

# Kentucky Changers Crew Chief & Asst. Crew Chief Notebook 2022

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# Kentucky Changers Terminology

## Project Organization

### Coordinators

1. Project Coordinator: on-site director of a project who is responsible for schedules, participants, records, and summer staff.
2. Construction Coordinator: plans and oversees the construction work of a project and is responsible for recruiting supervisors and crew chiefs.
3. Assistant Construction Coordinator: Helps the Construction Coordinator with the direction of the project and in the supervision of the work sites.
4. Association Coordinator: enlists the involvement of local churches and community organizations and helps with the promotion and the follow-up of a project.

### Other leaders

1. Agency Representative: serves as the liaison between the city or housing organizations and Kentucky Changers in choosing the work sites, qualifying residents, and providing build materials for the projects.
2. Crew Chief: directs the work of a crew at a work site.
3. Assistant Crew Chief: Helps the Crew Chief in directing the work of the crew.
4. Project Pastor: brings the message at worship services and ministers to the students and adults throughout the week.
5. Project Worship Leader: plans the services and leads through prayer, music, and scripture; ministers alongside the Project Pastor during the week
6. Church Group Leader: organizes and brings a church group to the project.

### Crew organization (Kentucky Changers construction projects)

Jobsite: a construction work location at a project.

Crew: A group that works under the direction of a crew chief at the work site.

1. Crew Encourager: an adult leader who builds up the crew through motivation and encouragement. The crew encourager is an assistant to the crew chief and assistant crew chief.
2. Evangelism Recorder: gathers data related to evangelism efforts of crew members and completes the daily evangelism report each day.
3. Break Master: coordinates crew breaks at the work site.
4. Medic: in charge of first aid and blood kits on the work site.
5. Devotion Leader: leads crew devotionals.
6. Tool Master: handles tools used on site by the crew, responsible for materials on site, and responsible for site cleanup.
7. Safety Coordinator: an adult in charge of overall safety for crew.

### Other terms

1. Crew chats: scheduled time together for crews to discuss their project.
2. Encouragrams (E-Grams): encouraging notes.
3. Ministry team: team members who travel from project to project serving as summer support staff for the project coordinator and KY Changers Staff.

## Kentucky Changers Theme for 2022

Kentucky Changers is in its 29th year of changing the lives of people all across our state. We want to continue our mission of empowering students and adults to impact their communities. This year the Changers focus verses (John 13:34-35) are the basis for our theme – Every Student on a Mission of Love.

Jesus Christ was sent on a mission of love by God. Romans 5:8 says, “God demonstrates His own love toward us, in that while we were still sinners, Christ died for us.” We also read in John 3:16, “For God so loved the world, that He gave His only Son, so that everyone who believes in Him will not perish but have eternal life.” This was Christ’s mission – to love and save the people of this world.

His followers, those who have been saved by grace through faith in Him, have also been given a mission. In John 20:21, Jesus says to His followers, “Peace be to you; just as the Father has sent Me, I also send you.” If Jesus was sent to love the people of the world, and He sends His followers as the Father sent Him, then the nature of the believer’s mission is clear. Christ’s followers, both then and now, are to love others.

Our theme verses in John 13:34-35 make this clear, “A new command I give you: Love one another. As I have loved you, so you must also love one another. By this everyone will know that you are my disciples, if you love one another.”

As Kentucky Changers goes out this summer to repair homes, share the Gospel, and see lives changed, every participant will find themselves fulfilling this command that Christ has given to us. This year at Changers, **Every Student is On a Mission of Love.**

Kentucky Changers is a ministry of Kentucky Woman’s Missionary Union. By partnering with cities and Baptist Associations across Kentucky, we serve our neighbors who are trying to make a better way for their families.

## 2022 Project Date, Location & Lodging

### Date

Saturday, June 18 - Friday, June 24, 2022

Saturday, June 25 - Friday, July 1, 2022

Saturday, July 9 - Friday, July 15, 2022

### Project

Somerset

Owensboro

Greensburg

### Lodging

#### Somerset

Southwestern High School  
1765 WTLO Rd  
Somerset, KY 42503

#### Owensboro

Kentucky Wesleyan College  
3000 Frederica St  
Owensboro, KY 42301

#### Shelbyville

Martha Layne Collins High School (Tentative)  
801 Discovery Blvd  
Shelbyville, KY 40065

### **Volunteer Arrival Schedule**

Crew Chiefs/Assistant Crew Chiefs, and Runners can arrive Friday evening before the project or Saturday morning. If you are arriving Friday evening, please let us know at [jon.auten@kybaptist.org](mailto:jon.auten@kybaptist.org). There will be a meeting Saturday afternoon at 4:15 p.m. with the Construction Coordinator.

## Kentucky Changers Project Week Schedule

### Saturday

2:00p.m. Registration  
 4:15 All Adult Meeting  
 4:15 Get Connected (students w/Ministry Team)  
 6:00 Dinner  
 7:15 Welcome To "Changers"  
 7:30 Worship  
 8:45 Church Group Devotions  
 9:15 Meet Your Crew  
 10:00 Showers Closed/Quiet Time/Prepare for Bed  
 10:30 Lights Out!

### Sunday

7:00 a.m. Breakfast  
 8:15 Sunday Morning Worship  
 8:30 Leave for Worship (with work crew)  
 12:30 Lunch (eat with local church)  
 1:30 Visit Work Site/Meet Homeowner/Prayer Walk  
 2:30 Building Up Your Crew/Learning Your Tools (upon return)  
 4:00-5:15 Sharing Your Faith/Crew Job Training/Adult Encourager Meeting  
 6:00 Dinner  
 7:15 Worship  
 8:30 Church Group Devotions  
 9:00 Free Time  
 10:00 Showers Closed/Quiet Time/Prepare for Bed  
 10:30 Lights Out!

### Monday – Wednesday

6:00 a.m. Breakfast  
 7:00 The Great Send Off (Monday only)  
 Leave for Work Site (Tues-Thurs)  
 7:15 Leave for Work Site (Monday only)  
 11:30 Lunch at the Work Site  
 3:45 p.m. Work ends at site  
 4:00 Clean Up and Rest a While!  
 5:30 Crew Chief Meeting  
 6:00 Dinner  
 6:45 Student Group Leaders Meeting  
 7:15 Worship  
 8:30 Church Group Devotions  
 9:00 Free Time  
 10:00 Showers Closed/Quiet Time/Prepare for Bed  
 10:30 Lights Out!

### Thursday

6:00 a.m. Breakfast  
 7:00 Leave for Work Site  
 11:30 Lunch at the Work Site  
 3:00 p.m. Work ends at site  
 3:30 Clean Up and Rest a While!  
 5:00 Dinner  
 6:30 Homeowner and Crew Celebration  
 Worship  
 8:30 Church Group Devotions  
 9:00 Free Time  
 10:00 Showers Closed/In Rooms to Pack Up/Prepare for Bed  
 10:30 Lights Out

### Friday

7:00 a.m. Continental Breakfast  
 7:00-8:00 Room Inspection & Load Up  
 8:30 Departure

### Free Time Special Events:

Saturday – Free Time  
 Sunday - Sundaes  
 Monday – Popcorn  
 Tuesday – Basketball Tournament  
 Wednesday - Ministry Team Choice  
 Thursday – Let's Celebrate

## **Kentucky Changers Schedule Overview (schedule is subject to change)**

### **Saturday – Friday Project**

Projects will start on Saturday and will end the following Friday morning. On Saturday participants arrive and are joined together with students from other churches to form crews. The crews will be made of at least two persons from each church. This is when you will meet with your crew for the first time. Crews will have a time of team building, fellowship, and recreation. Crews will worship with area churches Sunday morning, eat lunch with that church, visit their project site, and return to school to go through some “hands on” training. The workweek begins on Monday and participants will work all day Monday through Thursday. Crews will work on the homes of a family in a high-need community or work on a community project within the city. They may do such tasks as door or window repair, carpentry, decking, handicap ramps, painting, siding, landscaping, or roofing. Each evening will be filled by high energy worship. There will be a final celebration Thursday evening. Participants will leave for home Friday morning.

### **Sunday Schedule**

The Sunday schedule is a little hectic but with the help of the Crew Chief, Assistant Crew Chief, and other adults on the crew the day will go smoothly.

Sunday morning, right after breakfast, everyone will meet in the worship area and sit with their crews for a short time of worship. During this time, be sure that everyone on your crew list is seated with you. If you are missing a person, please let the Project Coordinator know at once so they can locate them before worship is over.

Right after worship, everyone will be dismissed by crews to the dining room. Crew pictures will be taken at this time. Sit with your crew as you wait for your host church (who should arrive between 8:30-10:45) to come and pick you up for worship services. Your crew may be picked up by the church or your crew may be transported by Changers transportation (bus, vans, cars, etc). Either way you will need to leave with your crew.

As you wait for your guide you can work on the following (supplies will be provided):

- Have each crew member decorate their E-Gram envelope.
- Create a name for your crew (Example- HOLY HAMMERS) and write it on the blank poster.
- Make up a cheer using your name. These cheers will be presented throughout the week.

The host church will feed you lunch and then someone from that church will escort you to your jobsite for prayer walking. You may want to discuss these arrangements with a church representative before lunch so you will know which church member will be escorting you. This will help cut down on any confusion.

Once you are at your jobsite you can go over the scope of work and try to meet your homeowner. If the homeowner is available, have everyone introduce themselves. You can even ask your homeowner if your crew can pray for them in any way. Take a few minutes to explain prayer walking for the ones who may be new to the concept. Give them examples of what they can pray for as they walk around the area.

Once you are back at the school, give everyone a few minutes to change into “work clothes” (including sleeved shirts, long pants, and closed-toe shoes). Have them meet you back at a specific place outside for tool training and a small woodworking project (this will be a gift to the homeowner). Be prepared to go over the tools (power tools, ladders, paint brushes, roofing harnesses, etc.) and how to use them safely and properly. You can also go over the important factors of being on a team (all crew members stay on task, help one another, etc.). Find out what kind of jobs everyone would like to do. If you run out of time to finish your small woodworking project, take it to the work site on Monday and finish it during the week.

Next, you will delegate jobs to everyone for the week. The jobs are:

**Break Master** – in charge of snacks, drinks, break times (need at least 2 students)

**Tool Master** – in charge of picking up tools from the tool trailer, loading the tools for transportation to the work site, gathering tools in the afternoon

**Medic** – in charge of administering LIGHT first-aid such as band-aids

**Devotion Coordinator** – in charge of assigning Devotion Leaders for each day to lead during devotion time after lunch

**Evangelism Recorder** – in charge of data collection related to crew evangelism efforts, completes daily evangelism report

**Safety Coordinator (Adult)** – in charge of monitoring work site for any safety issues, informs Crew Chief of any safety issues on the premises with the participants

**Crew Encourager (Adult)** – responsible for building up the crew through motivation and encouragement

**Everyone will need to have a job. You can assign more than one person per job.**

### **Sharing Your Faith Review:**

On Sunday afternoon, participants will attend a session where they will review the “sharing your faith” materials that they learned together in their students groups while using the Blue Print and group study times to prepare for Changers. Students will also be challenged to look for opportunities to share the Gospel with their homeowner or neighbors.



## Dress Code

Kentucky Changers is a mission experience. Participants are missionaries; at the work sites, the lodging facility and during free-day activities. Advance work has been done to ensure that residents of the community know who we are and why we are here. We are closely watched. That being the case, we don't want to do anything that might damage our witness in the communities we serve. Although there might be some disagreement among our student participants regarding appropriate dress, for the sake of our Changers experience, let's agree we will all follow a consistent Changer Dress Code for the mission week. Group Leaders, please communicate this dress code to your students and adults. **Here it is:**

### Dress Code

- ✓ **SHIRTS:** Shirts **MUST** have sleeves. This means at the work sites, the lodging facility, in worship, and on the way to and from the showers. Please don't bring anything sleeveless, or anything with spaghetti straps. Short shirts are not allowed either. We also ask that shirts have no graphics that could be considered offensive or inappropriate. "No sleeveless shirts" also means no altering t-shirts to cut or tuck in sleeves to make the shirt sleeveless. Thanks.
- ✓ **SHORTS:** Shorts are OK at the lodging facility and even in worship. Shorts must be modest and appropriate. No short shorts. **Your shorts must be no shorter than 4 inches above the knee.** If your shirt covers your shorts, then your shorts are too short. Shorts are never appropriate at the work site. Again, thanks.
- ✓ **WORK SITE ATTIRE:** Because of the nature of our work, you are required to wear sturdy, long pants. Jeans are probably best. Again, shirts must have sleeves. Durable closed toe shoes or boots are required on the worksite. No sandals or flip flops on the job please. We want to protect your feet! Inappropriate worksite attire will prevent you from participating in the work.
- ✓ **DON'T BRING EXPENSIVE, NICE STUFF:** The work is dirty . . .sometimes really dirty. So, if you don't want to get it messed up, don't bring it. You've been warned.
- ✓ **SUNDAY ATTIRE:** the theme t-shirt and long pants to church.

### **Kentucky WMU and Changers Staff DO NOT WANT TO BE CLOTHING POLICE!**

- **Church Group leaders,** please review and clearly communicate the Dress Code **BEFORE** you bring your group to Kentucky Changers.
- Kentucky WMU staff and Project Coordinators asks that Church Group leaders and adults from your group enforce the dress code with your church's students.
- As mentioned previously, Kentucky WMU and Changers Staff **DOESN'T WANT TO BE THE CLOTHING POLICE,** however, if need be, we will take action with individual Church Group Leaders to ensure that all Changers comply with the stated guidelines.
- Violation of the dress code at work sites will result in participants being transported back to the lodging facility to change and can result in participants not being featured in Crew Photos or Changer videos.

**NOTE: ALL ADULT volunteers must follow this dress code along with the students.**



**For Adults at Kentucky Changers:  
Project Coordinators  
Crew Chiefs  
Adult Volunteers  
Youth Leaders  
Ministry Team Leaders**

## **Keeping Students Safe and Secure**

For the purpose of this document, when referencing “adult volunteers” that includes all adults in leadership roles including project coordinators, construction coordinators, crew chiefs, adult volunteers, youth leaders, and ministry team leaders.

### **GENERAL POLICIES**

1. Kentucky WMU is committed to protecting the students in this ministry from any form of abuse. Kentucky WMU has a Zero-Tolerance Policy that prohibits any act of sexual, emotional or physical abuse. This zero-tolerance policy requires all Kentucky WMU employees and volunteer leaders (those who work directly with children and students) to immediately report any occurrence (or suspected occurrence) of child abuse to a member of our staff.
2. Kentucky WMU will follow the legal guidelines set by the state of Kentucky and federal laws concerning issues of sexual abuse and will follow the reporting protocol as set forth by the Kentucky WMU Policy Manual.
3. Each Adult at Kentucky Changers is required to sign a criminal background check and authorization form. Adults are required to read and understand this student safety policy. Adults who fail to adhere to this student protection policy may be asked to step down from their role.
4. In all programs, events and activities, the safety and well-being of students is maintained through healthy relationships and adult supervision. Kentucky WMU practices the “two-adult” rule which requires a reasonable number of adult leaders (minimum of two) to be maintained when supervising students.

### **ONE-TO-ONE INTERACTIONS WITH STUDENTS**

In general, Kentucky WMU staff and volunteer leaders should never be alone with students of the same or opposite gender. However, we recognize that meeting the emotional needs of students may occasionally require staff/volunteer leaders to minister to them on an individual basis. Staff/volunteer leaders should observe the following guidelines when planning to hold a counseling session or any one-to-one meeting with a student:

1. Staff members and adult volunteer leaders should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed.
2. If a closed-door meeting must occur with a student, this should be done in a room/office with a window (never in a private room) and the staff/volunteer member must inform a WMU staff member and ensure the door remains unlocked.
3. Never hold a counseling meeting or any other one-on-one meeting with a member of the opposite gender. You may discuss this with a Crew Chief, Project Coordinator, or WMU staff member to make alternative plans.
4. Staff/ adult volunteers are not permitted to date students in Kentucky Changers.

### **APPROPRIATE / INAPPROPRIATE TOUCH**

It is important that all of our staff members and volunteer leaders understand the difference between appropriate/inappropriate touch with students. The reality is that appropriate touch is needed and

encouraged, but it is vital that staff/volunteer leaders do not blur or cross the lines. In light of this, the following guidelines should be observed:

1. Staff and volunteer leaders should look for opportunities to give plenty of “high fives” and “fist bumps” with students unless this makes a student feel uncomfortable.
2. As for hugs, this should be done in public view and should be kept brief. When it comes to hugging someone of the opposite gender, hugs should always be limited to side-hugs.
3. No staff/volunteer leader is allowed to have a sexual relationship with a student. In addition, there is not to be any touching of a minor on their sensitive areas (breasts, buttocks, genitals) even when a student has been hurt in one of these areas nor even to allow casual contact to these areas over the clothes.
4. Staff/volunteer leaders are not to sit on the laps of students or allow students to sit on their laps. There is also not to be any holding of hands with students unless it’s part of a worship/prayer service or as part of a group game.
5. Staff/volunteer leaders should be guarded to never be overly rough with students during informal interactions, games, etc. to where students may be unintentionally injured.

## **DIGITAL INTERACTIONS WITH STUDENTS**

As many of our students now communicate through phones, social media, and other forms of technology, it is important that our staff/volunteer leaders maintain healthy boundaries with students that are “above reproach.” Specifically, Staff Members and Volunteers should observe the following guidelines when it comes to communicating with students over technology (smartphone, tablet, laptop, etc.):

1. Staff Members and Volunteer Leaders should never one-on-one DM “direct message” with students of the opposite sex. Leaders should also be cautious to avoid ongoing, in-depth message chains with students of the same gender. These online chats should be used to encourage students and to make connections but not for extended dialogue which may blur the lines between leader and friend for students.
2. Staff Members and Volunteer Leaders should avoid talking about anything of a sexual nature when talking with students over social media/texts/etc. Even over the phone, staff and leaders should proceed with caution.
3. Staff Members and Volunteer Leaders should be cautious about what they post on their personal social media websites if any of their followers/friends are minors. Our personal lives should be a good model for students, so leaders should be cautious with posts.
4. For communicating with students by text, volunteer leaders should never send a private (non-group) text to a student of the opposite gender. All staff and volunteer leaders should still be cautious when communicating with students of the same gender and avoid ongoing, in-depth conversations over texts.
5. It is recommended that staff and volunteer leaders not follow/friend students they do not already know and have an established relationship with. Even for students that staff/volunteer leaders do know, it is recommended that they allow students to initiate the friend/follow request.

## **DISCIPLINE**

It is the recommendation of Kentucky WMU that staff members and volunteers are prohibited from using physical discipline in any way for behavior management of students. **No form of physical**

**discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction or inappropriate behaviors by students. If a student is unruly or fails to comply with verbal warnings or instructions from staff/volunteers, that student will be asked to leave (if not endangered by doing so) or the student's parent will be contacted to pick up the student. In the event of a fight or physical altercation, staff/volunteer will verbally redirect students involved and will try to avoid physical intervention unless the student poses a danger to others or himself/herself. In these instances, staff/leaders are allowed to restrain a student with appropriate physical force as needed. Uncontrollable or unusual behavior should be reported immediately to a Crew Chief, Project Coordinator, or WMU Staff Member.

## **TRANSPORTATION**

The following guidelines should be strictly observed when leaders are involved in the transportation of students:

1. Students should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided.
2. Staff members and volunteers should avoid physical contact with students while in vehicles.
3. Cell phones should not be used by drivers while transporting minors (other than GPS for directions). An exception arises only with an obvious emergency situation and safe, temporary halting of the vehicle is preferred. Texting or web surfing is strictly prohibited while driving.
4. Drivers should only take the number of students that have been assigned to their vehicle during the event. Seatbelts should be worn at all times while in the car. No one should be double-buckled. Extra caution should be used when driving students.
5. Drivers should never be alone in a vehicle with a student of the opposite gender.

## **SEXUALLY ORIENTED CONVERSATIONS**

Staff members and volunteer leaders are prohibited from engaging in any sexually oriented conversations with students and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any student. However, it is expected that from time to time student's ministry discussions and lessons may address issues related to purity, dating, sex and human sexuality. In addition, we are aware that students may have questions/struggles in this area and desire to confide in a trusted adult leader for guidance. In light of that, here are some guidelines to follow:

1. Staff and volunteer Leaders are not to discuss anything of a sexual nature with students of the opposite gender. The only exception to this is up-front large group teaching from God's Word on this subject. Staff and Leaders should proceed with great caution and be sure to teach with sensitivity and from a biblical perspective.
2. It is recommended that when possible, adults have another adult present when talking with students about sensitive issues concerning biblical definitions of sex (such as in a small group setting). Staff and Volunteer Leaders are asked to convey to students the biblical views on these topics.
3. If a student's questions or comments on a sexual matter become too detailed or explicit in a group setting, the leader should use discretion and set up another time to meet with this student.
4. For adult volunteers who set up a time to meet with a student about sexual matters, they are asked to first inform a crew chief, project coordinator, or WMU staff member.
5. If there is a question as to whether your conversation could possibly be interpreted as a "sexually oriented conversation," you are required to treat the conversation as if it is

unquestionably a sexually oriented conversation and follow this policy accordingly. Then, clarify the question with a WMU Staff Member.

## **OVERNIGHT EVENTS**

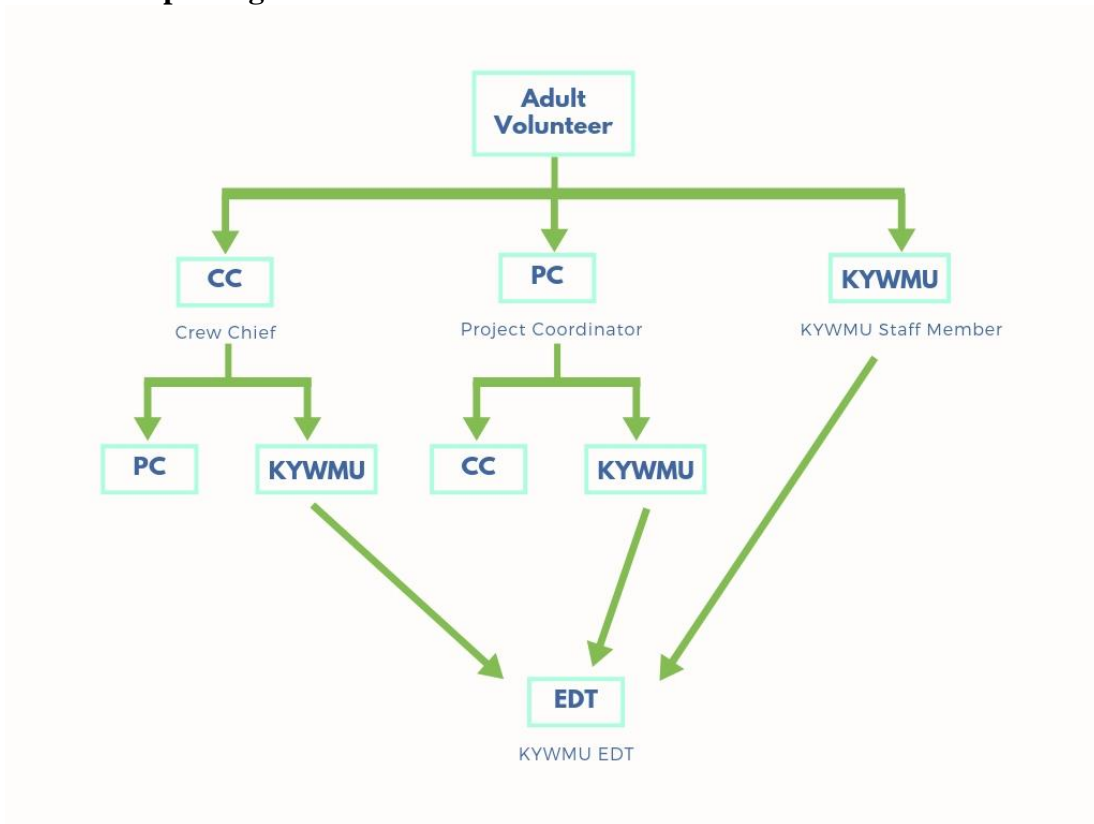
Since Kentucky Changers falls under the Kentucky WMU overnight event category, staff members and volunteers will strictly observe the following rules:

1. As long as any students are awake, one of the leaders must also be awake and monitoring students, to ensure safe behavior.
2. Leaders should use good judgment regarding PG or PG-13 movies. No R-rated movies are permitted. Any questions should be discussed with a WMU Staff Member. Leaders should never view any form of pornography with students.
3. Appropriately modest sleeping attire must be worn.
4. No adult should sleep in the same bed with a student. No adult should be alone in a room with a student unless the door is open.
5. Due to the unique overnight arrangements for Kentucky Changers -*which do not include standard beds*- each staff, volunteer, and student will use single sleeping bags or blankets. In these instances, a “one-person-to-one bag or blanket” rule will be observed.
6. Staff and volunteers in Kentucky Changers should never be nude in the presence of students in their care. If there is a situation where staff and volunteers will be showering or changing clothes when students are nearby, proper precautions should be taken. Any questions or concerns should be discussed with the WMU staff member.

## **REPORTING PROTOCOL**

1. By law, our organization is required to report any suspicion of abuse and/or neglect by a church leader, staff member, volunteer, church worker, family member or anyone else.
2. From the **Kentucky Revised Statutes Pertaining to Sexual Abuse**, any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to the local law enforcement agency or the Kentucky State Police, the Cabinet or its designated representative, the commonwealth’s attorney or the county attorney, by telephone or otherwise (KRS 620.030, 1. See Appendix 2 for the full KRS in detail).
3. Volunteer leaders and staff members should never make promises to students that they will “keep it confidential” as we are mandated reporters. When students say, “I have to tell you something but you must first promise not to tell anyone else,” our response should be something to the effect of “if you trust me enough to tell me, then please trust me enough to do what is best.”
4. If an adult volunteer becomes aware of any form of abuse/neglect, they are required to make a report per KRS standards. Immediately following, they are to inform either a Crew Chief, Project Coordinator, or WMU staff member of their actions. Please see the reporting flow chart in table 1. No suspicion or accusation should be treated as frivolous. Adults volunteers should remain calm, listen carefully and take detailed, written notes of the incident/accusation. These details should include: name, age, contact information, date of incident, details of what took place, names of any witnesses and any other pertinent details.

**Table 1: Reporting Flow Chart**



5. Once an accusation has been reported to a Crew Chief, Project Coordinator, or WMU staff member that WMU staff member will report this to the Kentucky WMU Executive Director. From there, the staff member and executive leadership will discuss the further steps such as notifying police or other government agencies, parents, etc. The person who first received the accusation of abuse may then be asked to make an official report to the police or other government agencies under the direction of the WMU leadership. If the WMU staff member is the first to be aware of an accusation, they will inform the Project Coordinator and Crew Chiefs in a closed meeting.
6. The decisions regarding further assessment of any danger, seeking consultation, notification of parents/custody holders, and any further necessary services will be based on the decision of the Executive Director in consultation with the President of Kentucky WMU and the Administrative/Personnel Committee Chairperson, and the convention attorney.
7. The Executive Director of Kentucky WMU should handle all press communication related to any sexual abuse allegations. All questions and inquiries should be referred to this individual.

## **DEFINITIONS**

**Physical abuse** of a child (anyone under age 18) includes, but is not limited to the following: any action that causes or threatens to cause a non-accidental physical injury to a child; placing a child in a situation where the child is likely to be injured; neglecting or refusing to provide adequate food, shelter, emotional nurturing or health care to a child; or failing to provide adequate supervision in relation to the child's age or development level.

**Sexual abuse** of a child includes, but is not limited to the following: committing, allowing to be committed or threatening any sexual act upon a child, including, without limitation, fondling of breasts or genitalia in or outside of the clothing, masturbation, oral-genital contact, digital penetration, vaginal intercourse or anal intercourse; any action undertaken with the intent to arouse or satisfy the sexual desire of any individual; indecent exposure in the presence of a child; allowing a child to view sexually explicit or pornographic material; allowing a child to be used in creating any sexually explicit or pornographic material; or allowing a child to witness a sexual act.



## Crew Chief Responsibilities

The Crew Chief is an adult volunteer who brings construction skill and experience to a Kentucky Changers Project. A Crew Chief commits to serve for a week as a living Christian mentor for students. Crew Chiefs must have completed an application (available from and submitted to Kentucky Changers or the construction coordinator). Crew Chiefs supervise a crew of 8 to 12 participants in completing a series of tasks on one or more work sites at a project. In this role, the Crew Chief should:

- Bring tools that will be needed during the week for a particular jobsite or make arrangements with the Construction Coordinator for necessary equipment.
- Crew Chiefs (especially new Crew Chiefs) are asked to attend pre-project training. This training event will give you an in-depth understanding of working with students and the impact you have in their lives; an overview of upcoming projects; as well as a chance for you to get to know other crew chiefs.
- Crew Chiefs (especially new Crew Chiefs) are required to go through training either before the project or the first Saturday of the project. Crew Chiefs also need to be at the first Crew Chief meeting on Saturday afternoon. Other meetings prior to beginning work on Monday are at the option of the Construction Coordinator.
- Get to know your crew Saturday afternoon during your first Crew Chat time. You will teach students and adults how to safely use their tools and other tools they will be using during the week. You will lead them in a small building project (example: bird house, planter or bench)
- Participate in all Crew Chat times.
- Attend Sunday morning worship services and eat lunch with your crew.
- Lead your crew in a tour of the work site as scheduled and introduce them to the work to be done and how it will be accomplished.
- Participate in “The Great Send-Off” on Monday morning.
- Start each day at the work site with a crew prayer time. Direct students to do their individual quiet time study each day. **Crew Chiefs lead by example. Start each day in a quiet time of dedicating it to the Lord.** (Travel time to the work site is a good time for your daily quiet time.)
- Lead and guide the work of one crew at Kentucky Changers work project. Be prepared to make crew assignments for each crew member.
- Be a good steward of time and materials. Discourage waste and horseplay.
- During the day, train the crew to do assigned tasks (measuring, cutting, hammering, etc.). **Tell them how, show them how, and then let them try.** Teach safety, especially regarding the use of ladders and power equipment. Be an example by following the rules yourself.
- Plan ahead so that you are prepared to leave the work site at the scheduled time each day.
- Work on building relationships with your crew and residents.
- Watch out for crew members with special needs or who may need closer supervision.
- Complete work agreed to on the Site Information Form. As early as possible, inform the Construction Supervisor/Coordinator of any work not expected to be completed. Work with your construction Supervisor/Coordinator to make sure there is a plan to complete any unfinished work.

- As the project progresses, attend all Crew Chief debriefing sessions. Share your progress and your problems with your supervisor daily. Turn in daily progress reports to your Construction Coordinator.
- Participate in the total Kentucky Changers experience including meals, crew chats, all worship services, and other aspects of the week.
- Plan to stay at the school or lodging place with participants.
- Write Encouragrams (E-Grams) to encourage all members of your crew.

**NOTES:**

## Assistant Crew Chief Responsibilities

Each Assistant Crew Chief works alongside the Crew Chief in completing a series of tasks on one or more work sites at a project. An Assistant Crew Chief commits to serve for a week as a living Christian mentor for students. Crew Chiefs must have completed an application (available from and submitted to The Assistant Crew Chief is an adult volunteer who brings construction skill and experience to a Kentucky Changers or the construction coordinator). An Assistant Crew Chief assist the Crew Chief in supervising a crew of 8 to 12 participants in completing a series of tasks on one or more work sites at a project. **An Assistant Crew Chief must be qualified to take over the crew if the Crew Chief becomes ill or has to leave for any reason.** In this role, the Assistant Crew Chief should:

- Bring tools that will be needed during the week for a particular jobsite or make arrangements with the Construction Coordinator for necessary equipment.
- Assistant Crew Chiefs (especially new Assistant Crew Chiefs) are asked to attend Pre-Project Training. This training will give you an in-depth understanding of working with students and the impact you have in their lives; an overview of upcoming projects; as well as a chance for you to get to know other crew chiefs during times of fellowship and a building project on Sunday.
- Assistant Crew Chiefs are asked to meet at the project site on Saturday before the start of the project. Attendance at the first adult meeting on Saturday is mandatory. Other meetings prior to beginning work on Monday are at the option of the Construction Coordinator.
- Get to know your crew Saturday afternoon during your time together. You will assist in teaching students and adults how to safely use their tools and other tools they will be using during the week. You will assist in leading them in a small building project (example: planter, bird house or bench)
- Participate in all Crew Chat times.
- Attend Sunday morning worship services and eat lunch with your crew.
- Lead your crew in a tour of the work site as scheduled and introduce them to the work to be done and how it will be accomplished.
- Participate in “The Great Send-Off” on Monday morning.
- Start each day at the work site with a crew prayer time. Direct students to do their individual quiet time study each day. **Crew Chiefs lead by example. Start each day in a quiet time of dedicating it to the Lord.** (Travel time to the work site is a good time for your daily quiet time.)
- Lead and guide the work of one crew at Kentucky Changers work project. Be prepared to make crew assignments for each crew member.
- Be a good steward of time and materials. Discourage waste and horseplay.
- During the day, train the crew to do assigned tasks (measuring, cutting, hammering, etc.). **Tell them how, show them how, and then let them try.** Teach safety, especially regarding the use of ladders and power equipment. Be an example by following the rules yourself.
- Work with Crew Chief in developing the game plan so that you will be prepared to leave the work site at the scheduled time each day.
- Work on building relationships with your crew and residents.
- Watch out for crew members with special needs or who may need closer supervision.

- As the project progresses, attend all Crew Chief debriefing sessions. Share your progress and your problems with your supervisor daily. Turn in daily progress reports to your Construction Coordinator/Supervisor.
- Participate in the total Kentucky Changers experience including meals, crew chats, all worship services, and other aspects of the week.
- Plan to stay at the school or lodging place with participants.
- Write Encouragrams (E-Grams) to encourage all members of your crew.
- Be present for the closing celebration.

**NOTES:**

## What To Expect as a Crew Chief

You will receive your work assignment from your construction coordinator and/or assistant construction coordinator. In most cases, your assignment will be discussed with you prior to the start of the week. Also, if possible, we want you to have an opportunity to visit your site on or before the first day of the project. Be sure to determine what kind of tools you need to bring.

In your first construction meeting at the project on Saturday, the construction coordinator will explain matters such as the schedule of the week, procedures for getting materials, and special meetings you will have with your crew. Get to know other crew chiefs during this time. You may have similar work assignments or have sites grouped close together. The construction meeting is important in getting you ready to meet your crew, visit the work site together, and engage in a small building project.

When do you meet your crew for the first time? At Kentucky Changers projects, you will meet your crew on Saturday evening right before worship (unless the Project Coordinator indicates otherwise). A crew consists of 6 to 12 boys and girls, and at least two adults. At Kentucky Changers Construction Projects, all adults will be crew encouragers. The crew encourager serves as or with your assistant and is in charge of group building and crew morale.

The following suggestions can help you get off to a great start with your crew.

1. First, keep in mind that the individuals on your crew will probably only know one other person. Kentucky Changers deliberately mixes participants from different churches into a crew, so they get to meet new people and gain new experiences. **Make a special effort to learn names and encourage others to do the same.**
2. In all Projects, you will have a brief teaching time on Sunday afternoon with your crew. You will start the week with a simple crew building theme project on Sunday afternoon using plans the you will have access to once you check-in on Saturday. You will be asked to help your crew build a planter, birdhouse, or bench that will be given to your resident at the end of the week. This is a time for the crew to work together to build something. Utilize this time well to prepare your crew members for the work they will be doing. You may be asking them during the week to get a 2" x 4" x 8' board or measure a piece of plywood. This is the time when you teach them the difference between latex and enamel paint, how to use a tape measure, safety with a skill saw, or how to hammer a nail. Look closely to see what skills your group may already possess. Your work may require that you teach your crew additional skills such as cutting and nailing Sheetrock<sup>TM</sup>. Samples may be used during the crew building times for this purpose. You will need to take time on the first workday to train your crew for its work.
3. Be sure everyone participates and that you are an observant leader. Each day at the work site utilize the crew encouragers (the adults on your crew) to help you make sure everyone has a job and knows how to do it.

## **Safety Guidelines**

The following is a list of safety precautions and concerns for construction personnel on the work site. This list is not exhaustive. It is, however, intended to foster safety awareness and to maintain the trust that people have in Kentucky Changers. Help us keep the highest standards for safety at the work project.

### **Ladder Safety**

1. Make sure that all ladders used are in good condition. Inspect each one for bends, cracks, and splits. Make sure all hinges, locks, guides, and leveling devices are functional. Check rivets, bolts, and welds for looseness, rust, or cracks.
2. Check each ladder for its capacity rating and instruct your crew on its limits. This is especially important in carrying materials up to the roof.
3. Make sure your crew knows how to properly position a ladder. Use a proper angle from the base of the ladder to the wall (1/4 the length of the ladder). Clear the area around the ladder. Avoid electrical hazards, such as power lines. Make sure stepladders are properly opened and locked. Make sure the ladder is properly leveled. Tie off at the top any ladder that will be used to get on a roof. Make sure the ladder extends at least three feet above the roof edge.
4. Teach your crew the proper use of a ladder. Make sure the job is within reach (not leaning out). Climb down and get off the ladder before moving it! Use both hands while climbing.
5. Teach the following elements of ladder safety: Don't stand on the top step. Don't stand on a rung above the roofline. Don't lean a stepladder against a wall. Don't have more than one person at a time on the same ladder. Don't place a ladder vertically on scaffolding.
6. Organize a "ladder buddy" system. Make sure each person using a ladder for work has a partner who can help stabilize the ladder from the ground and watch for hazards.

### **Power Tools**

1. Inspect all power tools for safety before using. Make sure all guards and safety mechanisms are in place and functional. Check power cords for cracks and exposed wires. Make sure blades on saws are secure.
2. Require each person using a power tool to wear eye protection. This is essential!
3. Make sure that all students and inexperienced users are closely supervised when using a power tool.
4. Make sure individuals are trained on the use of power tools at the work site before allowing them to use the tools.
5. Do not allow horseplay of any type with power tools. Encourage crew members to adopt a proper respect for the safe use of tools.

### **Roofing**

1. Check the roof for structural soundness before beginning work. Test for weak spots and point them out to the crew. Be cautious in estimating the weight the roof will hold and limit access accordingly.

2. Be aware of electrical hazards on or near the roof. Look for power, telephone, and other lines that may pose a risk. Take steps to safeguard the crew from these elements.
3. Evaluate the overall safety of your roofing situation. If you feel that the roof at your work site poses too great a risk for safe work (too great a pitch, too high off the ground, etc.) please discuss this with your construction supervisor. Pitches less than or equal to 6 in 12 are usually considered acceptable without toe boards or roof jacks. Toe boards should be used for pitches between 6 and 8 in 12. Roof jacks should be used for pitches greater than 8 in 12. Scaffolding should be considered for two story or higher roofs.
4. Ensure roofing felt is adequately secured before walking on it. Make sure dust, sawdust, and loose materials are cleaned up periodically as these can become a severe slipping hazard.
5. Holes in the decking that are covered by felt or other materials should not be left unattended unless covered or clearly marked to reduce potential falls. Holes should be made visible as soon as possible.

### **Painting**

1. Encourage the use of safety goggles when scraping overhead.
2. Encourage the use of appropriate dust masks.
3. Limit the use of paint thinners and solvents to tools and not to clothing. Make sure the crew understands the safe use of clean-up chemicals at the work site.

### **Inspection**

1. If a building inspector is available, ask him or her to assist you in locating potential hazards and knowing how to avoid them. Get advice on any situation that could be a potential hazard (such as a weak roof, power lines to the building, or the height of the roof from the ground.).
2. Use the crew's safety inspector to assist you in keeping a lookout for trouble. The safety inspector can assist with such things as the ladder buddy system and proper use of tools.

### **Heat**

1. Make sure everyone on the crew is drinking large amounts of water when summer heat and humidity are present. Make sure there is enough ice and water for the crew to take frequent water breaks. Discourage the heavy use of carbonated drinks (but not at the risk of drinking any fluids.).
2. Insist on sunscreen and adequate clothing to protect from sunburn and over-exposure. Rotate crewmembers on hot roofs and un-shaded areas of work with other crew members in shaded areas.
3. Watch crew members carefully for signs of dehydration and heat exhaustion. Get medical help immediately if symptoms cannot be treated with rest in a cool area and drinking lots of water.
4. Discuss these steps with your break master and safety inspector and use them to help you monitor the crew.

## Important Forms

Few of us enjoy paperwork, but most of us understand the need for organization, good communication, and record keeping. The following forms will be used to help you and Kentucky Changers get the work done in a safe and efficient manner.

**Work Site Information Form.** This document, completed by your construction coordinator, will give you the information about your work site, such as the address, resident's name, the list of repairs to be done, and the materials needed. A critical part of the form is the release signed by the resident who gives you permission to work on the site. Do not attempt to do any work not specified on this form without approval from your Supervisor and construction coordinator. The original should be returned to the Kentucky Changers staff by the end of the week.

**Note: Crew Chiefs, if you attempt work at your work site without the written and dated consent of the Construction Coordinator and Agency Representative on you Work Site Information Form, know that you are assuming the responsibility of completing and financing the extra work!**

**Resident Release Form.** No work may be started at a work site without a completed Resident Release form signed by the resident and the other necessary individuals.

**Resident Safety Awareness Form.** On the first day you begin work, complete this form for the benefit of the resident, indicating all the work you will be doing and any precautions for safety the resident should take. Let this form be a written reminder of the possible safety hazards brought on by construction (for example: tearing out and replacing a porch). Make sure the resident signs the form and retains a copy.

**Crew Chief Tool List.** This form allows the crew chief to assess the tools needed for his site. It is intended for the construction coordinator to fill out this form and provide it to the crew chief prior to the beginning of the project. This will allow the crew chief to determine if he has adequate tools for the job and, if not, to communicate specific needs to the construction coordinator.

**Crew Chief Daily Report Form.** Your construction coordinator may ask you to complete a progress report at the end of each workday to help in the supervision of the project. This form also includes a daily devotion block for you to use and share with your crew if you would like to do so.



# KENTUCKY CHANGERS WORK SITE INFORMATION FORM

**Construction Coordinator and Agency Representative:** Complete this form in its entirety for each Kentucky Changers Construction work site. Give copies to the construction supervisor and crew chief. The original goes to the Kentucky Changers office manager.

**IMPORTANT:** The Resident Release Form must be signed by the resident before work may begin.

**Homeowner** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Homeowner Address** \_\_\_\_\_  
**Street Address** \_\_\_\_\_ **City** \_\_\_\_\_ **St** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Construction Coordinator** \_\_\_\_\_

**Host Church** \_\_\_\_\_ **Contact** \_\_\_\_\_

**Phone** \_\_\_\_\_

The city of \_\_\_\_\_ KY and the Homeowners agree that Kentucky Changers/ KY WMU will complete **ONLY** repairs listed on this form that are started during project week. Kentucky Changers, KY WMU, and their representatives are not responsible for the completion of any repairs listed on this form, which are not started during the project week.

**Priority List of Repairs Assigned:**

**Check when complete**

- |    |       |                          |
|----|-------|--------------------------|
| 1. | _____ | <input type="checkbox"/> |
| 2. | _____ | <input type="checkbox"/> |
| 3. | _____ | <input type="checkbox"/> |
| 4. | _____ | <input type="checkbox"/> |
| 5. | _____ | <input type="checkbox"/> |

Note: Crew Chiefs are not allowed to attempt repairs that are not listed on this form without the approval of your construction supervisor and agency representative.

**Directions to Work Site:**

\_\_\_\_\_



## Resident Release

I, the undersigned (also known as the resident), agree to and accept all construction or renovation work that is performed on my home (dwelling) by Kentucky Changers and their representatives. Further, I waive any right to bring legal action against the Kentucky Changers, Kentucky WMU, and City of \_\_\_\_\_, its licensees, successors, legal representatives and assignees, or the \_\_\_\_\_ Baptist Association upon completion of said construction or renovation work. I also hereby release all claims and forever hold harmless the directors, employees, and agents of Kentucky Changers, Kentucky WMU, and the City of \_\_\_\_\_, or the \_\_\_\_\_ Baptist Association from any and all claims related to work performed on my home (dwelling).

I agree that Kentucky Changers will complete ONLY repairs listed on this form that are started during project week. Kentucky Changers, Kentucky WMU and their representatives are not responsible for the completion of any repairs listed on this form, which are not started during the project week.

By signing this document the resident hereby gives the KY Changers, Kentucky WMU, its licensees, successors, legal representatives and assignees, and the \_\_\_\_\_ - Baptist Association the absolute and irrevocable right and permission to use the resident's name and to use, reproduce, edit, exhibit, project, display, copyright, publish photographic images and/or moving pictures and/or videotaped images of the resident with or without resident's voice, or in which the resident may be included in whole or in part, photographed, taped, videotaped, and/or recorded during the duration of the project, and therefore to circulate the same in all forms and media for art, advertising, trade, competition, of every description and/or any other lawful purpose whatsoever. The resident also consents to the use of any printed matter in conjunction therewith.

The resident also waives any right to inspect and/or approve the finished product or products or the editorial, promotional, or printed copy of soundtrack that may be used in connection therewith and any right that I may have to control the use to which said product, products, copy and/or soundtrack may be applied. The resident discharges and agrees to save harmless the KY Changers, Kentucky WMU, the City of \_\_\_\_\_ its licensees, successors, legal representatives and assignees and the \_\_\_\_\_ Baptist Association from any liability by virtue of any blurring distortion, alteration, optical illusion or use in composite form whether intentional or otherwise, that may occur or to be produced in the making, processing, duplication, projecting, or displaying of said images, and from liability for violation of any personal or proprietary right that I may have in connection with said images and with the use thereof.

**Please complete and sign below (not valid without signatures):**

### NO WORK CAN BE PERFORMED WITHOUT SIGNATURES

Resident Signature: \_\_\_\_\_

Telephone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Construction Coordinator Signature: \_\_\_\_\_

Telephone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Agency Representative Signature: \_\_\_\_\_

Telephone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

KY Changers Coordinator Signature \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# Kentucky Changers Resident Safety Awareness Form

**Crew Chief:** Please complete this form in its entirety and have your resident read and sign it on the first day of work. Give a copy to the resident and return the original to your Construction Supervisor no later than Monday evening. The form becomes the property of Kentucky Changers and should be given to the Kentucky Changers Office Manager by the end of the week.

Dear Resident:

Kentucky Changers is excited to be working with you in making repairs on your home. As volunteers, we are concerned that we do a good job and keep you safe at the same time. Listed below is a summary of the safety precautions we ask you to take this week as we work.

## Safety Precautions

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

I, the undersigned, (also known as the resident) do recognize and acknowledge the construction and renovation work being conducted on my home has inherent risk and I will seek to follow the suggested safety precautions as outlined above. I also acknowledge Kentucky Changers will complete **ONLY** repairs listed on this form that are started during project week. Kentucky Changers and KY WMU and their representatives are not responsible for the completion of any repairs listed on the Work Site Information Form that is not started during the project week.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Crew Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Crew Chief Tool List

Crew Chief \_\_\_\_\_ Project \_\_\_\_\_ Date \_\_\_\_\_

Work Site Assignment \_\_\_\_\_

## Tools you will need to bring (as checked):

### Carpentry

- Claw Hammer
- Hand Saw
- Hack Saw
- Skill Saw
- Miter Saw
- Chop Saw
- Reciprocating Saw
- Key Hole Saw
- Door Hole Saw
- Level (2')
- Level (4')
- C-Square
- Tri-Square
- Chisels
- Crow Bar
- Pry Bar
- Clamps
- Electric Sander
- Drill and Bits
- Plumb Line
- Extension Cords

### Ladders

- Step Ladder
- Extension Ladder
  
- Shovels
  
- Chalk Line
- Chalk
- Shingle Knife

### Painting

- Brushes
- Brushes (large)
- Rollers
- Roller Pans
- Roller extensions

### Miscellaneous

- Screwdrivers
- Hydraulic Jack
- Pole Jack
- Sledge Hammer
- Pliers

### What Are Participants Bringing

#### Required

Gloves and safety goggles  
Hammers  
Tape Measure

#### Optional

Paint brushes and rollers  
Scrapers  
Assorted tools (such as tape measure, putty knife):









# Daily Report Form

Tuesday

CREW CHIEF: \_\_\_\_\_

RESIDENT: \_\_\_\_\_ SITE ID: \_\_\_\_\_

**A moment with the Master:** DETERMINE A COURSE OF ACTION Luke 14:28-30  
 The unwise builder failed to plan ahead and count the cost of his new tower. A great deal of effort has gone into planning the work we will be doing this week. Houses were selected. Materials lists were drawn up and materials ordered. The project coordinator secured lodging and meals for us. The Associational coordinator found churches to agree to be our hosts on Sunday morning and to provide lunches for the week. The summer staff has spent long hours setting up the lodging facility and assigning crews. But there is still much planning for you to do. You need to plan how you will do your work with the crew assigned to you. We must be careful to plan our work so that our task can be completed for the glory of God.

(Please use these sheets daily to keep your construction coordinator abreast of what is happening on your site.)

What work did your crew accomplish today?			
What additional materials will you need for tomorrow?			
What materials do you have on site that you don't need?			
How well did your crew work today?			
What assistance do you need from the construction coordinator or construction supervisor?			
Does your work site need trash pickup?		When do you anticipate finishing your site?	

**REMINDER:**

Be sure to inform the resident at the end of each workday what work has been done and what is yet to be completed. Make sure the resident is aware of any potential safety hazards (unfinished porches and decks, materials in yard, etc.) that need to be avoided.

Get the work done as much as possible through the participants. Help them take ownership of the work.



**Daily Report Form**

**Wednesday**

**CREW CHIEF:** \_\_\_\_\_

**RESIDENT:** \_\_\_\_\_ **SITE ID:** \_\_\_\_\_

**A moment with the Master:** FOLLOW A DETAILED PLAN Isaiah 46:11  
 We have carefully planned our work. Today, we begin to implement the plan. As you look at the work before you, break it into small pieces and plan the pieces together to completion before beginning the task. As the week progresses, you may have to adjust your plans to consider new conditions encountered along the way. But always remember who has ultimately planned our work for this week. God said what He planned, that He will do. Be sensitive to the leadership and movement of the Holy Spirit at your work site and within your crew.

(Please use these sheets daily to keep your construction coordinator abreast of what is happening on your site.)

What work did your crew accomplish today?			
What additional materials will you need for tomorrow?			
What materials do you have on site that you don't need?			
How well did your crew work today?			
What assistance do you need from the construction coordinator or construction supervisor?			
Does your work site need trash pickup?		When do you anticipate finishing your site?	

**REMINDER:**

Be sure to inform the resident at the end of each workday what work has been done and what is yet to be completed. Make sure the resident is aware of any potential safety hazards (unfinished porches and decks, materials in yard, etc.) that need to be avoided.

Get the work done as much as possible through the participants. Help them take ownership of the work.



# Daily Report Form

Thursday

**CREW CHIEF:** \_\_\_\_\_

**RESIDENT:** \_\_\_\_\_ **SITE ID:** \_\_\_\_\_

**A moment with the Master:**    ISSUE A CHALLENGE            Job 23:10-11  
 Our challenge is not to know God’s will, but to do the things we already know. We are challenged to be so attuned to the things God wants to accomplish that when we face each situation, we “will emerge as pure gold.” Whichever way God chooses to go, we must be committed to follow in His steps. We must not veer to the left or right but keep “to His ways and not be turned aside.” You know what it takes to complete the task; be purposed and allow God to keep you on track.

(Please use these sheets daily to keep your construction coordinator abreast of what is happening on your site.)

What work did your crew accomplish today?			
What additional materials will you need for tomorrow?			
What materials do you have on site that you don’t need?			
How well did your crew work today?			
What assistance do you need from the construction coordinator or construction supervisor?			
Does your work site need trash pickup?		When do you anticipate finishing your site?	

**REMINDER:**

Be sure to inform the resident at the end of each workday what work has been done and what is yet to be completed. Make sure the resident is aware of any potential safety hazards (unfinished porches and decks, materials in yard, etc.) that need to be avoided.

Get the work done as much as possible through the participants. Help them take ownership of the work.





**Daily Report Form**

**Friday**

**CREW CHIEF:** \_\_\_\_\_

**RESIDENT:** \_\_\_\_\_ **SITE ID:** \_\_\_\_\_

**A moment with the Master:**    MEETING OPPOSITION        2 Cor. 11:20-12:10  
 In this passage of Scripture, the apostle Paul records the trials and opposition that he faced in his ministry. The beatings, imprisonments, storms, shipwrecks, confrontations with other religions, and confrontations with his own countrymen make the opposition we face seem small and insignificant. Yet in the midst of them the worst in our character seems to come forth. Remember that opposition comes from two sources. First, as for Joseph in the Old Testament, what his brothers meant for evil, God used for good. God may be using our circumstances for His ultimate good. Second, we know from the New Testament that Satan is like a roaring lion walking about, seeking whom he may devour. Examine your motives when faced with opposition. If you’re in God’s will, then you already have the victory over Satan. And if you’re not, thank God that He’s using opposition to nudge you back into His will. Then you can say with Paul, “When I am weak, then am I strong.”

(Please use these sheets daily to keep your construction coordinator abreast of what is happening on your site.)

What work did your crew accomplish today?			
What additional materials will you need for tomorrow?			
What materials do you have on site that you don’t need?			
How well did your crew work today?			
What assistance do you need from the construction coordinator or construction supervisor?			
Does your work site need trash pickup?		When do you anticipate finishing your site?	

**REMINDER:**

Be sure to inform the resident at the end of each workday what work has been done and what is yet to be completed. Make sure the resident is aware of any potential safety hazards (unfinished porches and decks, materials in yard, etc.) that need to be avoided.

