



COP ADULT VOLUNTEER INFORMATION

The Christian Outreach Project is a service program and outreach mission sponsored by the Greater New Jersey Annual Conference of the United Methodist Church. Its purpose is twofold:

1. To provide no-cost home improvements to the homes of elderly, handicapped, and low-income families.
2. To encourage high school youth, young adults, and adults to grow spiritually as they volunteer their time and skills to experience the ministry and Spirit of Jesus Christ.

CREW LEADERS, ASSISTANT CREW LEADERS & ADULT LEADERS

Most adult volunteers function as Crew Leaders. The crew leader position requires:

- An understanding of COP's purpose and the needs of those whom we serve.
- Communicating these needs to the crew and fulfilling these needs to the best of your ability
- Getting to know crew members and their skill sets.
- Understanding and helping to apply project rules and regulations.
- Establishing an effective on-site working relationship with the site supervisor and establishing relationships with the homeowners.
- Advising Supervisor or Program Staff of any problems on site or with crew and helping to work out solutions.
- Establishing and maintaining safe working conditions.
- Seeking out teaching opportunities and, together with Supervisor, working to build the knowledge, skills, confidence, and self-esteem of the team.
- Providing a model of Christian conduct for youth and homeowners.

- Transporting crew members to the work site and evening dinners and local churches.
- Empowering youth to take on tasks and responsibilities and encouraging youth to embrace new experiences and opportunities.

SUPERVISORS

Supervisors are those with the technical knowledge needed to oversee COP projects. Responsibilities include:

- Empowering youth to take on tasks and responsibilities and,
- Working with Program Staff to understand work site plan, scope, and required job tasks.
- Approaching job tasks as a mentor and servant leader.
- Providing guidance to Crew Leaders on job tasks, suggesting tasks for crew members, and ensuring overall work site safety.
- Ensuring that all needed tools and materials are on the jobsite.
- Troubleshooting/resolving technical construction problems.
- Taking accurate measurements and providing clear, concise, and specific material orders.
- Seeking out teaching opportunities and together with the Crew Leader, working to build the knowledge, skills, confidence, and self esteem of the team.
- Providing a model of Christian conduct for youth and homeowners.

PROGRAM STAFF

The Program Staff is responsible for all non-work site activities. Responsibilities include:

- Liaising with camp staff.
- Facilitating supply/material procurement and delivery.

- Creating meaningful worship experiences with the help of youth and adult volunteers.
- Providing a model of Christian conduct.

A TYPICAL DAY AT COP

6:30 am	Rise & prepare for the day
7:00 am	Leave cabins; walk to breakfast
7:30 am	Eat breakfast and pack lunch
8:00 am	Travel to worksites
12:00 pm	Lunch at worksites
4:00 pm	Complete daily worksite activities and return to camp
5:30 pm	Depart for dinner at local church
7:00 pm	Free time
8:00 pm	Evening activities and worship
9:00 pm	Return to camp
10:00 pm	Return to cabins
10:30 pm	Lights out

“WHAT TO BRING” CHECKLIST GENERAL NOTE:

The checklist on the next page details what you should bring based on your role in the program. **We understand that you may not own or have access to every tool or piece of equipment listed.** We just ask that you bring what you can. As a general best practice, Supervisors and Crew Leaders should coordinate on tools and equipment based on job scope.

When in doubt, if you have it, bring it! You never know what you might need.



CLOTHING AND ACCOMMODATIONS

- 5-7 sets of clothes suitable for construction work. At least two sets should be long pants and long sleeves
- Casual clothing for after-work and evenings (jeans, t-Shirts, shorts)
- Two pairs of shoes – one work boot and one sneaker
- Bathing suit
- Sweater/jacket
- Hat with broad brim
- Sunglasses
- Toiletries (soap, shampoo, shaving cream, etc.)
- Shower shoes/flip flops
- Bedding or sleeping bag
- Blanket
- Pillow
- Towels (shower and swim)
- Suntan lotion
- Bug spray
- Rain gear – waterproof shoes, raincoat, poncho, etc.
- Flashlight

PAPERWORK

- Completed health form

OPTIONAL

- Headphones
- Musical instrument
- Sports equipment (football, frisbee, soccer ball, etc.)
- Playing cards
- Group games

DO NOT BRING

- Fans or air conditioners – power supplies are limited in the cabins. COP will provide fans in each cabin
- Music devices without headphones
- Drugs, alcohol, tobacco products, vapes, or any other item not suitable for church

YOUTH TOOL LIST

Mark your name in paint or permanent marker on all tools

- 5-gallon bucket. You'll use this to store the rest of the tools on this list
- Work gloves – ANSI Type 2 cut resistant or better
- Hammer

- 2" paint brushes (multiple)
- Paint roller (roller heads not required)
- Putty knife
- Paint scraper
- 25' tape measure
- Safety glasses
- Screwdrivers – Phillips, Flat, Star, and/or reversible
- Utility knife
- Pencil
- Pliers – standard & needle nose
- Wire cutters
- Adjustable wrench
- Prybar

CREW LEADER TOOL LIST

- ALL items on the Youth Tool List and all of the following:
- A vehicle suitable to transport 3-5 people and tools/equipment (full size sedan, crossovers, SUVs, and trucks). Coordinate with your Supervisor and/or other Adult Leaders if you have concerns about driving youth or if you drive a smaller vehicle
- Large cooler to store crew lunches
- Reusable ice packs
- Large water cooler to fill each day and/or 2-4 cases of bottled water for the crew - (camp has a few coolers but not enough for all)
- Coordinate with your Site Supervisor to supply any items from the Supervisor List that you may have

SUPERVISOR EQUIPMENT LIST

- Everything on the Crew Leader Tool List, and items below *depending on your project scope and discretion*

SPECIALTY HAND TOOLS

- 2', 4', and 6' levels
- Carpenter's square
- T square
- Straight edge
- Clamps
- Tin snips
- Socket wrenches (Metric & Standard)
- Allen wrenches (Metric & Standard)
- Staple gun
- Hand saw and miter box
- Coping saw

POWER TOOLS (battery AND/or corded)

- Drill and assorted bits
- Circular Saw
- Jig saw
- Dremel-type multi-blade saw
- Chop/Miter saw
- Table saw
- Sawzall
- Angle grinder
- Tile saw
- Pneumatic nail gun
- Air compressor
- Generator and fuel
- Initial set of saw blades – COP will provide replacement blades
- Spare batteries and chargers for all battery-powered tools

JOBSITE EQUIPMENT

- Broom
- Ladder
- 20 amp extension cords (50')
- Hose with nozzle
- Tarps
- 10'x10' or larger pop-up tent
- Shovels and rakes
- Post-hole diggers
- Rock excavation bar
- Lawncare equipment (mower, weedwacker, shears, etc.)



COP RULES AND REGULATIONS

The following will constitute serious violations of camp rules and regulations established for those attending the Christian Outreach Project.

1. The possession or use of alcoholic beverages or illegal drugs
2. Possession of explosives, fireworks, or weapons
3. Unnecessary noise disturbances
4. Tampering with fire fighting equipment or fire alarm systems
5. Destruction of facilities or personal property
6. Failure to comply with staff acting in the scope of their responsibilities
7. Youth may not drive personal vehicles
8. No smoking will be allowed
9. In respect of others, your activities should be restricted to areas in which you are assigned. Other areas will be off limits
10. All program participants shall abide by and enforce Safe Sanctuaries policies at all times

QUIET HOURS

In the interest of guaranteeing proper sleep and rest for all, participants will be required to be in the cabins and quiet by 10:00 pm. Lights out will be promptly at 10:30pm. Quiet hours will remain in effect until 7:00 am. Youth wishing to shower at night must do so prior to lights out.

These rules and regulations are not all inclusive. In all situations, we ask that good common sense is used and proper respect and consideration be given to all individuals.

Violations of the above rules may result in immediate suspension from the Christian Outreach Project

CREW LEADER DAILY CHECKLIST

IN THE MORNING PRIOR TO LEAVING CAMP

- Help wake the cabin and ensure your youth up and out
- Remind youth to pack lunch during breakfast time
- Collect lunches in your cooler with ice and pack cooler in your vehicle
- Fill water cooler
- Access the morning podcast to play in the car on the way to the jobsite

ONCE ONSITE

- Remind youth to apply sunscreen and/or bug spray
- Help motivate youth through jobsite setup. Help ensure everyone has tasks

AFTERNOON

- If your jobsite does not have restroom facilities, take youth for a bathroom break
- Check in with youth frequently throughout the day to ensure they drink water and feel well
- Empower youth to lead lunchtime conversations
- Help motivate youth through jobsite cleanup. Help ensure everyone has tasks

EVENING

- Communicate logistics for dinner and ensure youth know what time you will depart for the host church
- Ensure all youth are accounted for before departing for dinner and when returning to camp

NIGHT

- Ensure all youth are in the cabins by 10:00pm
- Kindly enforce lights out as needed

SUPERVISOR DAILY CHECKLIST

IN THE MORNING PRIOR TO LEAVING CAMP

- Look for missed calls/texts from COP Staff. Keep your phone on and on your person at all times.
- Ice down coolers for the day
- Visit the COP trailer to 'shop' for odds and ends
- Collect any ordered materials that are at camp

ONCE ONSITE

- Once onsite, brief the crew on the work plan for the day
- Lead jobsite setup and review daily safety reminders

AFTERNOON

- Check in with youth on roles/responsibilities and re-assign tasks as needed to help provide new experiences
- Evaluate progress and start thinking about tomorrow's tasks
- Start drafting tomorrow's Daily Supply Sheet while onsite – so you can count quantities and take good measurements!
- Take progress photos of the work before you leave – these will be helpful at the nightly Supervisors' meeting and to complete your supply sheet
- Lead jobsite cleanup

EVENING

- Attend supervisors' meeting
- Submit Daily Supply Sheet and discuss time sensitive delivery needs with COP Staff
- Connect with other Supervisors for guidance and advice

NIGHT

- Ensure all youth are in the cabins by 10:00pm
- Kindly enforce lights out as needed