



The Christian Outreach Project Adult Volunteer Information



The Christian Outreach Project is a service program and outreach mission sponsored by the Greater New Jersey Annual Conference of the United Methodist Church. Its purpose is two-fold: 1) To provide no cost improvements to the homes of elderly, handicapped and low income families and 2) to encourage high school youth and adults to grow spiritually as they volunteer their skills to experience the ministry and spirit of Jesus Christ.

CREW LEADERS

Most adult volunteers function as crew leaders. The crew leader position encompasses:

- Understanding the purposes of COP and the needs of those whom we serve.
- Communicating these needs to the crew and seeking to fulfill them
- Getting to know crew members and their skills
- Gaining the trust of crew members as guide and counselor
- Understanding and helping to apply Project rules and regulations
- Interacting with site supervisor to assure effective on-site work and relationships to homeowners
- Advising supervisor or program staff of any special problems on-site or with crew, and helping to work out solutions
- Establishing and maintaining safe working conditions
- Seeking out teaching opportunities and, together with supervisor, working to build personal and team members' knowledge, skills, confidence and self-esteem.
- Providing a model of Christian conduct for youth and homeowners.
- Transporting crew members to the work site and evening dinners at local churches

SUPERVISORS

Supervisors are persons with the technical knowledge needed to oversee COP work projects. Responsibilities include:

- Working with overall project coordinator to understand work site plan, scope, and required job tasks
- Providing guidance to crew leaders on job steps, suggesting tasks for crew members and overall work site safety
- Ensuring that all required materials and tools are available on the jobsite.
- Maintaining petty cash
- Troubleshooting problems on the jobsite
- Advising crew leaders or program staff of any special problems on-site or with crews, and helping work out solutions
- Seeking out teaching opportunities and together with crew leader, working to build personal and team members' knowledge, skill, confidence and self-esteem.
- Providing a model of Christian conduct for youth and homeowners

PROGRAM STAFF

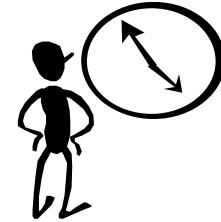
The Program Staff is responsible for all non-work site activities. Responsibilities include:

- Facilitating overall Project schedule
- Acting as a liaison with camp
- Fostering youth and adult leadership
- Creating meaningful worship experiences with the help of youth and other adult volunteers
- Providing a model of Christian conduct

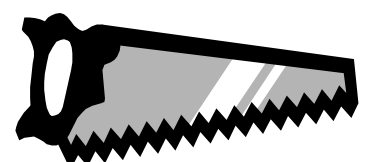
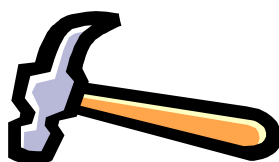
OTHER ADULTS

There are additional roles for adults depending on program needs. These include overall project coordinator, supply handlers, photographers, and general assistants.

A TYPICAL DAY AT COP...



6:30 AM	Arise & Prepare for the day
7:00 AM	Morning Watch
7:30 AM	Breakfast & Lunch Preparation
8:15 AM	Travel to worksites
12:00 PM	Lunch @ Worksites
4:00 PM	Complete daily worksite activities and return to camp
5:30 PM	Depart for dinner at local church
7:00 PM	Free Time
8:00 PM	Evening Activities & Worship
9:45 PM	Free Time & Snack
10:45 PM	Return to Cabins
11:00 PM	Lights Out



WHAT TO BRING

- Old clothes to work in (bring a few changes, at least two sets, should be long sleeved shirts and long pants)
- Two pairs of shoes (one pair sturdy work type)
- Work Gloves
- Casual after work clothes– jeans, T's and shorts
- Bathing Suit
- Sweater/jacket
- Hat or cap with a broad brim
- Sun glasses
- Toiletries (soap, shampoo, etc...)
- Bedding or sleeping bag
- Extra blanket
- Pillow
- Towels & face cloth
- Suntan lotion
- Insect Spray
- Alarm Clock
- Bible
- Completed health form
- *RAIN GEAR (we will have to walk outside to the cabins)
- * Flash light (we will be walking in the dark to the cabins)

***THESE ITEMS ARE NECESSARY THIS YEAR**

OPTIONAL

- Camera and film
- Musical Instrument
- Sports Equipment

DO NOT BRING

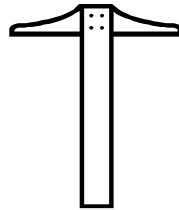
- **Fan (we have limited electric accessibility, COP will supply fans in each cabin)**
- **Electronic music devices with out headphones (I.e boom boxes, etc...)**

GROUP ADVISORS PLEASE NOTE:

You are responsible to see that your group arrives at camp with the proper equipment. Please check with each member to see that he/she is equipped with all the personal tools listed. Also, each group must supply specified group tools in the quantities requested. Members of your church's congregation can sometimes help out by lending/ supplying the needed tools/equipment. Please be sure that all tools are marked with the owners name.

Personal Tools (well marked)

- Hammer
- Nail Apron
- 2" & 4" paint brushes
- Putty Knife
- Paint Scraper
- Tape Measure
- Safety glasses/goggles
- Three to five gallon bucket (makes a good tool holder)
- Other small hand tools (screw drivers, utility knife, pencil, etc.)



GROUP TOOLS

(one item for every five persons)

- Broom
- Two Paint Rollers with trays
- Small containers for brush cleaning
- Two carpenters saws
- Assorted Screw Drivers
- Framing Square
- Level (2' & 4')
- Pliers
- Shovel
- Wrecking Bar
- Staple Gun
- Utility Knives
- Heavy Duty Extension Cord
- Extension/step ladder
- Large Roll of Garbage bags
- Roll of paper towels
- Hornet & wasp spray
- Ice Chest (for lunches)
- Two drink containers (at least one gallon each)

ADDITIONAL TOOLS

(Please bring if available)

- Skill Saw
- Drill
- Drop Cloths
- Jig or saber saw



COP RULES & REGULATIONS



The following will constitute serious violations of camp rules and regulations established for those attending the Christian Outreach Project.

1. The possession or use of alcoholic beverages or illegal drugs.
2. Possession of explosives, fireworks, or weapons
3. Unnecessary noise disturbances
4. Tampering with firefighting equipment or fire alarm systems.
5. Destruction of facilities or personal property.
6. Failure to comply with staff acting within the scope of their responsibilities.
7. Youth may not drive personal vehicles during the Project week.
8. No smoking will be allowed for the week.

In respect of others, your activities should be restricted to areas in which you are assigned. Other areas will be off limits.

QUIET HOURS / BED TIMES

In the interest of guaranteeing proper sleep and rest for all, participants will be required to be in their cabins and quiet by 10:45 PM. "Lights out" will be promptly at 11:00 PM. The quiet hours will remain in affect until 7:00 AM Youth wishing to shower at night must do so during free time and not after 10:45 PM.

These rules and regulations are not all-inclusive. In all situations, we ask that good common sense is used and proper respect and consideration be given to all individuals.

Violations of the above rules may result in immediate suspension from the Christian Outreach Project.