



# MISSION SERVE GROUP LEADER MANUAL



Hello,

Let me start by saying we are so glad that you have decided to bring a group to a Mission Serve project this summer. We know you probably have lots of questions, and we hope this guide will help answer some of them. Of course, our staff and project coordinators are happy to answer your questions as well. Thank you for choosing us to provide your group with a meaningful and life-changing missions experience this summer. We look forward to working with you.

A handwritten signature in black ink, consisting of several loops and a long horizontal line extending to the right.

Chuck Morris  
Executive Director



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# LEADERSHIP



*Each Mission Serve project is coordinated directly by a team of two people.*

## Project Coordinator

You will have the most communication with this person, starting soon. He or she will be your main point of contact for the project - coordinating lodging, food, and more. This person works all year to prepare for your project. He or she can answer all your questions to prepare you for your Mission Serve project. This person works with the National Staff to prepare for your arrival.



## Construction Coordinator

The Construction Coordinator does all the preparation necessary for the construction that will be done at your project. He or she works with our local partnership to pick the worksites, select the Construction Captains that will lead each individual worksite, and ensure the delivery of the correct building materials to the site prior to your arrival. He or she will directly supervise the construction on each site during the project.

# PROJECT ELEMENTS

## Squads

At every Mission Serve project, participants are split into groups called “squads” for the week. Squads consist of 10-14 participants from several different church groups. We will always place at least two members of your group together on a squad. The participants spend each weekday working with their squad on their unique worksite led by an experienced Construction Captain.



## Worship

Worship is a central aspect of each of our projects. Every night, worship will be led by a Praise Band and Speaker enlisted by Mission Serve National Staff. Each year, our messages are based off one central theme. After worship, your church group will meet for devotion time together. You will receive a guide for these devotions both prior to the project and upon arrival to the project. One night of worship will be a Concert of Prayer, a night focused on guided worship and prayer.



## Wednesday Night Off

Wednesday is a little different from the rest of the weekdays at Mission Serve. The squads will work only half of the day, and then return to the lodging facility. Around 2pm or 3pm, your group will leave the facility for the rest of the night. This is your chance to do something fun in the area! This is the only night that dinner is not provided by Mission Serve, so you will get the chance to experience a local restaurant. Ask your Project Coordinator for good off-night ideas for your project.



# 7-DAY SCHEDULE

## *Saturday - Saturday Projects*

### **Saturday**

2:00-4:00pm	Registration
4:30pm	Orientation and Adult Meeting
6:00pm	Dinner
7:30pm	Worship and Group Devotions
10:45pm	In Rooms
11:00pm	Lights Out

### **Sunday**

8:00am	Breakfast
9:00am	First Squad Meeting
10:00am	Attend Local Church Service
12:00pm	Lunch with Local Church
1:00pm	Visit Worksite
3:00pm	Evangelism Training
4:00pm	Group Photos
5:00pm	Squad Position Training
6:00pm	Dinner
7:30pm	Worship and Group Devotions
10:30pm	In Rooms
11:00pm	Lights Out

### **Monday**

6:00am	Breakfast
7:00am	Sendoff
7:15am	Departure for Worksite
4:00pm	Return to lodging facility
6:00pm	Dinner
7:30pm	Worship and Group Devotions
10:30pm	In Rooms
11:00pm	Lights Out

### **Tuesday & Thursday**

6:00am	Breakfast
7:00am	Sendoff
7:00am	Departure for Worksite
4:00pm	Return to lodging facility
6:00pm	Dinner
7:30pm	Worship and Group Devotions
10:30pm	In Rooms
11:00pm	Lights Out

### **Wednesday**

6:00am	Breakfast
7:00am	Sendoff
7:00am	Departure for Worksite
1:00pm	Return to Lodging Facility
2:00pm	Afternoon Off
10:30pm	In Rooms
11:00pm	Lights Out

### **Friday**

6:00am	Breakfast
7:00am	Sendoff
7:00am	Departure for Worksite
4:00pm	Return to lodging facility
6:00pm	Dinner
7:30pm	Worship and Group Devotions
9:00pm	Closing Celebration
10:30pm	In Rooms
11:00pm	Lights Out

### **Saturday**

8:00am	Head for Home
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# 6-DAY SCHEDULE

## *Sunday - Saturday Projects*

### **Sunday**

2:00-4:00pm	Registration
4:30pm	Orientation and Adult Meeting
6:00pm	Dinner
7:00pm	Group Photos
7:30pm	Worship and Group Devotions
9:30pm	First Squad Meeting
9:45pm	Squad Position Training
10:45pm	In Rooms
11:00pm	Lights Out

### **Monday**

6:00am	Breakfast
7:00am	Great Sendoff
7:15am	Departure for Worksite
4:00pm	Return to lodging facility
6:00pm	Dinner
7:30pm	Worship and Group Devotions
10:30pm	In Rooms
11:00pm	Lights Out

### **Tuesday & Thursday**

6:00am	Breakfast
7:00am	Sendoff
7:00am	Departure for Worksite
4:00pm	Return to lodging facility
6:00pm	Dinner
7:30pm	Worship and Group Devotions
10:30pm	In Rooms
11:00pm	Lights Out

### **Wednesday**

6:00am	Breakfast
7:00am	Sendoff
7:00am	Departure for Worksite
1:00pm	Return to Lodging Facility
2:00pm	Afternoon Off
10:30pm	In Rooms
11:00pm	Lights Out

### **Friday**

6:00am	Breakfast
7:00am	Sendoff
7:00am	Departure for Worksite
4:00pm	Return to lodging facility
6:00pm	Dinner
7:30pm	Worship and Group Devotions
9:00pm	Closing Celebration
10:30pm	In Rooms
11:00pm	Lights Out

### **Saturday**

8:00am	Head for Home
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# VOLUNTEERS NEEDED

*We rely on adult leaders from participating churches to serve as leaders for each squad.*

## Construction Captains

Construction Captains are the heart of our organization. Mission Serve could not be possible without the willingness of trained construction professionals to give a week of their summer to lead students. ***For this reason, Construction Captains do not pay a participant fee to attend Mission Serve.*** To be selected as a Construction Captain, adults 21 and older must apply through our website. See Forms section for more details on how to apply.

## Squad Leaders

Squad Leaders serve as the liaison between the students and the Construction Captain. They assist in creating community among the squad members and commit to encourage each student throughout the week. To be selected as a Squad Leader, adults 18 and older must apply through our website. See Forms section for details on how to apply.

## First Aid Coordinator

The First Aid Coordinator is trained and certified in basic first aid. The person filling this position is chosen by the Project Coordinator to provide basic first aid as needed for the injured and ill participants at the project. ***The First Aid Coordinator is a non-paying participant.***





# FAQS

## What students are eligible to attend?

You may bring any student that has *completed 6th-12th grade*. Students who have just completed the 5th grade are not allowed to attend. We recommend you only bring 6th grade students that you believe have met the maturity level required of a participant in a week long construction-heavy mission trip. College students and adults are also welcomed.

## What medical assistance is available at the project?

Every project has a First Aid Coordinator that is readily available to the students both on the worksite and at the lodging facility. In addition, each squad will assign a student to serve as a Medic who brings simple medical essentials to the site like band-aids and first aid ointments.

## What work will my students be doing?

Visit your project page on the Mission Serve website for exact details on what kind of work will be done at your project. Our projects most often consist of roofing for high school students and painting, ramps, and general construction for both middle and high school students. Select projects also include ministry sites.

## How many adults should I bring?

Mission Serve requires a 1:5 ratio for groups attending a project. That means that you need at least one male chaperone for every 5 males attending and at least one female chaperone for every 5 females attending the project. Adults must be at least 21 years old. Chaperones must spend the night at the lodging facility.

## What if someone in my group does not have health insurance?

Many individuals that participate do not have health insurance. By signing the participant form, you are stating that you are personally responsible for any medical bills that may arise during the project. Mission Serve does provide a small secondary accident policy for its participants, but the church or the individual is responsible for the majority of any medical expenses.

# DRESS CODE



## Worksite Dress Code

- Required:** Closed-Toe Shoes  
**Recommended:** Sturdy shoes with laces and a thick sole
- Required:** Long Pants  
**Recommended:** Sturdy pants, jeans, or overalls  
**Do Not:** Bring Leggings or Sweatpants for the worksite.
- Required:** Sleeved Shirts  
**Recommended:** Short sleeve lightweight T-shirts  
**Do Not:** Wear sleeveless shirts or wear something you do not want to get paint or dirt on.

## Lodging Facility Dress Code

- Shirts or dresses must have sleeves. No midriff/crop tops allowed.
- Shorts and skirts are fine for the lodging facility. Must be fingertip length.
- Participants must wear shoes at all times. Flip flops and sandals are fine for the lodging facility.
- Offensive or inappropriate designs on clothing are not allowed at any time during a Mission Serve project.

*Mission Serve reserves the right to ask any Mission Serve participant to change clothing if the individual is not in compliance with any of the above dress code. Mission Serve participants are responsible for bringing the appropriate attire for the week of the project.*

# PACKING LIST

- Bible
- Pen or pencil
- Notebook for taking notes during worship and personal journaling
- Reusable water bottle
- Clothing for Worksite **See Dress Code**
- Clothing for Lodging Facility **See Dress Code**
- Saturday Start Projects Only** - Slacks or jeans and shoes for church
- Socks and underwear
- Rain gear
- Light jacket or sweatshirt
- Hat or visor
- Work gloves
- Sunglasses
- Tools **examples: hammer, paint brush, paint scraper, safety goggles etc.**
- Insect repellent
- Sunscreen
- Towels and washcloths
- Pillow
- Sleeping bag or sheets and a blanket
- Air mattress or cot **twin size only**
- Travel mirror
- Personal toiletries **comb, soap, toothbrush, deodorant, etc.**
- Shower caddy
- Plastic bags or laundry bag for dirty clothing
- Personal family health insurance card
- Money for mission offering, promo table, and Wednesday night

## IMPORTANT

Mission Serve is not responsible for personal items lost or stolen at the project.

Participants may not bring tobacco products, alcohol, illegal substances, weapons of any kind, fireworks, or any other dangerous substances to the project.

Any participant in violation of this may be sent home from the project.



# PAYMENTS

## REGISTRATION FEE COVERS:

- Planning logistics
- Project leadership
- Lodging
- Project meals
- T-shirt for each participant
- Secondary accident insurance
- Program materials
- Praise Band
- Speaker
- Worksite preparation

## Payment Timeline

### *January 15 - \$50 Deposits Due*

A deposit of \$50 per person registered (\$100 for international projects). All deposits are **nonrefundable and nontransferable** to the balance after February 1.

### *April 15 - June Projects Balance Due*

Any balance postmarked more than 15 days after the due date is subject to a \$15 per person penalty.

### *May 15 - July Project Balance Due*

Any balance postmarked more than 15 days after the due date is subject to a \$15 per person penalty.

## How to Pay

- Please make your deposits and/or balance checks out to: **Mission Serve, 370 Winkler Dr Suite B, Alpharetta, GA 30004.**
- Please include: Church Name, Number of registrants for which you are providing payment, Project date & city
- You can pay on-line at [mission-serve.com/payments](https://mission-serve.com/payments)

## Refund Policy

- Deposits will not be refunded or transferred to balances after January 15.
- Balances are refundable up to 15 days before your project starts. This does not include the \$50 non-refundable and non-transferable deposit or apply to refunds for nonpaying participants.
- All requests for refunds, including nonpaying participant refunds, must be submitted in writing to our office.
- No refunds are available for late arrival or early departure from the project.

# FORMS

*You can find all of the following forms at [mission-serve.com/leaderhub](https://mission-serve.com/leaderhub)*

## **Group Information Form**

This form is filled out by you, the group leader, and lists all of your participants and adults attending the project. It is used by the project coordinator to make room and squad assignments. This form must be sent to the PC before the project.

## **Group Transportation Form**

This form is filled out by you, the group leader, and lists the forms of transportation that your group is bringing to the project and which adults can serve as drivers of these vehicles. Please also include any personal vehicles driven by adults that can be used to transport part of a squad during the week. This form must be sent to the PC before the project.

## **Participant Form**

The form should be completed and signed by every student and adult participant. Participants under the age of 18 must have the form notarized by a notary public before the project. You are responsible for bringing the Participant Forms to the project and presenting them to the staff at registration organized alphabetically by last name.

## **Volunteer Application**

This form is for adults who want to serve in one of our leadership roles. These forms must be submitted on-line or sent to the PC before the project. The on-line version of the application will automatically be sent to the PC and CC. This is for applicants to be Construction Captains, Squad Leaders, First Aid Coordinators, Supervisors and Runners.

## **Background Check Authorization Form**

This form is for all adults and participants 18 and older that are not completing a volunteer application. It gives Mission Serve authorization to conduct a background check. Because the Volunteer Application also gives us this authorization, participants do not need to complete both. This form must be completed on-line or sent to the PC before the project.

# CONNECT WITH US



## ServeMail - [mission-serve.com/servemail](https://mission-serve.com/servemail)

We set up a Mail Wall at every Mission Serve project where every participant has his or her own mail envelope. Throughout the week, participants can use the provided paper and pencils to send notes of encouragement to one another. Each day, our project staff will deliver notes submitted on-line to the participants as well. Please share the link above with your church congregation so that they can send encouraging notes to your participants during the week.

## Social Media

Follow us on social media for updates, pictures, and stories from all of our projects throughout the summer. Tag us in your photos and post and don't forget to use [#missionserve](https://twitter.com/missionserve).



Facebook  
[Mission Serve](https://www.facebook.com/MissionServe)



Instagram  
[@mission\\_serve](https://www.instagram.com/mission_serve)



Twitter  
[@mission\\_serve](https://twitter.com/missionserve)

## MissionCams

A MissionCam is a video that presents all of the big moments from a Mission Serve project showing each squad on the worksite, arrival footage, worship, and more. We make a MissionCam for each Mission Serve Project and put them on our Vimeo page within a week of the project ending. You can find our these at [vimeo.com/missionserve](https://vimeo.com/missionserve).

# CONTACT US

Office Number: 888-421-4408

## Your Project Coordinator

Call or email your PC for questions about logistics, forms, and the specific project you will be attending. Contact details are listed on our website on each project's page.

## Chuck Morris - *Executive Director*

Call or email Chuck for questions about Mission Serve, Serve 365 or project logistics. You can reach Chuck at the number above or at [chuck@mission-serve.com](mailto:chuck@mission-serve.com).

## Jackson Monk - *Associate Director*

Call or email Jackson for questions about Mission Serve, Serve 365 or project logistics as well as any marketing questions. You can reach Jackson at the number above or at [jackson@mission-serve.com](mailto:jackson@mission-serve.com).

## Heath Holly - *Development Associate*

Call or email Heath for questions about partnering with Mission Serve, our Sponsor a Home program, or donations. You can reach Heath at the number above or at [heath@mission-serve.com](mailto:heath@mission-serve.com).





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