

2011

Urban Ministry Team Leader Packet

Learning to Love and Serve the Inner-City Poor



*Changing lives.
Transforming communities.*

Dear Urban Ministry Team Leader:

Welcome to the inner city!

Thank you for your willingness to walk with us as we seek the Lord for spiritual and economic change in our community. Your team's efforts in sweat evangelism, work projects, mentoring and prayers allow us to multiply our efforts and impact low-income communities of need. Our prayer is that the Lord will use you to live out the gospel through the ministry of word and deed. We do not simply want to be a ministry that is known for *what* we do but *why* we do what we do.

During your week with us, you will be spending time at Hope for the Inner City's main campus, New City Fellowship church and the surrounding neighborhoods.

Please be prayerful and work hard to prepare for your time with us. Our staff will be praying and preparing for your visit. If you have any questions, feel free to email or call us anytime, or you can visit our special Web page at Hope4theInnercity.org/umt, where this entire packet is downloadable.

Blessings to you,

Paul A. Green
Executive Director
Hope for the Inner City

Robert Blevins
Urban Ministry Teams Coordinator
Hope for the Inner City

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About Hope for the Inner City

Hope for the Inner City is a Christian ministry in East Chattanooga that helps poor people in perpetual crisis become self-sufficient. It is a merger of two Christian faith-based organizations with a combined 50-year history of helping people trapped in poverty and despair.

For 37 years Inner City Ministries reached the poor through mercy and youth programs. For 11 years Hope for Chattanooga moved many of these same people from dependency to self-sufficiency. Both nonprofits, separately launched by New City Fellowship pastor Randy Nabors, merged in 2007. Today, Hope for the Inner City partners with churches and other organizations to bring hope and renewal to Chattanooga's inner city.

Recognizing that the challenges of poverty are often deep and intertwined, Hope takes a balanced, Christ-centered approach to mercy ministry and community development: meeting the poor's immediate physical needs (housing, food, medical aid) while also addressing their long-term social development (financial counseling, career coaching, and homeownership programs).

How to Contact Us

Primary Onsite Contacts

- **Vincent Boozer**
Director of Program Services
Phone: (423) 698-3178 x102
Email: vboozer@hope4theinnercity.org
- **Dorothea Marble**
Assistant to the Director of Program Services
Phone: (423) 698-3178 x103
Email: dmable@hope4theinnercity.org

Mailing Address

P.O. Box 11584, Chattanooga, Tennessee 37401

Campus Location (where urban ministry teams will be staying)

[1800 Roanoke Avenue](#)

Main Phone

(423) 698-3178

Fax

(423) 698-7141

Web

www.Hope4theInnercity.org

About Urban Ministry Teams

Serving on an urban ministry team is a seven-day exercise in leadership development. It will equip your youth group, deacons or church leadership with a vision for racial reconciliation, ministry among the poor, and joy in worship in the heart of Chattanooga's inner city. You can learn more about our serving on an urban ministry teams at www.Hope4theInnercity.org/umt.

Objectives

- **To help fulfill the mission of Hope for the Inner City** in our target community by revitalizing the neighborhood and working to increase the value of homes.
- **To develop Christian leaders** with a vision of holistic ministry.
- **To work with churches** in evangelizing and making disciples in urban communities.
- **To teach team members** about the issues facing people who live in urban centers.
- **To fulfill the church's calling** to care for the poor, elderly and widows.
- **To empower groups to return** to their home churches with a vision and passion for ministry.

Registration

- **Nonrefundable Team Booking Fee:** \$325 will reserve a date for your team. Early booking is strongly recommended.
- **Cost:** \$350 per person (nonrefundable), which includes resource materials, housing and lodging. Spending money is required, especially for Friday dinner.
- **Forms:** All forms (pages 13-17) must be completed and mailed to Hope for the Inner City no later than one month prior to your urban ministry team's arrival.
- **Register:** Online at www.Hope4theInnercity.org/umt or by phone at (423) 698-3178, x103. We are happy to answer any questions when you call.
- **Additional Copies:** This packet is available at www.Hope4theInnercity.org/umt.

Mock Schedule

Saturday: Arrival & Check-In. Unload and Move-in. Leaders Meeting.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 am Breakfast Self serve	7:30 am Breakfast Self serve	7:30 am Breakfast Self serve	7:30 am Breakfast Self serve	7:30 am Breakfast Self serve	7 am Breakfast Self serve
8:30 – 10:45 am UMT Training Session #1	8:30 am Personal Devotions on your own	8:30 am Personal Devotions on your own	8:30 am Personal Devotions on your own	8:30 am Personal Devotions on your own	8 am Personal Devotions on your own
11 am Morning Worship New City Fellowship	9:30 – 10 am Morning Worship New City Fellowship	9:30 – 10 am Morning Worship New City Fellowship	9:30 – 10 am Morning Worship New City Fellowship	9:30 – 10 am Morning Worship New City Fellowship	8:45 – 4 pm Grow Group/Picnic Day
1 pm Lunch HFIC Dining Hall	10 am – 3 pm Worksite Lunch at worksite	10 am – 3 pm Worksite Lunch at worksite	10 am – 3 pm Worksite Lunch at worksite	10 am – 3 pm Worksite Lunch at worksite	
2:15 – 4:15pm Bible Club Training	3 pm Return to HFIC Shower and Rest	3 pm Return to HFIC Shower and Rest	3 pm Return to HFIC Shower and Rest	3 pm Return to HFIC Shower and Rest	4:30 pm Debriefing HFIC
4:30 – 6 pm UMT Training Session #2	4 pm Depart for Covenant College Tour and Dinner	5 – 6 pm Dinner HFIC Dining Hall	5 – 6 pm Dinner HFIC Dining Hall	5 – 6 pm Dinner HFIC Dining Hall	6 pm Dinner On your own
6 pm Dinner HFIC Dining Hall		6:30 – 8 pm Bible Club Ministry Presentation	6:30 – 8 pm Bible Club Ministry Presentation	6:30 – 8 pm Bible Club Ministry Presentation	

Following Saturday: 8 am Departure. Up and Out. Please ensure that the sleeping areas are clean before you depart.

Ministry Preparation List

Please review the following task list and insure that it is completed prior to your arrival.

Task	Details	Who Should Complete?
Team Building Meetings	Schedule 6-8 group training meetings to include the following objectives: <ul style="list-style-type: none"> • Introduction to HFIC/NCF Review Web site and discuss • Read and discuss <i>Beyond Charity</i>, book by John Perkins, chapters 1 & 2 • Bible Club Preparation • Complete 3 phone meetings with HFIC staff • Create group mission statement 	Group Leader and Team <ul style="list-style-type: none"> • Youth Only • Group Leader and Team • Youth Only/Leader to Assist • Group Leader Only • Group Leader and Team
Communication	<ul style="list-style-type: none"> • Liability forms mailed back • Take group picture • Roster forms mailed back • Ministry payment mailed • Final count communicated • Arrival date, time and final payment communicated 	Group Leader Only (one for each participant) Group Leader Only Group Leader Only Group Leader Only Group Leader Only
Adult Leader Assignment	Assign and review the following tasks: <ul style="list-style-type: none"> • Food serve coordinator • Facility & Security • Bible Club Support Leader • Friday Ministry Leader 	Group Leader Only 1 per ministry neighborhood
Work Project Preparation	HFIC Work Projects are set up just prior to your arrival. We will contact you with any particulars that you should be aware of. Please note the following general rules regarding work projects: <ul style="list-style-type: none"> • Dress: Women should wear regular t-shirts (no cutoffs, mid-drifts, etc.) and pants. Shorts are allowed as long as they are NOT form fitted or immodest. Men must wear shirts while on the work site. Pants are preferred, but shorts are allowed. Only close-toed shoes are permitted on the work site. We suggest you bring a water bottle with you. 	

Lodging and Food

Food Service	Onsite Housing	Offsite Housing
HFIC Provides meal Sunday – Friday afternoon. They consist of 6 breakfast meals, 6 lunch meals and 5 dinner meals.	HFIC will house participants within our facility.	HFIC will house participants in a Partner Organization or local church facility.
HFIC does not provide a Friday night meal or any Saturday meals. We also do not provide any snack foods or specialty items.	HFIC provides private accommodations with bunk beds and private bathrooms.	HFIC provides sleeping accommodations with floor sleeping space and public bathrooms.
HFIC is not liable for participants who handle or consume foods they are allergic to. Please communicate any medical issues BEFORE you arrive.	HFIC does not provide sheets, pillow cases, towels, washcloths or any toiletry items.	HFIC does not provide mattresses, bedding, towels, washcloths, or any toiletry items. *You will need to bring an air mattress.

Food Coordinator Responsibilities

The Food Coordinator is a designated member of your team who will be responsible to insure that the following tasks are coordinated and completed by the whole team (the total number of team residence including yours).

- **Food Supply** – The kitchen area has been stocked with a generously regulated amount of food for your team. It is your job to insure that this food is not wasted or used for unscheduled consumption. If you are running out of foods items and in need of replenishment, please communicate in advance to Outreach Director. Remember, we only supply scheduled breakfast, lunch and dinner meals. We do not provide any snack food.
- **Preparation and Setup** – It is the job of the food coordinator to establish work crew for each meal that will prepare, coordinate and facilitate the meal. This will also include cleaning up after each meal is over. Dinner meals will be catered but the team is expected to set up and clean up.

<p>6 Breakfast Meals (Sunday – Friday) Menu – Continental Breakfast Assorted Cereal Fruit Danish Toast/Bagels Juice, Coffee, Hot Tea, Milk</p>	<p>Setup duties – Breakfast</p> <ol style="list-style-type: none"> a. Set up serving table with all breakfast items. b. Prepare Juice and Coffee c. Set up toaster for Toast & Bagels d. Set out cups, bowls, etc. for use e. Set out cream cheese, butter & jelly
<p>5 Lunch Meals (Monday – Friday) Menu – Sack Lunch</p>	<p>Setup Lunch Preparation Area Each UMT should prepare their own lunch and label bag with their name and store</p>

<p>Ham or Turkey w/ Cheese Sandwiches, Fruit, Cookie and Chips (Baggies, Brown Lunch Bags)</p> <p>5 Dinner Meals Sunday – (2) Catered Hot Dogs, Chips (left from lunch), Juice, and Ice cream. Monday – (1) Off Site, Covenant College Tuesday – Thursday (4) Menu Catered</p>	<p>them in their assigned Work Site Cooler. Prepare an Igloo with water and ice and take drinking cups. Cooler, Igloo and Cups should accompany team members to work site.</p> <p>Setup Duties – Dinner Meal</p> <ol style="list-style-type: none"> a. Table set with cutlery, napkins, & cups filled with ice b. Bread Baskets & Butter on tables c. Juice & Water Igloo Made & Set up
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Food Cleanup Duties

Food Coordinator should assign a work “Crew Leader” to each assigned to accomplish the following cleanup duties at all meals:

- Put away leftover food – put in baggies and refrigerate. Leftovers are always available to the team at your discretion.
- Wash used pots and pans, etc. and put away.
- Wipe down tables and chairs.
- Wipe down counters.
- Sweep after every meal. Spot mop as needed.
- Mop floor after dinner meal.
- Take out the garbage after every meal.
- Put used dish towels in designated bin to be washed.
- Crew Leader should ensure that all tasks are done before dismissing crew.
- Lock Kitchen door and turn off lights before leaving.

Bible Club Training Agenda

Your team will be leading a Bible Club in an inner-city neighborhood. We would like you to be as well prepared as possible before your arrival. We will do further training once you have arrived and constructively evaluate your program before you actually go out and do it.

Your presentation should include music, Bible memory, skits, Gospel message, and crafts. The entire presentation is less than an hour long, and you will do three separate programs in the same neighborhood. The amount of kids present varies greatly, with the average size around 20. We have had groups as large as 50 and as small as 5.

One area we are focusing on this year is going further in ensuring the program is culturally relevant. This requires some research on your part. **IT IS HIGHLY RECOMMENDED THAT YOU COME PREPARED TO DO A BIBLE CLUB.** We will be working together when you get here to fine-tune your presentation, but the more prepared you come the easier it will be to tune-up your presentation.

Music: The songs you sing need to include some elements of call-response, hand motions and some type of interactive movement. Use of step/stomp is highly encouraged. Think of music with a beat and add handclaps (syncopated rhythm). During your week here you will be taught new songs that you can incorporate into your Bible Club, but it also a good idea to do a little YouTube research (not every song that you will see will be helpful, but it is a start). Look up songs like: "Ain't no rock," "Cast your burdens," "Hallelu hallelu hallelujah," "Deep, way down deep," and other songs that incorporate motions and are very easy to teach to a crowd of small children. This might be a good place to start. We have posted a few of these songs on YouTube under UMTsongs".

Gospel Presentation: The entire presentation should be *exciting* and *high in energy* – particularly the Gospel presentation – but at the same time convey the message of salvation. We can't stress that enough, you should *creatively* capture your audience's attention and *keep it* by asking for responses. Open Air Campaigners (www.oacusa.org under the resources) has some great ways to present the gospel using a paint board message. Whether you use a storyboard or a drama (or anything else) to present your Bible story, you should make every effort to *blend in* the Gospel throughout the story as opposed to tacking it on at the end. A good example of how to do this is demonstrated in *The Jesus Storybook Bible* written by Sally Lloyd-Jones. I **DO NOT** recommend that your team read one of these stories, but as you pick your stories that you will share, try and blend in the saving message of Gospel as this author does. Before coming, make sure each of your team members knows how to present the Gospel to a child, specially the language that he/she uses, don't assume that children will understand *Christianese*. You have to communicate the BAD NEWS so that people will understand the GOOD NEWS. Without using Christian words you have to communicate that we are sinners in need of a savior. (We will try to upload videos on YouTube as well). The team members, not by your team leaders, will do the presentation. Although our primary focus for Bible Clubs is evangelism, a second goal is the training and equipping of individuals to do cross culture ministry.

Crafts: Think of crafts that can be done in small group settings and come prepared to

hand those out to the children. **Make sure that you communicate with HOPE as to who will be purchasing the crafts.** The crafts should be a visual reminder of the Gospel lesson you just taught. When doing crafts or puppets remember to be culturally sensitive – avoid all white puppets or using black beads to represent sin.

Logistics: The idea is to keep kids attention focused on the message, so sports and large games do not usually work well. You will not have access to electricity as the Bible Clubs are held in the communities, so think of something simple that can be mass-produced easily. Also, set up and takedown needs to be done quickly in case of an emergency.

Neighborhood Bible Club Information

Neighborhood Bible Clubs are facilitated by UMTs, and seek to reach the inner city neighborhoods of Chattanooga with the Gospel of Jesus Christ. UMTs need to know that their target audience is between the ages of 5 and 12; so special attention has to be paid to the language used. UMTs are responsible for all programming, material (**communicate with HOPE about who will be purchasing the crafts**) and manpower. Youth Leaders should divide their team into groups of 10 to 15. Each group will be assigned a “Ministry Neighborhood” to conduct a three-day Bible Club and a one-day Discipleship Club and Picnic Day event.

Neighborhood Bible Club Components

Neighborhood Bible Clubs are conducted in an “open air” context and are facilitated on the grounds of the neighborhood you are assigned to. Although our primary purpose for Neighborhood Bible Clubs is evangelism, a second goal is training and equipping individuals to do cross cultural ministry. Please ensure that you assign the following tasks to your youth, since it is the youth of your church/group that will be executing the Bible Club. Youth Leaders should provide encouragement, prayer, and mentoring support whenever possible.

Job	Person	Function
Secretary	1-2 Youth & 1 Adult Leader In charge of ensuring that the Bible Club is running smoothly and the UMT Group has everything it needs to function. This person WILL NOT be able to participate in any other club function	In charge of all logistics of the club as well as all communicating needs. <ul style="list-style-type: none"> • Greet kids • Complete name tags • Ensure all Bible Club inventory is transported to and from club • Ensure the security of all inventory during the club
Canvasser	2-6 Youth with 1 Adult Oversight Leader In charge of ensuring that children in the neighborhood are invited to	Go out into neighborhood to gather and invite children to Bible Club. This occurs once your team arrives on site. This should take 5-10

	attend Bible Club. (On Monday the whole team will canvass, but on Bible Club days the canvassers will go out and get the children to the club site)	minutes. The canvassing team will be given parameters by the New City liaison. Once you return to the club site you should assist with crowd control in the ministry area.
Work Crew	2-4 Youth Works with the secretary to see that the Bible Club site is set up and ready	To complete the following tasks: <ul style="list-style-type: none"> • Transport all club inventory to and from site • Set-up club site • Assist Secretary in greeting children • Cleaning/packing up inventory
Bible Lesson Leader	1 or Several Youth The speaker should be someone who is energetic and prepared to engage kids. This person should be someone who tends to be more outgoing.	Ensures the lesson is Gospel focused and grace driven. No Moralism! The lesson should be interactive and energetic. Make sure that children understand what you are teaching them. May include drama, puppets, etc. There should be some way for the children to respond, like praying to accept Jesus as their savior
Music	2-4 Youth Prepare enough songs to fill 8-10 minutes. Should be fun and include motions. Should be easy to each (meaning repetitive and not long)	Your job begins as soon as 3 children have arrived at your club. You are the group that will get the children interested in what's happening at your club and keep them focused. The songs should be high energy and fun
Craft	1-2 Youth or Small Group Context This person/group will tie the craft into the Gospel lesson that is taught that day. Works together with the lesson leader	Demonstrate and show the craft that the children will be doing. This craft should include: <ul style="list-style-type: none"> • A physical reminder of the gospel message • A connection to the lesson taught. It should also be a creative gift for the children to take home

Snack	2-4 Youth Youth will ensure that every child receives a drink and a snack. This will be provided by HFIC.	<ul style="list-style-type: none"> • Decide when and where to facilitate snack time. • Prepare and pass out snack to participating children.
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Grow Group/Picnic Day

On your final day of ministry you will come prepared to facilitate a discipleship club called **GROW GROUP**, which will take place at New City Fellowship. The goal of this club is to teach basic Bible fundamentals to those children who have responded to your gospel presentation. This club is one hour in length and is by invitation only (meaning *personally invited by YOU*). You will be teaching kids about how to grow in their faith. A good tool to help you think about components of this lesson is “The Navigator Wheel Illustration,” which can be Googled (http://www.gbcmpk.org/pdfs/Balance_Appnd.pdf) easily. Remember though that you will have to adjust the language so that a five year old could understand it. Since we might have returning kids (from previous Bible Clubs during the summer), we might have you highlight certain aspects of this wheel. Children that participate in this GROW GROUP will be invited to attend our end of the summer overnight camp (only 8-12 year olds) where they will continue to learn more about what it means to live as a Christian. Part of your time at the end will be to hand out and explain brochures for this camp, called Urban Camp.

PICNIC DAY begins right after Grow Group is completed. Any child that has attended Bible Club may attend the Picnic Day as long as they have a signed permission slip from their parent allowing them to attend. Permission slips can be given out and collected during your regular Bible Club programming. Each UMT member will invite ONE child and make sure that child gets the permission slip signed and is ready to be picked up on Friday. The UMTs will arrive at picnic location (usually a nearby park) first and prepare the activities and food (prepared by Hope, but served by UMTs). Children will be picked up by UMT leaders and NCF liaison in UMTs’ vehicle (make sure to communicate with Hope if you will not be bringing 15 passenger vehicles so that they can arrange for other ways of transporting children), once the children arrive to the picnic site they will meet up with the UMT that invited him/her and spend the time at the picnic hanging out with them.

Grow Group Components	Picnic Day Components
Travel – Pick up attending children and travel to NCF	Travel – Pick up attending children and travel to picnic site
Music – Enough songs to fill 10-15 minutes	Activity – A PLANNED group activity (game, sports or other group activity) followed by meal
Discipleship – Small group learning session (10-15 minutes)	Travel – Take children home

One thing that you need to remember is that you want to extend grace to the children as you share the Gospel with them, AND you also want to extend that same grace to you and your group. Our Prayer is that this packet will help you as you prepare for your trip.

We want you to be as prepared as possible (this will make your experience better), but we also recognize and are excited that this will be a leadership development opportunity for your group. Our prayer is that you come willing to learn about how to reproduce this in your area as we humbly walk together in this ministry.

If you have any questions or concerns please feel free to contact:

Eddie Centurion
New City Fellowship Church
(423) 629-4662
ecenturion@newcityfellowship.com

Urban Ministry Team Roster

Name of Church or Organization: _____

Team Leader(s): _____

Team Leader Cell Phone(s): _____

Name	Age	Gender	T-Shirt Size
Team Leader:			
Team Leader:			

Urban Ministry Liability and Emergency Waiver Form

Note: A separate form should be submitted for each team leader and team member.

Contact Information

Full Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Please send me Hope for the Inner City's regular prayer updates by e-mail

Team Leader: _____

Health Coverage Information (Please attach a copy of your medical card)

Group #: _____ Policy #: _____

Company/Carrier: _____

Waiver of Liability

I understand that neither Hope for the Inner City nor New City Fellowship will be held liable for any damages, injuries or illness that I or my participants may incur resulting from any staff training, program activity, work function or ministry endeavors. Additionally, I expressly waive any claim for compensation or liability from said organizations beyond what may be offered freely by their representatives in the event that such injury or medical expense should occur.

Signature

Date

Character Reference Form

Note: A separate form should be submitted for each team leader and member.

Thank you for your willingness to volunteer through the ministries of Hope for the Inner City and New City Fellowship. As caretakers of the neighborhood youth that we are called to serve, we must take every precaution to insure that we provide adequate screening mechanisms that prevent our children from being victims of abuse. Please review and complete the following questions:

1. Do you have any history of abusive behavior towards children?

2. Have you been arrested for child molestation or accused of child abuse of any kind?

3. Have you been relieved of working with children for any reason? If so, please explain.

4. Are you or have you been seen for any type of disorders which would affect your temperament while working with our youth?

5. Please list three references we may contact to verify you are suited to work with children:

Name	Address	Phone Number

6. Will you allow Hope for the Inner City and/or New City Fellowship to check police records and government files that would disclose this information?

Signature
Print Name

If you are under 18 years of age, your parent or guardian must sign below:

Signature
Print Name

Media Release Form

Note: A separate form should be submitted for each team leader and team member.

I grant permission to Hope for the Inner City and/or New City Fellowship, to use my name and/or photographs for use in publications such as recruiting brochures, newsletters, and magazines, and to use my name/and or photographs on display boards, and to use my name and/or photographs in electronic versions of the same publications or on the Hope for the Inner City and/or New City Fellowship web site or other electronic forms or media.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless Hope for the Inner City and/or New City Fellowship, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

Please check the paragraph below which is applicable to your present situation:

_____ I am 18 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

_____ I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Name (please print): _____

Address: _____
(Street) (City) (State) (ZIP Code)

Signature: _____ Date: _____

Signature of parent or legal guardian if under age 18: _____