



Workgroup Leader Information

We are excited you are leading a His Mansion workgroup this year! Even more, we are glad you are coming to spend time with our His Mansion family. The following information is to help you prepare for your visit.

What is a Workgroup?

Workgroups are an opportunity for you to participate in what God is doing in the lives of the men and women on The Hill. By working and living alongside our Residents, Servant Leaders, and staff, you will join in the physical, relational, and spiritual work being accomplished at His Mansion.

Your time with us will include working with one of our work crews to maintain our 316-acre property, times of worship and prayer, and three meals a day with our Residents, Servant Leaders, and staff in Griggs Dining Hall. Evening activities include participating in free time and fellowshiping as a group.

What is a Workgroup Leader?

Our workgroups would not be possible without leaders like you who desire to take part in the life-changing work God is doing at His Mansion Ministries (HMM). Workgroup leaders are asked to familiarize themselves with their role (see below) and adhere to the written guidelines in this packet and the *Guest Info Packet*. Workgroup leaders are empowered to lead their groups while respecting the responsibility HMM has to Residents, Servant Leaders, staff, and HMM property.

Your Role

Overall, workgroup leaders:

- Desire to see their group grow as they serve
- Are committed to support the healing of Jesus Christ in HMM's Residents
- Are an integral part of the planning process

Workgroup leaders are specifically expected to:

- Recruit, interview, and approve workgroup members
- Be responsible for their workgroup
- Be knowledgeable of the expectations in this packet and in the *Guest Info Packet*, and enforce these with their workgroup
- Field questions from their workgroup team, and appeal to the Intake Coordinator for needed clarification
- Communicate and enforce all deadlines prior to the trip
- Prepare workgroup members, as a team, for the mission experience
- Be responsible for all workgroup financial decisions
- Make all travel arrangements to and from HMM (including airline tickets, buses, cars, railway tickets, travel food, etc.)
- Clearly enforce all policies and procedures with their workgroup during the trip
- Support and challenge workgroup members before, during, and after the trip
- Debrief with their workgroup upon their return

Guest Info Packet

You have been provided with a *Guest Info Packet*. You are responsible to hold each workgroup member accountable to abide by the rules and expectations inside. Please ensure that each workgroup member has received and reviewed this information prior to your arrival. The *Guest Info Packet* also provides helpful information about what to expect on the HMM campus.

Selecting Workgroup Members

Due to the nature of our community, it is inappropriate for workgroup leaders to accept workgroup members who are actively struggling with eating disorders, substance abuse, and/or chemical dependency (using illegal drugs, prescription abuse, alcoholism, etc.).

In addition to this, we ask that you select workgroup members who meet the following criteria:

- Following Jesus Christ or open to Christianity
- Respectful
- Willing to take direction

Registration Policy

Selection Approval

All workgroups who desire to come to His Mansion must meet the following criteria:

1. No more than 15 people
2. All participants are at least 15 years of age
3. All participants are capable of performing manual labor for 8 hours per day
4. All participants are capable of being outside for 8 hours per day
5. Youth group participants must be at least 15 years of age with at least one adult for every three youth

Reservations

Tentative reservations will be accepted starting January of the desired year of service.

Reservations are not finalized until all paperwork is received by His Mansion Ministries. This consists of the *Workgroup Member Application* and the *Participant Release of Liability* form. As all reservations are first-come, first-serve, it is advisable to turn in all forms as soon as possible.

All forms must be received by the appropriate deadline:

<u>For groups coming in...</u>	<u>Materials are due by the end of...</u>
June	April
July	May
August	June
September	July
October	August

Forms

Each workgroup member (including you!) must fill out the *Workgroup Member Application* and the *Participant Release of Liability* and turn it in to the Intake Coordinator in time to be submitted by the deadline. Forms are also available online by visiting hismansion.com/workgroups.

Reservations are not final until all paperwork has been received.

Cost

Your participation with the mission of HMM through workgroup service is appreciated. There is no fee for participating in a workgroup. HMM operates almost entirely through financial contributions from faithful partners who believe in the work God is doing at His Mansion. If you would like to partner with HMM through donation please see our website for more details.

What to Bring

- A refillable water bottle
- Work clothes
- Closed-toe shoes
- Work gloves
- Flashlight
- Toiletries
- Bug and tick protection/spray Sun protection (sun glasses, sun hat, sun lotion, etc.)
- Rain gear (hats, boots, change of shoes, extra clothes, extra socks, etc.)
- Clothes suitable to your work assignment

What Not to Bring

- Alcohol
- Tobacco
- Illegal drugs
- Fireworks
- Weapons

Transportation

Arrival

His Mansion Ministries can facilitate transportation from the Manchester airport to HMM property. However, HMM cannot facilitate transportation from any other airport. If your workgroup is traveling directly to HMM, assigned parking will be allotted for your workgroup.

During Your Stay

HMM vehicles may only be driven by HMM staff and Servant Leaders.

Work Crew

While you're at HMM you will work with Men's or Women's Work Crew, Gardens, Kitchen, and/or Facilities. Your assignments and projects will vary depending on the season, weather, and HMM's needs.

Men's and Women's Work Crew usually involves:

- Women: Cleaning, crafts, sewing/mending, decorating, property maintenance, and other tasks as needed
- Men: Throwing and stacking wood, property maintenance, and other tasks as needed

Kitchen usually involves:

- Food prep
- Cooking
- Setting tables
- Dish washing and drying
- Canning/Freezing/Food Processing

Gardens usually involves:

- Preparing the ground
- Planting
- Weeding
- Harvesting

Facilities usually involves:

- Remodeling: such as demo of an old kitchen or bathroom, hanging new drywall, laying tile flooring, painting, etc.
- Repairing: Fixing broken things like doors not closing correctly, patching holes in walls, repairing windows
- Exterior maintenance: Replacing shingle roofs, painting building exteriors, etc.
- Building projects: building a new wood shed, building a picnic pavilion, building a kids playground

Workgroups will meet with work crew supervisors directly after breakfast and lunch each day. Please be dressed and fully prepared for work prior to breakfast and lunch. Closed-toe shoes must be worn during work crew times.

If any safety concerns arise during your time with us, please address them with your work crew supervisor.

Typical Workgroup Weekly Schedule:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Breakfast- 7:45-8:15	Breakfast- 7:45-8:15	Breakfast- 7:45-8:15	Breakfast- 7:45-8:15	Breakfast- 7:45-8:15	Breakfast- 8:30-9:00
	Prayer in the Chapel- 8:30	Work Crew- 8:30-11:30	Work Crew- 8:30-12:30	Work Crew- 8:30-11:30	Work Crew- 8:30-11:30	Departure- by 9:00am
	Orientation- 9:00-10:00					
	Work Crew- 10:00-11:30					
	Prayer & Share- 11:45- 12:25	Prayer & Share- 11:45- 12:25		Prayer & Share- 11:45- 12:25	Prayer & Share- 11:45- 12:25	
Arrival: 12:00pm (Or after)	Lunch- 12:30-1:00	Lunch - 12:30-1:00	Lunch- 12:30-1:00	Lunch- 12:30-1:00	Lunch- 12:30-1:00	
	Work Crew- 1:15-5:00	Work Crew- 1:15-5:00	Work Crew- 1:15-5:00	Work Crew- 1:15-5:00	Work Crew- 1:15-5:00	
Dinner- 5:30-6:00	Dinner- 5:30-6:00	Dinner- 5:30-6:00	Dinner- 5:30-6:00	Dinner- 5:30-6:00	Dinner- 5:30-6:00	
Free Time	Free Time	Free Time	Brothers' & Sisters' Night- 7:00- 8:30	Free Time	Free Time	