

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)
- Determine with your group if they will participate in the workshop.
- 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 more than 15 people
3. All participants are at least 15 years of age
4. All participants are capable of performing manual labor for 8 hours per day
5. All participants are capable of being outside for 8 hours per day
6. Youth group participants must be at least 15 years of age with at least one adult for every three youth
7. Families with children younger than age 15 may apply (Request the Guidelines for Children document)

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 30, 2020
June	April 27, 2020
July	May 25, 2020
August	June 29, 2020
September	July 27, 2020
October	August 31, 2020

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.

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 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
- Toiletries
- Bug and tick protection/spray
- Sun protection (sun glasses, sun hat, sun lotion, etc.)
- Rain gear (hats, boots, change of shoes, extra clothes, extra socks, etc.)
- Clothes suitable to your work assignment

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 and depending on your skills and preferences, you will choose to work with Men's or Women's Work Crew, Gardens, Kitchen, or Facilities. Your assignments and projects will vary depending on the season, weather, and HMM's needs.

Men's and Women's Work Crew includes the most Resident and Servant Leader interaction and usually involves:

- Women: Cleaning, Crafts, Sewing/Mending, other tasks as needed
- Men: Throwing and stacking wood, rock wall maintenance, road maintenance, other tasks as needed

Kitchen may or may not include Resident and Servant Leader interaction and usually involves:

- Food prep
- Setting tables
- Dish washing and drying
- Canning/Freezing/Food Processing

Gardens may or may not include Resident and Servant Leader interaction and usually involves:

- Preparing the ground
- Planting
- Weeding
- Harvesting

Facilities rarely has Resident or Servant Leader interaction and usually involves:

- Remodeling: such as demo of an old kitchen or bathroom, hanging new drywall, laying tile flooring, painting, etc.
- Repairing: Fixing broken things like doors not closing right, patching holes in walls, repairing windows
- Exterior maintenance: Replacing shingle roofs, painting building exteriors, etc.
- Building projects: building a new wood shed, building a picnic pavilion, building a kids playground

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 using electronics during work, except with permission from your work crew supervisor.

If any safety concerns arise during your time with us, please address them with your work crew supervisor.

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 (HMM cannot provide transportation)

WORKSHOP

If you choose, your workgroup may participate in a Listening Group Tuesday afternoon. A Listening Group consists only of our visitors and whichever staff is leading the workshop. It does not include Residents or Servant Leaders. A Listening Group will help your members learn how to sit with and listen to someone who is sharing a piece of their life story. Instructions and a model will be given, and volunteers from your group will be given the opportunity to share while the other group members practice listening and responding.

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: _____

Please list any food allergies: _____

Current Occupation: _____

Please list other work skills and skill sets (such as hobbies, interests, activities) that you are willing to use during your time at His Mansion. Please also rate your skill level from 1 (some skill) to 4 (could make a living):

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

Please mark the area you prefer to work. (See the following work detail description for each area):

Men's or Women's Work Crew Gardens Kitchen Facilities Wherever Needed

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EMERGENCY CONTACT

Name: _____ Relationship: _____

Phone: _____ Email: _____

BACKGROUND INFORMATION

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?

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).

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.

PARTICIPANT RELEASE OF LIABILITY ASSUMPTION OF RISK AGREEMENT

*** READ BEFORE SIGNING ***

Organization Name: His Mansion Ministries, Inc.
395 Wolf Hill Road, 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.

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
