WELCOME TO YOUR P2 MISSIONS WORLD CHANGERS COMBO PROJECT

Our WCP2 Combo Projects offer your students the chance to choose between construction or church planting ministry while your whole group still worships, eats, and has daily devotion time together. Due the nature of this project, no matter your World Changers or P2 experience, or lack thereof, there will be NEW details in this handbook that will be important to know.

THEREFORE, PLEASE READ THIS CAREFULLY BEFORE PROCEEDING

The WCP2 missions experience is a complete approach to a mission project, which includes personal preparation, group development and an understanding of living on mission.

The success of your group’s experience depends on you as a group leader. Registration is only the first step in the process. Now we need you, as the group leader, to begin the careful preparation of your youth and adults while we focus on the logistics of your project. If we are to change our cities, we need participants who have a heart for the city, and for serving, that only comes with preparation. This will not happen by simply paying your fees and recruiting participants. Let’s summarize some things you need to do:

- You are the key to recruiting participants. Go to our web site and Facebook pages to hear great testimonies of other participants who have been changed by serving and use these for promotion (see http://www.lifeway.com/worldchangers/resources/ or http://www.lifeway.com/p2missions/resources/ for more promotional resources). Please understand that WCP2 requires a high degree of commitment and maturity.
- Complete every pre-project study session with your group before the project.
- Inform youth and parents about the nature of this experience and the guidelines for conduct.
- Bring the Group Devotions with you to the project (accessible online late in the spring).

You are encouraged to join the pre-project visit in your project city in the spring. The result will be valuable firsthand information for your group about the project city, lodging, ministry, and ideas for recreation. Details will be announced by your coordinators. The pre-project visit costs are your responsibility.

Our prayer is that this project will be a great blessing not only to you and your church, but also to the local churches, church plants, association, and individuals your ministry will touch in the city you serve. We look forward to serving your group to develop the next generation that loves the Church and is passionate about expanding God’s Kingdom.

Serving Together,

Dave MacNeill
Manager, P2 Missions and World Changers
dave.macneill@lifeway.com
LifeWay Student Ministries
TABLE OF CONTENTS

Welcome ............................................................................................................. 2

GENERAL
  Vision and Cities ................................................................. 4
  2017 Theme: Limitless ................................................................. 5

GROUP LEADERS
  Group Leader Agreement ............................................................. 6
  Participant Forms ................................................................. 7
  Insurance ..................................................................................... 7
  Food and Lodging ................................................................. 7
  Pre-Project Study ................................................................. 7
  Crews ......................................................................................... 7
  Daily Schedule ............................................................................. 8
  A Word to Group Leaders about Adults ................................ 9
  Adult Volunteer Roles ............................................................. 10
  Participant Ministry Preference Requests ............................ 11
  Church Equipment Checklist ................................................. 13
  Medical Care at the Project .......................................................... 14
  Transportation Policies ............................................................ 15
  Preparing Your Group Checklist ............................................. 16
  Group Leader Portal Instructions ............................................. 17

FINANCES
  Cost per Project ............................................................................. 20
  Deposits and Balances ........................................................ 20
  Payment Information ............................................................... 20

FORMS AND HANDOUTS
  Forms Checklist ................................................................. 21
  Dress Code ................................................................................... 22
  Responsible Participant Commitment .................................. 23
  What to Bring to a Project ......................................................... 24
  Driver/ Van Policy ................................................................. 25
  Statement of Compliance ......................................................... 26
Change the City // Change the World

Vision Statement
World Changers and P2 Missions exist to serve the Church in her mission of making disciples by providing missions experiences that develop the heart of students for serving others and sharing the Gospel to change the city, change the world.

Cities welcome cultures.
City ministry shines a spotlight on God’s intent to rescue people from every tribe, tongue, and nation. The full intent of the gospel is for every people group to be reconciled to God because of Jesus. The nations of the world are coming to our cities and we don’t believe this is by accident. God has a purpose.

A city mission strategy provides students with an opportunity to minister to people from different cultures and backgrounds in cities of all sizes and geographic context. Developing students who have a heart for the nations must be important to student ministries. We believe that one of the best ways to aid students in that process is to expose them to culturally and socioeconomically diverse ministry opportunities. It is through challenging ministry opportunities like this that God begins to shape the heart of a student for a life of living on mission.

Cities form culture.
Our cities are the breeding grounds of culture, and we envision culture transforming as the lives of people in a city are changed by the finished work of Jesus. The youth of our country have an incredible opportunity to meet that culture with the transformative message of the gospel. It is a bold vision, and we long to help students play a small part in what God is doing in cities.

Our aim is to engage communities with the life-changing, culture-changing, world-changing power of the gospel. Students will be able to serve through construction, social needs ministry, prayer walking, VBS, sports camps and service projects. The exact work will vary by location as we partner with local churches and church plants to discover and meet the individual needs of each city context.

Participation to Partnership
Experiencing a city’s culture is a critical part of helping a student move from just participating at a project for that one week to committing to coming back to the city year after year. Perhaps a student will even choose to attend college in the city or move there to serve.

We will continue to work with the North American Mission Board to place volunteers in strategic project locations. When a student ministry is involved with World Changers and P2 Missions, we want them to work hard, experience missions connected to a local church, and engage with the needs and culture of that specific city. We believe that God will use this to shape a student’s heart to take the gospel to the nations, to the project city, and to their own city.
2017 Theme: Limitless

20 Now to Him who is able to do above and beyond all that we ask or think according to the power that works in us— 21 to Him be glory in the church and in Christ Jesus to all generations, forever and ever. Amen.

Ephesians 3:20-21

For many students it can feel like the world they live in is one of nothing but limits. Many in our culture don’t expect much from a teenager but consumption, excess, and self centeredness. But this is not who God is calling students today to be. Paul wrote to the Ephesians that God is able to do above and beyond all that we ask or think. For our God there are no limits. Students today need to know that God loves them in a limitless way, that the Holy Spirit is not bound by walls or boarders, that the freedom found in Christ is not a list of Don'ts but the adventure of a lifetime, and that the world needs to hear the truth of our limitless God. In 2017, at P2Missions and World Changers, we will be exploring the measureless length, width, height, and depths of our Heavenly Father. Join us for Limitless!
Group Leader Agreement

BY RECEIPT OF THIS MANUAL AS THE GROUP LEADER YOU ARE AGREEING TO THE FOLLOWING:

• Ensure that each participant completes the required Pre-project Study located online among other leader resources, which includes a work project for my group to do in my community, before reporting to the project (see page 7).

• Bring only participants of the appropriate grade levels. The Combo Projects are “All Youth Projects” and are for students who will have completed at least grade 6 by summer (up through college). Participants who have not completed grade 6 will be sent home.

• Enlist capable adult leaders and bring one adult counselor for every five youth. Counselors must be 21 years of age or older. (see page 9.)

• Background Checks: Run them for all adults with my group. Sign and turn in the Statement of Compliance form upon arrival to the project (page 26 or available online).

• Pay my group’s deposits & balance by the required deadlines. Understand that any spots dropped after May 1st for the summer will incur a $100 cancellation fee ($50 lost deposit plus an additional $50), see page 20.

<table>
<thead>
<tr>
<th>$50 Deposit Due (on or before)</th>
<th>Balance Due (on or before)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 15</td>
<td>2 weeks before project</td>
</tr>
</tbody>
</table>

• Participant Forms: A participant form must be completed and signed by each participant (student and adult). Participants under age 18 must also have the signature of a parent and must have their form notarized, before leaving home for the project, to be eligible to participate in the project (see page 7; available online).

• Enter in my participant names and information into the Group Leader Portal a month before the project. Instructions for the Group Leader Portal begin on page 17 of this manual.

• Prepare my group for hard work, helping people in need, sharing the Gospel, and for one of the best experiences of their lives.

• Agree to not bring animals to the project unless a service animal. Please inform your Project Coordinator of this prior to the project so proper arrangements can be made.

• Provide transportation during the project equal to the number of students I bring to the project.

• Be part of the total WCP2 Combo experience by:
  • Following all responsibilities related to projects found in this Group Leader’s Manual.
  • Arriving at the project by the designated time on the first day.
  • Attending all meetings, worship, etc related to the project.
  • Staying until the conclusion of the project on the final morning (unless making prior arrangements with your Project Coordinator).
  • Adhering to the dress code found in this Group Leader Manual.
  • Being a spiritual leader.
Participant Forms

A participant form must be completed and signed by each participant (student and adult). **Participants under age 18 must also have the signature of a parent or guardian and must have their form notarized.** Before leaving home for the project, to be eligible to participate in a World Changers P2 Missions project. Group leaders are responsible for bringing the Participant Form to the project and presenting them to the Summer Staff at check-in (alphabetized by last name is preferred). The participant form gives important medical information and authorization for emergency medical treatment. We must have a completed Participant Form on file for each participant (youth and adult) before he or she can serve at a construction or church planting site. **Note:** Group leaders can print off the participant forms from Group Leader Info online.

Insurance

P2 Missions/World Changers provides **LIMITED supplemental** accident insurance for each participant. Each participant is responsible for having his/her own primary medical insurance coverage.

**IS THERE A WAY TO BUY INSURANCE FOR PARTICIPANTS WHO DO NOT HAVE PRIMARY INSURANCE?**

There are web sites that allow purchases of insurance with a credit card. With enough advance time and money, you should be able to find coverage on your own, if you so desire. Neither P2 Missions, World Changers, nor LifeWay assumes responsibility, nor do we recommend an insurance writer.

Food & Lodging

We will be sleeping, worshipping, and eating at a local school or church. Each participant will need to bring his or her own air mattress (twin size only), sleeping bag, towels, etc. All meals are provided once the project begins. Security is provided as well.

Pre-Project Study

**ALL PARTICIPANTS MUST COMPLETE THE TRAINING IN THE PRE-PROJECT STUDY.** A pre-project study is provided for your group to complete prior to arriving at the project. It is important that your team take the time to pray, study and prepare for the missions experience. No matter your ministry task, you will be planting the gospel in areas that are specifically chosen by congregations you partner with. These areas are chosen because of the high spiritual need. Your team must come spiritually prepared to have the maximum impact in the city as well as in their lives. This study is available online in the group leader section (click on the project tab) of the P2missions.net and world-changers.net websites.

Construction and Church Planting Ministry Crews

Ministry Crews of 10 to 15 members from various churches will be assigned to work together in construction (typically home repair, painting, handicap ramps) or from the same church in church planting (typical activities include prayer walking, street ministry, children’s ministry, door to door evangelism, and service projects). An approved and selected experienced adult (in either construction or church planting) will lead each crew with at least one other adult assisting. At least two people from the same church will be on each crew. For submitting ministry preferences, see “Participant Ministry Preference Request” on page 11-12.
Daily Schedule

We are more concerned about meaningful ministry than this schedule, which is designed to maximize ministry, but may be changed. Your team needs to be FLEXIBLE in order to engage the culture and strategy in the city.

<table>
<thead>
<tr>
<th>Saturday</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30 PM</td>
<td>Check-In</td>
</tr>
<tr>
<td>4:00 PM</td>
<td>Adult Meeting</td>
</tr>
<tr>
<td>5:30 PM</td>
<td>First Crew Chat</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Dinner</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Welcome Celebration</td>
</tr>
<tr>
<td></td>
<td>The City Experience (Planned Experience for Entire Project)</td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Church Group Devotions</td>
</tr>
<tr>
<td>10:30 PM</td>
<td>In Rooms</td>
</tr>
<tr>
<td>11:00 PM</td>
<td>Lights Out</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td></td>
</tr>
<tr>
<td>7:00 AM</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:00 AM</td>
<td>Personal Devotion</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>The Sendoff Show/Group Photo (wear theme T-shirt)</td>
</tr>
<tr>
<td>9:30 AM</td>
<td>Leave for Church (Lunch with Church)</td>
</tr>
<tr>
<td>3:00-4:15 PM</td>
<td>Training Session 1</td>
</tr>
<tr>
<td>4:30-5:45 PM</td>
<td>Training Session 2</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Dinner</td>
</tr>
<tr>
<td>7:00-7:30 PM</td>
<td>Crew Position Training</td>
</tr>
<tr>
<td>8:00 PM</td>
<td>Concert of Prayer</td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Church Group Devotions</td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Free Time: Sacred Space Available in Gathering Area / Market Place / Missions Lounge</td>
</tr>
<tr>
<td>10:30 PM</td>
<td>In Rooms</td>
</tr>
<tr>
<td>11:00 PM</td>
<td>Lights Out</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monday - Thursday</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 AM</td>
<td>Breakfast</td>
</tr>
<tr>
<td>6:45 AM</td>
<td>The Sendoff Show</td>
</tr>
<tr>
<td>7:00 AM</td>
<td>Depart for Ministry (Personal Devotion, Crew Devotion, and lunch in your Context)</td>
</tr>
<tr>
<td>3:00-4:30 PM</td>
<td>Return to Lodging</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Dinner</td>
</tr>
<tr>
<td>7:30 PM</td>
<td>Gathering</td>
</tr>
<tr>
<td>8:30 PM</td>
<td>Church Group Devotions</td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Free Time: Sacred Space Available in Gathering Area / Market Place / Missions Lounge</td>
</tr>
<tr>
<td>10:30 PM</td>
<td>In Rooms</td>
</tr>
<tr>
<td>11:00 PM</td>
<td>Lights Out</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thursday Evening</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 PM</td>
<td>Project Celebration</td>
</tr>
<tr>
<td>8:00 PM</td>
<td>Crew Chats</td>
</tr>
<tr>
<td>8:30 PM</td>
<td>The Gathering</td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Church Group Devotions</td>
</tr>
<tr>
<td>10:00 PM</td>
<td>Free Time / Market Place Open / Missions Lounge</td>
</tr>
<tr>
<td>11:00 PM</td>
<td>In Rooms / Showers Closed</td>
</tr>
<tr>
<td>11:30 PM</td>
<td>Lights Out</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Friday</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 AM</td>
<td>Continental Breakfast</td>
</tr>
<tr>
<td>6:30 AM</td>
<td>Check Out and Depart for Home – All groups must be out of the lodging facility by 8:00 AM.</td>
</tr>
</tbody>
</table>
A Word To Group Leaders About Adults

- It is a requirement that youth groups be accompanied by an adult age 21 or older: one adult for every five or fewer youth participants of the same gender.

- Background Checks must be completed on all your participating adults in order to protect you and the congregation you serve both at the lodging and the ministry site—SEE FORMS, Page 26.

The adults at our projects are participants in every sense of the word. We ask the adults to work with us and worship with us, and to eat, sleep, and shower at the lodging facility just like youth participants. Adults fulfill extra responsibilities by helping with transportation, discipline, and logistics. Their support will be invaluable to you as a group leader!

If you have not already enlisted the adults who will be a part of your group, please do so immediately. The adults are an important part of the project. They should never be treated like a last-minute detail. In enlisting the adults who will come with your youth, consider the following recommendations:

- Enlist only adults you know. Adults have authority over youth. You should grant authority only to people you know you can trust. Adults who have been members of your church for more than five years are the best candidates. The best way to protect students is to be especially careful of who you place in authority over them.

- Know the driving ability and record of those who will drive. We ask churches to use the vehicles you bring for transportation to the ministry sites during the project. We want to use only safe, qualified drivers. The safety of your youth should be a priority.

- Adults should participate in every aspect of your group’s preparation for the project. Participation in the pre-project study educates them on the nature of the mission and the expectations for adults at the project. During the study, both the youth and the adults will come to know each other better. Matters of discipline will go much more smoothly if everyone knows each other.

Do not deny your adults the privilege of serving with your youth to their fullest potential. Everyone will have a better experience if you involve your adults fully from the earliest.
Adult Volunteer Roles

VOLUNTEER POLICIES

• All adults are expected to participate in the total project experience, including meals, all Gathering services, and all other aspects of the week.
• No volunteers are paid for the week.
• No volunteers are allowed to bring children with them who have not completed the sixth grade and/or are not participating in the project.
• All adult volunteers are expected to be spiritual leaders.
• Approved and selected Supervisors, Crew Chiefs, Runners, and First Aid Coordinators receive a discount of half off their registration for the week and are therefore encouraged to apply early.

WE ARE LOOKING FOR THE FOLLOWING VOLUNTEERS

First Aid Coordinators (overseeing response to any injuries and sicknesses), must be a minimum of 21 years old and trained in basic first aid, at minimum, by a certified organization like the American Red Cross. Visit www.world-changers.net under “Work with Us” to apply. Applications are then sent directly to the Project Coordinator. 1 or 2 per project

Construction Supervisors (overseeing 3-6 construction ministry crews), must be a minimum of 21 years old and complete an online Construction Volunteer Application found on www.world-changers.net under “Work With Us.” The Construction Coordinator will select supervisors and assign work sites based on area of skill and expertise. 1 per 5 construction crews

Construction Crew Chiefs (overseeing the construction aspect of a work site and managing the crew of 12-15 youth), must be a minimum of 21 years old and complete an online Construction Volunteer Application found on www.world-changers.net under “Work With Us.” After filling out the application, volunteers will be selected by the Construction Coordinator and begin to plan for the project. 1 per construction crew

Church Planting Ministry Team Leaders (overseeing the ministry aspect with a church planting site and managing the team of 12-15 youth), must be a minimum of 21 years old and apply by contacting the Ministry Coordinator. The Ministry Coordinator will contact volunteers, if selected, to plan for the project. 1 per church planting crew

Runners (volunteers to pick up and deliver supplies around the city), must own or have access to a vehicle able transport construction supplies to worksites. Apply online through the Construction Volunteer Application. 1 per 5 construction crews

Crew Encouragers (assists the crew chief in managing the crew of 12-15 students, providing encouragement in accomplishing ministry tasks), must be a minimum of 21 years old. Applications are on www.world-changers.net under “Work with Us.” The Project Coordinator will contact volunteers, if selected, to plan for the project. Crew encouragers do not receive a discount off of their registration. 1 per crew
Participant Ministry Preference Request

WCP2 Combo projects offer the unique opportunity for students to choose between serving through construction or church planting. We want to give students (and adults) a choice of the ministries in which they will be involved. You can complete this for your students, or ask them to complete it. Be aware that anyone (student or adult) not submitting a request by April 1 may not get their top choice.

For Students:

- Do not just distribute the following page and leave it to students to make choices. Give them guidance.
- Talk to the Ministry Coordinator and Construction Coordinator about the ministry opportunities available at your project. Take notes that you can share with your group.
- Plan a meeting of your group to discuss the choices. Share with students the information you have received from the coordinators. Explain each ministry opportunity.
- If possible, meet personally with each student. Help them to prayerfully set their preferences.
- Not all participants will get their first preference. Your Project Coordinator will work hard to assign every participant to a crew based on his or her preference; but please remember that we are in the project city to meet the community’s needs. Remind participants that this is a missions project and everyone needs to be anxious to meet the needs of the community where we are serving.
- Youth participants must indicate the grade they will have just completed in the school year immediately before the project (not the grade they will be in next year, nor the grade they want to be in) as well as indicating if they will be 18 by the start of the project (for construction roofing crews).

For Adults:

- Adult participants also need to complete a request (including the group leader).
- Adults who want to serve in an adult volunteer position (First Aid Coordinator, crew chief, crew encourager) must be a minimum of 21 years old and complete an application in addition to this request. They will be contacted by the construction coordinator or ministry coordinator, if selected, to plan for the project.
- Designate at least one driver for each vehicle your church will be using at the project. Group leaders must enter driver information and vehicle descriptions into the registration system on the website by the date specified by your Project Coordinator. Drivers will be assigned to crews and will drive the crew to the work site in the church vehicle each day. The driver should complete a ministry preference request and indicate that he or she is going to serve as a driver.
Participant Ministry Preference Request

Please select your top choice between Church Planting (typically sports camps, VBS, working with the homeless, disadvantaged, prayer walking, door-to-door evangelism, or service projects), and Construction (house painting, handicap ramps, fences, etc). Enter the participant’s name, their choice of ministry, and circle their gender, grade completed, and if they are an adult, driver or over 18. All of these ministry options, including construction, will be associated with the strategy and follow up of a local church. Please return to the Project Coordinator by April 1st.

Church: _________________________ Name: _________________________

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Church Planting</th>
<th>Construction</th>
<th>No Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M   F</td>
<td>M   F</td>
<td>M   F</td>
</tr>
<tr>
<td></td>
<td>6 7 8 9 10 11 12 College</td>
<td>6 7 8 9 10 11 12 College</td>
<td>6 7 8 9 10 11 12 College</td>
</tr>
<tr>
<td></td>
<td>Adult Driver 18 or over</td>
<td>Adult Driver 18 or over</td>
<td>Adult Driver 18 or over</td>
</tr>
<tr>
<td></td>
<td>M   F</td>
<td>M   F</td>
<td>M   F</td>
</tr>
<tr>
<td></td>
<td>6 7 8 9 10 11 12 College</td>
<td>6 7 8 9 10 11 12 College</td>
<td>6 7 8 9 10 11 12 College</td>
</tr>
<tr>
<td></td>
<td>Adult Driver 18 or over</td>
<td>Adult Driver 18 or over</td>
<td>Adult Driver 18 or over</td>
</tr>
<tr>
<td></td>
<td>M   F</td>
<td>M   F</td>
<td>M   F</td>
</tr>
<tr>
<td></td>
<td>6 7 8 9 10 11 12 College</td>
<td>6 7 8 9 10 11 12 College</td>
<td>6 7 8 9 10 11 12 College</td>
</tr>
<tr>
<td></td>
<td>Adult Driver 18 or over</td>
<td>Adult Driver 18 or over</td>
<td>Adult Driver 18 or over</td>
</tr>
<tr>
<td></td>
<td>M   F</td>
<td>M   F</td>
<td>M   F</td>
</tr>
<tr>
<td></td>
<td>6 7 8 9 10 11 12 College</td>
<td>6 7 8 9 10 11 12 College</td>
<td>6 7 8 9 10 11 12 College</td>
</tr>
<tr>
<td></td>
<td>Adult Driver 18 or over</td>
<td>Adult Driver 18 or over</td>
<td>Adult Driver 18 or over</td>
</tr>
</tbody>
</table>

Circle all that apply:
Church Equipment Checklist

THE FOLLOWING EQUIPMENT WILL BE NEEDED FOR USE ACROSS ALL MINISTRY SITES. PLEASE PROVIDE WHERE YOU ARE ABLE.

Mark your equipment with your church name. Churches will be asked to store the equipment in a central location and share among crews. All equipment will be returned to you at the close of the project.

Items Needed for All Crews (REQUIRED)
☐ One 5-gallon cooler for each 11 participants

Items Needed for Construction Crews (every church should bring and contribute):
The construction coordinator will be in touch with crew chiefs about particular tools necessary, but our experience tells us we are always short on:
☐ 6-Foot Step Ladders (as many as you can bring)
☐ Extension Ladders (15- to 32- foot)
☐ Paint Rollers with Extension Handles
☐ Drop Cloths
☐ General Tools (hammers, screwdrivers and crowbars)
☐ Circular Saw
☐ Chalk Line

Items Needed for Church Planting Crews:
These are general guidelines; please check with the church planter your Ministry Coordinator has connected you to about specifics of what you can bring that would help before bringing anything below:
☐ Craft Supplies
☐ Snack Supplies (for kids at ministry events, in addition to what you may bring for your own group)
☐ Extra VBS curriculum
☐ Puppets and puppet stage
☐ Game equipment (soccer balls, basketballs/nets, footballs, Frisbees)
☐ Megaphones
☐ Block party supplies (popcorn supplies, snow cone supplies, cotton candy supplies . . .)
☐ Carnival activities (face paint, ring toss, etc.)

Keep this checklist handy and don’t forget to bring the equipment to the project!
Medical Care at the Project

At a project, World Changers/P2 Missions enlists one or more adults who are trained in basic first-aid to serve as first-aid coordinators. Their training is certified by a recognized organization, like the American Red Cross or the American Heart Association. Here is helpful information regarding medical care at the project.

- First-aid coordinators will NOT administer over the counter medications. Any prescribed medication brought to a project must be accompanied by a valid medical doctor’s order or covered in appropriate protocols. The group leader is responsible for purchasing and/or dispensing any medicines to students.

- Participants should inform the first-aid coordinator of any prescription medications they are taking immediately upon arrival at the project. In most cases, the first-aid coordinator will be present during Check-In.

- Whenever a participant goes to the hospital during a project, an adult must accompany the participant, and the Project Coordinator and group leader must immediately be informed. In most cases, the group leader is taken to the hospital as soon as possible. The group leader is responsible for contacting parent/guardians immediately whenever a participant has any medical care provided or considered by FAC or hospital.

- The first-aid coordinator must complete an Accident Report Form whenever first-aid is administered. Necessary first-aid is rendered at the job site and at the lodging facility. Emergency personnel are called whenever necessary. A local doctor has been enlisted to advise and render care when necessary.

- A participant form is provided for every participant. Before leaving home for the project, a form must be completed and signed by each participant (youth and adult). Participants under age 18 must have a parent’s signature and have their participant form notarized by a notary public. The form gives important medical information and authorization for emergency medical treatment. Group leaders are responsible for bringing the participant forms to the project and presenting them to the summer staff at check-in.

- Participants (youth & adults) will not be allowed to serve without a completed participant form.

- Participants are responsible for having primary medical insurance coverage. World Changers/P2 Missions is not financially responsible for the medical care of participants who are injured or become ill at a project.

- The group leader has primary responsibility for the medical care of group members and it is recommended they attach a copy of each participant’s insurance coverage (insurance card) to the first-aid coordinator’s copy of the Participant Form.

- If an adult member of your group is a licensed nurse or trained in basic first-aid, please tell your Project Coordinator. It is helpful to know the names of all nurses present at the lodging facility. Any person enlisted by the Project Coordinator to serve as first-aid coordinator pays a reduced registration fee.

- Participants (students and adults) should inform the Project Coordinator immediately if they are too sick to accompany their crew to a site. Adults may be asked to stay at the lodging facility with students from their group who are too sick to go to the ministry site.
Transportation Policies

• Each group is responsible for providing its own transportation to and from the project location.

• At the project, World Changers/P2 Missions depends upon the use of vehicles from the participating churches for transportation to and from the work sites. There are normally 10-15 people per crew. Multi-passenger vans are recommended. Church-approved drivers will be driving their church’s vehicle.

• **15-Passenger Van Official Statement:**
  Only 11 passengers will be allowed to ride in a 15-passenger van. All drivers must sign the official Driver Guidelines upon arrival at the project (details on page 25 of this manual).

• Vehicles used to transport crews to the work sites, are not allowed to pull trailers while students are in the vehicle.

• Crew members will ride together to and from their designated work site each morning and afternoon.

• At the end of each workday, church groups will have access to their church’s vehicle for their own use.

• World Changers/P2 Missions will utilize whatever transportation the churches bring to the project.

• It is ok to bring a bus; however, it must be available to use during the project week.

• The Project Coordinator will work with specific needs at the project as they arise.

• In some cases, churches may travel to project locations by airline, charter bus or train. It is the responsibility of the church to make local arrangements for transportation for the week at the project.

• Any questions related to transportation should be directed to your Project Coordinator or to the National World Changers office at 615-251-2133.
PREPARING YOUR GROUP CHECKLIST

A missions project can and should be more than a destination experience. Here are ten aspects of preparation that can give your group a more complete mission experience.

- **Orientation Meeting** – Invite all participants and parents of any youth to join in a fellowship that previews the ministry project. You might choose to plan a meeting that would provide information on other summer events as well. Show the promotion video found online and/or a video from last year. If you have veteran participants, enlist them to share brief testimonies.

- **Pre-Project Visit** – This Spring there will be a one day experience for you and your leaders to visit the project location, meet local leaders, and see some of the ministry sites. While we strongly encourage this visit as part of your preparation plan, it is at your own expense.

- **Pre-Project Study** – You have the option of conducting the classroom sessions during regularly scheduled meeting times with your group or in a special schedule, such as a retreat. A retreat schedule, located in the Pre-project Study materials online, is included to help you organize a weekend retreat that can encompass nearly all of the training requirements. In any case, it is important that everyone attending the project complete this. You may wish to videotape some of the sessions or choose some other means to handle makeup work for those who are absent.

- **Local Ministry Project** – Taking into account your group size, financial resources, ministry experience and construction or church planting expertise, organize a one-day mission project. Avoid using this for a fund-raiser. This project is to help your students gain new skills, learn how to work together and actually help someone in the process. Some of the possibilities for this project include house painting, yard cleanup, landscaping, or supporting a local church plant.

- **Participant Preference Choices** – please be sure to fill out each participant’s ministry choices no later than April 1.

- **Enter Participant Information in the Group Leader Portal** – Please do this one month before your project begins. This helps the Project Coordinator best assign ministry sites to groups.

- **Parent/Participant Meeting** – Approximately two or three weeks before departure, bring together participants and parents of any youth to handle logistics (such as receiving Participant Forms and discussing itinerary, tools, and spending money), answer questions and pray for the project. Enlist a notary public to be present so that every youth can have his or her Participant Form notarized.

- **Youth Group Devotions** – Print an extra copy (or plan to bring digitally) of your Youth Group Devotions. *You will need to bring your church group devotions with you to the project. A copy of the Church Group Devotions will be available at the project as well.*

- **Insurance Card** – Get a copy of each participant’s insurance coverage (card); staple it to their completed Participant Form, and bring it with you to the project.

- **Debriefing** – Once back home, consider having a meeting for everyone who has been involved in the project. This is the time to share testimonies, photos, and experiences from the trip.
Group Leader Portal Instructions

NOTE: Your Project Coordinator will be reaching out to you about entering in your participant information into the Group Leader Portal leading up to the project. Here are some instructions and screenshots to help make this easy. Any changes made a week from the project will have to be communicated directly to your project coordinator, at that time online changes are no longer allowed. If you need assistance start by speaking with your Project Coordinator.

Log in using the email provided upon registration at https://registration.lifeway.com. The default password is lifeway.

Select the registration number to enter into the project registration.

Here you can manage different parts of your registration.

**Questions Tab:** This is where group leaders enter in the shirt size breakdown for their group.
Breakdowns Tab: This tab MUST be filled out and saved before entering in participant names. It is okay to enter in a breakdown less than what you are registered for.

Participants Tab: Enter in the participant (student and adult) names here. If spots are canceled a message will show on this tab stating there are more names than spots registered. To delete a participant delete their name, blank out their breakdown type, save changes. It will not accept hyphens or other special characters.

Specials Needs: This is reserved to make note of medical needs such as allergies, dietary concerns, etc. Unnecessary notes made here will be removed.
Update Group Leader Contact Information: If your group leader has changed, log on and update their information by selecting Contacts and then edit. This can also be done by calling 1-800-254-2022.

Vehicles/Transportation Information: Group Leaders can enter the transportation they’re bringing to the project on this tab. Even if you are flying to a project please enter in the rental vehicle information here.

Cost Per Project

Project Availability
Registration is open first-come, first served. Any add-ons will be allowed if space is available.

Registration Includes:
• Project preparation materials (pre-project study)
• T-shirt for each participant (to be given at the project)
• Secondary accident insurance
• Experienced leadership at project
• Pre-project planning logistics
• Daily worship experiences and three hours of evangelism training on Sunday
• Lodging (local school or church facility) & meals at project

Registration DOES NOT Include:
• Gas for church group and ministry team transportation (rental or otherwise) at the project
• Public transportation including subway/bus/train passes
• Travel to and from the project locations

Selected Crew Chiefs, Supervisors and First Aid Coordinators receive a discount of half off the registration fee.

Deposits and Balances

<table>
<thead>
<tr>
<th>$50 Deposit Due (on or before)</th>
<th>Balance Due (on or before)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 15</td>
<td>2 weeks before project</td>
</tr>
</tbody>
</table>

• A $50 per person deposit for the number of participants (students and adults) you register must be postmarked no later than January 15.

• Cancellation Deadline: All deposits are non-refundable and non-transferable to the balance after January 15th. You are responsible to pay initial deposits for any participant numbers not dropped before the deposit payment deadline.

• Any spots dropped after May 1st will incur an additional $50 cancellation fee. $100 total will be kept (deposit plus cancellation fee) for each spot dropped after the May 1st deadline.

• No refunds are available for late arrival to or early departure from the project.

• Refunds (minus the $100 cancellation fee) will be automatically issued for participants that do not show up to the project.

Delinquency in payment will initiate a $75 late fee charged to your registration and, more importantly, may cause your group to be dropped or placed on a waiting list.

Payment Information

FOR REGISTRATION AND MONEY MATTERS, CONTACT
Events Registration, 1-800-254-2022
Mail Payments to: PO Box 24001; Nashville, TN 37202
Credit Card Payments and charges to LifeWay Accounts may be made through your online account, created at www.p2missions.net or www.world-changers.net upon registration.
Forms Checklist

Forms to Bring to the Project

• Participant Forms- One for EVERY adult and student coming with your group. If under the age of 18 it is REQUIRED to have a notary and parent/guardian signature.
• Background Check Statement of Compliance Form- Bring the signed form to turn at check-in.

These forms are for Your Records

• Group Leader’s Agreement (page 6)
• Preparing Your Group Checklist (page 16)
• Dress Code (page 22)
• Responsible Participant Commitment (page 23)
• Driver/ Van Policy (page 25)
• What to Bring to a Project (page 24)
• Church Equipment Checklist (page 13)

Online Forms

These forms and additional information posted later can be found at www.world-changers.net or www.p2missions.net, Group Leader Information (under the “Project” tab).

• Volunteer Applications- On www.world-changers.net, under Work With Us, Volunteer
  o Construction Volunteer Application (submitted online)
  o Crew Encourager Application (emailed directly to Project Coordinator)
  o First Aid Coordinator Application (emailed directly to Project Coordinator)
• Participant Forms
• Background Check Statement of Compliance (page 26).
• Pre-project Study
• Group Devotion materials
Dress Code/Our Christian Witness

Please remember that this is a mission experience. Participants are on mission at all times: at ministry sites and at the lodging facility. A lot of advance work has been done to ensure that residents of the community know who we are and why we are there. We are closely watched. How we dress is an important part of our witness. Participants should make a special effort to wear clothes that are modest and appropriate for the work to which we have been called.

DRESS CODE

• Sleeved shirts are to be worn by all participants at all times (no spaghetti straps or midriffs—this includes dresses) at the work sites, the lodging facility, and on the way to and from the showers. If the sleeves are torn off the shirt, it no longer meets the code.

• Long pants must be worn at the construction work sites. Pants made of heavy cloth, like denim, is preferred.

• Shorts are acceptable at church plant projects and at the lodging facility. Shorts should be modest in length. No short shorts.

• Participants are to be fully dressed in accordance with this dress code any time they are outside their assigned room at the lodging facility. Shorts or long pants and a sleeved shirt are required in hallways, in worship, and en route to showers and rest rooms.

• Yoga pants, tights, and leggings are not pants. These may not be worn outside your assigned sleeping room unless layered underneath a modest length dress or skirt.

• Durable shoes with closed toes must be worn at all ministry sites. Sandals are not acceptable. Shoes or boots with heavy soles are recommended for construction projects.

• Always wear shoes outside of rooms.

ENFORCEMENT OF THE DRESS CODE

• Group leaders are asked to review the dress code with participants before leaving for the project. A pre-trip meeting is an excellent time to review the code. Please be certain everyone in your group, including youth and adults participants, understand what is required and what is prohibited.

• Group leaders will be asked to enforce the dress code among participants in their church groups during the project.

• If necessary, the staff will take appropriate action with the individual group leader to ensure that all participants follow the dress code.

• Violation of the dress code at ministry sites may result in participants being transported back to the lodging facility. Participants will not be allowed to work if not dressed according to the dress code.
Responsible Participant Commitment

Attention Participant: Carefully read through the list of responsibilities mentioned below, then sign and date the form as a pledge of your commitment. Turn this into your group leader to keep.

While participating in a the project I will seek to demonstrate my love for Christ and for others by agreeing to...

• **Commit to sharing the Gospel.** Through preparation of the Pre-Project Study, I will avail myself to learning how to share the Gospel and take advantage of the opportunities presented to me to share the Gospel.

• **Seek to grow in my personal and corporate prayer life.** I will seek the Lord daily through prayer and Bible study. I will purpose in my heart to leave more spiritually mature than when I arrived.

• **Keep myself healthy.** I agree to not use tobacco products, alcoholic beverages, or illegal drugs. I will notify the project first-aid coordinator of any prescription drugs I will be using during the week.

• **Maintain a safe working environment for myself and my crew members.** I agree not to have possession of or use any fireworks, firearms, pocket knives, or weapons of any other kind.

• **Work to the best of my ability.** I am excited about demonstrating my love for Christ by working on a home for a resident; participating in a ministry project, or whatever the project requires of me. To the best of my ability I pledge to work in a manner that would be pleasing to Christ.

• **Follow the dress code.** I agree to bring clothes that comply with the dress code, and not to bring clothes that do not comply with the code. I will dress, at all times, in a manner worthy of an ambassador of Christ.

• **Stay in designated areas.** I agree to stay with the group at all times. I understand that I cannot leave the work site or lodging location without the permission of my ministry team leader, crew chief, group leader, or Project Coordinator. Note: Girls will not be in boys’ rooms, and boys will not be in girls’ rooms.

• **Respect the privacy of others.** I understand that others’ possessions must not be tampered with or taken. I expect others to grant the same measure of respect to my privacy and possessions.

• **Maintain a clean environment.** I will do my best to keep all areas of the lodging facility clean and free from litter. I will respect the property and grounds serving as “home” for all participants for the week. I understand that any property I damage will be my personal responsibility.

• **Demonstrate a Christ-like spirit.** My attitude will be like that of Jesus (Philippians 2:5). I will love those with whom I work and those around me throughout the week. I will not allow another’s property or personality to be abused.

I have read the responsibilities listed above and the dress code and agree to follow them during the week I am participating in the project. I understand that failure to do so will result in disciplinary action.

Signed: ____________________________ Date: ________________

(Student Signature)

YOUR REGISTRATION TO ATTEND A WORLD CHANGERS PROJECT IS YOUR COMMITMENT TO ACCEPT AND ABIDE BY THE GUIDELINES AND RESPONSIBILITIES OUTLINED HEREIN.
What to Bring to a Project Checklist

Important Note! – P2 Missions, World Changers, and LifeWay Christian Resources are not responsible for personal items lost or stolen at the project. It is suggested that you leave items of value at home.

Air mattress (twin size only) – If you bring a large air mattress plan on 2 or more people sleeping on it. There is limited space at most lodging facilities.

Bible

Sports/Water bottle

Facial tissues

Hat or visor

Insect repellent

Light jacket

Long pants (required for construction ministry sites)

Pen or pencil

Personal family health insurance card (if you have coverage)

Personal toiletries (comb, soap, toothbrush, deodorant, etc.)

Pillow

Plastic bags for laundry

Rain gear

Shorts (no short-shorts)

Slacks or nice jeans and shoes for church

Sleeping bag

Socks and underwear

Sunglasses, suntan/burn lotion & lip balm

T-shirts with sleeves (guys and girls – no midriff tops; girls – no tops with spaghetti straps, including dresses)

Towels and washcloths

Items for Construction Ministry Crews

Keep this checklist handy and don’t forget to bring the equipment to the project.

Hammer

Safety glasses

4 to 6 inch putty knife

Work gloves

Paint brush (4 inch width preferred)

And two of the following:

Paint roller and pan

Pry bar

Paint scraper

Tape measure (25ft.)

WHAT NOT TO BRING TO A PROJECT

- Shirts or dresses with no sleeves
- Shirts or dresses with spaghetti straps
- Midriff shirts
- Short shorts
- iPod, CD, or DVD Players
- CDs or DVDs

- Headphones or radios
- Expensive clothing
- Expensive jewelry
- Tobacco products, alcohol, or illegal drugs
- Weapons of any kind
- Fireworks
VAN/DRIVER POLICY

• Eleven (11), or fewer occupants, will be allowed to ride in 15-passenger vans.
• Any vehicle carrying students not from the driver's church will not be permitted to pull a trailer.
• Passengers must not sit on the back bench seat of the vans.
• Each occupant is required to wear a seatbelt.
• Absolutely nothing is to be loaded on top of the van.
• Drivers must be well-rested and must drive cautiously.
• Tires must be given a visual inspection to check for unusual wear or inflation problems.
• Vans must be driven at posted speed limits, never exceeding 60 MPH.
• No driver is to use a cell phone while vehicles in motion.
• All drivers must be approved by their church insurance policy.
• Drivers must be at least 21 years of age.
Statement of Compliance:
This form is turned in upon arrival at a project location.

The volunteering adults named below are known to the staff or recognized leadership of the participating church and the church knows of no reason why any should not serve as a sponsor for children and youth under the age of eighteen (18). The church confirms that it has taken reasonable steps to confirm that the individuals are not registered sex offenders by making inquiries to law enforcement officials or by checking www.nsopr.gov (the National Sex Offender Public Website). Participating church warrants that it has used __________________ company to perform nationwide criminal background checks on all Adults. Participating church warrants it has brought no adult not listed on this form.

Names of all Adults:

1. ________________________________________________ 11. ________________________________________________
2. ________________________________________________ 12. ________________________________________________
3. ________________________________________________ 13. ________________________________________________
4. ________________________________________________ 14. ________________________________________________
5. ________________________________________________ 15. ________________________________________________
6. ________________________________________________ 16. ________________________________________________
7. ________________________________________________ 17. ________________________________________________
8. ________________________________________________ 18. ________________________________________________
9. ________________________________________________ 19. ________________________________________________
10. ________________________________________________ 20. ________________________________________________

For camps held in Texas, the sponsoring church attests that it has, in addition to the above referenced sex offender and criminal background checks, satisfied the requirements set forth by the Texas Department of State Health Services Rule 265.12, which can be found online at www.dshs.state.tx.us/youthcamp/default.shtm

For camps held in Pennsylvania, the sponsoring church attests that it has, in addition to the above referenced sex offender and criminal background checks, satisfied the requirements set forth by the Pennsylvania Department of Human Services, which can be found online at http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm

Church Name: __________________________________________ Phone #: ______________________________

Address: __________________________________________ City: __________________ ST ___ ZIP ____________

___________________________________________________ ___________________________ __________
Authorized Representative Signature Name Printed Date