Safety Review Sheets* as a quick way to bring your attention to some of the issues we have discovered will keep volunteers from getting hurt. We do not intend to insult you. We just don't know you and what you are able to do. Please read these and ask questions as needed. You will be using different types of equipment. If you do not know how to use a piece of equipment, please ask. Using these inappropriately is not only dangerous but also expensive. If we determine that you are not using good judgment in your use of a piece of equipment, we will assign someone else to the task.

**Safety Equipment:** The following pieces of safety equipment are available to you while you are with us: safety glasses, ear protection, gloves, helmet/ear/face shield combo, and chaps. Some are optional; some are required. We may ask you to wear a piece of safety equipment that you would not normally wear on your property. Thanks for wearing it here! We are trying to do all we can to keep you safe.

**Vehicles:** You will be using your vehicle for transportation to various project sites. We will also be transporting you in our vehicles. Here are a few guidelines for vehicle usage:

- We may ask group members over 18 to drive one of our vehicles. If you are uncomfortable with this, please let us know. All drivers of Good Works vehicles need to complete an Approval to Use Good Works Vehicles form.
- Seat belts must be worn.
- We do not permit anyone to ride outside of a vehicle, even our truck.



## OTHER ITEMS

**Smoking:** There is No Smoking inside the Hannah House. There are designated smoking areas outside of the facility (picnic tables, back deck, etc.). Please be sure to dispose of cigarette butts appropriately in coffee cans and not on the ground or in the trash cans (where they can cause fire). Failure to smoke outside and in a safe manner can lead to the prohibition of smoking near the house or the removal from the program and facility.

**Drugs/Alcohol:** No drug or alcohol use is permitted on the Good Works properties or in the facilities.

No one using any alcohol or non-prescribed (illegal) drugs will be permitted on our property. Residents or guests will be evicted if it is determined someone has been using illegal drugs.

**Weapons:** No weapons are permitted on this property. We reserve the right to determine what we consider to be a weapon.

**Pornography:** Pornography in any format (video, magazines, comics, computer programs, etc.) is NOT permitted on the Good Works properties or in any facility.

**Television and VCR Usage:** Television and VCR usage are subject to staff approval and oversight and viewing times should coincide with curfew hours. Videos are shown here as an organized house activity and viewed together.

**Burning Materials:** Due to fire safety issues, the burning of candles, potpourri and incense is not permitted.



# Things to Bring Checklist

As you are planning, keep in mind the following circumstances:

1. Weather
  - a. Winter months of January and February can be quite cold. The house you will be staying in is heated with wood.
  - b. Spring can be cool and wet at times but generally quite nice.
  - c. Summer is hot and often humid. The dorm rooms have air conditioners in them with ceiling fans.
  - d. Fall is usually a beautiful time of the year in Athens.
2. Work that you will be doing. The group leader will have a general idea of the work you will be doing about a week prior to your visit.
3. The particular needs of your group and the recommendations of your leader.

It is recommended that you put your name on anything you bring. Here is a general list of items we have found to be essential to group participants:

- Five questions to ask the staff of Good Works. Before you come, visit our website ([www.good-works.net](http://www.good-works.net)) to learn more about us.
- Sleeping Bag or Bed Linens
- Pillow
- Work Jeans
- Work Shirts (old sweatshirts or t-shirts, NO tank tops)
- A "whatever" attitude "Whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." (Colossians 3:17)
- Work shoes or boots
- Work gloves with your name on them
- Socks
- Underwear
- Appropriate sleeping attire
- Casual and Comfortable clothes
- Hat (if desired)
- Long Distance Calling Cards (for your calls home)
- Towels
- Soap and Shampoo
- Toothbrush and Toothpaste
- Deodorant
- Sun Screen
- Water Bottle with your name on it
- Notebook/Journal and pen
- Bible
- A commitment to unity among yourself and others in the group
- If you bring your own tools, make sure they are clearly marked with your name
- Signed Volunteer Releases
- You may be going swimming while you are in the area. Check with your leader.

## What Not to Bring

You will have limited space to keep your personal items. Therefore, bring as little as possible with you. The list below will help you to use that space wisely and make the most out of your experience with us.

- Personal CD Players, Radios, TV's, Tape Players, ipods, mp3s - Since this is a group event, you will be interacting as a group. These devices separate individuals from the group and hinder the development of community.
- Pets.
- Personal Food items - these are not permitted in the dorm rooms.
- Tank tops, short shorts, revealing clothing, shorts with writing across the rear.
- Fireworks
- Weapons
- Expensive jewelry
- Something you do not want to lose



# Good Works, Inc.

## Volunteer Releases

Each member of the group will need to fill out the information requested below and sign in agreement. Give the completed form to your leader who will then give it to Good Works staff on the day of your Work Camp.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ E-Mail address: \_\_\_\_\_

We will be using the above information to send you newsletters to keep you up to date on what we are doing unless you inform us otherwise. Thank you for your interest in this ministry.

Male \_\_\_\_\_ Female \_\_\_\_\_ Group you are visiting with: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

If under 18, please also complete the following:

Parent or Legal Guardian: \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

*Note: Any volunteers seeking class credit, community service hours or internship credit must request this in writing, in advance through our application process. We will not sign off on any volunteer time that is required for class credit, community service or internship credit after it is completed, unless it is approved in advance.*

### ***Personal Commitment***

I commit myself to serve at a Good Works Work Camp with my sponsoring organization. I realize that this experience will expose me to living and working conditions that I may not be accustomed to and which may require personal sacrifices of me. I will do my best to persevere and act with kindness to all, with the support of my peers and leaders, even when I am tired and uncomfortable. I gladly accept this as an opportunity to learn and grow personally. I also understand that I may be sharing a facility with recovering homeless people (who have been carefully screened). I commit myself to the guidance of the leaders of my Work Group and to the staff leadership of Good Works. I will do my best to comply with their requests and will honestly admit my own limitations to them when necessary. In addition, I commit myself to respect the other members of my Work Group so that the entire experience can be a benefit to all. Finally, I commit myself to serving the homeless and needy of Southeastern Ohio with Good Works. I will give my best to serve them and will give them proper respect as I work for them and with them.

I also affirm that I have read through the Participant Packet and understand what is being asked of me.

### ***Release of All Claims***

I voluntarily and knowingly agree to this Release of All Claims with the express purpose and intention of releasing all the obligations described below: I agree not to hold Good Works, Inc. of Athens, Ohio, its employees, volunteers, corporate officers and all others connected with the ownership, operation and maintenance of the facilities, activities, programs and services of Good Works responsible for any or all injuries or damages known or unknown which might be incurred during and/or after the volunteer experience with/at Good Works. Furthermore, I release Good Works from all claims, demands, actions, judgments, and executions which may be incurred during and/or after the volunteer experience with/at Good Works.

**Media Release**

Good Works takes pictures and occasionally video of work groups while they are serving with us. These are used in our newsletters, on our website and in brochures we hand out. We are also funded through organizations who want pictures showing how their money was used to help the community and the organization. The pictures are not sold to anyone but are used solely for our publications and the publications of our grantors. By signing this agreement, you are giving us permission to use these pictures as described here.

**Medical Release**

Medical & Insurance Information

Family Doctor's Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

List any allergies, health conditions and/or medications \_\_\_\_\_

Immunizations up to date? Yes \_\_\_\_\_ No \_\_\_\_\_ Date of last Tetanus Shot \_\_\_\_\_ \ \_\_\_\_\_ \ \_\_\_\_\_

Explain \_\_\_\_\_

Insurance Company \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Name of Policyholder \_\_\_\_\_

Relationship to Participant \_\_\_\_\_

**Parent/Guardian Release (if under 18)**

In order that my child may receive the necessary medical treatment from medical staff of an area hospital, I hereby consent to medical treatment for my child. This pertains to any injury or illness during the dates of the work camp and the related trip to and from Athens, Ohio. I also authorize the designated adult or event staff to obtain such treatment. I further acknowledge and understand that while participating in the work camp at Good Works, Inc. there is a possibility of physical illness or injury and that my child and I are assuming the risk for such illness or injury by her/his participation. Payment of any medical expenses will be paid by me or by my insurance company.

**Adult Release (if over 18)**

In order that I may receive the necessary medical treatment from medical staff of an area hospital, I hereby consent to medical treatment for myself. This pertains to any injury or illness that occurs during the dates of the work camp and the related trip to and from Athens, Ohio. I also authorize the designated event staff to obtain such treatment. I further acknowledge and understand that while participating in the work camp at Good Works, Inc. there is a possibility of physical illness or injury and that I am assuming the risk for such illness or injury by my participation. Payment of any medical expenses will be paid by me or by my insurance company.

Persons to contact in emergency:

1) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Day Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Night Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

2) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Day Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Night Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

I (work group participant) agree to the above described releases and to the time of service at Good Works, Inc.

Signature: \_\_\_\_\_

Permission Release (If under 18)

I (parent or legal guardian), \_\_\_\_\_, give permission for my child listed above to participate in a Work Group with this group on the property of Good Works, Inc. in Athens, Ohio and I agree to the above described releases.

Signature: \_\_\_\_\_