



Youth Leader Manual

TeenServe
27261 259th Street
Holcombe, Wisconsin 54745
Phone & Fax: 888-59TEENS or 888-598-3367
E-mail: info@teenserve.org
URL: www.teenserve.org

This manual contains all of the information you need to plan your TeenServe Mission Trip. If you have questions, please call 888-59TEENS (888-598-3367)

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PLANNING THE TRIP – HOW DO I GET STARTED?

Working together in the Kingdom of God is an awesome thing! You will want to make the whole congregation feel like they are a part of this endeavor. Here are some suggestions as to how to go about generating support and interest in your TeenServe mission trip, as well as the steps you will need to take while promoting a TeenServe mission trip.

- ❑ **Lift up in prayer the youth, residents and TeenServe staff that will be involved in this workcamp.** Organize “pray-ers” that will pray until the time you get home from the trip.
 - ❑ **Read through the TeenServe Youth Leader Manual.** It includes everything you need to get your planning underway!
 - ❑ **Watch the TeenServe Promotional Video.** In addition to the 8 minute promotional video, there is a 3 minute version of the video that you can show during a church service or a meeting where time is limited. There is also a segment containing testimonies from Pastors and Youth Leaders and several “Your Week At Camp” videos. You can also encourage your teens to go to www.teenserve.org and watch the video online.
- 
- ❑ **Call a meeting for the parents and interested youth.** Invite your pastor and/or church leaders to this meeting. Serve some simple refreshments. SHOW THE DVD! Explain to the group what you will be doing and how you feel this trip will benefit others and the youth group. Give the parents a fund-raising plan – how you expect to raise the funds and how they can help. Encourage everyone to pray about whether God is calling them to participate...adults and teens.
 - ❑ **Come up with a plan to inform the congregation about the trip.** Put something into the church bulletin and newsletter. Inquire to see if your church has a “Mission Sunday” coming up. Ask the congregation to prayerfully consider how they can be a part of this trip...offer suggestions: pray for the teens, give financially, organize a fund-raiser, contact local agencies, fraternal insurance agencies or denominational offices to see if they have funds available for teen missions, etc. Put up a poster explaining what is happening. You may want to include a map with a line drawn to the workcamp location. Put a creative youth board member, parent or teen in charge of publicity.
 - ❑ **Put a press release in the local newspaper.** After it comes out, cut it out and display in the church. We have included a sample press release in this Youth Leader’s Manual.
 - ❑ **Register for the workcamp and send a \$75.00 deposit for each participant.** You can register online at: <http://management.teenserve.org/youthleaders> . After registering you will receive a Username and Password so that you can log into the Youth Leader Center.
 - ❑ **Enter all participant’s names into the Youth Leader Center.** After you “register” each participant, they will receive login information so that they can complete their forms online. If a participant does not have internet access you can have them fill out a paper form and enter the information for them. **See the “Youth Leader Center Website” section on Page 5 to view instructions on what forms are needed and how to complete them.**

- **Calculate your youth group trip budget.** Include travel expenses (gas and vehicle rental fees) and registration fees (\$425.00 X # of participants). Below is a formula you can use for calculating your travel expenses (yes, that Algebra Class is useful!):

X = Roundtrip miles to be traveled
 Y = Average miles per gallon of all vehicles
 Z = Gallons of gas needed for trip
 P = Current price per gallon of fuel
 S = Total number of participants
 G = Gas money per participant
 R = Rental fees for rental vans
 M = Wednesday Supper & meals on the road
 F = Fun things along the way



Step 1: $X / Y = Z$

Step 2: $(Z \times P) / S = G$

Step 3: $G + R + M + F = \text{Total Travel Expenses Per Participant}$

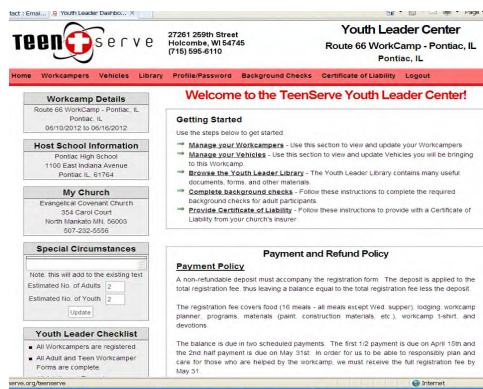
We have found that it is better to include ALL travel expenses, i.e. meals on the road, stop at a water park on the drive home, etc. Then you don't have to worry about any of the teens spending all of their money before the trip ends!

- **Begin fundraising.** Develop a plan for raising the needed funds. Check out the Fundraising Manual located in the Library of the Youth Leader Website. You can access this when you register.
- **Make arrangements for the number of vehicles needed for the workcamp.** If you need to rent vans, do it EARLY! They get rented fast! See if a local car dealer will donate the use of a vehicle or ask members of your congregation if they would loan you their van. **Each vehicle you bring must seat (with working seatbelts) at least six people.**
- **Have a meeting in the spring to discuss logistics.** Have the parents come to this meeting so that they can hear about the dress code, code of conduct, tools to bring, etc. Copy and discuss the following handouts at your meeting:

- * Code of Conduct/Dress Code
- * What To Bring
- * Tools To Bring



THE YOUTH LEADER CENTER WEBSITE

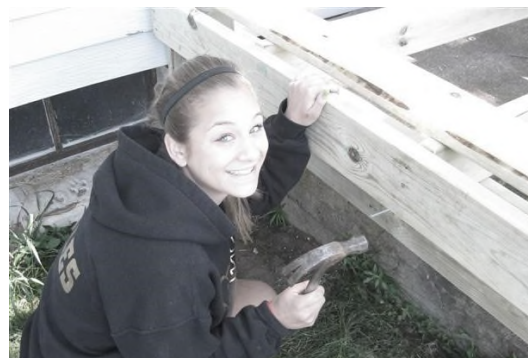


The TeenServe Youth Leader Center is a place where you can manage your participants and vehicles, gain access to documents contained in the Youth Leader Library and upload background check and Certificate of Liability information.

Listed below is a checklist detailing all of the forms and information needed for participation in a TeenServe mission trip.

YOUTH LEADER CHECKLIST

- All Workcampers are registered.**
 - To register both teen and adult participants **who have never attended TeenServe** do the following:
 - Click on the *Workcampers* tab.
 - Click on the *New Workcamper* tab.
 - Enter their Name, Gender, Email Address and Grade (junior high; high school; college age (high school graduate to age 20); Adult (age 21 and older). If a participant does not have an email address to use, you can use your (the Youth Leader's) email address. You will then be responsible for printing a form, having the participant fill it out and entering the information for them.
 - To register both teen and adult participants **who have attended TeenServe in the past**, do the following:
 - Click on the *Workcampers* tab.
 - Click on the *Import Workcampers* tab.
 - Select the Workcampers that you would like to import and select their grade (Adult, College, Senior High, Junior High).
 - Click on the *Import the selected Workcampers* button at the bottom of the page.
 - After a participant is entered into the system, they will receive an email with their login information. The Youth Leader will also receive a copy of this email. Their Username will be their email address and their password will be contained in that email (they can change their password to something that is easier to remember when they log into the Workcamper Center).
- All Adult and Teen Workcamper Forms are completed.** These forms can be completed online. If a participant cannot complete their forms online, you can print out the forms (located in the Youth Leader Library – Click on the Library tab), have the participants fill them out and enter the information via the Youth Leader Center. If you are unable to do this, please fax the completed forms to TeenServe at 888-598-3367.
- All Adults and Teens have completed a Release Of All Claims Form.** These forms are located in the Youth Leader Library and in the Workcamper Center. There are two ways to get these forms completed.



- Have each participant download and print the form, sign it (or obtain the required signature), and upload it via the Workcamper Center.
- The Youth Leader downloads, prints, and provides blank forms to the participants. After the forms are signed, the Youth Leader uploads them via the Youth Leader Center. If the Youth Leader is not able to upload the completed forms, they should be faxed to TeenServe at 888-598-3367.

All Vehicles are entered into the system. Just click on the Vehicles tab in the Youth Leader Center. Then click on “New Vehicle” to begin entering your vehicles. Your vehicle(s) will be needed to transport crews to and from the worksites on Monday through Friday during the workcamp. The best vehicles for this purpose are vans or SUVs. **All vehicles must hold six people.** There must be seat belts for all occupants (except for buses).

- The Church or organization should obtain and keep the following information on file for every driver:
 - Motor Vehicle Driving Records (available from the DMV)
 - A copy of their Driver's License
 - Proof of Insurance.
- DRIVER QUALIFICATIONS
 - Hold a valid and current driver's license.
 - Be 21 years old or older.
 - Have NO major traffic offense within the last 36 months. This includes: reckless driving, DUI, failing to perform the duties of a driver, driving while suspended, eluding a police officer, felony or misdemeanor driver's license revocation or suspension of driving privileges within the last 36 months.
 - Have NO more than two moving traffic violations within the last 36 months.
 - Have NO careless driving convictions within the last 36 months.
 - Have NO known medical conditions that might have an adverse effect on driving ability.
 - Have completed appropriate safety training if driving a 15 passenger van.
 - All drivers must have a completed and signed *Driver Application Form* on file with TeenServe.

All Adults have had Background Checks. Every Adult who attends TeenServe must have passed a multi-state criminal background check within the past year. To comply with TeenServe's policy, you must do one of the following:

- Combine and upload the actual background check results for each adult attending **or**
- Upload a letter on church letterhead, signed by an officer of the church stating that each adult (list the name for every adult) has passed a background check. A sample background check letter can be found in the Youth Leader Library.

Certificate of Liability has been sent to TeenServe. Please have your insurance company provide us with a Certificate of Liability, naming TeenServe as an *Additional Insured* on your church's insurance policy for the dates you will be attending TeenServe. Please fax the Certificate of Liability to: 888-598-3367, email a scanned copy to info@teenserve.org or mail it to: TeenServe, 27261 259th Street, Holcombe, WI 54745. Please note that we are looking for a *Certificate of Liability*, not *Proof of Insurance*.

Deposits and Payments are made. Please mail a \$75.00 per person deposit to hold your spots as soon as possible. The first half payment is due April 15th and the second half payment is due May 31st.

DEADLINES DURING THE YEAR...

1. **APRIL 15TH - FIRST ½ PAYMENT IS DUE** . Please send TeenServe a check for ½ of your balance or go to www.paypal.com and pay online. A 3% charge will be added for using Pay Pal.

$\$425.00 - \$75.00 \text{ deposit} = \350.00 $1/2 \text{ of } \$350.00 = \175.00 $\$175.00 \times \# \text{ of Participants} = \text{Total Due}$

2. **AS SOON AS POSSIBLE - ALL FORMS ARE DUE.** Make sure all forms are completed. There is a checklist on the Youth Leader Center, as well as specific instructions as to what forms are needed and how to complete them in the Youth Leader Center online.

3. **MAY 31ST - SECOND ½ PAYMENT IS DUE.** Please send TeenServe a check for the remaining balance or go to www.paypal.com and pay online. A 3% charge will be added for using Pay Pal.

TEENSERVE REGISTRATION/CANCELLATION POLICY...

The total registration fee is \$425.00 per person. A \$75.00 per person non-refundable deposit must be sent in to reserve your spaces. The \$75.00 deposit comes out of the \$425.00 total registration fee, thus leaving \$350.00 remaining for each workcamper. Be sure to reserve enough spaces for your group. While you can add more workcampers later, space is limited and registration is on a first-come, first-served basis.

The \$425.00 registration fee covers food (16 meals – all meals except Wednesday supper), lodging, workcamp planner, programs, materials (paint, construction materials, etc.), workcamp T-shirt, and devotions.

The balance is due in two scheduled payments. The first ½ payment is due on April 15th and the 2nd ½ payment is due on May 31st. In order for us to be able to responsibly plan and lovingly care for those who are helped by the workcamp, we must receive the full registration fee by May 31st.

A 10% late payment service charge on the remaining balance will be assessed to all accounts not paid in full by May 31st, unless prior arrangements are made. The total amount due will be based on the total number registered minus payments or cancellations made prior to May 31st. Any Youth Group with an outstanding balance at the beginning of the workcamp will not be allowed to attend.

Individual cancellations made on or before May 31 will receive a refund of the total amount paid less the \$75 deposit. Full payment of \$425 is expected if an individual cancels after May 31.

If TeenServe is forced to cancel an event, due to circumstances beyond our control (including, but not limited to, lodging facility becomes unavailable due to fire, tornado, flood, contamination, etc; or an infectious disease emergency), at any point *after the workcamp has started*, there will be no refunds available.

If TeenServe is forced to cancel an event due to circumstances beyond our control (including, but not limited to, lodging facility becomes unavailable due to fire, tornado, flood, contamination, etc; or an infectious disease emergency) at any point *prior to the start of the workcamp*, the following refund policy will take effect: \$212.50 (50% of the registration fee) will be refunded within 60 days of the cancellation of the event. \$106.25 (25% of the registration fee) will be retained and used as a credit on a TeenServe event the following year and \$106.25 (25% of the registration fee) will be considered a donation to Cross-Walk Ministries.

LAST MINUTE DETAILS TO COMPLETE...

1. Plan your travel route and stopovers to and from the workcamp. Registration takes place between Noon and 2:00pm on Sunday. Please do not be late! The first program begins at 3:00pm sharp and is mandatory. A cool beginning to the week, as well as important information is included in the first program. Go to www.mapquest.com or www.googlemaps.com if you need driving directions. Be sure to allow enough time for bathroom and eating breaks.



2. Remind each adult leader to bring a cooler. You must bring one cooler for every 6 participants.
3. Give emergency phone numbers to parents and to your church office.
4. Collect the necessary tools and ladders for your youth group. Mark tools with your church name and participant's name. If you have skilled adult carpenters coming with your group you can call the TeenServe office the week before the workcamp begins to find out what kind of a project they will be assigned so they can bring the appropriate tools. **Note: Please bring ladders as you have room to transport. We borrow as many ladders as we can from the local community as we do not want bringing ladders to be a burden to you!**

KEEP TEENSERVE INFORMED AS TO ANY CHANGES IN YOUR PARTICIPANT OR VEHICLE INFORMATION. THIS INCLUDES ANY CHANGES MADE UP TO THE MOMENT YOU LEAVE THE PARKING LOT OF YOUR CHURCH! THANKS!!!

Frequently Asked Questions

Who is TeenServe?

TeenServe is a division of Cross-Walk Ministries, Inc. - a non-profit corporation registered in the state of Wisconsin and has been in existence since 1985. They are a cool group of on-fire Christians who love teens and desire with all their hearts to see teens live for the Lord. They are held accountable by their Board of Directors and would be happy to provide you with pastoral references.

Who can attend and how do I register for a TeenServe Workcamp?

You are eligible to attend a TeenServe Workcamp if you are currently in 7th grade or older (going into 8th grade during the school year following the workcamp). You will need one adult leader (age 21 or older) for every five teens attending. One female and one male adult leader are needed if members of both genders are attending. If you are out of high school, but not yet 21, you can still attend and will have a great time!

Registering online is the easiest. Just go to <http://management.teenserve.org/youthleaders> . After registering you will receive an email with your login information so that you can access the TeenServe Youth Leader Center. Then mail a check for the deposits. As soon as your money is received, your spots are secure. If someone cancels, the deposit can be used for another participant.

What will happen during a typical week?

Your youth group will arrive early, Sunday afternoon to get settled into your "deluxe" accommodations in a local school. Each person will get enough room for a cot and/or SINGLE air mattress. The first program begins at 3:00pm on Sunday. Meals will be eaten at the school, with the exception of lunch, which will be eaten at your worksite. Sunday evening you will meet the people on your crew, which will consist of people from all over the country, and you will spend some time getting acquainted with your new crew members.

Each day will consist of devotions, work at your site, great food, free time and an awesome, totally cool, life-changing evening program filled with powerful praise, dynamic teaching and a great time! During the evening free time there will be a "coffee house" with nachos, popcorn, beverages and games! This is just an awesome place to hang out with your old and new friends! We also set up a stage so that we can have some fun contests, as well as showcase your special talent!

On Wednesdays, we only work for half of the day. The afternoon can be spent with your youth group doing whatever you desire. We will supply you with ideas for fun ways to spend the afternoon! Wednesday supper will be your responsibility, enjoying it with your youth group at a local restaurant.

Friday night we will have two programs, an outreach event where you are encouraged to invite your residents and a closing program, which begins at 9:45pm. Saturday morning we will provide breakfast and then we'll say our good-byes.

What is the cost and what does the fee cover?

The cost is only \$425.00 per person, which covers your food (16 meals – all meals except Wed. supper), lodging, TeenServe planner (devotions, printing, etc.), programs (nationwide Youth Speaker; professional Worship Leader/Band, professional sound, lights and video, etc.), materials (paint, lumber, etc.), and T-shirt.

A \$75.00 non-refundable deposit must accompany the registration form. Be sure to reserve enough spaces for your group. The balance is due in two scheduled payments. While you can add more workcampers later, space is limited and registration is on a first-come, first-served basis.

Individual cancellations made on or before May 31st will receive a refund of the total amount paid, minus the \$75.00 deposit. Full payment of \$425.00 is still expected if an individual cancels after May 31st.

How do I raise the money?

First of all, if the Lord has called you to go on a mission trip, He will provide the money!! We have seen this happen over and over again...from teens going on a mission trip that costs \$350.00 per person to a mission trip that costs over \$3000.00 per person!

One of the best ways to raise money is by sending letters to family and friends and giving them the opportunity to be a part of the work you are doing. Ask them for prayer and financial support! You should pray and God will show you what He wants you to do. Your youth leader will also get a packet with many ideas on how to do fund-raisers and sample letters. God will provide exceedingly, abundantly more that you could ever ask or imagine!!! He is soooooo awesome!

We have a fundraising page on our website that contains many ideas. We have also listed additional websites that may help you. www.teenserve.org

What about transportation?

Your youth group will be responsible for getting you to the TeenServe Workcamp in either a bus, mini-van, full-size van, 12 or 15 passenger van or large car or truck – any vehicle with at least six seatbelts. During the workcamp, crews of six will be transported to and from the worksites with your vehicles, driven by a driver in your group, so **your vehicles need to hold at least six people. Full size vans or mini vans work the best.**

Where will I sleep?

Girls will be assigned to a classroom in the "girl's hallway" and boys will be assigned to a classroom in the "boy's hallway" of the school. We recommend that you bring either a single air mattress or a cot, along with your sleeping bag. No double air mattresses are allowed unless two people use it.

What do I need to bring?

Included in the Youth Leader Manual is a list of things to bring, as well as a list of the tools that you will need to bring to make your work experience as fruitful as possible!

You may want to bring some spending money, as there will be beverages, nachos and popcorn available during evening free time at the Coffee House, as well as hoodies, t-shirts, water bottles, and other cool TeenServe merchandise at the TeenServe Store.

How safe will this week be?

Safety is our number one concern. TeenServe will make every effort to ensure that your worksite is safe. Every worksite is visited and checked out for safety hazards. If a participant is afraid to climb a ladder, they will be given a task that is closer to the ground!

There is a ratio of at least one adult for every five teens, as well as a large contingent of TeenServe volunteers and staff who will be monitoring safety issues throughout the workcamp week. During the nighttime hours we have a night watchman on duty to help if needed and to ensure everyone's safety.

How can I get TeenServe to come to my town?

TeenServe is continually seeking God's guidance on workcamp locations. We require an area with a highly motivated co-sponsor team and a large school that would be open for our use for 1 ½ weeks. If you would like us to prayerfully consider your town, please contact us at 888-59TEENS.

More questions are answered in the "What To Expect" section of this manual.



WHAT TO EXPECT

We at TeenServe are praying that this workcamp experience is an awesome, life-changing event for your youth group. We want you to be as equipped as possible so we have put together this synopsis of events so you can prepare your group for the week!

What happens when we arrive?

Upon arrival at the school, please send one adult male and one adult female to the registration table. TeenServe staff will greet them and give them their room assignments. They will also supply them with wristbands and t-shirts for each participant, as well as a workcamp planner that contains daily schedules, devotions and lots of other useful information. After you have been checked into your rooms, you can begin settling into your quarters for the week!

After you get settled in on Sunday, there will be a “kick-off” program at 3:00pm. After some free time and a great dinner, we will meet together again in the gym for an exciting program at 6:45pm filled with safety training and lots of valuable information to prepare you for a fulfilling week of service! This is also the time when you will meet the members of your crew – people from all over the country – people who will become your new friends!!

What are our accommodations like?

Your accommodations (the school) must be treated like a castle for this week! We are so blessed to have the use of the school! The teens and adult leaders will be assigned to a room in separate boys and girls sleeping areas of the school. Depending on the size of your group, you may be sharing sleeping quarters with another youth group. Please try to make them feel welcome!



Participants must bring air mattresses (single only), cots, sleeping bags or other bedding and sleep in the classrooms. Spouses will not be assigned together. We use the school shower facilities. We provide separate shower times for adults and students – and all participants are required to wear bathing suits in the showers. You will eat breakfast and suppers in the school cafeteria, with the exception of Wednesday supper when you will be free to dine at a local restaurant with your youth group.

What will we be eating?

You will enjoy very good food at TeenServe. We work really hard establishing a menu and choosing nutritious and balanced foods to serve throughout the week. Every supper will include our famous “TeenServe Colossal Salad Bar.” Our staff eats the same foods during every workcamp week and our favorite is Taco Tuesday! Wednesday supper will be your responsibility, with your youth group, at a restaurant of your choice. Lunches will be taken with you to the worksite and will include snacks, drinks and sandwich fixings so you can have a picnic at your worksite.

What is a typical day like at TeenServe?

Each day begins with a Quiet Time with the Lord, followed by a scrumptious breakfast – two essential ingredients to starting your day right!

The work crews travel to their resident's home each morning and begin their work. Time is taken out each day for a crew devotion that they can invite their resident to and picnic lunches are taken by the workcampers to their worksite. Each day will consist of devotions, work at your site, great food, free time and an awesome, totally cool evening program filled with powerful worship, dynamic teaching and a great time! After the evening program, there is more free time when the youth groups can gather to reflect on the events of the day and spend some time in the "Coffee House" and relax with friends over a cold drink, popcorn or nachos...or participate in one of our "wacky" contests. Then it is "lights out."

On Wednesdays, we only work for half of the day. The afternoon can be spent with your youth group doing whatever you desire and you will be able to dine with your youth group at a local restaurant of your choosing. We will supply you with ideas for fun ways to spend the afternoon. Everyone gathers back at the school for the evening program. Friday night we will have two programs, an outreach event where you are encouraged to invite your residents and a closing program, which begins at 9:30pm. Breakfast will be served on Saturday before you leave.

What are the six job responsibilities on a crew?

Crew Leader (An Adult Leader)

"And we urge you, brothers, warn those who are idle, encourage the timid, help the weak, be patient with everyone."
1 Thessalonians 5:14

The crew leader will coordinate efforts, resolve problems and give those "high fives" to the crew. They will also teach and encourage the crew so that the work projects can be completed!

Devo Doer

"Be not hearers only, but doers of the Word" James 1:22

Leads crew devotions using materials in the Workcamp Planner, encourages crew to share cool events from the day...



Snack Packer

"Do not worry about your life, what you will eat or drink..." Matthew 6:25

Gathers lunch and snack items; schedules break time and guards against thirstiness...

Care Bearer

"Bear one another's burdens, and in this way you will fulfill the law of Christ" Galatians 6:2

Cares for the crew and resident; invites resident to devos and Friday's program...

Tool Tech

"No hammer, chisel or any other iron tool was heard at the temple site while it was being built..." 1 Kings 6:7

Orders extra materials and checks out/returns tools as needed; insures correct tool usage...

Check-In Chief

"A cheerful look brings joy to the heart, and a good report gives health to the bones" Proverbs 15:30

Reports the status of your work each day; Responsible for the Worksite Binder...



Mountains That Get In Your Way (And How To Deal With Them...)

*"Every valley shall be raised up, every mountain and hill made low; the rough ground shall become level, the rugged places a plain."
Isaiah 40:4*

Even though the Lord has called you to take your youth group on a mission trip, you may come across "mountains" that stand in your way. Never stop praying for this trip! Talk with God about your "mountains" and "valleys." God has promised to "raise up the valleys" and "make the mountains low" (don't forget...He'll also make the rough ground level and smooth out the rugged places, too!). He promised to never leave you, so DON'T GIVE UP!

We have listed some of the "mountains" that might get in your way and some suggestions or comebacks. Remember...God will make these mountains crumble!

1. **"I don't have the time to organize this entire trip."** Pray about whom you should ask (or that someone will volunteer) to be the Mission Trip Coordinator. You can guide and help this person, but they can take the bulk of the burden off of your shoulders! Hand them this nifty Youth Leader's Manual and tell them to call those wonderful, helpful people at TeenServe if they have any questions or concerns!
2. **"I don't know how to get my teens excited about this trip."** Spending a week "working" on homes, for some odd reason, might not appeal to all teens. Emphasize the nightly programs that will include an awesome band (big sound...big lights) and lots of energy! Lengthen the trip by a day or two, either before or after the workcamp and come up with an "exciting" place to visit along the way (before is recommended... after the workcamp is over, you and your youth group will be tired and ready to go home!). Camp or stay overnight in a church and visit a water slide, amusement park, museum, etc. Include this event as part of the trip to make it more "appealing." Also, show the promo video to as many youth as possible! If this doesn't excite them, nothing will!
3. **"My teens are excited, but the parents and/or the teens won't make a commitment."** Have a meeting and invite all interested teens and their parents. Serve some donuts or pizza! Tell them to come if they have the least little interest...tell them that coming to the meeting does not sign them up for the trip! SHOW THE VIDEO and explain what goes on during the week. Bathe this meeting in prayer (inform TeenServe staff so they can pray) and make sure you pray with the attendees. I guarantee that you will have *parents* signing up for the trip that night!

4. **“That is just too much money to raise!”** This is the easy one! God is able to supply exceedingly and abundantly more than you can ask or imagine (Ephesians 3:20). If God has called you to go, He will provide the money. Now that doesn’t mean we sit on the couch and wait for the money to come flying through the door. Pray about how He will provide the money. We have seen teens raise \$350 to \$3500 in very short periods of time for mission trips. Sending the Missionary Letter (mentioned in the Fund-raising section of this manual) has been very successful. Pray over these letters and watch the Lord work! Some teens have jobs and put a little away each month. Encourage parents to have a “matching funds” program with the kids...they donate \$1 for every \$1 the teens raise, etc.
5. **“Someone has raised all their money, and now cannot go.”** Advertise for another participant! The names of the people attending can change up to the day before the trip. We just have to have all forms completed by each participant before the start of the workcamp.
6. **“I have a parent who is questioning whether to let their child attend.”** Make sure they have copies of all handouts that explain their specific concerns. If this does not sooth their mind, tell them to give us a call. Our staff has been in their shoes. We are parents who have let our own children attend mission trips and have had their same concerns.
7. **“I only have a few teens who want to attend.”** No group is too small! All you need is one adult for every five teens and if you have both boys and girls, you need at least one adult male and one adult female. We have had groups as small as 2 or 3 attend!
8. **“My youth group is very large. How can I coordinate this event for such a large group?”** No group is too large! We suggest that you split the teens up into smaller groups and assign your adults and/or young leaders to lead these groups. This is helpful for a McDonald’s stop while traveling (each leader must keep track of their kids), during the workcamp (we can make sure that the groups are in the same sleeping room so they can touch base each night before bed) or on your free afternoon. During the planning phase, put adults in charge of various aspects of the trip (i.e. transportation, fund-raising, travel stops, etc.)
9. **“How can I get my uninvolved teens to attend?”** Have a meeting with your teen “leaders.” Encourage them to target some of the uninvolved kids and personally invite them to attend. Give them a phone call or seek them out at church. (See point #2) And most importantly, pray! Please call us and we will pray for you.

SCHEDULE

SUNDAY

Noon-2:00 p.m. Registration
 3:00 p.m. Afternoon Program
 4:00 p.m. Adult Meeting
 5:00 p.m. Dinner
 6:45 p.m. Evening Program
 Free time
 Youth Group Devotions
 10:00 p.m. In Rooms
 10:30 p.m. Lights Out



5:00 p.m. Dinner (**except Wednesday**)
 6:45 p.m. Evening Program
 Free time
 Youth Group Devotions
 In Rooms
 10:00 p.m. Closing Program (**Friday Only**)
 9:30 p.m.
 10:30 p.m. Lights Out

MONDAY through FRIDAY

6:30 a.m. Wake-Up Call
 6:45-7:45 a.m. Quiet Time/Breakfast
 Pick up Lunches
 8:00 a.m. Evangelism Training Program (**Monday Only**)
 8:00 a.m. Depart for Worksites
 12:00 p.m. (**Wednesday Only**)
 Return to School for showers and an afternoon of fun.



3:30-5:00 p.m. Return to School for Showers/Free Time
 4:15 p.m. Adult Reception/Meeting (**Tuesday Only**)

7:00-8:00 a.m. Breakfast Available
 8:00 a.m. Youth Groups depart for Home!



This schedule is subject to change!

Sunday Registration Procedures

1. Each youth group should send one female adult leader and one male adult leader to the registration table for check-in. If you are missing documents or have changes, you can handle this at this time. (i.e. Workcamper Information Forms, Release of All Claims, Vehicle Forms, etc.) You must inform TeenServe of any changes in a participant's health.
2. At the registration table you will receive the following:
 - a. Room assignments for the guys and girls
 - b. Official workcamp T-shirt for each participant
 - c. Workcamp Planner
 - d. Wristbands for each participant
3. Get settled into your rooms before the 3:00 p.m. afternoon program! Become familiar with the school and where things are located. You can also check out the coffee house or check out sports equipment at the TeenServe Office.



Contact: John Smith
Telephone: (555) 555-5555
Cell Phone: (555) 555-5555
Email: johnsmith@anywhere.com

FOR IMMEDIATE RELEASE

TEENS WILL GAIN BY GIVING St. John's Teens To Serve Others in Anytown, USA

(Twenty-four – List number of participants) teens and adult leaders from (Your Church Name) will be spending one week of their summer vacation, from (Trip Dates), helping needy families with home repair projects in (Trip Location).

These teens and hundreds of other young people from around the United States will attend the *(Name of Workcamp) Workcamp*, sponsored by TeenServe, a non-profit corporation headquartered in Holcombe, Wisconsin. Every teen participant and their adult leaders have worked hard to pay for their own expenses associated with this trip. The six-person crews, consisting of one adult and five teens, will spend their days building steps or a wheel chair ramp, weatherizing, repairing or painting homes for elderly, low-income or disabled people. There is no charge to these families for labor or materials.

Through this life-changing experience these teens will leave with a clearer understanding of what it means to truly make a difference in someone else's life. They will have the opportunity to serve others the way our Lord served while He was on this earth – with a humble heart and willing hands.

The teens that will be attending this workcamp include: *(List your teens)*. The adult leaders accompanying the teens will be: *(List your adult leaders)*.

For more information regarding this trip, please contact *(Your Church Name)* at *(Your Phone Number)* or visit www.teenserve.org to find out more about TeenServe.

If you would like more information about this event, or to schedule an interview with John Smith, please call Pat Brown at (555) 555-5555 or e-mail Pat at pb@anywhere.com



Training

What can I do to provide training for my Youth Group?

We at TeenServe are interested in producing quality workmanship with all of our projects. It does take effort to get results that will last.

One way you can help ensure a successful project is by holding one or more training sessions for your youth group. If there are any building contractors, carpenters, painters, or just some excellent “do-it-yourselfers” in your congregation, invite them to come and teach your teens about painting techniques (taping, interior and exterior painting) or simple carpentry.

You can also play, “Name That Tool.” Bring a bunch of tools to a youth group meeting and practice naming them. Then ask kids to explain how to use them! This could be fun!!

To make the most of your workcamp experience you will want to come well prepared. Your teens will arrive at workcamp with the confidence they need to perform the needed skills, as well as leave with a great sense of accomplishment after a job well done.





Safety is Number One!

What can we do to make this workcamp safe for everyone?

HEALTH

- Each work crew will have a first-aid kit with them at the worksite. The crew's Care Bearer will get the first-aid kit on Sunday night. *Have each adult leader check to make sure the kit is with them each day.*
- Local medical facilities and services are identified before the workcamp. Directions and phone numbers are provided in first-aid packets in case of emergency. *Familiarize yourself with medical information – before it is needed.*
- Special care is taken to make sure that everyone has adequate liquids to drink. Participants are required to bring protective clothing, sunscreen, hats, gloves and most importantly, a water bottle or jug. *Make sure you get enough breaks and time to cool off. Drink plenty of water throughout the day.*



WORKSITE SAFETY

- Only adults listed by their churches as drivers on the *Vehicle Information Form* are allowed to drive to and from worksites.
- Participants are not required to work on ladders if they feel unsure about the work. *If someone on your crew is nervous about being on a ladder, don't pressure him or her. If you feel uncomfortable about climbing a ladder, do something lower to the ground.*
- Each participant must bring a pair of safety goggles. *Make sure safety goggles are worn when scraping paint or when power tools are used.*
- Power tools may only be used under direct adult supervision by someone over the age of 16, even when young people are experienced using them. *Don't feel uncomfortable about asking an adult to help.*
- No power tool should be used if it is raining or the area is wet. *Save work requiring power tools for another day or later in the afternoon when things have dried off.*
- Don't lift anything that is too heavy for you. Lift heavy objects properly...Keep your back straight, bend at the hip, not at the back, grip the object firmly and lift with your knees. Better yet...get someone to help you!

HAZARDS ON THE WORKSITE

- Before you arrive at your worksite, someone has visited the site and may identify conditions that you need to be aware of.
- When you arrive at the worksite, please identify any other hazardous conditions. Things to look for include:
 - Dogs, cats or other pets
 - Trash or debris
 - Broken glass
 - Holes in the ground
 - Low electrical lines and wires in and near your work area
 - Insect nests, spiders or snakes
 - Small children
 - Protruding nails
 - Weak or cracked joists
 - Unsafe floors or roofs



KEEP YOUR WORK AREA CLEAN




- An organized work area will prevent many injuries and save time. Cluttered areas may cause workers to slip, trip and injure themselves.
- Always use drop cloths – both for interior and exterior painting projects.
- When finished with tools, return them to a designated area. Don't leave tools lying around.
- Keep the trash under control...place it in piles or in trash containers immediately.
- Remove protruding nails immediately.
- Clean up spilled paint immediately.
- Place all broken glass in metal or heavy cardboard containers.
- Never put broken glass in plastic bags.



CODE OF CONDUCT

So that TeenServe can provide the best possible workcamp experience for all participants, we require that everyone adheres to the following Code of Conduct.

Failure to abide by any of the following policies may result in you being BV'd (this stands for "Bon Voyage" or "See Ya Later"). If you are BV'd, any travel expenses from the workcamp to your home will be the responsibility of your parents or guardians.

- ✓ Be on time for all scheduled activities. Hey, we don't want you to miss anything!
- ✓ Speaking of time, it is very important that you get the rest you need, so abide by the 10:30 p.m. lights out time.
- ✓ No illegal drugs, alcohol, or tobacco products. No fireworks or weapons. No pornography. (Use or Possession). No fighting.
- ✓ No profanity – All of your actions must display a Christian example. You are representing God, TeenServe and your church.
- ✓ Your Youth Leader must know where you are at all times. No participant under the age of 18 is allowed to leave the school premises without an adult's permission and supervision.
- ✓ No skateboards allowed!
- ✓ Leave your portable electronic items (i.e. iPods/MP3 players or cell phones) at home or in your youth group's vehicle. One of TeenServe's goals is to help you build relationships with your youth group and with members of other groups. It's hard to carry on a conversation with a wire stuck in your ear!
- ✓ Report all illnesses to your Crew Leader or Youth Leader.
- ✓  Commit to maintaining a positive attitude regardless of the circumstances. Your attitude can make or break your crew! Don't worry, be happy!



RELATIONSHIPS...

- ✓ No romantic, dating relationships or pairing off will be allowed at any time. If you are in a dating relationship, you must put it on hold for the week. This is a time to minister to others and you don't need the distraction!
- ✓ No romantic physical contact.
 - includes holding hands, extended hugs
 - no guy and girl prayer alone
- ✓ No guys in girls' rooms or hallway and no girls in guys' rooms or hallway.



FACILITIES...

- ✓ Each Youth Group will be responsible for any damage done to the classrooms/ sleeping rooms. **THE SCHOOL MUST BE TREATED LIKE A CASTLE.**
- ✓ Rooms must be kept clean and orderly. No food and pop will be allowed in the classrooms. Keep all paint / dirty tools out of the school / classrooms.



DRESS CODE



“Why a Dress Code,” you ask? TeenServe wants to keep you as safe and undistracted as possible while on the worksite and at the school. We witness to the Lord via our appearance as well as our actions.

- ✓ No clothing that advertises alcohol, tobacco products, or heavy metal bands...even Christian ones—your resident may not know the difference.
- ✓ Girls...No short skirts or short shorts. A good guide is to have your shorts longer than your hand when standing.
- ✓ Girls...All shirts must cover your waist – this includes when you are reaching upward to paint.
- ✓ No tube tops, tank tops, low cut shirts, sports bras or bikinis. Bra straps, sports bras, etc. must be covered by a shirt.
- ✓ Wear comfortable and durable shoes on the worksite. No flip flops or sandals allowed on the worksite.



- ✓ Guys...You must wear a shirt at all times.
 - ✓ EVERYONE...Please travel fully covered to and from the locker rooms...no pajamas or towels to be used as clothing.
 - ✓ EVERYONE must wear bathing suits in the shower.
- ✓ Just use your common sense...These “rules” are put into place so that we can be a witness to the Lord at all times!



Mission Statement

TeenServe is dedicated to communicating to youth the knowledge of a saving relationship with their Lord and Savior, Jesus Christ, equipping and challenging them to share their faith in Jesus Christ with others.

We accomplish that mission by:

Allowing the Holy Spirit to work through us during summer mission trips. Each participant is involved in morning devotions, crew devotions and evening programs that challenge them to a deeper walk with Jesus Christ. The work projects provide participants the opportunity to imitate Jesus' servant attitude while here on earth.

"If you have any encouragement from being united with Christ, if any comfort from His love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus..." Philippians 2:1-5

When we work together, caring for the problems of others as if they were our problems, we demonstrate Christ's example of putting others first, and we experience unity. Considering others' interests as more important than our own links us with Christ, who was a true example of humility.

Statement of Faith

TeenServe is an interdenominational, parachurch ministry, dedicated to standing alongside of the local church, namely pastors, youth leaders and parents, providing mission trips that will challenge participants to grow in their faith and put their faith into action.

- 1. We believe the Bible to be inspired by God and without error, the only authoritative Word of God.*
- 2. We believe that there is one God eternally existent in three persons: The Father, The Son - Jesus Christ, and the Holy Spirit.*
- 3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death through His shed blood and His bodily resurrection, in His ascension to the right hand of the Father, and His return to this earth in power and glory.*
- 4. We believe that all people are born in a sinful condition which blocks salvation, that all people can receive that salvation through faith in the blood atonement of Jesus Christ and that Jesus invites all people to have a personal relationship with Him.*



What To Bring

* Optional Items

- Alarm clock
- Bandanas *
- Bible
- Blanket *
- Camera *
- Cooler / Ice Chest
(1 per adult)
- Cot/Air Mattress (single only)
- Deodorant
- Fan *
- Hat / Visor
- Health Insurance card
- Insect repellent
- Jacket
- Laundry bag *
- Long jeans
- Mirror *
- Old clothes (for
working and painting in)
- Pillow
- Plastic Bags * (for wet
or dirty clothing)
- Raincoat or Poncho *
- Shampoo/Conditioner
- Shorts
- Shower Flip Flops
(cannot be worn on
worksite)



- Sleeping Bag
- Soap
- Socks
- Spending Money *
- Sunglasses
- Sunscreen
- Swimsuit (required for showers)
- Toothbrush
- Toothpaste
- Towels - Beach/Shower
- Underwear
- Washcloths *
- Water Jug or Bottle
- Work boots or sturdy
shoes



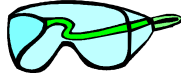
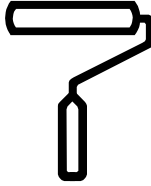
TOOLS TO BRING

- Hammer
- Paint Roller
- Paint Roller Covers (1-3)
- Paint Scraper and/or Wire Brush
- Paint tray or Plastic Bucket
- Plastic bags (for keeping brushes wet
overnight)
- Rags
- Safety Goggles
- Small, Medium, Large Paint
Brushes
- Work Gloves

Tools to Bring

All Participants Bring...

- ❑ Hammer
- ❑ Paint Roller
- ❑ Paint Roller Covers (1-2 per person)
- ❑ Paint Scraper and/or Wire Brush
- ❑ Paint tray or Plastic Ice Cream Pail
- ❑ Plastic Grocery Bags (for keeping paintbrushes wet overnight)
- ❑ Rags
- ❑ Safety Goggles
- ❑ Small, Medium & Large Paintbrushes
- ❑ Work Gloves



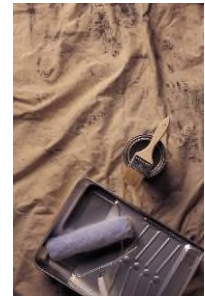
ALL WORKCAMPERS MUST BRING THE LIST OF TOOLS UNDER "ALL PARTICIPANTS"

As a Youth Group Bring...

(These are items to distribute as needed to people in your youth group at the workcamp.)

- ❑ Caulking Guns (1 for every 6 people)
- ❑ Painting Tape (1 roll for every 2 people)
- ❑ Plastic or Cloth Drop Cloths (1 for every 3 people)
- ❑ Dust Masks (1 per person)
- ❑ Large Garbage Bags
- ❑ Ladders / Stepladders (As many as you can fit in your vehicle)

NOTE ON LADDERS: We borrow as many ladders as possible from the community so bringing ladders is not a requirement. Please bring as many ladders as you have room for.



Carpentry - Medium to Professional Experience:

(FOR ADULT CARPENTERS...)

- ❑ Circular Saw
- ❑ Chalk Line
- ❑ Framing Square
- ❑ Pry Bar or Flat Bar
- ❑ Electric Drill
- ❑ Extension Cords
- ❑ Folding Saw Horse
- ❑ 4" Taping Knife
- ❑ Keyhole Saw
- ❑ Tape Measure
- ❑ Utility Knife



Drywall - Advanced and Professional Experience:

(FOR ADULT DRYWALLERS)

- ❑ 4" Taping Knife
- ❑ Keyhole Saw
- ❑ Electric drill or Power Screwdriver
- ❑ Large Taping Knife
- ❑ Mud Tray
- ❑ Utility Knife

NOTE TO SKILLED ADULTS: If you contact the TeenServe Office (888-598-3367 or info@teenserve.org) the week prior to your workcamp, we will tell you what type of job you will be assigned to. If you are a skilled carpenter you will most likely be building a wheelchair ramp or steps.