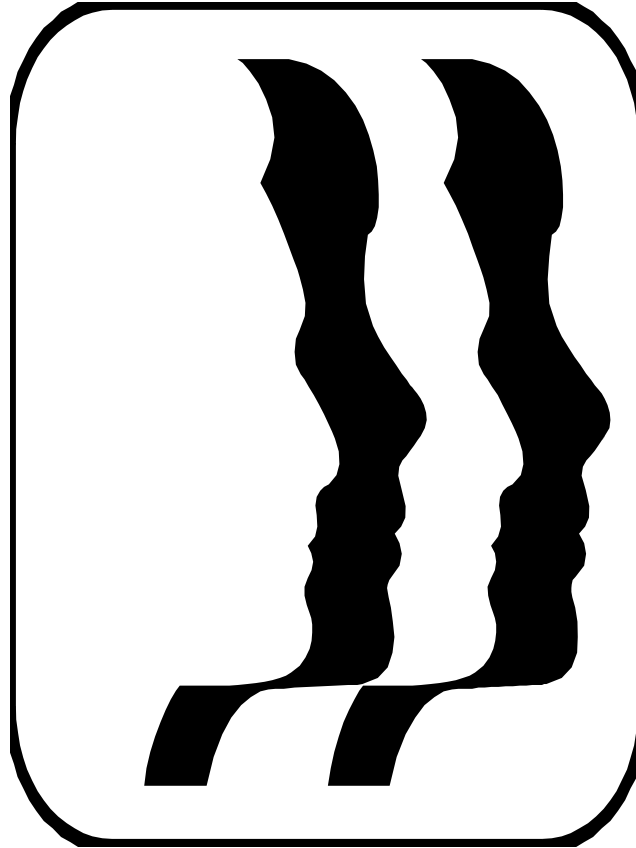


Rural Mission Inc.

Work Camp Project Volunteer Handbook



"Reaching Beyond Self – Kingdom Builders on Earth"

Rural Mission, Inc.

Mailing Address

**P.O. Box 235
John's Island, SC
29455**

Our website is:

www.ruralmission.org

(843) 768-1720

Fax (843) 768-7378

E-mail: workcamp@bellsouth.net

Site Location

**3429 Camp Care Road
John's Island, SC 29455**

An ecumenical effort to meet human needs of the Sea Islands.

RURAL MISSION, INC.

Rural Mission, Inc. was founded in 1969 to foster, promote and minister to the spiritual, economic, social, educational, medical and housing needs of residents of the Sea Islands, serving Johns Island, Wadmalaw Island, Yonges Island and Edisto Island across religious and ethnic lines.

We sit on five-acre tract of land on the Bohicket Creek, located near the Kiawah and Seabrook Island entrances. Overlooking the Bohicket Marina, it is a beautiful location.

The Board of Directors, composed of representatives of different denominations, local community leaders and Migrant Head Start Parent Policy members, set Rural Mission's policies.

PROGRAMS AND SERVICES

Since its beginning, Rural Mission's programs and services have improved the quality of life for Sea Island residents, including the Sea Island Comprehensive Health Care Corporation Health Clinic and the Johns Island Rural Housing Project. The current roster of programs and services includes:

THE HEADSTART PROGRAM - Initiated in 1980, this program provides quality childcare and family services to children age birth to five of migrant farm workers on Johns, Wadmalaw, Yonges and Edisto Islands. This multi-cultural program is funded by the Migrant and Seasonal Program Branch of Administration for Children and Families of the United States Department of Health and Human Services. It operates up to ten months of the year, and relies in part upon the gifts of volunteers and professional health providers. East Coast Migrant Head Start, located in Arlington, VA, is the grantee agency.

CRISIS ASSISTANCE & INTERVENTION - This program offers assistance through vouchers to those in dire need of food. Emergency assistance with utility bills and rent is also provided when funds are available. This program is funded through the FEMA project of the Trident United Way and by donations from churches and individuals. We network with other local agencies to secure assistance for families including the Tri-County Area Outreach Services, Our Lady of Mercy and Habitat for Humanity.

VOLUNTEER WORK CAMP PROJECT - This year-round program helps improve the housing of Sea Islanders who do not have stable or permanent incomes. Volunteers from across the country come to Rural Mission from churches and colleges to repair and construct homes with a licensed contractor.

HOPE FOR THE FUTURE - This program supports college students, offering employment during the summer and holiday breaks. It assists students needing books, clothing and/or transportation. Rural mission also provides summer internships, allowing

students to earn a stipend of \$30.00 weekly along with a small scholarship sponsored through their church conference.

ADVOCACY & COUNSELING - Rural Mission staff provide assistance with job placement, negotiations with government agencies, legal advice and housing referrals.

THE SUNSHINE PRAYER GROUP - Known as “The Pillar of Support” for Rural Mission, this ecumenical spiritual gathering of primarily senior citizen Sea Islanders. The group has met weekly since 1986, lifting up the people’s needs and receiving Divine Guidance. Our theme is “Our prayers extend from the White House to the outhouse.” Transportation and a nutritious balanced meal, as well as a joyful experience, are provided. This activity is open to the public.

THE VOLUNTEER WORK CAMP PROJECT

The Rural Mission Work Camp project serves by a two-step method. The project requests volunteer groups to provide monetary resources, love, respect and sensitivity to the plight of families in need. The project also requires professional skilled construction group leaders and construction transportation vehicles to accomplish project objectives. The Work Camp project not only transforms the lives of families but also the lives of volunteers. Groups come from across the country for one week a year. Many colleges and universities use the Work Camp project to instill a sense of humanity and philanthropy through an educational, enriching experience.

Work Camp projects may include the following:

- *Construction of new homes
- *Renovating existing homes
- *Roofing - tin and shingles
- *Insulating walls and ceilings
- *Repairing/replacing windows and screens
- *Repairing Rural Mission facilities
- *Constructing and renovating church and community facilities
- *Yard Cleaning
- *Painting
- * Constructing room additions
- *Indoor bathrooms
- *Repairing floors
- *Drywall – installing and repairing

PARTICIPATION

We invite groups composed of mature youths (no one **under** 14 years of age will be allowed on construction site; 14-17 years old must have written permission from guardian to participate in program) and adults committed actively to participate in the Work Camp Program. **All groups are requested to limit the size to a maximum of 40 participants and advance written approval for all larger groups.** Groups must commit to one week of work arriving Saturday evening before 5pm, working Monday through Friday, departing on the morning of the next Saturday. Longer or shorter stays are permitted only with **prior approval.**

Rural Mission **requires** a ratio of 1 adult to every 5 youths and at least 1 adult male and 1 adult female chaperones. Rural Mission **requires** every group bring at least one adult with substantial experience in carpentry, plumbing, HVAC and/or electrical skills.

INSURANCE

Confirmation of liability and health insurance coverage for program participants, parental consent forms for group leaders to obtain medical treatment of any participant who is a minor, and signed waivers of liability forms for each participant must be received at least one (1) week before arrival. This is **MANDATORY!**

TYPICAL WORKCAMP SCHEDULE:

This is an example. The schedule can be modified somewhat to fit your group's needs. However, any groups lodging at Rural Mission (January thru May) and utilizing our cooks must follow the following schedule.

DAY 1: SATURDAY

Arrival no later than 5:00 pm

Meals on your own

DAY 2: SUNDAY

7:30 am*	Breakfast
9:00/11:30 am	Worship Services at a local Island Church
1:00 pm	Sunday Dinner
2:00 pm	Free Time

DAY 3-7: MONDAY-FRIDAY

7:00 am*	Breakfast
7:30 am	Morning Devotions (led by a member in your group)
8:00 am	Leave for the Work Site
12:00 noon	Lunch Break (1 hour)
4:30 pm	End of Work Day
5:30 pm**	Dinner
6:00 pm	Free Time
9:00 pm	Evening Devotions (lead by a member of your group)

*** Your beginning hour could be earlier depending on your leadership and weather condition (i.e. hot weather).**

****Tuesday's Dinner is our Seafood Jamboree at Rural Mission (for groups who wish to attend, 6:00 pm - 9:00 pm).**

DAY 8-SATURDAY

7:00/11:00

- *Departure after cleaning facilities
- *Check that facilities are clean and keys are return
- *Breakfast - on your own

We recommend lights out at 10:00 pm, assuring proper rest for an early start. Also, groups are encouraged to send a member of the group before the entire group's arrival to evaluate projects and prepare to begin work on Monday morning (please notify Rural Mission staff of the time of your arrival so that someone can meet you).

REGISTRATION AND FEES

To register for participation in the Work Camp program, please fill in the Work Camp Program registration form at the end of this booklet and send it to:

**Rural Mission, Inc.
P.O. Box 235
Johns Island, SC 29457**

Along with the registration form, please send the \$300.00 fee by check or money order payable to Rural Mission, Inc. We advise you to call Rural Mission three months prior to deciding on a specific week, to confirm availability as our weeks fill up quickly. We will tentatively schedule you. Your registration form and a \$300.00 **nonrefundable** registration fee will confirm your place on the schedule.

Financial Support

Each group is asked to raise money for the purchase of building materials for Work Camp projects. For a number of reasons, it is often difficult to determine exactly what projects your group will be assigned until the week before your arrival. We suggest that each group raise funds according to the size of your group as follows:

Suggested funds for materials:

1-15 participants	\$1,500
16-25 participants	\$2,500
26-35 participants	\$3,500

Over 35 participants add \$100 for each additional person

For your convenience, please carry the funds for materials in the form of travelers checks. Groups are encouraged to pay for materials as they are purchased. Groups charge their materials to Rural Mission's account with select vendors only with prior permission from Anderson Mack, Jr. If your group chooses to charge materials, the group leader must pay Rural Mission's bookkeeper no later than Thursday afternoon of your workweek. The group leader must present the invoices or a copy for our bookkeeper's records.

Lodging

Rural Mission can house groups of up to 35 people in dormitory facilities on our complex. We also are in contact with local churches and community centers to provide housing to groups. **The Rural Mission and all other facilities request a maintenance fee as follows: Lodging at Rural Mission is \$250.00 for up to 25 persons and each additional person is \$10.00 per person for the week.** All groups lodging at the Rural Mission site from May - November **MUST** utilize Rural Mission cooks or make other arrangements for meals. Housing fees should be paid by check or money order to the facility that the group will be using.

LODGING OPTIONS:

Rural Mission, Inc.	John's Island	Max. 35 people
Rural Mission House	John's Island	Max. 08 people
Wesley UM Church	Yonges Island	Max. 35 people
Wesley Memorial UM Church	Yonges Island	Max. 40 people
New Webster UM Church	Wadmalaw Island	Max. 25 people
Stono Baptist Church	Johns Island	Max. 50 people
Dr. Elliot's House (Long Term)	John's Island	Max 8 people
Edisto Presbyterian Church on Edisto	Edisto Island	Max 35 people

- ALL LODGING AREAS ARE AIR CONDITIONED.

Meals and Preparations

Rural Mission can provide a cook from the community for a fee of \$350 per cook and \$125 per group member.

Groups of 1-15	1 cook
Groups of 16-30	2 cooks
Groups of 31-45	3 cooks

The \$125 per person fee covers the cost of food, equipment and supplies needed to **prepare the meals**. You would receive meals from Sunday breakfast through Friday supper, including dessert and snack food and **Tuesday night Seafood Jamboree**. Please review the menu at the end of this booklet. Finally, **cooks should be paid directly** by the group on Friday of your work week.

If you prefer to be responsible for your own cooking, facilities are available at most lodging sites. You may bring your own food or purchase it at local grocery stores or food warehouses. We recommend that you bring your own pots, serving dishes, utensils, plates, cups and silverware, as there is **no guarantee** that supplies will be available.

NOTE: WHEN THE MIGRANT HEAD START PROGRAM IS IN OPERATION (May through November), GROUPS LODGING AT RURAL MISSION MUST USE RURAL MISSION COOKS.

Before Departure

Work Camp groups are responsible for keeping housing facilities clean and neat. Please be considerate of members of the local community who may need to make use of the facility. Facilities **must** be cleaned before your group leaves. Please remember that the way you leave your housing facility will leave an indelible impression with the church or the center in which you were housed.

NOTE: NO GROUPS WILL BE ALLOWED TO STAY MORE THAN ONE WEEK WITHOUT PRIOR ARRANGEMENTS.

What project will we be working on?

The Coordinator of Special Services has final authority on which projects groups work on. At least a week before your arrival, we will attempt to send information on the project you will be working on. The project you will work on depends on the progress of previous groups.

NOTE: WORK SITE PREFERENCE IS GIVEN TO GROUPS VISITING POTENTIAL WORK SITES AT LEAST ONE MONTH IN ADVANCE. GROUPS THAT PERFORM SITE VISITS ARE ALSO BETTER PREPARED FOR WORK TO BE PERFORMED. IF YOUR GROUP IS INTERESTED IN A SITE VISIT, PLEASE CONTACT ANDERSON MACK.

Seafood Jamboree

The Seafood Jamboree is held on Tuesday evenings from 6:00-9:00 pm. The Jamboree is a time of fun and fellowship between the volunteers and local residents. The menu includes boiled shrimp, crab, okra soup, red rice, cornbread, chicken, macaroni and cheese, fruit salad and ice tea. Old Island Gospel songs are sung by local groups. The cost of the Seafood Jamboree is included in the \$125.00 per person meal plan. If a group chooses to be responsible for their own meals, **there is a \$15.00 per person** contribution requested for the Seafood Jamboree.

Work Camp Policies

We hope all persons participating in the program will recognize that they will be involved in mission miles from home. Work Camp policies are made from our past experiences with volunteers and staff, with the health and safety of all participating in mind. Cooperation will make the experience meaningful and enjoyable everyone.

1. New groups will be orientated before they begin work. All groups are expected to attend church services at a local church on Sunday. Groups may choose which church to attend. Rural Mission staff can make suggestions.
2. No construction work is to be performed on Sunday. Groups are expected to make Sunday a day of leisure.
3. All persons participating will be part of a group - no individuals without adult supervision will be accepted.
4. All group members are expected to be present and participate in all group meetings as scheduled.
5. The Coordinator of Special Services or his assistant should be made aware of the destination of each group during "free time." This is necessary in case of emergencies.
6. No group member will be permitted to wander from the group without permission from their group director and without being accompanied by a counselor. This is for the safety of the volunteers.
7. Rural Mission is not responsible for volunteers except at center locations and during activities under its immediate direction.
8. Shoes should be worn at all times when on a work site.
9. All group members are expected to respect the church facilities in which they are housed. Please do not enter the sanctuary in bathing suits, wet towels or sneakers. No radios should ever be carried through the sanctuary.
10. Use of alcohol or illegal drugs is prohibited for all work camp participants.
11. Gambling is prohibited.
12. No smoking on Rural Mission, Inc. property.

It may become necessary to ask participants to abide by some policies that are not written. Conditions and activities at the work camp site often necessitate a change in policy or an additional policy may be put into effect. COOPERATION IS A MUST!

A Note on the Sea Islands

Please remember that you are on the Sea Islands as volunteer mission representative from your church. The culture of the Sea Islands may be unlike that to which you are accustomed. We ask that you respect the culture and customs of the people of the Sea Islands at all times and are sensitive to the people with whom you are working.

Dress Code

We ask that you remember that your group is on a Christian Mission and as such, you are Ambassadors of Christ.

- No short shorts, halter-tops, mini skirts, or skintight clothing.
- No bathing suits are to be worn on the work site or while at the Rural Mission's facilities. Bathing suits can be worn when the group goes to the local beach.

The best clothes for working are T-shirts and jeans or shorts (please use good judgment about the length). Work camp leaders are held responsible for their group's behavior and dress. Please make sure your participants understand the dress code and reasons for it.

Mail

Since your group will be here for a short time, we suggest that you do not attempt to receive mail here. Letters generally arrive after the person or group has left. Rural Mission is not able to assume responsibility for any mail sent to you.

Things to Bring

Individual Needs:

- Informal work clothes (shorts, jeans, T-shirts)
- Work gloves and work shoes
- Flip flops for the shower and a bathrobe. **Note:** Most facilities have outside showers.
- Hat for protection from sun rays
- Sunscreen and insect repellent
- Swimsuit, beach cover-up and beach towel
- Clothes for Sunday Worship service
- Other informal clothes, sneakers, raincoat, jacket or sweater
- Sleeping bag and pillow (you may want to bring an air mattress for the facilities that do not provide beds)
- Bath towels, wash cloths and personal toiletries
- Limited amount of spending money (travelers check please)
- Flashlight, Bible, journal and pen.

Whole Group Needs:

- First aid kit, including items for cuts, sting, snake bites, sunburn, heat exhaustion, headaches and hay fever.
- Electric fans in case of air conditioner failure.
- Tools for project (see list)
- Water coolers and cups (for site)

Things not to bring:

- Stereos, TVs, fireworks, valuable jewelry or excess money
- Alcohol or illegal drugs

When packing remember our facilities are not luxurious and privacy space is limited. Plan to bring enough clothes for the entire week, as laundry facilities are not readily available.

Tools To Bring

Skill, Hand and Hack Saws	Dust Masks	Tin snip
Extension cord w/multi plugs	Try Squares	Level
Ladders	Tape measures	Paint rollers, brushes
Rolling pan	Staple guns & staples	Hammers & screw drivers
Cleaning supplies	Chalk lines	Shovels and rakes

Please note that the tools your need will be determined by the project you are undertaking. If a project requires a power tool or any other tools not readily available, it is often possible to rent the item from a local business. Rural Mission has a very limited number of tools that are available for use by the groups. If your group borrows a tool, your group is responsible for replacing any broken or lost items.

Transporting Supplies

Each group will be responsible for purchasing and transporting all supplies. Groups need to bring a pick-up truck or trailer to help haul building materials to work sites.

Other Service Opportunities

Each year, the Rural Mission sponsors the Woodcutting project. Volunteers cut trees down, chop and stack wood to supply wood during high demand month of November through March. Many of local Sea Islanders still heat solely or primarily with wood, making this an important project during the winter. Ask the Coordinator of Special Services or his assistant for the dates of the Woodcutting project.

Conclusion

It is our hope and prayer that after reviewing and considering this material, you will respond to our call to help the Sea Islands community. The Work Camp program primarily benefits families, the elderly and the impoverished of the Islands. The satisfaction and feeling of accomplishment our participants experience cannot be overlooked. This program not only educational, particularly for young people, but a fulfilling experience for all involved. It is important that we all take part in the joy of helping others. A life of Christian Service is a wonderful life indeed.

Volunteer Work Camp Menu
(Please feel free to modify to your group's need)

Meal	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Eggs Bacon Biscuits Cereal Milk Juice Coffee/Tea	Pancakes Sausage patties Eggs Cereal Fruits Milk Juice Coffee/Tea	Grits Eggs Bacon Cereal Fruits Milk Juice Coffee/Tea	Eggs Biscuit Cereal Fruits Milk Juice Coffee/Tea	Eggs Bacon Round Potato Fruits Biscuit Cereal Juice/Milk Coffee/Tea	Cinnamon Roll/Danish Bagel w/cheese Juice or fresh fruit (when available) Eggs Milk/Juice
Lunch	Fried Chicken Brown Rice Peas Peaches Iced Tea or Lemonade	Sandwiches Fruit Chips Iced Tea or Lemonade Cookies	Sandwiches Fruit Chips Iced Tea or Lemonade Cookies	Sandwiches Fruit Chips Iced Tea or Lemonade Cookies	Sandwiches Fruit Chips Iced Tea or Lemonade	Sandwiches Fruit Chips Iced Tea or Lemonade Cookies
Dinner	* Only 2 meals are prepared on Sunday.	Pot Roast Carrot & potatoes Green beans Rolls Iced Tea or Lemonade Ice Cream	Seafood Jamboree Fried Chicken Fried Fish Red Rice Okra Soup Baked Macaroni Cornbread Shrimp & Crabs Iced Tea or Lemonade Fruit Salad	Turkey wings Rice/gravy Corn Tossed salad Rolls Iced Tea or Lemonade	Spaghetti Meatballs Garlic Bread Salad Iced Tea or Lemonade Jell-O	BBQ/ Chicken/ Ribs Potato Salad Brown 'n Serve Rolls Iced Tea or Lemonade Apple Pie Lettuce & Tomato

REMINDER: If you make changes in the menu, please notify the Special Services Coordinator or his Assistant prior to your arrival, so we can make the necessary adjustments.

**EVALUATION OF WORK EXPERIENCE ON THE SEA ISLANDS
RURAL MISSION INCORPORATED
JOHN'S ISLAND, SC**

Date: _____

Name of Church or Organization: _____

Your name: _____ **Address:** _____

City: _____ **State:** _____ **Zip Code:** _____

How did you learn about our program: _____

What goals and objectives did you have for this work camp project before your arrival? _____

Were these goals accomplished? _____

What constructive criticisms do you have for next year's program? _____

What constructive attributes do you have for next year's program? _____

**If you have been on a previous Work Camp project, please rate ours with theirs:
(5=excellent, 4=good, 3=about the same, 2=poor, 1=unacceptable, 0=no comment)**

___ **Housing/Food** **Comments:** _____

___ **Information** **Comments:** _____

Booklet

___ **Project** **Comments:** _____

___ **Recreation** **Comments:** _____

Other suggestions or comments: _____

IMPORTANT: It is crucial to the evaluation and success of our Work camp program that this form be completed and returned to us upon your return home (or the form can be filled out before your departure).

Signature of person making evaluation (optional) _____

Date _____

For office use only:
Pymt received _____
Date _____
Receipt No. _____



Rural Mission Incorporated *Work Camp Registration Form*

GENERAL INFORMATION

Church _____
Telephone _____ Fax # _____
Address _____
City _____ State _____ Zip Code _____

GROUP INFORMATION

Contact Person _____
Telephone _____ Cell Phone # _____
How many will there be in your group? _____ Number of Adults _____
Number of Youths _____
E-mail address _____

TYPES OF SKILLS

Number of Electricians _____ Number of Carpenters _____
Number of Masonry Workers _____ Number of Plumbers _____
Number of Painters _____ Other Skills _____
How much money or materials will your group provide for projects? (Do not include lodging costs or registration fee) _____

LODGING INFORMATION

Desired date of arrival _____ Desired date of Departure _____
(Note: Date of arrival must be confirmed before sending non-refundable registration fee of \$300.00)
Will your group need a cook? _____
Will your group be participating in the Seafood Jamboree ? _____

Please return registration form and fee to:
Rural Mission Inc.
Attn: Coordinator of Special Services
PO Box 235
Johns Island, SC 29457
843-768-1720 (Phone) 843-768-7378 (fax)
workcamp@bellsouth.net – e-mail address