



New York Annual Conference
The United Methodist Church

Biloxi Disaster Response and Recovery Ministry Volunteers In Mission



Guidelines for
Team Leaders
October 2008

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Introduction

**From: Joseph Ewoodzie,
Conference Disaster Response Coordinator**

Dear Team Leader:

Thank you for dedicating your previous time to serve as a team leader. Your role as a team leader is crucial to the success of the mission experience for your team members. Remember that you are never alone because you are surrounded by the prayers of many faithful Christians. The information in this manual will help you navigate through the process. However do not hesitate to contact me for further information.

Volunteers In Mission (VIMs) are called into a unique Christian ministry.

Putting faith into action is at the heart of our Christian calling and it is what volunteers in mission do. Volunteers serve and share the love of God. Volunteers bring spiritual, physical, and emotional aid through prayers, presence, and physical labor to those who are in need. VIMs bring hope and are representatives of our Lord's love.

A COVENANT FOR SUCCESS

We are privileged to have the opportunity to serve our great God by being volunteers in mission. Our primary purpose as volunteers is to radiate the love of Jesus Christ.

We are to invest ourselves in the mission and honor God in all we do.

We will need to be flexible, adaptable, sensitive, and patient. There will be times when we may want to hurry and get things done but delays happen. We will make the best of the quiet time to rest, get acquainted, and play with the children.

Cooperation is the key. We will need to cooperate with many persons and conditions. Smile! A happy, positive attitude will go a long way, especially on hot muggy days.

On-Site Guidelines for Members

No alcohol, drugs, or other illegal substances.

Refer any changes, suggestions, or concerns to Team Leader.

Work to acceptable standards. Do the best you can, if not better!!!!

Ask questions if you don't know how or what to do next.

Remember there is no such thing as a dumb question.

Don't assume you know the entire building plan. Ask before you start a new project.

Wear modest clothing—shoulders covered, loose-fitting shorts that are long enough, and sensible, safe shoes.

Use sunscreen lotion or oil for outside work or play.

Foul or undesirable language is not permitted.

Keep workspace and living space neat and clean.

Don't criticize, gossip, or start rumors.

Blessed are the flexible, for they shall not be bent out of shape

Team Composition

The Team Leader

The first and most essential position is the Team Leader. The Team Leader has the over all responsibility and oversight for the team and project. This person will relate to the Conference Disaster Response Coordinator and serve as the Conference representative to local persons while on site.

The Co-Team Leader works as the Team Leader when authorized by the Team Leader or in the absence of the Team Leader.

Logistics Person works in conjunction with Team Leader to see that travel arrangements are secured and all required travel documents are properly completed and sent to the conference office. This person is also responsible for assisting with the prioritization of work to be done, breakdown of team members for various worksites (based on skills assessment) and ensuring completion of the Site Sheet Form for each site worked on by the team. The Logistics Person must work closely with the Equipment Leader.

Equipment Person is responsible for seeing that teams have the necessary tools, supplies and equipment for projects. This person should have a background in basic carpentry, construction and take a lead in pre-site projects.

Treasurer is responsible for handling all finances for the team. The treasurer is responsible for holding the funds and keeping track of all monies spent. Receipts to back up all expenditures are to be submitted to the treasurer for records and larger purchase requests over \$200 must receive his approval prior to purchase. A full written accounting of all expenditures must be submitted to Joseph Ewoodzie as part of the team's final trip report.

Base Camp Coordinators is responsible for overseeing the preparation of all meals, coordinating with other Base Camp Coordinators from other teams, and maintaining the organization and cleanliness of the base camp, including the kitchen, showers, bathrooms, etc. This does not mean the Base Camp Coordinator must do all the work in this area. **EVERYONE IS EXPECTED TO HELP KEEP BASE CAMP CLEAN AND TIDY.** It is best to try to get at least 2 volunteers to share this responsibility but others should be recruited to assist in all aspects of this. All efforts should be made to plan for several days' meals, in advance, to limit shopping trips – therefore conserving gas, money and loss of site work productivity. Food and supplies purchased by the prior team and unused should be left **in the designated area of the kitchen at the Base Camp for the next team.** Also, **NYAC teams must** be cognizant of other visiting Teams' food & supplies and work together to share kitchen responsibilities, if possible.

Safety Person: It is recommended that, if possible, this position be held by a person with a medical or emergency services background (doctor, nurse, EMT, fireperson, or at least someone who has Standard First Aid and CPR training). Upon arrival at the Base Camp, the Safety Person should inventory the existing First Aid kits (which should be stored in the equipment trailer when teams are not present in Biloxi) and determine if the kits need to be replenished with any supplies. If replenishment is needed, this should be done immediately. A first aid kit should be brought to each and every worksite at all times. This person is responsible for scoping out any safety hazards that might exist at a worksite. This can be done in conjunction with the Equipment Leader and Logistics Person during the pre-site visits. The Safety person should also keep an eye on specific medical issues such as heatstroke and persons with particular medical concerns such as diabetes, etc.

Chaplain is responsible for leading a short evening service. Any team members who wishes to participate through sharing of poems, personal prayers, and/or scripture is welcome! The Chaplain is also responsible for keeping an eye out for the over-all spiritual and emotional well-being of the group, be available to team members if needs arise, and report any concerns to the Co-Team Leaders.

Team Debrief: This position can be combined with that of the Chaplain but it is recommended that the Debrief be someone with prior experience in this area if possible. It is very important to allow team members a time of reflection to discuss the events of the day or week and to share their feelings and emotions.

Other team positions may include:

- Work Site Crew Chief
- Work Site Contact Person
- Vehicle Key Person
- Team Journal and Blogspot Writer
- Team Photographer

Ten Things Every Team Leader Must Know To Insure a Fruitful Trip **Top Ten List**

10. Be Flexible
9. Distinguish Task from Purpose
Task may be repairing a roof, but purpose is to bring hope and be a living expression of God's love!
8. Give everyone a chance to participate Prayers, Payers, and Players
7. Be Flexible
6. Encourage realistic expectations
5. Listen to your host
4. Be Flexible
3. Assemble a manageable team
15 persons, with one skilled person for every 4 unskilled, works well.
This is not absolute of course!
2. Communicate clearly with host prior to trip-take initiative!
 1. Blessed are the flexible, for they shall not be bent out of shape



Team Preparation

Volunteers In Mission (UMVIM) motto “Christian Love In Action,” is taken from I John 3:18, in which Christians are asked to love “not in word or speech, but in truth and action.” Living our faith is at the very heart of our Christian calling.

Recruiting:

Volunteers are recruited throughout the conference area by
 Personal invitation
 Local church mission committee
 District office email announcement
 Conference wide web and email invitation
 Others

Travel Reservation:

Group size 10 minimum and 15 max persons per team
 8 weeks before trip: Book flights with MTS Laura Miller
 3 weeks before trip: Final list of volunteers and payment due.
 2 weeks before trip: All payments and documents are mailed to
 Rev. Joseph Ewoodzie New York Annual Conference
 20 Soundview Ave. White Plains, NY 10606

Organizing your team:

3 weeks before trip: Team orientation and fellowship (3 hrs)
 Complete all paper work
 Assign responsibilities

Budget:

2 weeks before trip: Present your team budget to Rev. Joseph Ewoodzie and receive money for trip expenditure.

Forms

Please see that all team member forms, along with their check, are returned to you as soon as possible. Forms may be obtained from on-line through the NYAC web site www.nyacdisaster.com. Each team member must complete the following:

- NYAC ERT Application Form
- GBGM UMVIM Accident Insurance Application
- Participant Liability Release Form
- Medical & Liability Release Form

An updated tetanus shot is recommended.

NYAC Disaster Response Training / Cultural Sensitivity Training

It is each team member’s responsibility to attend a session of the NYAC Disaster Response Training prior to his/her scheduled trip. (For those unable to complete this NYAC training prior to departure, Team leader will schedule a training session for them.)

Vehicles

Ground transportation will be arranged prior to departure. Teams will use NYAC's three vehicles: 1. Dodge Caravan (6-7 people); 2. Plymouth Voyager (6-7 people); and 3. Dodge truck (2-3 people).

In addition there are 2 other vehicles. One is owned by St. Paul UMC (10 passengers) and the other is a 15 passenger van owned by Mt. Pleasant UMC. Contact Loyce Searight for St. Paul UMC by e-mail at loycesearight@aol.com or Bill Liermann of Mt. Pleasant UMC by e-mail william.liermann@yahoo.com for use of their passenger vans. There are no rental fees for the use of these vehicles, however, a donation of \$150 or more per vehicle is recommended.

NYAC VIM T-Shirts

Place an order for T shirts with Hadley (914-615-2226). Each T shirt cost \$15.00. We recommend that you wear T shirts to the airport and on Sunday morning for worship.

NYAC VIM Name Tags

Currently name tags are not required but recommended. Hadley will make name tags upon Team Leader's request.

Team Budget

The Team Leader, working in conjunction with the Treasurer/Finance Person, should put together a budget for the trip. Items to include are:

- Food – estimate \$15 per day/per person unless your Base Camp Coordinator has a different agenda.
- Gas money for traveling around town. If you are staying in the Gulfport or Biloxi area you generally will not go more than several hundred miles. Determine the number of vehicles, miles per gallon, cost of gas and arrive at a figure.
- Materials - Currently, materials are being funded through the East Biloxi Recovery Center.

The total cost per person is \$500. Please have all fees sent directly to you, with checks made out to NYAC noting Biloxi and team number on memo line.

Travel Arrangements

At least six weeks before the trip

Select a scheduled dates as provided on the conference website for your trip. If necessary you may choose a different date for your trip. Determine which airport your team will use.

Contact the travel agent, Laura Miller at MTS Travel (see below). If there is an assigned Assistant Team Leader or Logistics person they can help work on this. Names should be forwarded to MTS as they appear on personal identification. No money is exchanged. Conference will be billed.

Laura Miller
 MTS Travel, Group Travel Consultant
 124 E. Main Street / Ephrata, PA 17522
 717-721-7327 - Direct Number / 800-418-2929 ext. 81327
 717-733-1909 Fax

laura.miller@mtstravel.com

Departure Day

Where will you be gathering prior to leaving? Will you be meeting at airport or at Conference Center or another location? If you will be gathering at the Conference Center please make arrangements with Joseph to ensure that building is opened and someone is available to greet you.

General Information for Volunteers

Accommodations:

We are no longer housed at St. Paul's UMC in Biloxi and Mt. Pleasant UMC in Turkey Creek

Accommodations are now provided by:

Sea Shore Assembly:

Address: 1410 Leggett Dr, Biloxi, MS 39530
 Executive Director: Art and Ann Steinway, 228-436-6767
 \$3.00 per bed per night and \$5.00 per meal.

Heritage United Methodist Church

Church address: 4322 Popp's Ferry Road, D'Iberville, MS 38540
 Pastor: David Cumbest, 228-392-4288
 Contact: Shemeka Williams @ heritageumc@bellsouth.net

Contact one of the above facilities and make a reservation for your team.

St. Paul UMC still provide us with their kitchen and fellowship hall facilities

Kitchen:

St. Paul's has a good size kitchen with a full size, restaurant-type stand alone refrigerator and freezer – neither have sufficient shelving, so folks have gotten creative with the aluminum casserole baking dishes to separate, condiments, dairy items, veggies, etc... There's a very nice 6 burner "Viking-like" stove with 2 side-by-side ovens and a grill top. Some burners work better than others. **Mt Pleasant** also has a good size kitchen with a stove, refrigerator and freezer.

St Paul's Coffee machines: It is recommended that you measure & prep the night before so that the 1st person to wake up can just turn on the coffee machines. The smaller coffee pot has 2 switches--one for the heating plate and one for brewing. Make sure you turn on both or you'll have cold coffee!

Sleeping Quarters: We are no longer using this facility for sleeping

St. Paul's: There are a number of rooms to sleep in. Sleeping assignments will be made upon arrival. In the Fellowship Hall there's a large classroom where you can fit seven to eight people, if necessary. There are four smaller rooms where you can comfortably fit three people in each room. Team members can also sleep in the dining area and/or on the stage if necessary but these areas are subject to early wake-up noise and lights from the kitchen. In addition, teams have been sleeping in the church building itself, in offices, the sanctuary and in an upstairs loft area (the loft can fit approximately 6-8 folks).

Mt Pleasant: There are a number of rooms to sleep in. In the Fellowship Hall there are three classrooms that can each fit approximately four people each. Team members can also sleep in the dining area if necessary but they are subject to early wake-up noise and lights from the kitchen. Team members can also sleep in the church building itself but it is known to be a bit musty.

Showers:

St. Paul's: In the Fellowship Hall there is one shower in the men & women's bathrooms. The hot water for the women's room must be turned on underneath the sink closest to the shower. There are also four additional showers in the trailer unit outside the Fellowship Hall; Mr. Loyce Seawright should have the key to this trailer unit. The church has bathrooms but no showers. Please refrain from leaving towels and clothing on the floor and clean throughout the week as necessary. You will also be responsible for cleaning the bathrooms upon departure.

Mt Pleasant: In the Fellowship Hall there is one shower in the men and women's bathrooms and in the church itself there is a bathroom with two showers in it.

Lights Out: A 10:30pm call is recommended.

Eating: We are allowed to use the kitchen facilities

The dorm kitchen and refrigerator are for all teams to use and arrangements should be worked out between teams for cooking times/sharing food, etc. Often large teams will bring a team member to help with the cooking. Also, teams will often share cooking duties/expenses to cut down on congestion in the kitchen during peak times. Teams should communicate with each other and have cooks work together to prepare joint meals, if possible. It is truly essential that teams line up on site and help determine menus, who is going to buy the food, work details, and of course \$\$\$\$. Logically, the larger church teams should be very involved in this process. Teams are responsible to keep all areas clean during their stay. Please check the fridge and pantry when you arrive as many past teams leave extra supplies for incoming teams. Please clean out the refrigerator, remove leftovers and date/label items that you leave (i.e., mayonnaise, etc.).

Environment

"Civilized!" - You are not going into a "live fire-disaster zone". There are many types of stores and restaurants are around the surrounding area (primarily north in D'lberville). There is electricity and running water at the church!

Cleaning

Multiple teams may be using the facilities every week. Everyone must pitch in to keep the bathrooms and hall cleans during the week to ensure a safe, clean "home away from home". Most teams have found it necessary to clean the facilities each day while here, especially when there are many volunteers. Cleaning supplies are often already available, having been left by previous teams.

Upon departure, a thorough cleaning of the rooms, hallways, kitchen, common areas, and bathrooms will be completed prior to departure.

Work Sites

Upon arrival, the Team Leaders, will contact the Volunteer Coordinator of the East Biloxi Recovery Center. This person is responsible for giving teams homes to work on. In addition, case managers from the East Biloxi Recovery Center, is assigned to each respective home. Homes on a priority list will be assigned and teams must work on only the sites assigned to them. **If a homeowner approaches a team member and asks them to work on their home, the homeowner must be referred to Rev. Lindsay Robinson.**

Work Assessment

An assessment of the overall skill level of the group will be made by Crew Chiefs and Co-Team Leaders with special attention to special skills (plumbing, electrical, roofing, etc.) and this will be shared with the Volunteer Coordinator to determine how talents can be best utilized.

It is recommended that as each site is completed, or upon leaving a home, a blessing upon the house and its occupants take place to give closure and renewed hope. This is a special way to say good-bye to the folks that you may become close with while working on their home.

Determine what your group can and cannot do. Your safety person should determine when a scene is unsafe and remove a team if necessary. Team members should accept the decision of the Team Leaders in determining sites and their safety. As more skilled labor is being required a rule of thumb is one skilled person for every 5 workers on site.

Equipment

There is a fully-equipped trailer on site with chains saws, generators, etc. Everything you will need for your work. The keys to the trailer and the van are currently with Mr. Loyce Searight. In addition to the trailer, there is a storage shed filled with more equipment. All the equipment belongs to the New York Annual Conference. Go through and familiarize yourself with the equipment. If you need to purchase any items please use the money/gift cards advanced to you or purchase them on a credit card and you will be reimbursed. If there are large items (over \$50) please contact Joseph for confirmation.

Getting Around

FROM ST. PAUL'S UMC IN BILOXI:

East Biloxi is set up as a grid and relatively easy to follow. The beach road, railroad tracks, Ester and Division Streets run east and west. Route 110 and the cross-streets run north and south.

Wal-Mart Superstore / Lowe's / Cleaners / Hallmark Store / Radio Shack / Gas Stations / Tire Kingdom / Wendy's / Ruby Tuesdays / Whattaburger / Chili's are in one shopping center located 7 miles away – approx. 10-15 minutes. Take Main Street and take a Left onto Division. Look for the entrance ramp for Route 110 North on your Right. Take Rte 110 over the bridge, go past the exits for I-10 (East /West), and at the 1st light take a Right into the main shopping area.

Home Depot, 1680 Elizabeth Boulevard, Biloxi — Take I-110 north to I-10. Take I-10 West to Cedar Lane exit. Home Depot is on left.

Biloxi Lumber - located close to St. Paul's, get directions from St. Paul's onsite person, but hours are erratic and supplies are limited.

Local Hardware Store – is located within walking distance of the St Paul's UMC, hours are posted on the door.

Food Tiger – Appears fairly well stocked, but prices are a bit higher. Take Main Street and take a Left onto Division (toward 110) and Food Tiger is on left.

Laundry Service:

St. Paul's has washers and dryers available for our team's use. Base Camp Coordinator will coordinate laundry for team members during the day, as needed.

Buddy System:

Although seemingly safe, the Gulf Coast is still an unstable environment –scammers and drifters are present. When leaving the Base Camp, everyone should have another person with him or her.

Cell Phone Numbers:

A list of all team member cell phone numbers should be made and distributed to each team member, with a copy to be left in each vehicle and at the Base Camp. Another suggestion is to program each team member's cell # into your own cell phone so you don't have to carry paper lists.

Personal Equipment:

The NYAC trailer has more equipment than we could ever need! However, each team member can bring personal equipment to the sites each day, (i.e. waterproof gloves, heavy gloves, safety goggles, hard hats, etc...), if they wish. However, all personal equipment should be clearly identified with a permanent marker. NYAC is not responsible for the replacement of personal tools and/or equipment lost during the trip.

Suggested Schedule for Work Days:

7:00 am:	Wake-up/Breakfast	8:00 am:	Leave for work site
Noon:	Lunch at Base Camp or site		
5:00 pm:	Return to Base Camp		
7:00 pm:	Dinner		
8:00 pm:	Devotion, debriefing	10:30 pm:	Lights out



Contact Information
New York Annual Conference of the United Methodist Church

Conference Office Address: New York Annual Conference
 20 Soundview Ave, White Plains, NY 10606
 Main Phone Number: (914) 997-1570
 Toll Free Number: (888) 696-6922
 Main Fax Number: (914) 684-6874

Conference Disaster Response Coordinator: **Rev. Joseph Ewoodzie**
 Direct Office Phone: (914) 615-2233 Fax Number: (914) 615-2244
 E-Mail: jewoodzie@nyac.com

Administrative Assistant/Biloxi Coordinator: **Hadley Levat**
 Direct Office Phone: (914) 615-2226
 E-Mail: dlindholm@nyac.com

Biloxi Mississippi
St. Paul United Methodist Church

Church Office Address: 696 Martin Luther King Blvd., Biloxi, MS 39530
 Main Phone Number: 228-432-0247
 Host Pastor: **Rev. Lindsay Robinson**
 E-Mail: stpaulumchurch@bellsouth.net

Project Coordinator: **Loyce Searight**
 Home Phone: 228-374-1313 Cell Phone: 228-326-2652
 E-Mail: loycesearight@aol.com

East Biloxi Coordination, Relief, and Redevelopment Agency (EBCRRA)

425 Division Street, Biloxi, MS 39530
 Volunteer Coordinator: Brian Rivers, 228-918-0229
 Main Phone Number: 228-435-7180 Fax Number: 228-435-7181
 E-Mail: Brivers@hopecoordination.org

Mt. Pleasant United Methodist Church

Trustee in charge of van use: **Al White**
 Church Phone: 228-863-2709 Cell Phone: 228-326-5227
 E-Mail:

Sea Shore Assembly:

Address: 1410 Leggett Dr, Biloxi, MS 39530
 Art and Ann Steinway, Executive Director: 228-436-6767
 \$3.00 per bed per night and \$5.00 per meal.

Heritage United Methodist Church

Church address: 4322 Pops Ferry Road, D'Iberville, MS 38540
 Pastor: David Cumbest—228-392-4288
 Contact: Shemeka Williams @ heritageumc@bellsouth.net

