

SERVANT EVENT MANUAL

Welcome to the team! As you read this book, you are joining others who understand that faith in Christ can be shared through both loving words and caring actions.

As you consider serving, begin by asking, “Why do we want to do this?” Take time for prayer and Bible study about the role of a servant to help you determine your answer. You can start by reading John 13: 1-17, Matthew 25: 31-46; and Philippians 2: 1-8. Continue to pray for God’s guidance and direction for yourself and others who will join you in serving.

Then begin to review this resource. It is provided to better equip youth leaders interested in giving young people and adults the opportunity to be a servant for Jesus’ sake. This resource includes a variety of information to assist you in your leadership role. Adapt the job descriptions, checklists, timetables, and other tools to use as guidelines for your Leadership Team and others who will be serving your event.

Why Serve?

Scripture tells us that Christians are the body of Christ, His continuing presence in the world. Through us, Christ continues to extend love, comfort, care, and forgiveness to those in need. Because Christ lives in us, we are able to make a difference. We are His eyes, His ears, His hands, and His feet here on earth.

God wants us to meet the needs of hurting people, but He also knows service has the power to change us at our core! Service gets our eyes off ourselves and into the world. “For even the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many” (Mark 10:45).

Living our life in response to God’s love is the way of life called Christianity. Christians serve because they are thankful for God, who has redeemed and loved them. There is nothing to earn or gain. Serving others is simply giving thanks for what Jesus has done. Our joyful service can be a witness to those we serve. They may ask, “Why are you doing this?” and servants can tell others about God’s love and sacrifice for them and all people.

Why Servant Events?

Servant Events offer opportunities for participants to serve and be served in the way Christ served us! The experience of working with others, learning in an unfamiliar environment, and adapting to new surroundings forces us to examine ourselves spiritually, articulate our faith, and strengthen our trust in the Lord!

Servant Events provide people with an opportunity to live what they believe, “leaving fingerprints of faith.” Servant Events also provide unique opportunities for spiritual, emotional, physical, and intellectual growth through service and through interpersonal relationships with other young people and adults as brothers and sisters in Christ. Through their participation individuals learn to serve with the support of a Christian community. Volunteers provide programs to meet needs that may not otherwise be met because of limited resources. Servant Event participants gain experience in a new place, with new people and possibly a new culture. After the Servant Event experience participants model servant hood for us to use at home.

Now What?

As you consider serving, ask yourself these questions:

- What people or projects in your church or community could benefit from a Servant Event?
- Are there agencies in the community that need support on a specific project?
- What needs could be met by a Servant Event that might not otherwise be met? Needs of participants? Needs of the community?
- How can the community be involved in the Servant Event?
- What service can volunteers do that will not deprive local people of jobs?
- How many servants will be needed for a project?
- Who could serve as key Servant Event leaders?
- What is the best time to offer an event? Spring? Summer? Fall?
- How long would it take to complete the project? One day? One weekend? One week? Two weeks? Weekly? Monthly? Longer?

You've Signed Up to Go on a Servant Event... Now What?

Exciting things happen on a Servant Event: houses get built, people sing, kids get hugs, youth make new friends, the Gospel of Jesus Christ is spoken in word and deed, and usually everyone comes away having learned something new about themselves and others. Each summer a variety of camps, congregations, schools, social service organizations, and others offer youth groups the opportunity to join them serving. This Servant event experience usually means witnessing the Christian faith through service in different locations with new people.

This may be a new experience for you, not your everyday “get-up-in-the-morning-go-to-school-then-to-practice-slam-down-dinner-blah-blah-blah-“ kind of routine. So it's best to keep a few things in mind right now.

- You may be asked to do something you've never done before (for some people that means breakfast, for others, it might mean pouring cement).
- You will get dirty, and I'm not talking to just you construction folks. Even if you signed up to work with kids in a VBS setting, don't forget about their little sticky fingers and the grass stains you'll get when they tackle you for yet another piggyback ride. So bring clothes that can get dirty and something to change into after a hot, sweaty day. Bring something nice if the schedule says you're going to church.
- You will probably learn something new about yourself (“Hey, I like first graders” or “hey, wearing gloves to haul those logs would have been a good idea”).
- You might have to sleep on the floor in a room with 20 or so other sleeping bodies.
- Which reminds me, the bathroom and shower line might get long. Bring patience.
- You may not always be with the group you came with. Often groups are mixed for living, working, or small group discussion situations.
- You may not get to eat your favorite foods. Eat anyway. Cooking for 25-95 hungry people doesn't leave lots of room for special requests.

- You will need to take care of yourself, which means getting enough sleep, eating healthy food, drinking plenty of water, and watching out for rusty nails. This is not just you mom talking here.
- Serving may mean helping others in what they need-not in what you think they need.
- You may make one or several new friends. On the other hand, you may not get along with everyone. Keep Matthew 18 in mind.
- You can work together and care for each other in accomplishing your goals. You can serve others at the Servant Event just as they can serve you.
- You may learn to care for people that you have struggled with loving before (maybe people with disabilities, or those who don't shower regularly).
- You may be confronted with an eye opening, firsthand experience of the realities of other cultures(injustice, living conditions, repressed populations, etc.).
- Life in a group really isn't a democracy. The needs of the group take priority over the wants of one.
- Complaining only brings down a group, and it won't get you that extra two hours past lights-out.
- All events are different. This may be your first event, or it might be your 20th. Each event has unique tasks, people, rules, and lessons for you to experience.
- Remember that many people planned for many months in order for you to be a part of this servant opportunity.
- You signed up to be a servant. A servant is one who serves, not one who expects to be served.
- Even if someone made you go on a Servant Event, you can enjoy it and thank him or her later.
- You are an important part of the body of Christ.
- You have wonderful gifts that can be used to help others.
- Expect the unexpected; be flexible.
- This experience could change your life. Go with it!

Servant Events are intended to touch people's lives. You may face very wonderful situations and some very difficult situations. If you remember that this Servant Event is meant as an opportunity for

you to grow in faith and an opportunity for God's love to be shared in actions and words, then you can face each situation in a way that makes it a blessing!

Leading a Group on a Servant Event...Stuff to Keep in Mind

Here is some additional information to keep in mind as an adult leader on a Servant Event.

- Be flexible.
- Plans always seem to change, so adults and youth need to adapt to changes.
- Let the Servant Event leaders be leaders. Find out from them how you can be helpful and supportive and how they need you to work with your youth and the other event participants.
- Respect your kids.
- Respect the guidelines set down for your Servant Event.
- Work with the Servant Event team and other adult leaders to determine joint responsibilities for interaction, work groups, discipline, and so forth.
- You are a participant also, not merely a bystander, driver, or observer, so jump in and enjoy!
- You may see youth at their worst (attitude, hair, etc.) and at their best (love, compassion, etc.).
- You may not get enough sleep.
- You may have to sleep in a room full of noisy, messy, snoring people (bring earplugs).
- You may have to take someone to the emergency room.
- You will have to be the adult on this trip, which means counselor, advocate, mom, dad, nurse, friend, mentor, model, and servant all rolled into one.
- Be flexible.
- Make sure your listening skills, first aid technique, listening skills, and first-aid kit are up-to-date.
- Listen, show compassion, and be empathetic toward youth (from your group and others) as they share their feelings and frustrations.
- Support the other adults in the group and address disagreements or concerns with them privately, positively, and professionally.

- Talk through the “You’ve Signed up to Go on a Servant Event...Now What?” list with your youth.
- Read through everything sent to you and share everything appropriate with the youth you are bringing to the event.
- You can help your youth “get this servant hood thing” by focusing on the reason we serve, not merely on “getting the job done.”
- You have the privilege of helping youth from your congregation process the Servant Event experience for themselves and helping them bring their learning back to the congregation.
- By your involvement you are allowing youth a chance to experience what it means to be an active member of the body of Christ.
- Remember, you are a gift to youth, and they can be a gift to you.
- So, enjoy the youth and enjoy the experience!
- Oh, yes and be flexible.

PRE-SERVANT EVENT BIBLE STUDY

Stopping to Help People Who Hurt

Before attending a Servant Event it is important for your youth servants to spend time together in God's Word. The two studies that follow are designed to get young people thinking about their role as servants and the expectations you may have of them as they participate in a Servant Event. Take time to work through these studies with your group before your event begins.

Objective: To enable each participant to discover ways to stop and help those in need.

1. Share a time when someone stopped to help you with a problem.
2. Look at the incidents below and rank them from 1 to 5. One (1) indicates the situation where you would be most likely to stop and help. Five(5) indicates the situation where you would be least likely to stop and help.

- Motorist stranded on a busy interstate
- Drunk lying on the sidewalk
- Hitchhiker on an interstate or in a large city's downtown area
- Lost child
- Lonely shut-in neighbor

3. Share your most likely and least likely incidents with the group. Why did you rank those two items as you did?
4. Read Luke 10: 25-37. Imagine that you are one of the characters in this story. Report the colors you saw, noises you heard, and odors you smelled during this time.

Colors

Noises

Odors

5. Make a list of key words or phrases from this story (e.g., beat him, passed by, compassion).
6. When have those words been used about you or been visible in your life? (Have you experienced a beating? Have you passed by opportunities? Have you been a neighbor?)
7. Think about your life as a Christian. Which character are you in the story? (Hint: You are not the Samaritan.) Which character is Jesus in this story?
8. How could you stop to help people who are hurting? What risk is involved in helping others?
9. Close by acting out the story for fun, and then act it out each day in your life as you help people who are hurting.

OUR LIFE TOGETHER AS SERVANTS

Whether you know it or not, you have been called to be a servant through your decision to participate in this Servant Event. As servants and representatives of our Lord, we expect to be surprised at the opportunities that await us. God calls us in many different ways to many different tasks.

We want to be surprised, but we also want to be prepared. Complete the following questions to help you understand more about yourself and what will be expected.

Complete the questions below individually. You will have the opportunity to share with your group.

What Do I Expect to Do as a Servant?

1. Read John 13: 1-17. Believe it or not, we may be asked to do things more unpleasant than foot washing during this week. List below any concern you have about the project, the trip, or event. Are you afraid about anything?

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2. We know the week will also be full of joys. List below things you are excited about and look forward to this week.

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3. Think for a few minutes about your role as a servant. What is the most important thing you hope to gain through this? How can your group help?

Complete the questions below as a group.

What is Expected of Us as Servants?

1. List what you know is expected in terms of the service activity, the trip, and living and working together as a group.

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2. Basic assumptions about the Servant Event participation:

We come as students, not as saviors. We come to learn new things, while also meeting some physical needs.

We come committed to living and working as a group-responsible for each other as part of a community. There's no room here for "solitary servants."

We come to discover what being a servant of Jesus Christ means and to accept the challenges of that task in our lives as well.

As a closure to this experience, go off by yourself for a few minutes and pray silently this prayer. Fill your own name in the blank.

Lord, this is Your servant _____. We are preparing to embark on a new adventure as Your servants. Sometimes I am apprehensive, other times I am really excited. Please, Lord, give me patience in dealing with the weakness of others and the weaknesses in me. Send Your Holy Spirit to live with us during our travel, our work, and our play, so that all we do may please You. Be with our leaders and planners. Guide us in our travel and our work, so that we may share Your love in all we do. In Your Son's name I pray. Amen.

COMMISSIONING OF SERVANTS

(To be used at a regular Sunday worship service prior to group attending a Servant Event.)

Leader: Friends, (names of servants), servants in Christ: You stand before this Christian community ready to embark as Christ's servants. Before you go to (site of Servant Event), hear the Word of the Lord concerning service.

Jesus says to His disciples: "Whoever wants to become great among you must be your servant, and whoever wants to be first must be slave of all" (Mark 10:43-44).

The apostle Paul writes to the Galatians: "Carry each other's burdens, and in this way you will fulfill the law of Christ" (6:2).

To the Christians at Rome Paul explains: "Love must be completely sincere. Hate what is evil, cling to what is good. Be devoted to one another in brotherly love. Honor one another above yourself. Never be lacking in zeal, but keep your spiritual fervor, serving the Lord" (Romans 12:9-11).

Leader: Do you wish to serve so that others may see Christ's love through you?

Servants: Yes, we go to serve as Christ served us and gave His life for all.

Leader: Will you, to the best of your ability and with God's help, be faithful in your calling and loving toward those called to serve with you.

Servants: Yes, we go to serve in love for God and each other.

Leader: Will you obey those in authority over you, seeking the best for all?

Servants: Yes, with God's help and guidance.

Leader: This being your pledge, we send you out to serve. Remember that the Lord will give you as a reward what He has kept for His people. For Christ is the real Master you serve. He will bear you up on His wings and

guide you on your way. He will be with you! Go and serve in the name of the Father and of the Son and of the Holy Spirit. Amen.

All: Father, we thank you for these servants. Keep them safe from all harm and danger. Grant them Your Spirit, and enable them to help Your kingdom grow. Amen.

A LITANY FOR DEPARTURE

Leader: Lord God, You kept Abraham and Sarah in safety throughout the days of their pilgrimage.

Servants: When You brought Your people out of Egypt, You personally led them every day.

Leader: And by a star You led the Wise Men to the infant Jesus.

Servants: We ask You to guide us in the same way. Be with us as we travel, Lord. Keep us safe and close to you.

Leader: Remind these servants of Your presence each day. Help them to remember that they can do all things with You by their side and in their heart.

Servants: Fill us with enthusiasm and energy to do Your will. Calm our fears and settle our debts. We are nervous and excited, for You've chosen us to be Your hands and feet in ministry.

Leader: Heavenly Father, You are the One who gives us the desire, the will, and the ability to be a blessing to others. Be with these precious people as You enable others to see Jesus in them.

Servants: And help us to see each member of our group as a gift from you, Father. Give us an extra measure of patience and love as we live in close quarters, as together we work hard and play hard.

Leader: We ask these things in the name of Jesus Christ, the risen Lamb who is Good News and whose love we share.

Servants: Amen.

What Design Can a Servant Event Follow?

Servant Events can take on several “looks.” Some can be completed in one day or over a weekend. Others may last a week or 10 days, while a few might extend even longer. Events could provide service at a homeless shelter, food banks, or soup kitchen. They can connect with a local Habit FOR Humanity affiliate or Laborers for Christ project. Others could support a mission congregation with building and grounds improvements, work with an area social service agency, or support an inner-city/urban ministry.

Some Servants require a small group of servants, while others need a large group. Some events encourage five to eight individuals from a congregation to join other groups with an event capacity of 20 to 30 participants. Other events have a capacity of 60 to 120 (or more), allowing up to 20 to 25 participants from a single congregation.

Regardless of the “look”, the service and work provided by the participants can include one or more of the following types:

Construction Events

Volunteers help improve the physical living situation of individuals by building new homes or repairing existing homes by painting, roofing, or plumbing. Some construction might benefit disaster victims, mission congregations, elderly or disadvantaged families, or outdoor ministry sites.

Crisis Events

This event is for those who want a real challenge and are able to help with relief efforts after a devastating natural disaster. Disaster recovery often means helping right away in cleanup efforts, as well as months later with renovations and repairs.

Environment Events

These events involve activities that care for the world God gave us. Activities might include gleaning, recycling, picking up litter, cleaning streams, or refurbishing public parks. Work may be sponsored in cooperation with local conservation, forest, or park service groups.

Family Events

Family events provide opportunities for entire families to work and serve together and reflect on the experience of being servants for Jesus and for each other. A father and child, mother and child, or entire families have a chance to participate together in these events.

Human-Care Events

Servants work directly with people, perhaps helping physically, emotionally, or mentally disabled individuals in a day-camp setting, working with children from the inner city, spending time with the elderly in resident homes, or reaching out to migrant farm workers and their families.

Long-term Events

Long-term events offer opportunities for youth to spend several weeks to several in day-to-day activities at a site throughout the year. These events can also be set at an established time (i.e., first Saturday of each month), when servants gather at a nursing home, child-care center, or other agency to serve. These servants must be self directed in their day-to-day servant activities.

Multicultural Events

These provide participants with the opportunity to learn about various ethnic or cultural groups while working on projects within the community. This could include leading Native American or Hmong children in day-camp activities and learning more about their culture and traditions.

Outreach Events

Servants have an evangelistic outreach emphasis in the community, such as helping staff a Christian camp or vacation Bible school for neighborhood children or helping publicize and/or lead a church-sponsored community event.

What Should a Servant Event Include?

- Bible study, devotions, and worship that focus on Christian servanthood and relate to the participants' daily experience.
- Meaningful work needed by the community and provided by the servants. Servant Events also provide experience with models of service that participants can develop back home in their congregation and community.
- Time for participants to discuss and reflect on the day's happening. Participants need the chance to relate their experience of service to daily faith life.
- Dedicated leadership including people, with necessary skills to assist participants in worship, Bible study, and in their understanding of Christian service; with a commitment and ability to work with a variety of people.
- Adequate funding of the event through donations, local resources, and grants so registration fees are affordable for youth.
- If needed, the ability to provide housing, meals and materials for participants.
- Cross-cultural experiences so participants can live and work with people with whom they may not ordinarily work or live. Events with people of different ages, life situations, or ethnic background provide a cross-cultural experience.
- Opportunities for young people and adults to experience and participate in Christian community and to experience the joy of God's people working, learning, and celebrating together.

The experience of working with others, learning about a new culture, and adapting to new surroundings forces us to examine ourselves spiritually, articulate our faith, and strengthen our trust in the Lord.

Who Is Needed to Carry Out a Servant Event?

The Leadership Team is an important component for hosting a successful Servant Event. The typical Servant Event model calls for minimum of three positions on the primary Leadership Team: the Project Coordinator, the Community Life Leader, and the Work/Activities Director.

Candidates for these positions may be church workers or laypeople experienced in youth ministry, group leadership, or even coordinator as needed for specific areas of responsibility. Read through the position description descriptions found in this chapter to help you determine who may be best serve in each role of your leadership team.

The Project Coordinator

The Project Coordinator (PC) has the overall responsibility for the event. The Project Coordinator does the following:

- Assists with the selection of the Servant Event Leadership Team. Publicizes the event.
- Prepares registration materials and registers participants.
- Develops and administers an event budget including all projected income and expenses.
- Communicates with registered participants and assists them in their upcoming tasks.
- Secures liability coverage for the site.
- Arranges for participants housing and meals.
- Selects the Work/Activities Director (WD).
- Works and communicates with local community leaders where the work is to be performed.
- Coordinates scheduling of daily activities with the Servant Event Leadership Team.
- Prepares and mails pre-event correspondence to participants and others involved, including registration, cover letters, directions to the site, orientation information, and so forth.
- Meets with the Servant Event Leadership Team prior to the event for final planning.
- Arranges for first-aid supplies and determines emergency medical procedures and staffing
- Selects the Work/Activities Director
- Works and communicates with local community leaders where the work is to be performed.
- Coordinates scheduling of daily activities with the Servant Event Leadership Team.

- Prepares and mails pre-event correspondence to participants and others involved, including registration, cover letters, directions to the site, orientation information, and so forth.
- Meets with the Servant Event Leadership Team prior to the event for final planning.
- Arranges for first-aid supplies and determines emergency medical procedures and staffing. Shares appropriate information with event leaders and adult participants.
- Determines that arrangements have been made for all tools and materials, either by the Work Director or another designated person.
- Provides orientations for all participating adults on the first day, including an overview, expectations, and emergency procedures for the Servant Event.
- Is present at the site for the entire event.
- Is accessible to the Community Life Leader and the Work Director throughout the event.
- Prepares and mails post-event correspondence to participants and others involved, including evaluations, thank-you notes and so forth.

Planning Timetable for Project Coordinator

See the Project Coordinator checklist at the end of the chapter for more information.

- Continue personal study on servant-hood. Servant Event leaders are encouraged to become familiar with the Christian concept of servant hood. This happens as you involve yourself with the Servant Event study materials, resources, and personal study.
- Set Servant Event objectives. Decide on three or four event objectives and one or two pre- and post-event objectives. Make them concise, specific, achievable, measurable, and personal. Work with the Servant Event Team and community to be served on these objectives.
- Assemble Leadership Team. The PC, CLL, and WD are the major roles of the team. Select a Work Director especially if the event involves any construction or repair work. You may want to select other local Servant Event Team members to help you with tasks and arrangements.
- Develop registration information and forms for those inquiring about the event. Think about the questions participants might have, such as, "What will we be doing?" "What kind of clothing do I need?" "What

are the accommodations?’ “What should I bring?” “What is the weather like?” “What can I expect?” Include the event’s goals and objectives.

- Provide publicity about the event to appropriate publications.
- Record and respond to inquiries with registration materials as soon as possible. Keep a “will call list” in case of cancellations.
- Meet with Servant Event Team (Community Life Leader and Work Director) to share expectations, develop the Servant Event schedule, review tasks, clarify budget needs, discuss risk management, and check the process of planning.
- Respond to registrations with letters to acknowledge receipt of participant registrations.
- Secure liability insurance.

2 Months prior to Event

- Confirm arrangements for housing, meals, local transportation, and work/activity sites.
- Send final information to participants including directions, expected time of arrival, where to meet, and so forth. Coordinate mailing of pre-event materials with the Community Life Leader.
- Check with Servant Event Leadership Team members to make sure tasks are completed or in progress.

1-2 Weeks prior to Event

- Contact local media. Contact newspaper, radio, and television for possible coverage.
- Gather supplies.
- Double-check everything!

During the Event

- Enjoy the experience. Be flexible. Be aware of the growth, service, and community emerging during the Servant Event.
- Capture the Servant Event experience on film or video by designating a person to take pictures or videos of people in action during the event. Get brief interviews concerning the event both from youth and adults.

- Distribute evaluations to participants. Assist your Community Life Leader in securing evaluations of the event from participants. Make sure your CLL and WD fill out and give you a copy of their forms.

As Soon as Possible after the Event

- Write thank-you letters to servants, local community leaders, and individuals involved in the event.

The Community Life Leader

The Community Life Leader has the overall responsibility for developing the community life of the participants through spiritual, cultural, social, recreational activities in order to enable a richer understanding of what it means to be servants for Jesus' sake.

The Community Life Leader does the following:

- Assists the Project Coordinator in developing the program, activities, and schedule for the event.
- Is responsible for the daily worship and Bible study and helps participants integrate their worship and work experiences as a functioning Christian community.
- Involves participants in planning, leading, or assisting with worship, Bible studies, and community-building activities.
- Serves as a model to participants in shaping their understanding of a Christian servant.
- Is present at the site for the entire event.
- Is an active participant in the daily activities.
- Works closely with the Work Director in integrating the work projects into the total community life and learning experiences of the participants.
- Helps participants reflect on assess their learning throughout the event.
- Works with the Project Coordinator to assign specific projects if there is no Work Director.
- Helps with the Project Coordinator to assign specific projects if there is no Work Director.

- Helps participants apply what they have learned to ministry opportunities back home in their congregation and community.
- Completes an evaluation of the event and shares appropriate reports with the Project Coordinator.

Planning Timetable for Community Life Leader

See the checklist at the end of the chapter for more details.

- Continue personal study on servant-hood. Servant Event leaders are encouraged to become familiar with the Christian concept of servant-hood. This happens as you involve yourself with the Servant Event study materials, resources, and personal study.
- Set event objectives. Decide on three or four event objectives and one or two pre- and post-event objectives. Make them concise, specific, achievable, measurable, and personal. Work with the Servant Event Team on these objectives.
- Meet with the Servant Event Team to share expectations and to develop a schedule that integrates the work experiences into the total worship and community life of the participants.
- Establish a budget for community life. Expenses incurred by the Community Life Leader should be included in the budget of the Servant Event. The Community Life Leader should plan supply needs and communicate anticipated expenses to the Project Coordinator for budget planning.

2 Months prior to Event

- Check details with the Servant Event Leadership Team to coordinate any additional information that should be communicated with Servant Event participants.
- Send pre-event materials to all group leaders and participants to build enthusiasm and to set the tone before their arrival. It might be helpful to send the commissioning and worship resources to the participants' pastor.
- Make personal arrangements. Be sure to line up your own travel and other personal arrangements for the Servant Event.

1 Month prior to Event

- Plan daily activities and prepare Bible study materials.
- Prepare event booklet. Identify the resources (schedule, worship, Bible study, participant list, songs, etc.) participants will use during the Servant Event.
- Arrange to have necessary copies made and gathered together in one booklet, folder, or binder. These materials can be distributed to participants when they arrive at the event.

1-2 Weeks prior to Event

- Gather supplies. Be sure all necessary supplies are gathered and packed for the Servant Event.
- Check in with Servant Event Leadership Team. Contact the Work Director regarding information needed about work teams and the Project Coordinator regarding local supplies and arrangements.

During the Event

- Enjoy the experience! Be flexible. Be aware of the growth, service, and community emerging during the event.
- Distribute participant evaluations. Be sure to have participants fill out an evaluation form.

As Soon as Possible after the Event

- Send out a post-event mailing. Encourage participants to take the Servant Event back home by sharing addresses, Bible study, worship materials, and servant ideas. Ask them to let you know what happens when they return to their congregations and community.
- Complete an evaluation. Evaluations assist in improving future Servant Events. Please take time to complete an evaluation of the Servant Event.

Servant Event Booklet

Consider compiling Bible study, worship, songs, schedules, and other resource materials into one booklet that can be given to participants to

use throughout the event. Use the checklist of suggestions found at the end of the chapter for items to add to your Servant Event booklet.

Community Life Tools

A few games on the first day of your event are not enough to build a supportive, functioning group. Community building is what happens from the moment servants arrive until long after they leave. It permeates everything from worship to freetime to work details. It must be a part of your game plan in everything that you do.

The Community Life Leader's job is not over when the Work Director's begins. The job of building the community must extend beyond off times into the very heart of the work at a Servant Event and must be shared equally by every staff member.

Community life at a Servant Event is comprised of many different elements:

- Devotional and worship life
- Fellowship
- Social activity
- Recreation
- Work Activities
- Bible study

Ask yourself, "What is more important at this event—the work to be done or the relationships we build as a community of servants?" As Servant Event staff, it is conceivable that some might give the work a slightly higher priority. But in the hearts of participants and leaders, relationships are equally important.

Does this mean the work goals cannot be met without sacrificing community? Not necessarily! A strong, supportive, and functioning community can also be a highly efficient and productive group. As a matter of fact, a "sick" group will be less productive and will express greater dissatisfaction about the task than a "healthy" group.

During the time of your event, the group must form well enough to do the following:

- Provide the individuals a sense of inclusion (belonging)
- Provide opportunities for fulfillment (mentally, emotionally, spiritually)
- Provide a place of security
- Provide a sense of satisfaction from contributing to a job well done

What Can You Do?

- Build a strong leadership team that understands the priorities for the event.
- Start building community immediately.
- Model openness, trust, and respect. A youth group will never grow unless the adult leadership actively demonstrates these essential elements of a community spirit.
- Make each individual feel that their contribution is valued and necessary to the success of the group.
- Be willing to sacrifice the task/schedule for the sake of the group if circumstances warrant.
- Reward the group for successes, however small.
- Allow conflict and dissent to be expressed. A group will not grow if dissatisfaction is repressed.
- Never allow put-downs of the efforts of others. Encourage the affirmation of efforts of others. You must model this yourself.
- Use competition as a positive motivator.

The Work/Activities Director

The Work/Activities Director is responsible for providing the tools, materials, and training so the servants can perform their work. Every Servant Event needs someone to coordinate the work projects or activities (such as appropriate care for disabled campers, proper use of power tools, etc.) at the site. Additional forms for the Work/Activities Director are found at the end of this chapter.

The Work/Activities Director does the following:

- Plans the work/activity projects in cooperation with the Project Coordinator and local community residents and leaders.
- Is on site for all the work/activity projects.
- Determines the number of people and skills required for each task and assigns people to tasks.
- Arranges for tools, equipment, and materials required for the tasks.
- Provides the training and instruction to perform the tasks.
- Arranges the supervision for each work detail or activity.
- Provides for and enforces safety measures.

- Offers positive support and encouragement to all participants.
- Works closely with the Community Life Leader.
- Completes an evaluation of the event and shares appropriate reports of the event.

Adult Participant

Other important leaders at you Servant Event are the adults and youth who choose to participate and the congregations that support them.

What Are Responsibilities of an Adult Leader?

An Adult Leader is responsible to the congregation and to the group for the care and nurture of group members through the Servant Event experience. An Adult Leader is expected to attend all event activities and participate with the Servant Event group. Youth need adult leaders who have these characteristics:

- Love kids and enjoy being around them because they'll have to live with them for several days and will develop relationships that last long after the event!
- Are regular in worship and at the Lord's Supper, striving to be forgiving, compassionate, patient, and faithful models of servant leadership in Christ, and by realizing this is a wonderful faith-building opportunity in the lives of youth and youth leaders.
- Effectively listen to and talk with youth, being sensitive to how youth think, feel, and act.
- Are team players by supporting and working with other adult leaders and by following event guidelines.
- Have experience working with youth or have experienced leaders to ask for advice because it's easier to understand and remain dedicated to leadership tasks if they know the youth and the youth know and trust them.
- Know how to be the adult. Leaders must know and maintain appropriate personal, sexual, and emotional boundaries and behaviors between adults and youth and help youth maintain appropriate boundaries with other youth and adults.
- Are leaders and decision makers, able to handle unexpected or emergency situations calmly in order to make good decisions.

- Have a positive, enthusiastic, and trusting attitude, even if tired, frustrated, or challenged. Leaders need to remember to have fun, laugh, smile, and pray daily.
- Are caregivers because youth need emotional and physical care when they are tired, excited, hungry, emotional, or sick.
- Do not assume anything-check with youth on their understanding and double-check on all plans, reservations, and arrangements.
- Are organized and can handle details, are able to delegate and can be flexible enough to establish a contingency plan if things have to change.
- Will commit the time to read through all materials and share the materials with youth and parents; to plan and lead pre-event meetings and Bible studies; to go to the event; and to help the youth “bring home” the experience.
- Involve parents, congregational leaders, and youth in information, decisions, and plans.
- Are available to take on the responsibility because someone has to make reliable decisions involving group covenant, medical issues, emergencies, or legal decisions regarding youth participants, and the leader needs to keep families informed along the way.
- Will be active, energetic, participants in the preparation process at home, at the event, and when they return.

The Servant Event Adult Leader/Participant does the Following:

- Helps youth to select appropriate events.
- Coordinates travel arrangements for the group.
- Makes a commitment to participate in the total Servant Event program.
- Communicates information from the Servant Event leaders to youth participants before the event.
- Maintains a copy of the participants’ medical release forms.
- Works with the Servant Event Leadership Team and other adult leaders to ensure the safety and positive attitudes of all Servant Event participants.
- Helps the participants interpret and share experiences with the home congregation.

The Congregation's Role

- Encourages servanthood among all members of the congregation-young and old alike.
- Supports the participants' involvement in Servant Events through prayer, financial assistance, recognition, and other means.
- Supports the vision and goals of Servant Events.
- Is responsible for adequate and appropriate supervision of youth participants by sending and supporting adult leaders.

Youth Participant

The servant Event youth participant does the following:

- Meets the age, skill, and maturity requirements specified by the Servant Event.
- Makes a commitment to participate in the total Servant Event program.
- Agrees to support the objectives of the Servant Event.
- Pays the registration fee.
- Provides for personal transportation to and from the event.
- Respects the residents, customs, and needs of the community where the event takes place.
- Provides personal insurance coverage and completes medical release forms.

Servant Events provide the opportunity for many other people to be involved. If you plan to have host families, cooks, or local adults help out, provide schedules and a job description for them also. Be sure to arrange a time to go over the schedule and program components with volunteer staff. People providing meals, transportation, or housing need to be included in your planning, especially if there are any last-minute changes.

Housing Coordinator

The main responsibilities of the Housing Coordinator:

- Cover the event and participants in prayer.

- Recruit host home volunteers for the event.
- Assign participants to host home volunteers for the event.
- Assign participants to host homes with the Project Coordinator.
- Share host home job description and event schedule with hosts.
- Check in with participants and hosts during event to ensure that things are running smoothly and to address any problems.
- Remind hosts of their invitation to activities.
- Provide some type of “bulletin board” or other communication tool for host homes to receive schedule information and updates.
- Offer positive support and encouragement for participants.
- Work closely with the Servant Event Team.

Host Home

The main responsibilities of the Host Home:

- Cover the event and participants in prayer
- Provide housing for at least two participants during event (includes bed, bedding, towels, and basic privacy and safety needs)
- Provide breakfast for participants (Monday-Saturday)
- Check in with housing coordinator during event to ensure that things are running smoothly and address any needs
- Provide transportation, if needed, for participants to church each morning
- Offer positive support and encouragement for participants
- Be a welcoming place for participants to be refreshed as they serve

Food Coordinator

The main responsibilities of the Food Coordinator:

- Cover the event and participants in prayer
- Plan dinner menus (Sunday-Friday)
- Plan lunch menus (Monday-Friday)
- Facilitate the participants’ lunch-packing process each workday
- Ensure necessary food supplies, coolers, and water are available for work teams each day

- Enlist and coordinate kitchen volunteers
- Secure necessary food supplies (purchased and/or donated)
- Offer positive support and encouragement to participants
- Work closely with the Servant Event Leadership Team

What Responsibility Do We Bear?

Simply stated, “Youth ministry is risky business.” Think of what can go wrong when you are with youth at an event. The possibilities for a crisis, big or small, are endless. But the good news is that that thinking ahead and following basic risk-management guidelines can help manage and minimize some of the risks. Risk management is more than looking for trouble; it’s looking for solutions that can make ministry more effective.

What are the legal and ethical issues of managing a Servant Event? What effect do covenants, liabilities, medical forms, insurance, adult leaders, emergency plans, abuse issues, and crisis intervention have in the risk management of a Servant Event?

Look through the following list of risk types. How many could become considerations in your event?

1. Natural hazards (cliffs, bodies of water, rough terrain, etc.)
2. Natural disasters (lightning, tornadoes, earthquakes, storms, flood, fire, heat, etc.)
3. Equipment operation (power tools, vehicles, scaffolding, ladders, etc.)
4. Program activities (swimming, sports and games, service projects, etc.)
5. Human behavior (drugs and alcohol, runaways, sexual abuse, improper training of staff, fights, lost, lost person, etc.)
6. Medical conditions (asthma, diabetes, allergies, heart attacks, etc.)
7. Accidental death or suicide

Risk management is an integrated approach for dealing with the uncertainty of loss. Risk management includes protection against harm or loss to participants, staff, property, and financial resources, as well as procedures for handling emergencies. Risk management is designed to provide a safe experience for participants and staff and prevent or reduce legal and public-relations problems. Risk management puts you, not the risk, in charge.

What Is Included in a Risk-Management Process?

Step 1: Risk identification, looking for the risks of a certain activity or who or what is at risk.

People and things that could be at risk:

- *People (youth, staff, volunteers)*
- *Finances (personal, congregational)*
- *Property (personal, congregational, borrowed)*
- *Reputation (youth, youth leaders, church)*

Step 2: Risk assessment, sizing up the risks of a certain activity. Ask the following questions as you assess potential risks:

- *How likely is it that a risky incident will occur?*
- *What are the consequences if a risky incident occurs?*
- *Which risks can you tolerate?*
- *Which risks require the purchase of insurance?*
- *Which risks can be reduced or controlled?*
- *Which risks are simply too great to bear?*

Step 3: Risk management, deciding how to control your risks. Control can be taken in the following ways:

- *Avoiding the risk- Do not offer a program you consider too risky. Certain activities simply should not be offered.*
- *Modifying the risk- Change the activity so the chance of harm and impact of potential damage are acceptable.*
- *Transferring responsibility for the risk- Shift at least part of the risk through a contract or insurance or waivers.*
- *Retaining the risk- Accept the risk and prepare for the consequences.*

Step 4: Implementation, putting your plan to work, reviewing and revising as needed.

Emergency Response Procedures and Plans

An emergency is an unforeseen combination of circumstances or the resulting state that can threaten to destroy people and/or property. In order not to be caught off guard by an emergency, develop written emergency plans with step-by-step procedures for handling emergencies. Emergency response plans should include the following:

- *Response procedures in the event of personal injuries, medical emergencies, severe weather, fire, missing person, attempted or suspected suicide.*
- *People identified on-site who will administer first aid, arrange for emergency assistance, and stay with the group if other adults must leave the site with a sick or injured person.*
- *Emergency phone numbers (hospital, paramedics, fire department, utility company, etc.).*
- *Location and maps to nearest hospital or medical facility.*
- *Procedure for contacting youth-group leaders, parents or guardian, pastor, and so forth in an emergency.*
- *Incident report forms and process for reporting to other authorities.*
- *Procedure for notifying insurance companies and filing insurance forms.*

Be sure to provide all event leaders with detailed emergency plans and to share emergency information with participants as well. Guidelines for all emergency situations (to be incorporated into your emergency response procedures and plans):

1. Stay calm. A life may depend on your clear thinking and prompt, correct action. You help no one if you panic. Panic leads to contagious fear and incorrect actions. Help those around you to remain calm as well.
2. Ensure the safety of the group for whom you are responsible.
3. Notify an event leader as quickly as possible. Provide information on the location of the incident, the nature of any injuries, the extent of any damage, and the age of those involved.
4. If calling 911, be sure to
 - Tell them your name;

- Tell them the location, address, and phone number;
 - Describe the situation (for cases of injury, provide the victim's name, age, and symptoms or cause);
 - Give them directions to the location if requested;
 - Hang up **LAST!**
5. Identify a “spotter” to direct emergency vehicles to the location of the incident. Other event leaders should clear participants from that location.
 6. If anyone with more training in handling similar situations arrives on the scene of the incident, allow him or her to make decisions; cooperate/assist as possible.
 7. Do not speak to any personnel, even if you think the remarks are off-the-record. Let the event leader be official spokesperson, and steer all questions to that person.

Medical Considerations

- At least one of the Servant Event Leadership Team should have first-aid and CPR training.
- Well equipped first-aid kits need to be available at all program areas. The American Red Cross chapter in your community can provide information on first-aid and CPR classes, as well as guidelines for putting together emergency first-aid kits.
- Prior to the event, locate emergency medical facilities near the site.
- Develop a list of emergency phone numbers and directions to medical facilities.
- Provide cell phones, phone list, and participants' medical forms for each off-site work area or activity.

Personal Injuries and Medical Emergencies

A personal injury emergency is any physical injury that threatens the life or health of an individual. Medical emergencies include medical conditions such as heart attacks, diabetic reactions, strong allergic reactions, epileptic seizures, and others.

When someone witnesses or is alerted to a serious injury or medical emergency, an event leader should immediately be notified and summoned. Provide information on the location of the accident, age of those involved,

and the nature of the injury. If necessary, the event leader will make the decision to call 911.

Should a personal injury or medical emergency occur at a remote area, one leader should stay with the individual involved, while someone else is sent for help. Do not attempt to transport a seriously injured individual.

A seriously injured individual should not be moved unless his/her current position presents a further danger to him/her or to others. Attempting to move an injured individual without the proper training or equipment could cause further injury.

All injuries must be taken seriously. Do not presume anything. Use factors such as past occurrences, the individual reaction to the injury, or the individual's mental state. When in doubt, assume the worst and act accordingly.

Whenever possible, first aid should be administered only by those certified to do so. However, if no such person is readily available and the need for assistance is immediate, attempt to help the injured individual as best you can, using whatever knowledge you have and common sense.

Participant medical forms must accompany every individual transported to a hospital or doctor. An adult leader should also accompany any youth/adult participant to the hospital.

An incident report should be completed in any situation that requires professional medical attention. Report serious accidents, and provide an incident report to your insurance carrier.

Dealing with the Aftereffects of a Tragic Accident, Incident, or Death

Young people who experience a serious accident or incident will face emotional stress. They need pastoral care and trauma counseling to help them deal with their shock and grief. Youth and their leaders will need short-term support for the first day or two after a crisis. They will need longer term care as well. Don't neglect workers and leaders in this process. Their feelings may be affected by a sense of responsibility for the accident.

Utilize professional counselors to minimize liability or untrained laypeople. Call on church workers with counseling experience for immediate short-term assistance. Offer support to the families of the victims for other families who are deeply affected by the accident.

Staff Misconduct

Staff misconduct involves a betrayal of trust. Reports of questionable behavior by youth leaders (paid and volunteer) must be taken seriously and addressed promptly.

All states have laws requiring reporting of suspected child maltreatment or sexual abuse of minors to child protective services or law enforcement. Find out about the mandatory reporting requirements that apply in your state. If mandatory reporting is required for any category of church or ministry worker, this information must be integrated into the guidelines for your event. If an incident occurs while state law applies and what the applicable law requires.

Your leadership should consider that telling all the facts and circumstances when reporting is not mandated by law. Weigh the relevant scriptural and ethical principles, and decide what your duty is in each case. Event leaders have a responsibility to consider the rights of all parties in an incident: the victim, the accused offender, the reporter, families, and the church itself (including its workers).

Besides sexual misconduct, other types of misconduct include money mismanagement; drug, alcohol, and substance abuse; and other physical or emotional abuse.

Waiver and Consent Forms

Even though waivers and consent forms do not provide complete protection, they should remain an important part of your risk-management plan for the following reasons:

- Waivers encourage parents and churches to think seriously about the potential hazards involved in special events and the precautions necessary.
- Waivers and consent forms inform parents about their kids' activities, preempting unhappy surprises in case of accidents or injuries.
- Permission waivers are the best and easiest way to get information from parents.

Remember, the more narrowly focused the waiver and release, the more likely it will be enforceable. Sample forms follow at the end of the chapter. You should get specific activity waivers for the following:

- High adventure activities (cycling, camping, water sports, rope courses, etc.)
- Events that involve extra risk (homebuilding, working at an agency in the inner city, activity where suspension is limited)
- Out of town traveler or overnight activities (all Servant Events)

Insurance Guidelines

Proper insurance coverage is an important part of a well-planned event. Without it you may be placing your organization, yourself, other volunteers, and participants in legal and financial jeopardy. You need to know exactly what your insurance coverage is. Don't assume anything! You may be shocked to discover how limited your coverage is. Review your policies and coverage before an incident occurs.

Seek the assistance of your local insurance representative to determine if additional coverage is needed and the avenue of securing cost-effective liability coverage. Ask them to show you what limitations on coverage are contained in the definitions and exclusions of the policy.

- Insurance coverage needs to be reviewed and updated annually with your insurance agent.
- Verify that all drivers for the event are properly insured for their vehicles and occupants. Make sure they carry a valid driver's license and have a safe driving record.
- Utilize enough on-site adult group leaders who can provide appropriate and safe supervision.
- Request that individual church groups have insurance coverage for their participants.
- Verify indemnification, i.e., who is liable for what, especially when personal injury could be involved.

Understanding Church Insurance

Many organizations purchase insurance policies without reading the policies or fully understanding the coverage provided. Review your policies and coverage of your insurance. Limitations on coverage are often contained in the definitions and exclusions of the

policy. It is critical to understand the time frames and methods for reporting claims.

Check the level of insurance coverage your policy provides the following:

Commercial General Liability

Commercial General Liability protects you in case of certain lawsuits charging negligence. This coverage would ordinarily pay damages ordered by a court and pay for legal defense for the event site and any individuals named in the lawsuit. It may pay for medical expenses for injured persons. General liability policies generally exclude coverage for certain types of incidents. They may limit the categories of damages and expenses covered.

Many liability policies specifically exclude sexual misconduct. If your policy appears to exclude sexual misconduct (or if it is ambiguous on this point), you may want to clarify the coverage available with the insurance carrier. You may be able to purchase this coverage by paying an additional premium.

Automotive Liability

Automotive Liability insurance covers vehicles that the event site owns, rents, or hires. It may or may not cover personal vehicles on event business. A reasonable minimum is \$500,000 (more is better), and drivers of personal vehicles for ministry purposes should be required to carry \$150,000. Hired and Non-Owned Automotive Liability is required if using volunteers' vehicles.

Worker's Compensation and Volunteer Insurance

Worker's Compensation insurance covers injuries suffered by employees in the course of their employment. These policies usually do not cover volunteers. Medical and other expenses incurred by volunteers injured "on the job" can be covered by a volunteer insurance policy.

Activity Medical

Activity Medical Insurance covers medical bills of youth (workers may be covered in some policies) who are injured or sick during ministry activities. Activity medical insurance can be purchased for a specific event (day, weekend, or week) or purchased for an entire year. The cost can be as reasonable as \$1 per person.

The maximum coverage per person may be only several thousand dollars because this is not major medical insurance. Its purpose is to enable the church or family to address short-term medical needs. This may also be known as short-term or travel insurance. This would be necessary for youth or adults who have no health insurance and wish to attend a Servant Event.

Casualty Insurance

Casualty insurance protects buildings and their contents. Fire, tornado, vandalism, and theft are typically covered. It usually covers theft of equipment even if it is not stolen from church property (for example, if a digital camera is stolen from a volunteer's car).

Insurance Riders

An Insurance Rider is an additional type of insurance, additional amount of insurance, or additional coverage that may be added to an existing policy for an additional premium. Riders allow you to add special coverage without the red tape and expense of purchasing a completely new policy.

Insurance Requirements

Insurance coverage is comprised of many elements. In order to assist you in this endeavor, we are providing an outline of the minimum requirements for insurance coverage that should be met in order to hold a Servant Event. For more information on insurance, contact your insurance agency, district office, or an attorney.

First-Aid Kit Checklist

The American College of Emergency Physicians (<http://www.acep.org>) has compiled the following list of items for a travel first-aid kit. This list will provide you with the necessary tools to handle many medical emergencies.

Prior to any foreign or domestic travel, check with your doctor or public health department for specific required immunization/documentation for your area.

Before You Leave

- Visit your doctor, if necessary, to have your doctor prepare a medical summary listing medical conditions, operations, allergies, and so on.
- If you wear corrective lenses, take an extra pair on your trip and carry your lens prescription with you.
- Check your medical insurance policy and health plan for coverage of illnesses or accidents outside the U.S.
- Assemble traveler's first-aid kit.

Suggested First-aid Kit Contents

- Acetaminophen, ibuprofen, and aspirin tablets to relieve headaches, pain, fever, and simple sprains or strains of the body. Have at least two aspirin tablets available at all times in case of heart attack, although use as recommended by your physician. Use appropriate dosages, and make sure medicine is age appropriate. (Aspirin should not be used to relieve flu symptoms or be given to children.)
- Antihistamine to relieve allergies and inflammation. Use appropriate dosages, and make sure the medicine is age appropriate.
- Anti-nausea, motion sickness medication.
- Bandages of assorted sizes to cover minor cuts and scrapes.
- Triangular bandage for wrapping injuries and making an arm sling.
- Elastic wraps for wrapping wrist, ankle, knee, and elbow injuries.
- Gauze in rolls and 2-inch and 4-inch pads to dress larger cuts and scrapes.
- Adhesive tape to keep gauze in place.
- Sharp scissors with rounded tips to cut tape, gauze, or clothes.
- Safety pins to fasten splints and bandages.
- Antiseptic wipes to disinfect wounds or clean hands, tweezers, scissors, and thermometer.
- Antibiotic ointment to prevent infection in burns, cuts, and scrapes.
- Hydrogen peroxide to disinfect and clean wounds.

- Disposable, instant-activating ice bags for cooling injuries and burns.
- Tweezers to remove small splinters, foreign objects, bee stingers, and ticks from skin (see first-aid manual for proper removal of ticks).
- Rubber gloves to protect hands and reduce risk of infections when treating open wounds.
- Antifungal cream (good for athlete's foot or ringworm).
- Thermometer with case to take temperatures.
- Calamine lotion to relieve itching and irritation from insect bites and stings and poison ivy.
- Hydrocortisone cream to relieve irritation from rashes.
- Sunscreen of SPF 15 or higher.
- Insect repellent. Repellents for use on children should contain no more than 0-15 percent DEET and 20-30 percent for adults because the chemical, which is absorbed through the skin, can be harmful. Use as directed.
- Cell phone or change for pay phone.

Risk-Management Checklist

- Review Liability insurance policy.
- Review vehicle insurance coverage.
- Secure regulatory agency requirements (U.S. Forest Service, tribal council, foreign consulate, etc.) if necessary.
- Provide medical forms, activity waivers, and photo release for participants.
- Provide medical forms, activity waivers, and photo release for participants.
- Gather emergency contact information.
- Establish emergency response procedures for event.
- Assemble first-aid kits for work sites.
- Locate fire extinguishers in accessible areas.
- Share emergency procedures with event and youth leadership.
- Provide training for staff (first-aid/CPR, conflict resolution skills, emergency procedures, crisis management, sexual ethics)

- Arrange for adequate participant supervision (adult to youth ratio appropriate to activity)
- Determine access to emergency services (fire, police, ambulance, hospitals, 24-hour emergency rooms)
- Practice emergency procedures (drills)
- Provide contact information to parents/guardians.
- Make contingency plans in case of severe weather
- Make copies of Incident Report
- Arrange for in-site health supervision (first-aid/nurse/first response person)
- Provide training and supervision in the use of equipment for work activities.
- Have legal counsel available
- Include safety considerations in group covenants
- Screen potential event leaders before they work with youth

Sample Medical Release Forms

The following pages include these forms:

1. Medical Consent and Liability Release Form
2. Authorization to Consent to Medical and Dental Care
3. Emergency Medical Information form

The Project Coordinator usually sends these out with the registration confirmation materials. Take time to get familiar with them so that in the event of an accident you can quickly get the information you need. All participants, youth and adults, should fill out all forms. Ask adult leaders to bring two sets of all forms, one to give to Servant Event leaders and one to stay with each participant at all times.

The consent forms and medical information forms are critical pieces of information for the Project Coordinator, the Community Life Leader, and the Work/Activities Director know where they are at all times. Decide who will be

responsible for collecting them at your event and keeping them at the work sites.

Registration Tips

Individuals and groups should be provided with as much information as necessary to make an informed decision about participating in your Servant Event:

- Event date with arrival and departure times
- Cost per person
- Deposit amount
- What's included/not included in registration fee
- Registration process (group size restrictions, first come/first serve, adult/youth ratio)
- Cancellation policy
- Tentative schedule
- Event overview
- Accommodations
- Event staff
- Recreation options (en route to or during event)

Assume that those asking have not participated in a Servant Event before, so they need a complete profile on the site; expectations of participants and adult leaders; nature of the event, including those to be served; general schedule; housing, meal, and shower arrangements; weather conditions; clothing; extra expenses; and so forth.

Following are several suggestions as you prepare registration information:

1. Establish a date when registrations and deposits are due, usually 6-8 weeks before the beginning of your event.
2. Establish a nonrefundable deposit amount per person (at least \$25) to be paid with registration. Establish a final payment deadline (6-8 weeks prior to the event) to discourage unnecessary cancellations.

3. Develop a registration form that fits your event. If working with a camp setting, create a registration form specifically for the Servant Event and not the forms designed for regular programs or activities, such as a camper week.
4. Decide whether or not to establish a limit for registrations from any one congregation. Six to eight individuals as a maximum is suggested for smaller Servant Events. Limiting participants from each congregation allows more congregations and individuals to participate, defuses the possibility of “group dominance” when a large group comes from one congregation, and provides the opportunity for a greater mix of individuals, which broadens the concept of “church”
5. Make sure your response time to inquiries and questions is quick and courteous. If you are unable to answer the phone inquiries regarding your Servant Event, inform someone (secretary, assistant, etc.) on answering basic questions or listing names or numbers.
6. Keep a list of all inquiries and contacts in case a registered group cancels. You can then inform a group that space is available.
7. Include the medical information and consent forms with registration and consent forms with registration materials. Verify that all registrants have personal/family health insurance coverage.
8. Identify the role and responsibility of adults accompanying youth during the Servant Event during scheduled work/program time, after hours, and so forth.
9. Send an acknowledgment letter to all those who register for your event.