

ASP ADULT LEADERS



Everything to know!

2024

Contents of this packet:

(click on section title to jump to it)

Some background	2
What we ask of you as an Adult Leader:	3
Alcohol Policy	4
How the Group is Organized	4
How We Get There and Back:	5
Life At the Work Center	5
The Appalachian Families	6
Itinerary for the Trip	8
ASP's Daily Schedule – Monday through Friday	9
What Each Work Crew Must Have	10
ASP Packing List for Youth and Adults.....	11
ASP'S Mission, Vision, & Guiding Principles.....	12
ASP's Expectations, Rules and Regulations	13
3-S's: Sensitivity, Safety and Stewardship	16

First of all: THANK YOU!

... for your willingness to be a part of this year's Appalachia adventure! Without adult volunteers like you, the teens in our Senior Pilgrim Fellowship would not be able to experience the joy and challenge of serving God through serving others.

Some background

The Appalachia Service Project was created in 1968 by the Board of Discipleship of the United Methodist Church, to address the needs of people in poverty in the Appalachian region of the U.S. Since 1976, A.S.P. has been an independent, non-profit corporation welcoming participation from church groups of any denomination. Each summer, ASP operates as many as 30 work centers across Kentucky, West Virginia, Virginia, Tennessee, and North Carolina, for seven weeks. Each week, 75 -100 volunteers from churches in different areas of the country arrive at their work centers for a week of home repair in the community in which the center is located. Thousands of teens are involved!



The centers are run by a four or five person crew of ASP staffers, who do the work of screening applicants for home repair and deciding which projects to take on each summer. The staff also is in charge of program at the center for the week, which includes group-building exercises,, and informal devotional moments to reaffirm the religious basis of ASP.

GHCC has been sending crews to Appalachia since 1978 as part of its Senior Pilgrim Fellowship youth program. The number of people interested has grown steadily over the years. The kids who go are kids who have been actively involved in SPF and have participated in the various fundraisers that SPF puts on over the course of the year to meet the costs of the trip. The adults participating (you!) include those who work with SPF as leaders over the course of the year, other GHCC adults, and friends and parents of those participating.

What we ask of you as an Adult Leader:

ASP Group Leaders don't have to be stern disciplinarians ... *but* we will be counting on you to help us make sure the week runs well for everyone. We count on our adults to be people who will offer interest, support and friendship to the kids, who make sure things at each worksite are going as smoothly as possible, who will ensure that the kids are following ASP's expectations and rules, and who will *lead by example*—by being a part of the work that goes on and by sharing your enthusiasm.

Specific expectations:

On the trip, **you and your assigned partner** will be overseeing and encouraging a work crew of five youth. These crews are put together by me (Alida) in mid June, with each crew being a mix of kids from different grades and schools who do not already know each other well. The two leaders will be providing **leadership on the work site** by organizing the tasks to be done, and ensuring everyone has meaningful work to do! Your role is to work alongside the youth as partners and mentors.

Before the trip, you'll **be in touch with your work crew**, and make sure your crew has the supplies it will need. The list of what each crew needs is on page 11 of this booklet.

Adults will be expected to help with **driving**, either a minivan or a 15-passenger van (note that leaders who are under 25 are not able to drive our rental vans). You and your partner will be responsible for a vehicle with 5 youth in it ... so **a comfort level with driving is essential**. (From our first night in Harrisonburg, Virginia, we travel approximately 4 hours to our county center for the week, and during the week from center to worksite each day).



At all times on the trip, from departing the church until our return, you will be **responsible for the shared oversight and supervision of all our teenagers**. **That means keeping the kids safe!** Whether on the work site or out in the community, adult leaders make sure that our kids are staying safe. That means everything from no cliff-jumping into water holes (please no!!) to keeping gloves on when handling siding – and everything in between!

Please note that all volunteers (**youth and adults**) are expected to **participate in the ASP programs**, including meals, chores, meetings, evening gatherings, etc. The ASP staff counts on the adult leaders from each church to make sure kids are participating. At all times on the trip, from departing GHCC to return, **adult leaders are expected to abide by the expectations, rules and regulations** adopted by ASP for all volunteers. (on page 13)

Alcohol Policy



There is no drinking on the ASP trip. This is a dry week for all participants... for so many reasons!

ASP requires it, as part of its code of conduct -- and as part of the guarantee it makes to the towns which host us. Churches violating the policy have been removed from ASP.

Even if ASP didn't require it, Greenfield Hill Church would!! As adults, we are supervising (as well as driving) kids who are entrusted to us -- none of which happens well with alcohol. More than that: our kids live in an alcohol and drug-infused town. This is one week of the year when they are away from all that. They need to see that we've left it behind, too.

How the Group is Organized

ASP requires that a church's group of volunteers be broken down into work crews of seven people: usually, two adults and five youth. Our 2024 group will be formed into 46 work crews. These 46 crews will be divided among four or five work centers in West Virginia. Each work crew represents my best effort to create a mix of male-female, ASP experienced-newcomers, and underclassmen-upperclassmen. Generally, "best friends" don't end up on the same work crew; I try to mix together youth who don't necessarily know each other well before the trip. So, in many cases, you and the kids will all be getting to know each other for the first time!

How We Get There and Back:

The first day is spent traveling to Harrisonburg, Virginia, where we will be spending the night at James Madison University. We travel to Harrisonburg with the kids in buses, and many of the adults in vans. **Along the way, we pick up rental vehicles from a number of different Enterprise locations – please note that this means we rely on a good bit of driving help from our adults on June 29 and July 6.** Each of our work crews is required to have its own van for transportation from the work centers to the homes where the crews will be working. **Note about van challenges:** In the past, we were able to rent vehicles for ALL of our crews – but supply shortages are forcing us to rely on borrowed vehicles from leaders and friends. We anticipate needing to borrow a number of our 46 vehicles again in 2024.

On Sunday morning we divide into our crews, get into our respective vans, and head off to our work centers. From that point on, the group is not together in its entirety until the next Saturday, when we gather back at a meeting point to pile back on the buses! (meeting point on July 6 **is at James Madison University**)

Life At the Work Center

Each center, as mentioned before, is staffed by four or five ASP employees—often college kids who have worked with ASP through their own churches. During the week, they are the real authority figures! It is extremely important that they be treated with respect and courtesy, and we as adult leaders must model to our youth that respect and courtesy. Though they are young, they are all very experienced with the Appalachia Service Project, and are far more familiar with the community than we are. Working with them in friendship and cooperation ensures that life at the center for our week together is enjoyable and fun for everyone involved. Having said that, some specifics about what happens:

Distribution of home repair “jobs”: During our first evening at the center, Sunday night, all adult leaders will meet with the Center staff to discuss the available repair projects for the week. It’s very helpful to have discussed with your crew ahead of time what sorts of projects they would like to undertake—bearing in mind your particular skills as well. Having distributed the projects among the various work crews, the staff will then take the adult leaders out to visit the homes in which their crews will be working for the week, to give the adult leaders a chance to look over

the work needing to be done, as well as to introduce ourselves to the families living there, who will be tolerating our presence for the week!

(*NOTE: If you are panicked about home repair: try not to be! The tasks are all fairly basic, and ASP provides a wonderful construction manual, which you will receive from me ahead of time. It's worth reading thoroughly to acquaint yourself with the types of tasks you may encounter.)

Staff support for home repair: Over the course of the week, the staff visit the home sites, help advise on what each crew should be doing, help transport materials out to the site when our vans are too small, and just generally serve in a support role.

Evening gatherings at the center: Each evening, the entire center gathers for an evening program, which typically includes some singing, some devotional moments, and some talking about the day's experience. The center staff generally rotate leadership of these evenings, and often involve members of the church groups present as well.

Chores/devotions: Each work crew will be assigned a **daily chore** at the work center, such as cleaning the kitchen, scrubbing toilets, or other such delightful activities. It is very important that each crew be responsible about their task: your crew may need to be "encouraged" to fulfill their responsibility each day, so please be mindful of the chore they are assigned, and **work with them!** -- provide your leadership there as well. In addition, your GHCC contingent will probably be asked to provide **morning devotions** once or twice, so it's a good idea to take along any inspirational materials you might have.

The Appalachian Families

The families whose homes you'll be working on range from the traditional "mom, dad and kids" to a grandmother whose five children and sixteen grandchildren live with her to a single elderly gentleman. A big part of your experience lies in getting to know "your" family, and interacting with them with friendliness, love and concern. Although our chief task is to make their homes "warmer, safer, and drier," we are also there to show God's love through our interaction with the family. It's a good idea to make a chat with the family a normal part of your working day, and to



work on developing relationships with them as hard as you work on their roof!

It is also crucial to remember that the “heap of junk” on which you’re working is someone’s family home which is dear to them. Therefore, it’s important to approach your task, and their home, with sensitivity: this is where someone lives, and will continue to live after you’ve gone, so remember to take great care with what you do and the way in which you do it (“let’s knock this crummy old porch down!”, for instance, would be an awful way to approach your work!)

Many of us who have gone in the past have had wonderful experiences getting to know our families. Family relationships are one of the most special elements of the “Appalachia experience,” so don’t hesitate to make the most of them.

Itinerary for the Trip

Sat., June 29: **7:00 a.m.**(time may change) **Depart from Fairfield University Quick Center** (youth and half the adult leaders will travel on coach buses; other adult leaders in vans)

Arrive in Harrisonburg, Virginia around 5:00 p.m.
We will be staying in dorms at James Madison University.

6:00 to 7:30 (approx.) - Dinner served

8:00 Whole group gathers; work crews meet and talk.

Sun., June 30: **Breakfast and Morning Worship**

After morning worship together, leave JMU. Each work crew travels in its individual van to the work centers in our various counties.

Between 2 and 4 p.m.: Arrive at our work centers & settle in.

Sunday evening: meet the center staff, have our first Evening Gathering; two people from each crew visit the home to be worked on.

Monday – Friday activities: See next page!

Sat., July 6: Leave work centers in the morning, head back to the rendezvous point at James Madison University, where the buses will be waiting.

Rental vans returned; buses leave for Fairfield, arriving at approximately 11:00 p.m.

Sun., July 8, **5:00** Closing celebration – at the church

ASP's Daily Schedule – Monday through Friday

(The general schedule will vary slightly from county to county depending on things such as when the hardware store opens or when the cooks arrive at work, etc.)

Sunday

2 – 3:30 p.m. Arrive at your center, register, and meet other groups.

4 - 5 p.m. Staff meets with group leaders to:

- discuss the center and community
- explain the home assignments

5 p.m. Evening Gathering

6 p.m. Dinner

7 p.m. Group leaders/staff travel to meet families

11 p.m. Lights-out; rest for a wonderful experience

Monday - Friday

6:30 - 8 a.m. Rise and shine, devotions, breakfast

8:30 - 4:30 Work day with lunch break at noon at the site.

5 - 6 p.m. Clean up and make an inventory of supplies needed for the next day.

6 – 7 p.m. Dinner

7 - 10 p.m. Center clean-up; Evening Gathering (a time of fellowship, reflection, sharing, singing, playing, sometimes with a guest speaker, local musician, artist, or other special event); team time; staff and group leaders discuss details of the day's work; free time.

10:30-11 p.m. Quiet time; settle in for a well-deserved sleep.

11 p.m. Lights-out; make sure your group understands the importance of getting enough sleep.

Saturday: 7 - 10 a.m. Groups depart.

What Each Work Crew Must Have

(Unless otherwise noted, the two adult leaders are responsible for assembling this list)

- 1) A fully equipped First Aid kit (supplied by Alida)
- 2) Medical release information forms for **each member** of your crew in your vehicle (Alida will provide these)
- 3) A cooler to carry ice, drinks and lunches (*check with crew members to find one to borrow*)
- 4) Water jug (*again, check with crew members to find one to borrow*)
- 5) Tools – including suggested items below
 - extension cords
 - circular saw
 - hand saw
 - screw drivers
 - pliers
 - levels
 - squares
 - chalk line
 - staple guns/staples
 - tin snips
 - crow bars
 - drill
 - files
 - extra drill bits:
 - cement/wood/metal
 - 2-prong electrical adapter
 - putty knives (narrow/wide)
 - utility knives
 - chisels

Each participant (youth and adult) is asked to bring:

hammer; work gloves; goggles/eye protection; ear plugs, measuring tape; pencils

ASP Packing List for Youth and Adults

Please pack efficiently: one bag for clothes, one for sleeping gear.

Storage on bus is limited, plus, you have to carry all this!

Tools that each person should bring:

Hammer

Measuring Tape

Carpenter pencils (or sharpies)

Eye Protection (safety glasses)

Ear Plugs (also useful at night!)

Work Gloves

Nail Apron/Tool belt

General packing:

- Work clothes: jeans/overalls/ carpenter pants, t-shirts. *Don't forget socks! ☺*
- Work boots - good idea to label them.
- Clothes to wear at center: shorts, sandals, sweats, comfy clothes. But please note ASP's rules about center
- Personal toiletries: soap/deodorant/ shampoo/toothbrush/ toothpaste/etc.
- Towels (2 is a good idea), and face cloth/scrub sponge
- Showering shoes/flip-flops / shower caddy
- Sleeping bag/or sheets/blanket (it can get cold at night! – be prepared with an appropriate sleeping bag/blanket)
- Pillow
- Air mattress OR cot – *single (twin)*
- Water bottle
- Rain gear (poncho is great)
- Sunscreen/ insect repellent
- Bible/devotional material (useful if you have morning devo duty!)
- Flashlight
- Garbage bag for dirty clothes is recommended!
- Back pack to take things to site (also good for bus)
- A long-sleeve shirt for worksite, in case you do insulation
- Hat/sunglasses / bandana – be ready for heat and bright sun!
- Things to do in down time! cards, puzzles, Frisbees, games, etc!

ASP'S Mission, Vision, & Guiding Principles

Our Mission

Appalachia Service Project is a Christian ministry, open to all people, that inspires hope and service through volunteer home repair and replacement in Central Appalachia.

Our Vision

Appalachia Service Project envisions the eradication of substandard housing in Central Appalachia and the transformation of everyone who comes in contact with this ministry.

Our Guiding Principles

- We believe that each person is a child of God imbued with dignity and worth.
- We accept people right where they are and just the way they are.
- We believe that all people should be able to live in affordable, safe, and sanitary housing.
- We are committed to witness through the good quality of our work and careful stewardship of our resources.
- We believe God calls people to serve others as volunteer partners in ministry and we will encourage their growth in faith as they answer this call.
- Where ASP is involved in local communities we will encourage, affirm, and support the fair and just treatment of people.
- We believe in ministering in the spirit of love, acceptance, and hopefulness.

Non-Discrimination Statement

- Because ASP believes everyone is a child of God, all are welcome to participate respectfully and peacefully with ASP, regardless of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, or military status.



ASP's Expectations, Rules and Regulations

GENERAL RULES

- The ASP staff has overall responsibility for all activities (at the center and worksites).
- The Center staff will inform you of Center or community-specific guidelines.
- Group leaders (19 yrs +) are responsible for their youth volunteers at all times. This includes enforcing all ASP rules and regulations with their youth. ASP staff will intervene ONLY when necessary.
- All volunteers (youth and adults) are expected to participate in the programs, including: meals, chores, meetings, evening gatherings, etc.
- Volunteers assist with all chores, including center clean up, tool and supply organization, after meal clean up, loading or unloading of building materials.
- Everyone is expected to act responsibly and respectfully within the community.
- We ask that adults refrain from alcohol consumption during their time in an ASP community.
- Possession or use of illegal drugs or alcohol while on an ASP trip is strictly forbidden! Violators will be asked to return home immediately at their own expense.
- Smoking, vaping, or use of tobacco products is prohibited inside all ASP Centers. A designated smoking area may be identified outside of a center. Use of tobacco or vaping is discouraged at the work site. Underage youth are not permitted to smoke or vape anywhere!
- Weapons of any kind (or replicas) are not permitted.
- Always travel in groups of two or more persons when away from the center.
- Audio equipment is prohibited at the work site and the Center, unless you first consult with your Center Staff.
- Harassment of ANY kind will not be tolerated. If you feel that you have been affected by harassing behavior at ASP, follow the reporting procedures: 1. Tell a responsible Group Leader within your group. 2. If you do not feel comfortable confiding in a Group Leader, report to the staff. 3. If needed, staff supervisor contact information is available at the Center, or you can email: incident@asphome.org.

WORKSITE RELATED

- Working hours are from 8:30 a.m.–4:30 p.m. EACH DAY (with the exception of the Jr. High Program). Implement a buddy system so that no volunteer is left in the position of being alone. If you leave the work site, all crew members must leave in their vehicle. Never leave youth volunteers unattended at the worksite.
- Lunch is to be eaten at the work site. We encourage you to bring extra sandwiches for the family you are serving.
- Work crews are composed of 7 people (ideally 5 youth and 2 adults (19 yrs +)). Extra adults may be used as floating volunteers.
- Work attire: Shirts with sleeves, long pants, and sturdy shoes must be worn at the work site. Sweat pants or scrub pants are not considered appropriate for the work site.
- Each work crew must have a suitable vehicle capable of safely transporting 7 people, tools, equipment, building supplies, etc.
- Seatbelts must be worn at all times when traveling.
- No participant is permitted to ride in the back of a pickup truck.
- Medical Forms for each volunteer should be kept in the vehicle in which he or she is currently traveling.
- Use tools, supplies and resources responsibly; for their intended purposes.
- Nail guns are prohibited in the Home Repair Program.
- Only adults age 19 and older may check out power tools. All volunteers who operate power tools must be trained at home. Youth must always be supervised when using these tools.
- Safety and sensitivity to your family should always be a top priority.
- Ask permission from the family prior to taking any photos on the worksite.
- Recording with video equipment is strictly prohibited at the worksite.
- Volunteers are encouraged to invite families to the picnic as your guests. Try to coordinate transportation and assist with any parking or swimming fees.

CENTER RELATED

- Center attire: Shirts must be worn at all times. When leaving the Center grounds, shorts of finger-tip length will be acceptable attire. Not appropriate attire at any time: halter, spaghetti-strap, or tank tops, sports bras worn as an outer garment, sleeveless shirts, or any clothing expressing political affiliation,

alcohol/beer slogans and/or obscenities. Appropriate clothing must be worn at all times including to and from the showers and after “lights out.” • No infants, toddlers, or any youth who do not meet the above-mentioned age requirements will be permitted on an ASP trip. No pets are permitted at the Center.

- ASP abides by the “Safe Sanctuaries” guidelines.
- Adults (19 yrs +) and youth will have separate showering times.
- No females are permitted in the males’ sleeping area. Males are not permitted in the females’ sleeping area at any time.
- In sleeping rooms there must be at least 2 adults of the same gender as youth. These adults will sleep away from youth if possible.
- A strict 10:30 p.m. quiet time and 11:00 p.m. lights out applies to all.

Two other Greenfield Hill Church rules:

For the safety of all participants, there will be **no swimming** in the local creeks, lakes and rivers while on the ASP trip. This is for several reasons. For one, currents/ rocks/ unseen dangers can make jumping in “the local swimming hole” quite unsafe, no matter how lovely it looks. Additionally, West Virginia waters are among the most contaminated in the country, and the risk of bacterial infections is significant.

Animals cannot be brought home from ASP! As adorable as that kitten or puppy might be, our bus and rental car companies do not allow us to bring animals on board and legally the State of Connecticut does not allow dogs and cats to be brought into the state without vaccinations and inspections.

3-S's: Sensitivity, Safety and Stewardship

Sensitivity

We believe that each person is a child of God, imbued with dignity and worth. When you are sensitive to other people's needs, difficulties, or feelings, you show understanding and awareness of them.

1 John 3:17-18 "We should love people not only with words and talk, but by our actions and true caring."

1. Follow the dress code guidelines as outlined in ASP's Expectations, Rules, and Regulations.
2. Start to form a relationship by taking time to meet and talk with your family before unloading.
3. Ask the family for ideas and advice; encourage them to join in the work if they are able.
4. Keep reactions to yourself that might hurt or insult the family. Use positive language that won't alarm the family, using terms such as "repair" or "replace" rather than "tear out" or "gut" to help minimize the family's stress level. If you must talk about something sensitive, "take it to the van" or talk about it with your crew on the way back to center.
5. Be sensitive to the family's need for space and privacy. Ask before venturing into new areas of the home.

Remember, you are a guest.

6. Show respect by asking permission from the family prior to taking any photos or videos on the worksite. We suggest you don't take any photos on Monday morning and that photos taken earlier in the week are of your work crew. If you'd like to take pictures of the family, please wait until a relationship has been established.
7. Eat lunch at your site to develop relationships between crew members and with your family. Pack extra sandwiches to share with your family.
8. Place drop cloths on the family's belongings before you start working in a room. Each day put things back the way you found them before you leave. Treat them with respect!
9. Do not mention your family's name out in the county; help maintain their privacy. If people ask where you're working, you might say... "So many different places." Or "We are working at a variety of homes in the county."
10. Please ask smokers to be aware of designated smoking areas at the center and to use them. Do not smoke on the work sites. Ask smokers to walk away from the sites, and not smoke in the homes (even if your family has members that smoke.)
11. Remember, you are representing ASP while out in the community. Please help us

maintain a positive image.

12. Be respectful of the facility you are staying in as it is shared with the community. Keeping up with chores each day is essential to respecting the facility.

13. Be respectful of other volunteers by observing personal space and boundaries. Always affirm each other with actions that reflect the love of Christ.

Safety

In our ASP community, we are all responsible for safety and need to be careful to help reduce the risk of injury or danger to anyone in the community. Take responsibility for your own safety, but also help protect others as God calls us to do.

Philippians 2:4 “Rather, in humility value others above yourselves, ⁴ not looking to your own interests but each of you to the interests of the others.”

1. Implement a buddy system so that each volunteer is never left in the position of being alone while at a worksite.
2. When traveling away from the center after the workday, always travel in a group.
3. Only adults 18 and older will be allowed to check out power tools at the center. While ASP recognizes that the use of power tools can be a valuable and empowering experience, because of liability, we ask that only volunteers 18 and older use these tools. If volunteers under 18 use power tools, they must be under the direct supervision of the adult group leader who is ultimately responsible for the safety of his/her volunteers.
4. Use power tools safely. Always unplug them when not in use.
5. Take breaks throughout the day and drink lots of water.
6. Use ladders safely and take them down when not in use.
7. Beware of dogs, snakes, ticks, bees, and other creatures.
8. Put a First-aid kit and medical/emergency contact info for all participants in each vehicle (feel free to print off the “Member Detail Report” from the Trip Hub for this purpose).
9. Drive cautiously and be aware of curves and coal trucks.
10. Wear hard hats, goggles, ear protection, work gloves, and N95 dust masks as needed for the job.
11. Do not leave people at a work site without a vehicle. If one person needs to leave for any reason, everyone leaves if there is only one vehicle at the site.
12. When roofing, always have at least one driver on the ground in the event of an emergency.

13. Be sure to leave the worksite safe for the family.
14. Notify the staff of any unsafe working conditions as soon as possible.
15. Everyone should read and follow *ASP's Safety Manual*.
16. Identify a "Safety Monitor" for each site. The Monitor should enforce safe work practices on site.
17. Group Leaders are ultimately responsible for the safety of their youth.
18. Do not bring infants, toddlers, or youth under the specified age requirements to any program. There is no circumstance that merits an exception to this rule.

Stewardship

We are committed to witness through the good quality of our work and careful stewardship of our resources. Practicing Stewardship involves careful and responsible management of the work, building materials, meals and time entrusted to your care.

1 Peter 4:10 *"Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms."*

1. Plan ahead to use materials in the most economical way. Measure twice, cut once.
2. Ask the staff before agreeing to do anything not previously discussed. Respect their time and planning and help be stewards of their vision and resources available for completing each project.
3. Clean tools every day, including mud knives and paint brushes. Be careful not to contaminate the family's water source.
4. Use the right tool for the job.
5. Do not take more food than you can eat.
6. Conserve water; take short showers.
7. Complete your chores thoroughly.
8. Turn off lights, air conditioners and fans when nobody will be in the room, such as when leaving for the worksite in the morning.
9. Recycle scrap material if facilities are available in the county.