



U.M. ARMY

Travel Guide

U.M. ARMY

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U.M. ARMY

WELCOME

Welcome to U. M. ARMY!

*You have made a commitment to join with thousands of others
who have been faithful servants since 1979*

U.M. ARMY can begin a life-changing awakening to God and society. Preparing for the week is a vital aspect of achieving maximum value for you and your group, even if you have been to U.M. ARMY before. Please use this guide as a tool toward that end.

If this is your first time to participate with U.M. ARMY, get ready! You are in for a great time and an awesome way to serve and give back through the gifts and talents that God has given you!

As you prepare for U.M. ARMY, we encourage you to pray for preparation and planning. The sooner you get started, the more prepared and relaxed you will be for U.M. ARMY. Most importantly, seek God's guidance in all your preparations!



U.M. ARMY is a 501 (c) (3) Corporation

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U.M. ARMY

Mission & Vision Statements

Mission

Providing Christ-centered missions that serve people in need and promote spiritual growth and leadership development in youth and young adults.

Vision

Continue to grow in ministry with God and become the hands and voice of Christ while receiving guidance from the following core principles:

- We are a God-led, volunteer, youth-focused organization
- We believe God changes lives through the U.M. ARMY experience
- We believe in increasing the number of lives touched in a planned and responsible way
- We believe in being proactive in protecting the persons we touch, the environment and the corporate organization
- We believe U.M. ARMY operations can be accomplished with hard work, compassion and honesty
- We believe in developing well-trained leadership
- We believe that all aspects of the U.M. ARMY organization will be managed with integrity

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What is U.M. ARMY?

U.M. ARMY is an acronym which stands for **United Methodist Action Reach-Out Mission by Youth**. It is an opportunity for youth and adults to experience Christian growth through mission, worship and fellowship.

Participants combine their strengths to meet home repair and maintenance needs for low-income, elderly, and disabled homeowners who are physically or financially unable to make needed repairs themselves.

About Mission Experience

The work at U.M. ARMY provides an opportunity to practice Christian faith and love through action. The worship and devotional materials provide opportunities for spiritual growth, learning and discussion.

Participants witness their faith and obedience when they reach out to those in need through home repair. This loving action touches clients deeply. Work teams are encouraged to make a personal connection with the client and many clients share their own faith-building stories with the work team. This personal connection will be remembered long after the paint begins to fade and the grass grows back. Often there are tears of joy and sadness when it is time to say good-bye.

Local churches host the participants and serve as a base for operations. Participants eat, sleep, and worship in the church. Sleeping quarters are usually in Sunday School classrooms with 10-15 youth and at least two adults in each room, with separate quarters for males and females. Breakfast and dinner are served daily, and participants pack a sack lunch for the noon meal at the work site. Shower facilities are off-site (usually at a school, YMCA, or host home) and are available in the afternoon when the work teams depart from the work site.

Participants are divided into work teams of varying size with adult supervision for the week's work. U.M. ARMY youth and adults work together to provide repairs and construction of porches, windows, handrails, roofs, floors, ceilings, steps and other areas of need. They also paint and do yard work. At each site U.M. ARMY addresses the greatest needs that are within our capability. Clients may provide any materials they wish so they will feel part of the work being done. U.M. ARMY will supply all other materials within our budget.

By caring about people, U.M. ARMY volunteers demonstrate an unspoken gospel that is stronger than words.

Work Philosophy

- † Preparation
- † Safety
- † Teamwork
- † Leadership Development in Teens
- † Servant -Nothing in Return
- † Free for Client

We pay to offer others what they may not have without us. When we leave - their quality of life has been improved. Our work is the vehicle for God's love to be shared with people, regardless of race, religion or gender.



U.M. ARMY provides meaningful opportunities for Christians to put their faith to work. Young people discover the importance of loving with actions, not just words. Participants realize the power of God's love as they provide practical assistance to their neighbors. Through challenging experiences, young people learn what it means to be a servant.

While time, resources and ability may keep participants from doing all they want for their clients, work teams leave knowing they have brought some improvement along with the message of God's love to each site. In fact, U.M. ARMY stresses visitation with clients as perhaps the most important aspect of each team's efforts.



History and Recognition

In 1979, thirty six youth and adults from three Houston churches held the first U.M. ARMY mission camp in Athens, Texas. Participants now number almost 5,000 annually. Client referrals come from numerous sources throughout the communities such as the Area Agency on Aging, Visiting Nurse Agencies, Meals on Wheels, and often from the members of the Host Churches that we call home for a week.

In our 40 years, we have recorded the completion of 40,577 individual home repair projects serving homeowners, that were once simply clients, but are now considered treasured friends. In 2018 our theme was “In Relationship” and it is through relationships built within the connectional ministry of the United Methodist Church that we have held 1,289 mission weeks in host communities across 19 States; Arkansas, Alabama, Connecticut, Florida, Illinois, Kentucky, Louisiana, Maine, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, Oklahoma, Pennsylvania, Rhode Island, Texas, Virginia and Vermont. We have had group registrations from 5,034 participating church groups from all of the above states and a half dozen more. Since 1979, we have recorded attendance of 99,979 participants to U.M. ARMY.

U.M. ARMY has been recognized with numerous awards from agencies and government organizations across local communities, regions and states.

Funding

Funding for U.M. ARMY comes from many sources. Participant fees and individual donations provide a large part of the budget for our operations (food, building materials, etc.) and administrative overhead. In some cases, the local United Methodist Churches provide funding through grants and the Conference Council of Youth Ministries, VIM's or other agencies may provide funding.

Many large corporations provide matching grants for volunteer services performed by their employees. We are especially grateful for those volunteers who take the time to apply for these matching grants in the name of U.M. ARMY.

Grants and corporate donations for project related activities are another source of funding, and we often learn of these opportunities from our volunteers. If you are aware of funding opportunities such as these, please contact your the U.M. ARMY office.

Each U.M. ARMY Region has an annual fundraising campaign. Please contact your local region office for the latest fundraising efforts. You can contact Jennifer Vastardis, Business Manager, or Brian Smith, Executive Director, about Fund Development, ongoing projects, and how you can get involved with our fundraising committee.

U.M. ARMY Group Rules

U.M. ARMY is for those willing to do plain, honest, sweaty, tiresome work to help others!

Few rules are needed since participants join with common goals of work, service and Christian fellowship. These rules are to enhance the mission experience and to continue the reputation of U.M. ARMY as a caring, effective group of people.

It is impossible to cover every rule of safety and appropriate behavior, but the rules listed below are a few of the most basic ones necessary for a safe, enriching experience:

1. Participants will comply with the U.M. ARMY “Covenant of Conduct” (see page 14/19).
2. Only registered U.M. ARMY participants may attend the mission week. NO outside guests or children may attend with a participant.
3. Conduct will be appropriate for a church activity.
4. Participants will conduct themselves in a thoughtful manner at all times and will abide by all safety rules.
5. Participants will follow the directions of the leadership.
6. Possession or consumption of alcohol, illegal drugs, vapes, or weapons is strictly prohibited.
7. Participants may leave the host church only with the work team and with permission of the Director.
8. No one may enter the dorm area of the opposite sex.
9. Everyone participates in all events as physically able.
10. Participants will refrain from use of tobacco products during the mission week, including vapes and e-cigarettes.
11. Personal electronic/entertainment equipment such as gaming devices, tablets, iPods, etc. are not allowed. This includes cell phones for youth. Adults are encouraged to have a cell phone for U.M. ARMY business only.
12. Everyone must dress conservatively and appropriately for the task at hand (see page 11).
13. Vehicle rules:
 - a. No youth participant may ride as a passenger in a vehicle driven by anyone under the age of 23 other than in an emergency situation where the adult cannot operate the vehicle and no other adult is on site to drive.
 - b. No one may ride in the back of a truck or trailer.
 - c. All safe driving procedures must be observed and drivers must possess a valid drivers license and proof of insurance.
 - d. No youth is allowed to drive their own vehicle to or during mission week.

U.M. ARMY reserves the right to determine any inappropriate behavior and to send a participant home in disciplinary cases.

U.M. ARMY Guidelines

1. All adults are responsible for enforcing and following rules and are expected to provide mature supervision at all times including in the male or female sleeping areas.
2. Christian values should be applied in all aspects of fun and work at U.M. ARMY.
3. Each participating church is responsible for their own transportation and insurance/medical release to and from U.M. ARMY.
4. Participants are expected to wear their name tags at the work sites, during activities, meals, and worship.
5. Everyone will sleep at the host church. No outside arrangements for lodging are allowed.
6. No “all night” sessions. Respect others who are trying to sleep after lights out. There should always be foremost awareness of safety and responsibilities of the following day. Adequate sleep is critical when working outside in the heat.
7. Respect the host church grounds, facilities and staff. We are guests and need to treat the facilities with the utmost respect. Occupants of each room are responsible for the condition of the room.
8. Food and drinks are to stay within the dining hall area of the host church and not taken to the dorm rooms.
9. Sit on the chairs, not on the tables.
10. Do not give away T-shirts, buttons, or anything with the U.M. ARMY logo without first consulting with the Director.
11. The Executive Director or a member of the Board of Directors must approve any use of the U.M. ARMY logo outside of the printed supplies and materials provided to each mission experience.
12. Paint and water fights will be strongly discouraged due to environmental concerns, cost of paint, and negative perception by the public.
13. Do not take on jobs too big or too complicated. Do not attempt to build extra rooms to a home. Our focus should be that of repairs and meeting basic needs.
14. Work teams must always travel together. This includes going to the showers, traveling to an “off site” evening activity, etc. This is way we ensure that no one is left out or unaccounted for while away from the host church.
15. Teams should “eat out” only one day for one meal (will be determined by the Director). Sack lunches should be eaten on the job site if possible. Remember to pack an extra lunch for your homeowner(s). If you need more than one lunch, please make the kitchen staff aware of the number of lunches needed to ensure adequate lunch supplies.

U.M. ARMY Dress Code

Because U.M. ARMY is typically going into communities and churches with standards that may differ from our own, we strive not to offend anyone. U.M. ARMY uses the words modest, conservative and appropriate to describe clothing that is suitable for our mission week. All participants will wear appropriate clothing at U.M. ARMY for safety reasons and to reflect that we are a Christ centered organization. Clothing with objectionable printing, such as alcohol, tobacco, weapons, violence, or advertising, offensive words or designs, are not allowed.

“adorn yourself in modesty” Job 40:10

OK:

- † Shirts and shorts must be of a length and design to avoid unnecessary comment.
- † Undergarments shall not be visible at any time
- † Midriffs must be covered
- † One piece modest swimsuits are allowed
- † Modest tankini swimsuits are allowed
- † Shirts must be worn at all times by all participants except at swimming activities

Check with your Director or Program Coordinator about Theme Nights as you will want to bring appropriate attire for those events

Not OK:

- † Exposed undergarments
- † Sports bras as outer garment
- † Short shorts
- † Spaghetti strap shirts
- † Low cut shirts
- † Tank tops
- † Tube tops or halters
- † Bikinis



What to Bring

- | | |
|--|---|
| <input type="checkbox"/> Bible | <input type="checkbox"/> Shower Shoes |
| <input type="checkbox"/> Cot or single size air mattress | <input type="checkbox"/> Work Shoes, closed toe (NO sandals at work site) |
| <input type="checkbox"/> Bedding, including Pillow | <input type="checkbox"/> Shoes for evening activities |
| <input type="checkbox"/> Toiletries | <input type="checkbox"/> Personal tool kit |
| <i>Deodorant</i> | <i>1 pair work gloves</i> |
| <i>Soap & Shampoo</i> | <i>1 hammer</i> |
| <i>Toothbrush & Toothpaste</i> | <i>1 paint brush - 3 or 4 inch</i> |
| <input type="checkbox"/> Towels & Washcloth | <i>1 paint scraper</i> |
| <input type="checkbox"/> Work clothes 5 sets | <i>1 pair safety goggles</i> |
| <input type="checkbox"/> Casual clothes 5-6 sets | <input type="checkbox"/> Money for 3 meals |
| <input type="checkbox"/> Underwear | <i>Sunday lunch</i> |
| <input type="checkbox"/> Socks | <i>One meal during week</i> |
| <input type="checkbox"/> Sweatshirt | <i>Saturday lunch</i> |
| <input type="checkbox"/> Modest swimwear | <input type="checkbox"/> Your medication—labeled |
| <input type="checkbox"/> Sunblock | <input type="checkbox"/> Alarm clock |
| <input type="checkbox"/> Insect repellent | <input type="checkbox"/> Flashlight |
| <input type="checkbox"/> Sunglasses | <input type="checkbox"/> Ear plugs |
| <input type="checkbox"/> Shower Bag | <input type="checkbox"/> Hat/Cap |
| Please Note: | <input type="checkbox"/> Waterbottle |

U.M. ARMY is a technology free space which means we respectfully ask that you leave all personal electronic devices at home.

Please refrain from bringing any alcohol, tobacco, and non prescription drugs.

Also, NO items intended to be used as weapons to harm others or oneself are allowed at U.M. ARMY.



Discipline

The role of discipline ultimately falls into the hands of the Director. However, it is appropriate to expect that each adult at camp will also assume this role to some degree.

The Director has the authority and responsibility to enforce U.M. ARMY rules and good behavior in general. Any inappropriate behavior, by youth or adults, should be acted upon by anyone seeing the behavior. This includes everything from care of the host church facilities to the behavior of every participant in public places.

Participants should know they may be sent home for inappropriate behavior, and that the Director will not hesitate to dismiss a participant, including an adult, from the mission week. Anyone sent home during the week will not be allowed to return to that mission experience - including closing worship on Saturday.

Each participating church will designate an “Adult Church Representative” who will attend the mission week. This individual will be the responsible party along with the Director for any problem that may arise during U.M. ARMY. The Adult Church Representative will be notified and/or consulted on issues of health, discipline or other serious matters concerning any participant from their church.



Youth Conduct

Youth are expected to conduct themselves in a manner that serves as a positive, Christian role model for their clients and fellow participants. Participants are expected to conduct themselves in a thoughtful manner at all times, abide by all safety rules, and follow the directions of the leadership. Personal electronic equipment and cell phones are not allowed at U.M. ARMY.

U.M. ARMY Covenant of Conduct

*The intent of this covenant is to ensure the integrity and dignity of
U.M. ARMY, its participants and clients.*

- I will treat both the client and their property with dignity and respect.
- I will treat all participants respectfully in accordance with the teachings of Christ. As a **Christian Role Model**, I will encourage all volunteers to assume leadership roles and to conduct themselves with a Christ-like attitude. I will seek to build them up and not tear them down.
- I will show proper respect for the host church, vehicles and tools. I will conduct myself in a thoughtful, safe manner at work and at play.
- I will participate fully in *all* U.M. ARMY activities and with a **positive attitude** will focus my energies to promote unity within the mission week
- I will abide by the following vehicle regulations:
 - Seatbelts to be worn at all times
 - No youth may ride in a vehicle driven by anyone under 23 years of age
 - No riding in pickup truck beds or trailers
- I recognize I will be relied upon to provide leadership especially at times when safety and issues of discipline are being compromised.
- I will adhere to the following rules and regulations established by U.M. ARMY:
 - All personal electronic equipment including, iPods, gaming devices and cell phones are not to be used by youth while at the mission experience.
 - Alcohol, illegal drugs and tobacco products are not permitted
 - No item intended to be used as a weapon to harm others or oneself is allowed at U.M. ARMY.
 - No one may enter the dorm of the opposite sex
 - Everyone must dress appropriately
- I will read the U.M. ARMY Travel Guide and will abide by and adhere to all that is printed within.

Schedules

Upon arriving at our Host church each person in the group will check in at the registration table. You will need to take care of any missing documents or changes to your registration at this time. This might include your application/release form or insurance information.

You will then be welcomed to your mission week and told where to find your room assignment. Please settle into your room as quickly as possible and then report to the tool shed to assist with unloading and sorting tools.

Typical Schedule—7 Day Mission Week

Times will vary slightly at each mission location

<i>Sunday:</i>	<i>4:00 p.m.</i>	<i>Registration</i>
	<i>6:00 p.m.</i>	<i>Dinner</i>
	<i>7:00 p.m.</i>	<i>Celebration</i>
		<i>Work rotations, site assignments</i>
		<i>Worship</i>
	<i>11:00 p.m.</i>	<i>Lights out</i>
<i>Monday-Friday</i>	<i>6:50 a.m.</i>	<i>Rise and shine</i>
	<i>7:15 a.m.</i>	<i>Morning Devotional</i>
	<i>7:30 a.m.</i>	<i>Breakfast & make lunches</i>
	<i>8:00 a.m.</i>	<i>Gather tools</i>
	<i>8:15 a.m.</i>	<i>Leave for work site</i>
	<i>12:00 noon</i>	<i>Lunch on site</i>
	<i>4:30 p.m.</i>	<i>Return to host church, Showers</i>
	<i>6:00 p.m.</i>	<i>Dinner</i>
	<i>7:00 p.m.</i>	<i>Evening Activities & Worship</i>
	<i>11:00 p.m.</i>	<i>In Dorms, Lights Out</i>
<i>Saturday</i>	<i>8:30 a.m.</i>	<i>Breakfast</i>
		<i>Clean Church</i>
		<i>Closing Worship</i>
	<i>12:00 noon</i>	<i>Depart for home</i>



U.M. ARMY Safe Sanctuary

The protection of our youth and the adults who volunteer to work with them is of primary concern to U.M. ARMY. In today's world, the church is the only place where some youth can find the unconditional love they desperately need to grow into normal, caring and faithful adults. When allegations of abuse are made, whether they eventually are proven true or false, everyone suffers. The best way to prevent allegations is to be proactive in protecting our youth and adults by helping to prevent situations from occurring which would allow abuse to occur. It is our goal to acknowledge the risks and institute a practical plan to reduce them; to take the appropriate steps to prevent harm to our youth and the adults who assist our youth; and to continue to answer the gospel's imperative to be in ministry with youth and help them develop a relationship with God.

U.M. ARMY recognizes the need to have a formal, written policy with procedures in place to help prevent the opportunity for the occurrence and/or the appearance of abuse of children and youth. The policy is also needed to help protect workers from false accusations and/or suspicions.

U.M. ARMY maintains a safe sanctuary policy. A copy of the policy is made available to each participating church, and is available on the U.M. ARMY website, www.umarmy.org.

These policies include, but are not limited to the following:

- Definitions of types of abuse: verbal, physical, sexual, ritual
- Safe sanctuary training requirements
- Adult volunteer screening process, including background checks
- Code of conduct policy
- Prevention policies at camp
 - 2 Deep Adult Policy
 - Shower Policy
- Responding to allegations of abuse

Participation

At U.M. ARMY you will be a part of a community of people from several churches from several cities. You will have a chance to take an active part in building a strong Christ-centered community for the week in work, worship, service, and fellowship.

In the schedule, U.M. ARMY provides you with opportunities for orientation, nutritious meals, shelter, rest, recreation, worship, personal involvement, a chance for leadership, and spiritual growth. You must take advantage of these opportunities and participate 100% in the program to get the best experience possible.

Probably one of the most important needs U.M. ARMY can meet for you is to offer you an opportunity for personal spiritual growth. Through evening worship services, morning devotionals and by your experiences each day, you will have a chance for personal renewal. In the noontime devotionals, you will have a chance to examine your own Christian faith and to grow closer to God.

Real help involves a relationship between the helped person and the helper. The amount of real help given depends to a great extent on what this relationship is. You might have already found that one cannot give help to another person, you can only offer it. The other person must choose to make use of it or reject it. As Christians, we are bound by Christ's Law of Love to allow other persons their dignity and give them the opportunity to say no to the help we suggest.

We are one body in Christ. Once the mission week has started, church affiliation is no longer important. We want to break down barriers and geographical boundaries. We want to be one group. Your mission group is comprised of teams working to accomplish U.M. ARMY goals. A team consists of youth and adults that vary in size. Your Director is responsible for forming the teams and takes into consideration age, grade, skills, experience, friendship, home church, and spiritual strength in each individual. Once teams are formed, and the mission week has started, they will not be changed.

Work teams must be committed to working hard. It is not enough to just show up. Teams must work together. Playing, sleeping, and being lazy at a work site harms team unity.

Be honest with each other and be Christ-like in all that you do.

Who's Who and What Do They Do?

DIRECTOR

Carries out the preparations for the mission experience prior to the week. During the week oversees all camp leadership positions and has the final authority for the mission operation.

PROGRAM COORDINATOR

Manages all activities not related to the work sites including recreation and worship with the assistance of a team.

ADMINISTRATIVE COORDINATOR

Assists the Director with the U.M. ARMY mission office. Enters data and answers incoming calls from work teams.

SAFETY COORDINATOR

Teaches and reminds participants of safety practices and general safety.

KITCHEN COORDINATOR

Oversees the kitchen, purchases and prepares the food with a team of assistants, depending on the size of the mission week.

SITE COORDINATOR

Coordinates work at sites through color group leaders and work teams.

COLOR GROUP LEADER

Facilitates the work of approximately three work teams, which together make up a color group such as the red or blue color group. Transports large materials to the work site for the team and encourages the team when they need a little extra help or direction with a project.

TOOL COORDINATOR

Manages the tool shed equipment and construction materials.

WORK TEAM ADULT

Works with a team of youth and is responsible for their transportation and safety. They are an equal working member of the team. You will be paired with a second adult, or young adult to fulfill our 2 deep adult policy.



Adult Conduct

Adults are expected to conduct themselves in a manner that serves as a positive, Christian role model for the youth. They should be relaxed and supportive of the youth. Adults should allow the youth/young adults to assume leadership roles and responsibilities in the work team, advise when appropriate, ensure all work is safe, and exert authority when common sense requires.

Adults should not dominate the work teams nor should they allow conduct which is unsafe, irresponsible, or unbecoming to U.M. ARMY. Adults are expected to adhere to and enforce all U.M. ARMY rules. In addition, adults will exhibit the highest standards of respect to individuals and should not tolerate nor instigate degrading actions relating to a person's gender, color, creed or national origin.

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- I will treat all participants respectfully in accordance with the teachings of Christ. As a **Christian Role Model**, I will encourage all volunteers to assume leadership roles and to conduct themselves with a Christ-like attitude. I will seek to build them up and not tear them down.
- I will show proper respect for the host church, vehicles and tools. I will conduct myself in a thoughtful, safe manner at work and at play.
- I will participate fully in *all* U.M. ARMY activities and with a **positive attitude** will focus my energies to promote unity within the mission week.
- I will abide by the following vehicle regulations:
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 - Everyone must dress appropriately
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Work Team Adult



As a Work Team Adult, your role is to guide and facilitate your work team/youth, and join with them as an equal participant throughout the week on the work site. Your role is to help each of the youth develop qualities of leadership and responsibility, and to help each develop spiritually through service to others.

In order to meet our 2 deep Adult rule, you will be partnered with another adult or young adult. As equal participants of the team, you will be asked to use careful discernment concerning when to step back and be part of the team; and when to step forward to protect their health and safety, provide guidance in work practices, and keep task oriented. Keep in mind that even as equal participants, **you and your partnering adult are *always* a role models.**

Health and safety are a primary concern, and should always be foremost in your mind. Safe and proper use of ladders and tools, safety glasses, awareness of power lines, poison ivy, dangerous animals, unsafe surroundings, heat exhaustion, adequate fluid intake; these are just a few of the things of which you need to be continually aware.

Your team will always travel together in your vehicle during the mission week; to the work sites, showers, and any activity off-site. Seat belts must be worn at all times. We recommend you get an old sheet to cover the seats of your vehicle to protect them; cut holes for seat belts. Travel time is a good time to “process” the day, connect with each other and share joys and frustrations.

Quality of work is important. The work we do, we do for Christ. “Whatever you do, work at it with all your heart, as working for the Lord (Col 3:23a)... “It is the Lord Christ you are serving (24b).” “Serve wholeheartedly, as if you were serving the Lord...” (Eph 6:7a) “...I tell you the truth, whatever you did for the least of these brothers of mine, you did for me.” (Mt 25:40) Christ does not demand perfection in what we do. He does ask for our very best, and excellence should be our goal.

Your job is extremely rewarding, but it can also be stressful and demanding. The adult leaders at U.M. ARMY are who you go to with problems, concerns, or frustrations. For construction and repair advice check with your Color Group Leader, Tool Coordinator, or Site Coordinator. There is a Building and Repair Manual that you will receive on Sunday evening with drawings and instructions on various construction projects. For problems with group dynamics, discipline, or spirituality consult with the Program Coordinator or Director. All of these people are your back-up and support. Talk to them.

Work teams are assigned various duties at the host church throughout the week. These daily duties consist of cooking meals, serving meals, kitchen clean up, dining room clean up, etc. and rotate among the work teams during the week. These assignments will be made Sunday evening, and the team leader for the day is responsible for making sure the team performs its duty.

Breakfast and dinner are provided each day by the kitchen staff at the host church. You will have a sack lunch at the work site. Lunch fixings are provided each morning at breakfast, and each person is responsible for making their own sack lunch. We



encourage you to make an extra lunch to share with your client, and invite them to join you in your lunch and devotionals.

Work teams are instructed to ***respect the client's property, and remember that this is their home.*** We do not want them to think that we pity them, but that we care about them and want to make their home as safe and comfortable as we can with our limited time and resources.

Work Team Daily Leadership Roles

Each work team member will serve in the six daily leadership roles. In order for everyone to experience all aspects of U.M. ARMY team members will rotate the leadership roles each day. Review the leadership roles and determine who will provide leadership for each position for the following day.

Team Leader: Coordinates the efforts of the work team members, checks the progress of the day's work, encourages good workmanship, and resolves problems.

Devotional Leader: Leads the group in the daily devotional. Takes their Bible and the pre-written devotion usually found at the lunch table. Encourages client to join them during lunch and devotional.

Safety Leader: Completes the job safety analysis sheet for the job site each day. Constantly monitors the site to ensure the safety of everyone. Reminds everyone to drink plenty of water and wear sun block when working outside. Verifies that complete work team first aid kit is in vehicle.

Tools & Materials Leader: Reviews the site work sheet and gets together all tools and materials needed for that day. Makes sure all tools and materials are picked up at the job site at the end of the day and warehouse tools are returned to the tool shed. It is the group's responsibility to clean off the mud and clean the paint brushes prior to returning to the host church. Coordinates with color group leader to deliver oversized tools and materials.

Food Leader: Makes sure (1) everyone gets their lunch wrapped in a plastic bag and it is placed into the correct team ice chest, (2) the ice chest has full water jugs and ice, and (3) the ice chest is loaded in the vehicle. Empties trash, washes out ice chest, and returns cleaned, dried, empty ice chest to the kitchen at the host church.

Navigator: Reviews the driving instructions and obtains any clarification needed on directions. Is in charge of directing the driver.



Work Site Information

Before starting work at the site

The first thing you should do when arriving at a work site is to introduce yourself and your work team to the client. Clearly explain the work you have been assigned to do at the house, making sure they completely understand your assigned work. You may want to ask them to prioritize the tasks, and start with the most important.

How to handle a change in work requests at a site

Sometimes the client changes their mind on some of the work items or the work has already been done. Be flexible, and try to accommodate them as best you can. Be familiar with the projects we don't do, and do not take on more than you can handle. Under-promise, over-deliver. Call your Color Group Leader before taking on a new task.

The client(s) wants to help

A family member of the client may want to help. This is permitted, but they should not be allowed to use any of your power tools.

Use the buddy system while working inside the home

For the protection of the youth, use the buddy system. No youth should ever be alone inside a client's home at any time.

Neighbors or relatives wanting work done at their home

If someone approaches you wanting work done at their house, give them the telephone number of the Director or Site Coordinator.

What kind of paint do we use?

We use standardized white paint for inside and outside walls, black paint for doors and window frames and gray porch paint for wheelchair ramps, steps and porches. If the client requests a certain color and is willing to purchase it before you begin the project, that is fine.

Roofing

In an effort to increase safety and minimize the risk of injury, our groups should not attempt any major roof repairs. Minor leaks that can be adequately repaired by patching with roof compound is permitted. Roofs that have completely failed, and have rotten decks and rafters should be avoided.

Lunch for your client

We encourage you to take an extra lunch to share with the client. If you want more than one, please let the Kitchen Coordinator know of your needs.

It's raining

Do not use any electrical device outside in the rain or if the area is wet. For a passing shower (less than an hour), it is best to wait it out. If you have inside work to do, start on that. Take measurements for steps, etc. and go back to the host church under a protected area and pre-cut or pre-fab. If the rain lasts for more than an hour, call the Site Coordinator for instructions. The Director will make the decision when to call off work completely for the remainder of the day.

Roof tar or oil based paint on skin

Do not use gasoline or mineral spirits to clean skin. Use hand cleaner such as Go-Jo so as not to harm the skin.

Before you leave the work site

Do not leave any tools at the work site. Walk the entire work site and pick up all your tools and materials before leaving. Inform the client of any unfinished work and rope off any dangerous area.

Cleaning equipment

It is the responsibility of the work team to clean brushes and rollers at the work site before returning to the host church. Muddy tools should be cleaned at the site before you leave.

Defective tools

Using defective tools can cause serious injury. Broken or defective tools should be returned to the Tool Coordinator with an explanation. This includes cracked handles, dull blades, etc.

Unsafe and Threatening Situations

Safety at the work site is a primary concern. Unsafe working conditions should be reported to the Color Group Leader or Site Coordinator. An unacceptable risk of injury due to unsafe tools, unsafe ladders, or poor working conditions should be avoided. On very rare occasions a situation may occur that threatens the safety of the work team. If this happens, leave immediately. These situations include criminal activity, gang activity, anger/violence, inappropriate or threatening activity, presence of weapons, and anything else that threatens you and your team's safety.

Reporting An Injury

In case of an emergency **call 911 first**, keep someone with the injured person at all times and call the Director, Safety Coordinator and Color Group Leader immediately.

If one of the adult is the injured/ill team member, it will be determined by the non-injured adult and leadership how to get the adult help and provide for the team. Never leave part of the work team alone. If possible, the Color Group Leader or an adult from base camp will stay at the site with the team. If it is not possible, take the entire team to the hospital with you.

If the media arrive to ask questions, do **NOT** talk about the incident. point them to the Director or the U.M. ARMY office. A chain of command for communicating with the U.M. ARMY office is in the Director's Manual.

At the appropriate time, the adult will fill out the Accident/Injury report in full and give to the Director.

Projects for U.M. ARMY

New Construction

- Wheelchair ramps
- Wooden porches
- Enclosed porches
- Small sheds

Maintenance

- Yard work
- Painting exterior & interior
- House cleaning
- Yard clean up

We do NOT do

- Electrical wiring
- Plumbing
- Major roofing repairs
- New home construction
- Third story painting
- Appliance repair

Home Repairs

- Leaky roof (patching only)
- Porches and steps
- Handrails
- Floor boards
- Saggy floors
- Hanging doors
- Dry wall
- Window glass
- Stuck windows and doors
- Window and door screens
- Replace rotten wood
- Shelving
- Screen doors





Warehouse Tools

The following tools should be supplied by each participating church group to be put in the tool warehouse area at U.M. ARMY. These tools will be available to all groups to be taken out to the work sites as needed. Church groups smaller than 20 in number should try to bring one of as many of the items as possible. All items should be marked with your church color and owner's name.

Please do not send tools that are of poor quality. All tools need to be in good working condition to void accidents and safety issues.

For Every 5 People

- 1 Extension ladder
- 1 Step ladder
- 1 Leaf rake
- 1 Shovel (flat or spade)
- 1 Post hole digger
- 2 Saw horse kits
- 1 Power drill with bits

For Every 10 People

- 1 Hedge clipper
- 1 Hoe
- 1 Lawn mower
- 1 Gravel rake
- 1 Sharpshooter shovel
- 1 Wheel barrow
- 1 Sledge hammer
- 1 Jumper cables
- 1 Hacksaw with extra blades
- 1 Rope for lifting things to roof
- 1 Reciprocating saw
- 1 Hole saw
- 1 Broom

For Every 20 People

- 1 Insect sprayer
- 1 Ax
- 1 Bow saw
- 1 Swing blade
- 1 Masonry trowel
- 1 Vacuum
- 1 plunger



Work Team Equipment

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

Work Team Tool Kit



- | | |
|-------------------------------|---|
| 4 claw hammers | 2 utility knives with retracting blades |
| 1 hand saw-rip or crosscut | 3 putty knives |
| 1 circular power saw | 1 chalk line with chalk |
| new blades | 1 staple gun with 4 boxes |
| 1 power drill with bits | of 1/2" or 1/4" staples |
| 2 electrical extension cords | 4 new paint brushes 2" |
| 2 - 3 prong adaptor plugs | 4 new paint brushes 4" |
| 1 pair pliers | 2 drop cloths for painting |
| 1 pair needle nose pliers | 6 empty coffee cans or other |
| 1 pair vice grips | container for paint |
| 1 flat screwdriver | 2 roller trays with rollers |
| 1 Phillips screwdriver | 4 pair safety goggles |
| 4 paint scrapers | 2 dust/paint masks |
| 1 yardstick | 2 carpenter pencils |
| 2 tape measures, 25' - 100' | 1 metal file/ flat |
| 1 wood rasp | 2 tin snips |
| 1 square | 1 caulking gun with 1 spare |
| 1 level | tube of caulk |
| 1 role masking tape 3/4 or 1" | 1 roll painters tape or masking tape |
| 1 miter box | 1 large ice chest for your food |
| 1 crowbar | 3 or 5 gallon water jug |
| 1 straight edge | 2 gallon jugs of water |

Work Team Cleaning Kit

Assorted cleaning rags (cotton is best)
Assortment of sponges - DO NOT use abrasive sponges to wash cars.
2 buckets (plastic or metal)
1 mop
1 broom and dust pan
1 scouring powder (Ajax, etc.)
1 bottle of cleaner (409, etc.)
1 bottle Windex (or other window cleaner)
1-2 rolls of paper towels
4 cans of wasp spray (long range, quick acting)
1 fire ant powder or liquid (quick acting) - not required in Northeast
1 roach spray or powder
1 pair rubber gloves
1 toilet brush and cleaner
1 box of 32 gallon (utility) trash bags
1 jar GoJo, Instant Orange, etc. for cleaning hands

Work Team First Aid Kit

Assortment of Band-Aids
Anti-bacterial hand wipes
Insect repellent
Insect bite cream or spray
Sun block-16 SPF or higher
Plastic bottle of hydrogen peroxide
Bag of cotton balls
Bottle calamine lotion
2" ace bandage
Neosporin cream or ointment
Roll gauze
Roll tape for gauze
Pair of tweezers
Box of Pepto Bismol tablets
Box of baking soda for wasp stings
1 gallon of distilled water for cleaning wounds
Medications for those with severe allergic reactions (they will provide, i.e. EPI pens)
You can also purchase a complete kit at Wal Mart or Target.

Safety Guidelines

Lord,

U.M. ARMY is your ministry, because what we do is done in the name of Jesus Christ. As we seek to obey your commandment to “love our neighbors,” help us not to overlook the part of the commandment that says, “as ourselves.” As we would not intentionally injure ourselves or others, help us to avoid doing so accidentally. Help us to be constantly mindful of the safety guidelines we have learned and to recognize and avoid hazardous situations and conditions. If, in our zeal to do your work, we should be unable to avoid all safety incidents during this week, we pray they will all be “near misses” from which we can learn without having to suffer the pain of an injury to ourselves or the guilt of an injury caused to others. Keep us from harm. This we pray in the name of Jesus Christ, our Lord and Savior. Amen.

GENERAL HEALTH

- Drink approx. **½ gallon of water** per person each day.
- Drink only the water you bring with you.
- Keep your food in the ice chest.
- Eat only the food you bring with you.
- Take a **15 minute break each hour** when the temperature and humidity are both 95 or above.
- Wear hats, shirts, and sunscreen when working outside.
- Get immediate first aid for cuts and scratches to prevent infection.
- Wash body areas exposed to solvents (gasoline, turpentine, mineral spirits, etc.) immediately with soap and water to prevent chemical burns.
- Do not attempt electrical repairs; stay clear of power lines and avoid contact with electrical wiring.
- Avoid any repair work if it appears to be unsafe, such as roof repair if the roof is unstable or will not support your weight safely.
- Allow adequate night’s rest (target minimum 7 hours rest each night)

AWARENESS

- Be aware; know the hazards of your job, don’t take chances, pace yourself, avoid distraction.
- Don’t work when tired or angry, take a break to cool off.

LIFTING

- When lifting heavy objects, get others to help; lift one piece at a time, face forward, don’t twist or turn your body while lifting—move your legs instead.
- Avoid bending over when lifting, keep objects close to body, keep back straight, bend knees, grasp object firmly, lift with legs.

Safety Guidelines (cont.)

POSITIONING

- When working on roofs or other high places, keep sure footing, wear rubber-soled shoes and stay away from roof edge.
- Don't work directly beneath another person (on a ladder or otherwise.)
- Barricade ground level areas where tools or scrap material from overhead work is likely to fall.

HOUSEKEEPING

- Keep work area clear of tripping hazards
- Never leave a protruding nail in either finished work or scrap lumber; remove nails or bend them down as you go.
- Clean up after job is finished and at day's end; remove broken glass, bent nails, etc., that could cause injury to someone else after you leave.

YARD WORK

- Walk area before mowing to remove litter and debris that could become missiles if hit by the mower blade.
- Wear gloves when doing yard work.
- Watch for holes and other tripping hazards.
- Avoid poisonous plants, snakes and insects.
- Avoid overexposure to sun and heat exhaustion.
- Never refill the gas tank of a hot mower; allow it to cool first.

ANIMALS/SNAKES/INSECTS

- Never reach your hand into an area you cannot see, especially under houses, old debris piles, storage cabinets, etc.
- Pull debris away from old debris pile with a rake or hoe before picking up to load on truck for removal.
- Be extremely cautious of dogs and cats, especially in poor, rural areas; assume they are not friendly. Scraggly looking ones may also be diseased.
- If bitten by a snake or spider, or stung by a scorpion, ice the wound and obtain professional help as soon as possible. Do not cut or suck the wound, or apply a tourniquet, as these generally make matters worse rather than better. Keep the injured person calm and cool.
- In the absence of other remedies, apply toothpaste or baking soda to wasp stings to take the pain out.



Safety Guidelines (cont.)

HAND TOOLS

- Don't use a knife as a screwdriver; not even a lock-back knife
- Don't cut toward the body with a knife.
- Never use a knife for prying or chiseling.
- Avoid slippage by using a screwdriver that fits the screw slot snugly.
- Use wood saw for wood and hacksaws for metal; never vice-versa.
- When hand sawing, apply pressure on down stroke only.
- Don't use any tool but a hammer to drive nails; hit the nail squarely with the head of the hammer—never with the side of the hammer.
- Know where everyone around you is before swinging a hammer.
- Check and repair or replace all loose or split handles.
- When cutting wire or metal hold the material firmly so it can't snap back when cut through.
- Do not use bent, broken or rusty tools.
- Wear gloves when working with sharp objects; leather gloves offer better protection than cloth.
- Keep hands and feet clear of shovel blade when another is digging.

POWER TOOLS **Child Safety laws in some states do not permit the use of certain tools by youth under the age of 18*

- Wear safety glasses or goggles when using power tools.
- Do not use chain saws, nail guns, power washers, pneumatic or hydraulic powered tools or belt sanders.
- Secure workplace. Keep hands free and safe from danger.
- Always unplug tools when not in use or when making an adjustment.
- Check blades and bits before starting to make sure they are tight.
- Always turn off and remove chuck keys before plugging tool in.
- Never force tools; let them do the work.
- Don't use a power saw with a dull blade; remove and sharpen blade or get a new blade.
- Inspect all cords and replace or repair if frayed or worn.
- Do not use power tools with missing or defective guards.
- Keep long hair tied back, remove loose clothing and jewelry that could catch in moving parts.
- Do not use power tools in wet or damp areas.
- Position yourself properly when using power tools; body out of line of cut, good footing, no overreaching.
- Never place hand under board to be cut.
- Check work for hidden hazards such as old nails in wood, knots, etc.
- Always start power saw with blade outside the cut and don't stop saw in mid-cut.
- Cut only materials the saw was designed to handle.

Safety Guidelines (cont.)

LADDERS-GENERAL **

- Always face the front when using a ladder; avoid twisting or turning, and never apply force to an object/wall on the side.
- If ladder is at all unstable, tie it off or have someone hold it while you are on it.
- Only one person on a ladder at a time. Don't overreach; keep your hips inside the side rails of the ladder.
- Keep both hands on the ladder when climbing up or down.
- Watch out for people below; stop working if someone walks under you.
- Beware of overhead hazards; never use metal ladders around electrical lines.
- Check for and kill wasps before climbing ladders.

LADDERS-EXTENSION **

- Check ladder for broken or loose rungs, damaged extension tracks, cracked or broken wooden side rails, sharp edges, inoperative rung catches (no lip or safety spring to prevent slippage under load) before using.
- Check feet of ladder to be sure they are non-slip and sturdy.
- Follow the 4 to 1 rule; bottom of ladders should be one foot out from wall every four feet of vertical distance from ground to where ladder touches wall.
- NOTE: On hard or sloping ground surfaces, or whenever the ladder angle is required to be less than 4:1, tie off the base of the ladder to prevent slipping. If necessary, drive a stake into the ground to use as a tie point or pull your car up and brace the base against a wheel.
- Don't carry things in your hands when using a ladder; hoist items up with a rope after you reach the top (use a bucket to hoist several small items).
- Don't overextend; keep overlap of at least 3 rungs.
- Never step on the top 2 rungs; get a longer ladder.
- Never use an extension ladder in a horizontal position (as a scaffold) unless firmly braced at least every 6 feet.
- Another team member should brace and stabilize the ladder for team member on the ladder.

RECREATION/HOST CHURCH

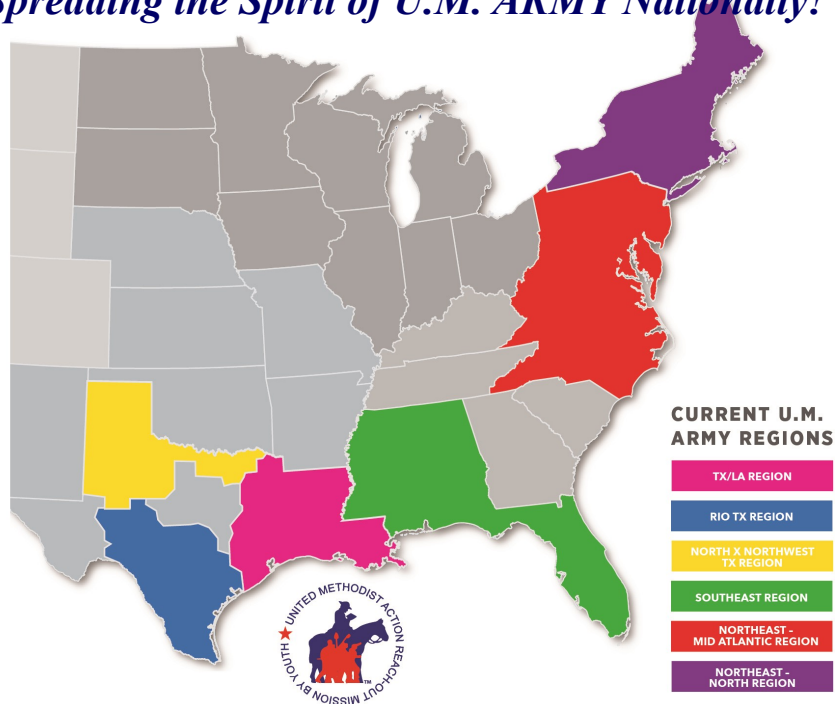
- Horseplay is not allowed at U.M. ARMY.
- Be careful around vehicles in parking lot while loading and unloading and coming and going to work sites.
- Don't run on church property or in unlit areas.
- Don't go outside at night alone and do not leave the church property without permission.
- Use the buddy system when swimming in lakes.

NOTE: THESE HEALTH AND SAFETY GUIDELINES ARE NOT EXCLUSIVE.
EVERYONE IS EXPECTED TO MAINTAIN THE HIGHEST SAFETY STANDARDS.

*** Child Safety laws regarding ladder use by minors vary by state. Please consult your Director before allowing youth to use ladders.*



Spreading the Spirit of U.M. ARMY Nationally!



Help spread the word about U.M. ARMY to friends and relatives across the nation.



Please follow, like and share with us on our social media links:

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