



*A Day of a Mission Volunteer
Get Started Package*

2017

A Parish Partnership

The Typical Day of a Mission Volunteer

Our mission's purpose is to bring the love of Jesus Christ to the poor and impoverished of Appalachia. Your mission experience is a spiritual journey led by God. We ask you keep your focus on God, seek him out in all you do, and pray with those you are serving as well as with your service group. Your mission experience at the Father Beiting Appalachian Mission Center includes daily mass and weekly adoration to aid you in keeping your focus on God and His plan for your journey.

Daily Mass for all volunteers:

St. Jude's Catholic Church, Louisa, KY

7 a.m. Monday, Tuesday, Thursday and Friday (except 1st Fridays, 6 pm)

6 p.m. Wednesday & 5 pm Adoration (except 1st Fridays)

Mornings

As you will see from the daily schedule, breakfast will need to be eaten before mass. Please plan accordingly.

First Day

Mass at 7 a.m. St. Jude's Catholic Church

Meet at the Father Beiting Appalachian Mission Center at 8:30am for your Orientation with Volunteer Coordinator and a Mission Center Tour with Director of Operations

All Following Days:

Morning mass then work day begins at 8 a.m.

Wednesday morning volunteers will experience local culture through attending gospel singing at the St. Jude Thrift store from 10:30-11:30 then enjoy their lunch with other volunteers at the Point of Hope (FBAMC Transitional Housing Program).

Job Assignments — work projects are reviewed and assigned to groups based on the needs of the Father Beiting Mission Center and the groups' skill levels. Typical assignments are home repair including floors, walls, windows, ramps, etc., also thrift store assistance, warehouse assistance, office assistance, door-to-door recruiting for Vacation Bible School, assistance with youth camp, outdoor/yard work, painting, etc. FBAMC does not do new home construction. *It is important to be prepared to serve with an open heart as needed.*

Work teams of 4-6 will be assigned & dispatched to project sites. (i.e. - a group of 30 volunteers will have 5 work teams that they assign their volunteers to, based on the needed skills for the assigned project.) The volunteers will receive directions on the project and be escorted to the worksite. Begin your work in prayer inviting the family to pray with you.

Lunch 30 minutes - Bring your own lunch to the work sites.

Afternoons

Continue the assigned work and assess your project needs for the next day. Keep track of supplies or tools needed. Do not leave tools at the worksite overnight. If the project is complete or near completion, notify the Volunteer Coordinator. New assignments will be handed out as needed. Conclude your day with a prayer of thanks again inviting the family to pray with you. Work day ends at 4:30 p.m. Report the job status (via call or text) to the Mission Center and return to the volunteer housing.

Wednesday afternoon will include a well visit with those previously served by the Mission Center or to a nursing home. This will allow for ample time to attend evening adoration & mass.

Evenings

We ask that all groups share scriptures and reflection on their own each evening. Each week we have one evening when two mission representatives will share a meal with the volunteers and offer a reflective interaction. On Wednesday evenings there is Adoration prior to mass. Information on local cultural experiences & activities will be given and groups are encouraged to attend such activities on their own.

Home Repair Projects:

Each repair project is assessed in advance by the Mission Outreach Coordinator and Home Repair Manager. These specialists are full-time employees. They determine what work needs to be done, what materials are needed and the skill level required of the volunteers. These decisions are based on cost efficiency and prioritized need, and are discussed with the homeowner in advance. Often a Mission representative will be at the job site with the volunteers.

Groups will be notified of their job assignments up to 1 month in advance to aid their preparation process. Groups may choose to bring needed tools & supplies. We ask for, but do not require, monetary donations to offset the costs of outreach home repair jobs averaging \$300 each.

FBAMC engages those being served in the helping process. We request that a family member or friend work on the project with our volunteers. This person takes pride in participating and many families are motivated to continue forward movement after the volunteers leave. Most families we serve live in poverty and are unable to pay for any needed materials. Participation gives them the opportunity to make a meaningful contribution to the project. This has proved to be beneficial and a blessing to all; FBAMC, the family and our volunteers.

Volunteer Housing

The Fr. Beiting Appalachian Mission Center will provide housing for volunteers. The FBAMC main location in Lawrence County can comfortably accommodate up to 60 volunteers per week. There are two volunteer facilities. The first is called "Archangel". This is located in the community of 'High Bottom' in Louisa. It sleeps 30 in 5 bedrooms equipped with bunk beds. The other facility, "Padre's Place", near Yatesville Lake, has two buildings with 15 beds in each to sleep a total of 30 volunteers. Both volunteer quarters have twin size beds, fully equipped kitchens, bathrooms and showers. Volunteers are asked to bring their own sheets or a sleeping bag, towels and toiletries. Volunteers are responsible for their own food preparation. Often groups will have parishioners prepare meals ahead of time and freeze them for use on their trip. This involves others in the parish in the mission experience as well as blessing the missionaries with a wonderful meal after a busy day. Both volunteer quarters have plenty of Christian reading materials.

The costs of your mission

The mission fee is \$75 per person. Each group is responsible for the cost of their own food and travel to and from the mission location as well as during the mission trip. We ask for, but do not require, monetary donations to offset the costs of outreach home repair jobs averaging \$300 each. Often groups will have fund raisers and give this money to offset the home repair costs. Parish or Knights of Columbus donations are also utilized resources.

Administrative needs

All forms and payment need to be submitted timely in order to avoid cancellation. This includes a Volunteer Sign-up Sheet, Volunteer Skills Summary, Volunteer Contract, and Pastoral certification letter for Safe Environment and criminal clearance (see below).

Safe Environment and Criminal Clearance

All volunteers 18 years old and over need to have a Safe Environment training and a criminal background clearance. This is the responsibility of the sending organization/church. FBAMC will provide a sample certification letter to verify this. Be sure to check youth birth dates; anyone turning 18 prior to the end of your mission week will need to comply with this.

What are the next steps for signing up?

Mission Volunteer Coordinator, Cindy Capria, will be the single point of contact for the entire sign-up process. Below is a list of what happens next:

- Initial introductions will be made via telephone or email.
- The volunteer group leader will be emailed the Volunteer Group Application and Overview Letter.
- Volunteer group leader will complete and return the application.
- Confirmation letter will be sent to the volunteer group leader. It will include the following:
 - ✓ Date confirmation and overview letter
 - ✓ Volunteer Sign Up Sheet
 - ✓ Volunteer Skills Summary Form
 - ✓ Volunteer Contract, Photo Release, Hold Harmless Agreement
 - ✓ Sample letter to confirm all criminal background checks and Safe Environment trainings are complete
 - ✓ Volunteer Personal Checklist
- Volunteer group leader reviews all forms with all participants.
- Volunteer group leader submits completed forms & payment according to the following due dates:

Spring break groups are due prior to winter break.

March/April/May trips are due by January 1

June/July/August trips are due by April 1

Sept/Oct/Nov trips are due by July 1

Volunteer Coordinator, Cindy Capria, contact information:

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