

# TOOL 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**

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## **Mission Week Leadership/Adult Roles**

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**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

## **Tool Coordinator Responsibilities**

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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.

The position of Tool Coordinator at a U.M. ARMY mission week is vital to the success of having efficient, rewarding and meaningful experiences at the work site, which is our mission field.

The Tool Coordinator is responsible for organizing and maintaining the inventory of tools and building supplies throughout the week. Included is the responsibility for ordering the lumber and building materials, and making sure additional supplies are available during the week for the Work Teams. Additionally, you may be asked to arrange for trash disposal.

The Tool Coordinator works closely with the Site Coordinator and Color Group Leaders to ensure that the Work Teams have what they need at the work site. Open communication and close cooperation in these three areas is essential.

### **TOOL INVENTORY**

Each participating church sends a supply of tools with their group. These tools are marked prior to the mission week with a particular color identifying the church that brought them. Once these tools are unloaded on Sunday at the tool storage area, they become the Tool Coordinator's responsibility.

These items include ladders, brooms, shovels, rakes, yard equipment etc. These are "community" tools for the week and are to be used as needed at the work sites. The Tool Coordinator is responsible for dispensing the tools and seeing that they are returned to the storage area when not in use. When groups leave at the end of the mission week, they will pick up their tools and return them to their participating church.

The Work Team Tool Kit contains tools that stay in the Work Team Vehicle all week. They are only the responsibility of the Tool Coordinator on Sunday Night when it will be necessary to make sure that every work team vehicle has the proper kits in it.

### **BUILDING MATERIALS**

The Tool Coordinator is responsible for ordering lumber and building materials, taking delivery and dispensing these supplies to Work Teams and Color Group Leaders. Lumber and building materials are stored near the tool storage area.

All tools and building materials should be on hand, organized and ready for Work Teams on Monday morning.

With the client's permission, arrangements should be made for direct delivery of large or bulky orders of lumber and building supplies that are site-specific.

The Tool coordinator must work closely during the week with the Sites Coordinator so that only those materials are purchased for sites which will become active during the week.

## Mission Week Preparation

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### GENERATE TOOLS AND MATERIAL LISTS FROM PRE-SITE SHEETS

The Site Coordinator and Director will set a pre-site date for approximately 6-8 weeks before your mission week. This is an excellent opportunity for you to join in to become familiar with the facility and the surrounding area of the Host Church. It is also a great opportunity to scout out the local suppliers and lumber yards.

Check with the Director and Host Church Coordinator to see where the tool and lumber storage area will be. If security is an issue, make sure these areas can be locked or secured at night for safety. If there is no secure area, one of the participating churches will need to bring a truck or enclosed trailer to lock up expensive tools overnight.

Check with the Director to see if it is your responsibility to arrange for trash service, check with the Host Church Coordinator and the Director about trash service during the mission week. If there is a roll-off container (dumpster) delivered to the church, check to see when it will arrive and where it should be placed. The Tools Coordinator is responsible to ensure trash items do not stick above the opening of trash containers/dumpster as they will not be picked up in that condition. Educate the teams during Sunday Rotation and monitor during the week.

Contact the Site Coordinator about ordering materials for the beginning of the week. The Site Coordinator will have completed pre-site sheets to determine exactly what is needed for Monday. Also, from the pre-site sheets, determine the approximate quantity of tools required over the course of the work week. Coordinate tools needed with the Director to see what each church can bring.

Ramp Building materials: due to the large material list for most handicap access ramp projects, the materials are sometimes delivered directly to the worksite a day or two before the mission week begins. The Site Coordinator, in conjunction with the person designing the ramp, will generate a materials list for each project. It will be your responsibility to make sure these materials are ordered in time to be delivered to the work site prior to Monday morning.

Place the order for all initial supplies to be delivered on Sunday afternoon. If Sunday delivery is not available, supplies should be delivered to the host church on Friday or Saturday before the mission week begins. You will need to make arrangements for someone to be there during the delivery so the materials can be properly stored and secured.

### PURCHASE PROCEDURES

Most of the building supplies are purchased through McCoys (Texas), Lowes or Home Depot. Check with the Camp Director for preferences due to U.M. ARMY prearranged discounts. You will be given a U.M. ARMY credit card or access to a credit account for each of these suppliers. You must keep all receipts and turn them in to the Director/Administrative Coordinator. The U.M. ARMY credit card should be returned to the Director when the week is over.

If you are making purchases from other suppliers, the Director will give you instructions on how this is to be handled.

The Director is the person authorized to make purchases and designate other authorized buyers. In all cases the Director should be consulted if you have questions regarding purchase procedures.

## **During the Mission Week**

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- Check all supplies and organize lumber in stacks by size. Place lumber on skids to keep it off the ground and cover with plastic to protect it from rain.
- On Sunday – oversee the unloading of Warehouse Tools from each church as they arrive (get participants to help with this) and organize them in the storage area. Be sure expensive tools are secured every night. Be sure all power tools are secured every night and protected from the weather.
- Check with the Director to verify the list of authorized buyers. In most cases the Director will have directions to the nearest Home Depot and Lowes pre-printed but double check that this is available.
- The Director or Administrative Coordinator will have a list of all adult cell phone numbers so you can communicate with Color Group Leaders, and the Site Coordinator during the mission week.
- If you have time and space, set up a “marshaling area”. This is an area where work teams can gather and set up supplies and tools for the following day. This is a great time saver but security of materials and tools must be a priority.

## **SUNDAY NIGHT ORIENTATION**

As Tool Coordinator, you will be responsible for one of the orientation rotations. During your presentation, review the following:

- The rules of the tool area. The tool coordinator will set these rules and they should include things like checkout procedures and daily return of warehouse tools. Things like traffic flow, and tool security should be considered when setting these guidelines.
- Always stress SAFETY. Unsafe tools, unsafe conditions, ladder safety etc. The Safety Coordinator will go into more specific detail with the group.
- Explain that each work team vehicle should have a Work Team Tool Kit and First Aid Kit. It is recommended that each Work Team and Color Group Leader have access to a cleaning kit, as needed.
- Explain the paint brush procedure: We will dispose of paint brushes at the end of each paint job. Un-cleaned paint brushes should NOT be brought back to the church. If a brush is to be used on the same work site the following day, it should be wrapped securely in plastic and stored in the vehicle.

- Paint spills in vehicles are an ugly mishap!! Teams should always make sure paint cans are tightly closed before transporting them.
- Tools, materials and trash should not be left at the work site overnight.
- Warehouse tools should not be left in vehicles without the consent of the Tools Coordinator. Teams and Color Group Leaders should return all tools promptly so that they are available for other teams to use.
- When loading in the morning, teams should take everything they need (tools and supplies) and ONLY what they need. For example: They should not take a full roll of screening for just two windows or five lbs. of nails for just one handrail.
- The Color Group Leader will purchase additional supplies that are needed at the work site but ONLY if it can't wait until the next day. Color Group Leaders should submit a list to the Tool Coordinator of supplies needed for the next day.
- U.M. ARMY does not leave material at the client's house for them to do work at a later time.
- Review dumpster rules as to ensuring trash items do not stick above the opening. Youth are not permitted to "dumpster dive" to correct – so load the dumpster smartly.

## DAILY RESPONSIBILITIES

- Open the tool area early and prepare for Work Teams to pick up supplies. Help them find and select what they will need. Some items will be loaded on Work Team Vehicles, others will be loaded on Color Group vehicles for delivery to the work site.
- Be available to answer questions, assist in construction plans and material requirements and to troubleshoot at work sites if needed and time permitting.
- After work teams leave for the site, attend the leadership meeting then take the day to straighten supplies, review the next day's job assignments and purchase supplies for the next day's projects.
- Coordinate with Sites Coordinator on which sites will become active so material purchases can be made.
- When the Work Teams return for the day, have them unload warehouse tools, paint and lumber which are not needed for the next day. A team is usually assigned each day to help straighten the tool area. Be prepared to give them direction for what needs to be done.
- Have Color Group Leaders and Work Team Adults turn in the next day's material requirements as early in the day as possible so you can be prepared for their needs.
- Keep records of money spent. Turn in all receipts to the Director/Adm Coordinator daily, but no later than the end of the week.
- At the end of the day, secure the tools and cover the lumber.

- Participate in all aspects of the mission week. The Tool Coordinator is an important role model and serves in an adult leadership role for the entire mission week.

## FRIDAY

- Coordinate with Color Group leaders for final pick up of trash/supplies from all work sites.
- Return unused materials to the merchants for credit. Submit receipt for all returns to the Director/Adm Coordinator.
- Use good judgment on leftover supplies. U.M. ARMY does not have warehouse space to store leftover materials so everything must be disposed of in some way.
- Coordinate with your Safety Coordinator about the Friday afternoon car wash. You may need to furnish supplies such as hoses, nozzles, buckets, shop vacuums etc.
- Have returning work teams help sort warehouse tools by church color. After vehicles are washed, start loading tools for the return home.
  - Set up signs in the tool area for each church to sort tools by church. Signs should have the church name and color (get from the Director).
  - When vehicles arrive from the work sites, they should go to the tool area, unload their vehicles by sorting tools according to church color markings and putting leftover materials in the tool truck.
  - Everyone should help everyone else until all work is finished.
  - **No one** goes to the showers until released by the Director.
- **Be sure to leave cleaning kits out so they can be used for church cleanup on Saturday.**
- Contact merchants for all final receipts and credits.

## SATURDAY

- Assist with the church cleanup. The Director will assign you an area to oversee.

## Tool/Kit Lists

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The lists below are general recommendations. Each region may have their own, revised, tool and kits lists. Please check the Regional Appendix at the end of this manual for what is recommended for your respective region.

### Warehouse Tools (based on 100 person mission week)

Below is the total warehouse tool inventory suggested for each program. The Director will assign a list of warehouse tools to each church prior to the mission week.

5	Extension Ladders	2-3	Lawn Mowers
10	Step Ladders	5	Gravel Rakes
15	Leaf Rakes	5	Wheelbarrow
15	Shovels (Flat or Spade)	5	Sledge Hammer
5	Post Hole Diggers	2	Jumper Cables
10	Sawhorse Kits	5	HackSaw w/Extra Blades
5	Power Drill w/Bits	1	Rope for Lifting Things (25')
5	Circular Saws w/New Blades	2	Reciprocating Saw
10	Electrical Extension Cords	2	Hole Saw
5	Caulk Guns	10	Brooms
3	Ax	1	Miter Box
5	Bow Saws	10	2-3 Prong Adapters
2	Swing Blades	5	Tin Snips
5	Masonry Trowels	5	Knee Pad Sets
2	Vacuums	5	Wood Rasps
4	Plungers	5	Vise Grips
10	Hedge Clipper	5	Chalk Line w/Chalk
5	Hoes	5	Staple Gun w/Staples

The following items may be purchased by the Tool Coordinator or may be brought by each individual participating church. Check with your Director as to how these will be handled for your mission week.as needed.

Paint Containers  
Roller Pan Liners  
Paint Rollers  
Drop Cloths for Painting  
Paint Dust Masks  
Tubes of Caulk  
Rubber in a Can  
Cans of Insect Spray (in addition to the one in the cleaning kits)  
Yard waste bags (in addition to the one in the cleaning kits)

### Work Team Tool Kits

Participating groups should plan to bring 1 tool kit for every 4 youth who are attending from their church. The Director will confirm the number of kits needed by each group prior to the mission week:

5	Claw Hammers	1	Hand Saw (Rip or Crosscut)
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1	Power Drill w/Bits	1	Crowbar
1	Electrical Extension Cords	1	Straight Edge
1	Pair Pliers	2	Utility Knives w/Retracting Blades
1	Pair Needle Nose Pliers	2	Putty Knives
1	Flat Screwdriver	5	Pair Safety Goggles
1	Phillips Screwdriver	2	Carpenter Pencils
5	Paint Scrapers	1	Metal File
2	Tape Measures (25'-100')	1	Roll Painters or Masking Tape
1	Square	1	Large Ice Chest for Lunches
1	Level	1	3 or 5 Gallon Water Jug
1	Roll Masking Tape 1"		

### Cleaning Kits

One cleaning kit is needed for each Color Group Leader plus 3 additional kits are needed for mission week use. The Director will let church coordinators know how many cleaning kits to bring. Please let your Director know if you have extra cleaning kits available from previous years. Cleaning kits should contain:

Assorted cleaning rags (cotton is best)	1 can ant and roach spray
Assortment of sponges	1 can of wasp spray – quick acting
2 buckets (plastic or metal)	1 pair rubber gloves
1 mop	1 toilet brush and cleaner
1 broom and dustpan	1 box of trash bags
1 scouring powder (Ajax, etc.)	1 jar Gojo, Instant Orange, etc. for cleaning hands
1 bottle of spray cleaner (409, etc.)	

### First Aid Kits

Every vehicle in the mission week should have a well-stocked first aid kit. Church groups should plan to bring one kit for every vehicle they are bringing. Below are the suggested items for that kit:

Assortment of Band-Aids	Box of Pepto Bismol tablets
Anti-bacterial hand wipes	Box of baking soda for wasp stings
Insect repellent	1 gallon of distilled water for cleaning wounds
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	

## **NATIONAL APPENDIXES**

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### **Policy and Procedure Number:** CLDR 1- Selection of Mission Leadership and Adults

Volunteer, adult leadership will be selected based on an individual's demonstrated integrity, leadership traits, people skills, common sense, maturity, wisdom, and Christian faith. Each leadership position candidate (director and all coordinators) must be approved by the Region before the appointment is final.

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. An adult whose criminal background, core beliefs, maturity level or known actions would place that safety at risk, does not meet the criteria for participation in the U.M. ARMY program.

U.M. ARMY participants come from a broad range of political and theological backgrounds. While we celebrate the compassionate discussions in love, U.M. ARMY is not the place for adults to encourage or discourage hot button political or theological conversation. Every adult must uphold the best interests of U.M. ARMY youth, the clients and the organization as their top priority.

Sexualized behavior or language on the part of any participant is inappropriate and unacceptable and shall be subject to disciplinary action. Such disciplinary action shall be determined by mission, and in extreme cases, Regional, leadership.

Prior to mission week, the senior minister of each participating church shall attest to the screening of all their participants and to each adult's character and fitness.

### **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 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.

**Policy and Procedure Number:** CMP 4-Sleeping Arrangements

The Mission Director, for sleeping area control, participant safety, protection of church and personal property, and avoidance of harassment situations, should make sure that there are at least 2 adults in every room of the dormitory area. If two-deep leadership cannot be met in every sleeping room of the dormitory area, the mission week director will arrange to have adults posted in the hallways or common areas of the sleeping quarters. Harassment may include, but is not limited to sexual harassment, hazing, and peer abuse situations.

**Policy and Procedure Number:** CMP 5-Showering Arrangements

Coordinating the logistics of daily showering for mission week participants is a necessary task for mission week leadership. Directors and/or host coordinators may utilize public facilities such as school, YMCA, health club, state park or similarly situated facilities and/or private homes for participant showering. Regardless of the type of shower arrangements, the following shall apply:

1. A minimum of two participating adults shall be present at the showering facilities while they are in use
2. Youth and Adults shall shower at separate times or in separate rooms
3. All participants shall be encouraged to shower and exit the shower facility in a timely manner
4. Loitering and horseplay shall not be allowed

The following shall apply to public facilities:

1. Mission week leadership shall meet with appropriate facility personnel in advance of the mission week to inspect the facility and ensure it can accommodate the mission week
2. Separate men's and women's facilities must be made available

The following shall apply to home showering arrangements:

1. The host church shall recruit host families from its congregation to provide home showering facility for mission week participants. Host church senior pastors shall provide mission week leadership with written confirmation that host showering family adults have been screened in

accordance with Policy and Procedure Number: R/D4 of these U.M. ARMY Policies and Procedures.

2. Host showering family adults may count toward the two adult requirements above if the host church signs off of these adults.

**Policy and Procedure Number:** PAR 1-Participant Guidelines – U.M. ARMY Mission Weeks

U.M. ARMY is dedicated to youth ministry. Current programs offered under the U.M. ARMY model are:

- High School Aged Programs – completed 8th grade thru completed 12th grade
- Mixed Aged Programs – completed 6th grade thru completed 12th grade
- BASIC by U.M. ARMY / Middle School / JUMMP– completed 5th grade thru completed 8th grade
- College/Young Adult – participants 18-24 years of age.

Young adult participants who have completed their first year of college or who are at least 1 year past high school are welcome to attend High School, Basic, or Mixed Age programs at the discretion of the Mission Director who will assign them supporting roles assisting adult leaders.

Each Region and the Mission Weeks they hold are located in a specific geographic area of a United Methodist Conference or Jurisdiction defined by their Region. Each Region must uphold the Safe Sanctuary policies of their specific conference and program location as well as the Safe Sanctuary Policy provided by U.M. ARMY.

For all High School, Middle School or Mixed Age programs the National policy defines the eligibility age of an adult participant, in a support or leadership role, to be 21 UNLESS it conflicts with the local United Methodist Safe Sanctuary policy, or is otherwise defined herein. If such a conflict arises the local conference policy must be followed by the Region.

Adults serving in support or leadership roles in young adult /college programs must be at least 25 years old.

Due to the team concept of U.M. ARMY, all participants are expected to arrive when the Mission Week begins and will stay until the week closes. No one may arrive late or leave early. Any deviation from this National policy must be discussed and sanctioned by the Mission Director prior to Mission Week.

**Policy and Procedure Number:** PAR 5-Adult Conduct

Adults are expected to conduct themselves in a manner which serves as a positive, Christian role model for the youth and which affirms and supports the core values of U.M. ARMY. They should be relaxed and supportive of the youth. They should allow the youth to assume leadership roles and responsibilities on the team, advise when appropriate, ensure all work is safe, and exert authority when common sense requires. Adults should not dominate the team nor should they allow conduct which is unsafe, irresponsible, or unbecoming to U.M. ARMY. Adults are also expected to adhere to and enforce all U.M. ARMY policies and procedures.

Adults are expected to exhibit the highest standards of respect to individuals and should not tolerate degrading actions of any kind or for any purpose.

**Policy and Procedure Number:** SAF 2-Vehicle Safety

No passengers are allowed to ride in the bed of pickups or in trailers. No youth participant may ride as a passenger in a vehicle driven by anyone under the age of 21.

At the discretion of the Mission Director, college age participants may drive themselves.

Seat belts will be worn by all drivers and passengers.

All drivers must have a current driver's license and proof of valid automobile insurance.

**Policy and Procedure Number:** PAR 6-Adult to Youth Ratio

In order to provide sufficient adults, each participating church must provide a minimum number of adults for the number of youth participating based on the following ratio:

Minimum of two (2) adults for every five (5) youth for all High School, Middle School or Mixed Age Mission Weeks.. Young adults or college age persons do not count when determining the number of adults needed.

Minimum of one (1) adult for every 3 young adults or college age youth for Young Adult weeks with fractional values being rounded up to the nearest whole number.

**Policy and Procedure Number:** R/D 1-Mission Week Rules and Discipline

1. U.M. ARMY proudly defines its Mission weeks as a smoke-free, drug-free environment. All participants, adult and youth, are asked to adhere to the no smoking, no use of drugs, and no weapon policy.\*
2. Participants are expected to abide by the U.M. ARMY Covenant of Conduct and safety guidelines.

3. Participants are expected to adhere to thoughtful, safe behavior in every aspect.
4. Everyone participates in all events unless physically or mentally unable.
5. No one may leave the host facility without permission of the Mission Director.
6. Dress will be modest and appropriate for a prescribed church related event. No T-shirts advertising alcohol or other objectionable material are allowed. Shirts must be worn at all times.
7. No one may enter the dorm of the opposite sex.
8. The use of personal electronic entertainment technology is strictly prohibited.
9. Cell phones and cell phone use by youth is prohibited
10. Cell phone usage is permitted for adult roles. Adults are expected to use their phones ONLY for the purposes of supporting U.M. ARMY activities. We ask that you respect our policy, as it pertains to our youth, and not use your cell phone for personal use.
11. Awards, skits and presentations should be in keeping with spirituality and not demeaning, crude or offensive in nature.
12. "Paint Fights" will not be allowed due to environmental concerns, the cost of paint, and the negative perception by the public.
13. Non-registered youth, including the host church youth, may not participate, as participants, in mission week activities. Host church youth are encouraged to register and participate in a U.M. ARMY mission outside of their home base. Youth and Adults in the host church and community are able to attend an event or function provided they are doing so as a member of the church group or community organization acting as that specific group and not as a U.M. ARMY participant. This policy is specifically set in place as our liability insurance only covers registered participants in any U.M. ARMY Mission.

**U.M. ARMY reserves the right in discipline cases to send a participant home.**

\*We acknowledge that law enforcement agents sometimes participate within their jurisdictional boundaries and are compelled to follow laws governing their service weapons. We ask that all law enforcement agents discuss this, at length, with the Mission Director prior to participation. This policy will be incorporated into the Mission Director manual and related adult training materials.

**Policy and Procedure Number:** R/D2-Misconduct of a Sexual Nature

U.M. ARMY affirms the United Methodist Church current Book of Discipline, Sexual Abuse within the Ministerial Relationship and Sexual Harassment within the Church, which states that sexual abuse within the ministerial relationship and sexual harassment within the church as incompatible with biblical teachings of hospitality, justice and healing. As the promise of Galatians 3:26-29, states all are one in Christ, we support equity among all persons without regard to ethnicity situation, or gender. While the *Book of Discipline* is written for the church, we adopt paragraph 161i, as the model that U.M. ARMY is seeking to achieve in its operations.

Sexual abuse within relationships occurs when a person in a leadership role engages in sexual contact or sexualized behavior with a participant, client, employee, youth or volunteer.

Sexual harassment is any unwanted sexual advance or demand, either verbal or physical, which is reasonably perceived by the recipient as demeaning, intimidating, or coercive. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender (the *Book of Discipline*, 161i).

Sexual abuse within a U.M. ARMY relationships involve a betrayal of sacred trust, a violation of the Christian role and exploitation of those who are vulnerable. Similarly, sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue.

Misconduct of a sexual nature within U.M. ARMY interferes with its moral mission. U.M. ARMY stands in opposition to the sin of misconduct of a sexual nature in U.M. ARMY operations and society at large and commits itself to fair and expedient investigation of any charge of sexual misconduct within U.M. ARMY and to take action deemed appropriate by the Mission Directors as guided by U.M. ARMY procedures and the principles set forth in the *Book of Discipline*. Further, U.M. ARMY seeks to create a nurturing environment of hospitality for all persons, male or female, which is free of misconduct of a sexual nature and encourages respect, equality and kinship in Christ.

**Policy and Procedure Number:** R/D 3-Discipline Procedure

In matters where a participant has violated the rules of U.M. ARMY and disciplinary action is warranted, disciplinary action decisions reside with the Mission Director. The adult church representative of the participant should be involved in any disciplinary action. They can be a big help by giving you background or other pertinent information on the individual.

Other resources that could be involved depending on the offense are the Executive Director, Regional Director, Program Coordinator, the Participating Church Coordinator of the participant and participating Pastors— Most of these people have had years of experience (especially with youth) of dealing with problem cases. They will probably have some insight as to there being a way to modify the behavior of the participant that would allow them to stay in Mission. The goal here would be to fix the problem, not eliminate it if possible.

Regardless of the incident or whether any actions have been taken or not, all disciplinary discussions require the completion of an Accident/incident form which must be filed. The Mission Director must retain a copy and submit a copy to the Regional Director with the Mission Director's report. A copy should be given to the Participating Church Coordinator and the pastor of that church as well and reported annually to the Executive Director.

**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:
  - Child abuse, whether physical, emotional, sexual, or neglectful;
  - Violent offenses, including murder, rape, assault, domestic violence, etc.;
  - 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;
  - 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 will 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 hand held 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**

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