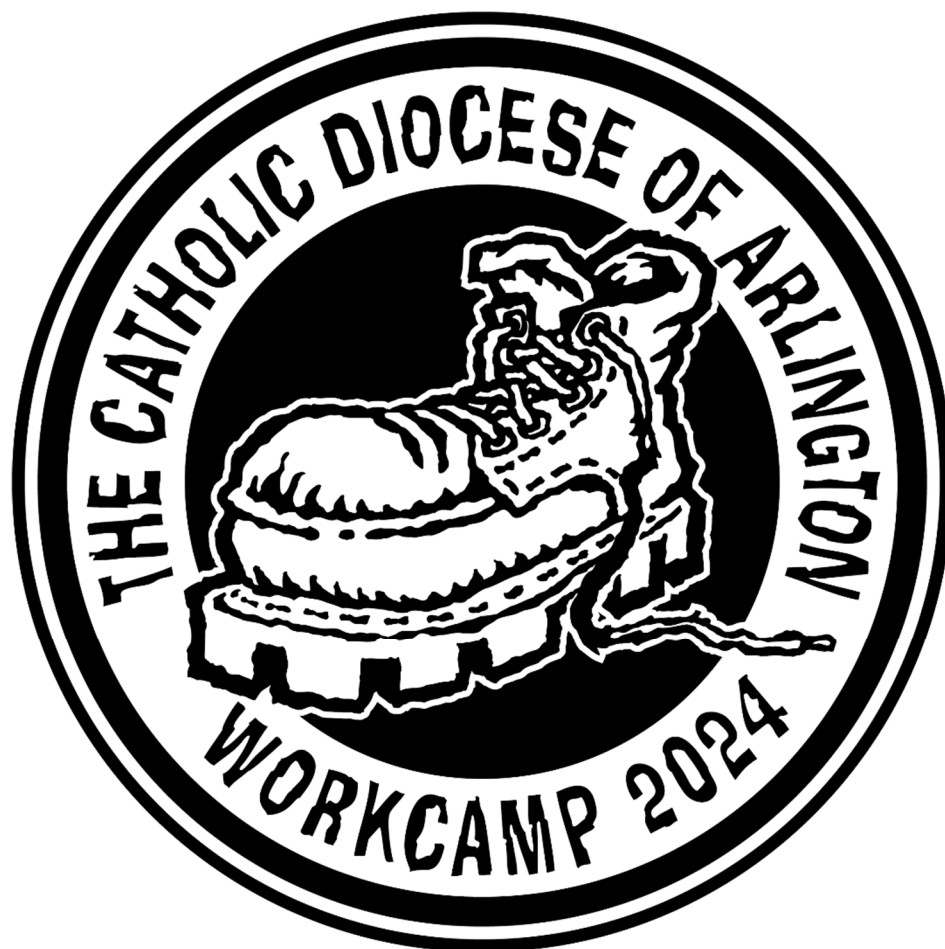


# Parish Preparation Manual

*Catholic Diocese of Arlington WorkCamp 2024*



## **Diocesan WorkCamp Mission Statement**

Arlington Diocesan WorkCamp is an intentional Christian Community that provides an experience of direct service for young people within the boundaries of the Catholic Diocese of Arlington.

# Stakeholder Contact Information

This manual belongs to: \_\_\_\_\_

My parish name is: \_\_\_\_\_

My email address is: \_\_\_\_\_

My best phone number is: \_\_\_\_\_



# Table of Contents

Online Resources ..... iii

What is Diocesan WorkCamp (an introduction) ..... iv

## Monthly Preparation Process Outline:

|   |     |
|---|-----|
| <p>November &amp; December: <b>Publicity &amp; Recruiting</b></p> <ul style="list-style-type: none"> <li>Who Comes to WorkCamp? 1-1</li> <li>Parish Requirements: OPCYP, ratios and costs</li> <li><u>Resource</u>: “Exploring the Mission” of WorkCamp</li> </ul>  | 1-1 |
| <p>January: <b>Commitment to the Team &amp; Fundraising</b></p> <ul style="list-style-type: none"> <li>Some thoughts and ideas to jumpstart your Fundraising</li> <li><u>Resource</u>: Celebrating 50 Years: <i>Remember. Rejoice. Renew.</i> 2-1</li> <li>Annual Theme: <i>Behold, I Make All Things New. Rev. 21:5</i></li> <li><u>Resource</u>: Online Registration</li> </ul> | 2-1 |
| <p>February: <b>Preparing to Serve &amp; Catholic Social Teaching</b></p> <ul style="list-style-type: none"> <li><u>Resource</u>: The Two Feet of Social Justice</li> <li><u>Resource</u>: WorkCamp-Specific Social “Justice Questions” 3-1</li> <li><u>Resource</u>: Catholic Social Teaching</li> </ul>   | 3-1 |
| <p>March: <b>Spirituality &amp; Confidentiality</b></p> <ul style="list-style-type: none"> <li>Ideas on how to spiritually prepare for WorkCamp 4-1</li> <li>Exploring Confidentiality</li> </ul>   | 4-1 |
| <p>April: <b>Modesty, What to Bring &amp; How to Pack</b></p> <ul style="list-style-type: none"> <li>Resource: Modesty in the Catechism 5-1</li> <li>Parish &amp; Individual Responsibilities</li> <li>What Not to Bring</li> </ul>   | 5-1 |
| <p>May: <b>Tool, Site &amp; Homebase Safety</b></p> <ul style="list-style-type: none"> <li>Tool &amp; Site Safety 6-1</li> <li>Worksite Safety for the Adult Crew Leader &amp; Youth Participants</li> </ul>  | 6-1 |
| <p>June: <b>WorkCamp, Here We Come!</b></p> <ul style="list-style-type: none"> <li>Tying it All Together 7-1</li> <li>Crew Job Descriptions</li> </ul>  | 7-1 |
| <p><b>Week of WorkCamp</b></p> <ul style="list-style-type: none"> <li>Leaving your parish for WorkCamp 8-1</li> <li>Departing from WorkCamp at the end of the week</li> </ul>   | 8-1 |

Important Dates to Remember ..... inside back cover

WorkCamp Team Contact Information .....back cover



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## Online Resources

### Electronic Copies of WorkCamp Resources and Forms

**Forms, Documents, & Resources** ..... [www.arlingtondiocese.org/WorkCamp/Online-Resources](http://www.arlingtondiocese.org/WorkCamp/Online-Resources)

Authorized Driver Application | Child Protection & Background Checks  
Parish Prep Manual | Articles & Fliers | Monthly Formation Resource Guidance



#### Other Resources resource include:

##### November & December: **Publicity & Recruiting**

- *Sample* WorkCamp History
- WorkCamp Overview
- *Sample* Parish Meeting Schedule
- *Sample* Parish WorkCamp Application
- *Sample* Participant Commitment Form

##### January: **Commitment to the Team & Fundraising**

- Steps to Register for WorkCamp – A Handout
- Fundraising Ideas
- *Sample* Fundraising Letters

##### February: **Preparing to Serve & Catholic Social Teaching**

- A Guide to “Sharing Catholic Social Teachings”
- A Guide to Justice in Scripture
- Works Promoting Justice (A Short List)
- How to Make a “WorkCamp Lunch”

##### March: **Spirituality & Confidentiality**

- Exploring the WorkCamp mission statement
- Confidentiality Statement
- Confidentiality Quiz

##### April: **Modesty, What to Bring & How to Pack**

- WorkCamp Packing Checklist (Personal Items & Tools)
- Parish List of What to Bring (including Parish Group Tool List)

##### May: **Tool, Site & Homebase Safety**

- Whatchamacallit
- Using Tools Correctly
- Here’s What I Can Do!
- Parish Safety Meeting Checklist

##### June: **WorkCamp, Here We Come!**

- Getting Mail

# What is Diocesan WorkCamp?

*Arlington Diocesan WorkCamp is an intentional Christian Community that provides an experience of direct service for young people within the boundaries of the Catholic Diocese of Arlington.*

Since 1990, WorkCamp has been venturing into various areas of Virginia with a twofold objective. First, we seek to provide the teens of our Diocese with an intense conversion experience through service, community, and prayer. Second, we seek to serve our fellow Virginians by making their homes warmer, safer, and drier. Your work as a Stakeholder is critical in accomplishing these two objectives. Whether you are a WorkCamp veteran or rookie, we are glad you have decided to help make WorkCamp a reality for the teens of your parish. Your generous gift of time and talent is a great testament to the graces of God working in your community. Your witness, combined with the hands-on service and prayer the teens will experience at WorkCamp, can work together to make this a great conversion experience.

**What does the parish Stakeholder do?** The parish Stakeholder is responsible for mobilizing, organizing, and preparing your parish for WorkCamp by inviting teens to attend, recruiting adult volunteers, and conducting all of the parish meetings necessary to prepare everyone for what they will encounter at WorkCamp. In order to have your parish group truly prepared for WorkCamp, it is critical that the Stakeholder attend *all* of the Diocesan Stakeholder meetings and conduct *all* of the parish meetings that are outlined in this prep manual. While it can be a challenge to do so, these meetings help to build community, prepare your group, and lead to a better WorkCamp experience for everyone. A committed and focused Stakeholder is the best single way to make sure that WorkCamp goes off smoothly for your parish.

Being a Stakeholder for WorkCamp can be challenging and requires significant time and a high level of commitment. However, we have worked hard to make the process as clear and simple as possible. Each step of the process is laid out in this manual and if followed, will result in a fruitful and fun experience for your teens and adult volunteers.

**What is an Adult Crew Leader, and what do they do?** Adult Crew Leaders are people who are excited about working with teens and are not afraid of hard work. These characteristics are imperative since they will be doing a lot of both. Adult Crew Leaders are **not** simply chaperones but rather are directly responsible for the safety and well-being of their teens at WorkCamp. **They are part of the formation process** with the teens prior to WorkCamp, and are with the teens continuously throughout WorkCamp; working *with* them all day on the job site, eating meals with them, praying with them, and leading them in team-building activities. The quality of the Adult Crew Leader often makes all the difference in a teen's WorkCamp experience. Finding high quality, committed Adult Crew Leaders should be a priority as they are critical to ensuring a good experience both on the jobsite and at WorkCamp as a whole. Each parish is required to bring at least one (1) male Adult Crew Leader for every five (5) male teens attending and at least one (1) female Adult Crew Leader for every five (5) female teens attending (for more specifics, see **Who's Invited/Parish Requirements** p. 1-5).

**What is Homebase?** The term "Homebase" refers to the primary location where WorkCamp attendees sleep, eat, and attend program. Homebase is typically a high school.

**What do you mean by a Contractor?** WorkCamp Contractors are adult volunteers that are responsible for leading the work on the project rather than looking after the teens (that is the role of the Adult Crew Leader). These volunteers are not always "contractors" in the professional sense. While it is helpful to have volunteers seasoned in construction and remodeling, we understand that it can be hard to find volunteers that would

consider themselves “contractors.” Some background in basic construction or remodeling skills is very useful for a WorkCamp Contractor, but not required. A person who is handy with tools and has experience doing hands-on home repair and maintenance is typically qualified. While WorkCamp Contractors are not directly responsible for the teens, they do spend a great deal of time with the teens, so their ability to teach and be patient is necessary. The WorkCamp projects planning team does several things to help volunteers take on this role. For example, we provide detailed instructions on how to complete every project we select for WorkCamp. We also work hard to pair our Contractors with projects they feel comfortable doing based on their skill set. Finally, the WorkCamp staff is on hand all week to answer questions and help Contractors overcome any difficulties they may encounter with their projects.

**What other volunteer roles are there? (Security Volunteers, Logistics Crew, Priests)** Security volunteers are needed to provide on-site security at Homebase in the early evening while Adult Crew Leaders shower and eat dinner. Homebase team members are those volunteers that support the many logistical tasks required to keep the WorkCamp Homebase running. This includes helping with preparing meals, setting up for nightly program, first-aid, and helping in the tool room. Priests are needed to support confessions on Tuesday night of WorkCamp. People in all of these roles must be compliant with Child Protection requirements.

**How involved should the Director of Youth Ministry be in planning WorkCamp?** WorkCamp has been designed to allow an involved youth ministry volunteer (Stakeholder) to take over many of the details of planning and implementation of WorkCamp for the Director of Youth Ministry (DYM). However, the pastor and DYM should always be in agreement with each decision regarding parish involvement because WorkCamp is an important component of youth ministry in your parish. The Stakeholder and DYM should work together as a team, communicating and interacting frequently to prepare the youth and adults to attend WorkCamp and subsequently integrate what they have learned into the life of the parish after WorkCamp.

**What is the Office for the Protection of Children and Young People (OPCYP) Compliance?** Anyone who will be directly responsible for the care of teens, such as Stakeholders, Adult Crew Leaders, volunteers at the location where WorkCampers reside (“Homebase”), parish security, etc. are all required to be cleared by the Diocesan Office for the Protection of Children and Young People. This is non-negotiable. Certain roles such as Contractors are required to at a minimum, complete an online Child Protection application which results in a background check and signature request for the code of conduct. WorkCamp has an excellent safety record, and this is an important way to ensure that we continue to look out for our young people and keep them safe. If you have any further questions on compliance, please refer to page 1-5 and/or contact the Child Protection Liaison at your parish.

**What is the next step?** We have a great WorkCamp planned and we want your teens, volunteers, and you to get as much out of it as possible. The most important thing for you to do now is to *attend all the required WorkCamp meetings* and make sure you follow the instructions in this manual. If you have any questions, please let us know. Your parish Director of Youth Ministry and the Diocesan Office of Youth, Campus, and Young Adult Ministries are happy to help. Office of Youth, Campus, and Young Adult Ministries contact information is on the back cover of this manual and there are several resources online at:

<https://www.arlingtondiocese.org/WorkCamp/Online-Resources/>





# November / December

## Upcoming Meetings / Deadlines / To-Do

### To Do

- Publicize and recruit for WorkCamp at parish
- Register as Stakeholder (required for youth/adult leader registration)
- Start youth registration process (include registration deadline)
- Start Adult Crew Leader registration and compliance process
- Start security volunteer recruitment and compliance process
- Start parish formation process (youth/adults)

**December 4:** Registration opens for youth and adult volunteers

**February 15:** Stakeholder Meeting #2, 7:30 p.m.; St. Timothy, Chantilly, VA

**February 16:** Youth registration deadline

| October 2023 |    |    |    |    |    |    |
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| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 | 31 |    |    |    |    |

| November 2023 |    |    |    |    |    |    |
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| December 2023 |    |    |    |    |    |    |
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| January 2024 |    |    |    |    |    |    |
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| February 2024 |    |    |    |    |    |    |
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| March 2024 |    |    |    |    |    |    |
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| April 2024 |    |    |    |    |    |    |
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| May 2024 |    |    |    |    |    |    |
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| June 2024 |    |    |    |    |    |    |
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| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

Stakeholder Meeting

Key Deadline

Adult Crew Leader Formation Meeting

# Monthly Parish Meeting Information

## Purpose

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During these months, meetings should be focused on providing information about WorkCamp to the parish to start the recruitment process of youth, Adult Crew Leaders, and other parish support roles (contractors, security, etc.).

## Key Themes

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- Publicity / Recruiting
- Mission of WorkCamp
- Parish Requirements

## Formation Goals

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### Youth

- Identify potential youth who would benefit from attending WorkCamp
- Provide them with information about WorkCamp
- Ensure that they understand that WorkCamp requires hard work and preparation to be successful.

### Adults

- Identify potential adults who are willing to participate in WorkCamp, including the formation process

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## Relevant Scripture

Acts 2:42-47 – Description of Christian Community

John 15:12 – “Love one another as I have loved you.”

## Publicity/Recruiting

Publicizing WorkCamp early & often is key to a smooth preparation process. Allow the parish community to see that WorkCamp is not just one week of sleep-away camp for “kids” but understand that it is a several-month commitment to service with their parish and Diocesan community. This can lead the parish to not only fully appreciate and offer prayer support for your parish team, but it may also inspire them to further support the youth with some more of their time, talent, and treasure. The more people that you have invested in the success of this mission trip at your parish, the better! All of the adults should see themselves as youth ministers! Allow everyone to feel like they are a part of the community and find ways to empower them with different support roles. This will not only help this year but in the future as the program grows. Lastly, be patient with this growth and do not compare your program to others; some parishes have been involved for many years, so just focus on ways to grow the program within your parish at a reasonable pace each year. Starting small (i.e. 5 teens) and growing from there is often the most successful way to get a parish fully involved as everyone sees the growth and feels invested in their particular roles throughout the process.

### Engaging Young People

- Relational ministry, inviting youth and adults personally, is the best way to gain support for WorkCamp.
- Begin at your high school youth activities.
- If your parish has participated before, ask former youth participants to speak about their experience.
- If your parish has never attended, another parish might be happy to bring young people to your parish to tell them about WorkCamp.
- A bulletin flyer is also helpful for reaching active teens in your parish community.

### Engaging Your Parish

- Begin advertising now! It isn't too early to let your parish know about WorkCamp & how they can help.
- Be sure to get in a quick word about the need for adult and contractor volunteers now! You want to recruit early. Some volunteers will experience scheduling conflicts between now and WorkCamp and will need to drop from the program so you can never have too many Contractors or Security Volunteers!
- Show the WorkCamp Promotional Video to your youth and to other significant parish groups and at appropriate parish events (a link to this video may be found at [www.arlingtondiocese.org/workcamp](http://www.arlingtondiocese.org/workcamp)).
- Advertise with bulletin flyers, at youth activities, and through whatever means your parish uses to get messages to the community.
- Request a pulpit announcement after all of the parish Masses on a weekend in November or December.
- Begin by explaining what WorkCamp is – months of formation and preparation that culminates with a weeklong service project, sponsored by the Arlington Diocese Office of Youth, Campus, and Young Adult Ministries, repairing and renovating homes of people who are mentally, physically, or financially challenged. Jesus says that the heart of the Christian faith is found in two great commandments: Loving God and Loving Others. **Loving God and loving others is what WorkCamp is all about.**
- Make a poster of the youth attending. Advertise THEM. Make them highly visible at all parish functions.
- Contact the Knights of Columbus, other adult ministry groups, Legion of Mary, etc., and provide them with multiple options of how to assist with youth formation and preparation.
- Persons with disabilities are welcome at WorkCamp. Please contact the WorkCamp office to discuss how we can help you serve all young people at your parish.

## “Exploring the Mission”

This section describes the Mission Statement of WorkCamp:

*Arlington Diocesan WorkCamp is an intentional Christian Community that provides an experience of direct service for young people within the boundaries of the Catholic Diocese of Arlington.*

### Breaking it Open

Please review the mission of WorkCamp with all of your parish volunteers, both youth and adults. Reviewing the part about “young people” would be especially good for the adults to hear. As adults at WorkCamp, we are primarily here to serve the young people and make this a great experience for them. **Bring them closer to Christ through our service!** One way to reflect upon this mission is to take it phrase-by-phrase:

- |                                   |  |
|-----------------------------------|--|
| “Intentional Christian Community” | <ul style="list-style-type: none"><li>• We are very intentional about forming a Christian community that is living, praying and serving together in a very radical way; Acts 2:42-47 is our model &amp; inspiration for this.</li><li>• All parishes, adults and young people, are prepared in the same manner (common meetings over the same 6 months, etc.) forming one community.</li><li>• Serving each other and our local community.</li><li>• Peanut Butter &amp; Jelly sandwiches onsite every day; we all eat the same food, living in a true community (sharing all things like tools and supplies).</li></ul>   |
| “experience”                      | <ul style="list-style-type: none"><li>• WorkCamp is more than just talking and learning (in a classroom setting, i.e.) about our faith.</li><li>• This experience is an example of our Catholic faith lived and the love we have for others through our self-giving and concern for their well-being. We are living the Gospel.</li></ul>  |
| “direct service”                  | <ul style="list-style-type: none"><li>• “Direct service” can be seen as one of the “two feet” of Social Justice; this particular “foot” can be defined as “helping people survive their present crisis” (see p. 3-4).</li><li>• WorkCamp serves to make homes for those in need “warmer, safer &amp; drier”, serving to remedy a “present crisis”.</li><li>• Walking forward with the “two feet”, this “experience” of “direct service” at WorkCamp can and should inspire the participants to engage in “social change” (removing the cause of these problems).</li><li>• Service to each other extends out into the community and is brought back to the community every day. The challenge of WorkCamp is to always be “other” focused.</li></ul> |
| “young people”                    | <ul style="list-style-type: none"><li>• This program is directed towards young people. It is focused on helping young people encounter the person of Christ through the experience of direct service.</li><li>• Adults can and certainly have grown in their faith and have been inspired similar to the young people, but the primary role of adults is to make the week an incredible experience for the young people by serving their needs first.</li></ul>  |
| “within the Diocese”              | <ul style="list-style-type: none"><li>• We want teens to learn that service begins at home; we serve our local community.</li><li>• Diocesan WorkCamp allows the young people to see that there is great need in their own neighborhood; that poverty is not a “far away problem”.</li></ul>   |

# Who is Invited / Parish Requirements

## Youth Participants:

- Youth participants **must be in high school this school year**. All youth participants will be rising tenth graders up to recently graduated seniors when they attend WorkCamp this June.
- They should be responsible, active members of your parish.
- WorkCamp is a great learning experience that requires a maturity level that not all young people have. Much will be expected of them so select your team carefully. WorkCamp is not for everyone. It is a very busy week, which requires young people to work hard spiritually and physically. Please choose young people that are open to a week which is focused on their relationship with Christ.
- Must attend WorkCamp in its entirety from Saturday, June 22 through Friday, June 28. (no exceptions)

**Graduate WorkCamp Experience:** This program is provided to those previous WorkCamp youth participants who have recently graduated high school. The Graduate WorkCamp Experience will help them to become leaders in the Church, remain active in their faith, and to stay connected to the Diocesan community. Please contact [edward.gloninger@arlingtondiocese.org](mailto:edward.gloninger@arlingtondiocese.org) for more information.

**Adult Crew Leaders:** Adult Crew Leaders are adults who work well with high school aged young people. Adult Crew Leaders make WorkCamp possible.

- **NOTE: Adult Crew Leaders must be registered prior to attending an Adult Crew Leader meeting in March 2024.**
- They will help supervise the young people 24 hours a day for the entire time we are at WorkCamp. They will supervise a small group (the crew) at the work site and be responsible for groups from their parish at Homebase.
- Adult Crew Leaders must be 25 years of age or older; the only exception to this age requirement is made for those that work with youth in a paid capacity at your parish or school. Interns are NOT eligible.
- You need one female Adult Crew Leader per 5 female youth; **for the 6th to 10th female youth, you need a second female Adult Crew Leader**. The ratio is the same for male youth and adults.
- Adult Crew Leaders should attend all WorkCamp parish preparation meetings so they are prepared for the experience and be part of the formation with the young people from their parish WorkCamp group.
- Adult Crew Leaders are encouraged to attend the February and April Stakeholder meetings.
- It is encouraged that Stakeholders allow Adult Crew Leaders to read this Parish Preparation Manual (pdf available – see Online Resources section) to familiarize themselves with all aspects of the WorkCamp preparation experience; the more people that know what it takes to prepare for WorkCamp, the better trained your parish will be this summer!
- Attendance at an **Adult Leader Formation Meeting is MANDATORY**: you may select from the March 6, March 16, and March 20 training days. Attendance at one of the meetings is required. *Any Adult Crew Leader that misses this training, for any reason, cannot come to WorkCamp and this will impact the number of teens your parish may bring to WorkCamp.* There are multiple options for Adult Crew Leaders to select from, so there are **no exceptions**. The best way to avoid conflicts with these meetings is to get them on your calendar now, recruit your Adult Crew Leader volunteers early and ensure that they understand that attendance at one of these meetings is part of the requirement for attending WorkCamp. It is recommended that you identify and have additional Adult Crew Leader volunteers that attend this meeting as substitutes if an Adult Crew Leader volunteer must cancel their plans.

## OPCYP Compliance and VIRTUS Training for Adult Crew Leaders:

- Adult Crew Leaders (and security volunteers) must comply with the Diocesan Policy for the Protection of Children and VIRTUS (see links provided below). They must be OPCYP compliant. **It is the responsibility of the parish Stakeholder to ensure that all adult volunteers from their parish are OPCYP compliant.** This status may be checked through the parish child protection liaison or by calling the Office for the Protection of Children and Young People (OPCYP) at 703.841.3847 or [opcyp@arlingtondiocese.org](mailto:opcyp@arlingtondiocese.org). **Please do this as early**

**as possible; if you delay processing new volunteers, the OCPYP may not have enough time to process and approve the volunteers! Resources:**

- VIRTUS: <https://www.virtusonline.org/virtus/>

#### **Driving Requirement for All Adult Volunteers:**

- **Any adult driving for WorkCamp must be on the list of approved drivers for the Diocese.** Go to the following website and click on *Authorized Driver Application* to find the appropriate form.  
<https://www.arlingtondiocese.org/workcamp/online-resources/>

Contact the Office of Risk Management at 703.841.2503 or [riskmanagement@arlingtondiocese.org](mailto:riskmanagement@arlingtondiocese.org) if you have questions about any of your drivers.

**Contractors:** These are adults, at least two years out of High School, who are proficient in the needed home repair skills and can work well with young people. Begin searching for your Contractors now! **Contractors must also register online by May 17, 2024.**

- For every 5 youth that you bring, you must provide one **LEAD** WorkCamp Contractor (or more) to work at least Monday through Thursday of WorkCamp.
- Assistant WorkCamp Contractors are welcome to participate. This can be a wonderful introduction to WorkCamp for someone who is not quite comfortable leading a project this year. Please note that assistant Contractors do not fulfill the lead WorkCamp Contractor requirement described above.
- *If you have a pair of Contractors that want to work together:*
  - *This is fine, but this only counts as one Contractor for the parish ratio (only one project is covered).*
  - WorkCamp strives to honor all of these requests but always reserves the right to split up these pairings, if need be, to cover as many projects as possible.
- Contractors are encouraged to become OPCYP compliant. At a minimum, contractors are required to submit a **Volunteer Criminal Background Check Authorization (renews every 5 years, automatically), Acknowledgment of receipt of the Policy (Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse), Acknowledgment of receipt of the Code of Conduct for Church Volunteers/Personnel in the Diocese of Arlington.**
- We encourage everyone to continue recruiting Contractors even after they have fulfilled their parish requirement. Other parishes, especially parishes new to WorkCamp, may have trouble meeting their quotas. Any help that we can extend to each other as a Diocesan community will not only bring us closer together as a community, but it will also enhance our ability to serve the residents – we can complete more projects with more Contractors. If we have extra Contractors, we can place multiple Contractors on difficult projects.
- There is information for Contractors at <http://www.arlingtondiocese.org/youth/WorkCampOnlineResources.aspx> with details and information on meetings, recruiting, requirements, registration, and safety.
- Require your contractors to participate at your parish tool safety training and even encourage them to lead this training day!

**Homebase Team and Logistics Crew:** These are adults, at least two years out of high school, who fill a variety of jobs at Homebase (where WorkCampers stay when not at a project site) during the week of WorkCamp.

- **A specific Homebase Team training and teambuilding meeting will be held in June.** This is different from Adult Leader Formation training.
- These adults must meet all requirements for OPCYP compliance (same as the Adult Crew Leaders.)
- There are a number of roles and skills that are needed at Homebase to make WorkCamp run smoothly. These include Troubleshooters, Kitchen Staff, Tool Room Staff, Nurses, Logistics Crew, Set-up and Tear-Down Crew, and Overnight Security.
- Becoming a Homebase volunteer is a great way for adults to participate in WorkCamp and support their parish even if they are not comfortable going out on site with the teens.

**Security Personnel:** These are adults, 21 years and older who are willing to come to WorkCamp one afternoon/evening to provide security for our young people while the Adult Crew Leaders shower and have dinner (yes, Adult Crew Leaders get to shower!). Security personnel are needed from *approximately* 2:15 P.M. to 7:30 P.M. on *Monday through Thursday* of the WorkCamp week; they are also needed all day *Sunday*. Parishes will be assigned a particular date for which they will provide these security volunteers.

The Security Volunteers will register online. The required number of Parish security personnel must be registered by April 29, 2024, but start recruiting now! All of these volunteers must be OPCYP compliant. The number of required volunteers is based on how many teens are attending from a parish. The guidelines below show the minimum number of security volunteers required.

- 1-10 Youth: 2 men, 2 women
- 11-20 Youth: 2 men, 3 women
- 21-30 Youth: 3 men, 3 women
- 31-40 Youth: 3 men, 4 women
- 41-50 Youth: 4 men, 4 women
- 51-60 Youth: 4 men, 5 women

There may be security volunteers who are able to attend for the whole week. On a case-by-case basis, a volunteer willing to serve all week may offset the hours required by multiple volunteers on one day. This will reduce the number of individual volunteers a parish must bring. Approval of an alternate arrangement will be based on availability of volunteers and the planned security schedule. Please contact the Office of Youth, Campus, and Young Adult Ministries if you would like to be considered for this option.

**Priests:** Parish priests should be encouraged to come to WorkCamp for as much of the week as possible **particularly as Adult Crew Leaders**. Priests are especially needed on Tuesday evening for the Reconciliation Service. **Now is the time to get it on their calendars!**

- Each parish is responsible for arranging for one priest to attend at least Tuesday evening for the Sacrament of Reconciliation service.

**Nurses:** Nurses are needed at Homebase. Multiple full-time nurses are needed for the whole week. Nurses must be OPCYP compliant. Please let us know as soon as possible if you know of somebody that can help. These volunteers will be asked to provide proof of training (certificate or letter from professional employer).

**Parishioners:** Your WorkCamp team needs prayer, volunteers, and financial support of your entire parish.

**Transportation:** For every 5 young people attending WorkCamp, a parish must provide one full-size van or mini-van (for safety reasons, the Diocese does not permit the use of 15-passenger vans manufactured prior to 2011 for transporting people).

- The vans are used to transport a work crew back and forth to the work site. Each van must be equipped by the parish with: a) two 5-gallon water coolers and b) one case of 12-oz bottled water.
- Each parish is responsible for transporting all of their requirements (people, tools, etc.) to WorkCamp on Saturday night, June 22, and back to their parish on Friday, June 2.
- You may need extra transportation to transport WorkCampers, their gear & parish tools to/from WorkCamp.
- If your parish is renting vehicles, you may wish to request an eight-passenger SUV rather than a seven-passenger minivan because the extra space can help; please ensure that every vehicle has at least seven (7) seatbelts available for use.
- **Teens are not permitted to drive themselves to WorkCamp** nor should any teen be permitted to drive any vehicle at any time during WorkCamp.

**Vehicle Rental:** The Catholic Diocese of Arlington is **Enterprise Emerald Member with discount rates on all types of vehicles**.

Enterprise maintains information regarding diocesan automobile insurance and group codes. All agencies understand the diocesan automobile liability insurance will be in effect for the rental. You do not need to purchase any insurance from the rental agency. Please make sure the reservation agent knows immediately that you are part of the Diocese of Arlington and that you will be using a corporate account. Everyone who is driving a

vehicle under the Diocesan Enterprise account must be an authorized driver. *Additional details and reminders regarding vehicle rental options and procedures will be provided to parish Stakeholders.*

Use the link posted on the WorkCamp Online Resources page to navigate to your parish Enterprise account. You may also call an Enterprise location directly or call toll-free 1-800-Rent-A-Car. **Your parish will be billed directly.**

For any rental car account issues please contact the Risk Specialist at the Office of Risk Management by phone at 703-841-2503.

**WorkCamp Participant Fees:** Each participating parish will be billed per the below chart:

| Fee                                  | Registration Deadline                                  | Youth Drops Deadline   |
|--------------------------------------|--|--|
| \$550 per Teen and Adult Crew Leader | February 16, 2024<br><i>(first come, first served)</i> | Apr 22, 2024<br>All youth and crew leader drops after April 22nd will be charged in full to the parish |

• **Youth Cost notes:**

- To “lock-in” a cost rate per youth, all online registrations must be completed and deposits (\$50 per youth) must be received by or postmarked to the Office of Youth, Campus, and Young Adult Ministries prior to or by the date listed above.
- All deposits of \$50 per youth are non-refundable; the “Cost per Youth” includes the deposit amount.
- All youth registrations are only valid with an accompanying deposit. We would suggest starting an in-parish waiting list if you have youth who MAY want to attend but are not sure. Please ensure that registrations are complete for any teens on the in-parish waiting list. Substitutions may only be made with youth who have completed the registration process by the deadlines listed above and are participating in the parish WorkCamp formation meetings.
- **We would like to allow as many teens as your parish will support.** However, this means that you must register and confirm your adult volunteers along with the teens, so start early.
- The first 600\* youth with valid online registration, deposit, and corresponding *trained* adult will have a guaranteed spot at WorkCamp 2024. **Online registration itself does not guarantee a spot at WorkCamp.** *\*this number is subject to change based on maximum occupancy at our Homebase facility.*
- Parishes will be billed for any youth who drop after April 22.
- If an exception is granted for youth registration(s) after the February 16 registration deadline, a \$100 late fee will be applied.

• **Adult Cost notes:**

- **\$550** per adult participant (including every parish Stakeholder). Contractors & security volunteers are not required to pay.
- Every Adult Crew Leader must meet the requirements for Adult Leader training in order to be eligible to attend WorkCamp and must be registered online for WorkCamp prior to attending training meetings.
- **Parishes will be billed for any adult crew leaders who drop after April 22.**

- **Final payment:** In early May, Stakeholders will receive an email indicating the final amount their parish must submit for WorkCamp. The balance for youth and all adult participants will be due to the Office of Youth, Campus, and Young Adult Ministries by May 31.

Make deposits and final payments payable to Catholic Diocese of Arlington and send to:

**Office of Youth, Campus, & Young Adult Ministries**  
**c/o Catholic Diocese of Arlington**  
**P.O. Box 1960**  
**Merrifield, VA 22116-1960**



## Online Resources

The following documents can be found online to assist with your parish preparation this month. Go to:

<http://www.arlingtondiocese.org/youth/WorkCampOnlineResources.aspx>

- Sample Parish Registration and Commitment Forms (editable sample available online)
- Steps to Register Instruction Sheet for youth and adult volunteers
- Link to Enterprise Rental landing page



*Scan to be directed to the WorkCamp Online Resources Page.*

# January

## Upcoming Meetings / Deadlines / To-Do

### To Do

- Publicize WorkCamp – recruit adult volunteers and teens
- Conduct January parish meeting  
Set parish meeting schedule for rest of year and communicate it to adults and teens
- Begin fundraising within the parish
- Begin sign-ups for which day(s) your parish wants to provide lunch and security volunteers (due at February Stakeholder meeting)

**February 15: Stakeholder meeting #2, St. Timothy, Chantilly, VA**

**February 16: Youth registration deadline.**

| October 2023 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    |    |    |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 | 31 |    |    |    |    |

| November 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 | 29 | 30 |    |    |
|               |    |    |    |    |    |    |

| December 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |
| 31            |    |    |    |    |    |    |

| January 2024 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 | 31 |    |    |    |
|              |    |    |    |    |    |    |

| February 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 |    |    |
|               |    |    |    |    |    |    |

| March 2024 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    |    | 1  | 2  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |
| 31         |    |    |    |    |    |    |

| April 2024 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 |    |    |    |    |
|            |    |    |    |    |    |    |

| May 2024 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |
|          |    |    |    |    |    |    |

| June 2024 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

**Stakeholder Meeting**

**Key Deadline**

**Adult Crew Leader Formation Meeting**

# Monthly Parish Meeting Information

## Key Themes

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- Commitment to the Team
- Fundraising in Your Parish

## Purpose

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- Establish strong commitment by adults and teens to WorkCamp preparation process
- Explain importance of monthly parish meetings – for their enjoyment, safety, and preparation for the WorkCamp experience
- Discuss how fundraising activities can help build a strong parish WorkCamp community

## Formation Goals

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### Youth

- Explain what it means to make and keep a commitment  
Stress importance of monthly meetings and why preparation is so important
- Establish commitment to attend remainder of monthly meetings, and participate in them (e.g., sign-up for leading prayers at future meetings)
- Emphasize the requirement to remain at WorkCamp the entire time and to plan for this with their family

### Adults

- Stress importance of monthly meetings and why preparation is so important (with focus on adult responsibilities)
- Establish commitment to attend remainder of monthly meetings, and engagement with teens

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## Relevant Scripture

Ephesians 4:1-6 – Unity in the Body of Christ

James 2:14-22 – Faith without works is dead

## Commitment to the Team

**Commitment:** a promise, a pledge, a vow, an obligation. As a WorkCamp parish team we are required to make certain promises, which will enable us to get the most out of our WorkCamp experience.

What are we obligated to do and who are we committed to? We are committed to the following:

**The Team:** WorkCamp participants are expected to attend all WorkCamp meetings, participate in all fundraisers, be active in the parish and help plan for our WorkCamp experience.

**Prayer:** To help prepare us for the WorkCamp experience we need to pray for ourselves, the Residents we are preparing to serve, for parish support, and all who are involved in WorkCamp.

**Building Our Faith:** Learning to serve others as Christ does is a difficult process. WorkCamp is designed to help each of us, adult and youth, grow in our faith and learn to spread the Good News to others.

**Monthly Meetings:** These meetings are designed to prepare the parish and us for WorkCamp. We will learn about Catholic Social Teaching and how it is an essential part of our faith. We will also cover topics like: what to bring, how to pack, what is expected of you while you are there, tool and site safety, how to come together as a unique Catholic community, group building experiences, and more...

**Be Present the Entire Week at WorkCamp:** All WorkCamp teens and adult crew leaders are expected to be present at WorkCamp the entire week, from Saturday through Friday. No late arrivals to WorkCamp or early departures from WorkCamp are permitted.

**Fundraisers:** Fundraising is an important aspect of WorkCamp that can be used to help facilitate teambuilding within your parish community! In addition to the registration fee, each parish may need to rent minivans, purchase gas for the week, purchase parish T-Shirts, miscellaneous supplies, etc. Discuss some fundraising options and plan how and when you can do them (some suggestions can be found in the fundraising section of the online resources).

**Adult Help is Needed:** Ask your family and friends to get involved. Adult Crew Leaders, WorkCamp Contractors, security personnel and nurses are all needed! What group could you ask to help pack lunches? Who can plan a send-off Mass, a WorkCamp reunion, or help with your fundraisers?

**WorkCamp:** This week of service offers an opportunity to grow in faith, serve God through others, and meet new people. Below are some items to expect at WorkCamp.

- Participate in Mass and program every day.
- Saturday night and Sunday you will become familiar with WorkCamp and the other participants. You will meet your Work Crew and spend the day Sunday getting comfortable with each other.
- Work Crews consist of five or six high school aged young people from different parishes, one or two Adult Crew Leaders and a WorkCamp Contractor or two.
- Monday through Thursday are the days of direct service in the community. Your crew will complete a home repair project during this time.
- The work consists of minor or major home repairs including new window installation, wheelchair ramp and deck repair and/or construction, dry wall replacement, indoor/outdoor clean up, roofing, and indoor flooring.
- Famous peanut butter & jelly lunch for the work site. Our fantastic kitchen crew prepares breakfast and dinner for meals at Homebase! (Arrangements can be made for those with food allergies.)
- All adults and youth will be sleeping on the floor of a school. The men/boys are in one area and the women/girls are in another.
- Friday is a day of community celebration. The residents are invited for lunch and a celebration party!
- Faith-building, fun, entertainment, lots of fellowship and many pleasant surprises!

## **Celebrating 50 Years: Remember. Rejoice. Renew.**

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As we prepare to mark our first half-century, the Catholic Diocese of Arlington has embarked on a spiritual and intellectual renewal in the foundational truths of the Catholic Faith. Our anniversary commemoration began with two preparatory years and will be crowned by the celebratory golden jubilee year.



### **“Behold, I make all things new.”**

*Renewing and strengthening our Faith for the future.*

The Diocese of Arlington consists of the 70 Catholic parishes in the northern half of Virginia and in November 2024 will be celebrating 50 years since being established by the Vatican! If you are a member of one of those parishes, this is a big deal and much like a big birthday celebration!

The theme of the Golden Jubilee year for the Diocese of Arlington is “Renew!” This theme is meant to emphasize renewing and strengthening our faith in order to share it with others through evangelization and Spiritual and Corporal Works of Mercy. The seven

Spiritual Works of Mercy guide us to help our neighbor in their spiritual needs. These are to counsel the doubtful, instruct the ignorant, admonish the sinner, comfort the sorrowful, forgive injuries, bear wrongs patiently, and to pray for the living and the dead.

The seven Corporal Works of Mercy are found in the teachings of Jesus and give us a model for how we should treat all others, as if they were Christ in disguise. These works of mercy are to feed the hungry, give drink to the thirsty, shelter the homeless, visit the sick, visit the prisoners, bury the dead, and give alms to the poor. WorkCamp certainly gives us an excellent opportunity during this Golden Jubilee year to take part in both the Spiritual and Corporal Works of Mercy!

The Jubilee theme comes from Revelation 21:5, “Behold, I make all things new.” It is a statement of hope and renewal by emphasizing the transformative power of Jesus Christ. He is capable of creating something new and beautiful out of the old and broken. This is a reminder that no matter how difficult or challenging our circumstances may be, or how far we have distanced ourselves from God, we can always find hope in a renewed relationship with Him.

Throughout this year, seek to renew and strengthen your faith by spending more time with Jesus in prayer, participating more regularly in the sacraments (especially Mass and confession!), and discovering the joy of sharing the Good News with others!

Look for more resources and special Jubilee Events added throughout the year on the Jubilee Website. We encourage you to make use of these and to incorporate them into your ministry as a way to possibly supplement your WorkCamp preparation!

## Online Resources

The following documents can be found online to assist with your parish preparation this month. Go to:  
<http://www.arlingtondiocese.org/youth/WorkCampOnlineResources.aspx>

- Fundraising Ideas
- Editable Sample Fundraising Letters
- Steps for WorkCamp Registration: Youth registrants will be placed on a list in order of the date of deposit received and date of completed online registration received at the Office of Youth, Campus, and Young Adult Ministries. Detailed registration instructions and information appear on the following pages.



*Scan code above to be directed to the WorkCamp Online Resources Page.*

# WorkCamp Registration Guide

Registration for youth, adult crew leaders, contractors, security, and homebase volunteers will open in December. A message will be sent to all Stakeholders prior to the launch of the registration site.

Before going to the WorkCamp registration site to register yourself or your family, it will help to have some information handy for each person who is going to register.

**Youth participants do not register themselves.** Parents and/or guardians will create or log into a family registration portal from which they will register themselves and/or family members as necessary.

Required information for each participant includes:

- Name, address, and at least one phone number
- Date of birth
- The parish that the registration will be associated with for WorkCamp.
  - o **NOTE:** This may not be the parish that you and/or your family are parishioners of.
- T-Shirt size
- High School (for youth participants)
- Any dietary needs, including vegetarian preference, gluten free or other food concerns, or if you need special storage for food.
- Physician's name and phone number
- Health insurance company, policy, and group number
- Any medication or other allergies
- Any other medical concerns that might affect the ability to fully participate in WorkCamp
- Any current prescriptions
- The name and number of an emergency contact outside the family.

## The Registration Process

Registration link will be provided to Stakeholders via email prior to registration opening.

## New and Existing users | **NEW PROCESS**

In an effort to reduce the number of errors associated with duplicate records, we have implemented a registration system that is intended to provide a smoother registration experience. When you begin the registration process, you will be taken to a *WorkCamp Account Setup and Registration* page.

Please complete the form on this page.

If the system identifies your personal data, you will be taken to a screen with an opportunity to confirm that information in our system. When you have confirmed your identity, you'll select "continue" and a code will be sent to your email address. Enter that code and you will be taken to your *WorkCamp Registration Portal*.

The system will automatically create a new *WorkCamp Registration Portal* if the system determines that you are a new user.

Once you have accessed the WorkCamp Registration Portal, you may add family members and/or register yourself or other family member for WorkCamp as described below: To add more family members, log in to the **WorkCamp Registration Portal** (if necessary) and click the **Add Family Member** link.

1. Fill out the information and click **Continue**. Each family member will be listed showing their age and their registration option
  - a. Individuals who are 20 and older may only register as adults
  - b. Individuals who are 19 and younger may register as youth
  - c. Individuals who are 18 or 19 and wish to register as adults will need to access a separate website. Please contact your stakeholder for more information.

### ***Registering a family member for WorkCamp***

1. For adult participants:
  - a. Click the **Register Adult Volunteer** next to their name.
  - b. Select a role for the adult participant
    - i. Crew Leader, Homebase Volunteer, Security, or Contractor
    - ii. Please contact your stakeholder if you need additional information
2. OR For youth participants, click the **Register Youth Volunteer** link.
3. Click the **Select Parish** drop-down list and select the parish associated with your registration and click **Continue**.
4. Click the **Code of Conduct** link to read the code of conduct.
5. Click the **I agree to the code of conduct** checkbox.
6. Click **Continue**.
7. Enter the required family and medical information and click **Continue**.
8. Youth, Adult Crew Leaders, and Contractors will complete the **Skills** page.
9. Homebase volunteers will select a role, and associated options.
10. If necessary, click **Continue**. You will be taken to the **Application Review** page.
11. When you have reviewed the application, click **Submit Registration**.

### ***Electronically Signing the Forms***

Each participant in WorkCamp will need to sign the WorkCamp participant covenant, and the final registration form, after reviewing the information. The forms will be delivered and signed electronically. Adult participants will sign their own forms. Youth participants' forms will be signed by their parents or guardians, after reviewing the covenant with the youth participants.

There are two ways for a participant to receive a form for signature:

- First, if you have registered yourself as an adult, or you have registered one of your children as a youth participant, you may review and sign the forms immediately upon completion of the registration.
- Second, by email: All adult registration forms will be sent to the participant's email address. Youth forms will be emailed to the address of the person who filled out the registration.

For emailed forms, the participant will receive an email from **Arlington Diocese via DocuSign**. In that email, click the **Review Documents** button to see and sign the form.

For those forms that can be completed immediately, click the **Sign Documents** button on the final page.

To sign the forms, do the following:

1. Click either **Review Documents** in the email or **Sign Documents** as indicated above. You will see the DocuSign form.
2. If you have never signed a DocuSign form before, click the checkbox for **I agree to use electronic records and signatures**. Then click **Continue**.
3. You will see a tab say **Start** on the left side. Click it to scroll to the first signature.



4. Click the **Sign** icon on the page. If this is the first time you have signed a DocuSign document, you will be asked to choose a signature style, including your full name, your initials, and a specific style. You may also draw your own signature. When you have selected a style, click **Adopt and Sign**.
5. Scroll down to review the information on the next page. Then, click the **Next** tab on the left side of the screen.
6. Click the **Sign** icon at the bottom of the screen to sign the second page.
7. Click **Finish** to submit the signed form.

After the form has been signed and submitted, if you go to the **WorkCamp Registration Portal** web page, you will see that the **Action Needed** for that family member is set to **Registration Complete**.

# Fundraising in Your Parish

We recognize that \$550 per person may seem like a daunting fundraising task. Please know and make clear to your parish that every dollar goes directly towards building materials, food, and other costs that are required to make WorkCamp happen.

Parishes handle fundraising in different ways. It depends upon you, your pastor, your youth, and the parish community. Explore different ideas for raising money. Brainstorm with your parish WorkCamp team.

Be sure all WorkCamp participants are on board. They should expect to have to help fundraise and their parents should be on board as well. It saves them money and you will need their help and support.

Get the opinion of your youth. They have good ideas and will feel more a part of the process if they are part of the discussion and planning.

For example: One group of young people came up with the idea of a project called "Rent-A-Kid". Because they thought of the idea, they were more willing to take part in the planning and volunteer to work. A flier was put in the parish bulletin advertising their willingness to rake leaves, wash windows and do other small jobs. Approximately \$1000 was raised over just two weekends. A great success!

## Timing

This is important when you are considering a fundraiser...for instance December is not really a great time of year to raise money because people are more interested in Christmas. Also check with your parish secretary to see if any other group is fundraising before you commit to a date. You don't want your church looking like a marketplace or have to compete with another group.

## Location

Always consider your location for every event. Car washes do well in your church parking lot if you advertise well, but a car wash held at a gas station or Wal-Mart needs no advertising until the day of the event.

## Pricing versus donation

Often, asking for a donation brings in a higher dollar amount than setting a specific price. Asking for donations at a car wash will usually yield better results than charging a specific price.

## Advertise

Be sure to advertise the reason **why** you are trying to raise money.

- Have your bulletin editor put monthly blurbs in the bulletin describing WorkCamp, how it works and why your group is involved.
- Put pictures of the WorkCamp team in a prominent area of the building several weeks before you begin to fundraise. Ask for sponsorship for the youth going.
- An announcement after Mass does wonders, especially if you explain the living conditions of the people we will be serving right here in our Diocesan community.
- Have the young people stand at a table outside of Mass so that parishioners can ask them questions.

# Fundraising Ideas

**The Letter Campaign**...Send a compassionate letter to friends, relatives, godparents, grandparents, or anyone else whom you think might send you money.

- Each young person should mail at least 10 letters
- Provide letters, envelopes, and stamps
- Make the letter writing a group activity...get together, eat cookies, drink soda and address envelopes!
- Send thank you notes from the whole group and encourage the young people to send a private one. Two sample fundraising letters are included on the next two pages, one for family and friends, and one for the parish bulletin or to be handed out directly by teens.

**Church Dinner** – Plan a simple or fancy meal. During Lent, many parishes have soup meals that include soup and bread on Friday evening. Inquire if your group can have a night. Let the young people serve the meal and speak a little about WorkCamp. Show the WorkCamp video.

**Car Wash** – Very little pre-work is needed, however there is a lot of hard work on the day of the event. If you plan to use a gas station, be sure to book several months in advance.

**Build a Picnic Table** – This is a wonderful WorkCamp fundraiser because you can combine the building of the table with your tool-training day. Raffle the table in conjunction with your after-Mass announcement and you really can make big bucks. A raffle ticket is given for any donation and donations of ten dollars or more get 2 or 3 tickets. The winning ticket is drawn after the last Mass and the table is delivered immediately. At one parish over \$7000 was raised in just one weekend!

**Dessert Night** – Plan a social with a cool theme and decorations. Place donation cups on the tables and let the young people do a talent show or skit with a WorkCamp theme.

**Buy A Nail** – This is an old WorkCamp fundraiser that has been successful for many parishes. This works best on the same day that you make your after Mass announcement about WorkCamp.

1. Buy some large nails and paint some gold, some silver & leave some their natural color.
2. Glue them to a prayer card about WorkCamp.
3. Request donations of \$5 (natural color), \$10 (silver), and \$20 (gold).

**Fun Fair** – A lot of prep work is required but can be a good money-maker. Have simple games like the lollipop tree, duck pond, and ring toss, a cake walk with prizes of cakes made by the WorkCamp participants, dress as clowns and sell hot dogs grilled by the parents. Use your imagination! The young people really enjoy this event. Inexpensive prizes are needed.

*Please review the following pages for sample letters that can be written to encourage donations*

*This type of letter can be mailed to family and friends.*

St. John the Evangelist  
271 Winchester St.  
Warrenton, VA 20186

WorkCamp 202X

Dear \_\_\_\_\_ ,

Our Catholic faith teaches us that the Holy Spirit guides us to acts of love, charity, kindness and faith. It is how we use these gifts that make a difference in our lives and the world we live in. Several of St. John the Evangelist's high school age youth and adults are preparing to use their gifts in a very special way this summer. The youth are offering their first week of summer vacation to help the less fortunate in many wonderful ways.

WorkCamp is a week-long service program designed to teach our youth to follow the footsteps of Jesus Christ through service work. We are preparing to sleep on the floor, eat the same thing for lunch every day, and work in the hot sun to serve our Lord in a very special way. We will replace or repair roofs, build wheelchair ramps, install new windows, and many other desperately needed home repair projects for elderly, physically, mentally or financially challenged people. The people we are privileged to serve are used to living without some of the basic needs we all take for granted; hot and cold running water, indoor plumbing and sometimes even food. But more important than the repair work we do is the time we spend with them. What we bring to them is a few days of friendship and Christianity. We share our faith and ourselves. We don't pass judgment on how they live or how they came to be in the situation they find themselves. We bring a glimmer of hope to them and reassure ourselves that we are still **people of God**. We are willing to give freely of ourselves to help make someone's life a little better.

Our parish charges \_\_\_\_\_ per youth to attend WorkCamp. These funds pay for construction and home repair materials, building use, food, transportation, fuel, and evening program. Would you please consider sending a donation to help with this worthy cause?

If you care to send a monetary gift, please make the check payable to "St. John the Evangelist Youth Program" with a note in the memo section "WorkCamp and my name". Please mail the check to the following address:

*St. John the Evangelist*  
WorkCamp 202X  
271 Winchester St.  
Warrenton, VA 20186

It is generous people like you who make it possible for us to work for the Lord. We trust He will reward you with much grace and many blessings for your goodness to us.

In Jesus,

*This type of letter can be handed out by WorkCamp youth or inserted into the Sunday Bulletin.*

Dear Parishioners,

As the weeks pass, we are looking forward to WorkCamp 202X where we will provide necessary home repairs for the less fortunate, strengthen our faith, and grow as a Christian community. We are writing to you so that you may join US in helping others in need.

We will be spending from June Xth — June Xth working with other youth and adults from the Diocese reaching out to families in the \_\_\_\_\_ area of Virginia. We will offer a number of repair services to the families who require our assistance. We at St. Agnes are anxious to do our part. It will be an honor to reach out to those in need and truly live the Gospel to grow in our love of God and our love of neighbors.

We will be living in a Christian community for the entire week, celebrating daily Mass, working on homes, and sharing our faith with one another. The week also offers the opportunity to develop new relationships with other youth as well as the residents of the homes we will be working on. The experience will help us to look past our sheltered lives and allow us to see the diverse lives of all God's children.

We need your help so that WorkCamp 202X will be a success. First of all, the success of WorkCamp 202X depends on prayer. Please pray for the youth and adults who want to serve the families of the \_\_\_\_\_ area. Second, we would appreciate donations to support WorkCamp 202X. These donations will cover the expenses of meals, worksite supplies, retreat expenses, professional contractor assistance (where necessary) and other needs to support WorkCamp 202X. Please consider making a donation to help off-set the cost. Donations may be sent to the parish office or dropped in the collection basket. (Please note that your donation is for WorkCamp.)

With the help of your prayers and donations, WorkCamp 202X will be made possible and the lives of many people will be made better. Thank you and God Bless!

*–St. Agnes WorkCamp Youth and Adult Participants*

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#### WORKCAMP 202X DONATION

Name:

Address:

Amount of donation: \$ \_\_\_\_\_

Make checks payable to “St. Agnes”

Please return to: St. Agnes Catholic Church  
1910 N Randolph St.  
Arlington, VA 22207

THANK YOU FOR YOUR SUPPORT!



# February

## Upcoming Meetings / Deadlines / To-Do

### To Do

- Attend February Stakeholder Meeting
- Sign-up for lunch and security personnel dates (at Stakeholder meeting)
- Conduct February parish meeting
- Finish all youth registration at standard rate

**February 15: Stakeholder meeting #2, St .Timothy, Chantilly, VA**

**February 16: Youth registration deadline.**

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| June 2024 |    |    |    |    |    |    |
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Stakeholder Meeting

Key Deadline

Adult Crew Leader  
Formation Meeting

# Monthly Parish Meeting Information

## Key Themes

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- Servanthood: Preparing to Serve
- Catholic Social Teaching
- Charity/Direct Service Ideas
- Online Registration

## Purpose

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- Introduce Catholic Social Teaching to teens and adults, and its relevance to WorkCamp

## Formation Goals

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### Youth

- Understand difference between Direct Service and Social Action/Change
- Prepare teens for situations they may face when meeting a resident (poverty, openness to discussion, etc.)
- Identify activities that teens can do outside of WorkCamp to promote Social Justice

### Adults

- Engagement with teens
- Recognition that WorkCamp is not just about direct service; there is an important aspect of faith development as well

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## Relevant Scripture

**1 Peter 5:7-11** – Christ will restore and give strength to those in need

**Matthew 12:15-21** – “Behold my servant, whom I have chosen...”

**Ephesians 4:11-16** – Diversity of gifts for the service of the Body



## **Servanthood: Preparing to Serve** ***Catholic Social Teaching***

The roots of Catholic Social Teaching are in Judaism. For the Jewish culture, faithful people were committed to the most vulnerable of the society: widows, children and strangers. Jesus re-confirmed this importance and went even further. See the Scripture reference sheet for particular passages.

Help the young people understand that we will not be able to fix all the problems that our residents face. We are only doing a small part to make their lives more comfortable. One of the goals of WorkCamp is to help the residents be “**warmer, safer and drier**”. This is an important and valuable role, but small in the scope of things. Performing acts of **Charity** (or **Direct Service**) may be easy to accomplish. Charity addresses an immediate need: providing a meal for the hungry, repairing a home, providing clothing, etc. We can see the result immediately. **Justice** (or **Social Action**) is a long-term solution to break the cycle of poverty. The goal of justice is to change the systems or structures which allow injustices to exist. How does WorkCamp help with Social Justice?

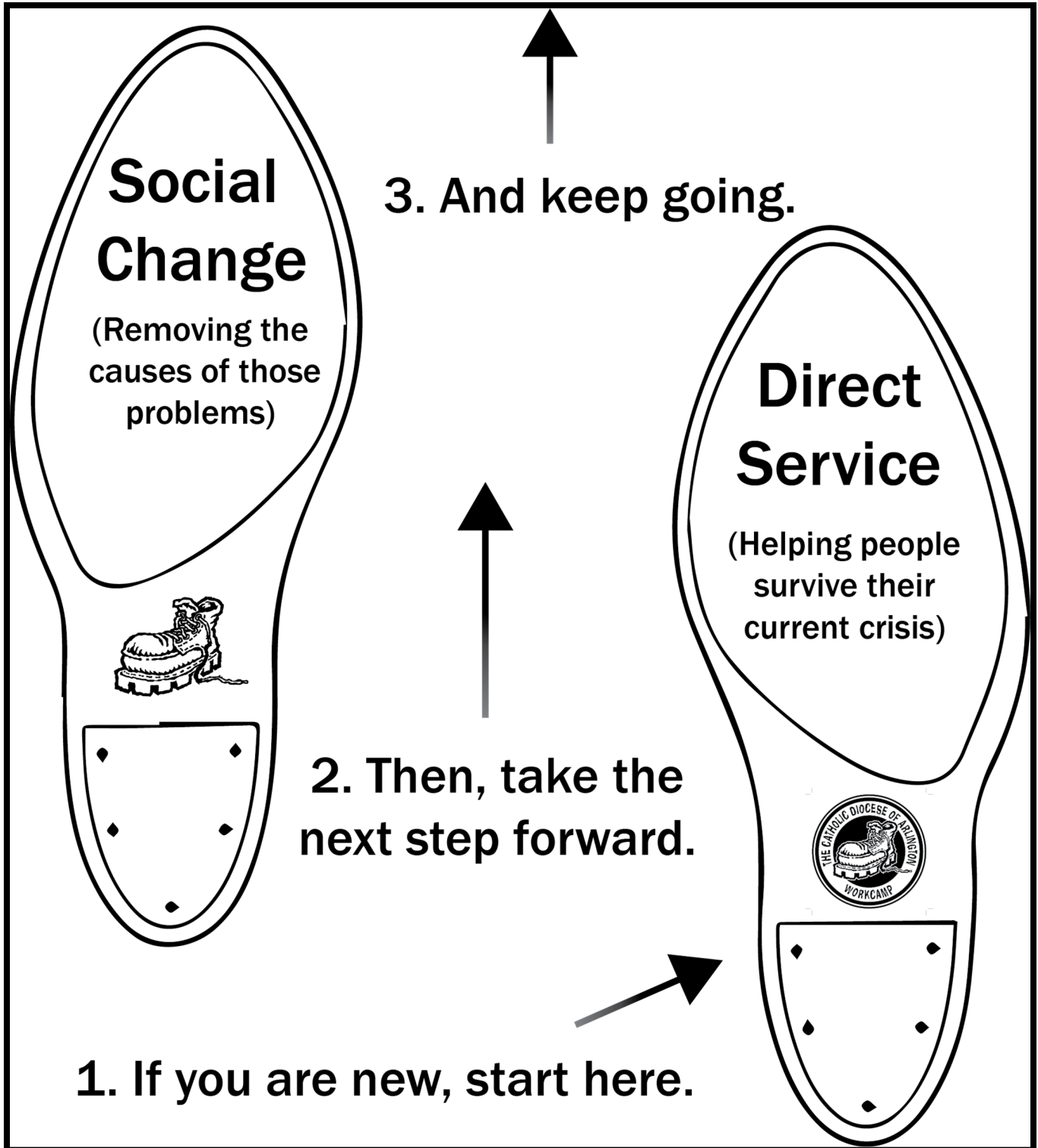
Justice may make us uncomfortable. It requires that we give up some of our luxuries so that others may have basic human necessities. It means we must consider how the most vulnerable will be affected by policies and laws. For Catholic Christians, this is not just for the “politically-minded”. We are responsible for one another because everyone is created in God’s image; in each one we find the face of Christ. We are called to be good stewards of the resources we are given. At WorkCamp, this may begin with asking “why” questions and beginning to raise awareness. Why can’t this person earn enough money to repair their home? Why has this wheelchair-bound person been unable to leave their home for lack of a proper ramp?

Justice also means taking care to not waste food at lunch or dinner. (Extra lunch food may be offered to residents or brought back to Homebase). It includes taking care to clean up after ourselves at the work site and at Homebase. Encourage the group to come up with other examples.

The principles of Catholic Social Teaching are included on the following pages. Become familiar with them and go over them at your meeting. The following page illustrates “The Two Feet of Social Justice”. Both feet are equally important.

# The Two Feet of Social Justice

(make copies of this page and use it to aid your parish meeting discussion this month)



## **Charity/Direct Service Ideas (First Foot)**

- Set aside time each week to tutor a child in your neighborhood by reading to him/her or helping with homework.
- When a new family moves into the neighborhood, host a get-together and introduce them to their neighbors.
- “Adopt” a grandparent. Visit a retirement community and get to know someone who has little or no family. Be sure to go see them often, especially during the holidays.
- Instead of buying a new video game or article of clothing donate the money to a worthy cause, such as famine relief or for the victims of disaster.
- Spend an hour relieving a new mother so she can rest.
- Bring and share a meal or dessert with a shut-in. Contact your parish office for a list of shut-ins and get permission to visit.
- Make cards and send them to a nursing home and/or a pediatric wing of a hospital.
- See the WorkCamp Online Resources page for additional ideas.
- Include some of your own ideas...
- Ask the teens for ideas...

## Works Promoting Justice (Second Foot)

- Plan a prayer vigil for a specific cause. Advertise it well.
- Host a pot-luck dinner to discuss an issue of concern to the Christian community. Show an issue related video.
- Write letters to elected officials regarding the passage of bills in Congress which do not have a preferential option for the vulnerable: the unborn, the poor, the mentally ill, the aged. Invite others to do likewise. Promote the “seamless fabric” that defends the sanctity and dignity of all human life, from natural conception through natural death.
- Invite speakers on justice issues to speak to your group.
- Become knowledgeable about an issue that you could address effectively to yours and other groups.
- Write letters to the editor in support of programs which address the root causes of injustice.
- Set up a panel discussion by people working in a field of special interest to your youth.
- Look for opportunities in other parishes to learn about issues. Ask if that information could be published in your parish bulletin.
- Tutor adults or children in reading, language, computer skills etc., empowering them to do more for themselves.
- Call the radio and TV stations to applaud/condemn their coverage of an issue – keep their phone numbers handy!
- In conversations with family, friends, and colleagues, stand up for the poor and the marginalized of society.
- Speak out and let people know how you feel about the issues as a Christian; expect some resistance.
- Become familiar with the Social Justice documents of the Church and encourage others to do the same.
- Volunteer to work at and/or contribute financially to an organization whose purpose is to eradicate the root causes of an injustice.
- Simplify your lifestyle in one new area. Invite your family members to join you.
- Arrange to sell craft items from a developing country in your parish community.
- Use the parish bulletin to raise awareness of social justice concerns (with the pastor's approval).
- Raise appropriate justice questions on every direct service project. Let no service project be considered completed until justice issues have been explored.
- Lobby your legislators in Richmond. See [www.vacatholic.org](http://www.vacatholic.org) for ideas and events.
- Model yourself after the [Patron Saint of our Diocese](#), St. Thomas More; do not be afraid to take your faith to the public square – Pope John Paul II taught us that it is not only our right (as free citizens) but our moral obligation to do so! Most high schoolers are not old enough to vote, but they can be aware and influence others... and be ready when they become an adult.
- Advocate for change.

*Christian love of neighbor and justice cannot be separated. For love implies an absolute demand for justice, namely the recognition of the dignity and the rights of one's neighbor.*

-JUSTICE IN THE WORLD Synod of Bishops 1971

# Sharing Catholic Social Teachings

## Reflections of the U.S. Catholic Bishops

The Church's social teaching is a rich treasure of wisdom about building a just society and living lives of holiness amidst the challenges of modern society. Modern Catholic social teaching has been articulated through a tradition of papal, conciliar, and episcopal documents. The depth and richness of this tradition can be understood best through a direct reading of these documents. In these brief reflections, we wish to highlight several of the key themes that are at the heart of our Catholic social tradition.

## Life and Dignity of the Human Person

The Catholic Church proclaims that human life is sacred and that the dignity of the human person is the foundation of a moral vision for society. Our belief in the sanctity of human life and the inherent dignity of the human person is the foundation of all the principles of our social teaching. In our society, human life is under direct attack from abortion and assisted suicide. The value of human life is being threatened by increasing use of the death penalty. We believe that every person is precious, that people are: more important than things, and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.

## Call to Family, Community, and Participation

The person is not only sacred but also social. How we organize our society-in economics and politics, in law and policy-directly affects human dignity and the capacity of individuals to grow in community. The family is the central social institution that must be supported and strengthened, not undermined. We believe people have a right and a duty to participate in society, seeking together the common good and well-being of all, especially the poor and vulnerable.

## Rights and Responsibilities

The Catholic tradition teaches that human dignity can be protected and a healthy community can be achieved only if human rights are protected and responsibilities are met. Therefore, every person has a fundamental right to life and a right to those things required for human decency. Corresponding to these rights are duties and responsibilities to one another, to our families, and to the larger society.

## Options for the Poor and Vulnerable

A basic moral test is how our most vulnerable members are faring. In a society marred by deepening divisions between rich and poor, our tradition recalls the story of the Last Judgment (Mt. 25:31-46) and instructs us to put the needs of the poor and vulnerable first.

## The Dignity of Work and the Rights of Workers

The economy must serve people, not the other way around. Work is more than a way to make a living; it is a form of continuing participation in God's creation. If the dignity of work is to be protected, then the basic rights of workers must be respected-the right to productive work, to decent and fair wages, to organize and join unions, to private property, and to economic initiative.

## Solidarity

We are our brothers' and sisters' keepers, wherever they live. We are one human family, whatever our national, racial, ethnic, economic, and ideological differences. Learning to practice the virtue of solidarity means learning that "loving our neighbor" has global dimensions in an interdependent world.

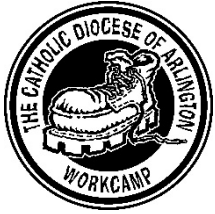
## Care for God's Creation

We show our respect for the Creator by our stewardship of creation. Care for the earth is not just an Earth Day slogan, it is a requirement of our faith. We are called to protect people and the planet, living our faith in relationship with all of God's creation. This environmental challenge has fundamental moral and ethical dimensions that cannot be ignored.

*This summary should only be a starting point for those interested in Catholic social teaching. A full understanding can only be achieved by reading the papal, conciliar, and episcopal documents that make up this rich tradition. Copyright © 1999. United States Conference of Catholic Bishops, Inc., Washington D.C. All Rights Reserved*

## WorkCamp Specific Social Justice Discussion Questions

- Q1: How should we react if the work crew is not welcomed with open arms on the work site? Can you think of some reasons why you may not be welcomed with open arms?
- A1: *Be friendly, maybe everyone should not go into the house at the same time. Too many people can be overwhelming. The resident may be shy or apprehensive about young people working at their home. How many of us would have strange young people do house repairs in our own home? It requires a lot of trust for residents to allow us into their homes.*
- Q2: What if the resident does not seem to appreciate the efforts of the work crew?
- A2: *Thank God for the opportunity to serve Him in this very special way and thank the resident for their willingness to open their homes to us. This is a very rare occurrence.*
- Q3: What if the resident has an expensive boat or other possessions that seem at odds with their poverty? What if they have a new car or their house looks nicer or newer than your own?
- A3: *It is not our place to judge the decisions of the residents. Each has qualified for assistance through a social service agency, and we are here to help in whatever way possible.*
- Q4: What if there are able-bodied adults present on the worksite who appear disinterested in the work being done? What if there are children who want to help?
- A4: *You are there to serve God and the resident in a very special way. There may be reasons that have not been shared with you as to why the adult is not doing the work. Due to liability reasons, we cannot have residents or children on the site helping with the actual construction or repairs.*
- Q5: What is the difference between fun and joy?
- A5: *Fun is defined as “something that provides amusement”, or a good feeling that we get inside because of something that we did that is good, or something cool that someone did for, to or with us – in short, fun is worldly. Joy is different because it is totally rooted in faith and is found through sacrifice & self-giving – which does not necessarily sound like fun but will unexpectedly bring happiness and joy. It is a matter of redefining our perspective, giving us a different focus, a focus on God and Jesus and their call in our lives, allowing us to be inspired by the Holy Spirit to turn all of our energies towards achieving our Eternal Salvation. Saint Theresa noted that “Joy is the mantle that clothes a life of sacrifice and self-giving.”*
- Q6: Why are some of the residents so joy-filled in the face of such overwhelming poverty? How can they be so happy?
- A6: *This is a good lesson for all of us. Many are faith-filled people and trust in God for the blessings given them instead of being filled with misery over their situation.*
- Q7: What are some things we can do outside of WorkCamp not only to help our residents, but make changes to unjust policies and systems which cause so many people to suffer injustice?
- A7: *Learn Catholic Social Teaching. Become familiar with laws, community and corporate policies, and the workings of our government. Form your conscience well and pray without ceasing for guidance: “Become the change you wish to see in the world.” Seek the justice of God when discerning your vocation, choosing your career, voting, volunteering, or making any kind of purchase. Be aware of your every action at home and in school and look for ways you can make changes in the way you think so that we can begin to change the way society thinks.*



# WorkCamp Lunches Information Sheet

Use this form to guide your parish lunch team.

Our parish has volunteered to make \_\_\_\_\_ lunches to be delivered to WorkCamp with our security volunteers on the afternoon of June \_\_\_\_\_. \_\_\_\_\_ are Peanut Butter and Jelly lunches, \_\_\_\_\_ are cheese.

- Please take care to use fresh items and be sure that each bag has all of the required food. These young people are working hard in the hot sun and need the energy of a good lunch with all of the items below.
- Each lunch must be in its own paper bag, then the entire load can be placed in boxes (preferable) or larger paper bags. Please pack the cheese lunches in separate boxes from the peanut butter and jelly lunches.
- Don't refrigerate the drinks, the fruit, or the lunches. Condensation causes the bags to rip.
- Leftover lunch supplies can be sent together in a separate box and may be used as snacks during the evening at WorkCamp.

Each lunch must contain the following:



**1 sandwich** – Peanut butter should be spread on the inside of both pieces of bread and jelly is placed in the middle. This keeps the bread from getting soggy. Prepare cheese sandwiches away from the PB&J sandwiches and wash hands and counters thoroughly. **A cheese sandwich** is just bread and cheese... do not use mustard or mayonnaise because these lunches are not refrigerated. You can include a mayo or mustard packet if you are able. Be sure to prepare the cheese sandwiches away from the peanut butter and surfaces used for peanut butter sandwich preparation. Use separate utensils.



**1 drink** – Don't use sodas or carbonated beverages because they may explode in the hot vehicles.

**1 small bag of chips**



**1 napkin**



**1 packaged fruit snack (with plastic spoon if needed)**



Some parishes like to include notes, holy cards, candy (no chocolate please) or decorate the bags.



**1 small packet of cookies** – can be several cookies in a plastic bag.

**Thank you for your very generous service to WorkCamp!**

## Online Resources

The following documents can be found online to assist with your parish preparation this month. Go to:

<http://www.arlingtondiocese.org/youth/WorkCampOnlineResources.aspx>

- “Sharing Catholic Social Teachings”
- Scripture Guide to Justice – Old and New Testaments
- Works Promoting Justice (A Short List)
- How to Make a “WorkCamp Lunch” (print a copy of this for your parish lunch team)
- Registration deadline: Please note that WorkCamp registration is first come, first served.
- All adult crew leaders must be registered prior to attending adult leader training.





# March

## Upcoming Meetings / Deadlines / To-Do

### To Do

- Ensure all Adult Crew Leaders attend one Adult Formation Meeting
- Hold March monthly meeting

### Required Adult Leader Training

- **March 6, 2024** at Holy Spirit Catholic Church, 6:30–9:30 p.m.
- **March 16, 2024** at Holy Family Catholic Church, 1:30–4:30 p.m.
- **March 20, 2024** at St. Mark Catholic Church, 6:30–9:30 p.m.

**April 25:** Stakeholder Meeting #3, St. Theresa

**April 22:** Deadline for Youth Drops

**April 29:** Security Volunteer Registration Deadline

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| November 2023 |    |    |    |    |    |    |
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| December 2023 |    |    |    |    |    |    |
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| April 2024 |    |    |    |    |    |    |
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| May 2024 |    |    |    |    |    |    |
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| June 2024 |    |    |    |    |    |    |
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Stakeholder Meeting

Key Deadline

Adult Crew Leader  
Formation Meeting

# Monthly Parish Meeting Information

## Key Themes

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- Spirituality
- Confidentiality

## Purpose

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- Provide opportunity for both teens and adults to pray together. Discuss the confidentiality requirements of WorkCamp.

## Formation Goals

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### Youth

- Become familiar with various types of prayer experiences
- Experience communal prayer with rest of parish WorkCamp group
- Understand and commit to confidentiality requirements of WorkCamp

### Adults

- Experience communal prayer with rest of parish WorkCamp group, particularly with teens
- Understand and commit to confidentiality requirements of WorkCamp

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## Relevant Scripture

Matthew 6:25-34 – Dependence on God

Luke 7:37-50 – Forgiveness of sins

# Spirituality

At WorkCamp we create what scripture describes as an “Intentional Christian Community”. We are intentionally forming a group that will spend its time living the message of the Gospels, praying together, and serving together. Our faith was never meant to be a one-day-per-week experience. Our faith was meant to be lived every day with everybody around us. We also work hard to exclude all outside interference such as television, internet, secular music, telephone, newspapers, etc. WorkCamp may be the first time that people will experience this intense focus on their relationship with God and sharing this with others around them.

Some young people may be very focused on the work and not as much on the spiritual aspects. They need to know that the week is a very spiritual one; we *will* be talking about and encountering the work of God in our lives! Be sure that each young person understands this very early in the WorkCamp preparation process.

Each day Mass is celebrated. Each evening we play together and pray together. Throughout the week many talks will be presented to address a variety of areas of our faith. Particular emphasis is placed on the special presence of Christ in all those who are marginalized.

At WorkCamp we will have the opportunity to:

- Attend daily Mass
- Receive the Sacrament of Reconciliation
- Discuss our faith in group discussions with our work crew and our parish group
- Have personal reflection time
- Worship through song and prayer

It is important to be mindful that the young people will come from very different faith experiences. As parishes vary in spiritualities (e.g., Salesian, Franciscan, Ignatian) as well as particular devotions (e.g., Rosary, Adoration), the young people will have differing experiences with these spiritual practices. A wide variety of spiritual practices are incorporated into the WorkCamp week. During the months of preparation, please be sure to include opportunities for young people to become familiar with any they may not know, such as *Daily Mass, Reconciliation, Adoration/Benediction, leading a small group in prayer, spontaneous prayer, Rosary, reflecting on Scripture, praise and worship music.*

The young people will also be at different stages of their faith journey (as will we!). Part of the process of moving from the faith of one’s family to a personal faith is questioning. It is important to have an accepting atmosphere where young people can grapple with their questions.

Adults provide support and information if needed. We also provide an example of what it means to live our faith as an adult. It is not our job to “fix” these teens...we can trust the Holy Spirit to be at work in each one of them. Furthermore, at this month’s WorkCamp meeting, spend time discussing the spiritual commitment made by each of us to be open to everything offered to us through WorkCamp. The Holy Spirit works in wondrous ways if we are open to Him.

We must also get everyone on the parish team familiar with communal prayer. This is a large part of the week of service, and “practicing” at home with friends will make praying with “strangers” much easier once everyone is at WorkCamp. *This is as true or perhaps more so for the adults. “Exploring the Mission – Breaking it Open”* is an excellent resource on this topic. Please see the “November/December” chapter of this manual (p. 1-4) to assist with this discussion.

# Confidentiality

Part of living in an intentional Christian community is that we will get to know one another much better than in normal daily interaction. We will get to know each person's strengths and weaknesses. We will build new relationships and a spirit of openness that is rare within society. Just the fact that we will be living in close proximity to one another; we will overhear conversations that were not necessarily meant for our ears.

Furthermore, we are being invited into the personal space of our residents. We will see where they live, what they eat, and how they spend their days. After a week with these residents, you will know far more about them than they will know about you. *It is very important that we respect that all of the information that we learn about others at WorkCamp is privileged information that is not meant to go beyond WorkCamp.* It is a gift that this person has shared with you, with the understanding that it will not be transmitted beyond you.

The details of your resident's living situation and the conversations that you have with them are not meant to be discussed at Homebase or back in your parish. If there are any questions among the group, share them during your van ride to and from the site. The personal conversations and sharing that you have with your Crew are not meant to be discussed outside of that group. Signing up for WorkCamp means that you will *promise* to live by these confidentiality guidelines.

It is also respectful to allow your residents the option of not sharing their personal information with you. If they begin offering you more information than necessary, explain that they do not need to explain their situation to you. You don't need to know why they are in their current situation—you are there to help them now that they are in the situation.

The only time that Confidentiality may be breached is under certain conditions like health hazards, danger to the well-being of a person, or if a life is endangered. The adults on your site and those back at Homebase are there to be a resource for you under any of these circumstances. There are proper channels to go through to handle these issues. If a resident has a health issue or needs intervention from a social service agency, please notify your parish Stakeholder. If you are the Stakeholder, please notify the WorkCamp Team.

It is OK to:

- Take pictures of yourself and your work crew while working.
- Talk to the resident about yourself, what you like to do, your family, school, etc.
- When speaking to the press speak in "I" statements: "I'm really learning a lot about myself this week;" or "I never knew how hard it was to replace drywall and paint a room;" or "I really enjoy serving other people;" etc.

It is **not** OK to:

- Take pictures of residents or their children without permission.
- Take pictures with house numbers or street names in them.
- Share any WorkCamp photographs with geotagging enabled.
- Ask the resident deep personal questions.

### **Why Confidentiality?**

We want to make sure that nothing we say or do diminishes in any way the dignity of our residents or the community that has so graciously invited us to serve them. We also want to make sure that nothing we say or do makes it harder for those we will serve to accept help in the future. Often, accepting help makes people feel vulnerable. Things we say and do could add to this feeling. It might cause them to resist accepting help in the future. We could cause them deep embarrassment. The bottom line is that God doesn't want us to gossip about our brothers and sisters! He wants us to love and help them! Basically, we don't need to share personal information about our residents with others. Talk about how we can help, not what is happening in their lives.

It is also important to remember that, though we may not have known them before, the residents we serve at WorkCamp are not strangers, but sisters and brothers living within the bounds of our own community. There are young people – just like those preparing for WorkCamp – that live and attend parishes in the same areas that we are serving. Be mindful not to have attitudes of 'us' and 'them', rather of 'we'.

### **Can we go overboard?**

Can we go overboard working for greater human dignity? No. We can't possibly go overboard in our effort. As long as we hang on to our life line...PRAYER! Just pray and pray...and pray some more.

Can we go overboard in maintaining strict confidentiality? Yes! We can go overboard if we're not careful! Some situations need attention, and in fact, demand a Christian response. To allow them to continue would not enhance human dignity. In this case, we are not violating a confidence if we share our concerns or discuss the situation with others; rather, we are trying to enhance human dignity and lessen the effects of an injustice. When in doubt about what we should do... please just ask. That's why God sends us to work together!

Not sure what to ask about, or who to ask? **Young people should bring concerns about residents to their Adult Crew Leader. The Adult Crew Leader should bring concerns to the Projects Office. They have a working relationship with the supporting agencies.**

### **Preparing for and Practicing Confidentiality**

- As the group leader, familiarize yourself with the "Confidentiality Quiz" and answers found in the "Online Resources".
- Make copies of the quiz and have your group take it. Discuss the answers.
- Read and discuss the "Confidentiality Statement", which is also found in the "Online Resources". Have each person sign the statement and keep it in your WorkCamp file.



*Scan above code to be directed to resources on Spirituality and Confidentiality.*



## **WorkCamp 2024 Confidentiality Statement**

As a Christian, I affirm the dignity and uniqueness of each person created in God's image and likeness. I respect the well-being, privacy, and diversity of all my sisters and brothers in Christ.

During WorkCamp 2024, I will be making basic home repairs for people in need who have been referred through local churches and social service agencies. I am aware that being a recipient of charity can make people feel more vulnerable and I acknowledge that I am in a privileged position to be invited into their homes. Trusting that all personal information will be held in strictest confidence, the residents may share with me their personal stories and tell me of their daily struggles. Recognizing that sacred trust, I will avoid relating to anyone privileged information that could identify the residents. As a matter of justice, I will honor every individual's right to confidentiality.

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Name - Printed

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Signature

# April

## Upcoming Meetings / Deadlines / To-Do

### To Do

- Attend April Stakeholder Meeting
- Conduct April parish meeting
- Email [workcamp@arlingtondiocese.org](mailto:workcamp@arlingtondiocese.org) your planned parish safety meeting date, location, and trainer(s)
- Security Volunteer registration deadline is April 29
- Notify the WorkCamp team at [workcamp@arlingtondiocese.org](mailto:workcamp@arlingtondiocese.org) of any youth substitutions or drops

**April 27: Stakeholder Meeting #3; St. Theresa, Ashburn, VA**

**April 22: Deadline for Youth Drops**

**April 29: Deadline for Security Registrations**

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| November 2023 |    |    |    |    |    |    |
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| December 2023 |    |    |    |    |    |    |
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| January 2024 |    |    |    |    |    |    |
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| February 2024 |    |    |    |    |    |    |
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| March 2024 |    |    |    |    |    |    |
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| April 2024 |    |    |    |    |    |    |
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Stakeholder Meeting

Key Deadline

Adult Crew Leader Formation Meeting

# Monthly Parish Meeting Information

## Key Themes

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- Modesty in Dress / Dress Code
- What to Bring
- What Not to Bring
- How to Pack

## Purpose

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Ensure all WorkCampers have the necessary details about packing preparations for WorkCamp

## Formation Goals

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### Youth

- Understand the WorkCamp dress code, with particular emphasis on Christian modesty
- Learn what they should bring, and what not to bring, in the context of what will happen during the week of WorkCamp

### Adult

- Understand the “why” of the WorkCamp dress code, and learn how to articulate the Church’s teachings on modesty in a charitable way
- Identify what items should be brought / not brought by teens

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## Relevant Scripture

**Acts 2:42-47** – Description of Christian Community

**Luke 9:3-6** – Preparing for Mission



## Modesty in Dress / Dress Code

*“Modesty protects the intimate center of the person. It means refusing to unveil what should remain hidden.” (CCC 2521)*

Because the body was created in the image and likeness of God it would be logical that the body be treated with the utmost respect. It is with our bodies that we pray, that we relate to others, that we communicate with God and that we express who we are. It is with this belief that the Catholic Church roots all of its teachings on the dignity of the human person. This includes protecting human life from conception to natural death, marriage and family, chastity and modesty.

*“Modesty protects the mystery of persons and their love... Modesty is decency. It inspires ones choice of clothing.” (CCC 2522)*

In a culture that promotes using others for your own gain and pleasure we must remain strong in our call to bear witness to the sacredness of the human body. As St. Paul reminds us: *“I beseech you therefore, brethren, by the mercy of God, that you present your bodies as a living sacrifice, holy, pleasing unto God, this is your spiritual act of worship. And do not be conformed to this world; but be transformed by the renewing of your mind, that by testing you may discern what is the will of God, what is good and acceptable and the perfect will of God.” (Romans 12:1-2)*

*“Modesty inspires a way of life which makes it possible to resist the allurements of fashion and the pressures of prevailing ideologies” (CCC 2523)*

As a way of being in union with this belief, WorkCamp would like to ensure that you are treated with the utmost respect and ask you to treat yourself and others with that same respect. Therefore, we require these guidelines for dress and behavior:

- Please abstain from using derogatory language about the body.
- Underwear is meant to be kept under your clothes and not to be seen.
- The three B’s must remain covered at all times (breast, belly, bottom).
- No inappropriate body language.
- Shorts must be no more than 3” above the knee.
- Full clothing must be worn in the hallways at all times; wearing towels and/or pajamas in the hallway are unacceptable. **Boys must wear T-shirts in hallways and sleeping areas too!**
- Tank tops and skin-tight clothing are not allowed at WorkCamp... not even for sleeping.
- Sleepwear should consist of shorts and T-shirt.

In past years, we have struggled with shorts being too short and rolled up sleeves. Though it may be a trend, it brings the wrong focus to the body. Alternate clothing **will** be provided for those who are not properly attired.

We know that this might be a challenge for many teens. We are not trying to take away their freedom or the beauty of their bodies, but it is our desire that all young people can come to a deeper understanding of the respect that their body deserves. Our hope is that we can all be focused on the work of serving others & building true and sincere friendships with each other and with the Lord at WorkCamp.

Finally, WorkCamp participants should refrain from wearing WorkCamp T-shirts or other garments that identify them as belonging to a service organization. It may be embarrassing for our residents if neighbors and other members of the community see that they are in need of such assistance.

*“Do you not know that you are God’s temple and that God’s Spirit dwells in you? If anyone destroys God’s temple, God will destroy him. For God’s temple is holy, and you are that temple.” (1 Corinthians 3: 16-17)*

# What to Bring

## I. Items Your Parish Group Must Bring (For the Stakeholder)

- **Five Gallon Water Coolers and Bottled Water:** Two water coolers per van are required plus 1 case of 12-oz bottled water in every van your parish brings to WorkCamp. *The bottled water remains in your van throughout the week for emergency purposes.* Upon arrival, place the 5-gallon water coolers in the designated spot. Please note: do NOT bring a 10-gallon cooler instead of two 5-gallon coolers...they are too heavy to lift.
- **Group Tools:** These are not your personal tool bag items. These are the larger tools used by everyone at WorkCamp. They are left in the tool room upon arrival and picked up on Friday when preparing to leave. Every item must be marked with your parish colors.
  - You will receive your list of group tools separately in May or early June.
  - If your parish attended WorkCamp last summer, then your parish colors will remain the same. If your parish has not participated in the past, you will receive your parish colors at the April Stakeholder Meeting. **You cannot pick your own colors.** Use colored electrical tape to mark tools. Please be generous with the tape. **Also write the last name of the owner and or parish, using a permanent marker, on the tool.** It is a good idea to take inventory of the group tools you've brought to WorkCamp and to whom they belong to before arriving at WorkCamp. Create an inventory sheet. Bring the list with you so you can check to be sure you have everything before returning home.
- **Blanket:** This is optional for each van, but it is nice to have on the work site as a resting place and something to sit on for lunch.

## II. Personal Items (For Youth and Adult Crew Leaders)

These are your clothes and the necessary things to live away from home for a week. You will need work clothes as well as something comfortable to wear for evening program. Please keep in mind that space is limited both in your vans traveling to and from WorkCamp (group items must also be transported) and in the sleeping rooms. Encourage your team to think about each day and pack only what is necessary. The following explanation will aid in packing (checklist to follow):

- **One pair of lightweight cotton work pants** (required for roofing, working with insulation, and good for clearing brush). This one pair can be worn all four workdays, it sounds gross but everyone else will be doing the same thing. The Adult Crew Leader on each site will make the final decision if long pants should be worn.
- **Two pairs of shorts.** Each pair can be worn twice, **these must be no more than 3" above the knee.**
- **One clean work shirt for each day** (usually T-shirts, but no sleeveless shirts). **One long sleeve cotton shirt** in case you are working with insulation. Please bring work clothes that can get messed up!
- **Work boots are mandatory.** Walmart and other stores sell work boots at low prices. Work boots must have a hard-bottomed sole and be a minimum of 3/4-height. A steel toe is optional but adds additional safety. WorkCampers wearing footwear other than work boots will not be permitted on worksites.
- **Evening program clothes** should be sensible for sitting comfortably on the floor with modesty in mind. Shorts & pants can also be worn more than once since you will only be wearing them a few hours each night.
- **Sleepwear:** Guys and girls should bring a pair of shorts and a T-shirt to sleep in and walk to the bathrooms in. Nothing see-through, short, or immodest please. ***T-shirt requirement is for the guys, too.***
- **Personal tool kit:** These are your personal work tools. Do not take them to the tool room. It is easiest to leave these in your van until you transfer them to your crew van. This is usually done on Sunday so everyone will be ready for work on Monday. Label each item with your parish colors & your last name.
- **Sleeping Bag, pillow, and a mat to sleep on:** The floor is hard so bring foam, air mattress or something to sleep on. Be sure it is no larger than **twin size** as space is limited. A sheet folded inside your sleeping bag makes sleeping in hot rooms more comfortable.
- **Swim Suit:** All youth participants must bring a swimsuit for the showers.
- **Towel & Toiletries:** Be sure to bring a large towel & shower items. Do not over pack unnecessary toiletries.
- **Bible and Rosary:** Bibles should be travel size or able to be put in your day pack easily. Your rosary should be one you are ok carrying with you to the jobsite. Cord rosaries are best if you have one.

## How to Pack

- **Duffel:** Place all personal items in a large duffel; mark it with your name for easy sorting upon arrival.
- **Backpack:** Your backpack is used to take clean clothes with you to your job site. When you arrive at homebase each day, you will go directly to the showers. You **do not** return to your room first.
- **Note:** Shower etiquette: because there are so many of us please undress down to your underclothes and wrap in your **LARGE towel** before getting into the shower line. This saves time and makes the line move much faster. Be sure to bring everything you will need: soap, towels, clean clothes, etc. It is not necessary to take your toothbrush because you can brush your teeth in other bathrooms in the school.
- **Some Additional Tips:**
  - Liquid soap is less messy to carry. Place container in a zip lock bag with shampoo & other liquids.
  - Pack your backpack for the next day as soon as you return from the showers.
  - Bring a couple of plastic grocery bags to put wet things in.
  - Heavy work gloves are mandatory, but also bring latex rubber gloves for use when working with adhesives or various corrosive chemicals and cleaners.
  - Hand sanitizer works well at lunchtime especially if you are on a site with little water. It makes clean up a snap! Keep it in your backpack.

### \*\*\* What NOT to Bring to WorkCamp \*\*\*

The items indicated on this list detract from the WorkCamp atmosphere. We want your undivided attention at all times. Please leave your electronic equipment at home. Catholic social teaching requires we dress modestly. **Please do not bring the following items:**

- Anything of significant value that you cannot stand to lose (jewelry, etc.)
- Cell phones
- 2-way radios
- iPods, MP3 players, iPads, blue-tooth speakers, etc.
- Portable TV's or video game devices
- Clothing with inappropriate messages or pictures
- Shorts/pants with messages on the seat
- Laptops/ computers
- Spaghetti strap tees/ tank tops/ sleeveless tees
- Short shorts (any shorts shorter than 3" above the knee)
- Any skin-tight clothing (i.e., bike shorts, yoga pants, tight shirts, Under Armour, etc.)
- Sports equipment, skateboards, etc.
- Pocket knives, weapons of any kind
- Cigarettes/Tobacco, Juul, e-cigarettes, vaping supplies, etc.
- Alcohol
- Illegal drugs

## Online Resources

The following documents can be found online to assist with your parish preparation this month. Go to:  
<http://www.arlingtondiocese.org/youth/WorkCampOnlineResources.aspx>

- WorkCamp Packing Checklist (Personal Items & Tools)
- Parish List of What to Bring (including Parish Group Tool List)

# WorkCamp Packing Checklist

## PERSONAL ITEMS

- Work Clothes: *1 pant, 2 shorts, work shirts (one per workday), 1 long-sleeve cotton shirt*
- Sturdy Work Boots**
- Sunscreen & insect repellent
- Cap or hat
- Duffel (to pack everything in)
- Large towels (2 max), washcloth, soap/liquid soap
- Swimsuit & flip-flops: *All youth participants must bring a swimsuit for the showers.*
- Clothes for evening program in the gym (can be re-worn)
- Sleeping bag/bedroll, sheets, pillow
- Modest sleepwear
- Bible, rosary, notebook, journal, & pen
- Small flashlight
- Plastic grocery bags (for wet items)
- Personal tool kit (see list below)
- Personal 16oz water bottle
- Hand sanitizer or baby wipes
- Backpack or daypack (to take to shower daily)
- Toiletry articles (toothbrush, deodorant, etc.)
- Sweatshirt for kneeling on/sitting on or wearing
- Air mattress or cot—**(highly recommended. NO LARGER THAN TWIN SIZE)**
- Rain jacket
- Camera (optional)
- Sneakers for teambuilding day

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## PERSONAL TOOL KIT (Crew Leaders & Youth)

(Important: Label each item with your name & parish colors)

- [Impact resistant OSHA approved safety glasses](#)
- Work gloves
- Disposable drop cloth
- 1 pair of rubber gloves – Playtex
- Ear plugs
- 2 Screw drivers (1 Standard, 1 Phillips)
- Hammer (16 oz. minimum)
- 1 set disposable paint brushes with plastic handles.
- Measuring tape (25-foot long)
- Carpenters Pencil
- Tool belt or nail apron (optional)
- Bag to hold everything (**labeled with your name**)
- [Respirator masks](#) (2- or 3-pack with the N95 designation)

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## —What NOT to Bring to WorkCamp—

- Anything of significant value that you cannot stand to lose (jewelry, etc.)
- Cell phones
- 2-way radios
- iPods, MP3 players, blue-tooth speakers, etc.
- Portable TV's or video game devices
- T-shirts with inappropriate messages or pictures
- Shorts/pants with messages on the seat
- Laptops/ computers
- Spaghetti strap tees/ tank tops/ sleeveless tees
- Short shorts (any shorts shorter than 3" above the knee)
- Any skin-tight clothing (i.e., bike shorts, yoga pants, tight shirts, Under Armour, etc.)
- Sports equipment, skateboards, etc.
- Pocket knives, weapons of any kind
- Cigarettes/tobacco, Juul, e-cigarettes, vaping supplies, etc.
- Alcohol
- Illegal drugs, controlled substances, or cannabis derived products including CBD
- Food (no food may be brought into the school other than special dietary items submitted to WorkCamp staff upon arrival)

## (THIS PAGE FOR STAKEHOLDERS ONLY)

### Parish List of Things to Bring to WorkCamp

**NOTE:** Label with your parish name and tape it with your parish colors

#### Supplies required from all parishes

- 2 - five-gallon water coolers for every five youth you bring
- 1 - case of 12-oz bottled water per van
- Clothes drying rack(s) for towels in the rooms – enough for parish teens (approx. 1-2 per 5 teens)
- Fan(s) for the sleeping rooms – enough for parish teens (approx. 1 per 5 teens)
- 1 – 60-cup coffee pot

### GROUP TOOLS

In order to control the quantity and distribution of tools at WorkCamp, the items listed below will be divided into three lists. In April, your parish will be assigned one of these lists.

A digital copy of this list appears on the WorkCamp Online Resources page allowing one to hyperlink to an image and further description of the tool.

Tools for all parishes. Each parish will be required to bring these items.

- [1 – Paint roller extension pole](#)
- [1 – Caulking gun](#)
- [1 – extension cord \(length to be assigned\)](#)
- [1 – Utility knife with extra blades](#)
- [1 – Extension/folding ladder \(16 to 20-ft.\) with ratchet straps to secure ladder to vehicle roof](#)
- [1 – Set of nut driver bits for 3/16" through 7/16"](#)
- [1 – Set of drill bits from 1/16" to 1/2" bits](#)
- [1 – 5-gal bucket](#)
- [1 – Drill with 1/2" chuck \(cordless; with batteries and charger\)](#)
- [1 – Post hole digger](#)
- [1 – Crowbar](#)

Tools that will be divided between parishes. You will be responsible for **some**, but not all of these items.

- [1 – Mattock \(similar to pickaxe\)](#)
- [Drop cloths \(1 package: 9' x 12'\)](#)
- [1 – Circular saw with new/sharp blade\(s\)](#)
- [1 – Digging bar](#)
- [1 – Compound miter saw](#)
- [1 – Chop saw](#)
- [1 – Speed square](#)
- [1 – Tin Snips](#)
- [1 – Tamper](#)
- [1 – Sledgehammer](#)
- [1 – Spade shovel](#)
- [1 – Pry bar \(mini\)](#)
- [1 box of rags](#)
- [1 – Garden hose](#)
- [1 – 1/2" auger drill bit—12" length](#)
- [1 – Reusable paint tray \(with disposable liner\)](#)
- [1 – Impact Driver \(with batteries and charger\)](#)

Contractors are required to bring specific tools necessary for their project. Parishes must provide these additional tools if requested by the contractor. The WorkCamp projects team will work to identify each contractor's project by late May or early June.



# May

## Upcoming Meetings / Deadlines / To-Do

### To Do

- Conduct May parish meeting (Tool and Site Safety)
- Ensure security volunteers register
- Security volunteer registration is due April 29
- Finalize WorkCamp attendee roster, and email [workcamp@arlingtondiocese.org](mailto:workcamp@arlingtondiocese.org) of youth drops by April 22

**April 29: Deadline for parish security volunteers to register**

**May 20: Contractor Registration Deadline**

**May 30: Contractor Meeting. Nativity Catholic Church, Burke, VA**

**May 31: Final payments due**

| October 2023 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
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| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 | 31 |    |    |    |    |

| November 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
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| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 | 29 | 30 |    |    |
|               |    |    |    |    |    |    |

| December 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
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| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |
| 31            |    |    |    |    |    |    |

| January 2024 |    |    |    |    |    |    |
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| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 | 31 |    |    |    |
|              |    |    |    |    |    |    |

| February 2024 |    |    |    |    |    |    |
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| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 |    |    |
|               |    |    |    |    |    |    |

| March 2024 |    |    |    |    |    |    |
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| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |
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| April 2024 |    |    |    |    |    |    |
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| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 |    |    |    |    |
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| May 2024 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
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| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |
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| June 2024 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
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| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

Stakeholder Meeting

Key Deadline

Adult Crew Leader  
Formation Meeting

# Monthly Parish Meeting Information

## Key Themes

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- Tool Safety
- Tool Safety Meeting Planning
- Worksite Safety for Adult
- Crew Leaders
- Worksite Safety for Youth Participants

## Purpose

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- The goal of this month's meeting is to familiarize teens and contractors with the tools that will be used at WorkCamp and how to safely use them. To reduce the possibility of serious injury during WorkCamp, tool and safety training must be attended by all participants
- Explain safety requirements to all WorkCampers

## Formation Goals

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### Youth

- Learn proper use of hand tools and power tools
- Learn about worksite safety

### Adults

- Support education of teens in proper use of tools
- Learn about worksite safety and the responsibility of adults in the safety of teens

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## Relevant Scripture

**Ephesians 1:15-17** – Prayer of thanksgiving

**1 Corinthians 1:9-10** – Be united in fellowship with Christ

**1 Thessalonians 5:9-18** – Encouragement and respect for authority and peers in community



# Tool & Site Safety

## Tool Safety / Your Parish Meeting

- Please email [WorkCamp@arlingtondiocese.org](mailto:WorkCamp@arlingtondiocese.org) by **April 1, 2024** with the date, time and who is leading your Parish Safety Training. Encourage contractors to participate in and/or lead this meeting.
- There is an online standard curriculum available at <http://www.arlingtondiocese.org/youth/WorkCampOnlineResources.aspx> for you to base your parish training on. This online resource as well as the Parish Safety Meeting Checklist (p. 6-9) should guide your safety training.
- Learning tool safety will give young people more confidence at WorkCamp. Encourage each individual to try *everything*. If they don't want to climb the ladder or run an electric saw that's OK. But most are more comfortable trying new things in a familiar setting rather than in front of a group of people they just met.
- This meeting is best held outdoors on a Saturday:
  - Get Contractors and parents involved: they can lead a hands-on demo for hand & power tool use.
  - **Let each youth try each tool** and climb a ladder, encourage hands-on experience.
  - Discuss the safe use of each tool and the importance of using the proper tool for the job.
  - Set up learning stations and give each young person the "Here's What I Can Do" list (p. 6-10) and sign-off each item as they complete each hands-on task.
- You may also actually build something. One parish put together a storage shed for parish use. Another puts together a picnic table then raffles it off as part of a WorkCamp fundraiser. Be creative. The important thing is that the teens learn how to use the tools they will encounter at WorkCamp safely.

## Worksite Safety

- When you **first arrive** on your worksite, you'll be tempted to get to work right away but there are few things to do before you begin.
  1. **Greet the resident.** Introduce yourselves. Wear nametags so they can refer to you by name.
  2. **Be aware of your surroundings.** Walk around the property and look for unsafe conditions.
    - A list of potential safety hazards is included with your project write-up; use this list to guide you.
    - Identify holes in the ground, poison ivy, pets, overhead power lines, other electrical wiring, and wells. Water wells may not be in use but are often found at the worksite and may not always be noted in the project write-up.
    - If part of the project is indoors, please evaluate the inside of the house as well.
  3. **"Take 5" every morning before starting work!** Spend 5 minutes discussing unsafe conditions & why they pose potential problems.

*Please remember that this is the someone's home and that it's important to be respectful at all times in what we say and how we behave.*

## Homebase Safety

- Adult volunteers are responsible for their youth while at the Homebase facility. Participate with your parish teens during evening program and ensure they are in their rooms and quiet after lights out.
- For the protection of all WorkCampers, security personnel are required. Adults from each parish are in the halls and outside the showers each day. These individuals have specific instructions as to where WorkCampers are allowed to be. Please be polite and respectful of these volunteers.
- **All Night Security:** for your protection, people are on all-night security watch.
- Local law enforcement agencies are aware of the WorkCamp program. WorkCamp planning staff consult with police and other local emergency responders as necessary during the planning process.
- The restrooms are located in the hallways. Please keep this in mind when packing your sleep wear.

### ... *Tool and Site Safety Continued*

- Proper **nutrition and rest** at WorkCamp is necessary in order to have a successful WorkCamp.
  - Teens should **eat all meals**, even if they don't enjoy what is being served. All WorkCamp participants will need plenty of energy to get them safely through the long hours of work on site and at evening program.
  - **A full night of sleep** should not be undervalued. Please ensure that you and your parish group are getting the necessary rest to be alert and productive each day. When it is time for "lights out", it's time to go to sleep.

### **Security Issues**

- Wear your nametag at all times so that security personnel can identify WorkCampers. Security personnel are present for your protection and to keep you from physical harm.
- Youth participants are kept together to keep them safe **not because** we do not trust them.
- Doors are unlocked during the day which may allow non-WorkCampers to enter the school at any time. For this reason, we require sick teens to rest in the nurses' station during the daytime.
- Youth participants should not leave the Program Room without notifying their adult leaders.
- Security personnel can be identified by their red security name tags.

# Worksite Safety for Adult Crew Leaders

(photocopy & hand this resource out to all of your adults, both pages)

Safety on every job site must be the **PRIMARY CONCERN** of Adult Crew Leaders on project sites.

Construction jobs are inherently dangerous places. Awareness of and proper adherence to safety rules greatly reduces the danger. Our goal is **zero accidents**. Enforcing safety rules can be difficult and isn't always received well by others on the project site but you must make it a priority. Model proper safety practices. Here are some of the common concerns:

- Eye Protection:** Eye protection must be worn at all times! Don't let the youth talk you out of it. We **must** send them back to their families in the same physical condition that we got them! Even something as simple as paint in the eye can cause long-term injuries.
- Head Protection:** Hard hats are required on all demolition jobs, on any job where youth are working below someone on a ladder, on roofing jobs by anyone who is working on the ground, on any job where there is a potential of anything falling on a worker or there is potential for a worker striking their head on an object (something is sticking out at head level). If in doubt, **WEAR A HARD HAT!** Be especially careful moving step ladders. Check the shelf on top to make sure nothing was left on it. *If there is potential for something moving/falling above your head, you should be wearing a hard hat.*
- Foot Protection:** Work boots are **required** at all times on the job sites. No exceptions! Check before departing for your site in the morning to make sure all crew members have proper footwear. If they do not have the right shoes, they cannot go to the job – it is just that simple! It is each adult's responsibility to enforce this safety requirement. Boots must be a minimum 3/4-height.
- Fall Protection:** Anyone working on a roof must use a fall arrest harness! Instruction on proper use of fall protection devices will be given to all crews who will be required to use it on their site. Ladders used to climb to and from the roof should be steadied (footed) by a crew member on the ground – someone who is wearing a hard hat! If possible, ladders should be tied off at the top.
- Heat & Sun:** Please make sure that all crew members take **frequent** water breaks. Make sure they are not waiting until they are thirsty to drink some water. This is especially important if it is hot and humid. Overexposure to the sun is also a major concern, especially on roofing jobs. Make sure crew members apply sunscreen frequently if they are working outside in the sun. Set up your break area in the shade. If no natural shade is present, make some using a tarp. It is important to have a place to rest that is out of the sun! Let Homebase know as soon as you can if you think there is a possibility you might run out of water! We will bring more to you. Each of the project teams will have one young person whose role will include making sure that there is enough water on the jobsite: each Adult Crew Leader must help this young person do their job! **DO NOT** use the resident's water!
- Power Tool Use:** Youth are to have constant adult supervision when they are using power tools – especially with any kind of saw! Accidents happen **VERY QUICKLY** with power saws and are usually serious. Make sure crewmembers take their time when using power tools.

*Worksite Safety for the Adult Crew Leader continued...*

- Respirators:** Respirator masks must be worn during any demolition work, while installing insulation, sanding and scraping, or in any other situation where anything other than air could be inhaled. (Sweeping and creating dust, etc.) These should be compliant with the N95 standard. If you are unsure of the difference, ask one of the tool room volunteers.
- Behavior:** Impress upon your crew the importance of safety and the fact that any behavior that diminishes safety at any time during WorkCamp in any manner will not be tolerated – this is especially true on the work site. The work site is not a place to allow playing around. If you have any problem with any of your crew understanding or complying with this requirement, call Homebase (phone number is in the Adult Crew Leader binder)!
- Swimming/Wading:** Project worksites are often near streams, creeks, rivers, and ponds. Any of these will be particularly inviting during or after a hot, hard day of work. As much as a cool dip in the water may seem like a good idea, do not let it happen! There are just too many things to control! Besides, a nice cold shower is waiting for everyone back at Homebase.
- Animals/Wildlife:** We will be in a rural area and there will be wild animals nearby. If you see any of these animals, you may take the time to visually enjoy this part of God’s creation but do not approach them. Domestic animals including dogs and cats sometimes do not have all their shots. A bite or scratch from a wild or domestic animal can potentially be a significant problem.

*Adult Crew Leaders: Please remember that you are ultimately responsible for all safety on the jobsite! Remember: if it does not feel right, it probably should not be happening. Please communicate with the Contractor and the teens and ensure that everyone is safe at all times.*

# Worksite Safety for Youth Participants

(photocopy & hand this resource out to all of your youth participants, both pages)

- Listen:** Please follow your adult leader instructions carefully. Even if you think they are being *way* over protective! It's their job to keep you safe!
- When instructions are being given, make sure you are paying close attention. Be sure the instructions are clear to you before you attempt the work. Ask questions if you are not sure.
- Pay Attention:** Be aware of what is going on around you. Although the task YOU are actually performing may not be too dangerous, a task that is being performed by another worker may present a hazard if you are not careful. **KNOW WHAT IS HAPPENING AROUND YOU AT ALL TIMES!**
- Clean up:** Keep the site clean! Don't leave things lying around on the ground, be aware of trip hazards and eliminate them where possible. A clean site is not only a safer site, it is also easier to find things you need and makes it easy to pick up when it is time to go. Be sure to take all unfinished food, wrappers, and containers with you at the end of each day.
- Falling Objects:** Be aware of falling object potential. Check the top step of a ladder *before* moving it. A hammer left on top leaves a bump when it hits you on the head. **WEAR A HARD HAT IF REQUIRED! Basically, any time something has the potential of falling onto your head (someone is working above you, you are working with materials that are above you, etc.) you should be WEARING A HARD HAT!**
- Head Protection:** If a hard hat is required on your site, one will be provided for you. Make sure the suspension is adjusted correctly, and it fits comfortably. A hard hat that is not properly adjusted provides little or no protection! If you need help with it, ask the WorkCamp Contractor or your Adult Crew Leader.
- Gloves:** Wear them any time you are handling construction debris, cleaning up trash or brush. Never reach into a brush or trash pile without them! You might get an unpleasant surprise (maybe painful too!). Generally, you DO NOT want to wear gloves while using power tools. If you are not sure, ask your Contractor.
- Drink Water:** DRINK WATER, DRINK WATER, and DRINK WATER. Carry your personal water bottle with you at all times. Drink often! Drink only the water that is brought from Homebase. Do not drink any of the resident's water; it has not been tested for safety.
- Conserve Water:** Do not waste your drinking water on anything except drinking. You will need all of it.
- If You Feel Sick:** Let your Adult Crew Leader know right away. It is probably a good time for a break. Keeping a wet bandana around your neck if it is extremely hot can be helpful and/or comforting. Take a break in the shade if you think you need to. Drink lots of water!
- Eye protection:** Must be worn **at all times!** Even if you think you can get away without wearing them, please wear them anyway. Eyes cannot be replaced and just one flying nail or paint drop in the eye can cause significant damage and even blindness.

## ***Worksite Safety for Youth Participants continued...***

- Eat Every Meal:** Eat breakfast and lunch even if you would rather not. Your body is not used to this level of exertion and needs the energy to keep it going.
- Sun Protection:** Use your sun screen! Keep applying it, especially if you are sweating a lot. Wear long sleeves and long pants if working on a roof. Light colored and loose fitting clothing is best. Otherwise you are very likely to get a nasty sunburn. Hats and bandanas are also good.
- Foot Protection:** WORK BOOTS at ALL TIMES on the job sites. No exceptions. Work boots are to be a minimum of 3/4-height. Make sure you have them *before* you leave Homebase in the morning.
- Insect Protection:** Use bug repellent. There will likely ticks and other bothersome insects in the areas where we will be working. Spray your boots and legs a couple times per day especially if you are working outside near long grass. Do a thorough tick check while you are in the shower. If you find you have been bitten by a tick, please see the nurse to have it removed.
- Bees and Wasps...carefully check your worksite for nests before you begin working. Wasp spray is available to each of the crews. For large nests, contact Homebase and an exterminator will be sent to handle it. DO NOT try to eliminate a large nest on your own.
- Bats:** WorkCamp takes place during an active time of the year for bats. If you find a bat, or see one in your workspace, don't touch it! Alert your adult leader and/or contractor so that they can notify WorkCamp staff. Simply touching bat saliva and rubbing your eye can put you at risk for Rabies.
- Plant Protection:** Poison Ivy, etc... Know what it looks like and stay away from it. If you are not sure, ask!
- Ask Questions:** Don't be afraid to ask questions! If you are unsure of anything at all, please ask. We are here to help one another.
- Get Enough Rest:** SLEEP! Go to bed at lights out. Even if you do not feel ready, PLEASE lay down and be quiet and considerate of your roommates who may need more rest than you do. Trying to work when you are tired is not safe. You will need all the sleep you can get to make it through the week.

## Parish Safety Meeting Checklist

Please email [workcamp@arlingtondiocese.org](mailto:workcamp@arlingtondiocese.org) by **April 1, 2024** with the names of the adult volunteers that will be providing the training along with the date & location of the meeting.

- \_\_\_\_\_ 1. “Tool & Site Safety” information provided in this manual has been discussed with all WorkCamp Youth & Adult Participants from my parish.
- \_\_\_\_\_ 2. “Homebase Safety” information provided in this manual has been discussed with all WorkCamp Youth & Adult Participants from my parish.
- \_\_\_\_\_ 3. “Worksite Safety for the Adult Crew Leader” information provided in this manual has been discussed with all WorkCamp Adult Participants from my parish.
- \_\_\_\_\_ 4. “Worksite Safety List for Youth Participants” information provided in this manual has been discussed with all WorkCamp Youth & Adult Participants from my parish.
- \_\_\_\_\_ 5. “Whatchamacallit?” worksheet (in Online Resources) has been distributed and discussed with all WorkCamp Youth & Adult Participants from my parish.
- \_\_\_\_\_ 6. “Using Tools Correctly” information (in Online Resources) has been discussed with all WorkCamp Youth & Adult Participants from my parish.
- \_\_\_\_\_ 7. “Here’s What I Can Do!” worksheet provided in this manual has been distributed and discussed with all WorkCamp Youth & Adult Participants from my parish.
- \_\_\_\_\_ 8. Every WorkCamp Youth & Adult Participant from my parish has demonstrated that they can use a circular saw properly.
- \_\_\_\_\_ 9. Every WorkCamp Youth & Adult Participant from my parish has demonstrated that they can use an extension and step ladder properly.
- \_\_\_\_\_ 10. Every WorkCamp Youth & Adult Participant from my parish has demonstrated that they can use a power drill properly. All demonstrated that they can change drill bits and drill holes in wood.
- \_\_\_\_\_ 11. Every WorkCamp Youth & Adult Participant from my parish has brought the proper boots, safety glasses and work gloves to this parish meeting, the same equipment that they will be bringing to WorkCamp in June.
- \_\_\_\_\_ 12. Every WorkCamp Youth & Adult Participant from my parish has demonstrated that they understand the importance of remaining properly hydrated throughout the WorkCamp week. All participants brought their water bottles to this meeting.

# Here's What I Can Do!

Youth Name: \_\_\_\_\_

## Hammer

- \_\_\_ Hold a hammer properly
- \_\_\_ Efficiently hammer a nail into wood
- \_\_\_ Remove a nail (head showing)

## Measuring Tape

- \_\_\_ Correctly measure a length of wood
- \_\_\_ Demonstrate use of a locking tab

## Ladders

- \_\_\_ Walk an extension ladder into position
- \_\_\_ Properly place an extension ladder against a wall
- \_\_\_ Properly erect an A-frame ladder
- \_\_\_ Show proper ladder spotting techniques

## Screwdrivers

- \_\_\_ Identify a standard screwdriver
- \_\_\_ Identify a Phillips screwdriver
- \_\_\_ Make a starter hole
- \_\_\_ Efficiently drive a screw into wood

## Paint Scrapers, Brushes, Rollers

- \_\_\_ Properly hold a paint scraper
- \_\_\_ Properly hold a wire brush
- \_\_\_ Open a can of paint
- \_\_\_ Close a can of paint
- \_\_\_ Stir a can of paint
- \_\_\_ Properly dip a paint brush
- \_\_\_ Apply paint with a brush
- \_\_\_ Apply paint with a roller
- \_\_\_ Clean a brush
- \_\_\_ Clean a roller

## Circular Saw

- \_\_\_ Properly plug in a circular saw
- \_\_\_ Describe safety conditions
- \_\_\_ Properly cut through a 2x piece of wood
- \_\_\_ Demonstrate proper holding and hand placement

## Hand Saw

- \_\_\_ Properly position a board for sawing
- \_\_\_ Explain how to keep a cut from splitting
- \_\_\_ Cut through a board

## Electric Drill / Wireless Drill

- \_\_\_ Change drill bits
- \_\_\_ Describe safety conditions
- \_\_\_ Drill a hole in wood
- \_\_\_ Demonstrate proper holding and hand placement
- \_\_\_ Drive a screw with a drill or screw gun

## Chop or Miter Box Saw

- \_\_\_ Plug in Saw
- \_\_\_ Properly adjust the angle of the saw
- \_\_\_ Line-up a cut
- \_\_\_ Properly make a straight and an angle cut
- \_\_\_ Demonstrate proper holding and hand placement

## Extension Cords

- \_\_\_ Demonstrate how to tie two cords together
- \_\_\_ Properly Identify a grounded plug and a non-grounded plug

## Lumber/Materials Identification

- \_\_\_ Properly identify the following: 2x4, 2x8, 1x4, 1x8, 2x2, wood screw, deck screw, mobile home window screw

## Square

- \_\_\_ properly make a cut mark on a piece of lumber with a framing square or speed square

## Level

- \_\_\_ Demonstrate how to read a level
- \_\_\_ Show what it means to be level and/or plumb

## Personal Tool Kit

- \_\_\_ All of my personal tool kit tools have been checked off as safe and appropriate

**Contractor/Adult Sign-Off:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(All spaces to be signed off by Contractor or Adult Crew Leader only after a hands-on demonstration by the youth!)*



# Parish Safety Meeting Planning Guide

- 1. Schedule a date:** It is important that this meeting be scheduled at a time that will allow for volunteers to participate. This meeting should include all Contractors, Adult Crew Leaders, and teens. Schedule this meeting early to get it on their calendars and stress the importance of attendance. *Consider holding this meeting outside on a Saturday or other day that will promote optimal attendance.* Ask key volunteers/contractors to help you plan, prepare, and/or lead this meeting well in advance.
- 2. Choose your method:** Each parish has their own way of carrying out their safety meeting. We encourage use of a hands-on approach when possible. If you want to try out a new idea or are unsure of how to begin, review some samples we have on the WorkCamp Online Resources page. You can combine different ideas and resources to make a plan that fits your parish needs. Additional resources may be found on the WorkCamp Online Resources page.
- 3. Prepare and collect items:** Does the parish have all the necessary equipment (tools, scrap lumber, ladders, etc.) to carry out the plan? Do you need to ask volunteers to bring items? It's important to plan out your list ahead of time to ensure you are prepared. Make sure you inspect that everything is in good condition. If you are planning to use any handouts or activities, print these off in advance. Have a plan to get everything set out prior to teens arriving!
- 4. Plan to check personal toolkits:** There is nothing worse than showing up to WorkCamp and finding out you are missing something. This day is the perfect opportunity to make sure that your group is equipped with everything they need on the worksite. *Make sure parents and teens understand that they must have their personal tool kit prepared before this meeting.* Some families may need to purchase items they do not have. At the meeting, check that teens have all the items in the personal toolkits so that if there is an issue, they have time to address it before leaving for camp. Have teens wear their work boots to the meeting! This gives them an opportunity to break them in, which will help prevent blisters during the week of camp.

## Online Resources

The following documents can be found online to assist with your parish preparation this month. Go to:

[www.arlingtondiocese.org/WorkCamp/Online-Resources/](http://www.arlingtondiocese.org/WorkCamp/Online-Resources/)

- Afternoon / Evening Security Volunteers must register by April 28
- Whatchamacallit
- Using Tools Correctly
- Here's What I Can Do!
- Parish Safety Meeting Checklist and sample curriculum





# June

## Upcoming Meetings / Deadlines / To-Do

### To Do

- Conduct June parish meeting
- Ensure contractors have the information and tools they need for WorkCamp
- Identify contact parent at home who can notify other parents when group arrives back home
- **Go to WorkCamp!**

| October 2023 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    |    |    |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 | 31 |    |    |    |    |

| November 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 | 29 | 30 |    |    |
|               |    |    |    |    |    |    |

| December 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |
| 31            |    |    |    |    |    |    |

| January 2024 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 | 31 |    |    |    |
|              |    |    |    |    |    |    |

| February 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 |    |    |
|               |    |    |    |    |    |    |

| March 2024 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    |    | 1  | 2  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |
| 31         |    |    |    |    |    |    |

| April 2024 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 |    |    |    |    |
|            |    |    |    |    |    |    |

| May 2024 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |
|          |    |    |    |    |    |    |

| June 2024 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

Stakeholder Meeting

Key Deadline

Adult Crew Leader Formation Meeting

# Monthly Parish Meeting Information

## Key Themes

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- Tying it All Together
- Crew Job Descriptions

## Purpose

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- Finalize all the details for WorkCamp!

## Formation Goals

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### Youth

- Get answers to any last-minute questions
- Learn about crew job descriptions and potential roles to fill

### Adults

- Get answers to any last-minute questions
- Learn about crew job descriptions and potential roles of the teens

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## Relevant Scripture

**Ecclesiastes 3:9-14** – Importance and enjoyment of labor

**Psalms 62:6-9** – Trust in God, our rock and safety

**Acts 2:42-47** – Description of Christian Community

## Tying it All Together

Your WorkCamp team is just about ready for the WorkCamp experience. Only the final details remain! You may want the parents to attend this meeting to answer any questions and to give them important information if they should need to contact their youth.

**Contact Parent:** Give one parent a list of WorkCamp participants and parent phone numbers. When you leave WorkCamp you can contact one parent who can call all the others and meet your group upon arrival home. If any other situations arise where all parents need a phone call this one parent can do it for you.

**Emergency Phone Numbers:** Please inform your parents that “No news is good news” they should not expect to hear from you or their child this week. The emergency number for Homebase should only be used in case of an emergency. Give parents the name and address of the school also.

**Mail:** It is fun to get mail at WorkCamp. Give the address to the youth and their parents. Friends and family may write. Warn them that all mail should be mailed by Monday of WorkCamp or it may not arrive in time. The mailing address is different than the address of the school where we are actually staying. Some of the WorkCampers’ parishes even post the address and a list of participants in the bulletin so others may write. Be sure to do this the Sunday prior to WorkCamp and list the Monday cutoff date. *See details in “Getting Mail” in the Online Resources section:*

<http://www.arlingtondiocese.org/youth/WorkCampOnlineResources.aspx>

**Medication:** Find out (privately) if any young people in your group are on medication. Prescription medications are turned in to the nurse’s station upon arrival at WorkCamp. Nurses will dispense these medications as directed and will make arrangements for young people needing medication during the work day. A nurse will be on duty 24 hours a day. ***Please remind parents to let you know if their children’s medical form needs to be updated since they turned it in last spring, and inform the Office of Youth, Campus, and Young Adult Ministries if there are any changes! All medications must be in their original containers.***

**Crew Role Descriptions:** Each member of the work crew will have some responsibility to the team. Near the end of Sunday’s team building activities the crew will be asked to decide who will be responsible for each role. This does not mean that they must fulfill the role alone it simply means that they are responsible for seeing that the job gets done. Remember the work crew works as a team. “There is no ‘I’ in team.” Crew job descriptions are provided on the next page. It is a good idea to go over the job descriptions before the youth arrive at WorkCamp so they can begin to discern what position they would like to fulfill.

**Parish Van Information:** Fill out form (at the end of this section) for each van that you bring to WorkCamp and bring them with you to check-in at WorkCamp.

### Suggestions

- Are youth speaking about the WorkCamp experience at Mass? Schedule Mass times at this meeting.
- Are you having a send-off Mass? Hand out information at this meeting. A send-off Mass on Saturday of WorkCamp needs to be early enough that you can get to the host school by 6:30 P.M. If this is not possible, host the send-off Mass the weekend before you leave for WorkCamp! This also reminds the parish community of the commitment that the teens and parish have made.
- Are you having a reunion? Hand out the details or set a date now.

# Crew Role Descriptions

The task of assigning crew roles will be done at the conclusion of the teambuilding activities on Sunday. These activities should provide the crews opportunities to identify strengths and challenges of individuals. The discernment process should be done with the whole crew. Finding the best person for the role is not necessarily a matter of “typecasting”. For example, a quieter individual may make a fantastic Dynamo, encouraging the group in an effective, but different manner from a more outgoing individual. Additionally, returning WorkCampers can be encouraged to try a different job, perhaps one that requires them to stretch a bit. Remember, WorkCamp is about the process as well as the product. The role of the adults is to empower the teens to be successful.

The following job descriptions are designed for a 5-person crew. In the event of a 6-person crew, the Safety Inspector and Environment Manager roles are divided. Please match the jobs to an individual’s gift and talents as best as you are able.

## Project Liaison

- With input from Contractor and Adult Crew Leader, determines tasks and decides who will do each job.
- Ensures that tasks are rotated so that teens may try or master different tasks.
- During the workday, ensures that the work is progressing smoothly and that everyone continues to be correctly matched to his or her task.
- At the end of the workday, completes the daily progress report with WorkCamp Contractor, Adult Crew Leader and crew input and turns it into the Projects Office after showers but before program. Every crew MUST turn one in every day. Reports should be sufficiently detailed to provide an update as to progress of the project, whether help is needed and if extra materials are necessary.
- Crew Mailbox. Check the crew mailbox every morning before you leave for site. Ensure that everything from the box is taken to site and every message is read and understood.

## Safety Inspector & Environment Manager

*(separate roles for a 6-person crew)*

- Water, water, water... Each morning ensures that the two five-gallon water coolers are loaded into the van and that the emergency water is in the van or replenished if needed.
- Makes sure everyone is hydrating properly with water as the day progresses!!!
- Ensures that all SAFETY regulations & guidelines are being followed at ALL times including:
  - Before leaving Homebase: checking to make sure everyone has their boots with them.
  - Onsite: wearing safety glasses, respiratory masks and goggles, when necessary, and rotating every 15 minutes when roofing.
- Make sure crew has the Safety First Aid Kit with crew number on it. Make sure it is with your crew at all times and gets replenished (visit the nurse) if needed.
- Maintains respect of the resident’s home, yard, water supply, etc... and ensures that all trash is cleaned up. At the end of each workday, care should be taken that unfinished projects are left in such a way that the inconvenience to the resident is minimized.

## Devotion Leader

- Responsible for bringing the daily devotionals to site each day (may be in your Adult Crew Leader’s binder).
- Leads (and delegates leadership of) crew through daily Prayer experiences – en route, on site before work begins & lunch devotions, and homebound.
- Takes the initiative to invite resident and Contractor to devotions and Friday’s community celebration.
- Make sure the crew has the Supply Bag to give to the resident. There should be one per worksite.
- Responsible for having crew sign the crew photo and presenting to resident.
- Brings their Bible to the jobsite & may request that all bring theirs.

### **Quartermaster**

- Together with the WorkCamp Contractor and Adult Crew Leader, ensures that crew has all necessary tools and materials to carry out daily assigned tasks.
- If necessary, picks up needed tools and/or materials in the morning before the crew departs from the tool room. Take only the materials assigned to you or what you will need to accomplish the task.
- At the end of each workday, make sure that tools that you didn't use or won't need the next day are returned to the tool room in case another group needs them.
- At the end of workweek, make sure all tools come back to Homebase to be turned into the tool room. Divide the tools by tape color before you return them to the tool room.

### **Group Dynamo**

- Picks up lunches each morning.
- Decides when the daily breaks and lunch will begin while onsite.
- Sets tone and helps maintain a positive attitude on site; keeps spirits up.
- Maintains perspective of the group regarding the work to be done and the work left undone.
- Encourages everybody to "lean into" his or her fears and challenges.

## **WorkCamp, here we come!**

- Get excited, WorkCamp is just around the Corner!
- Thank you all for all you've done. It's been six months of hard work but you're almost there!
- Please express this excitement and thanks to all of your parish youth and adult volunteers!
- Continue to pray together as a community!
- Make this final meeting fun—continue to get the teens & adults fired up. What we've worked for all year is upon us!
- Explain that the residents are excited to see them as well.
- Get some music going at your last meeting that reminds or teaches everyone about the songs used at WorkCamp Mass & evening program, both the prayerful and fun!
- Even better, invite a musician (perhaps your youth or adults?) to lead 5 or 10 minutes of praise & worship.
- See you all at WorkCamp!
- Stakeholders, thank you for everything that you did this year to prepare your youth and parish for such a great experience.

# PARISH VAN INFORMATION

ONE 7-8 PASSENGER VAN FOR EACH 5 YOUTH REGISTERED.

Please complete form and leave inside vehicle during WorkCamp.

Please note that these vans cannot be a Contractor's method of transportation to/from project site.

(this form will also be available on the [WorkCamp Online Resources](#) page)

|  |
|--|
| <b>Parish Name:</b> _____  |
| <b>Driver Name</b> (initial driver from Parish to WorkCamp): _____   |
| <b>Vehicle Make:</b> _____ <b>Model:</b> _____ <b>Color:</b> _____   |
| <b>Van License Number:</b> _____   |
| <b>VIN Number:</b> _____   |
| <b>This vehicle is:</b> <input type="checkbox"/> Borrowed <input type="checkbox"/> Personal <input type="checkbox"/> Enterprise Rental <input type="checkbox"/> Other Rental |
| <b>Owner information if vehicle is not a rental.</b>   |
| <b>Owner's Name:</b> _____   |
| <b>Owner's Phone:</b> _____  |
| <b>Address:</b> _____  |
| <b>Insurance company/policy number:</b> _____  |

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|  |
|--|
| <b>Parish Name:</b> _____  |
| <b>Driver Name</b> (initial driver from Parish to WorkCamp): _____   |
| <b>Vehicle Make:</b> _____ <b>Model:</b> _____ <b>Color:</b> _____   |
| <b>Van License Number:</b> _____   |
| <b>VIN Number:</b> _____   |
| <b>This vehicle is:</b> <input type="checkbox"/> Borrowed <input type="checkbox"/> Personal <input type="checkbox"/> Enterprise Rental <input type="checkbox"/> Other Rental |
| <b>Owner information if vehicle is not a rental.</b>   |
| <b>Owner's Name:</b> _____   |
| <b>Owner's Phone:</b> _____  |
| <b>Address:</b> _____  |
| <b>Insurance company/policy number:</b> _____  |



# WorkCamp Week

## Leaving your parish for WorkCamp

### Saturday, June 22, 2024 – Checklist Before You Leave Your Parish

- Gather your parish team together at an agreed meeting place
- Verify everybody has packed properly according to the packing list. Ensure that all teens have clothing that meet the requirements of dress-code.
- Pray together as a team for safety during your trip to Homebase and for the week
- Load vans:
  - Tools and completed inventory list\*\*
  - Water Coolers and case of emergency water for each van
  - Coffee Pots
  - Youth
  - Adults
  - Snacks for the journey (optional)
- Every adult driving a vehicle should have information (medical release and registration form) for every youth in their vehicle
- Relational ministry starter questions (optional, but highly recommended – see Adult Crew Leader Binder for suggestions)
- Pre-arrange travel route and any necessary stops along the way. Have dinner before checking into WorkCamp
- Verify you have your registration packet ready for when you arrive. This should have the following items:
  1. Copy of Registration form and medical release form for each of your youth and adults attending WorkCamp (for your binder).
  2. Completed van form for each vehicle
  3. Complete list of youth and adult volunteers attending WorkCamp

### **IMPORTANT:**

**BEFORE** you leave from your parish, the **Stakeholder** must send a text to (571) 317-0502 with the following information: Your name, your parish, and the names of any teens and adults that will not be attending WorkCamp. Text “no change” if all of your registered participants are attending.

Check-in begins at 6:30pm. Each parish will receive a 15-minute arrival window between 6:30 & 7:30. Please arrive within your assigned arrival time to reduce your waiting time.

**\*\*Note:** If you are having a volunteer drop off your tools for you, please make sure you send along a **completed tool inventory** for the tool room check-in. Remind them that the tool room does not open until 1:00pm on Saturday. Tool room staff will not be ready to accept tools before then.

**Note:** No teens may drive themselves to or from WorkCamp or have access to a vehicle during WorkCamp.

## Welcome to WorkCamp!












When you arrive at the school, please follow the map and instructions in the Adult Crew Leader Binder.

# Departing from WorkCamp at the end of the week

Friday, June 28, 2024 — Checklist Before You Leave Homebase on Friday:

Everyone wears their WorkCamp T-shirt on Friday!

Parish Tool Room pick-up times are today from 8:15 – 9:30am or after 2:00pm.

-  Breakfast will be in cafeteria today  
(Please complete your evaluation of WorkCamp during breakfast – youth and adults)
-  Pack all personal belongings
-  Pick up medications from nurse
-  Pick-up water coolers and coffee pots: Make sure you have them ALL!
-  Check lost and found.
-  Clean rooms!
  - Remove Fire-Lane tape from the floor (slowly)
  - Bag trash and set in the hallway
  - Sweep floors if needed to remove dirt and dust from the week
  - Pick up everything that is yours
  - Put back anything you may have moved during the week
  - Leave the room better than you found it. Remember we are guests!
-  Load vans:
  - Personal Luggage
  - Tools
  - Water Coolers and Coffee Pots
-  Help someone else
-  Every Adult driving a vehicle should have information (medical release and registration form) for every youth in their vehicle during the trip home
-  Pre-arrange travel route and any necessary stops along the way
-  Please exit the parking lot carefully. Accidents are prone to occur as the entire camp departs.

**\*\*Note:** If you are having a volunteer pick-up your tools for you, please make sure they verify the tool inventory before they leave. You are responsible to make sure you have all of your tools.

**Please remember to take WorkCamp home with you!  
Thank you for responding to God's call this week!**

## Online Resources

The following documents can be found online to assist with your parish preparation this month. Go to:  
[www.arlingtondiocese.org/WorkCamp/Online-Resources/](http://www.arlingtondiocese.org/WorkCamp/Online-Resources/)

 Getting Mail

# Important Dates

## Stakeholder Meeting Dates (Mandatory meetings for all Stakeholders. All adults welcome)

November 14, 2023 **Stakeholder Meeting #1**  
Holy Spirit, Annandale  
7:30 pm–9:30 pm

February 15, 2024 **Stakeholder Meeting #2**  
St. Timothy, Chantilly, VA  
7:30 pm–9:30 pm

April 25, 2024 **Stakeholder Meeting #3**  
St. Theresa, Ashburn, VA  
7:30 pm–9:30 pm

**Adult Crew Leader Formation:** *All Adult Crew Leaders are required to attend one of these meetings.*

- March 6, 2024 at Holy Spirit Catholic Church in Annandale, 6:30pm to 9:30pm
- March 16, 2024 at Holy Family Catholic Church in Dale City, 1:30pm to 4:30pm
- March 20, 2024 at St. Mark in Vienna, 6:30pm to 9:30pm

## Deadlines, Deposits & Cost Schedule

*(also see schedule for deposits, costs, and other deadlines on pages 1-7 & 1-8):*

|  |                          |
|--|--------------------------|
| Youth registration deadline (with deposits):   | <b>February 16, 2024</b> |
| Deadline to set date of Parish Safety Meeting: | <b>April 1, 2024</b>     |
| Youth drops deadline w/o penalty:              | <b>April 22, 2024</b>    |
| Security volunteer registrations deadline:     | <b>April 29, 2024</b>    |
| Contractor registration deadline:              | <b>May 20, 2024</b>      |
| Final payment deadline:                        | <b>May 31, 2024</b>      |
| <b>WorkCamp 2024:</b>                          | <b>June 22–28, 2024</b>  |

# Team Contact Information

## **General WorkCamp questions regarding meetings, parish requirements, planning, etc.**

Ed Gloninger, WorkCamp Coordinator  
Office of Youth, Campus, & Young Adult Ministries  
703.841.2559 or 703.609.8218  
edward.gloninger@arlingtondiocese.org

## **Questions regarding projects and contractors**

Jamie Chichester, Assistant WorkCamp Coordinator  
Office of Youth, Campus, & Young Adult Ministries  
703.841.2559  
jamie.chichester@arlingtondiocese.org

## **Questions regarding registration and payments**

Grace Gretz, Administrative Assistant  
Office of Youth, Campus, & Young Adult Ministries  
703.841.2559  
grace.gretz@arlingtondiocese.org

## **General Contact information**

The Office of Youth, Campus, & Young Adult Ministries WorkCamp Team  
703.841.2559  
Fax: 703.807.2032  
workcamp@arlingtondiocese.org  
www.arlingtondiocese.org/workcamp

Deposits and final payments should be made payable to **Catholic Diocese of Arlington** and mailed to:

Office of Youth, Campus, & Young Adult Ministries  
c/o Catholic Diocese of Arlington  
P.O. Box 1960  
Merrifield, VA 22116-1960

