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## Additional Items

- Extra Copies of Coordinator Job Descriptions for Distribution
- Timeline
- Host Church "Helps" page
- Quick TASC Manual reference guide
- Sample TASC Booklet

# Welcome

**GREETING:** Greetings from the Reformed Mission Services Board! We are thrilled that you have prayerfully considered hosting Teens Actively Serving Christ in your church. We trust that this TASC Manual will prove to be a helpful tool for you and your committee members. Know that we promise to uphold you in prayer and that we will be working closely with you to assist you each step of the way. You're not alone in this project!

**MISSION:** "We exist to mobilize the body of Christ to demonstrate Christ's compassion through local churches for the advancement of the gospel!"

**VISION:** "We long to see the realization of the Great Commission in Christ's church made up of disciples from all nations, glorifying and delighting in God."

**ABOUT TASC:** TASC is a one-week Christian service trip for high school students and college freshmen that are from your church and from other Bible-believing churches. Although TASC is for young people primarily, hosting TASC requires the time, gifts, talents, resources and prayers of many of God's people of all ages from within your church.

**BLESSINGS OF TASC:** Hosting TASC does take a lot of time and effort, but the benefits and blessings are truly worth the investment. Rev. Adrian Dieleman of Trinity United Reformed Church in Visalia, California shared his thoughts after they held TASC in their church during the summer of 2007. He wrote, *"The Lord blessed our TASC experience, so it was a blessing for us, our community, and all the participants. We experienced, again, that the Lord 'is able to do immeasurably more than all we ask or imagine, according to his power that is at work within us' (Eph. 3:20). Through TASC...*

- *We made an impact on our community and opened doors for evangelism and growth.*
- *We increased awareness of our church and federation in the community.*
- *Our church was strengthened in love, faith, and unity as members of all ages and giftedness worked together.*
- *Participating youth and leaders were challenged and uplifted by the message and singing.*
- *Young adults were challenged to consider ministry/service as a vocation as they played leading roles on our TASC leadership team.*
- *Our youth received lots of positive reinforcement for their faith, love, and service.*
- *Leadership skills were affirmed or strengthened on the part of many youth and young adults.*
- *Lifelong relationships were formed.*
- *Needy people in the community were blessed by our service.*

*These blessings are all of and from the Lord. So, "to him be glory in the church and in Christ Jesus throughout all generations, for ever and ever! Amen" (Eph 3:21).*

**OVERVIEW OF TYPICAL TASC WEEK:** A typical TASC week takes place from a Saturday to a Saturday. Expect the TASC Participants (herein called "TASCers") to arrive on a Saturday afternoon in time for dinner at your church. After a delicious meal, TASCers play mixer games to get to know one another right away. Then TASCers settle into their sleeping quarters at your church. On Sunday, TASCers enjoy worship with your church, where they may be commissioned (Appendix: *TASC Commissioning*), fellowship over lunch, are given time for rest and personal devotions, and more. Monday through

Thursday typically constitute the workdays. TASCers wake up, do personal devotions, eat breakfast, and head out to work all day. When the work day is completed, TASCers shower at the homes of “shower site” volunteers. After showers, TASCers have dinner and spend time singing, listening to a message from the Spiritual Life Coordinator, and praying together in prayer groups. Friday is the day away activity, and Saturday morning the TASCers depart for home. Detailed information about your TASC week is available in this manual.

**ABOUT THIS MANUAL:** We want your TASC Christian service week to be a fulfilling experience for all involved, and this “TASC Manual” is designed to help you find success and satisfaction each step of the way. While you read through this manual, please keep a couple of things in mind:

- The TASC Manual is a work in progress. If something isn’t clear to you, please contact the RMS Administrative Director or a member of the TASC Administration Committee (TAC) to gain clarity. Your questions will continue to help us improve our TASC manual.
- We have gained experience from many TASC trips since TASC began in 2007, and we have found great success using the model presented in this manual. Therefore, please abide by the mandates and consider our recommendations so that your TASC trip runs smoothly and efficiently. As often as we are able, we wish to provide you the freedom to be flexible and to lead as you deem best.

**TASC ATMOSPHERE:** Your committee must create and maintain an atmosphere that fosters spiritual and social growth within the TASC group. This will not happen automatically, so to accomplish this, you will need to limit distractions in order to promote unity. The best way to do this is to think of your church building as a “mission compound” that is far from home. Appendix: *Mission Compound*. Because TASC is held in your own church building, your church’s young people may not initially understand these boundaries and expectations. Please understand that those attending TASC will not be permitted to leave TASC for personal matters such as sports practices and games, non-urgent doctor appointments, family outings, mild illness, etc. They should consider themselves “away” and unable to come and go as they please. Similarly, youth from your church who choose not to participate on TASC are not permitted to spend time with the TASCers (except Sunday worship and the Talent Show as these are open to the congregation). Please read through the Appendix: *Youth Involvement* policy for more information and other helpful suggestions.

May God richly bless you as you embark on this incredible journey! Remember, we are praying for you and we are eager to help you!

For the glory of God alone,  
The RMS Board

# Getting Started

Welcome to the manual for Teens Actively Serving Christ! We are grateful that you and your congregation have decided to host this exciting opportunity. Because there are many details to line up, we trust that this manual will guide you through each necessary step. Of course, if you need any assistance, we encourage you to speak with your TASC Administrative Committee (TAC) representative or the RMS Administrative Director.

## Necessary Steps:

1. **PRAYER:** Prayer must be your primary work from start to finish. Pray for God's wisdom and guidance, for opportunities to serve in your local community, for willing volunteers from within your congregation, for the TASCers, and God's blessings and protection. Pray especially that God would be glorified and that His will be done in all things.
2. **SUPPORT:** Share your excitement, thoughts and hopes with your Pastor and your Elders. Gain their approval and commitment at the outset of your plans. Be sure to keep in close communication with them along the way.
3. **TASC COMMITTEE:** The next thing is to set up a TASC committee which will oversee each aspect of TASC. Your committee ought to consist of people with varied gifts and abilities. Everyone will need to be fully committed to meeting attendance and active participation from start to finish.
  - a. **OVERSIGHT:** We would recommend having a pastor, an elder, and a deacon on your committee. If your pastor is not planning on leading the sessions and writing the devotions, he could help oversee devotions, worship, and the spiritual growth of students and adults. An elder could ensure that everything is done with proper oversight of your consistory. And a deacon could oversee financial matters. We understand that each congregation may want to set up their committee differently, so you are free to do what is necessary to ensure proper leadership.
  - b. **YOUTH LEADERS:** If your congregation has a Youth Director, or a group of volunteer youth leaders, we recommend including these key people on your committee. They understand young people and are a natural fit for TASC at your church.
  - c. **COORDINATOR POSITIONS:** Each position is to be filled with a person who is competent and capable to fulfill the duties associated with that position. Coordinators are encouraged to create a small sub-committee of volunteers for assistance with their responsibilities. Please make every effort to maintain equal distribution of Coordinator workload and seek to assist Coordinators whose positions require more work. We have included extra copies of the "Job Descriptions" in this Manual.
    - **TASC Master**
    - **Worksite**
    - **Transportation**
    - **Food**
    - **Community Life**
    - **Technology**

- **Day Away**
  - **Spiritual Life**
  - **Music**
- d. **YOUTH INVOLVEMENT ON THE TASC COMMITTEE:** RMS believes that it is important to gather ideas and feedback from your church's young people for your TASC event. Capable and mature young people are encouraged to participate on various TASC sub-committees. However, there are specific rules that apply during the TASC event. Appendix: *Youth Involvement*.
- e. **ADDITIONAL SUPPORT STAFF:** We understand that hosting TASC is a great undertaking, particularly for smaller churches. If after you have exhausted every possible volunteer from within your congregation and you still need particular roles filled, we then encourage you to seek outside assistance. Outside assistance can include someone from another local church or someone from a Guest Sponsor's church or family. For example, if someone you know plans to attend your TASC event as a Guest Sponsor, you may be able to arrange for his or her spouse or competent child to help as part of the kitchen staff. If you choose this option, please bear in mind the following:
- **LIMITED PARTICIPATION:** Support Staff do not participate as a TASC Participant, and therefore would be present to assist the Host Church only at specified times.
  - **AGE AND ELIGIBILITY:** Support Staff should be 12 years of age or older. They cannot fall within the TASC Eligible age (high school freshman to college freshman) as those in this age group ought to be participating on TASC.
  - **SPECIAL ARRANGEMENTS:** Support Staff will require the host church to line up offsite housing and other activities during the time they are not serving.
4. **TASC DATES:** Determine which week during the summer months you hope to host TASC. TASC typically takes place from a Saturday to a Saturday and lasts for the duration of one week. Once your committee and consistory have agreed upon the dates for your week of TASC, please submit them to the RMS Administrative Director (rob@rms.org) or the TASC Administrative Committee (TAC) Chairman (tasc@rms.org). It may be helpful to have more than one option so that if your preferred date does not work, you don't have to go back to committee to determine a different week.
5. **TERMS & DEFINITIONS:** In order to maintain clarity and proper understanding, we have created some terms and definitions to which you should be familiar:
- a. **Administrative Fee:** The Administrative Fee covers the cost of each TASC Participant's insurance, t-shirt, and related administrative costs.
  - b. **Background Check:** A formal background check is required for everyone, 18 years and older, who has direct, personal access to event participants. This includes all TASC Coordinators, shower site volunteers and the members of their households, those assisting the coordinators in their duties throughout the TASC week to include all persons who have more than incidental contact with the TASCers. RMS will perform these checks through its provider for each person and expects full compliance from every participant and volunteer involved in the TASC program on an annual basis.

- c. **Guest Participants:** Student and Sponsor TASCers who are not from the Host Churches.
- d. **Host Church:** The overseeing congregation of a particular TASC.
- e. **Host Participants:** Student and Sponsor TASCers from the Host Church
- f. **Leader's Meetings:** Every night during TASC you should have a time set aside to meet as leaders to debrief the day's events. The TASC Master and necessary Coordinators should be present, as well as all the Sponsors. Appendix: *Sample Leader Meeting*.
- g. **Operations Balance (Budget):** The amount of money the Host Church receives from RMS to operate TASC. Appendix: *Collection and Distribution of TASC Funds*
- h. **Primary Worksite Contact:** This person may be the owner, administrator, manager, or superintendent of the building and/or grounds of the organization the TASCers will be assisting. The **Worksite Coordinator** will remain in close contact with each site's Primary Worksite Contact throughout the investigation process and the week of TASC.
- i. **Registration Fees:** Registration Fees for Guest Participants cover the costs associated with attending TASC. Registration Fees for the Host Participants cover the costs associated with the Administrative Fee. Appendix: *Collection & Distribution of TASC Funds*.
- j. **Sponsor:** Sponsors are men and/or women from the Guest church as well as the Host church. Sponsors must be at least 21 years of age, deemed to be in good standing in their respective church. Sponsors are not merely chaperones but are expected to actively serve as leaders and mentors. We ask that they agree and adhere to the Safety, Security, and Supervision Policy and submit to a background check. Appendix: *Safety, Security, and Supervision*
- k. **TASCer:** Students and Sponsors who are participating on TASC. TASCers can be from the Host Church or Guest Churches.
- l. **Host TASC Committee:** Adults and capable young people from the Host Church who coordinate and oversee TASC. If young people serving on the TASC Committee are also participating as TASCers, they are considered TASCers during the week of TASC.
- m. **Teens Actively Serving Christ Administration Committee (TAC):** The TAC is made up of individuals and couples who have in-depth knowledge of how TASC events operate. Each TASC event will be assigned a member(s) of the committee to guide and assist the Host Church through all aspects of the event. They will remind you of items on the timeline leading up to your event and possibly attend your event when it takes place.
- n. **TASC Eligible Nonparticipating Students:** Student(s) from your church who is within the age range of eligibility to serve on TASC but is not participating as a Host Participant. These students are not permitted to be present at the TASC event with the exception of public times such as Sunday worship and the Talent Show and Ice Cream social. Even such individuals who have served on your committee to prepare for TASC but have decided not to participate on TASC are not permitted to participate. Appendix: *Youth Involvement*.
- o. **TASC Master:** The **TASC Master** is essential to the successful operation of the TASC program. He will ensure that the various coordinators are working well together, especially where coordinator positions overlap. All Coordinators will report to him. Any problems that arise before and during the event must be reported to the **TASC Master** immediately. The

**TASC Master** is the final authority on matters that require a decision. He is under the authority of the Host Consistory (see *Job Descriptions – TASC Master*).

## Requirements to Host TASC

The following are required and must be followed by your committee and church council. Please speak with the RMS Administrative Director or a TAC Committee member if you have any questions.

1. **MISSION STATEMENT UNDERSTANDING:** We ask that the congregation understand their partnership with RMS. Our Mission Statement reads: “WE EXIST TO MOBILIZE THE BODY OF CHRIST TO DEMONSTRATE CHRIST’S COMPASSION THROUGH LOCAL CHURCHES FOR THE ADVANCEMENT OF THE GOSPEL!” Please understand that this is your congregation’s TASC event, and RMS serves to assist your committee in the development and execution of TASC.
2. **GLORIFY GOD:** You will be making many decisions along the way. Sometimes a big picture approach helps guide your committee. A good question to ask before making decisions is, “How will this decision/action glorify God and help students to grow in their faith?” This simple question helps each person to use their gifts and talents for the interests of others and for the glory of God (Philippians 2:1-5, 1 Peter 4:8-11).
3. **SPIRITUAL LEADERSHIP:** The host church pastor and elders will review and approve the daily personal devotions written for each morning of TASC. The host church is responsible to line up a pastor, elder, seminarian, or other competent individual to lead four to five evening sessions beginning Monday evening. If you are interested, please ask our Administrative Director and we can share ideas, samples, and suggestions as you work to oversee one of the most important aspects of TASC.
4. **SAFETY:** RMS is very committed to safety for all participants. Safety cannot be overemphasized, and therefore we ask that you make it your top priority to ensure that all participants are protected in every way – physically, emotionally, and spiritually. To that end, RMS requires full adherence to our **Security, Safety, and Supervision** Policy. Appendix: *Safety, Security, and Supervision*. Remember to encourage all participants to have a mindset of safety and to prioritize the wellbeing of others at all times. **Background Check:** A formal background will be required on everyone who has direct, personal access to event participants.
5. **WORKSITE DYNAMICS:** Ordinarily work teams should have no less than 4 people per worksite with a required minimum of 1 Adult sponsor for every 4-5 young people involved at any given worksite. Student TASCers are never to be left on a worksite without adult supervision. If circumstances arise, the **Worksite Coordinator** or the **TASC Master** must be contacted to help find a solution to maintain the sponsor to student ratio at all times.
6. **EVENT CAPACITY:** To better aid the group in developing camaraderie and close fellowship during the week, RMS recommends that you keep your participation to a maximum of 25-35 students plus their sponsors, for a total of about 45 participants. Bear in mind that your TASC budget consists of the registration from Guest Participants, so the less students and sponsors from outside your church, the less total funding you will receive for the event.
7. **SPONSOR TO STUDENT RATIO:** The ratio of TASC Sponsor to TASC Students should be at least 1 Sponsor for every 5 Students. We require 1 male sponsor for every 5 young men, and we require 1 female sponsor for every 5 young women. There may be a mixed group of students made up of females and males. It will be left to the Guest church to determine what is best for

the oversight/sponsorship of their students attending.

8. **HOST CHURCH SPONSOR REQUIREMENTS:** The requirements for sponsors from the Host Church are the same as the guest participants and must have a ratio of 1 Sponsor for every 5 Students. Such Sponsors must participate in every aspect of the TASC event, including sleeping at the Host Church throughout the week.
9. **ONLINE REGISTRATION AND FEES:** All TASC registrations and fees will be processed through RMS. All participants must register through RMS, including the Speaker and the RMS Board Representative. That way RMS and the Host Church each have all the information they need to operate TASC proficiently. A copy of the chart that explains the way TASC funds are distributed. Appendix: *Collection and Distribution of TASC Funds.*
10. **BUDGET:** Remember that RMS charges Host Church TASC Participants the Administrative Fee only. We are grateful for your congregation's efforts to host TASC, and so we wish to make the cost as affordable as possible for Host Participants. However, if you incur more expenses, RMS is unable to reimburse you. Please budget each item of TASC intentionally and carefully. Your budget consists of the Operations Balance that RMS receives from Guest Fees during registration. Around May 15, two-thirds (2/3) of this money are distributed to the Host Church. If your committee senses the amount given to you is insufficient for your event, you can ask for the additional one-third (1/3) at any time before or after TASC. Appendix: *Host Expense Reimbursement Sheet.* If the full amount from RMS is not enough, we submit to you the following suggestions:
  - Ask your church deacons for additional funds or to schedule a collection or two.
  - Request that your Host Participants pay an additional amount to cover the expected shortfall.

All remaining funds sent to the church following all expenses of the event have been paid must be returned to RMS within four weeks of the last day of the event. These funds are used by RMS for the next year's promotion items for TASC events.

11. **TASC REFUND POLICY:** In the event that a registered Guest TASCer is unable to attend for reason of necessity or of personal choice, the Host Church will still receive the Guest Fee so that the Host Church's Operations Balance remains unchanged.
  - By Reason of Necessity: Due to unforeseen circumstances that would prevent a Guest Participant from attending TASC (such as the death of a loved one or serious sickness/injury), a full reimbursement of the Guest Fee (not the Administrative Fee) will be issued to the church and/or individual.
  - By Reason of Choice: Those who choose not to attend TASC for personal reasons (such as for sports or family vacation) will not receive any refund.
12. **LIABILITY INSURANCE:** RMS requires the Host Church to hold a certificate of liability insurance for the event. The Host Church must be designated as primary insured and RMS be designated as an additional insured. RMS requires proof that your church is covered in the event of any unfortunate incidents. Please have your agent email a copy stating the coverage to RMS at office@rms.org.
13. **PERSONAL ELECTRONIC DEVICES:** All electronics such as cell phones, iPods, radios, and all other electronic devices are not permitted during TASC. However, digital cameras and video cameras are encouraged so long as the camera is a standalone device (not built into a cell phone or iPod). Please minimize the use of van/bus/car radios in order to promote unity and fellowship



- while focusing on the Lord and one another. Appendix: *Cell Phones and Other Electronics*.
14. TASC ELIGIBILITY: Ages of TASC participants should be from 14-19 years of age. To clarify more specifically, youngest participants must have finished their freshman year of high school the year that the event is taking place to be eligible for participation. The oldest participants permitted will have completed their freshman year of college, or equivalent if in the workforce.
  15. SCHEDULE: The TASC event ordinarily takes place from Saturday afternoon to a Saturday morning and lasts the duration of one week. This schedule is used to promote preparedness for the Lord's Day by the returning TASCers. However, RMS will yield to each group's overseeing consistory to determine the travel days for their TASC group. Other schedule proposals (such as shortening or lengthening the duration of TASC) can be considered but will require approval from the Board of RMS.
  16. BASIC RULES: The use of tobacco (including vaping and e-cigarettes), alcohol or illegal substances are not permitted by any TASC participants including Sponsors.
  17. DRESS CODE: RMS asks that the TASC Master takes responsibility for monitoring and administering the authority needed to enforce the dress code for all TASCers. However, we expect that the TASC Committee, Sponsors, and Parents sending their child(ren) to TASC will work together to honor the dress code. Appendix: *Dress Code*
  18. CELL PHONE POLICY: RMS asks that the TASC Master takes responsibility to oversee the collection and safe storage of all cell phones and electronics. Appendix: *Cell Phone and Other Electronics Policy*.
  19. PROMOTE YOUR CHURCH AND FOLLOW UP WITH YOUR NEW CONTACTS: While the TASCers are at your church, take the opportunity to have them represent your church! Create flyers or brochures and instruct TASCers to share information about your church to those to whom they serve on your behalf. A primary goal of TASC is to encourage your congregation to heed the call of the Great Commission (Matthew 28:18-20) in your local community. Therefore, we will help by supplying you with a small army of willing workers to increase your congregation's witness as you serve in Christ's name. In this way, you can begin, strengthen, and maintain relationships with people and organizations within your community for the advance of the Gospel of Jesus Christ! TASC, then, is not only for the participants, but it is also for each member of the host congregation. It is our prayer that you will view the planning, execution, and resulting effects of TASC as a means to energize and encourage your congregation to an active and consistent evangelistic zeal for the lost and hurting within your community.

## What RMS will Provide the Host Team

Please contact the RMS Administrative Director or the designated Board member you have been in touch with for any questions. RMS will provide:

1. Training: RMS will provide assistance and encouragement to all TASC Host teams, if requested.
2. Participants: RMS will advertise your event, recruit and register all participants, **as well as** collect and distribute all registration fees.
3. Background Check: A formal background check is required for everyone, 18 years and older, who has direct, personal access to event participants. This includes all TASC Coordinators, shower site volunteers and the members of their households, those assisting the coordinators in their duties throughout the TASC week to include all persons who have more than incidental contact with the TASCers. RMS will perform these checks through its provider for each person

and expects full compliance from every participant and volunteer involved in the TASC program annually.

4. Funds: RMS will distribute registration funds collected from the participants in order to cover the expenses incurred by the TASC host church. Appendices: *Sample Budget* and *Collection and Distribution of Funds*.
5. T-Shirts: RMS will provide a TASC t-shirt for every participant, including Committee Members and key volunteers. Please submit your shirt orders for your committee members and key volunteers to the RMS Administrative Director a minimum of four weeks prior to your event.
6. Insurance: Each participant is covered by the RMS Liability Policy as a Secondary Policy to the Host Church's coverage. This is included in the administrative costs collected and retained by RMS.
7. Support: An RMS Board Representative such as the Administrative Director, a current or former Board Member, a member of the TASC Administration Committee (TAC), or another duly appointed representative will participate on your TASC event. They will seek to encourage and support the Host Committee by serving as a TASCer. They will also be available if the Host Committee requires his advice or counsel. Finally, they will help you to maintain the standards that are expected of RMS events, doing so as a servant leader and speaking primarily with the **TASC Master**.
8. Printing of materials: RMS will be responsible to print all materials leading up to your event, including the TASC Booklets. This includes the printing and mailing of the welcome letter (*Appendix: Sample Welcome Letter*).
9. Shipping: RMS will ship all participants t-shirts (including committee members), booklets, and evaluations to the Host church prior to the event.

## Committee Structure & Meeting Format

1. Meeting Chairman: The **TASC Master** is your meeting chairman and is responsible to produce and distribute meeting agendas, lead devotions and prayer, and facilitate the meeting. The person holding this position should be present throughout the entire process, especially during the week of TASC.
2. Committee Make Up: The TASC committee is made up of the Coordinators listed in this manual with the addition of Elder and Deacon Representatives from the Host Church Council. The Elder will serve as the Spiritual leadership of the TASC event as well as a liaison to the Consistory. The Diaconal representative will oversee the financial spending of the event and assist in the reimbursement of funds to the individuals who will be making the purchases for the event. *Appendix: Suggested Individual Reimbursement Procedure.*
  - It may be necessary to combine duties of the coordinators due to limited size of the Host Church. Special care should be taken as to not over work any one particular person in these roles. It would serve the team to be in communication with each other and assist each other when the workload grows. Read through the Coordinator job descriptions to gauge which positions could be paired together based on the gifts and talents of each committee member.
  - If additional assistance is required, it may be necessary to request help from nearby churches to help you in fulfilling some of the Coordinators roles or, at minimum, to assist them in their duties.

3. **Schedule Meetings:** Set meeting dates for the next few months. We recommend monthly meetings that take an hour and a half to two hours. We have found that monthly meetings keep everyone on the same page, plus they allow the various Coordinators to collaborate frequently. Choosing a consistent day of the month (such as the second Tuesday of each month from 7 to 9pm) helps your members plan accordingly.
4. **Explain Coordinator Positions:** Volunteer coordinators will be fully in charge of all the tasks and responsibilities for their position. We like to consider them a “Subcontractor” with the freedom to seek out helpers and supplies as needed. This frees them to be able to carry out the responsibilities of their position as they deem best. For example, the **Food Coordinator** will solicit the congregation for helpers in the kitchen.
5. **Meeting Purpose:** Much of the work of TASC will take place by each coordinator outside the meetings. Therefore, the purpose of the meeting:
  - a. Ensure that coordinators are accomplishing their objectives. Each coordinator will share their progress and ask for assistance where needed. The committee can ask questions and provide suggestions for the coordinator.
  - b. Ensure that individual coordinator decisions work well with the other coordinators. For example, the **Worksite Coordinator** will need to collaborate with the **Transportation Coordinator** to work out logistics for worksites. Similarly, the **Day Away Coordinator** will need to work with the **Transportation Coordinator** and the **Food Coordinator** to make sure all aspects of the Day Away are covered.
  - c. Encourage anyone that may become overwhelmed to ask for help from the committee.
  - d. Ensure that the proposed budget for the event will be covered by the funds provided through the registration monies. If not, supplemental funds should be sought by the Host Church using the suggestions given in the Funds Distribution Chart in the Appendix, page 59.
  - e. Ensure that the individuals are properly reimbursed throughout the planning stages, vouchers should be submitted to the **TASC Master** for approval and authorization of payment by the Treasurer/Deacons. See the appendix Sample
6. **Sample Meeting Agenda:** Appendix: *Sample Meeting Agenda*.

## Timeline:

### ***SEPTEMBER THROUGH DECEMBER (16-18 months prior to your TASC event).***

The Host Team Committee is organized and all (if not most) Coordinators are in place. Approval is received from the Elders and a letter of intent from the host church is sent to RMS. This letter is to be signed by the Elder and/or Pastor and the **TASC Master**. This letter should be accompanied with a document stating the following: Appendix: *Declaration of Intent to Host TASC*.

1. The dates you are proposing to host TASC during the upcoming summer.
2. The approximate group size (minimum to maximum number) that your church expects that you can accommodate.
3. The name of the **TASC Master** along with his contact information. He will serve as the primary contact between RMS and the Host Church. Also requested are the names of each person filling a coordinator position.

NOTE: The TAC will review the letter of intent form to see if there are any potential conflicts with

other events and/or any additional information that may be needed. Once finalized, the TAC Chairman will assign a committee member to your event, and they will contact the TASC Master to begin with the next steps.

***AUGUST/SEPTEMBER (9-12 months prior to your TASC event):***

RMS will:

1. Maintain communication with the **TASC Master**.
2. Advertise all TASC Sites to the Youth Groups and Councils of all RMS member churches.
3. TASC registration information becomes available on the RMS web site.
4. Provide encouragement and resources as necessary.

Host Church:

1. Finalize Coordinator positions.
2. Encourage your Youth Group leaders and students to be a part of this exciting event.

***JANUARY THROUGH APRIL: The Planning Phase***

RMS:

1. Maintain communication with the **TASC Master**.
2. Continue to advertise all TASC Sites to the Youth Groups and Councils of all RMS member churches.
3. TASC registration becomes available on the RMS web site beginning with Group reservations the first Saturday of February and individual registration beginning the second week of that month going through the month of March.
4. Provide encouragement and resources as necessary.
5. RMS will invoice the Guest churches the total amount owed for registration (April).
6. Provide Spreadsheet to the TASC Master of all TASCers registered for their event (April).

Host Church:

1. Hold consistent monthly meetings and nail down all the important details. Each coordinator should be working to accomplish as much of their responsibilities as possible.
2. Create a schedule for your TASC week. You may likely find that you will modify and tweak your schedule a few times before TASC.
3. Encourage your church's young people to prayerfully consider participating at your TASC event.
4. Maintain communication with the RMS Administrative Director.

***LAST WEEK OF APRIL***

RMS:

1. All Student and Sponsor Registrations and fees are due to the RMS Office the end of April.
2. Total amounts of the Operations Balance for the Host Church will be tallied and the TASC Master will be informed of that amount as well as the amount of the initial check to be sent.

Host Church:

1. Compile a list of individuals, 18 years and older, who will potentially have contact with minors during your TASC event. All such individuals will need to submit information for a Background Check. This list must be submitted to the RMS Administrative Director and cross-checked with those who have completed the Background Check and those who still need to complete it.

**MAY****RMS:**

1. On or around May 15, two-thirds (2/3) of the Operations Balance will be distributed to the Host Church. The remaining one-third (1/3) of the Operations Balance will be distributed to the Host Church after a request is made to RMS, whether before or after the week of TASC. Such requests should include an itemized total amount of expenses (actual or anticipated). Appendices: *Collection and Distribution of TASC Funds* and *Host Expense Reimbursement Worksheet*.
2. RMS will create documents and spreadsheets containing the roster and all pertinent information for all TASC Participants and send it to the **TASC Master**.

**Host Church:**

1. **May 1:** Submit T-shirt order: RMS will provide a TASC T-shirt for Host Church participants outside of the Host Church TASCers, including committee members and key volunteers.
2. **May 1:** Supply RMS with all information to include in the welcome letter to be distributed by RMS (see appendix).
3. **May 1: ALL** booklet information/contents MUST be submitted to RMS at this time! See requirements in the manual. A draft of this booklet will be sent to the TASC Master for final edits and approval prior to printing.
4. Check your schedule and make final changes and submit it to RMS for inclusion in the booklets.
5. You will receive 2/3rds of your operating budget from RMS, minus the Host Participants' fees for your event. The rest of the funds will be available upon your submission of your budgetary request forms found in the manual's appendix (May 15 or after).
6. Continue meeting monthly with your committee.

**SIX WEEKS PRIOR TO THE BEGINNING OF THE EVENT****RMS will:**

1. Email a Welcome Packet: All participating TASCers will receive confirmation of their registration. RMS will make sure all registration information is accurate, any and all changes will be sent to the Host Church.
2. Mail and Email the 'Sponsor Handbook': Sponsors will be sent a "Sponsor's Handbook" explaining what their roles and duties will be at on TASC. Besides supporting the Host Team and assisting with leadership, adult sponsors are expected to help lead students on worksites and serve as prayer group leaders. If there are any expectations above and beyond these requirements, you will be notified prior to the event. A Webinar may be scheduled to go over the details found in this Handbook with a Q&A session afterwards for all sponsors who will be in attendance of a TASC event.
3. Mail and Email the Welcome Letters: The "Welcome Letters" are mailed and emailed to all TASC participants with the information and details given about the event from the Host Team, including a packing list, registration time, and important reminders.

**Host Church:**

1. Continue Meeting: Continue meeting monthly and make sure each coordinator is ready. Offer advice and assistance to any Coordinator that may need help getting caught up. Typically, the **Worksite Coordinator** is the busiest during this time. Encourage one another and spend time

praying for the TASCers!

2. Collaboration: Coordinators should remain in close contact with everyone serving with them. For example, the **Worksite Coordinator** should remain in close contact with Primary Worksite Contacts to ensure that supplies, permits, and other necessary logistics are lining up appropriately. The **Food Coordinator** should touch base with each person bringing donations so ensure they remember to bring what they pledged.
3. Communicate: Be in frequent contact with the RMS Administrative Director or the board member that you are working with so that you are sure to get all the necessary information out to the TASCers.

### **THREE WEEKS PRIOR TO THE BEGINNING OF THE EVENT**

RMS:

1. Finalize Booklets: RMS will email the booklets to the Host Team for review and final edits. Once edits are finished, RMS will print and ship the completed booklets to the Host church.
2. RMS will mail/ship the T-shirts, booklets, evaluations, and other materials for the event.

Host Church:

1. Share Information: Email all the things that you wish to have printed in your “TASC Booklets” to the RMS Administrative Director or your board contact person. Items to include are the weekly schedule, chore schedule, worksite information, devotional material, headings for evening sessions, theme verse, etc. RMS will make sure your TASC Booklet is complete and produced professionally.
2. Communication: The **TASC Master** should touch base weekly with each Coordinator to make sure that all the details are progressing appropriately.
3. Consider a webinar with the Sponsors and their Primary Contact (the person responsible for registering the guest church in the reservation stage) to go over expectations for the sponsors specific to your event (work sites, prayer groups, chores, etc.).

### **JUNE THROUGH AUGUST:**

Your TASC event takes place!

### **WITHIN 4 WEEKS AFTER THE CONCLUSION OF TASC, OR BY AUGUST 31**

RMS:

1. Will send a brief letter to each Pastor/Elder of the Host Church and each Guest Church to encourage them to follow up with the TASCers who attended your event, including an invitation for the TASCers to give a brief report to the congregation.
2. Remain in contact with the **TASC Master** to ensure that all necessary information has been returned to RMS, including a basic financial report and evaluation forms.

Host Church:

1. Hold a final TASC Committee meeting and debrief your week of TASC.
2. Prepare and submit all final reports and budgets to the Administrative Director of RMS.
3. Complete the Host Church Evaluation Form to share your valuable feedback and constructive comments and concerns about your event. Appendix: *Host Church Evaluation Form*.
4. Consider hosting TASC again in the near future. To do so officially, please fill in and submit the form found in this manual Appendix: *Declaration of Intent to Host TASC*. You may also submit this information online at <https://rms.org/forms/tasc-intent-to-host>.
5. Return all remaining funds to RMS within four weeks of the completion of the TASC event.



## JOB DESCRIPTIONS

### TASC Master

- He must understand the RMS mission statement and purpose for the TASC program.
- The **TASC Master** shall have read and be familiar with the RMS Safety, Security and Supervision Policy (attached as an appendix to this Manual) and it is the responsibility of the **TASC Master** under the direction of the Consistory to assist in the implementation and enforcement of that policy to the best of their ability throughout the TASC event. The **TASC Master** must not serve as a Sponsor for the week of the TASC event due to the workload and responsibilities associated with the **TASC Master** position.
- The **TASC Master** role is essential to the successful operation of the TASC program. Because of this, we strongly advise that the **TASC Master** serves only as **TASC Master**. Our experience shows that it can become too much work for a **TASC Master** who also takes on an additional Coordinator position. Rather than taking on an additional Coordinator position, we recommend that he provide assistance to any Coordinator who may need it, providing that the Coordinator shoulders the responsibility. The **TASC Master** ought to provide servant leadership that strengthens and encourages the TASCers and Committee to serve in a stable and safe environment.
- He will chair the meeting of the Host Church Committee. Appendix: *Sample Meeting Agenda*.
- He will oversee the TASC Schedule.
- He will find the key people to fill the positions needed for the Host Team.
- All Coordinators will report to him.
- He will ensure that the various coordinators are working well together, especially where coordinator positions overlap.
- Any problems that arise before and during the event must be reported to the **TASC Master** immediately. The **TASC Master** is the final authority on matters that require a decision. He may call upon the RMS Administrative Director or a currently serving RMS board member who may be present at your TASC event, as well as the Pastor or Elders of the Host Church for advice and counsel.
- Along with the **Community Life Coordinator**, monitor each of the participant's needs during the event and do whatever you can to meet those needs. For example, monitor TASCers with allergies, food sensitivities, or special medications so they remain healthy during the week, or be mindful of weary travelers and enforce an early bedtime on Saturday night, especially as you prepare for Sunday.
- Along those lines, there may be TASCers with other medical or physical conditions that require more supervision and care. Many of these conditions are affected by changing sleep patterns, stimulation, and seemingly less-structured schedules. During the TASC registration process, questions are asked of the individuals as to other medical conditions that we should be aware of. Unfortunately, an individual may not list their conditions and they may only come to light during the TASC event. It is of utmost importance that grace be extended to these individuals during episodes or breakdowns.
- Dress Code Violations: If there appears to be a dress code violation, the matter should be brought to the attention of the **TASC Master**. He will strive to deal with alleged violation(s) in a pastoral, loving way. He will bring the incident to the attention of the student's sponsor of the same gender so together they may determine appropriate action. (See suggestions for enforcement in the appendix – Dress Code).
- He will serve as a prayer warrior and encourager for the team.

- He will be the leader and contact person for TASC.
- He will remain in close contact with the RMS Administrative Director or the TAC Appointed Representative.
- The **TASC Master** is encouraged to email the Sponsors at minimum of two weeks prior to the event to see if there is any special items or conditions that he or his team should be aware of. He can also make the sponsors aware of any worksites that may benefit from a person who has a skill for a particular job.
- He will be in charge of the nightly Leader's Meetings. Appendix: *Leader's Meeting Guidelines*.
- The **TASC Master** shall be responsible for or delegate capable persons to take care of the following day to day aspects of the event:
  - Announcements of the day's activities and/or concerns.
  - Opening announcements in the morning
  - Read a short Bible passage and lead in prayer before breakfast. The **TASC Master** is encouraged to delegate this privilege to willing young men as he deems best.



## Worksite Coordinator

- Must understand the RMS mission statement and purpose for the TASC program.
- The Coordinator shall have read and be familiar with the RMS Safety, Security and Supervision Policy and it is the responsibility of this Coordinator to fully implement and enforce that policy to the best of their ability throughout the TASC event. Appendix: *Safety Security, and Supervision*.
- Reports to the **TASC Master**.
- Works in collaboration with other key leaders on the Host Team TASC committee.
- All incidents of injury, discipline, urgency, and other similar matters must be brought immediately to the attention of the **TASC Master** for decision. Emergency matters are up to the discretion of the **TASC Master**.
- Worksite Considerations. The scope of the work performed during a TASC event should emphasize outreach in the community of the Host church. One of the goals of TASC is to make people and ministries of the community aware of the presence of the Host Church in the area. A concerted effort should be made to find work outside of the Host Church's congregation members and facilities to better foster this awareness. Care should be taken as well for the distance in which these worksites take place in conjunction with the Host Church's location to keep the time for commuting to a minimum.
- Once the worksites are determined, the **Worksite Coordinator** will maintain communication with the Primary Worksite Contact from each site. The **Worksite Coordinator** will inform the Primary Worksite Contacts of the estimated size of the team that will be working at their site and help them understand the enthusiasm and work ethic of the team. It must be emphasized that preparedness is key to the work to be done. If the primary contact requires assistance in ordering materials or supplies, the **Worksite Coordinator** may need to lend advice or find a qualified person to assist the particular Primary Worksite Contact person to make sure all supplies are present before the group is to arrive.
- For larger worksites, the **Worksite Coordinator** may wish to prepare and distribute an information packet to a designated sponsor who would become the lead person for that particular site. This information would contain the general scope of the specific work that is to be accomplished. The information may also contain plans and/or specifications of the work to be done, as well as needed skills, tools, number of workers, and more. The name of the Primary Worksite Contact person and short introduction would be helpful, too. If such an information packet is necessary, it should be sent to the designated sponsor 6-10 days before the event begins so he/she can study the material and prepare a plan of action.
- Have an Emergency Plan of Action in place for each worksite. This should include a packet with information that includes the name, address, and map to the nearest emergency facility (Hospital, "Med-Center", Clinic, etc.) It also should include a procedure for medical emergencies as well as a First Aid kit. They should also have on hand the medical information of each participant, so they are accessible at all times, which are found on the participant spreadsheet RMS provided the TASC Master prior to your event. In the event of moderate to severe medical emergency, Sponsors must contact the **TASC Master** immediately and allow him to aid the decision-making process, as well as to determine the best way to contact the parents or spouse of the one requiring medical attention.

## January through April

- Explore and make commitments for worksite opportunities for the upcoming TASC event. Choosing worksites is best done after sharing each site's strengths and weaknesses with

the Planning Committee.

- Enlist the help of your committee in finding worksite possibilities. Hand out the Worksite Investigation Sheet, if desired. Appendix: *Worksite Investigation Sheet*.
- Determine the number of workers needed to complete the opportunities in the 4-day work week (Monday to Thursday).
- Report all information concerning the worksites to the **TASC Master** to be relayed to RMS Administrative Director for registration purposes. Make sure to note if there are any special experience that would be needed for the work groups (i.e., electricians, bricklayers, landscapers, etc.) so that RMS can match workers for those needs.
- Estimate costs for materials, necessary tools, necessary fuel and costs, etc. for all worksites. This careful work will help to establish an accurate budget.

#### Pre-TASC Week

- May recruit others within the congregation to help with the worksites to aid in supervision and participation during the week.
- It would be beneficial to recruit others to help you determine the type of materials that should be used, how long the job would normally take, and to help obtain materials on each worksite. See if this person would be available during the TASC week for professional advice if needed. For example, if one of your jobs is to paint walls, talk to a painter in the church and ask him to help you determine the needed tools and materials (such as oil base or latex paint, type of nap for the roller covers, drop cloths, etc.). He may be able to help you get a discount on tools and supplies.
- Remember that the quality of your work is a part of your Christian witness to the organization or family that TASC assists. Our work leaves a lasting impression on the people to whom we serve, so working with excellence for God's glory is a goal we expect to achieve to the best of our ability.
- Coordinates with the **Transportation Coordinator** to ensure that the each TASCer is brought safely and legally (seat belts) to and from their worksite each day.
- If any special-order materials are required for a particular worksite, adequate lead-time should be determined to ensure that the materials would arrive on time or ahead of schedule.
- Safety equipment is a must and should never be overlooked. If safety equipment is needed for the worksites (i.e. safety glasses/goggles, rubber gloves, ear protection, etc.), such items should be purchased during this time period.
- Prepare clear directions to and from the worksite. If the group will be moving from one site to another during the day special directions and/or a local volunteer may be needed as a guide for the work team. If necessary, ask the Sponsor to use their cell phone or provide a GPS device.
- Prior to the arrival of the participants, the **Worksite Coordinator** should double-check the directions and time that it takes to get to the worksite, confirm that all necessary materials will be on site, communicate with the agency/resident when to expect the TASC participants to arrive on the first day.
- Coordinate work groups using the areas of work that the TASCers indicate on their registration forms. Suggestion: in some instances, it is not necessary to put the most qualified workers on a project as TASCers may find their hidden talent(s) when doing a task that is new to them. The idea of "getting out of one's comfort zone" promotes individual growth. It also promotes humility and teamwork as students learn to serve wherever they are placed.
- TASCers will benefit from interaction with residents and agency workers at their respective worksites. Encourage the agency/client/residents to be present while the TASCers are working at their worksite. Also lead the youth by preparing them to "give an answer for the hope that lies within them" (1 Peter 3:15 paraphrased). Though the work is important, building relationships

with the individuals being served is equally important. Building relationships and sharing Jesus Christ is the type of eternal investing we want to promote in our TASCers.

### **Week of TASC Event**

- Before any work group leaves for their assigned project(s), a safety meeting must take place where SAFETY MUST BE CLEARLY COMMUNICATED. Accidents and injuries can be prevented if everyone is mindful of safety precautions. Please go over all procedures for emergencies. Communicate with all participants that they should be cautious and ask questions before jumping into something they don't fully understand. For example, if they are unfamiliar with a particular tool, they should find someone who is experienced to use it or show them how to use it. Also, teach them to inspect the tools before each use and not to use any tool that is broken or in need for repair. It is wise to make sure that broken tools are returned to you for repair or replacement.
- Visit or be in communication with the worksites at least once a day. This knowledge gives you an opportunity to physically see how the work is progressing. You can gauge the amount of work that is being accomplished in order to keep everyone busy. Sometimes groups work faster than planned so you need to stay one or two steps ahead to minimize downtime. Visiting and communicating with each site will enable you to gauge the use of materials and tools. Remember, the TASCers have come to work, so any down time will greatly hinder morale.
- Communicate with the workgroup leaders to not take on any tasks that were not assigned to them when they began the work unless you have given permission. Time and money must be considered first. Ideally, the **Worksite Coordinator** will be ahead of each team, so materials and projects are always available.
- Do not stay on any one worksite too long as your job is to oversee and maintain all the worksites. This may require you to be on the run much of the day. You need to be aware what is taking place at each worksite. As necessary, designate someone to oversee sites that are larger and need constant supervision, or that are at a distance that would impede regular visits.
- Maintain the big picture for the worksites and plan to keep ahead of each team's progress.
- Find assistance from the members in your church. Have contractors or others capable in running job sites on call in case you need reinforcements.
- Lead a short meeting with worksite leaders each day to debrief the work that day and to make a list of necessary changes and supplies needed for the next day.

### **Work Allotment**

- TASCers are coming to work hard so expect them to accomplish a great amount of work together. When searching for worksites, we have found that our TASCers usually accomplish projects much more quickly than what staff at potential worksites are used to. Make sure that your Primary Worksite Contacts have double the work prepared so that your group does not run out of work. It is also wise to have backup plans in case groups finish their work early, such as more work either at the worksite or a different worksite. Remember: It is important that teens feel that their time and effort are valuable and that they are a part of the big picture and effort of the organization's goals. Filing time with mere "busywork" is not the best use of the TASCers' time.
- The best jobs are the jobs with visible results. Construction, demolition, painting, landscaping, roofing, and organizing and cleaning are jobs that yield visible, gratifying results.

### **Helpful Tips & Suggestions**

- If tools and supplies are needed, check with the Administrative Director of RMS as RMS may have common tools that can be borrowed, or RMS may have purchased some tools for such an event. If

TASC funds are used to purchase tools and/or equipment, they must be labeled as “Property of TASC” and either returned to RMS or kept for the next year’s event (if you choose to host an event the next year).

- If there are tools or equipment that the participants could bring i.e. paint brushes, hammers, etc. you can encourage them to bring them. However, if they want to return home with them, they must make sure that their tools are properly labeled. TASC or RMS cannot be responsible for lost or broken personal tools.
- When borrowing or renting tools from area residents or church members, remember to label and categorize the tools so they can be returned as soon as they are no longer needed.
- Safety is of paramount importance, so please use the abundance of caution and wisdom as you permit students to use tools. We highly encourage you to err on the side of caution and to restrict the use of power tools to sponsors or capable students who have previous experience and can demonstrate that experience to you.
- At the end of the work day, check with the worksite leader to see if any additional supplies or tools are needed for the next day. Try to have these things available to them either in the morning or first thing at the job site. If the leader(s) are willing they can purchase tools and materials on the way to the worksite. However only use this option as a last resort.
- Follow up with the agencies and individuals that have been helped throughout the week to see if they are satisfied with the work that was accomplished by the TASC participants. We want our work to glorify God and satisfy those we are serving. Be sure to “make it right” to the best of your ability.

## Transportation Coordinator

- Must understand the RMS mission statement and purpose for the TASC program.
- The Coordinator shall have read and be familiar with the RMS Safety, Security and Supervision Policy and it is the responsibility of the Coordinator to fully implement and enforce that policy to the best of their ability throughout the TASC event. Appendix: *Safety Security, and Supervision*.
- Report to the **TASC Master**.
- Work closely with the other key persons that are a part of the Host Team for any of their needs for transportation during the event. The person with this position is responsible for TASCers transportation wherever they go and whenever they need it.
- The Transportation coordinator is not responsible for arranging transportation for Guest Participants who travel to your church. However, he may be asked to arrange ground transportation for groups who arrive to airport, bus or train terminals nearby.
- Any incidents such as a traffic accident or a vehicle breakdown must be brought to the attention of the **TASC Master** as soon as possible. Emergency matters are up to the discretion of the **TASC Master**.

### Pre-TASC Week

- Determine the number of vehicles and drivers needed to transport the work teams to and from their worksites.
- Be in contact with the **Community Life Coordinator** to see if there are any special needs for transportation at times other than worksite transportation i.e. day away, night out for relaxation, etc.
- Solicit, if necessary, volunteer drivers, and/or vehicles to accommodate all the functions for the upcoming event.
- Plan and budget fuel costs, parking costs, etc. for the week of TASC. This budget should also include fuel and other costs for the **TASC Master**, **Community Life Coordinator**, **Food Coordinator**, **Worksite Coordinator**, and anyone else that will be traveling for this event.

### TASC Week

- Arrange transportation for TASC participants who arrive in airport, train or bus terminals. Groups may arrive at different times or in different locations, so plan ahead accordingly.
- Maintain contact with drivers daily to make sure that the vehicles have enough fuel for the next day.
- Be sure to take care of any maintenance or mechanical problems so that your vehicles are working properly. If a vehicle needs repair, secure another vehicle immediately by asking the congregation or renting a vehicle. Renting a vehicle should be approved by the **TASC Master**.
- Make sure that leaders who may be driving borrowed or rented vehicles have a valid driver's license and are insured on vehicles in their home state.
- Generally, no one under 21 should drive a borrowed vehicle and no one under 25 should drive a rented vehicle. Specifically, please honor all rental agreement rules and restrictions to the best of your ability.
- Make a point to prevent any possible damage to the vehicles used during the event by covering the seats and carpeting with plastic, sheets, towels, or drop clothes. Keep exteriors rinsed off in muddy/dusty sites to prevent scratches. The Host Church may be held responsible for damage to the vehicles during the TASC event.
- Wash and vacuum vehicles at the end of TASC so they are returned clean.

## Food Coordinator

- Must understand the RMS mission statement and purpose for the TASC program.
- The Coordinator shall have read and be familiar with the RMS Safety, Security and Supervision Policy and it is the responsibility of the Coordinator to fully implement and enforce that policy to the best of their ability throughout the TASC event. Appendix: *Safety Security, and Supervision*.
- Report to the **TASC Master**.
- All incidents of any problem or concern must be brought to the attention of the **TASC Master**. Emergency matters are up to the discretion of the **TASC Master**.

### Pre-TASC Week(s)

- Solicit volunteers to help prepare food, snacks, lunches, dinners, etc.
- Plan menus and calculate approximate quantity of food needed. Appendix: *Sample TASC Menu*.
- Check the application forms to see if there are any allergy concerns. Prepare food daily to accommodate those with allergies.
- Solicit and organize food donations and/or purchase any missing items.

### TASC Week

- Someone from your Food Committee (or someone you've appointed) should be present before, during, and after each meal for preparation, serving and clean up.
- Supervise cleaning up the kitchen and dining area after meals. Enlist TASCers to help with this by creating and publishing a Chore Schedule.

### Suggestions

- Make simple meals like casseroles, lasagna, and other main dishes that could be made ahead of time and possibly frozen.
- Sack Lunches: Take orders the night before and prepare them that night. This will save time in the morning when the work groups have to leave for their sites. Try to have a small variety of sandwich choices, fruit, snacks, and drinks. Option #2. You can also schedule a time for the TASCers to pack their own lunches during the breakfast time each day.
- Breakfast: Fruits, cereals, yogurts, and pastries are good for those who like light breakfasts. Egg dishes, breakfast meats, French toast, and pancakes are easy and satisfy those who need a more substantial breakfast.
- Sunday Dinner: Invite your church to host a potluck. Or, if you prefer, you can ask the Council members and their families to host the potluck. However, you decide to host the Sunday dinner, we recommend that you find a way to create fellowship time and minimize your work preparing food.
- Snacks: Brownies, cookies, make your own sundaes, bars, fruit, etc.
- Beverages: Make sure that there are plenty of liquids including water, juice, and soda if you wish. Beverage coolers may be helpful. Fill them with ice water, lemonade, punch, iced tea, etc.
- Coffee: Ask the sponsors how you can accommodate their coffee preferences during the week of TASC!
- Smile and you'll make someone's day—especially in the morning!

## Community Life Coordinator

- Must understand the RMS mission statement and purpose for the TASC program.
- The Coordinator shall have read and be familiar with the RMS Safety, Security and Supervision Policy and it is the responsibility of the Coordinator to fully implement and enforce that policy to the best of their ability throughout the TASC event. Appendix: *Safety Security, and Supervision*.
- Reports directly to the **TASC Master**.
- Works directly with the **Technology Coordinator** for tech support and equipment.
- Assign an email address for your TASC event. This will be used primarily for notes of encouragement from family members and friends at home. Appendix: *Sample Welcome Letter*.
- Oversee all activities and logistics that take place at the host facility during the event, such as group games, free time opportunities (sports, board games), setting up or taking down tables, placement of each gender's sleeping quarters, ensuring that chores are being completed according to the schedule, prepare for any special events, day away set up, etc.
- Shower sites: It is the duty of the **Community Life Coordinator** to find suitable shower sites for the TASCers. You must work closely with the **Transportation Coordinator** to make sure you safely and efficiently drive TASCers to their shower sites. In order to facilitate this responsibility, please bear in mind these things:
  - Ensure you maintain safe shower sites by always striving to have 2 approved adults present when TASCers are using showers.
  - Ensure the cleanliness and privacy of the showers for the TASCers.
  - Shower facilities should be made available to all TASCers each day.
  - Suggestion: Ask Host Shower Sites to have towels available for the TASCers or possibly assign a person(s) to launder the TASCers towels periodically.
  - Ensure that everyone goes to the shower sites each day and encourage everyone to take a daily shower. Sometimes TASCers want to skip a shower and stay at the host facility to rest, but personal hygiene is important as we are living in close proximity to one another during the week. Exceptions can be made for those with a skin condition or other medical reason.
  - If someone is not comfortable with a particular facility or type of arrangements, please make alternative arrangements for the person so they are comfortable.
  - Privacy is of the utmost importance, so if at all possible, refrain from using public showers like the YMCA or beach/pool showers, as they may not provide the privacy or cleanliness that someone may expect to receive while away from home. If showers like these are unavoidable for your event, please have an option for those who may be uncomfortable with these arrangements.
- It may be necessary to form a subcommittee to aid in all the different aspects of this position (See the "Suggestions" section below).
- All incidents must immediately be brought to the attention of the **TASC Master** for a decision. Emergency matters are up to the discretion of the **TASC Master**.

## Pre-TASC Week

- Work with the **TASC Master** and **Worksite Coordinator** to establish a daily and a weekly schedule.
- Plan and coordinate all evening activities.
- Work with the other team members to assign small groups that will meet for prayer at the end of the day. These groups will also be responsible for the daily chores to be assigned each day. It would be a suggestion to have participants from different work groups to bring experiences to the



group that others may not have experienced.

- The **Community Life Coordinator** shall compile information for a TASC booklet to be handed out when the participants arrive or at an Orientation Meeting. Appendix: *Orientation Meeting Guidelines*. This information should be given to the RMS Administrative Director six weeks prior to your event. Appendix: *Sample TASC Booklet*.
- If a commissioning service is deemed to take place, coordinate with pastor and/or elders a commissioning service to take place during the Sunday service. Appendix: *TASC Commissioning*.
- Prepare a budget for Community Life activities.
- Obtain and/or put together first aid kits for the work teams and the facility.
- Together with the **TASC Master** and the **Worksite Coordinator**, establish an Injury and Emergency Plan in case the need would arise.
- Establish or make available an email account so loved ones at home can send notes of encouragement to each TASCer. Keep in mind that TASCers will not be able to respond back to these email messages.
- Oversees the setup of the Host facility for the event which includes sleeping quarters, social room with games and comfortable seating, and gender boundaries.
- Have a “night out” during the event to break up the week and to get the TASCers away for a change of pace. This could be a pool party, picnic in a park, etc. Please be mindful of any situation that may lend itself to temptation and do what is necessary to ensure that students and sponsors are not put into a compromising situation. For example, sharing a hot tub is an enjoyable way to relax and fellowship, but you may deem it the better part of wisdom to have one gender in the hot tub at a time. **Please exercise discretion and caution.**
- Coordinate all plans for the Day Away outing with the **Day Away Coordinator**. Contact the **Transportation Coordinator** with any special needs for this outing.

#### Week of TASC

- Provide name tags for each participant. This is especially important on the first day as it will help the group members get acquainted more quickly.
- Maintain the daily schedule of activities at the host facility with **all key people**. As you make up the schedule, it is very important that you make everyone aware of the night time schedule. RMS suggests that you have a “lights out” time of no later than 11:00 p.m.
- If adjustments are needed make sure **all necessary people** are made aware of the changes so that everyone can remain on the same page.
- Try to monitor each of the participant’s needs during the event and do whatever you can to meet those needs. For example, monitor TASCers with allergies, food sensitivities, or special medications so they remain healthy during the week, or be mindful of weary travelers and enforce an early bedtime on Saturday night, especially as you prepare for Sunday.
- There may be other medical or physical conditions that require more supervision and care. Many of these conditions are affected by changing sleep patterns, stimulation, and seemingly erratic schedules. During the registration process, questions are asked of the individuals as to other medical conditions that we should be aware of. Unfortunately, an individual may not list their conditions and it only comes to light during the event. It is of utmost importance that grace be extended to these individuals during episodes or breakdowns.
- Make activities available during the free times at the host facility. Activities can be mandatory or left available as an option for the TASCers.
- Coordinate evenings around evening session time working with the **Spiritual Life Coordinator** to set time guidelines for evening session, prayer groups, and free time.



- Distribute and collect evaluation forms and forward them to the Administrative Director of RMS. Appendix: *Evaluation Forms*.

### Suggestions

- Sleeping Areas: Assign the TASCers to their gender specific sleeping areas. Be sure sponsors are placed in and among the students, if possible.
- Worksites: It is advised that you do not post the list of people who are going to the different worksites in the booklets as they may change from time to time as things progress throughout the week. You may post them at the church so if there are changes, the worksite schedules can be easily updated and posted in key places around the building.
- Mailboxes: Have large envelopes or hanging folders for each TASCer and Committee Member. Write their name clearly on their folder and place the mailboxes in a common area so everyone has access. Mailboxes are used to place email correspondence from parents and friends not on TASC, which are printed by the Host Church. This email address is published in the Welcome Letter sent to all participants. Appendix: *Sample Welcome Letter*. Also, mailboxes are used to give notes of encouragement to fellow TASCers.
- Birthdays: Know ahead of time if any of the participants are having a birthday or anniversary during the event. Make them feel special by having a cake, signing a card, singing a song, etc.
- E-mail Communication: You or someone you designate should receive, print and distribute emails that come from family and friends. Discernment and confidentiality should be maintained as there may be sensitive information in email messages. Be sure to speak with the **TASC Master** if you are uncertain how to handle a particular email.
- Evening activities: Be creative by using group mixer games, board games, and anything that can bring fellowship to the group. A talent show is highly recommended and is a great way to bring the congregation out to see the TASCers and enjoy fellowship with them. Follow up the Talent Show with an “all church” ice cream social and invite the people to whom you served during the week, as well as other churches in your area.
- Talent Show: This is a great way to allow the participants to show some of their God given talents to the rest of the group as well as to the Host Church. Here are some things to keep in mind:
  - Invite representatives from the organizations that you worked with throughout the week. This will give a chance for them to meet your congregation to strengthen the relationship started during the TASC week.
  - Invite the congregation to this event for them to once again see the participants and interact with them
  - Invite area churches to come and see what the TASC event was all about.
  - Limit the acts to one individual act per person
  - Try to limit the time of each act to 3 minutes
  - Have a time during the Talent show for students to highlight the work done at each of the worksites
  - Try to keep the Talent show to one hour in length. You may have to limit the number of acts to keep it to this length
  - Have an Ice-Cream Social after the Talent Show for further fellowship
  - Last but not least, above all else, please make sure this event is God-glorifying.

## Technology Coordinator

- Must understand the RMS mission statement and purpose for the TASC program.
- The Coordinator shall have read and be familiar with the RMS Safety, Security and Supervision Policy and it is the responsibility of the Coordinator to fully implement and enforce that policy to the best of their ability throughout the TASC event. Appendix: *Safety Security, and Supervision*.
- Reports directly to the **TASC Master**.
- Possess the ability to use current technology and general photo software such as:
  - Cloud-based storage and sharing software such as Dropbox.com
  - Photoshop Elements or other editing software (recommended)
  - Digital Projector and screen
  - Audio recording equipment in the Host Church
  - CD/DVD burning programs
- Work in close association with the **Community Life Coordinator**
- Designated Photographer: You are encouraged to designate a photographer to travel around to the different worksites, night activities, day away, etc. This individual or individuals may be established as a sub-committee by the Technology Coordinator.
- Oversee and work with the designated Photographer(s) in creating a Slideshow for the Talent Show (if applicable).
- Responsibilities include collecting, sorting, and sharing “TASC Photos” using the Cloud-based online storage as directed by the RMS Promotions Coordinator.
- Encourage your photographers to take photos of work projects before, during, and after they work. Also remember to take group photos on worksites as these become great memories. Finally, remember that the best photos are close up photos of smiling faces
- Upload Photos to RMS’s designated cloud-based file/album specifically for your event. The Promotions Coordinator will communicate with the Host team and sponsors the instructions to upload photos to this platform.
- There are suggestions on how to best take photos, as well as how to enlist other Sponsors to capture excellent photos during the week. Appendix: *Photo Guidelines*.

## Day Away Coordinator

- Must understand the RMS mission statement and purpose for the TASC program.
- The Coordinator shall have read and be familiar with the RMS Safety, Security and Supervision Policy and it is the responsibility of the Coordinator to fully implement and enforce that policy to the best of their ability throughout the TASC event. Appendix: *Safety Security, and Supervision*.
- This person may incorporate others to plan and instigate the day away event. This event is a special day that takes place as a “reward” for the hard work that had taken place during the week. This person should work closely with the **Transportation Coordinator** and the **Community Life Coordinator**.
- Amusement parks, places of interest unique to your area, big cities, aquariums, etc. are all good places for Day Away events. Try to come up with a Day Away activity that fosters fellowship with the TASCers. Things like a local beach or renting a youth center for the day are a couple of examples that promote fellowship.
- Make the day-away event a special day for all who attended the TASC event. If you travel to a beach or local youth center, consider catering in a nice meal or go to a restaurant for some fine dining.
- Please remember that you are bound to a budget amount and certain things cost more than others. The Host Church, not RMS, must cover any overage in the budget. The registration funds are for your use as the monies needed for your TASC week.
- Remember that safety is a priority. Anticipate needs and supplies and take steps to minimize risks.
- All incidences must immediately be brought to the attention of the **TASC Master** for a decision. Emergency matters are up to the discretion of the **TASC Master**.

## Spiritual Life Coordinator

- Must agree with and support the RMS mission statement and purpose for the TASC program.
- The Coordinator shall have read and be familiar with the RMS Safety, Security and Supervision Policy and it is the responsibility of the Coordinator to fully implement and enforce that policy to the best of their ability throughout the TASC event. Appendix: *Safety Security, and Supervision*.
- Works closely with the **TASC Master**.
  - The **TASC Master** may serve as the Spiritual Life Coordinator, but we encourage an equal distribution of responsibilities among the TASC Committee.
  - We also encourage the Main Speaker to have no other responsibilities other than his speaking responsibilities and encouraging the TASCers spiritually.
- Determine with the Consistory whether the TASC Commissioning Litany will be used during one of the Sunday worship services during TASC. Appendix: *TASC Commissioning*.
- Oversees Prayer Groups and works with the **Community Life Coordinator** to create, schedule, and encourage this special time of fellowship and prayer each evening.
- Ensures that the Main Speaker has a comfortable place to stay that provides him privacy to rest and prepare for his sessions.
- The Main Speaker may also serve as the Spiritual Life Coordinator provided that he is a member of the Host Church. Otherwise, the Spiritual Life Coordinator will oversee the Main Speaker.
- Main Speaker Requirements:
  - The Main Speaker must be a gifted and dynamic speaker who effectively reaches teens.
  - The Main Speaker must be approved by the Elders of the host church.
  - The Main Speaker is responsible for leading 4 to 5 evening sessions. The content of the session should closely follow a theme based on our gratitude of service to the Lord.
  - The Main Speaker is responsible for writing daily devotions for each morning of the TASC event, which is typically 6 devotionals. The daily devotions help the participants begin their day focusing on the reason why they are involved in TASC. They should closely correspond with nightly sessions that he is leading.
  - All Devotional material must be submitted, to the RMS Administrative Director, at minimum, 4 weeks prior to the TASC event for inclusion in the TASC booklets.
  - Session notes are optional. Some speakers like to give an outline ahead of time, while other speakers like to provide an outline verbally at each session. Appendix: *Sample Booklet*.

## Suggestions

- Main Speaker can be a seminary student or intern. This is a great way to give seminarians valuable experience for leading young people in the study of God's word.
- The Main Speaker should spend time with TASCers on the worksites and during free time fellowship, build relationships, and provide encouragement by his presence.
- The Main Speaker should always strive to be thinking of discipleship as he plans to speak to and interact with the TASCers.
- Consider that a pastor in the church may find it difficult to spend time in fellowship with the TASCers as duties within the congregation and his family may prevent him from being there with the TASCers. It may be helpful to have someone available to assist him in his duties or give him the TASC week off from his normal duties.
- If the Main Speaker is not a salaried person within your church, it is recommended to offer to pay a modest stipend to this person. We suggest a minimum of \$500 for writing 6 morning devotionals and preparing and leading 4 to 5 evening sessions. This amount should come out of your Operations Balance.

## Music Coordinator

- Must agree with and support the RMS mission statement and purpose for the TASC program.
- The Coordinator shall have read and be familiar with the RMS Safety, Security and Supervision Policy and it is the responsibility of the Coordinator to fully implement and enforce that policy to the best of their ability throughout the TASC event. Appendix: *Safety Security, and Supervision*.
- Should work closely with the **TASC Master** and the **Spiritual Life Coordinator**.
- Oversee selecting mature individuals who will follow the direction of the **Music Coordinator** and **Spiritual Life Coordinator** to assist with instruments and vocals.
- Open the evening session with 2 to 3 songs/hymns to prepare the hearts of the TASCers to hear God's word from the Main Speaker. Selected songs should be familiar to the students as well as the sponsors. A good mix of contemporary and traditional songs is highly recommended.
- It may be very beneficial for you to work with the **Spiritual Life Coordinator** for song ideas that would fit the session topics that the Main Speaker will be speaking about each night.
- Use the enclosed RMS songs and hymns list for the music selection Appendix: *RMS Song List Suggestions*. Keep the music respectful but light and cheerful, with the focus on God and His majesty.

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-Host Church "Helps" Sheet	
-Quick TASC Manual reference guide	
-Sample TASC Booklet	

## MISSION COMPOUND

Your TASC event is a closed event. Participants are not permitted to leave TASC for any reason. When a student leaves TASC, they forfeit their right and privilege to remain on TASC and ought to be sent home. The **TASC Master** must work with the Sponsors to enforce this policy. The “Mission Compound” principle has been implemented for the following reasons:

- Ensure that each TASCer is fully invested and committed to TASC.
- Show consideration for Guest Participants who are away from home and are fully committed to TASC.
- Prevent the disruption of group unity when TASCers leave for personal reasons.
- Prevent the disruption of group unity when TASC Eligible Non-Participating Students from your congregation attempt to participate during times not open to the rest of the congregation (such as Sunday worship and the Talent Show).
- Minimize distractions at Shower Sites by reminding the Shower Site hosts to refrain from allowing use of the TV, Internet, video games, etc. and instead to focus on fellowship. It is also helpful to ensure that Host Participants shower at someone else’s home rather than their own home.

## RMS Dress Code

**RMS Dress Code:** Think MODESTY when you pack and when you are working. This dress code applies to your Sunday worship attire as well. The RMS Board of Directors expect that all participants of this RMS sponsored trip will work together to honor the dress code. Because modest dress is often subjective to individual convictions and freedoms we have in Christ, please keep in mind the Biblical principles stated in 1 Corinthians 8:9 and Philippians 2:4 which encourage God's people to avoid being a stumbling block by considering what is best for others. With this in mind, please adhere to the following specifics of the dress code:

- Shirts should be modest and loose-fitting. Personal areas such as midriff, cleavage, and undergarments must be covered at all times.
- Tank-tops and sleeveless shirts are not permitted. This includes Sunday worship. Shoulders must be covered during worship times on the Lord's Day.
- Young men must wear shirts (**with short sleeves**) at all times unless swimming.
- Shirts should not contain writing or images that are unsuitable for a Christian.
- Shorts and skirts should be, at minimum, "mid-thigh" length.
- If spandex, yoga pants, leggings, or other form-fitting pants are worn, tops must be worn that cover all private areas of the female anatomy. The length of said clothing is to be mid-thigh.
- Please do not wear clothing with writing on the seat.
- **Modest** swimwear is mandatory. One-piece or tankinis are permitted provided that all personal areas (midriff, cleavage) are covered. In other words, wear the type of bathing suit that allows for the most modesty.
- Work boots or sturdy shoes are required on all job sites.

**WORKSITE CONDITIONS:** Remember that worksites can result in making one's clothing dirty, so bring clothing you don't mind getting ruined with the possibility of having to discard them after the end of your trip.

**CULTURAL REQUIREMENTS:** There may be additional dress code requirements based on the particular culture of your trip location. Any specific additions or changes to this dress code will be addressed through correspondence prior to the trip.



## YOUTH INVOLVEMENT

Inviting high school students to participate on a TASC subcommittee adds the student perspective and additional enthusiasm/energy to the TASC Committee. Therefore, we encourage you to include some of your mature high school students as it gives them an opportunity to grow in their leadership abilities. However, it must be made clear at the outset of their service on committees, that once TASC begins their participation on the committee ceases. Any Student who is eligible to be on TASC should be fully on TASC fully as a participant. They are officially TASCers during the TASC event and must follow all the rules and policies set in place for the week. Similarly, any Student eligible to be on TASC but is unable to attend TASC as a participant will not be permitted to serve on their respective subcommittees or be present during TASC with the exception of public times of fellowship with the host church such as the Talent Show and/or corporate worship. If such TASC Eligible Non-Participating Students (students from your church who are not participating on TASC, but may have served on your committee preparing for TASC) come and go freely, their presence can easily disrupt the group dynamics thus hindering the overall experience for those committed to the week of TASC. Therefore, based on our experience, we ask that you abide by the following guidelines to help you avoid any unnecessary conflict:

1. High School students who volunteer to be a part of a TASC sub-committee must be respectful and mature, and willing to follow instructions from their respective Coordinator and the TASC Master both during the planning stages and as they participate, as TASCers, during the TASC event.
2. The student must be committed to attending TASC *as a participant*. All TASC eligible students serving on a TASC sub-committee are expected to fully participate as a TASCer if they plan to be present at your TASC event.
3. As stated before, no TASC eligible students, who choose not to be a participant, are permitted to be present at any time during TASC. The exceptions to this guideline are during “public” times of TASC such as Sunday Worship, a church wide potluck, the Talent Show and Ice Cream Social, etc. However, once these events are over, they must immediately leave the facilities.
4. All TASCers, including those serving on a TASC sub-committee, are required to abide by all the TASC rules.

## Cell Phones and Other Electronics

Participants are permitted to bring cellphones to TASC. However, in order to minimize distractions and thus to increase our focus on the Lord and one another, the TASC Host Site must collect cell phones at registration and store them securely. For most students, cell phones are very important to them so please collect the phones with a gentle spirit. If necessary, TASCers may use their Sponsor's phone to contact their parents.

- Suggestion: Return cell phones the night before the students need them (normally Friday evening) so that they can charge their phones during the night. Phones must be kept off until the leaders permit them to be used.
- Exception: Upon the **TASC Master's** discretion, students may use their phones for the Day Away activity if you believe communication is necessary (i.e. Touring New York City on TASC 2008 and 2009) to help everyone stay connected and safe.
- Important: Please do not give in to the temptation to allow students to keep their phones in their suitcases, and please do not rely on Sponsors alone to enforce this important policy. Sometimes Sponsors receive pressure from parents to allow students to have their cell phones. The problem is when some TASCers are allowed to have their phones while others are not. The result is unnecessary and preventable tension as those without phones are envious of those who have them, and those with them are no longer fully engaged on TASC. Cell phones and other electronic devices can easily detract the group from spiritual growth and social interaction, which is a primary goal of TASC. The TASC Master is ultimately charged with this responsibility and the Sponsors are expected to fully comply with this policy.

Sponsors: please bring your cell phone and keep it with you at all times during the TASC event. However, we do ask that you use discernment when you are using them. Keep the use of electronics to TASC related incidences during normal TASC times. When other circumstances arise that you need to use your cell phone, be discrete and position yourself away out of the public arena so as not to draw unnecessary attention that you are using your device. Model your cell phone use in the way you expect your young person to during the week of TASC.

**Enforcement Suggestions: These are simple ways to enforce this and other RMS policies:**

**Be a coach not a referee.** Communicate why we have a rule or policy for this in a gentle, 'seasoned with salt' way so that they understand the heart of the matter.

**Set boundaries.** Both for the student and yourself. We have Christian liberties which means we have freedom not to do certain things permitted for us as sponsors to keep from 'exasperating our children' (students). Mentor others by example ways in which we do not push the envelope.

**Model the behavior you expect from your young person.** If we expect a person to be free from something like an electronic device, we need to exercise discernment when it is appropriate to use or refrain from using a device such as a cell phone.

## Photo Guidelines

Taking great photos and sharing them is an important part of TASC. While one person could travel to each place the TASCers go during the week, it is impossible for this person to be present at each site when photo opportunities present themselves. Therefore, we have found that a “subcommittee” can come in handy. Ask a Sponsor or another person on each worksite is designated as the photographer, they can capture some of the key moments to share with others, including on the RMS website for family and friends to view during the week. Suggestion, some TASC sites have enjoyed setting up a computer and projector to show photos in a slideshow loop each day.

Specifically, we have a few suggestions for those asked to take photos during the week:

- Take plenty of close up photos to highlight people looking at the camera and smiling.
- Take some action photos of students working or playing sports together. Remember that these photos are hard to capture well, and the best work photos are often asking TASCers to look at the camera while they’re working.
- Discard immediately any photos that you think to be inappropriate, embarrassing, or useless. Inappropriate photos are those which unintentionally highlight someone’s personal areas. Embarrassing photos are those which unintentionally catch someone in an unflattering pose which could embarrass them if others see it. Last, useless photos are those that blurry, unnecessary, or likely to be never used for a slideshow or on the website.
- Take photos of all aspects of TASC, including worksites as well as times of fellowship.
- Take photos key people involved in TASC, including all the TASCers, each Coordinator, and the Spiritual Life speaker.
- Group Shots: Remember to take a couple of group shots of all the TASCers during the week. Also, remember to take group shots of teams at each worksite.
- As you take photos and collect those from others, bear in mind how you’d like to put together a slideshow as this takes considerable time to do well.

# Leader's Meeting Guidelines

Each night you should schedule a time to gather as leaders to debrief the day's events. During this meeting, you should spend time praying and discussing ways to improve TASC. Here are some suggestions of matters that may be important:

- **Worksite Review:**
  - Problems or needs on worksites, such as equipment, supplies, or assistance
  - Work site group size. Should you shift a student or sponsor from one site to another? Are people working efficiently?
  - Students who may not be working well on the site or with others. Consider those people that may not have a connection with other students and encourage them to interact with the others. Suggest this either to the individual or the rest of the group to promote unity/fellowship.
  - Workload (time adequate for the worksite, i.e. not enough work to keep the group going until the time to go back to the church, etc.)
- **Discipline Cases:**
  - Individual Concerns: Speak only about discipline cases behind closed doors, and only involve those necessary such as the student's sponsor.
  - Group Concerns: Please refrain from talking about problems among the students, but please do so prayerfully and confidentially in leader's meetings as necessary.
- **Encouragement and Feedback:**
  - Ask Sponsors to share encouragement and constructive feedback for the TASC Committee
  - Ask the TASC Committee to share encouragement and constructive feedback for the Sponsors
- **Safety Check: Physical, Emotional, Mental, Spiritual**
- **Transportation Needs or Adjustments**
- **SWOT Analysis:**
  - Strengths, Weakness, Opportunities, Threats (SWOT) analysis. This is a time that you as leaders can evaluate the day's activities. Go over what went well, what did not go well, what things you can use to help with the growth of the team, and what you need to watch out for. Some examples: someone notices a strange person in the neighborhood, or there are safety concerns about a worksite, or a young man and young woman getting too close physically, to name a few.
  - Please use discernment when discussing anything that may be confidential so that Students are shielded from information that may embarrass or distract them from their experience on TASC.
- **Other matters that may arise**

# Orientation Meetings Guidelines

## TASC Orientation Meeting (Saturday Night)

Upon arrival of your Guest Participants, please warmly welcome them, show them to their sleeping quarters, and provide them a delicious meal, and lead them in a mixer game so they can begin to get acquainted and learn names. Soon thereafter, please take time to orient them to TASC by going over rules and expectations, as well as giving your various Coordinators opportunity to introduce themselves.

Please follow this list of items as you orient the group to TASC.

1. Mission Compound. We need to consider ourselves at a “Mission Compound” far away from home. Therefore, except for emergencies, no one is permitted to come and go as they please, but rather we are all fully committed to our calling to be on TASC. This is especially true for those who are from the Host Church.
  - Heart of the Matter: TASC is most enjoyable and beneficial for everyone if we are all committed and focus on loving God and serving others together. (For better understanding of this principle see “Mission Compound” on page 8 of this manual. It is important for all to know why they are here and why there are rules of this nature).
2. Cell Phone Policy. Because we are at a “Mission Compound,” we humbly expect that ALL electronic equipment (cell phones, tablets, radios, mp3 players, etc.) have been turned in to the TASC Master who will store them safely and securely during the week. If you need to make a phone call, just ask a Sponsor as they are expected to have their phones with them at all times.
  - Heart of the Matter: We want to grow closer together socially and spiritually without any unnecessary distraction. Therefore, Sponsors please minimize the use of your phones as much as possible.
3. TASC Booklet. Lead the TASCers through their TASC booklets section by section and explain any pertinent information about the schedule, chores, prayer groups, day away, etc. Let them know that they will have Worksite Orientation the next day. Also, be sure to explain that young people are expected to be in bed on time according to the schedule. Also explain that they are expected to get up on time in the morning in order to prepare their minds and hearts through morning devotions.
  - Heart of the Matter: We want to make sure that everyone is able to do their devotions each day, and to begin (or strengthen) their personal devotional habits while on TASC.
4. Expectations of TASCers. Each TASCer is responsible to clean up after themselves, mind the schedule and follow it with minimal reminders, fulfill their chore duties, and to respect one another, the Sponsors, and the Committee members.
  - Heart of the Matter: We are living together in a community, and TASC operates best when everyone agrees to be responsible and considerate.
5. Your Purpose on TASC. Use this time to communicate why God has called each person to be on TASC this week. Reinforce the truths found in scripture that we were created by God for good works and that we serve not to earn salvation, but out of gratitude for our salvation (Ephesians 2:8-10). Also, let them know that there may be God-given opportunities to share their testimony on worksites and with one another (1 Peter 3:15).

- Heart of the Matter: TASC provides a great opportunity to share your faith in Jesus Christ during the day, and an opportunity to process and discuss those experiences during Prayer Groups each night. Encourage TASCers to stretch themselves and
6. Other Matters: Each church will have various announcements specific to their TASC. Some examples are boundaries inside and outside the building, setting up and taking down tables and chairs for meals, what to do in the event of an emergency, etc.
    - Heart of the Matter: Make sure your group is warmly welcomed, sufficiently orientated, and aware of all your expectations.
  7. Prayer: End this orientation in a brief time of prayer.

### **Worksite Orientation (Sunday Afternoon or Evening)**

Consider meeting with the Sponsors prior to the general Worksite Orientation to go over placement of Student TASCers. The Sponsors should know their students well enough to know whether they are suited for their site assignments. Also, the Sponsors will be able to share their own experience and abilities that may help you to staff each of your Worksites before you orient the Student TASCers.

Worksite Orientation gives TASCers an idea which worksite they will be working on and which Sponsors are assigned to them. Everyone going to the Worksites should attend this meeting, including those from the Host Church who are helping in various ways.

1. Emphasize Safety. This is the most important announcement you will make, and one to continue to make each morning. Please do not do anything without careful consideration of the safety and wellbeing of our TASCers. Remember, accidents usually happen when we are careless or not paying attention. Therefore, tool safety is also important. Please err on the side of caution if you or the Sponsors can tell that a Student TASCer is better off not using particular tools. Ideally Sponsors or only those with experience should be using power tools, particularly more dangerous tools such as saws, or machinery such as a bobcat.
2. Calculate Travel Time. Sometimes one team has more travel time than another. Such Worksite Groups should be instructed to plan to leave earlier than the other groups and to prepare accordingly.
3. Return to Church. Communicate to everyone what time you will need to depart from the worksite to make it back to church in time to head to Shower Sites. However, there may be exceptions if a team decides to finish a project before heading back to church. If this is the case, a Sponsor should make sure that the TASC Master or Community Life Coordinator knows of the delay so they can make proper adjustments to the schedule. Ideally, it is better for everyone that we keep the schedule, so please only stay late at worksites if you deem it absolutely necessary.
4. Showers. After work and before the evening meal, TASCers travel to assigned Shower Sites in the homes of nearby church members. Encourage TASCers to quickly gather their shower bag and head out as soon as their group is ready. Drivers to Shower Sites need to ensure that TASCers have sufficient time to shower and that they are back to church in a timely fashion so that the rest of the group is not delayed.
5. Leader's Meetings. Remind the Sponsors that they will participate in nightly Leader's meetings to talk about worksites and other matters that may come up during the week. Encourage them to be on the lookout for things that need to be discussed (see Leader's Meeting Guidelines on page 33).

## Suggested Individual Reimbursement Procedure

We have found that it is wise to develop and implement a system for reimbursing the Host Team Coordinators and those who are making purchases for the TASC event. This will help to minimize any discrepancies or appearances of impropriety when administering funds set aside for your TASC event.

Your Church may already have something in place. However, if you do not, here is a way that some other churches, who have hosted a TASC event, have established to reimburse those persons who are making purchases for your event:

### Simple Voucher Request System

1. Around the 15<sup>th</sup> of May, the Host Church will receive a check equal to 2/3rds the total amount of the registration fees for use in their TASC budget.<sup>1</sup>
2. It is then deposited into the Host Church's checking account or to a separate account established by the diaconate/treasurer for the TASC event.
3. When a purchase is made for the event (i.e. food, supplies, materials, etc.) a voucher is filled out for that purchase (see the following page in this Manual for sample vouchers for use at your event).
4. A copy of the receipt is attached to the voucher and turned in to the TASC Master.
5. Once approved, the TASC Master signs and dates the voucher and it is given to the treasurer or person in charge of distributing the money.
6. A reimbursement check is written and given to the individual for the amount requested.
7. The completed request should be filed for future reference.

There are times that purchases have to be made prior to RMS submitting a check to the Host Church. Because of the timing of these purchases, the person may not have the luxury of waiting until the church receives these funds. In this situation, we recommend that the treasurer or person in charge of the finances at your church to reimburse this individual, keeping track of the money used for reimbursement and transfer funds back into the account in which it was paid out once the TASC funds arrive.

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<sup>1</sup> 2/3rds of the total amount for use in their budget. This amount is based on the number of guest participants less the administration fee of the number of Students from the Host Church.

**TASC PAYMENT VOUCHER**Category: \_\_\_\_\_  
(i.e. Community Life, Transportation, Worksite, etc.)

Make Payable to: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ . \_\_\_\_\_

Description of Purchase: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Authorized Signature of TASC Master:  
\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Internal Use:

Check Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check Number: \_\_\_\_\_

**TASC PAYMENT VOUCHER**Category: \_\_\_\_\_  
(i.e. Community Life, Transportation, Worksite, etc.)

Make Payable to: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ . \_\_\_\_\_

Description of Purchase: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Authorized Signature of TASC Master:  
\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Internal Use:

Check Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check Number: \_\_\_\_\_

**TASC PAYMENT VOUCHER**Category: \_\_\_\_\_  
(i.e. Community Life, Transportation, Worksite, etc.)

Make Payable to: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ . \_\_\_\_\_

Description of Purchase: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Authorized Signature of TASC Master:  
\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Internal Use:

Check Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check Number: \_\_\_\_\_

**TASC PAYMENT VOUCHER**Category: \_\_\_\_\_  
(i.e. Community Life, Transportation, Worksite, etc.)

Make Payable to: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ . \_\_\_\_\_

Description of Purchase: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Authorized Signature of TASC Master:  
\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Internal Use:

Check Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check Number: \_\_\_\_\_



# Worksite Investigation Sheet

Church Name: \_\_\_\_\_ TASC Dates: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

## Gather Information:

1. Contact the ministry (or organization) and introduce yourself (your name and the church you represent, etc).
2. Briefly explain Teens Actively Serving Christ
  - a. What: TASC is a service project for high school students and college freshman who volunteer their time to help worthy causes around the country. The Lord willing, we will have young people from out-of-state partner with our church youth group to serve local ministries and organizations around our local church.
  - b. When: TASC work takes place from Monday to Thursday between 8am to 4pm from: \_\_\_\_\_ to \_\_\_\_\_
3. Ask: "Would your ministry (or organization) be interested in having a team of hardworking, dedicated high school students (along with 2 adult workers/supervisors) help with a project?"

If "No" please thank them for their time, and cordially end the call. *Please return this sheet to the Worksite Coordinator so we know not to contact this ministry/organization again.*

If "Yes" please ask them what type of work they may have. If they ask you "What kind of work are you looking to do?" Please ask: "Do you have a large project that you would love to see completed?" It is recommended that they come up with an idea for us. If they cannot come up with an idea, please feel free to suggest "painting, construction, and hands on work." Please record their response: \_\_\_\_\_

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Ask: "If we are able to provide you with a work team, which day (or days) would work best for

you?” Please Circle the Day or Days and indicate the Start Time and the End Time below.

Mon: ( \_\_\_ / \_\_\_ ) → Start: \_\_\_\_\_ End: \_\_\_\_\_ Tue: ( \_\_\_ / \_\_\_ ) → Start: \_\_\_\_\_ End: \_\_\_\_\_

Wed: ( \_\_\_ / \_\_\_ ) → Start: \_\_\_\_\_ End: \_\_\_\_\_ Thurs: ( \_\_\_ / \_\_\_ ) → Start: \_\_\_\_\_ End: \_\_\_\_\_

4. Ask: “What is the minimum and maximum number of students that you think you would need?”  
Min: \_\_\_\_\_ Max: \_\_\_\_\_ (remind them that there will be 1 adult for every 4 to 5 students).
5. Because this is simply a “Collection Phase” for TASC, **please do not make any promises to the person at the organization.** Instead, let them know that you will bring the details of your discussion back to the TASC Planning Committee, and that our Worksite Coordinator will get back to them by March.
6. Please give them your contact information so they can get in touch with you. Consider yourself the “Primary Contact Person” until the Worksite Coordinator collects this form.
7. Please thank them for their time and end the call.

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Your Personal Thoughts and Recommendations:

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## Sample Budget

The following numbers are based upon a group of 30 TASCers (students and sponsors). Your costs may vary according to size of the group, donations from people in your community and your congregation, type of day away activity, and needed worksite materials.

### Food: \$500 - \$1000

This amount was typically spent on drinks, lunch food, and snacks for the event. All other foods such as breakfast and dinner supplies, and paper products were donated by members of the congregation or from the hosts at some worksites. See sample menu (attached).

### Community Life: \$150

This amount would typically cover paper, ink, printing costs, file folders, name tags, etc. Most other supplies that are needed can be borrowed or donated.

### Worksites: \$200 - \$2000

The dollar amount varies due to the varying degree of worksites to which you may be involved. For example, some organizations or worksites are only labor related so a minimal amount for supplies is needed, such as a first aid kit. Similarly, other worksites may require construction materials such as drywall, plywood, shingles, etc. In order to keep worksite costs minimized, you may want to look to your Deacons, businesses, or other churches for assistance with purchasing materials. Most non-profit organizations will have the majority of needed supplies on hand for any projects they have planned. Be sure to carefully calculate all worksite costs so that you plan adequate funds for worksites.

### Day Away: \$700+

This amount can vary depending on the activity that you may choose. For example, a day at the beach with dinner afterwards will bring a cost of approximately \$25/person, where an amusement park, aquarium or museum tour can bring you to a \$60/person activity. Remember to calculate the cost of additional drivers and sponsors that are attending.

### Fuel: \$300

This covers the cost of fuel for all vehicles that are used during the week of TASC. If out-of-town sponsors use their vehicles during the week of TASC, be sure to fill up their fuel tanks and/or reimburse their fuel receipts.

### Vehicle Rental: \$1000

You may encounter the need to rent a van if you cannot come up with all the needed vehicles from within your church. In this case you may have to secure the rental of a rental van or two in order to safely transport your TASCers to their respective destinations. It may be helpful to ask the members of your congregation for permission to borrow one of their vehicles in order to save on rental fees. Please remind your TASCers of the common courtesy to respect these and all vehicles by maintaining them well and returning them in better condition than when they were received.

## Sample TASC Menu

	Breakfast	Lunch	Dinner	Evening Snack
Saturday	N/A	N/A	Welcome Feast	Cookies and Lemonade
Sunday	Bagels, Muffins, Cereal, Yogurt, Juice	Church Potluck	Barbeque Buns, Chips, Salad, Chips, Bars	Popcorn and Juice
Monday	Egg Casserole, Fruit, Cereal, Toast, Juice	Sack Lunches	Barbeque Chicken, Rolls, Potatoes, Drinks	Fruit
Tuesday	French Toast, Sausage, Fruit, Juice, Syrup	Sack Lunches	Burritos, Chips, Salsa	S'mores
Wednesday	Pancakes, Juice, Sausages	Sack Lunches	Night Out	Cake
Thursday	Scrambled Eggs, Toast, Bacon, Juice	Sack Lunches	Lasagna, Bread, Salad, Drinks	Ice Cream Social
Friday	Bagels, Muffins, Cereal, Yogurt	Plan Lunch for Day Away: Sack lunches or restaurant	Plan Dinner for Day Away: Restaurant	Finish Leftover Snacks
Saturday	Quick & Easy Farewell Breakfast	N/A	N/A	

For a Sample Menu and Suggested Portion Meal Plan, please email Rob at [rob@rms.org](mailto:rob@rms.org).

## COMMISSIONING FOR TASC

- LEADER: God has chosen and equipped you to love Him and others through TASC. As you represent this congregation in \_\_\_\_\_, we charge you to model love always.
- SERVANTS: How great is the love the Father has lavished on us, that we should be called children of God! And that is what we are! (1 John 3:1)
- CONGREGATION: If anyone obeys his word, God's love is truly made complete in him. This is how we know we are in him: Whoever claims to live in him must walk as Jesus did. (1 John 2:5-6)
- LEADER: But you have an anointing from the Holy One, and all of you know the truth. (1 John 2:20)
- CONGREGATION: Do not love the world or anything in the world. If anyone loves the world, the love of the Father is not in him. (1 John 2:15)
- SERVANTS: This is how God showed his love among us: He sent his one and only Son into the world that we might live through him. (1 John 4:9)
- LEADER: This is the message you heard from the beginning: We should love one another. (1 John 3:11)
- CONGREGATION: Do not be like Cain, who belonged to the evil one and murdered his brother. And why did he murder him? Because his own actions were evil and his brother's were righteous. (1 John 3:12)
- SERVANTS: This is how we know what love is: Jesus Christ laid down his life for us. And we ought to lay down our lives for our brothers. (1 John 3:16)
- LEADER: Dear TASCers, let us not love with words or tongue but with actions and in truth. (1 John 3:18)
- SERVANTS: We know that we have passed from death to life, because we love our brothers. Anyone who does not love remains in death. (1 John 3:14)
- LEADER: And now, dear TASCers, continue in him, so that when he appears we may be confident and unashamed before him at his coming. (1 John 2:28)
- CONGREGATION: We have confidence before God and receive from him anything we ask, because we obey his commands and do what pleases him. And this is his command: to believe in the name of his Son, Jesus Christ, and to love one another as he commanded us. (1 John 3:21-23)
- LEADER: I challenge those of you on TASC, and I challenge this congregation, to follow always God's new command – to love one another in Christ, to love in word and deed, in actions and in truth.
- ALL: This we so do and promise, God helping us.

# TASC Host Church Evaluation Form

Please use the back (if needed) for further comments that you may have concerning your event or the TASC program

Host Church Name. \_\_\_\_\_ Year \_\_\_\_\_

Thank you so much for the time and energy you put into making your TASC event great! RMS would love it if you and your committee could take a few moments to help us make future TASC events successful. The feedback you provide will help other churches, who host an event, make their TASC special to the participants who attend. Please be honest with your responses, even if it is critical. We want everything that we do give honor and glory to God!

## TASC MANUAL

Rating scale: 1-Poor, 2-Somewhat Satisfactory, 3-Satisfactory, 4- Very Satisfactory, and 5-Excellent. Circle the number that best describes your thoughts concerning the TASC Manual.

Overall Helpfulness.	1	2	3	4	5
Was There Enough Committee Information?	1	2	3	4	5
Were the Job Descriptions Explained?	1	2	3	4	5

## Information Content

How do you feel about the manual? Was there too much detail? Not enough?

If there was not enough, what in your opinion should be added to the Manual?

What do you think does not need to be included in the manual?

## Budget

Was the amount, from the registration fees that you received, adequate or not for your event?

If not, let us know an approximate percentage of your shortfall (so we can assess our registration fees).

## RMS Involvement

Did the materials (t-shirts, booklets, etc.) that RMS provided meet your expectations for quality? If no, please indicate how we could make it better.

Did you find that the Director was helpful throughout all stages of your event? Please explain.

What could RMS or the Director have done to make your event better?

## Future TASC

Would you consider hosting a TASC event again? Why or Why not?

If you would host another event, when?      Yes      No      When? 20\_\_\_\_

Thank you so much for hosting a TASC event.  
May God's kingdom be enriched by what you have done!

# SAMPLE EVALUATION FORM

**(RMS will print and include in materials sent to the Host Church)**

Please rate the following by circling the number that corresponds to the scale above. Your answers are confidential. Your written feedback is very helpful!

Rating Scale: N/A -- Not Applicable; 1 – Poor; 2 – Somewhat Satisfactory; 3 – Satisfactory; 4 – Very Satisfactory; 5 – Excellent

Sleeping Quarters	N/A	1	2	3	4	5
Breakfast Meal	N/A	1	2	3	4	5
Sack Lunches	N/A	1	2	3	4	5
Supper/Dinner Meal	N/A	1	2	3	4	5
Shower Sites	N/A	1	2	3	4	5
Schedule satisfactory?	N/A	1	2	3	4	5
Morning Devotions	N/A	1	2	3	4	5
Music & Singing	N/A	1	2	3	4	5
Main Speaker	N/A	1	2	3	4	5
Prayer Groups	N/A	1	2	3	4	5
Work-site satisfactory?	N/A	1	2	3	4	5
Work-site Safety?	N/A	1	2	3	4	5
Day Away	N/A	1	2	3	4	5

1). What part of the week did you most like? What part did you least like?

2). What changes (if any), would you suggest, to improve your overall experience?

3). Are you interested in participating in other future RMS mission trips? If so, what type of trip would you want to be a part of: foreign, domestic, evangelism, etc. (please include email address for further communication)?

Thoughts and Comments (feel free to use the backside of this form for further comments):

# Sample Meeting Agenda

Church Name \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

1. Welcome and Prayer
2. TASC Roster: Attached
3. Coordinator Positions: Report updates and changes, seek advice and assistance from the others on the committee. Remember that Coordinator positions function like subcontractors, so each person is free to solicit help from members of the congregation.
  - a. TASC Master:
    - Oversees all aspects of TASC from start to finish
    - Serves as the final authority during the week of TASC
  - b. Worksites:
    - Oversees all aspects of the group's worksites including finding sites, organizing tools and supplies, dividing TASCers and Sponsors into groups, and working with the Transportation coordinator to get participants to and from their worksites.
    - Worksite Investigation Sheet: attached
  - c. Transportation:
    - Oversees all aspects of the group's transportation needs, which include worksites, shower sites, and the Day Away.
  - d. Food:
    - Oversees all aspects of the group's meals and snacks.
  - e. Community Life:
    - Oversees all aspects of the group's time in the church building, including birthday celebrations, creating mailboxes, working with the congregation if the church building is needed, organizing sleeping areas, getting sleeping bags, cots, air mattresses, and anything else that is needed for community life.
    - Community Life Assistance
      1. Games & Free Time
        - Oversee group games during free time and ensure the TASCers are mingling and getting to know everyone in the group.
      2. Shower Sites
        - Oversee all aspects of organizing the shower sites for TASC
        - Find and
      3. Talent Show
        - Oversee all aspects of the Talent Show
  - f. Technology
    - Oversees all technology such as website updates, photo collection, creating slideshows, setting up projectors, running the sound system, etc.
    - Technology Assistance
      1. Photographer



2. Others as necessary
- g. Day Away
  - Oversees all aspects of the Day Away. Work with the Transportation Coordinator as needed.
- h. Spiritual Life
  - Oversees communication with the speaker so understands what is expected as he writes 6 morning devotionals, leads 4 to 5 evening sessions, and participates on TASC as much as he is able.
  - Oversees the planning for music and singing, such as lining up musicians (piano, guitar, trumpet, etc.)
  - Oversees the creation of evening Prayer Groups which consist of 2 Sponsors and 6 to 10 Students.
4. Matters for the Church Council to consider and decide
5. Other Matters
6. Next Meeting
  - a. Date:
  - b. Devotions & Prayer:
7. Closing Prayer

## Action Items:

Item	Person Responsible	Due Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		



## Declaration of Intent to Host TASC

**Teens Actively Serving Christ (TASC) with Reformed Mission Services (RMS)**

We, the Consistory/Session of \_\_\_\_\_

CHURCH NAME

located at \_\_\_\_\_  
ADDRESS, CITY, STATE/PROVINCE, ZIP/POSTAL CODE

I hereby pledge to host TASC from Saturday, \_\_\_\_\_ to Saturday \_\_\_\_\_, 20\_\_\_\_.

START DATE    END DATE    YEAR

We understand that RMS recommends no less than 10 Student TASCers and no more than 35 Student TASCers. In addition to the numbers indicated below, we understand that 1 adult Sponsor will also accompany every 5 Student TASCers.

Estimated Number of Student TASCers from Our Congregation: \_\_\_\_\_ to \_\_\_\_\_  
MINIMUM # MAXIMUM #

Estimated Number of Student TASCers from Other Churches: \_\_\_\_\_ to \_\_\_\_\_  
MINIMUM # MAXIMUM #

Total Number of Student TASCers that we Expect at our TASC: \_\_\_\_\_ to \_\_\_\_\_  
MINIMUM # MAXIMUM #

We understand that if the number of Student Registrations is less than the minimum number we provided, that RMS will contact us to help us decide the feasibility of hosting TASC.

With God's help, we will make every effort to uphold the guidelines established by the RMS Board.

Our TASC Master is: \_\_\_\_\_  
FIRST AND LAST NAME

Contact Info: \_\_\_\_\_

HOME PHONE	CELL PHONE	EMAIL ADDRESS
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Names of other Coordinators (positions can be left blank if they are not yet filled):

Worksite: \_\_\_\_\_ Transportation: \_\_\_\_\_

Food: \_\_\_\_\_ Community Life: \_\_\_\_\_

Music: \_\_\_\_\_ Spiritual Life: \_\_\_\_\_

Technology: \_\_\_\_\_ Day Away: \_\_\_\_\_

We pledge to carry out these plans to the best of our ability (please print):

\_\_\_\_\_ and \_\_\_\_\_ Date: \_\_\_\_\_  
TASC MASTER'S PRINTED NAME PASTOR'S OR ELDER'S PRINTED NAME MM/DD/YYYY

Please Scan and Email to Rob Brinks, Administrative Director Email: [rob@rms.org](mailto:rob@rms.org) Or mail to:  
Reformed Mission Services, 6607 Center Industrial Drive, Jenison, MI 49428

## Teens Actively Serving Christ (TASC)

Student/Sponsor from "Host Church".  
Registration cost = \$100.00. The \$100 is to cover administration costs, t-shirts and insurance. Because of the minimal cost to TASCers of the Host Church, the Host Church is responsible to cover any financial shortfall that may be incurred on TASC.

Student/Sponsor from "Guest Church".  
Registration cost = \$350. \$100 goes to RMS, and \$250 is sent to Host Church to cover cost associated with the TASC event. No further funds will be sent to the Host Church to cover budget costs associated with the event.

These monies come from individuals or youth groups to attend the TASC event, not RMS.

## Reformed Mission Services

### TASC Host Church

RMS sends Host Church a check for 2/3rds of the total amount of \$250.00 times the number of guest student/sponsors. For example, 30 guests times \$250 = \$7500.00 the Host Church would receive \$5,000 by the 15<sup>th</sup> of May. The additional 1/3<sup>rd</sup> will be sent by request using the form found in this TASC Manual.

### Host Church uses these funds for:

Food and kitchen supplies.

Materials for work sites and transportation needs

Special activities/Day-away

Any remaining monies are to be sent back to RMS within 30 days of the end of TASC. Host Churches that spend more money than total money they receive from RMS, for the TASC event, are responsible to make up those expenses through special collections or other means suitable to the council of the Host Church.

# Host Expense Reimbursement Sheet

For TASC Host Churches

Our Church Name is \_\_\_\_\_

Our TASC Dates are/were Saturday, \_\_\_\_\_ to Saturday \_\_\_\_\_, 20\_\_\_\_.

START DATE

END DATE

YEAR

## 1. Total Operations Balance:

\$240 multiplied by the Number of Guest Participants \$ \_\_\_\_\_  
SUBTOTAL

\$60 multiplied by the Number of Host Participants \$ \_\_\_\_\_  
ADMIN FEE

Subtotal – Admin Fee = Operations Balance: \$ \_\_\_\_\_  
OPERATIONS BALANCE

## 2. Amount Sent by RMS to Host Church

2/3 of the Operations Balance listed in #1 \$ \_\_\_\_\_  
2/3 OF OPERATIONS BALANCE

## 3. General Budget vs Actual Expenses

Budget Category	Amount Budgeted	Actual expenses	Difference + / -
Food			
Community Life			
Worksites			
Day Away			
Fuel			
Rentals			
Other			

## 4. Additional Funds Requested from RMS

Up to 1/3 of the Operations Balance listed in #1 \$ \_\_\_\_\_  
AMOUNT REQUESTED

5. Submitted on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ and Signed by the TASC Master and a Council Member  
MONTH DAY YEAR

TASC MASTER'S SIGNATURE

ELDER/DEACON REPRESENTATIVE'S SIGNATURE

To expedite your request, please scan and email this form to [rob@rms.org](mailto:rob@rms.org), or  
Mail to: Reformed Mission Services | 6607 Center Industrial Drive | Jenison, MI 49428

**Reformed Mission Services, Inc.,**  
**A New Jersey Not-for Profit Corporation**  
**Safety, Security, and Supervision Policy**

**Statement of Purpose and General Note**

Reformed Mission Services (RMS) is committed to creating and maintaining programs, facilities and a community in which members, friends, staff and volunteers can worship, learn and work together in an atmosphere free from misconduct towards minors and sexual harassment towards any person of any age. It is the intention of RMS to prevent behavior that is contrary to this policy and, if necessary, to discipline those persons who violate it.

RMS conducts various and differing forms of events, activities, service projects, trips, camps and gatherings consisting both of minor persons under the supervision of adults and adults exclusively. These service trips include but are not limited to:

- **Vacation Bible School (VBS).** VBS is an approximately one-week service project conducted at a local church whose participants are children of elementary and middle school age.
- **Teens Actively Serving Christ (TASC).** TASC is a one-week Christian service project whose participants are high school students and college freshmen.
- **Adult Trips (AT).** Adult service projects are reserved for attendance only by adults and are conducted for varying periods of time and at various service project areas both within the United States and Canada and abroad.
- **Mixed Trips (MT).** Mixed service projects consist of individuals of all ages and are conducted for varying periods of time and for various purposes as needed including disaster relief missions, emergency maintenance, church building remodeling and other projects.

RMS is contemplating and in various stages of the development of the following types of service projects. In the event that additional types of service projects are inaugurated, their descriptions will be added hereto and this policy shall thenceforth apply to them.

The provisions of this policy are designed to the greatest extent possible to apply to all types of RMS service projects and activities. Occasionally provisions apply exclusively to a single type of service project or activity and such provisions are specifically noted.

It is RMS policy that the church or other location wherein any RMS event is held will be in overall charge and have overall responsibility for the supervision and security of the event. In view of the seriousness of potential threats to minors in the current cultural environment, it is our requirement that this RMS Abuse policy will control at any activity site unless the location has its own policy. In that event and as to any individual provision of each respective policy it shall be the more stringent that applies.

**Misconduct Towards Minors**

This policy prohibits all misconduct towards minors. (A minor is anyone under 18 years of age). It is not possible to itemize all conduct that is in violation of this policy. For the purposes of this policy, misconduct towards minors includes but is not limited to:

- Deliberate assaults or molestation.
- Undesired physical contact.
- Any form of non-parental corporal punishment.
- Sexually-oriented humor or language.
- Providing or displaying pornography and/or pornographic media of any kind.
- Causing a minor to engage in any sexual act.

- An adult spending time alone with a minor under unreasonable and/or unnecessary circumstances.
- Sexual advances or sexual activity of any kind between any person and a minor.
- Physical neglect of a minor, including failure to provide adequate supervision.
- The consumption of or being under the influence of illegal or illicit drugs or abuse of alcohol while leading or participating in any function at which minors are in attendance.

### Definition of Sexual Harassment

Sexual harassment is sexual advances toward another person regardless of age that is contrary to his or her wishes. It includes behavior directed at another person with the intent of intimidating, humiliating, and embarrassing the other person, or subjecting the person to public discrimination. Sexual harassment may include but not be limited to the following:

- Written contact or verbal contact, such as sexually suggestive or obscene letters, notes, emails, text messages, or invitations.
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse.
- Visual contact, such as leering or staring at another's body, gesturing or displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature also constitute sexual harassment when:
  - Submission to such conduct is made either explicitly or implicitly a term, condition or circumstance of employment, or participation in any RMS activity.
  - Submission to or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or RMS-related decisions affecting an individual.
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in RMS activities or creating an intimidating, hostile, or offensive work or church environment.

### Additional Definitions:

The general organization of RMS events involves the participation at least four discrete groups of individuals including (1) RMS leadership, (2) Local church/event leadership, (3) Adult leadership accompanying specific groups of minor participants and (4) Minor participants.

- **Adult:** An Adult is any individual over the age of 18 years.
- **Employee:** An Employee is an individual in the paid employ of RMS.
- **Host Coordinator:** The Host Coordinator is the individual in overall charge of any RMS event. The Host Coordinator may be a representative of RMS and/or he may be an elder-qualified representative of the host church at which an event is being held. Every RMS event will have a specifically designated Host Coordinator.
- **Location:** Location includes every classroom, vehicle, or enclosed/secluded area of any kind and/or outdoor work site in which RMS activities, functions and programs are conducted.
- **Minor:** A minor is any individual under the age of 18 years.
- **Monitor:** A monitor is an Adult specifically screened, trained and assigned to conduct overall roving supervision in areas both inside buildings and in outside facilities at the location where ministry service is in progress.
- **Participant:** A participant is any individual under the age of 18 years. Participant also includes disabled adults.
- **RMS Board Representative:** Every RMS event shall have an RMS Board Representative in attendance. The RMS Board Representative may be a member of the RMS Board of Directors or

any other individual specifically designated by the Board to act in this capacity.

- **Sponsor:** A sponsor is any individual over the age of 21 years. A sponsor qualifies as an Adult for the purposes of this policy. All Sponsors shall be individuals who have been screened pursuant to this policy.
- **Supervisor:** A Supervisor is a Sponsor with oversight responsibilities for a group of participants and or an individual activity within an RMS event under the authority of the Host Coordinator.
- **Vehicle:** A vehicle is any type of conveyance used or utilized for the transportation of persons. A vehicle may be open or closed and includes all forms of motor vehicles without limitation.
- **Volunteer Mentor:** A volunteer mentor is any Worker who has been specifically screened, trained and assigned to conduct volunteer mentoring as described in this policy.
- **Workers:** Workers are all Adults, Sponsors, Monitors, Volunteer Mentors, Supervisors, Host Coordinators, RMS employees, drivers, local church personnel and any and all additional persons engaged in, managing and/or operating any RMS event.

### Reporting and Response

The RMS Board of Directors is responsible for overseeing this policy. The Board shall be responsible for investigating any reports and complaints of violations of this policy. Any complaint or report of a violation of this policy shall be submitted to any member of the Board including the RMS Administrative Director. Any person who reports an incident shall submit an Incident/Injury Report. A copy of the form may be obtained from any Board member including the RMS Administrative Director.

To the extent possible, each incident that is reported will be promptly investigated with confidentiality, care and concern for all involved, by the Board. The Board may designate a committee to perform the investigation. Any such committee shall consist of at least three Board members. No complaint shall be treated as frivolous. The Board shall conduct the investigation, as it deems appropriate. The investigation may include interviews with all concerned.

The Board shall determine the appropriate procedures for investigating each report or complaint as it deems appropriate. The procedures may include some or all of the following:

1. Receiving the initial report and confirming the facts reported and the condition of the child or other victim on the same day on which the first report was made or as soon thereafter as practical.
2. As soon as practical, the Board shall see that the Incident/Injury Report is completed.
3. Data concerning the child or other victim, name, address and other pertinent information will be obtained through discussions with the initial reporter and other staff members. The name and address of the parent(s), guardian(s), or person(s) responsible for the care of the child, if available will be obtained.
4. Any accused person shall be suspended from the performance of duties involving minors until the investigation has been completed.
5. The victim and the victim's family shall be informed of the steps that are being taken, and will be kept advised of the status of the investigation. If child abuse is confirmed, the victim and the victim's family will be asked, what action they would like to take in the matter, and full cooperation will be made to address their preferences within the bounds of a legal and prudent response (RMS legal counsel should assist in this determination).
6. In instances where child abuse or sexual harassment is confirmed, the accused worker will be immediately dismissed from any and all positions held with RMS. At the conclusion of the investigation the Board shall consider additional disciplinary action where appropriate.

7. In instances where the evidence is inconclusive, the Board shall take whatever action or inaction it deems appropriate taking into account the desires of the parties involved.
8. The Board shall fully comply with any and all Federal, State and local statutes and regulations applicable to the protection of minors, elimination of sexual harassment and reporting of incidents, especially in so far as they involve minors. As may be required by law, if there is a reasonable suspicion of child sexual abuse or neglect, an authorized employee or agent of RMS must report the incident immediately by telephone to the Police Department or Sheriff's Department, followed up by a written report within 36 hours.
9. Cooperate fully with law enforcement officials.
10. The Board will also contact RMS's insurance company to report the incident.
11. The Board may at any time consider consulting with legal counsel.
12. Any designated committee shall keep the Board, and other directly interested parties, informed of the investigation with respect to matters which are not confidential, so that the Board will learn about the investigation from within RMS rather than from external sources or the news media.

The Board, upon concluding its investigation, will notify the person filing the complaint, the victim, the accused and the Consistory/Session of any church whose members and/or property were involved in the incident as is appropriate.

RMS will not engage in or tolerate retaliation against any person for making a good faith claim of misconduct or harassment or providing information relating to such complaints during any investigation.

In addition to reporting to the Board, any mandated reporter, pursuant to applicable child abuse or neglect reporting statutes in any governing jurisdiction, will also report to the statutorily specified authorities.

### **Requirements for Supervision at RMS Events:**

Supervision at all RMS service projects must be carried out in strict conformity with the policies and procedures set forth herein. These supervision requirements are the minimum requirements that will apply to any RMS service project. Host churches and ministry locations agree to conform to and enforce them. Should a service project location have enacted more stringent provisions than those enumerated herein, RMS agrees to comply with and enforce the more stringent policies.

### **Events Involving Nursery Services (ages infant to 3 years)**

Nursery staff shall consist only of females over the age of 21 years who have been screened pursuant to the provisions of this policy. At least two females over the age of 21 years who are not members of the same nuclear family, shall staff any nursery. Female volunteers under the age of 21 years may be allowed to work in a nursery, provided, that there are present at all times at least two females over the age of 21 years who have been screened pursuant to the provisions of this policy. Female nursery volunteers under the age of 21 years must be either (1) a daughter of a parent or guardian member of the host church who has been a member of the church for at least one year; or (2) a registered participant in the service project team. The parent or guardian of any volunteer under the age of 21 must complete and sign a Parent/Guardian of a Minor Consent and Hold Harmless Form.

- During the hours of operation of any nursery, the window blinds, and whenever possible the door, shall remain open at all times.
- Nursery children shall be released only to their parents unless prior written arrangements are made with the nursery staff. Permission slips will be available for parents to sign, authorizing the release of their child(ren) to other adults.



- Female volunteers under the age of 21 years will not be permitted to change diapers unless the volunteer is the parent or guardian of the child that needs a diaper change, or unless prior written authorization is given by the child's parent(s)/guardian(s). Permission slips will be available for parents to sign, authorizing their child to have diaper changes. In the absence of written permission, parents of the child shall otherwise be summoned if their child needs a diaper change.
- All suspicious behavior shall be reported to the RMS Board Representative and the Host Coordinator, if any.
- The RMS Board Representative and the Host Coordinator, if any shall be responsible for compliance with this section. Compliance shall include verifying that all nursery workers have submitted a Child/Youth Worker Application.

### **Events Involving Older Children (ages 4-13 years)**

**General Requirements:** For activities involving children in the age group 4-13 years, a minimum of two adults over the age of 21, who are not married to each other and are not members of the same nuclear family, must be present with and actively supervising the children at all times. Volunteers under the age of 21 years may be allowed to assist in the supervision of children in this age group, provided, that there are present at all times at least two adults over the age of 21 years who have been screened pursuant to the provisions of this policy. The parent or guardian of a volunteer under the age of 21 must complete and sign a Parent/Guardian of a Minor Consent and Hold Harmless Form.

- **Visibility.** All activities conducted indoors shall be conducted in a room with a window. Blinds shall remain open. Doors whenever possible shall remain open. To the greatest extent all activities shall be conducted in open and highly visible locations. No activities shall be conducted in isolated parts of the facility.
- **Supervision with Monitor.** One adult over the age of 21 years may supervise an activity involving children in this age group when a second adult over the age of 21 has been designated to act as a Monitor. A Monitor shall be responsible for regularly and randomly monitoring activities including unannounced visits to the classroom/activity areas. The Monitor shall be responsible to report all suspicious behavior to the RMS Board Representative and the Host Coordinator, if any.
- **One-to-One Prohibited.** One-to-one activities are prohibited. A supervising adult over the age of 21 shall at all times have at least two children participating in any activity.
- **Avoidance of Appearance of Impropriety.** Workers will avoid all appearance of impropriety including but not limited to sitting older children on their laps, kissing or embracing them and the like.

**Parent/Guardian Consent Form:** At least one parent of a child in this age group shall be required to complete and sign a Parent/Guardian of a Minor Consent and Hold Harmless form and a Waiver and Consent of Parent and Authorization to Treat a Minor to be valid for the duration of the event. Completed forms shall be maintained on file with RMS. A copy of the completed Waiver and Consent of Parent and Authorization to Treat a Minor form shall be taken on any field trip.

**Identification System:** Except registered participants on the RMS service project, an identification system shall be adopted, ensuring that the parents/guardians who drop off a child are the same parents/guardians who pick up the child. Permission slips will be available for parents/guardians to sign, authorizing the release of their child(ren) to other adults.

**Parties Responsible for Compliance:** The RMS Board Representative and Host Coordinator, if any, shall be responsible for compliance with this section. Compliance shall include verifying that all volunteers have submitted a Volunteer/Worker Application Form and have been approved.

**Maintenance of Ongoing Supervision:** RMS staff, host church staff, activity location staff, and if appropriate, other adults over the age of 21 years will supervise activities on an ongoing basis, and make

unannounced visits into classes on the host church site or other program sites when practical.

**Reporting of Suspicious Behavior:** All suspicious behavior shall be reported to the RMS Board Representative and Host Coordinator, if any.

### **Events Involving Older Children (ages 14 to 17 years) and Other Youth Activities**

With the exception of transportation of participants in vehicles as described below and with the exception that only one adult over the age of 21 must be present with children at all times, all policy provisions applicable to the age group 4-13 shall apply to the age group 14-17.

### **Requirements for Special Needs Individuals**

Safety and security arrangements for individuals with special needs and /or disabled adults will be made on a case by case basis taking into account the individual's specific disabilities and capabilities, cognitive capacity and any and all other relevant factors.

### **Transportation of Participants in Conjunction with RMS Activities**

**Preference for Presence of Two Adults:** The preference in situations of transportation by individuals involved in any capacity in any RMS event of any participant in any vehicle is that such transportation shall occur only with the presence therein of at least two adults over the age of 21 years not related to each other. This rule is mandatory in all cases when only one participant is being transported in any vehicle. No single minor shall ever be transported alone in a vehicle by any single adult. When it is otherwise unavoidable, two or more participants may be transported in a vehicle by only one adult.

**Parent/Guardian Release Form:** A release form may be signed by a parent/ guardian authorizing their child to be driven to and from youth activities. When any child is given a ride, the authorized parent/guardian must be contacted and advised that the child is leaving the activity. In instances wherein participants are transported to or from an event the above requirement of two adults applies.

### **Discipleship and Mentoring**

1. **Team Basis.** Discipling and mentoring by Volunteer Mentors with individuals for Christian nurture shall, wherever and whenever possible, be carried out on a team basis by two Volunteer Mentors preferably of the same biologically assigned gender as the individual being mentored/discipled. If a female is being mentored, a female Volunteer Mentor must be present during the session. If mentoring by only one Volunteer Mentor is unavoidable, such mentoring will be conducted in view of at least one additional Adult through a window or an open door.

2. **Limit of Three Sessions.** All mentoring sessions will be limited to three occasions for no more than 30 minutes each. Under no circumstances shall any mentoring session last longer than 30 minutes. If mentoring is required beyond the limits set forth herein, a professional counsellor, pastor or other trained professional should be recommended.

### **Restroom Rules and Restrictions**

**General Requirements:** In instances where children need assistance to use the restroom, it is desirable when practicable that two adults be involved. One adult should assist the child as necessary and the other should monitor from outside. Restroom and stall doors should be left open. For Nursery restroom needs involving children through the age of 3 years, Nursery volunteers must take the child to the restroom located closest to the Nursery. Men and volunteers under the age of 21 years may not be tasked with assisting nursery-age children who need help using the toilet. Only female Adults may perform diaper changing.

**Specific Requirements:** Notwithstanding the preceding paragraph,

1. At least one Adult female should escort Minor girls ages 3-13 to the restroom, and one Adult male should escort Minor boys ages 3-13 to the restroom. The escorting Adult will first ensure the facility is

safe and then wait outside the restroom for the child(ren) to finish. Wherever possible a second adult escort will assist in taking minors to the restroom.

2. Minors ages 14-17 are allowed to use the restroom without Adult escort.

3. Workers are strictly admonished never touch another person's private areas except when necessary, as in the case of changing a diaper.

### **Discipline of Participants**

1. **Physical Discipline Prohibited.** Workers may never spank, hit, grab, shake, or otherwise physically discipline anyone. Physical restraint should be used only in a situation where it is necessary to prevent an individual from harming his or herself or another person.

2. **Reporting of Disciplinary Problems.** Disciplinary problems, issues, and/or questions will be reported/referred for disposition and resolution to the RMS Board Representative, the Host Coordinator and to a parent or guardian.

### **Injuries and Illness**

1. **Worker Illness:** Any Worker who is ill, such as with a fever or a communicable disease that can be transmitted by cough or by touch, will not be permitted to participate in and shall remain isolated from other RMS participants until fully recovered.

2. **Substitute Workers:** Any person who substitutes for a Worker who becomes ill shall have been previously approved through the RMS ministry screening process.

3. **Participant Illness:** In the event that a Participant becomes ill, they should be returned to their parent or guardian as soon as illness is discovered. If immediate return is not possible, then the Participant who is ill should be isolated in a manner that allows such Participant to be observed and cared for until they can be returned to a parent or guardian.

4. **Contact with Bodily Fluids:** All Workers shall take reasonable and necessary steps to avoid contact with blood, saliva, and/or other bodily fluids.

5. **Medical Attention:** Host coordinators and Supervisors who become aware of injury to any Worker or Participant shall take steps to ensure that proper medical attention is given to the injured person and provide for continued observation and supervision of the remaining activity participants.

6. **Minor Injuries:** Participants who have sustained an injury that is obviously minor will be given first aid as needed at the time of injury. The Participant's parent(s) or guardian(s) will be notified of the injury when they pick up the injured person.

7. **Summoning of Emergency Medical Care:** Any injury that requires or may require medical treatment beyond simple first aid will be given immediate attention. The parent(s) or guardian(s) of the injured person, the Host Coordinator and Supervisor must be notified immediately. Emergency medical personnel will be summoned in any situation that warrants it.

### **Volunteer Screening Process**

All Workers and all legal adults interacting with Participants shall submit to the RMS Volunteer Screening Process (VSP). All Information gathered throughout the Volunteer Screening Process will be collected and stored in a secure location at the RMS Administrative Director's office.

1. **Application Form:** All adults shall complete the Application Form as set forth below.

2. **Application Packet:** An application packet, consisting of the Application Form, informational letter, and safety education information, will be provided by RMS to any adult seeking to work with Participants at an upcoming RMS sponsored event.

3. **Application Deadline:** Application Forms must be completed and returned to the RMS

- Administrative Director no later than 6 weeks' prior at the start of the scheduled event.
4. **Background Check:** A formal background will be required on everyone who has direct, personal access to event participants.
  5. **Application Review:** The RMS Administrative Director and/or a duly constituted committee will review all applications and all results of background checks including reports from the police and other governmental agencies. The Administrative Director and/or the committee shall have authority and sole discretion to reject the application of any individual in circumstances wherein such rejection is either necessary or desirable to ensure the safety of the event and of all individuals involved with it and to verify that each applicant represents an appropriate match for the particular event he/she will attend. RMS shall not be required or in any other manner obligated to accept the application of any individual.
  6. **Applicant Authorization:** Applicants specifically authorize the RMS Administrative Director to seek and obtain further information from references provided by the applicant and/or from the entity(ies) providing the background check.
  7. **Automatic Rejection:** If there is any indication that an applicant may pose a threat or has prior history of perpetrating physical, emotional, or sexual abuse that applicant will be disallowed to participate in any manner in the event. The applicant will be notified immediately and not be permitted to attend the event.
  8. **Victims of Abuse:** If there is any indication that an applicant has prior history of having been victimized by physical, emotional, or sexual abuse, but has no history of perpetration thereof, that applicant's application will be subject to additional investigation and consideration by a duly constituted committee of the RMS Board of Directors. The applicant will be notified immediately upon completion thereof of the committee's decision as to its participation in the subject event.
  9. **Acceptance Valid for Calendar Year:** No further application or background check will be required of any successful applicant for participation in any additional RMS Sponsored event during the calendar year of the originally approved application.
  10. **Renewal Application:** If there is no change in prior information, returning applicants, will be required only to file a renewal application in the form set forth below.

### **Record Keeping, Notice of Injury, Abuse, and/or Molestation:**

1. **Attendance List:** An attendance list will be maintained for all RMS functions subject to this policy. The list shall record the date of the function and the names of all participants and workers.
2. **Reporting Abuse:** Any Worker who is informed of or otherwise becomes aware of any injury, abuse, or molestation occurring within, at or during any RMS sponsored activity subject to this policy shall immediately inform the Host Coordinator or Supervisor thereof. The Host Coordinator or Supervisor shall, in turn, immediately advise RMS Administrative Director and the RMS Board Representative.
3. **Notice of Injury Form:** The Host Coordinator or Supervisor will prepare a written Notice of Injury in the form prescribed herein whenever an injury more serious than an obvious minor injury, abuse, molestation or sexual harassment occurs or is suspected during a RMS function. The Notice of Injury shall be promptly forwarded to the Host coordinator and/or RMS Administrative Director.
4. **Notification to Parent/Guardian:** Any Host Coordinator or Supervisor who has become aware of an injury more serious than an obvious minor injury, abuse, molestation or sexual harassment of a Participant will immediately inform the Participant's parent or guardian that possible abuse or molestation has occurred.
5. **Advice of Attorney:** The Host Coordinator also will ensure that a qualified attorney is immediately contacted to provide a written opinion as to whether the organization is required to report the abuse or molestation to law enforcement authorities. The written opinion shall be obtained within 24 hours after

the Host Coordinator first becomes aware of the situation. The attorney's advice will be acted upon immediately, including reporting the incident to the authorities if required.

**6. Compliance with Mandatory Reporting Requirements:** RMS and its staff shall strictly comply with all mandatory child abuse/molestation reporting requirements imposed by any jurisdiction having authority including pursuant to federal, state, local, or other authority. If permitted, the advice of a qualified attorney will also be sought immediately if the Host Coordinator becomes aware of possible abuse or molestation of a Participant.

**7. Advice to Insurance Carrier:** The Host Coordinator will promptly notify RMS's insurance carrier upon notice of abuse or molestation. RMS will cooperate in notification of such parties as the Host Facility shall reasonably request and will notify its Consistory/Session of Oversight.

### **Violations of Policy and/or Procedures:**

**1. Notice of Violation:** Workers shall promptly notify their Host Coordinator or Supervisor of any violation or suspected violation of the provisions and/or requirements of this policy. Workers are obligated to report violations by other workers as well as to self-report their own violations.

**2. Continued Compliance with Policy:** The Host Coordinators, Supervisors, and Ministry Leaders who become aware of any violation of the policies and procedures set forth herein shall take all necessary steps to ensure continuing compliance with them and to avoid further violations.

**3. Removal of Violators Authorized:** The process of ensuring compliance with this policy shall include all reasonable and necessary steps up to removal of any Workers from their position.

**4. Internal Investigation:** RMS takes any allegation of abuse or molestation seriously. Each situation will be fully investigated by the Host Coordinator, the RMS Administrative Director and the RMS Board Representative. Investigations shall include the assistance of legal counsel and civil authorities when appropriate.

**5. Removal from Position Pending Investigation:** Any Employee or Worker who becomes the subject of an investigation related to any allegation of abuse or molestation will be removed from their position, with pay (if any), pending completion of the investigation. Any Employee or Worker who admits to abuse or molestation will be terminated immediately. Termination shall occur in conformity with the applicable RMS Staff Relations Policy.

**6. Permanent Removal Upon Determination of Guilt:** Any Employee or Worker found guilty of abuse or molestation will be permanently terminated from all duties within the organization. Termination for abuse or molestation shall be carried out in consultation with legal counsel

### **Law Enforcement and News Media:**

**1. Cooperation with Law Enforcement:** All Employees and Workers at any RMS sponsored event shall cooperate fully with all law enforcement and governmental agencies investigating allegations of injury, abuse, or molestation.

**2. Advice of Legal Counsel:** The RMS Board will seek legal counsel as soon as possible after receipt notice of allegations of or the possibility of abuse or molestation within the organization and/or at any of its events.

**3. Designation of Spokesperson:** RMS will designate a single individual to be the spokesperson for RMS regarding all inquiries from the news media concerning allegations of abuse, molestation or injury. The designated RMS spokesperson will be the only person permitted to supply information concerning said allegations and will do so in such manner to avoid compromising any ongoing investigation and to maintain the privacy of the individuals involved.

**Annual Review and Revision; Renewal Applications:**

**1. Annual Review of This Policy:** On an annual basis, the RMS Board of Directors will conduct a review of this policy. The Board of Directors in its discretion may seek the assistance of the Documents Revision Committee in carrying out this responsibility. Amendments, additions and updates will be made to this policy as needed and appropriate. The RMS Board is authorized in its discretion to seek the advice of legal counsel and/or its insurance carrier for assistance in completing its annual review of this policy. All changes and modifications will be promptly communicated to all persons affected by them.

**2. Renewal Applications:** Employees and Volunteers will annually complete a brief renewal application on the Renewal Application Form that appears below.

**3. Removal for Ineligibility:** If the Renewal Application reveals that an Employee or Volunteer has become unsuitable or otherwise ineligible for working with Minors, immediate removal for their position shall occur and they will not be allowed thereafter to hold positions involving work with other similar groups involving Minors.

**Training:**

RMS will provide Employees, Workers and all other persons whose duties require direct contact with and supervision of Minors with training in the reporting of child sexual abuse and neglect. Training will include mandatory reporting requirements and compliance therewith, compliance with and execution of all requirements and provisions of this policy, the proper utilization and completing of all forms and reports, identification of the individuals responsible for supervision of RMS events and compliance with all reporting requirements contained in this policy.

**Insurance**

In consultation with its insurance carrier, RMS through its Board of Directors shall obtain and maintain liability insurance coverage with coverage limits that will adequately cover potential child abuse and sexual misconduct claims.

## INCIDENT/ INJURY REPORT

Organization	Reformed Mission Services, Inc. ("RMS") 6607 Center Industrial Drive Jenison, MI 49428 rms.org
Time and Place of Injury	Date of Injury: ____/____/____ Time: ____ : ____ AM PM Where did the injury occur? _____ _____
Person Injured	Name: _____ Age: _____ Address: _____ Phone: (____) ____ - _____ Phone type (circle one): Home Cell Other Name of parents/guardians (if a minor): _____ Injuries sustained: _____ Did the injured receive medical treatment? If so by whom? _____ Was the injured transported for treatment? If so to where? (hospital/doctor): _____ Injured's relationship to RMS: _____ If injury occurred on RMS's premises, for what purpose was the injured on the premises? _____ Who was responsible for supervision at the time of injury? _____ If injury occurred elsewhere, what connection did it have with RMS's operations or activities? _____ Does the injured party have medical insurance that could apply? ____Yes ____No If yes, what is the name of medical insurance company? _____ Policy Number: _____ Group Number: _____
Full Description of Incident	_____ _____ _____
Witnesses	Name: _____ Telephone: (____) ____ - _____ Address: _____ Name: _____ Telephone: (____) ____ - _____ Address: _____

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date of report: \_\_\_\_/\_\_\_\_/\_\_\_\_