

KITCHEN COORDINATOR MANUAL

(Revised 2023)



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

TABLE OF CONTENTS

Mission Week Leadership Roles	Pg. 3
Kitchen Coordinator Responsibilities	Pg. 4
Mission Week Preparation	Pg. 5
During the Mission Week	Pg. 8
Duty Roster Responsibilities	Pg. 13
National Policies	Pg. 15
Regional Appendix	Pg. 22

Mission Week Leadership/Adult Roles

DIRECTOR: Carries out the preparations for the week-long mission; during the week, oversees the operations and leadership; has final authority for all aspects of the mission program.

PROGRAM COORDINATOR: In conjunction with the Programs Team, responsible for the spiritual and recreational parts of the week. This includes worship, fellowship times, and recreation activities. Some Program teams will also include a Worship Coordinator and/or Events Coordinator.

ADMINISTRATIVE COORDINATOR: Assists the Director and provides administrative support. This includes managing the paperwork, collecting receipts, and entering financial data. May also assist with other roles prior to or during the mission week.

SAFETY COORDINATOR: Instructs and reminds participants of safety practices and general safety awareness; monitors safety at the work site and at the host church during the week

KITCHEN COORDINATOR: Feeds the “ARMY”; oversees the kitchen; purchases and prepares the food with a team of 2-4 assistants, depending on the size of the work camp. Responsible for the mission week duties chart/chore chart.

SITES COORDINATOR: Responsible for all aspects of the home repair activities for the week. This includes assessing work sites prior to the week and coordinating the work during the week through Color Group Leaders and work teams.

COLOR GROUP LEADER: Facilitates the work of several work teams, which together make up a color group (i.e. Red or Blue color group). This person also 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 inventory and construction/building materials.

WORK TEAM ADULT: Working with at least one additional adult, co-leads and works with a team of 4-8 youth and is responsible for their transportation and safety. They are an equal working member of the team

Kitchen Coordinator Responsibilities

The most important responsibility of an adult serving the youth in mission is to represent the ideal Christian role model. The moral, spiritual, psychological and physical safety of our youth is of highest importance

As Kitchen Coordinator, you and your team will be one of the most popular teams! Folks will be eager to test out your team members' tried and true recipes and will always be looking for something to eat!

Your participation in all aspects of the program is required, including morning and evening worship, and is an important model and support for the youth as well as other leaders. Your help will be needed to maintain order at all times during the week. As an adult, please watch for and take action to correct unsafe or inappropriate behavior. Other leaders will depend on you to help quiet the group, accompany your group in kitchen duties, and help get everyone to bed on time, etc.

Your key responsibilities will be:

- Coordinate the food purchasing, preparation and serving
 - If possible, you will want to visit the Host Church before the mission week begins to become familiar with the kitchen, Host Church contacts and town. Plan this with the Host Church Coordinator.
 - You may want to go to the Host Church a day early to purchase food and set up the kitchen. Plan this with the Host Church Coordinator and the Mission Week Director.
 - Purchase food as needed during the week. Staples can be bought in advance and taken with you if you can get better buys at home. See the Director about advance funding for purchases.
 - Your team will be responsible for ice for the teams each day, as well as ice for all meals. Consider purchasing large freezer packs for lunches instead of purchasing ice throughout the week. Do comparative pricing to see which option is best from a budget as well as efficiency perspective.
 - The U.M. ARMY budget for food per participant for the week will be provided by the Director. This budget includes food, snacks, paper goods, cleaning supplies and ice. **Keep all receipts and submit to the Director/Administrative Coordinator on a daily basis.**
 - Plan and alter the menu as needed. Plan for vegetarians and for any food allergies (gluten free). Participants should indicate any allergies in their online registration and you will have access to that information.
 - Verify with the Director any evening activity away from the church which may affect dinner on any of the nights. Should any of the evening meals be served away from the host church, arrange for transportation of the food, etc. Also, work with the Director for any meals that the group(s) will eat out.
- Coordinate food donations for the week - work with the Director to identify groups that may want to donate meals and snacks. Sources of donations include:

- o Host Church - often the Host Church will offer to provide the Sunday evening meal.
- o Participating Churches - often participants ask their congregations to donate food supplies or snacks as a way for them to support the youth ministry. Sometimes they also donate gift cards to help defray costs.
- o Grocery discounts and/or donations – some grocery store chains will offer gift certificates towards purchases of goods in their store. Check with local grocers in the host city. Reach out to participating churches and the host church congregation, to ask for gift cards for the stores in the mission week area to help defer costs of the food throughout the week.
- Coordinate inventory of paper goods and cleaning supplies includes paper plates, napkins, plastic utensils, trash bags, paper towels and bathroom supplies for the week. Consider odor eliminators for bathrooms. For environmental purposes as well as budgeting, you are encouraged to use washable dishes whenever possible. Sometimes, you can coordinate the purchase of these items with the Host Church. Since they order in bulk, they might be able to get a good price on paper goods and/or cleaning supplies. U.M. ARMY can then reimburse them for the items used. This process has been used successfully in several mission weeks.
- Coordinate the Duty Roster - Working with the Director, coordinate the group duties to be assigned and the times for reporting. Post the Duty Roster in the Fellowship Hall. Review the duty roster process during the Sunday night orientation that you will be conducting for the kitchen.
 - o Oversee the work teams to do the preparation, serving and clean up. Do NOT do all the work yourself! Part of the goal is for the youth to learn the responsibility of taking care of themselves. Post meal-time instructions if needed.
- Recordkeeping - Keep records of food used, donations received and money spent. Get a copy of the U.M. ARMY tax exempt certificate. Because we are a 501(c)(3) organization, you will be exempt from sales tax as long as you supply the tax exempt certificate during the purchase. Please note that each state requires their own tax exemption certificates. Contact your Director to confirm what is required.
- Purchases - The Director will have credit and debit cards to use for all food purchases. *Do not use cash unless a vendor does not accept credit or debit.* If cash is absolutely necessary, you will be reimbursed for cash purchases by the U.M. ARMY office when all receipts have been submitted by your Director. BE SURE TO GET RECEIPTS FOR ALL PURCHASES INCLUDING DEBIT CARD PURCHASES.
- Unused food – before the week begins, see if you can identify a local organization (i.e. a local food pantry or soup kitchen) that will use any unused food or paper products.
- Write thank you notes to those who donate and contribute food. Maintain a list of vendors who supported our efforts as the Director may be writing an article for the local newspaper and will want to spotlight our benefactors.

Mission Week Preparation

HOST CHURCH VISIT

Obtain the name, phone number and e-mail address of the Host Church Coordinator from your Director. Communication in all areas is vital to the success of U.M. ARMY's ministry. The Host Church Coordinator will be well educated on the needs of the group and what the facility and the area can provide. Remember to be gentle and gracious when making requests, as we are their guests.

- Request the refrigerator and/or freezer be emptied prior to our arrival, if possible.
- If the Host Church is providing a meal, please clarify all details in advance. Will they cook or just buy the ingredients? Is it a complete meal or will you need to supplement with side dishes, salads, etc.? Are they aware just how much food it takes to feed your group? What time will they bring it or do you pick it up? Will they provide drinks and desserts?
- Find out who the "*Kitchen Lady*" is for the church and make friends with her. Every church has one or two people who use the kitchen frequently, even if not officially in charge. They will know idiosyncrasies of the appliances, how to clean them, who to contact about plumbing, where something might be found, etc.....an excellent resource.
- Check with the Host Church to see if there are groups (U.M.M, U.M.W, Sunday school classes, etc.) who might like to donate fresh baked goods during the week. Set a schedule with them so that everything doesn't arrive on the first day.
- Meet the Janitor. Talk with him/her regarding cleanup procedures. Find location of mops, brooms, dustpans, mop buckets, vacuum and bags, any special chemicals that are to be used and how to use them properly. Reassure the janitor we will leave the facility in excellent shape.
- Count the number of chairs and tables that the Host Church has to offer.
- Check out the size and type of all appliances and their working condition. Check the number and size of pots and pans, baking sheets, bowls storage, and cutlery. If needed, borrow items from your home church.
- Locate the breaker box in case of a power outage
- Locate area for placement of large Ice Storage Chest (is there an electrical outlet or will you need an extension cord?).
- Check for storage space for dried goods, paper goods, refrigerator and freezer space. Some grocery stores may allow you to use sections of their freezer.
- Check the Host Church kitchen for the recommended supplies (see below). If the Host Church does not have any of these items, work with the Mission Week Director to determine the best way to obtain them.

RECOMMENDED KITCHEN SUPPLIES

Knives – pairing, serrated, chef's

Scissors

Tape

Lighter

Peeler

Can opener

Spatulas

Serving spoons

Mixing spoons

Scrapers
Tongs
Whisks
Potato masher
Cutting boards
Colanders
Rubber gloves (for serving)
Cleaning supplies
Hand Wipes
Scrubbing pads
Food thermometers
Griddles
Coffee pots
Crock pots
Toasters
Dish cloths/towels
Measuring cups/spoons
Baking pans
Foil
Plastic wrap
Hot pads
Beverage containers
Other(?)

PRE-PLANNING TIPS/SUGGESTIONS

- Consider serving the meals (breakfast and dinner) “family style”. Mission weeks who have done this have found it to be an efficient method to get food to everyone and creates a feeling of “family” at the meals.
- Chicken can be cooked, deboned, and frozen in zip-lock bags.
- Keep a running list of items you will need to bring from home.
- COMMUNICATE regularly with your Director and Host Church Coordinator.
- Seek out donations (food, paper goods, cleaning supplies, aluminum. pans, etc.).
- Determine recipes and meal plans; don’t forget snacks for after work and before dinner as the group will be hungry when they return from their work site.
- Dollar Stores, Walmart and BJ’s have great buys on Zip-Lock bags, disposable pans, plastic tablecloths, cleaning items, paper products, containers, etc.
- Coordinate with the Director as to who is responsible for ordering ice. During the week, you will need to ensure that there is enough ice for work teams and meals. Remember to plan ahead extra ice delivery in case you run out. Consider purchasing ice packs for the team lunch bags to save on the cost of ice. A general rule of thumb for ice is:
 - o Two bags per work team and Color Group Leader per workday (one for lunches; one for water supply)
 - o Daily ice for dinner and snacks – 1 bag for every 15 people per meal

- o Church ice machine (if available) may be adequate for kitchen/dinner use
- Check out these helpful websites:
 - o www.budgetcaterer.com
 - o www.cooks.com
 - o www.southernfoods.com
 - o www.angelfire.com
- Make kitchen signs and posters.
- Bring comfortable, supportive shoes.

During the Mission Week

SUNDAY NIGHT ROTATION/ORIENTATION

This is your opportunity to discuss how the kitchen works within the program operations and what is expected of each participant.

- Discuss work program duty roster, reporting time and responsibility for wake-ups.
- Tell them where to put their coolers and water jugs each day
- Discuss what is involved in each work detail, where supplies are stored, and the importance of SAFETY & HYGIENE in food preparation.
- Discuss lunch table setup. Remind them to restock items.
- Discuss taking lunches and/or leftover meals to clients.
- Discuss policy on “seconds”. Make sure you always have plenty (hungry teens).
- Early showers should be scheduled for dinner cooks.
- Remind teams not to eat food or drink water from the client's home.
- Tell them where the dumpsters and Ice Storage Chest are located.
- Explain they are responsible for their water coolers and ice chests and where they are to place them at the end of the day.
- Review COVID protocols related to food prep and service.

DAILY

MENU CONSIDERATIONS

The U.M. ARMY menu is designed to accommodate teenage nutritional needs and activity level. Follow it where appropriate. Keep in mind that local churches and communities might donate meals causing you to redesign your meal plan. Keep close tabs with the Host Church Coordinator so it will be coordinated smoothly.

Use creativity with leftovers, donations and special circumstances. Keep in mind that teenagers and adults are working hard, working outdoors, and need good, solid nutrition and plenty of fluids. Do not over salt food; however, provide salt in the service area for those who are losing a lot of body fluids and need to take in a little extra salt. **STRESS THE NEED TO TAKE BREAKS DURING THE DAY FOR DRINKS OF WATER.** Some teams will prefer water for lunch. You may send zip lock baggies of powdered lemonade or Gatorade with each Work Team so that they may prepare individual drinks. Saves time and money.

If the local church wants to prepare a meal, suggest they prepare Sunday dinner. This will enable you to see how they want their kitchen used, where things are, how to turn things on and off; and it takes the pressure off of you to prepare a meal in a short time and in an unfamiliar place. Be sure to tactfully find out what they will be serving just in case you need to supplement or have a hearty snack a little later. Work with the Host Church Coordinator to see if there are groups within the church that could provide meals; the Methodist Men, for example, may provide breakfast on your final day.

Always include healthy choices at every meal and be sure to include options for vegetarians and those with gluten allergies. Be very thorough in checking for food allergies such as dairy, shellfish and peanuts. These are contained in many foods that are not apparent. Please read all labels carefully. Also verify with the host church any policies they may have regarding bringing in food goods related to food allergies and adhere to their policies!

TIPS FOR FOOD SELECTION & PREPARATION

- Simple is better when it comes to veggies
- Fresh salad every day. Be creative—make a salad bar with a variety of ingredients.
- Egg casseroles—use smaller pans so that the casserole will cook in the middle.
- Prepare plenty of fresh brewed tea and lemonade for dinner and snacks.
- Offer decaf coffee at night to serve with desserts.
- Be sure to consider those with allergies and food preferences (vegetarians should have a full main course each evening not just relying on vegetables and salad).

AMOUNT OF FOOD NEEDED

FOOD	FOR 50	FOR 100
Bacon	4-5 lbs.	10 lbs.
Beans, Baked, can	2—10 lb cans	4—10 lb cans
Beans, Plain, can	same	same
Beans, Dried	6 lbs	12 lbs
Beans, String, Fresh	10-12 lbs	20-24 lbs
Beans, String, Frozen	3— 40 oz pkgs	6—40 oz pkgs
Beans, String, Canned	2—10 lb cans	4—10 lb cans
Bread	5 loaves	10 loaves
Broccoli, fresh	20 lbs	40 lbs
Broccoli, frozen	2 lbs	4 lbs
Butter/Margarine	2 lbs	4 lbs
Cabbage, shredded	8 lbs	16 lbs
Canned Fruit Juice	8 QTS	16 QTS
Canned Vegetables	2—10 lb cans	4—10 lb cans
Carrots	12 lbs	24 lbs
Catsup	5—14 oz bottles	10—14 oz bottles
Cauliflower	10 lbs	20 lbs
Celery	12 lbs	24 lbs
Cereal, cold	3 lbs	6 lbs
Cheese slices	3-5 lbs	6-10 lbs
Cheese, shredded	3-5 lbs	6-10 lbs
Chicken, boned	10 lbs	20 lbs
Chips	3 lbs	6 lbs
Coffee	1/2 lb	1 lb
Corn, canned	2—10 lb cans	4—10 lb cans
Corn, frozen	5—40 oz pkgs	10—40 oz pkgs
Dressing	1-2 QTS	2-4 QTS
Eggs	4 1/2 dozen	9 dozen
Franks	10-12 lbs	20-24 lbs
Frozen Fruit Juice	7—12 oz cans	14—12 oz cans

Fruit Cocktail	2—10 lb cans	4—10 lb cans
----------------	--------------	--------------

Ground Beef	15 lbs	30 lbs
Ham for Baking	18-20 lbs	36-40 lbs
Hash brown Potatoes	12 lbs	24 lbs
Ice Cream	5 lbs	10 lbs
Jam	3 lbs	6 lbs
Lettuce	8-10 heads	16-20 heads
Macaroni	5 lbs	10 lbs
Marshmallows	2 lbs	4 lbs
Mayo	1-2 QTS	2-4 QTS
Milk	4 Gallons	8 Gallons
Meat for Meatloaf	9-10 lbs	18 lbs
Mushrooms	12 lbs	24 lbs
Mustard	1-2 QTS	2-4 QTS
Nuts	1 1/2 lbs	3 lbs
Onions	4 lbs	8 lbs
Potatoes for mashing	18 lbs	36 lbs
Poultry	30 lbs	60 lbs
Pudding	6 QTS	12 QTS
Punch	3 gallons	6 gallons
Roast	18 lbs	36 lbs
Rolls	4 1/2 dozen	9 dozen
Sausage Links	8 lbs	16 lbs
Sliced Lunch Meat	8 lbs	16 lbs
Syrup	3 QTS	6 QTS
Tea	3 gallons	6 gallons
Tomatoes, for salad	10 lbs	20 lbs
Watermelon	10	20
Whipped Cream	2 QTS	4 QTS

SUGGESTED MEALTIME INSTRUCTIONS

Note: These times are examples. Always coordinate with your Director and Program Team to establish times for your mission week.

BREAKFAST: Coffee should be ready by 5:30 for those early risers.

Preparation for meal—1 team at 6:15 AM

- Prepare meal

- Set out cereal, yogurt, etc.

- Set out milk, juice, etc.

Set-up and Serving—1 team at 7:00 AM

- Set up tables, if needed

- Place utensils, plates, napkins, cups, etc. out

- One person on serving line for each item

- One person to supply serving line

- One person taking care of drinks

Lunch Table—1 team at 7:00 AM

- Have a large table in the dining area for lunch preparation. If space permits, keep the table up.

- (See lunch set information below)

Clean Up Kitchen—1 team at 7:45 AM

- Store leftover food

- Wash pots and pans

- Wash dishes, etc

- Clean kitchen

Dining Room Clean Up—1 team at 8:00 AM

- Clean tables

- Clean floors and straighten chairs

DINNER: Similar to breakfast schedule/tasks with applicable dinner time schedules

LUNCH PREPARATION

Designate an area where participants can prepare their lunches. It is the responsibility of the daily work team food leader to make sure all lunches are placed in the group container, that ice is added to the cooler, and, most importantly, the bag gets put in the car.

Store large bulky items, crates of fruit, boxes of chips, bread, etc. under your lunch table for easy access for refills and to alleviate storage issues.

SUGGESTED DIAGRAM FOR LUNCH PREP TABLES

BREAD	UTENSILS MUSTARD MAYO CATSUP UTENSILS	CHEESE MEAT SPREADS	UTENSILS PEANUT BUTTER & JELLY UTENSILS	SANDWICH BAGS SANDWICH BAGS	Lunch Sacks LUNCH SACKS	CHIPS CHIPS CHIPS
-------	---	---------------------------	---	--	--------------------------------------	-------------------------

SANDWICH BAGS	COOKIES/ SNACKS	FRUIT FRUIT FRUIT	DEVOTIONAL NAPKINS	PENS FOR PUTTING NAMES ON SACKS
SANDWICH BAGS	COOKIES/ SNACKS		DEVOTIONAL	

GENERAL CLEAN UP AND SANITATION PROCEDURES

- Hands should be washed in the appropriate sink.
- Do not use dish towels.
- All dishes, pots, pans, etc should be returned to their proper places after each meal.
- No clean-up is complete until the kitchen floor is swept and mopped.
- Tables in the dining area should be wiped off and floors swept after each meal.
- All leftovers should be dealt with immediately—thrown out, placed in storage, etc. Sending “to go” lunches to clients is a great way to use leftovers. Use large gallon storage bags as they will allow you to store more leftovers in the crowded refrigerator.
- All items in the refrigerator should be covered, labeled and dated.
- Don’t throw large quantities of hot food or grease directly into the plastic garbage bags. Put in an empty food can. Also be careful what you pour down the sink.
- Bottles, jugs, etc. should be wiped before they are put back on the shelf or refrigerator.
- Refrigerators should be cleaned out as often as needed. Definitely need to be cleaned thoroughly mid-week.
- All counter tops, stoves and other food preparation areas should be clean after every meal.
- Keep salt and pepper shakers and sugar containers clean. (Rice in the bottom may help the moisture problem.)
- Tops of cans should be wiped clean before opening.
- All commodities—flour, sugar, dry milk, macaroni, oats—must be kept covered and well contained. Plastic bags should be used to ensure protection from any bugs.
- No slime in the ice machine allowed!
- Check with the Director to verify what arrangements have been made for trash pick-up.
- Do not let the garbage get out of control; empty it on a regular basis throughout the week.

Duty Roster Responsibilities

COOK BREAKFAST

- The small group is responsible for their own wakeup.
- Wash hands before reporting to the kitchen.
- Assist kitchen staff with preparation of breakfast.

SERVE BREAKFAST

- Wash hands before reporting to the kitchen.
- Meals are served cafeteria style and you will serve, restock drinks, etc.

SET UP LUNCH TABLE

- Follow diagram on lunch table setup on page 22.
- Lay out food, plastic bags, paper bags, markers, etc.

CLEAN KITCHEN AND DISHES

- Clean dishes, pots and pans, and cooking utensils.
- Dry and put away cooking equipment.
- Wipe counters.
- Clean stove, etc.
- Sweep and mop the kitchen.
- Help put away leftover food.

CLEAN DINING ROOM

- Wipe tables.
- Straighten tables and chairs.
- Sweep the dining room floor or vacuum if carpet. Mop floor if tile.

CLEAN RESTROOMS AND DORM AREA

- Sweep or vacuum dorm area hallways.
- Pick up trash in hallways.
- Clean toilets, sinks and mirrors.
- Restock toilet paper and paper towels.
- Sweep and mop restroom floors.
- Wipe sink area dry.
- Empty trash cans in restrooms and dorm rooms.

COOK SUPPER

- Wash hands before reporting to the kitchen.
- Assist kitchen staff with meal preparation.
- Set up dining room tables and chairs if needed.

SET UP AND SERVE SUPPER

- Wash hands before reporting to the kitchen.
- Set up and serve food on the serving line.

CLEAN SHOWERS

- At the end of the shower period, pick up trash in the shower and dressing areas to include soap, hangers, bottles, trash, etc. Let the Director know that the area is ready to be inspected and locked when you are through.
- Bring personal items left in the showers (clothes, shoes, etc.) back to the host church and give

them to the Administrative Coordinator for the lost and found.

- Since you will be the last group back, let the Kitchen Coordinator know you are the last group.

CLEAN AND SECURE TOOL AREA/CHURCH GROUNDS

- Pick up trash around the tool area.
- Help put away and lock up electrical tools.
- Straighten up tools and lumber piles.
- If necessary, help put plastic sheets over lumber, tools, etc.
- Walk around the entire exterior church ground and parking lot and pick up all trash.

END OF WEEK

The schedule is a little different Friday and Saturday, so you will need to adjust your kitchen schedule accordingly. On Friday, the kitchen team members need to be “packing up”, sending food to a shelter or local mission, etc. Plan such that you can pack most of your personal or church items on Friday during the day. Saturday you will be in charge of a Color Group to clean designated areas—kitchen, dining hall, etc.

Remember the U.M. ARMY way is to leave the church in better condition than we found it.

CONSIDERATIONS FOR FRIDAY NIGHT MEAL AND SATURDAY BREAKFAST

- Some groups may work a bit later to finish a project. Plan a meal that holds over well and remember to keep some aside for the teams that work late.
- Cleanup may be rushed with late arrivals and planned activities. Use disposable pans.
- Saturday morning will be very busy—never plan a cooked breakfast on Saturday. Coffee, juice, donuts and pastries may be supplemented with fruit if you have some left. Also, put out any leftover milk or yogurt. That way, cups and spoons are the only utensils needed.

NATIONAL POLICIES

Policy and Procedure Number: CLDR 2- Mandatory Training

Mission Directors and Program Coordinators will complete a mandatory training session each year. Other adults attending mission week will complete a training session each year that is provided by the Region. The Region and/or the Mission Directors will direct attending churches to the training session and/or information. Prior to mission week, the senior minister or participating church coordinator of each participating church shall attest to the completion of the training by their adults attending mission week.

Policy and Procedure Number: CLDR 3: Worship and Program Staff

All adult worship and program staff will conduct worship services and spiritual matters in accordance with Wesleyan Tradition and United Methodist practice. The serving of the Sacrament of Communion will be in accordance with the accepted policy of the United Methodist Church.

Policy and Procedure Number: CLDR 4-Adult Volunteers

With the exception of employees of U.M. ARMY, all U.M. ARMY participants are volunteers. This precludes the hiring of any staff members, program or otherwise, either using U.M. ARMY funds or money from the participating churches. This does not preclude the paying of an honorarium for a one-time event such as a square dance caller for one evening, but rather applies to hiring someone for multiple day occurrences. Any deviation from this policy needs to be brought before the Regional Board of Directors for approval.

Policy and Procedure Number: R/D4-Safe Sanctuary Policy – Reducing the Risk of Abuse**Introduction to Policy**

The purpose of this policy is to address the safety of our youth and leaders at all U.M. ARMY events and mission weeks. The United Methodist Church and U.M. ARMY recognizes the need to have a formal, written policy with procedures in place (1) to help prevent the opportunity for the occurrence and/or the appearance of abuse of youth and (2) to help protect workers from false accusations and/or suspicions.

Scope of Policy

This policy and its provisions shall apply to all persons including all paid and unpaid leaders, whether lay or clergy, who have any direct or indirect contact with youth and who participate in any activities or events sponsored by U.M. ARMY.

Definition of Youth, Young Adult and Adult

- Youth are U.M. ARMY participants registered as youth.
- Young Adult is someone 18-20 years of age with a high school diploma or equivalent.
- Adult is someone who is twenty-one (21) years of age or older.
- Young Adults and Adults are, collectively, Leaders.
- Nothing within this policy shall be interpreted as an obligation of U.M. ARMY to accept the registration of an adult as a Youth. U.M. ARMY reserves the right to refuse any registration of any individual.

Supervision

Recognizing that there is safety in numbers, youth will be instructed to use the “buddy system.” Conceptually meaning, Youth should consciously avoid situations where they are separated one on one with anyone. It is also strongly encouraged that there be at least one leader who is trained and certified in First Aid and CPR at each mission week.

Supervision for Youth:

- U.M. ARMY leadership shall observe the “2 Deep Rule” when Youth are present, where possible (2 Adults per room, 2 Adults within line of sight when outdoors). For example, where Youth are present at a client’s home, the 2 Deep Rule shall apply. The client shall not serve as a Leader unless that client has undergone the same screening and approval process required of participating Leaders.
 - Exceptions to allow 1 Adult/1 Young Adult may be made with the approval of the Director on a case by case basis.
 - Exception to allow second Leader to float between work sites that are closely situated,

e.g., within the same neighborhood

- Exception to allow 1 or no Leaders in a confined room on a worksite (e.g., painting a small bath), in which case, the door shall remain open and the Leader(s) shall be within the line of sight/ear shout.
- Any one-to-one mentoring or consulting with a Youth shall be conducted in sight of another Leader.

- Adults, Young Adults, and Youth shall not provide supervision for children and other youth who are members of the local community

Overnight Accommodations

- At least (2) Leaders shall be present in every room where possible.
- Where it is impossible to have two (2) Leaders present in each room, Leaders shall sleep in separate rooms from Youth.
- Sleeping accommodations shall be separated by gender. In the event a participant (Youth, Young Adult or Adult) requests an alternative accommodation, the Director shall call the U.M. ARMY Executive Director for guidance.

Transportation

- All Youth shall be transported by a licensed Adult in a registered and insured automobile and shall wear seat belts at all times.
- One (1) Adult may provide transportation for two (2) or more Youth. An Adult may provide transportation for their son or daughter without other Youth being present. One Youth may be transported by one Leader if emergency circumstances warrant.

Definitions of Abuse

- Verbal Abuse— Any verbal act that humiliates, degrades or threatens any child or youth.
- Physical Abuse— Any act of omission or an act that endangers a person's physical or mental health. In the case of child or youth physical abuse, this definition includes any intentional physical injury caused by the individual's caretaker. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual's age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to physical health of a child or youth.
- Sexual Abuse— Child or youth sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. This includes, but is not limited to: 1) incest, 2) rape, 3) prostitution, 4) romantic involvement with any participant, 5) any sexual intercourse, or sexual conduct with, or fondling of a Youth, 6) sexualized behavior that communicates sexual interest and/or content. Examples include but are not limited to: displaying sexually suggestive visual materials, making sexual comments or innuendo about one's own or another person's body, touching another person's body, hair or clothing, touching or rubbing oneself in the presence of another person, kissing, and sexual intercourse.

Screening for Leaders

Careful screening is one way to prevent the abuse of children and youth. Screening calls for a careful gathering and review of information in search of those who can provide safe and caring supervision in a safe environment.

- Each participating church is responsible for conducting references and screening applications for its Leaders. All screening and documentation shall be done in accordance with guidelines consistent with its respective United Methodist Conference.

- If the applicant is found to have been involved in, or credibly accused of, any activity in which the applicant abused or exploited children or youth, the applicant will not be approved. Any conviction of a crime against children or youth shall disqualify any applicant.

- Persons having a criminal history of any of the following types of offenses shall not be Leaders:

- o Child abuse, whether physical, emotional, sexual, or neglectful;
- o Violent offenses, including murder, rape, assault, domestic violence, etc.;
- o Persons having a Criminal History of DUI or DWI conviction within the five (5) years immediately prior to application shall not be allowed to act as a driver;
- o Persons having a Criminal History of a drug related conviction within the five (5) years immediately prior to application shall not be allowed to participate in the event.

Training

U.M. ARMY shall, through dependence on its participating churches, utilize Safe Sanctuary or equivalent trained Leaders. We recommend that at the beginning of each mission week a review of this policy be conducted by the Director.

Reporting of Incidents

1. When a Leader suspects that abuse or any suspected violation of the applicable laws is taking or has taken place, he or she shall immediately notify the mission week Director for consultation and collectively report the abuse to the appropriate local law enforcement agency and/or child protective services. The Director shall contact the Executive Director immediately, and Leadership cooperate fully with the investigation conducted by law enforcement officials or child protective services.

2. The Director shall address any needs the child or youth may have, medical or otherwise and report to the parent(s) and/or legal guardians(s) of the Youth.

3. The person suspected of abuse (respondent) shall, for the safety and well being of the Youth, be removed with dignity from further contact with the Youth until an appropriate investigation has taken place. The matter shall remain confidential. If the Director and or leader is the respondent, then the report should be made to the Executive Director.

4. Following the report of an incident, the Director shall document the report and cooperate fully with any investigation. Careful and confidential documentation is essential. The documentation should include the following:

- a. The name of the individual observing or receiving the disclosure of abuse, including the date, time and place and any action taken by this person.
- b. The alleged victim's name, age, and date of birth.
- c. Any statement made by the alleged victim.
- d. Name of the respondent, the date, time and place of any conversation or any statement made by the respondent.
- e. Any action taken, i.e. suspension of the respondent.
- f. Date and time of call to the appropriate agency, name of worker spoken to, content of that conversation and case number assigned.
- g. Date and time of call to law enforcement agency, name of officer spoken to and content of that conversation.
- h. Date and time of any other contacts made regarding this incident.

5. The Executive Director shall notify the pastor of the participating church for each of the involved

Youth (with the permission of the parent(s) and/or legal guardian(s), unless the respondent is the parent or legal guardian) and respondent. Where the respondent is a pastor or church employee, the Executive Director shall notify the Conference/District authorities.

6. It shall be the goal to provide supportive care to both the victim and the respondent and to restore such persons to wholeness.

7. Confirmed reports of proven incidents of abuse shall be retained in a confidential file for future screening purposes.

Media Response

The Executive Director shall be informed of all investigations or allegations of abuse. If investigations or allegations of abuse should come to the attention of the media, all inquiries shall be referred to the Executive Director. No other Leader shall provide any information, and shall simply state that all inquiries will be answered by a U.M. ARMY spokesperson.

Appropriate Discipline

Youth should be made aware that appropriate behavior is expected at all times during a mission week. Gentle reminders may be necessary when dealing with Youth. When these reminders don't work, then discipline needs to move to the next step. In cases where behavior persists, the Director, Adult(s) working with the Youth during the mission week, Adult from the Youth's church and the Youth's parent(s) and/or legal guardian(s) should consult and develop an appropriate plan. In no case is physical discipline an appropriate measure to deal with problems. For serious offenses, the appropriate response will be to send the Youth home immediately. Parents and the Adult from the Youth's church shall make proper arrangements.

Local Policies

This policy was created with the intent to conform to safe sanctuary policies and guidelines of the United Methodist Church. Recognizing that U.M. ARMY is a national organization serving many United Methodist Conferences and that there may be diversity in the details of policies, where a mission week Director is given written notice reasonably in advance of a mission week that the local safe sanctuary policy of the local conference, a participating church or a host church has a more stringent requirement than what has been set forth herein, the Director shall take reasonable measures to comply with such policy. In the event that the Director believes that compliance with the policy is not reasonable given the circumstances, the Director shall present the issue to the U.M. ARMY Board of Directors. If the Director is provided notice of the policy without sufficient time to adequately adapt to the policy, the Director shall notify the Executive Director for guidance.

Policy and Procedure Number: SAF 1-Use of Hand Tools and Power Tools

Work Teams will be encouraged to use handheld power tools such as electric drills, saber saws, or circular saws where labor laws allow.

The use of power hand tools and manual labor rather than more sophisticated hydraulic or pneumatic tools is purposeful and planned. Teams must rely upon each other and learn to work together to implement solutions for the client on their worksite with the tools at hand focusing on time with each other and the client rather than speed to complete the work.

As an example, adults and youth working side- by-side to scrape paint from homes builds team unity, sharing and strengthens the team. Some of these specialized tools can also pose a significant safety hazard; may require skilled adult operators and should not be operated by any of the youth participants.

Safety glasses or goggles shall be worn by anyone using power tools or while work is otherwise being performed on a worksite.

The safe use of hand tools and power tools should be instructed by each participating church prior to the Mission Week. It is the responsibility of each participating church to ensure that all of their participants have had instruction in the safe use of tools.

Tool Training is ongoing throughout the Mission week. Participants are encouraged to ask for training on the use of any tool they are not familiar with before they use it.

Policy and Procedure Number: SAF 3– Accident and Incident Reports

The Mission Director will ensure that Accident and Incident Reports are completed for every injury. These reports will be included in the final report mailed to the Regional Director. Injury Reports shall be reported to the Executive Director annually and will be reviewed and used to enhance the safety guide procedures. Each accident, injury or incident will be investigated to determine the root cause and recommended preventive actions.

Accidents and incidents requiring treatment at a medical facility shall be reported as soon as practicable to the Mission Director, Regional Director and Executive Director.

Policy and Procedure Number: SAF4-U.M. ARMY LEAD PAINT HAZARD SAFETY PROCEDURE

There is a possibility that some of the older homes may have existing paint, which contains an inorganic lead additive. This inorganic lead additive can cause health problems if a significant amount is allowed to get into your body. Inorganic lead can only get into your body by breathing dust particles or swallowing it. Keeping dust levels to a minimum, wearing dust masks and following good hygiene practices will protect ***you, your client, the local community and the environment***. Paint that is produced and used today does not contain inorganic lead additives. If you suspect that the client's home you will be painting contains an inorganic lead additive, then are the basic lead protection procedures to be followed:

1. Exterior Paint: Wear gloves, masks and safety glasses at all times. Remove loose peeling paint with a high pressure nozzle on a garden hose, or pressure washer. If scraping is necessary, ***make sure the surface is damp***. Spread drop cloths and dispose of them when you are done. Do not leave paint chips on the ground or around the house.
2. Interior Paint: Wear dust masks, gloves and safety glasses at all times. Clean surface with a damp rag prior to painting. Do NOT sand or scrape. Be especially careful on doors, door frames, and window sills and frames

3. *Always wash your hands* and face before leaving the work area, eating, drinking, or using the restroom.
4. Pick up and properly dispose of as much of any scraped paint as possible.
5. Place disposed paint pieces in a plastic garbage bag, seal garbage bags and place them in the trash can. If possible, sweep and mop flooring after cleaning up. Wash hands and face *after cleaning up* and before leaving work area, eating, drinking or using the restroom.
6. Reapply lead-free, paint to scraped areas.

Policy and Procedure Number: SAF5-U.M. ARMY ASBESTOS HAZARD SAFETY PROCEDURE

Asbestos is a mineral fiber that was used extensively in older homes in a variety of products and applications such as floor tiles, ceiling tiles, exterior siding, and attic insulation. It is the microscopic fiber that, when inhaled, poses a significant risk factor, especially in large quantities. As long as the fibers are locked into their product and not airborne, they pose no risk.

For our purposes we should avoid removing or handling any asbestos product in a manner that would release fibers into the air. Standard dust masks offer no protection from these fibers. It is not uncommon to encounter asbestos on an older home. This product is typically 12'x24', about 1/8" thick, and installed on the exterior sides with pieces lapping over the top of each other similar to roof shingles. They are very brittle and often the bottom pieces are chipped or cracked. For missing pieces a replacement product is available that does not contain asbestos.

Asbestos siding can be safely water cleaned and painted with no health risks. **DO NOT** sand, scrape, or use a wire brush on asbestos siding.

Policy and Procedure Number: SAF6-U.M. ARMY BIOHAZARD SAFETY PROCEDURE

Latex gloves, or similar, are required when cleaning the inside of a client's home, garage or storage area of debris and refuse. U.M. ARMY participants shall not handle medical equipment and/or medical supplies under any circumstances where a risk of exposure to biohazards exists. In certain situations, masks should be worn to protect from dust and allergens that are in the air. Latex gloves and masks will give added protection from unknown hazards and unsanitary conditions. Avoid picking up hazardous materials such as hypodermic needles, sharp objects, old car batteries, animal carcasses or any unquestionable object.

Policy and Procedure Number: WS 1-Type of Work at Sites

U.M. ARMY limits itself to the minor repair of homes, maintenance, and modifications for handicap access and weatherization. Typical work would include painting, screen replacement, replacement of broken glass, repairs or replacement of porches, new steps and handrails, wheelchair ramp construction, roof patching and/or new roll roofing, replacement of sheet rock, replacement of rotten wood, and yard work.

Work Teams will not do electrical repairs, plumbing repairs, or build additional rooms to a home. Because of the legal and liability issues NO participant in a U.M. ARMY Mission is allowed to make repairs or do work on the following:

- Electrical components; including but not limited to wiring, plugs, wall outlets, switches, etc.
- Plumbing: including water, waste water, heating or natural gas.
- Major roof repairs.

Work Teams will be assigned to residential home repairs where there is permission from the property owner. The property designated as a U.M. ARMY work site must be owned by the current resident.

In some cases, work at a non-profit, church or local community site is appropriate. This should be discussed with the mission leadership and if needed the Regional Director.

Policy and Procedure Number: WS 2-Radius Limit of Work Sites from Host Facility

When establishing work sites, it is encouraged that all work sites should be selected within a 20 mile radius of the host facility.

REGIONAL APPENDIXES

- **Regional-specific information applicable to this role**