

# HIS MANSION MINISTRIES

## WORKGROUP LEADER INFORMATION

*We are excited you are leading a His Mansion workgroup this year! Even more, we are glad you are coming to spend time with our His Mansion family. The following information is to help you prepare to visit our community.*

### WHAT IS A WORKGROUP?

Workgroups are an opportunity for you to participate in what God is doing in the lives of the men and women on The Hill. By working and living alongside our Residents, Servant Leaders, and staff, you will join in the physical, relational, and spiritual work being accomplished at His Mansion.

Your time with us will include working with one of our work crews to maintain our 316 acre property, times of worship and prayer, and three meals a day with our Residents, Servant Leaders, and staff in Griggs dining hall. Evening activities include participating in free time and fellowshiping as a group.

### WHAT IS A WORKGROUP LEADER?

Our workgroups would not be possible without leaders like you who desire to take part in the life-changing work God is doing at His Mansion Ministries (HMM). Workgroup leaders are asked to familiarize themselves with their role (see below) and adhere to the written guidelines in this packet and the *Guest Info Packet*. Workgroup leaders are empowered to lead their groups while respecting the responsibility HMM has to Residents, Servant Leaders, staff, and HMM property.

### YOUR ROLE

Overall, workgroup leaders:

- Desire to see their group grow as they serve
- Are committed to support the healing of Jesus Christ in HMM's Residents
- Are an integral part of the planning process

Workgroup leaders are specifically expected to:

- Recruit, interview, and approve workgroup members
- Be responsible for their workgroup
- Be knowledgeable of the expectations in this packet and in the *Guest Info Packet*, and enforce these with their workgroup

- Field questions from their workgroup team, and appeal to the Workgroup Coordinator for needed clarification
- Communicate and enforce all deadlines prior to the trip
- Hold regular workgroup meetings and prayer times (at least once a month)
- Prepare workgroup members, as a team, for the mission experience
- Ensure workgroup members are keeping up with deadlines
- Be responsible for all financial decisions
- Formulate an itinerary for a “free day” (if a free day is desired)
- Make all travel arrangements to and from HMM (including airline tickets, buses, cars, railway tickets, travel food, etc.)
- Clearly enforce all policies and procedures with their workgroup during the trip
- Support and challenge workgroup members before, during, and after the trip
- Debrief with their workgroup upon their return

## GUEST INFO PACKET

You have been provided with a *Guest Info Packet*. You are responsible to hold each workgroup member accountable to abide by the rules and expectations inside. Please ensure that each workgroup member has received and reviewed this information prior to your arrival. The *Guest Info Packet* also provides helpful information about what to expect on the HMM campus.

## SELECTING WORKGROUP MEMBERS

Due to the nature of our community, it is inappropriate for workgroup leaders to accept workgroup members who are actively struggling with eating disorders, substance abuse and/or chemical dependency (using illegal drugs, prescription abuse, alcoholism, etc.).

In addition to this, we ask that you select workgroup members who meet the following criteria:

- Following Jesus Christ or open to Christianity
- Respectful
- Willing to take direction

## REGISTRATION POLICY

### SELECTION APPROVAL

All workgroups who desire to come to His Mansion must meet the following criteria:

1. Willing to raise funds (\$100/person)
2. No less than 3 and no more than 10 people
3. All participants are at least 15 years of age

4. All participants are capable of performing manual labor for 5 hours per day
5. All participants are capable of being outside for 5 hours per day

## RESERVATIONS

Tentative reservations will be accepted starting January of the desired year of service.

Reservations are not finalized until payment and all paperwork is received by His Mansion Ministries. This consists of the attached *Workgroup Member Application*, *Participant Release of Liability* form, and a **certificate of insurance listing His Mansion Ministries as additionally insured**. (A certificate of insurance is only necessary for official groups, such as churches, schools, or other organizations.) As all reservations are first-come, first-serve, it is advisable to turn in all forms as soon as possible.

Payment and all forms, **including the certificate of insurance**, must be received by the appropriate deadline:

<u>For groups coming in...</u>	<u>Materials are due by...</u>
May	March 26, 2018
June	April 23, 2018
July	May 21, 2018
August	June 25, 2018
September	July 23, 2018

## FORMS

Each workgroup member (including you!) must fill out the attached paperwork and turn it in to the Workgroup Coordinator in time to be submitted by the deadline. Forms are also available online by visiting [hismansion.com/workgroups](http://hismansion.com/workgroups).

Reservations are not final until all paperwork, payment, and certificate of insurance (see above) has been received.

## COST

Workgroup members are asked to pay \$100/person to offset the cost of room and board. Checks can be made payable to His Mansion Ministries. Workgroup leaders are responsible for collecting payment from workgroup members and turning it in to HMM by the appropriate deadline (see above). Payment can also be made online at [hismansion.com/give](http://hismansion.com/give) by clicking on the DONATE button. If paying online, specify in the memo that the payment is for workgroups.

## WHAT TO BRING

- A refillable water bottle
- Work clothes
- Closed-toe shoes
- Work gloves
- Flashlight
- Bible
- Notebook and pen
- Toiletries
- Sun protection

## WHAT NOT TO BRING

- Alcohol
- Tobacco
- Illegal drugs
- Fireworks
- Weapons
- Water guns

## TRANSPORTATION

### ARRIVAL

His Mansion Ministries can facilitate transportation from the Manchester airport to HMM property at \$100/group. HMM cannot facilitate transportation from any other airport.

If your workgroup is traveling directly to HMM, assigned parking will be allotted for your workgroup.

### DURING YOUR STAY

HMM vehicles may only be driven by HMM staff and Servant Leaders.

## WORK CREW

While at HMM, you will have the opportunity to work on a variety of assignments and projects that will vary depending on the season, weather, and HMM's needs.

Workgroups will meet with work crew supervisors directly after breakfast and lunch each day. Please be dressed and fully prepared for work prior to breakfast and lunch. Closed-toe shoes must be worn during work crew times.

Please refrain from playing music (on phones, mp3 players, etc.) during work.

If any safety concerns arise during your time with us, please feel free to address them with the Workgroup Coordinator.

## FREE DAY

If you choose, Thursday will be a "free day" for your workgroup to enjoy the surrounding area. Plans for the day must be ready prior to your arrival. This includes:

- Time of departure and return
- Destination
- Transportation

## TYPICAL WORKGROUP WEEKLY SCHEDULE

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY									
6:30 :45		Wake up	Wake up	Wake up	Wake up	Wake up										
7:00 :15 :30 :45		Quiet time	Quiet time	Quiet time	Quiet time	Quiet time										
8:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast										
:15	Prepare for church	Work circle	Work circle	Work circle	Group-led activity	Work circle	Breakfast									
:30 :45		Work crew	Work crew	Work crew		Work crew	Work crew	Work circle								
9:00	Church							Work crew	Work crew	Work crew	Work crew					
:15 :30 :45												Free time	Prayer and share	Prayer and share	Prayer and share	Clean up
10:00																
:15 :30 :45	Free time	Work circle	Tour	Work circle		Work crew	Work circle	Free time								
2:00		Work crew		Free time			Work crew		Work crew							
:15 :30 :45										Clean up	Dinner	Dinner	Dinner			
3:00														Free time	Free time	Brothers and Sisters Night
:15 :30 :45	Clean up	Clean up	Clean up	Clean up		Clean up	Clean up									
5:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner									
:15 :30 :45	Free time	Free time	Free time	Free time	Free time	Free time	Free time									
6:00				Free time			Free time	Free time	Brothers and Sisters Night	Family Night						
:15 :30 :45											Wind down	Wind down	Wind down	Wind down	Wind down	
7:00	Wind down	Wind down	Wind down	Wind down	Wind down	Wind down	Wind down									
:15 :30 :45	Lights out	Lights out	Lights out	Lights out	Lights out	Lights out	Lights out									
8:00	Lights out	Lights out	Lights out	Lights out	Lights out	Lights out	Lights out									
:15 :30 :45																
9:00																
:15 :30 :45																
10:00																



HIS MANSION MINISTRIES  
WORKGROUP MEMBER APPLICATION

Dates attending: \_\_\_\_\_ Church/School Affiliation: \_\_\_\_\_

PERSONAL CONTACT INFORMATION

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Name you would like to be called (if different): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Please list any food allergies: \_\_\_\_\_

EMERGENCY CONTACT

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

BACKGROUND INFORMATION

Do you have any physical limitations that may affect your ability to work?

\_\_\_\_\_  
\_\_\_\_\_

Have you visited His Mansion in the past? If so, when and in what capacity?

\_\_\_\_\_

Would you like a tour of HMM during your visit?  Yes  No

\_\_\_\_\_

Would you like to receive monthly HMM newsletters?     Yes     No

What led you to desire to serve at His Mansion?

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## MEDIA STATEMENT

From time to time His Mansion Ministries may take general or group photographs. By consenting to volunteer here, you consent to appear in our photographs and other media. You will not be identified in photographs. You may decline to appear in, or may step away from, a photograph/media at any time.

If you prefer not to be included in any photographs/media during your stay at HMM, please check the following box:     Please do not include me in any photographs/media.

Keep in mind that it is your responsibility to step out of group photos and/or posed photographs/videos/other media.

Please read the following statements and check if in agreement:

I have read and understand the His Mansion Ministries Statement of Faith (see [hismansion.com/about/statement-of-faith](http://hismansion.com/about/statement-of-faith)).

I agree to refrain from asking about a Resident's past struggles, addictions, trauma, sexual inclinations, or anything overtly personal in nature. I further commit to refrain from counseling or otherwise entering into intense conversations with the Residents.

I agree to be a godly role model during my stay, and to adhere to the structure and requirements of the HMM program as directed both through written material I have received and through any further verbal or written direction given to me before or during my stay by HMM staff or Servant Leaders.

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# PARTICIPANT RELEASE OF LIABILITY ASSUMPTION OF RISK AGREEMENT

\*\*\* READ BEFORE SIGNING \*\*\*

Organization Name: His Mansion Ministries, Inc.  
P.O. Box 40 Hillsborough, NH 03244

Participant Name: \_\_\_\_\_  
Print Name

In consideration of being allowed to participate in any way in the program, related events and activities, and use of equipment, I, the undersigned, acknowledge, appreciate, and agree that:

1. There is a risk of injury from the activities involved in this program.
2. I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the releases or others, and assume full responsibility for my participation.
3. I willingly agree to comply with terms and conditions for participation. If I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest staff immediately.
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release, indemnify, and hold harmless *His Mansion Ministries*, its officers, officials, agents and/or employees, other participants, sponsors, and, if applicable, owners and lessors of premises used to conduct the event, from any and all claims, demands, losses, and liability arising out of or related to any injury, disability or death I may suffer, or loss or damage to person or property, whether arising from the negligence of the releases' or otherwise, to the fullest extent permitted by law.

## HEALTH STATEMENT

I will notify His Mansion Ministries Inc. employees if I suffer from any medical or health condition that may cause injury to myself, others, or may require emergency care during my participation.

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I have read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.

X \_\_\_\_\_ Date \_\_\_\_\_  
Applicant's Signature

FOR PARENTS/GUARDIANS OF PARTICIPANT OF MINOR AGE  
(UNDER AGE 18 AT TIME OF REGISTRATION)

This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree to his/her release as provided above of all the releases', and for myself, my heirs, assigns, and next of kin, I release and agree to indemnify and hold harmless the releases' from any and all liability incidents to my minor child's involvement or participation in these programs as provided above, even if arising from the negligence of the releases', to the fullest extent permitted by law.

X \_\_\_\_\_ Date \_\_\_\_\_  
Parent's/Guardian's Signature

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