

Guidelines for Work Teams

FOR PARTICIPANTS IN WORK PROJECTS



*And whatsoever ye do, do it heartily,
as to the Lord, and not unto men.*

Colossians 3:23



APOSTOLIC CHRISTIAN
World Relief

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Introduction

The mission of Apostolic Christian World Relief is to provide humanitarian aid and volunteer labor to alleviate human misery and suffering throughout the world, first to the household of faith, and then to others as much as we are able, in a way that is a Christian witness and brings glory to God.

As we have therefore opportunity, let us do good unto all men, especially unto them who are of the household of faith. (Gal 6:10)

As we participate in World Relief work teams in foreign and domestic locations, we recognize the paramount importance of a Christ-centered focus in our witness and methods. The guidelines in this document are based on Biblical principles and the combined experiences of previous World Relief endeavors to benefit both you and those you are serving.

Not unto us, O Lord, not unto us, but unto thy name give glory, for thy mercy, and for thy truth's sake. (Psalm 115:1)

Four Pillar Mission

Apostolic Christian World Relief supports the four-pillar mission of the Apostolic Christian Church. Specifically, the church's mission is to:

- Spread the gospel
- Nurture the believer
- Preserve sound spiritual doctrine
- Provide deeds of service to all mankind

Our work teams should consider all four aspects of the church mission as we endeavor to serve the Lord. Many blessings are derived from participation in short term work teams for World Relief. We are ambassadors for Christ and represent Him in our activities while participating in a work team. This is a great privilege to be trusted by God to carry His message to the world.

Now then we are ambassadors for Christ, as though God did beseech you by us: we pray you in Christ's stead, be ye reconciled to God. (2 Cor 5:20)



Serving Others

We must recognize that this is not a “Christian vacation,” and serving others may put us outside our comfort zone. The background and culture of those we serve may be markedly different from our own. It is important to avoid practices or behavior that may have the unintended consequences of hurting those we are called to serve. This is not “about us.” It is about serving and bringing Christ’s love to others.



For none of us liveth to himself, and no man dieth to himself. For whether we live, we live unto the Lord; and whether we die, we die unto the Lord: whether we live therefore, or die, we are the Lord's. (Romans 14:7-8)

As we serve in submission to God’s will and the leading of the Holy Spirit, we in turn will be blessed in the joy of serving others.

Team Member Responsibility

Team members have a responsibility to prepare for the work team project. Basic knowledge of the mission is important, especially on a first-time experience. Your team leader will distribute information to team members in advance and will ask for some pertinent personal information in the administrative organization of the trip. De-



pending on the work location, you will be responsible for having any necessary immunizations current prior to travel, and the team leader will need to be informed of special health issues. You will also be asked to read the guidelines and sign the liability waivers for the World Relief organization. Your team leader will be equipped to answer your specific questions, and during the trip, you are requested to follow their guidance and instructions.

Ambassadors for Christ

As ambassadors for Christ we should represent Him well. Our service to Him should be evidenced in our life by persistent prayer, a humble servant attitude and an appearance that accurately reflects our life in Christ. As we participate in a work team, we must recognize that we are there to serve others, likely those with a different cultural background than our own.

Servants, be obedient to them that are your masters according to the flesh, with fear and trembling, in singleness of your heart, as unto Christ; not with eyeservice, as menpleasers; but as the servants of Christ, doing the will of God from the heart (Eph 6: 5-6)

Our actions must be appropriate in the culture we are serving as we exhibit the love of Christ to the hurting, share the gospel truth or any other physical or spiritual task the work may require. We may not witness the fruit of our labors, but may only be involved in planting the seeds. Our labors should continually be focused on helping, not hindering, the lives of those we are serving.

So then neither is he that planteth any thing, neither he that watereth; but God that giveth the increase. (1 Cor 3:7)

Witness for Christ

While serving on a work team we must always be mindful, that as Christians, we are commanded to not conform to the world. Instead, our lives must be transformed by His holy will and purpose for us in all that we do.

I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God. (Rom 12:1-2)

As we labor in the work of service to others, our love to them and each other should always be evident. Our focus should be on service to others in the love of Christ, pointing them to Him, and should never call attention to ourselves and be a distraction to others.

By this shall all men know that ye are my disciples, if ye have love one to another. (John 13:35)

Charity suffereth long, and is kind; charity envieth not; charity vaunteth not itself, is not puffed up, doth not behave itself unseemly, seeketh not her own, is not easily provoked, thinketh no evil; rejoiceth not in iniquity, but rejoiceth in the truth; beareth all things, believeth all things, hopeth all things, endureth all things. (1Cor 13:4-7)



Appearance and Behavior

We must also recognize that our witness as Christians often is most evident in our personal behavior and physical appearance. We are guests and ought to be respectful, neither behaving, speaking, nor dressing offensively. Our attire in the mission field should accurately reflect Biblical standards during both work and free time activities. We should dress safely and appropriately for the work tasks being performed, displaying modest attire, respectful behavior, and applying Biblical principles. If one has never learned to know another culture, it may not be apparent just how offensive some actions

can be. For this reason, we ask that you willingly comply with all instructions from your team leader.

Let your moderation be known unto all men. The Lord is at hand. Be careful for nothing; but in every thing by prayer and supplication with thanksgiving let your requests be made known unto God. And the peace of God, which passeth all understanding, shall keep your hearts and minds through Christ Jesus. (Philippians 4:5-7)



As examples of appropriate attire, women are requested to wear modest skirts, dresses, culottes, or scrubs, depending on the work activity being performed. It is appropriate for men to wear long jeans or pants and shirts with sleeves. Work teams should refrain from wearing tank tops, sleeveless shirts, or shorts. We encourage demonstrating moderation as ambassadors for Christ and request that work team members observe these clothing guidelines.

But let it be the hidden man of the heart, in that which is not corruptible, even the ornament of a meek and quiet spirit, which is in the sight of God of great price. (1 Peter 3:4)

Our recreational behavior should also be above reproach and team members should exercise discretion in free time activities. If a team leader observes something that requires some behavior adjustment, please recognize their accountability for the work team and honor their request. Adequate rest is essential to be able to give one's best to the Lord's work. Therefore, team members are to observe curfew times established by the team leader at the work team site. It is recommended this be no later than 12:00 midnight.

For, brethren, ye have been called unto liberty; only use not liberty for an occasion to the flesh, but by love serve one another. (Gal 5:13)

Worship Services and Devotions

Worship services and daily devotions should use practices and principles observed in our local Apostolic Christian churches. Attire during Sunday worship should be neat, reverent, and respectful of the people we are serving. Your team leader will be aware of local practices and will be able to advise you in advance. Sisters are

requested to wear appropriate head coverings at all times during worship services and daily devotions. It is always culturally appropriate to demonstrate obedience to the Word.



Giving Gifts

Team members should use discretion and caution in distributing gifts of a physical or monetary nature to those we are serving.

We are there to help and some gift activity may have the unintended consequence of causing unrealistic expectations of future generosity and developing a dependency culture. While gifts may be very appropriate in some circumstances, it is advisable to discuss this in advance with the team leader. In many cases, the in-field missionary may be the best person to distribute gifts, as they are in a position to better understand and recognize the needs, especially in the cultural context of the recipients.

Safety

The spiritual and physical safety of the work team has been carefully considered by the World Relief organization. Please comply with the safety plan developed for your project. Personal protective equipment should be worn when your team leader requests it. Your team leader is responsible for reviewing the mission plans with team members and addressing any questions or concerns you may have.



Team Minister Responsibilities

Most World Relief work teams have an accompanying Apostolic Christian Church minister. Creating a spiritual focus through sharing the Word during the trip yields great benefits. The role of the team minister and steward of the Word on behalf of the church is vital to the spiritual success of the team.

Church Services

Formal church services will vary with the location we are serving. If asked to preach the service at the local church, the resident minister may allow time for the team minister to deliver a message with the assistance of an interpreter. Due to the challenges of interpretation, a lengthy message is not expected. At times it may not be convenient to interpret and the team minister may conduct a separate service just for the team. For work locations without a local church service, either in a foreign country or on a domestic project remote from an Apostolic Christian Church, the team minister should conduct services according to the practices of his home Apostolic Christian Church.

Prayer

As a team minister, you may be in a foreign land exposed to unfamiliar physical and spiritual dangers. Pray without ceasing. In addition to usual prayer practices, you are encouraged to have prayer before any significant travel, before each work day, at the site of each project as you begin the work, with any special groups that



you visit such as a nursing home and any time you sense a need or experience a situation where special prayer is appropriate.

Finally, brethren, pray for us, that the word of the Lord may have free course, and be glorified, even as it is with you. (2 Thes 3:1)

Devotions

The team minister should ensure the work team reserves a time for daily devotions. The team members should be encouraged to participate in a scripture reading and short meditation to focus on God's Word and daily spiritual direction.

*Thy word is a lamp unto my feet, and a light unto my path.
(Psalm 119:105)*

We encourage you to include hymn singing in your trip. It is good to sing at devotions, meals, in the evening, and of course as a normal part of worship services. Work teams can take books or copies of songs.

O come, let us sing unto the Lord: let us make a joyful noise to the rock of our salvation. (Psalm 95:1)



Team Leader Responsibilities

The team leader is responsible for encouraging Godly order and discipline in the mission team consistent with Biblical principles and Apostolic Christian Church standards.

Let all things be done decently and in order. (1 Cor 14:40)

The Team Leader is responsible for the following:

- Administrative duties of the team, including coordination of travel documents, liability waivers, medical documents, and other duties specific to the mission location.
- Arranging emergency evacuation insurance where applicable.
- Physical safety, avoiding areas of potential danger, and ensuring the team stays together as a group when necessary.
- Act as a liaison with on-location missionaries prior to the trip.
- Provide leadership as the group supervisor during travel and work activities.
- After the mission trip, to solicit feedback from team members and provide this information to the appropriate World Relief committee.



Sunday School Work Teams

Occasionally, a team leader will organize and lead a Sunday school work team. Providing service opportunities for our youth introduces them to the blessings of serving others and working with brethren who exhibit a servant heart. The team leader is responsible to:

- Provide mature guidance and adequate supervision in proper conduct while on the work team
- Convey the importance of following established guidelines during the mission.

In Appreciation

Apostolic Christian World Relief is grateful for your participation in a work team activity. May the Lord bless you for giving your time, and may you experience the joy of serving Him in your service to others.

*And whatsoever ye do, do it heartily, as to the Lord, and not unto men.
(Col 3:23)*

Note:

The last page of this booklet is a page which addresses the legal issues of your work team participation. Volunteers are required to sign this document, which also includes a statement that the volunteer has read, accepts and will support the guidelines outlined in this booklet. If the volunteer is under 18 years of age, parents must also sign. Please send this signed form to your work team coordinator or team leader prior to your trip.



World Relief Work Team Safety Program

Safety and Health Policy

Apostolic Christian World Relief believes that no job or no task is more important than the health and safety of its work team members. If a job or task represents a potential safety or health threat, every effort will be made to plan a safe way to do the job or task.

Every procedure must be a safe procedure. In the event a job or task cannot be performed in a safe manner, the job or task must not be performed.

If a worker observes any unprotected job, which may pose a potential threat to the health or safety of the worker, or other person, he or she will cease operations and immediately inform the work team leader.

The following safety rules and guidelines apply to all team members and workers under the supervision of ACWR leadership. This includes ACC work teams, non ACC work teams, and national workers.

Safety Rules

Instructions for Team Leaders

1. You are responsible for the safety of your team. Review these safety instructions prior to leaving for the work team destination. If there are any questions, contact the World Relief Office.
2. Travel in foreign countries can be dangerous. Attention should be given to travel in a manner similar to the United States. Use of seat belts is encouraged. Avoid riding in exposed conditions at high speeds, secure all loads, and drive vehicles in a safe and defensive manner.
3. Check the worksite before starting to see if there are any special hazards to share with your team.
4. Make sure danger areas are barricaded.
5. Job sites will be inspected for location of underground and overhead utilities before work is performed.
6. Review the general safety rules with the team members and ask questions to assure the rules are understood.
7. Conduct safety training as described below.
8. A fully stocked first aid kit shall be available at all work sites and readily accessible. The team leader shall identify first responders and persons of authority to lead response in the event of an accident.
9. Never move an injured person unless it is absolutely necessary. Keep the injured person as comfortable as possible and administer first aid until qualified help arrives.

Job Safety Training

1. After inspecting a job site, the work team leader will identify and evaluate all potential haz-

ards for:

- a. Injury Severity
- b. Probability of an accident
2. Trips, falls, lifting injuries and power tool injuries are the most frequent injuries to members of previous work teams.
3. The work team leader will appraise the skill and knowledge level of exposed work team workers.
4. Appropriate training will be given:
 - a. Hazards will be communicated
 - b. Necessary precautions will be explained
 - c. The higher the injury severity and probability of an accident, the more detailed the training.
 - d. After completion of training the instructor should follow up by watching the team member perform the activity safely. Retrain where necessary.

General Safety Instructions

1. Keep your mind on your work at all times.
2. No horseplay on the job
3. Do not distract the attention of fellow workers or engage in any act which would endanger another work team member.
4. Be cautious and alert as you move about the jobsite.
5. Keep an eye out for the safety of other workers. If you see an unsafe act, ask them to stop. Remember, "You are your brothers keeper".
6. A good job is a clean job, and a clean job is the start of a safe job. Keep the working area free from rubbish and debris.
7. Know where first aid and firefighting equipment is located.
8. The use of illegal drugs or alcohol, or being under the influence of the same, is not permitted. Inform the work team leader if you are taking strong prescription drugs.

Personal Safety

1. Precautions are necessary to prevent sunburn and to protect against burns from hot materials.
2. Heat exhaustion and dehydration should be avoided by regular hydration of water during the day. Drinking water before getting thirsty is recommended.
3. Take regular breaks during the work day in areas with adequate shade.
4. Never work aloft if you are afraid to do so or if you are subject to dizzy spells.
5. Lift correctly—with the legs and not the back. If the load is over 75#, get help to lift the load. Stretching exercises are helpful at the beginning of the day.
6. Do not use power tools and equipment until you have been properly instructed in the safe work method.
7. Be sure that all tool safety guards are in place.
8. Do not enter an area which has been barricaded.
9. Never throw anything "overboard" when there is a potential of someone being below.
10. If you have an injury, report it to the team leader. Get first aid for all injuries to reduce chance of infection.

Using Hazardous materials

Always work with flammable or caustic materials as instructed by the manufacturer and in a well ventilated area. Use recommended appropriate personal protective equipment. If any part of the body should come in contact with an acid or caustic substance, rush to the nearest water available and flush the affected part for several minutes. Seek medical aid immediately.

Vehicle Safety

1. Nobody but the operator shall be allowed to ride on equipment unless proper seating is provided.
2. Operators of vehicles and equipment are to be trained and experienced. The vehicles and equipment should be inspected periodically.
3. If you must work around power shovels, trucks, or power equipment, make sure the operator can always see you.
4. Use of a second person to clear the vehicle path is recommended. If you are the driver, stop if you lose sight of your assistant.

Tool Safety

1. Before using a power tool the first time on the jobsite, demonstrate to the team leader your knowledge for using of that tool safely.
2. Use the “four to one” rule when using an extension ladder—one foot out from the wall for every four feet of height.
3. Extension ladders must extend three feet above the roof or landing, and should be tied to the roof or landing. Remove defective ladders from service.
4. Step ladders shall not be used as an extension ladder.
5. Portable ladders shall be equipped with safety feet unless the ladder is tied, blocked or otherwise secured.
6. Use only extension cords that are grounded. Use a GFI when working in wet conditions or with a temporary power supply. Do not cut off the ground lug on cord connectors. Use the appropriate adapter.
7. Remove from service all extension cords missing ground plugs or with cuts in the outer layer where wires are exposed.
8. Before servicing, repairing, or adjusting any powered tool or piece of equipment, disconnect it, and/or lock out the source of power. This include changing blades on cutting tools.
9. Never oil, lubricate or fuel equipment while it is running or in motion.
10. Build scaffolds according to manufactures’ recommendations. Scaffold planks shall be properly lapped, and secured from shifting.
11. When possible, secure the scaffold to the structure being worked on.

Personal Protective Equipment

1. Head protection (Hard Hats), will be worn on job sites when there are is a potential of falling objects, hair entanglement, burning, or electrical hazards.
2. Eye protection will be worn when there is a potential of hazard from flying objects or particles, chemicals, arcing, glare, or dust.
3. Protective footwear shall be worn to protect from falling objects, chemicals, or stepping on sharp objects.

4. Protective gloves or clothing shall be worn to protect against cuts, abrasions, and exposure to hazardous or caustic materials.
5. Harnesses and lanyards shall be utilized for fall protection when possible.
6. Hearing protections shall be used when working with or near loud equipment.
7. Use dust masks and respirator masks when working in high dust environments or with flammable or caustic materials. Note: dust masks are not appropriate for use with flammable or caustic materials.

Although these safety rules may seem restrictive, they were developed to protect workers. A work injury can diminish the benefit of the work team experience, cause other workers to lose valuable time, or increase the work project costs.

Waiver and Release of Liability

In consideration of the right to participate in a mission trip arranged for me by the Apostolic Christian World Relief (ACWR), I hereby assume all risks of loss and will hold Apostolic Christian World Relief harmless from any and all liabilities, actions, causes of action, debts, claims, demands, damages, judgements, costs, loss of services, expenses, compensation and any and all other claims of damages whatsoever, of any kind or nature, both in law and in equity, which I now have or which may arise against the Apostolic Christian World Relief, whether connected with accommodations or in connection with my trip or participation in any activities arranged for me by Apostolic Christian World Relief.

I hereby acknowledge I will be participating in certain risks and dangers in connection with the travel and activities involved in the mission trip arranged by Apostolic Christian World Relief.

The terms contained herein shall serve as a waiver of liability of Apostolic Christian World Relief and the assumption of risk on behalf of myself, my heirs, executors, administrators, successors and assigns, for any and all known and unknown personal injuries, emotional trauma, death and/or property damage.

I understand that Apostolic Christian World Relief does not provide any insurance coverage for losses, sickness or injuries that may occur to me while participating in the mission trip. I am responsible for providing my own insurance coverage. I will be responsible for any travel expense should emergency transportation to return home become necessary. I am aware I am responsible for determining whether my present insurance coverage extends to accidents or illnesses which occur outside of the United States.

Apostolic Christian World Relief may take photos during work projects or activities. I give my permission for ACWR to use photos taken of me for use in communications, which may include but not be limited to brochures, websites, emails, etc. If I prefer my photo not be used for ACWR communications I will give notification in writing to the project coordinator prior to the work project trip.

I further understand that Apostolic Christian World Relief provides no protection against criminal laws and I am fully responsible and accountable for all of my actions in connection with the mission trip provided by the church.

I have read the above and full understand and acknowledge approval of the same and I have read and will support the guidelines in this booklet, "*Guidelines for Work Teams.*"

Date: _____ Name (printed) _____ Signed: _____

If work team participant is under 18 years old, the parent or legal guardian must complete the section below.

As parent or guardian of _____, a minor child, I hereby give my permission for said child to travel to _____ to participate in a mission trip arranged by Apostolic Christian World Relief (ACWR) and I assume for and on behalf of said minor all risks of loss as detailed above and understand and acknowledge approval of all items in this form.

Date: _____ Name (printed) _____ Signed: _____



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