

LINC Mission Center 161 West Road Houston, TX 77037

Greetings!

We are so glad that you are considering joining us in the work of restoring the City of Houston to God! Your efforts are greatly appreciated. This packet is for groups being housed at our work camp and working through the LINC Volunteer Center. It is designed as a guide to help acquaint you with the ministry you will share with us during your stay in the Texas Gulf Coast area and prepare you for your assignments.

LINC Volunteer Center is operated by LINC-Houston. Our coordinators will work with your team to help plan and coordinate your housing and work assignments.

If you have any questions regarding this information, you can contact us at the phone number or email address below.

Even if you decide not to serve with us, please keep the people affected by the hurricane and our relief efforts in your prayers.

Serving With You In Jesus,

Gwen Franke LINC-Houston 161 West Road Houston, TX 77037 Office(direct): 281-598-3224 Fax: 281-598-4560 gwen@linchouston.org Edith Nino LINC-Houston 161 West Road Houston, TX 77037 Office 281-509-9112 Cell: 281-408-9792 Fax: 281-598-3517 edith@linchouston.org

Volunteering with LINC-Houston Urban Ministries

We hope this document will answer your questions about serving as a Volunteer in Southeast Texas.

Requirements

We welcome volunteers who are aged sixteen or over, who are in good health and have had a current tetanus shot (within the past 10 years - ideally within the past 5 years). Because the work can be strenuous, we encourage checking with your family physician about any concerns, physical or medical conditions, especially respiratory problems, that may inhibit or prohibit your participation. Please see "Ages" on the next page for more information on age recommendations.

A Covenant for Success

We are privileged to serve our great God as volunteers in this mission. As volunteers, our primary mission is to demonstrate God's love by freely giving of ourselves, our time, and, our resources. We prayerfully invest ourselves in this mission, and endeavor to honor God in all we do by serving those in need.

We will strive to be patient, understanding, tolerant and flexible in working with the public and each other. We will make the best of our time together, demonstrate mutual respect and enjoy fellowship with one another. We will serve with a "servant's heart" and rejoice in the blessing of doing God's will.

Accommodations

Our Redeemer Lutheran Church and School is located at 215 Rittenhouse, Houston, TX 77076. This camp can accommodate approximately 80 volunteers in classrooms over a gymnasium, kitchen, dining hall and showers. There are men's and women's showers and restrooms. Sleeping will be on cots or bunks. You will need to bring your own bedding or sleeping bag. We do have a cook for Our Redeemer. Erica will prepare and serve breakfast, pack sack lunches, and prepare the evening meal Monday through Friday. Teams will be responsible for helping to preset and clean up after breakfast. You will need also need to designate members to heat and serve the evening meal. OUR REDEEMER HAS NO WINDOWS - IF YOU ARE CLAUSTROPHOBIC, PLEASE LET US KNOW.

Please remember that this is a volunteer camp and you may be sharing your accommodations with other groups; groups from a different geographical area or even a different faith. This is a wonderful way to make new friends and fellowship with other groups; however, mutual respect and cooperation are essential. It is also VERY important to share responsibility in *keeping the camp clean*.

Volunteers will be received at camp on weekdays between 9am and 4pm and on Saturday and Sunday between 2pm and 5pm. We will need to know your estimated time of arrival at least a week before you come to Houston.

<u>Cost</u>

Housing cost is \$210/person/week and includes breakfast, sack lunch and dinner Monday through Friday. A week is a stay of 6 nights with a Sunday afternoon arrival and departure the following Saturday morning. We are able to adjust accordingly for stays of different lengths. **Checks should be made payable to "LINC-Houston"** and designated in the memo for LMC Volunteer Housing. Checks can be turned in with your paperwork upon arrival.

Orientation

All volunteers are required to attend an orientation prior to beginning their work assignments. Orientations are generally held on Monday mornings after breakfast, just prior to beginning work; however, the staff may schedule orientation at other times as needed. Camp housekeeping, types of volunteer workloads, safety procedures, and the work conditions will be discussed. Volunteers will be given general information about the people being helped and how to approach their work to best accommodate the family and the volunteer's personal mission.

Volunteer Workload

The possible types of work volunteers may perform include:

- General clean up
- Insulation/Drywall installation
- Flooring removing old and installing new
- Interior and exterior painting and caulking
- Landscaping
- Food Pantry maintenance and distribution
- Clerical data entry, etc.
- Vacation Bible School with a partner LINC ministry

Suggested Guidelines for Teams

The ideal team consists of 6-10 persons depending on the work being done. However, larger groups can be split into smaller teams provided they are able to provide transportation for each team. Each team must have a designated team leader and preferably someone with first-aid experience. Each team should have a skilled member who can lead the team on site.

Ages

We welcome teams of all make-ups. Youth ages 16-18 may volunteer at our sites. A ratio of 1 responsible adult (over 21 years of age) per 4 youth is required with appropriate male and female chaperones. If your team is ages 14-16, please contact Can-Do Missions at <u>http://can-do.concordia.edu/default.cfm</u>. For teams with youth under the age of 14, decisions are made on a case-by-case basis. Please contact us with any questions.

We will be happy to work with teams of families with small children also. All youth members must have the additional Parental Release & Consent section signed in order to participate.

Individuals Who Apply Alone

Persons traveling as an individual may be used for special assignments or added to existing teams if agreeable to both parties.

Transportation

Volunteer groups are responsible for their own transportation. Please keep in mind that depending on the size of your team, you may be split into smaller groups to work at multiple job sites. A vehicle with a tow hitch is especially helpful. Charter buses are not recommended as they make daily transportation of teams difficult. If your group decides to utilize a charter bus, please remember that some additional patience with logistics is appreciated. We cannot guarantee multiple work sites in close proximity. If you will be traveling by plane, it is especially important to confirm dates for your team prior to purchasing your tickets. There are several options for transportation rental located at the Houston airports.

Work Team Assignments

Volunteers are assigned to work teams and other tasks both individually and/or as a group by LINC volunteer coordinators or by the Volunteer Director. Our work, whether with LINC clients or with other community organizations, is often with those in community who are the most vulnerable persons: the poor, disabled, elderly.

Work is assigned according to the skill levels of volunteers and the **jobs available**. Every effort is made to fairly and equitably distribute workload and assignments; however, *flexibility is key* and each volunteer must accept that this may not always be possible.

Locations to which volunteers are deployed for volunteer labor are assessed based on safety, site conditions, and need. However, clean up work and construction can, by nature, be hazardous and decisions are made with the best information we have at the time. Volunteer team leaders are encouraged to openly discuss any concerns with conditions or report any issues to their coordinator or the Volunteer staff here at LINC. Volunteers are never asked to work in a situation where they feel unsafe or uncomfortable or to perform any task they feel they cannot safely execute.

We do ask that volunteers take an active role in camp housekeeping and tool maintenance. If you have a team member who prefers to stay in camp and help out, please make sure to indicate that preference on the Team Roster & Skill Sheet. Several team members each day are needed to help with general housekeeping and assisting with meal preparation and clean up. During your stay, please make us aware of any tools that may need replacing or maintenance. At the end of your trip, PLEASE take time to properly clean and put away any tools or reusable personal protective equipment that your team has used during the week.

We encourage all volunteers to take some time during their stay to explore Houston and enjoy some of the exciting activities available. Many groups will take half a day toward the middle or end of the week to go exploring. Regardless of what your group decides, it is important to communicate your plans in advance to the volunteer director and construction manager so that everyone is able to coordinate together. Information about the Houston area, including tourist attractions, restaurants, and weather can be found at http://www.visithoustontexas.com.

While staying at Our Redeemer, you are invited to participate in Sunday evening Bible Study and Thursday night Open Gym, both of which are facilitated by Kurt and Tammy Harman. These opportunities are a wonderful taste of what a good inner city mission can accomplish. Contact information for the Harmans will be given after trip confirmation.

General Information

Linens: You will need to provide your own bedding, pillows & towels. Because the weather will often swing quite a bit in the evenings, it would be advisable for volunteers to bring a sleeping bag or bedding that would keep them comfortable. Spring and summer in Houston will be hot and humid.

Grocery/Drugstore: There is a local grocery available within ½ mile of the camp and several drugstores within several miles of camp, including Walgreens and CVS for any needs your group may have. Your team leader will receive a binder on arrival with information about groceries, pharmacies and fast food located near Our Redeemer.

Emergency Medical Services: There are Urgent Care Clinics within several miles of the camp. There are also emergency medical facilities available in the greater Houston area. Specific location information can be found in the binder your team leader will receive at arrival.

Food: Meals are provided at the Our Redeemer housing site. Your group will have use of kitchen facilities at times other than meal prep times, when our cook will be using the kitchen. Very often, more than one group is staying at Our Redeemer. We ask that you be considerate of others' property. Arrangements will be made in advance for groups to communicate with each other.

Clothing: Long pants such as jeans are recommended to keep legs covered to avoid cuts and scrapes. Shorts are appropriate at camp but not on the work site. Tee shirts are appropriate for daily work assignments. Layered clothing usually works best, especially during the fall and spring months when it can be cool in the early morning and evening, but become quite warm during the day. **Closed toed shoes are required for all work sites**. Please remember to dress modestly especially around camp and in choosing your evening wear. Please do not wear "just your towel" to and from the showers.

Tools: Tools and personal protective equipment are supplied at the camp. Professional plumbers, electricians, or carpenters may wish to bring their own tools; however, please make sure that they are properly labeled and secured. The camp has plenty of tools for general cleanup and rebuilding assignments.

Hydration: Hydration during your work is essential, especially during the summer months. We suggest supplementing water with Gatorade or Powerade. Powdered Gatorade and water coolers will be available for your use. If any of your team members do not like plain water, you may want to consider supplying one of the many "add in" type beverage flavors. Proper hydration of volunteers is critical especially for those not accustomed to our hot and humid environment here in Houston.

Key Safety and People Issues

All volunteers ARE REQUIRED to have an up-to-date TETANUS VACCINATION (within the last ten and preferably five years) and to be in good general health.

- 1. Make sure you do not touch your eyes, nose, or mouth with dirty hands. Carry a small bottle of hand sanitizer on your person and use before snacking, etc.
- 2. Take time to LISTEN to the stories of the people. The people are more important than the work.
- 3. Always travel in groups and make your group leader aware of your whereabouts. *Never leave camp or wander away from your group alone*.
- 4. DO NOT MAKE PROMISES! If further work is needed when you must leave, let the appropriate people know so that another team can begin where you have ended. The appropriate person is the person who directed you to the work site!

Other Guidelines

- NO ALCOHOL, DRUGS, OR OTHER ILLEGAL SUBSTANCES ALLOWED.
- NO FIREARMS ALLOWED, EITHER IN CAMP OR ON THE WORKSITE.
- All local laws must be obeyed.
- Work to acceptable standards. Do the best you can-if not better!!!!
- Please respect the worksite homeowner's privacy as well as that of long-term volunteers and staff. Ask before taking pictures/video if a homeowner is present. Don't criticize, gossip, or start rumors. Keep people first before projects.
- Ask questions if you don't know how or what to do next. Remember there is no such thing as a dumb question.
- Don't assume you know entire building plans. Ask before you start a new project.
- Please wear appropriate work attire at worksites and modest clothes around the camp.
- Be prepared to wear steel reinforced or, at least, heavy work boots at all times at the work site. Nail punctures are the #1 injury in this work.
- If it is necessary to use respirators because of mold at a worksite, and you refuse, you do so at your own risk.
- Use sunscreen lotion for outside work or play.
- Plan on using bug spray containing Deet for morning and evening mosquitoes year round.
- Keep workspace and living space neat and clean. Please keep your personal items in your assigned area.
- Valuables should be left at home or secured in your room.
- Clean up after yourself in the bathrooms and showers.
- When you leave the camp, please keep together, use a "buddy system" and alert a leader to your intended destination. <u>Never leave the camp alone or on foot after dark</u>.
- Your personal or team vehicles will be used going to and from work sites. It is helpful to have room for carrying equipment and tools required at the work site in or on your vehicle.
- Refer to Volunteer Director or Housing Associate any changes, suggestions, or concerns while in camp.

Check List of Things to Bring

- Signed copies of required forms, including date of current tetanus shot team leaders should retain a copy of medical forms at all times on site in case of emergency.
- Sleeping Bag or bed linens
- D Pillow
- Light weight, long sleeve work shirts and pants (especially helpful against bugs and hazmat exposure)
- □ Sturdy work shoes, preferably steel toed or steel shank
- Comfortable clothes for church if you are here on Sunday.
- Personal hygiene items (soap, shampoo, toothbrush, toothpaste, shaving kit, etc.)
- Sun Screen with a high SPF
- □ Hat or visor
- Hand sanitizer
- Insect Repellant with Deet
- Prescription medications, properly identified
- First aid supplies for each vehicle
- Special dietary items
- □ Towels
- Picture ID
- Flashlight
- □ Cooler (Recommend 1 for every 5 people on team)
- Cards or board games
- Favorite personal tools, properly marked

T-SHIRT ORDER

LINC T-shirts are available for purchase at a cost of \$5 each. Sizes available are Small, Medium, Large, Extra Large, 2XL and 3XL.

NAME:__

Date of Arrival_____

Team Name/City/State

<u>Please indicate how many LINC T-Shirts you would like to purchase of each size:</u> (Please turn this for in to your team leader. Individual payment will be made when you pick up your shirt at LINC)

<u>Small</u>

Medium_____

Large____

Extra Large_____

2XL_____

<u>3XL_____</u>

Directions

Our Redeemer Lutheran Church and School 215 Rittenhouse, Houston, TX 77076

From George Bush Intercontinental Airport:

Follow airport traffic signs and take Beltway 8 West to I-45 South. Take the Airline Road exit and turn left onto Airline Road. Our Redeemer Lutheran Church is on the left, approximately two miles from I-45.

From Houston Hobby Airport:

Follow airport traffic signs to I-45 North. Take I-45 north to the Airline Road exit and turn right onto Airline Road. Our Redeemer Lutheran Church is on the left, approximately two miles from I-45.

From I-10:

Take I-10 to I-45 North in the city of Houston. Follow I-45 North to the Airline Road exit and turn right onto Airline Road. Our Redeemer Lutheran Church is on the left, approximately two miles from I-45.

From I-59 coming from the northeast:

Take I-59 south to Beltway 8 (or the Sam Houston Tollroad) West. Take Beltway 8 West (or the Sam Houston Tollroad) to I-45 South. Take I-45 South to the Airline Road exit and turn left onto Airline Road. Our Redeemer Lutheran Church is on the left, approximately two miles from I-45.

How to Register

Reservations

Reservations are made by contacting our Volunteer Coordinator at 281-598-3224 or <u>gwen@linchouston.org</u>. Please inform us if there is a change in the number of persons coming or a change in arrival or departure dates.

Confirming your Dates

Since preparation time is needed for coordinating your team's work, volunteer workers and coordinators please confirm your dates early. Please be certain to verify dates for your trip prior to planning time off from work or making airline ticket purchases.

Registration Forms

Each volunteer is required to complete four forms. In addition, persons under the age of 18 must be sure to have the parental release sections completed. The Group Roster & Skill Sheet should be completed by the team leader and returned by email or fax **at least 3 weeks** prior to arrival. The Individual Skill Sheet can be used to collect the information for the Group Roster & Skill Sheet. Email to <u>gwen@linchouston.org</u> or fax to 281-598-3517. The complete packet with original forms should be turned in to the hospitality coordinator upon arrival at camp.

They are:

Individual Forms:

- 1 Volunteer Intake Form
- 2 Individual Skill Sheet
- 3 Participant Liability Release*
- 4 Medical Information and Authorization Form*
- 5 T-shirt Order Form

ATTENTION MINORS (anyone under the age of 18)

*Minors must also have Parental Release and Consent executed on bottom of Participant Liability Release and parent's signature on Medical Information and Authorization Form. These must be received in our office at least two weeks prior to your trip.

Group/Team Leader Responsibility

The group leader should provide the Group Roster & Skill Sheet by email to gwen@linchouston.org or fax (281-598-4560) at least 3 weeks prior to arrival. Groups should be divided into teams of 8-10 maximum, depending on skills, with a team leader assigned to each team. The packet with all original forms should be turned in to the hospitality coordinator upon arrival. Please check to see that the date of tetanus inoculation is entered on the individual intake form. Please be certain to retain a copy for your records. Team leaders on the work site should maintain copies of the medical forms at all times. Collect t-shirt orders and communicate sizes and numbers to LINC Volunteer Office. Payment will be accepted when shirts are picked up.

Volunteers Traveling Alone

Individuals who are not traveling as a part of a group are responsible for turning in their paperwork as indicated above.

Arriving at Our Redeemer

<u>Volunteers will be received at camp on weekdays between 9am and 4pm and on Saturday and Sunday between</u> <u>2pm and 4pm. We will need to know your estimated time of arrival at least a week before you come to Houston.</u> <u>Please contact Edith Nino at 281-509-9112 with this information.</u>

Volunteer Intake Form

(Required for all volunteers)

Date:	Team Name/City	y/State				
Volunteer Nam	e				1	
	First	Middle Initial	Last		Date	of Birth
Address:		Ci	4	0	-4-	7:
		CI	ty	51	ate	Zip
Home Phone: ()	work: ())	cell: ()	
Email						
Arrival date	//	Departure date	_//	Will you need	l housing	?
□ volunteer liab	ility form signed	//				
□ medical inform	mation and autho	rization form signed _	//			
□ skills form ret	urned/	_/				
□ Male □ Fem	nale					
□ youth under 1	8 years/	/birthdate	□ parenta	I consent and lia	ability relea	se signed
□ I am a certifie	d Immediate Res	sponder				
□ I am a membe	er of Thrivent Fin	ancial For Lutherans				
□ I am part of a	• .					
lf yes, de	enomination	Congre	gation/city			
□ I have previou	us disaster exper	ience (where)				
□ I speak this la	inguage			I will inte	erpret Yes	No
□ I am the team	leader					
Emergency cor	ntact informatio	<u>n</u> :				
Name:			Relation	ship:		
phone:			cell:			

Individual Skill Sheet

(Required for all volunteers - use in gathering info for Group Roster & Skill Sheet)

Name

To use your time and talents to the greatest benefit while you are volunteering, please indicate which of the following skills you have and also the level of skill you have using the following chart:

0 = I am unable to do or am not interested in this skill

- 1 = I don't know how but am willing to learn/try
- 2 = I have done it before but still need help to do
- 3 = I can do a good job by myself
- 4 = I can do a good job and can guide/teach other

Skill	Level	Skill

 Carpenter - Rough	
 Carpenter - Finish	
 Clean up	
 Evangelism/VBS	
 Construction Layout	
ContractorI hold a license in the state of	
 Drywall Hanger	
 Drywall Finisher	
Egress Window	
 Electrician I hold a license in the state of	
 Flooring – Carpet	
 Flooring – Ceramic Tile	
Flooring – Underlay	
 Flooring – Wood/Laminate	
 Flooring – Vinyl	
 Framing	
 Heating/cooling	
 Heavy equipment operator	CDL= yes no
 Insulation	
 Painter	
 PlumberI hold a license in the state of	
 Roofer	_
 Mason/Bricklayer	

OR

I would love to stay in camp and help with: ¬ cleaning ¬ food preparation ¬ tool maintenance

Other Skills/Comments _____

Participant Liability Release (Required for all volunteers)

Please read before signing, as this constitutes the agreement as a volunteer and the understanding of your working relationship as a volunteer.

_____, acknowledge and state the following: I have chosen to perform volunteer work with LINC

Houston, Inc.

١,

I understand that this work may entail a risk of physical injury and at times involves hard physical labor, heavy lifting and other strenuous activity, including work around mold, and that some activities may take place on ladders and building framing other than ground level. I certify that I am in good health and physically able to perform this type of work.

I understand that I am engaging in this project at my own risk. I assume all risk and responsibility as well as related costs and expenses for any damage or injury to my property or any personal injury, which I may sustain while involved in this project.

In the event that my supervising organization arranges accommodations, I understand that they are not responsible or liable for my personal effects and property and that they will not provide lock up or security for any items. I will hold them harmless in the event of theft, or for loss resulting from any source or cause. I further understand that I am to abide by whatever rules and regulations may be in effect for my accommodations during the trip.

I understand the need for confidentiality and will not discuss, photograph or otherwise disclose identifying information about the clients and other individuals I am working with without prior permission from my coordinating organization and the family. This includes any reference to names, addresses, or other identifiable information.

By my signature, for myself, my estate, and my heirs, I release, discharge, indemnify and forever hold LINC-Houston, Lutheran Disaster Response, Lutheran Social Services Disaster Response, the Evangelical Lutheran Church in America, the Lutheran Church Missouri Synod, any and all partner churches, facilities or organizations, together with their officers, agents, servants and employees, harmless from any and all causes of action arising from my participation in this project, including travel or lodging associated therewith, or any damages which may be caused by their own negligence.

PLEASE F	PRINT			
Name	ame Date:			
Address: _	City	State Zip		Home Phone
Signature				

********* PARENTAL RELEASE AND CONSENT *********

I hereby give permission for the above named minor to serve as a volunteer with LINC Houston, Inc. My child is under 18 years of age. In the event of an emergency during the duration of the trip, I hereby give consent to a licensed physician to hospitalize, secure proper treatment, anesthesia and/or surgery for my child named above. I understand that I am responsible for his/her medical insurance and will not hold LINC-Houston, Lutheran Disaster Response, Lutheran Social Services Disaster Response, the Evangelical Lutheran Church in America, the Lutheran Church Missouri Synod, any and all partner churches, facilities or organizations, together with their officers, agents, servants and employees liable for any injury or damage to my child while engaged in the volunteer project.

Name Parent/Guardian:		_ Relationship to Participant		
Home Phone:	Work Phone:	Cell Phone:		
Signature of Parent or Guardian:		Date	9:	

I ________hereby give permission for audio and visual images of me and/or my child under age 18, captured during LINC-Houston activities through audio, photo and/or video recording means, to be used solely for promotional material, multimedia and publication purposes of LINC-Houston, Lutheran Social Services Disaster Response and Lutheran Disaster Response and waive any rights of compensation or ownership thereto.

Medical Information and Authorization Form (Required for Every Volunteer)

Please complete the following and give to your team leader. The original will be kept on file in case of a medical emergency. Team leaders will retain copies on work sites and during the course of the trip.

I	, authorize
(participant) if I am unable to do so, to consent to treatment and/or hospital care render	(another adult on the mission) any necessary examination, anesthetic, medical diagnosis, surgery, or red to me under the general or special supervision and on the advice of practice medicine by the state or country in which they practice, during
Medical Insurance Provider:	
Policy Number:	
Participant's Physician:	Phone:
Health Info: Prescriptions:	
Physical Limitations or Health Con	icerns:
Date of last Tetanus Shot (MUST b	e within last ten years, preferably five):
Blood Type:	
Diabetic: Yes/No History	of seizures: Yes/No Heat Sensitivity/Heat Stress: Yes/No
I consider myself healthy enough to f	ulfill my responsibilities on the volunteer mission team: Yes/No
Signature of Volunteer	
Signature of Parent if Minor	
If you are traveling alone and there get your medical form notarized.	e is no family member present to authorize medical care, you should
Notarization of Medical Form	
STATE OF	PARISH OR COUNTY OF
on this day of	,(year), before me personally appeared to me known to be the same person described in and who who acknowledged the name to be the free act and deed thereof.
Notary Public	
My Commission Expires	