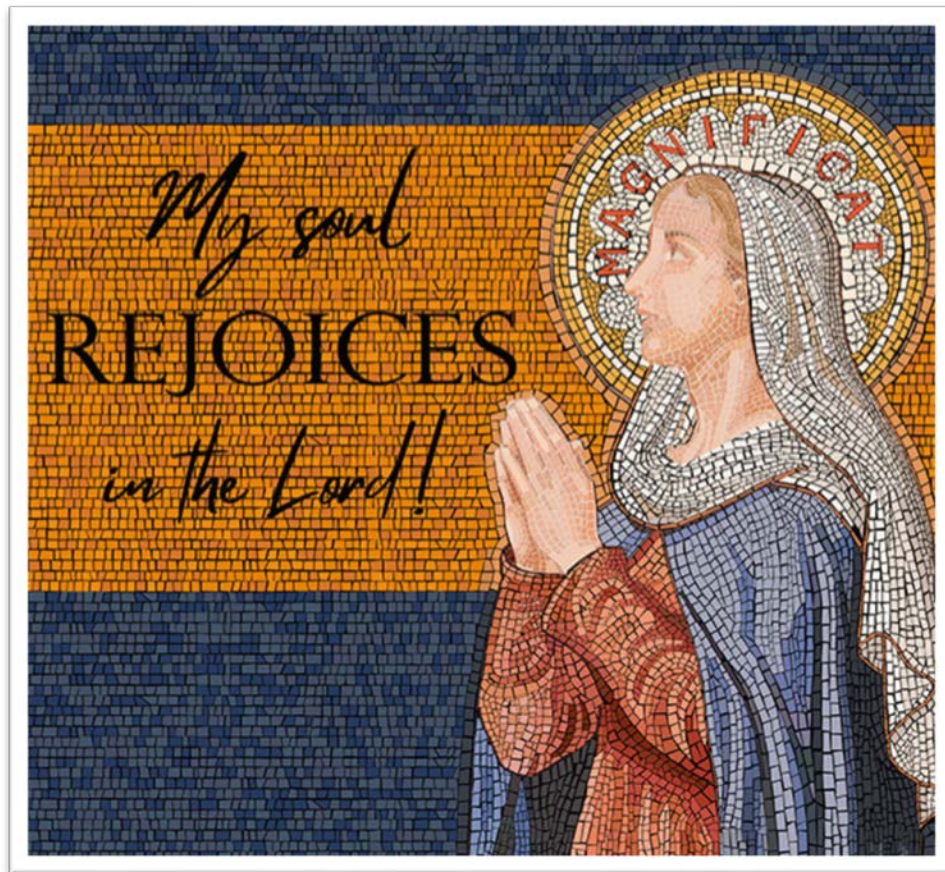


# WorkCamp 2023

## Adult Crew Leader Binder



**This binder belongs to:** \_\_\_\_\_

**I am on crew number:** \_\_\_\_\_

**My home parish is:** \_\_\_\_\_

### **WorkCamp Mission Statement**

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

# 2023 WorkCamp Schedule

## Saturday, June 17th

6:30 p.m. Check in—drop off tools,  
Set up rooms.  
8:30 Program: Welcome to WorkCamp!  
9:45 Parish discussions; quick check-in  
10:00 The 4 P's  
10:30 Lights out

## Sunday, June 18th

7:00 a.m. Wake up  
7:30 Mass  
9:00 Breakfast  
9:30 Teambuilding  
4:45 p.m. Dinner available  
7:00 Adult meeting  
7:45 Program  
9:15 Parish discussions  
10:00 The 4 P's  
10:30 Lights out

## Monday, June 19th

6:30 a.m. Wake up  
7:00 Mass  
7:40 Breakfast to-go  
8:15 All crews to worksites  
4:00 p.m. Depart worksite  
5:15 Dinner  
6:30 Opt. adult check-in  
7:15 Program  
8:45 Parish discussions  
9:45 The 4 P's  
10:30 Lights out

## Tuesday, June 20th

6:30 a.m. Wake up  
7:00 Mass  
7:40 Breakfast to-go  
8:15 All crews to worksites  
4:00 p.m. Depart worksite  
5:15 Dinner  
6:30 Opt. adult check-in  
6:45 Program  
9:30 Parish discussions; quick check-in  
9:45 The 4 P's  
10:30 Lights out

## Wednesday, June 21st

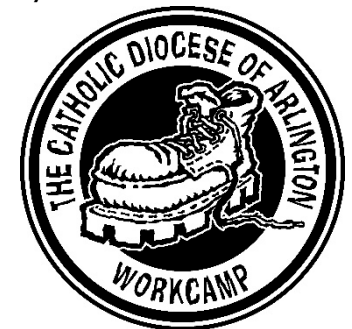
6:30 a.m. Wake up  
7:00 Mass  
7:40 Breakfast to-go  
8:15 All crews to worksites  
4:00 p.m. Depart worksite  
5:15 Dinner  
6:00–9:00 Contractor dinner  
6:30 Adult meeting  
7:15 Program  
8:45 Parish discussions  
9:45 The 4 P's  
10:30 Lights out

## Thursday, June 22nd

6:30 a.m. Wake up  
7:00 Mass  
7:40 Breakfast to-go  
8:15 All crews to worksites  
4:00 p.m. Depart worksite  
5:15 Dinner  
6:30 Adult meeting  
• Turn in binders, crew info  
7:15 Program (ice cream celebration)  
9:10 Parish discussions  
9:45 The 4 P's  
10:30 Lights out

## Friday, June 23rd

7:00 a.m. Wake up  
7:30 Breakfast  
8:15 Clean-up/pack-up vans  
9:30 Mass  
10:30 Program  
11:30 Greet residents  
11:45 Lunch  
12:45 p.m. Celebration  
2:00 Goodbye!



# 2023 Important WorkCamp Phone Numbers



## Emergency Numbers:

- Serious medical emergency? Call **911** and follow the procedure on the first page of the Safety chapter of this binder.
- Minor injury or need to contact the WorkCamp nurse?  
Call **540-\_\_\_\_\_** and follow the procedure on first page of Safety chapter of this binder. This number should be given to all campers to give to their parents in case of family emergencies or in case of medical emergencies while on site.

## Main WorkCamp Office Line: 540-\_\_\_\_\_

- This number is for general questions - you can reach WorkCamp admin staff here.

## Project and Crew Information:

**Site Coordinator Name:** \_\_\_\_\_

**Site Coordinator Number:** \_\_\_\_\_

Use this number to:

- contact a Site Coordinator for project site questions.
- get information regarding material orders or project questions during the week.
- notify Homebase of any unexpected departure from the project site due to safety, weather, project completion, etc.

If these phone numbers change, you may find new numbers will be on the Office of Youth, Campus, & Young Adult Ministries voicemail message by calling 703-841-2559.

# WorkCamp 2023 Mailing Address

Please provide this address to the parents and friends of your teens, adult leaders, and contractors. It is nice to receive mail and notes of encouragement during the week.

## Tips for mailing

- ✦ Do not send mail to the WorkCamp homebase location. Only send mail to the address below.
- ✦ Mail Early — it takes a few days for mail to get to our mailing location & then be transported to Homebase.
- ✦ Please DO NOT send packages or food.
- ✦ Thursday, June 22nd is the last day that mail is picked up from the address below.
- ✦ Be sure the WorkCamp participant's name *and* parish are in the address section where indicated.

## Mailing Address

WorkCamp 2023  
(*Young person's name*) of (*Name of Home Parish*)  
c/o Sacred Heart of Jesus Catholic Church  
130 Keating Dr.  
Winchester, VA 22601

**DO NOT SEND MAIL TO THE WORKCAMP HOMEBASE LOCATION**

# WorkCamp Packing Checklist

## PERSONAL ITEMS

- Work Clothes: *1 pant, 2 shorts, work shirts (one per workday), 1 long-sleeve cotton shirt*
- Sturdy Work Boots (ankle height)**
- Bathing suit & flip-flops** to wear in shower
- Sunscreen & insect repellent
- Cap or hat
- Duffel (to pack everything in)
- Large towels (2 max), washcloth, soap/liquid soap
- Clothes for evening program in the gym (can be re-worn)
- Sleeping bag/bedroll, sheets, pillow
- Modest sleepwear consisting of shorts & T-shirt (no pajamas)
- Sweatpants (optional)
- Bible, rosary, notebook, journal, & pen
- 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, cot, or camping mat (*must not be larger than twin size; campers should not sleep directly on floor*)
- Rain jacket
- Sneakers for teambuilding day

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## PERSONAL TOOL KIT (Crew Leaders & Youth)

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

- Impact resistant OSHA approved safety glasses**
- Work gloves
- Ear plugs/ear protection
- Disposable drop cloth (9' x 12')
- Rubber gloves – Playtex (non-disposable)
- 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 canvas nail apron
- Bag to hold everything (**labeled with your name**)
- Respirator masks (2-pack with N95 designation)

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## —What NOT to Bring to WorkCamp—

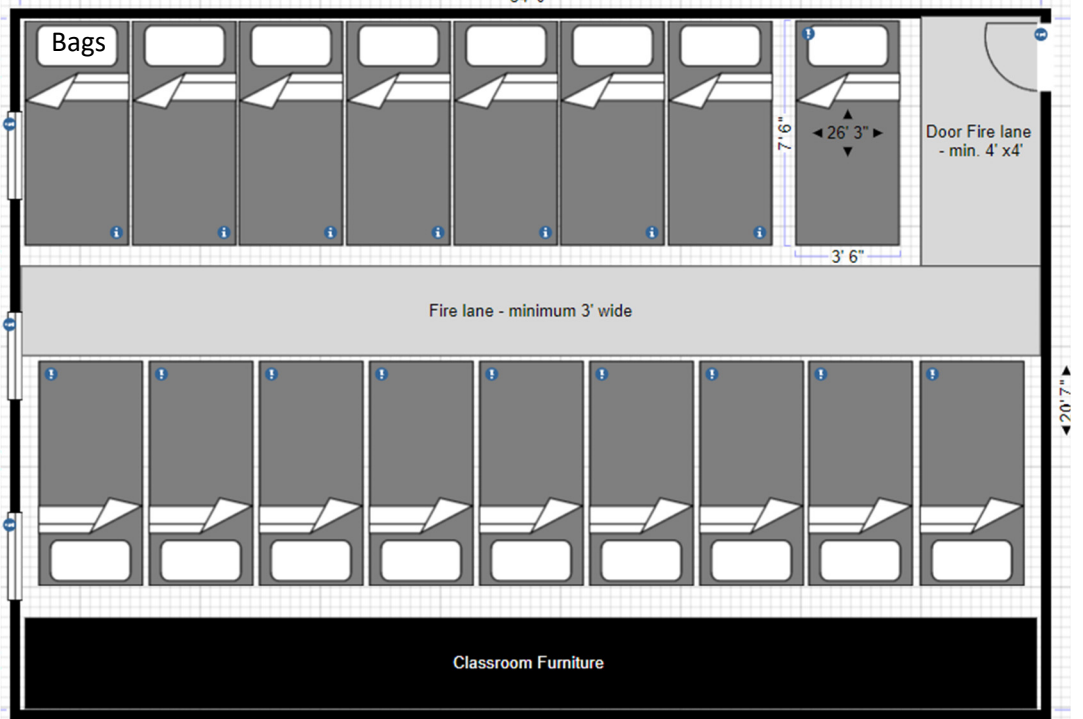
- Anything of significant value that you cannot stand to lose (jewelry, watches, etc.)
- Cell phones
- 2-way radios
- iPods, smart watches, MP3 players, blue-tooth speakers, etc.
- Portable TV's or video game devices
- T-shirts with inappropriate messages, advertising and/or imagery
- Shorts/pants with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

## WorkCamp Sleeping Areas

- 7.5' x 3.5' sleeping area will be marked off with lines of blue tape.
- 3' emergency lane will be marked from the foot of each individual cot/bed/mattress area to the room exit.
- Space is tight. **Twin size** air mattresses or cots only. Teens should NOT sleep directly on the floor without at least a padded camping mat (air mattress or cot strongly recommended).
- No sharing of mattresses/sleeping space.
- Feet of the youth (and adults) must always be closest to the fire/emergency lane—so nothing can be at the youth's/adult's feet.
- Bags, shoes, and other items should be at the head of the bed, away from the fire lane. When using a cot, bags and personal items can be stored underneath the cot.
- One adult should sleep near the door so that you are easy to spot in case a teen or staff need to wake you up in an emergency.
- Do not allow electric cords or other items to cross over into egress lanes.
- If fans are needed, be sure they are out of the fire lanes.
- Drying racks may be kept in the room if there is in fact room out of the way and away from the fire lanes.
- Drying racks set up in hallways must be not impede safe egress from sleeping rooms.
- Absolutely no food in the sleeping rooms.
- Emergency procedures in each room.



Simple  
Sleeping  
room layout.  
➔

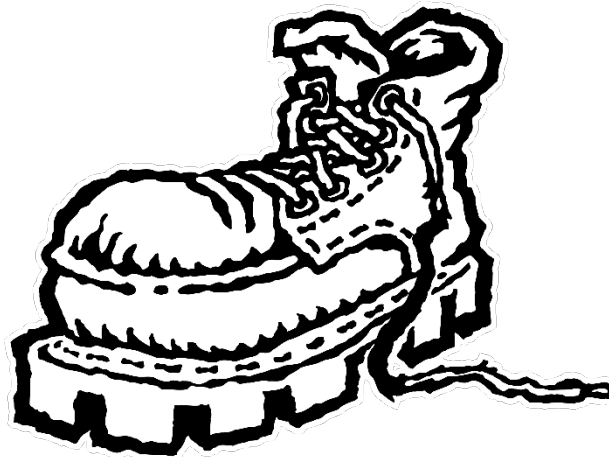


The configuration of  
sleeping rooms will  
vary to best utilize the  
space.  
↓



## 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 each morning so that when you arrive back at Homebase at the end of the workday, you can go directly to the showers. When you arrive at homebase each day, you will go directly to the showers. You **do not** return to your sleeping room first.
- **Important Shower Notes:** In order to get hundreds of teens through the shower facility, WorkCampers will change into their bathing suits in a separate changing area before proceeding to the shower facility. They will return to the changing area to dress into their clean clothes. Be sure to bring everything you will need: soap, towels, clean clothes, etc. (It is not necessary to take your toothbrush each day because you can brush your teeth in 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.
  - Bring a few plastic grocery bags to put wet items into.
  - Heavy work gloves are required, but you also need to bring latex rubber gloves for use when completing tasks that involve adhesives, strong cleaning solutions, or chemicals.
  - Hand sanitizer works well, especially at lunchtime if you are on a site with little water. It allows for quick clean-up. Keep it in your backpack.





# Arriving at WorkCamp 2023

## Saturday, June 17, beginning at 6:30pm\*

*\*Parish Stakeholders will be assigned a 15-minute arrival window and we ask that parish groups not arrive outside that timeframe.*

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

*Before arriving at homebase, please make sure the Stakeholder arrives first in line of your caravan to check-in. When you arrive at homebase, please follow the stars on your “Homebase Overview” map on the following page. Volunteers will be at the school to guide you.*

### **Welcome to WorkCamp!**

- 2) When you arrive, pull into the bus loop area of Gainesboro Elementary School (**Star “A”**)
- 3) The **Stakeholder** will be directed to the registration table inside the elementary school (**everyone else remains with their vehicles**). At registration:
  - Discuss any last-minute changes to the parish group
  - The Stakeholder will be given all the nametags for the parish, a parking tag for each van, and a map indicating directions to the parish sleeping rooms for each adult.
- 4) Each driver should place the crew van parking tag on the rear-view mirror and then move the van to the appropriate lot by following the directions for the driver’s crew number (which is on the hangtag). *If you are driving a van that will not be used as a crew van, please follow instructions for Crews #93-160, but leave van in the drop off zone and turn your keys in to Clarissa.*

### **Crews #1-92**

- 5) Park vans in the appropriate numbered space in the blue crew lot (**Blue Star “B”**).
- 6) Place your water coolers along brick wall in front of the school (**Star “C”**).
- 7) Hand-carry any parish tools to Tool Room (**Star “D”**).
- 8) Unload personal belongings and items into the sleeping rooms. *Please keep bottles of emergency water in vans.*
  - Sleep gear, clothes, etc.
  - Fans for the sleeping room
  - Drying racks
  - Personal tools and work boots

### **Crews #93 & up**

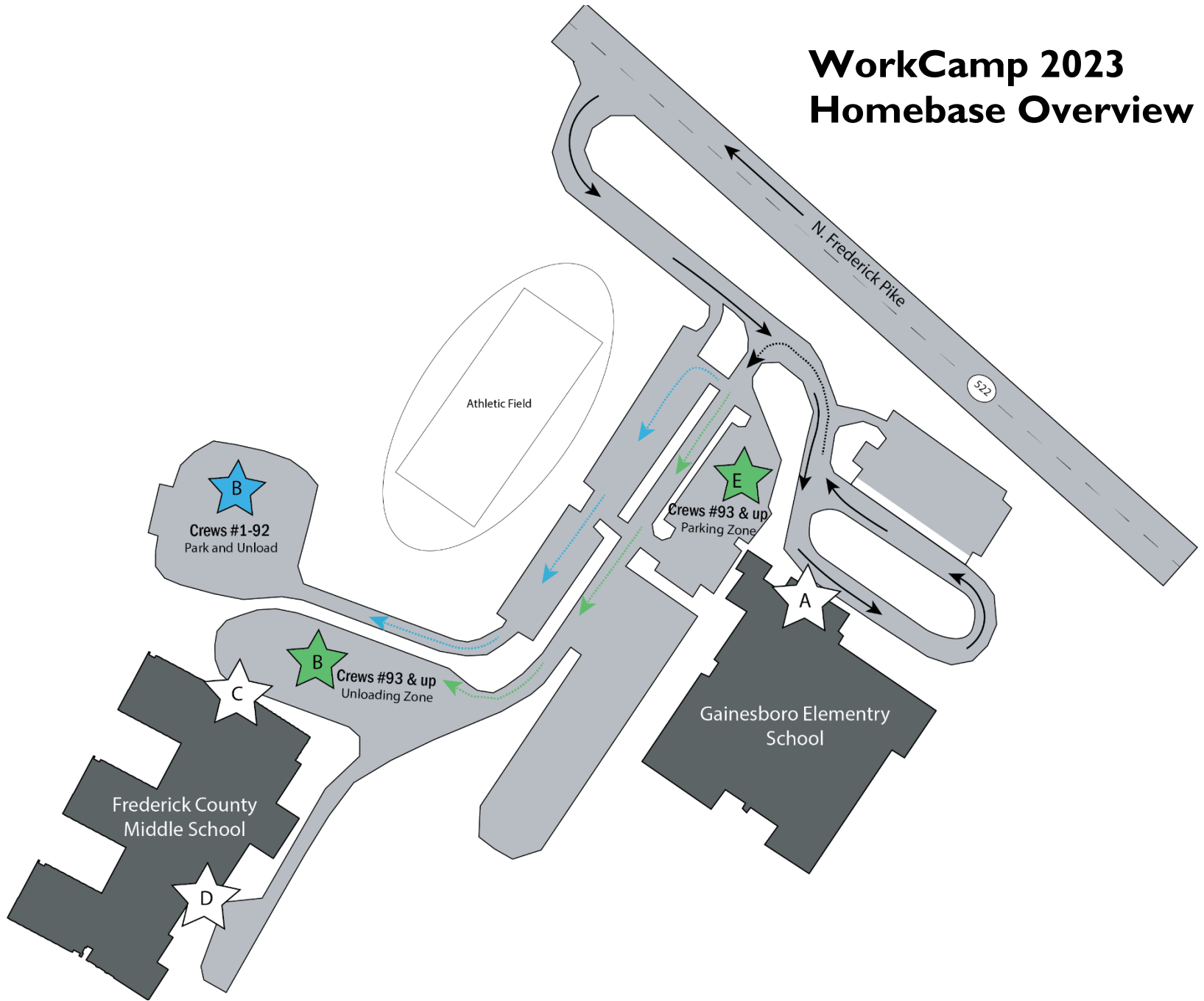
- 5) Temporarily park in any open spot in the green drop off zone (**Green Star “B”**).
- 6) Place your water coolers along brick wall in front of the school (**Star “C”**).
- 7) Hand-carry any parish tools to Tool Room (**Star “D”**).
- 8) Unload personal belongings and items into the sleeping rooms. *Please keep bottles of emergency water in vans.*
  - Sleep gear, clothes, etc.
  - Fans for the sleeping room
  - Drying racks
  - Personal tools and work boots
- 9) Move crew van to appropriate numbered space in green crew lot (**Green Star “E”**)

### **Actions to accomplish after unloading:**

- Set-up sleeping rooms
- Ensure that each youth with medications deliver them to the nurse
- Deliver any special dietary food/supplies to drop-off location (volunteers will direct you)

**When all Parish Adults and Youth have unloaded/set-up rooms, please go to the Cafeteria Area**

# WorkCamp 2023 Homebase Overview





# WorkCamp

## Directions to Homebase

**WorkCamp 2023 Homebase**  
**Frederick County Middle School**  
**466 I N Frederick Pike**  
**Winchester, VA 22603**  
*(do not send mail to this address)*

### **From Northern Virginia; I-495 (Beltway) & I-66**

Take Interstate 66 W. toward Manassas/Front Royal  
(approximately 64 miles)

Take I-81 North for 9.5 miles.

Take exit 310 toward Virginia Rte. 37 North

After 7 miles, take the exit ramp to 522 North

466 I N Frederick Pike will be on your left  
(approximately 6.5 miles)



# WorkCamp

## Checking in with your parish teens at Homebase

Our WorkCamp community must always be vigilant in keeping track of all young people. Your Stakeholder will give you the names of five teens from your parish (of your gender) that you will keep track of throughout the week.

Please visually confirm that each of these teens are in the proper locations at:

- Morning Mass
- Evening Program (from start to finish)
- Parish Discussion Group
- Lights Out

Please also be sure to check in with each of these teens on a daily basis to verify that they are feeling well, having a good experience, and taking their medications (if applicable).

Teen #1 \_\_\_\_\_

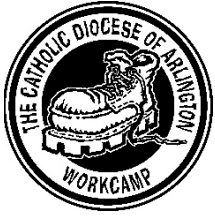
Teen #2 \_\_\_\_\_

Teen #3 \_\_\_\_\_

Teen #4 \_\_\_\_\_

Teen #5 \_\_\_\_\_

If there is a concern with any of these teens, please notify your Stakeholder or parish Director of Youth Ministry and they will communicate with the appropriate WorkCamp staff.



# WorkCamp Lunches Information Sheet

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 snack, 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 needs to 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.



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



**1 small bag of chips**



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



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



**1 napkin**



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

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

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## Lunch Request Form for Tuesday Lunch

(If you need more/fewer lunches than you received on Monday please complete this form)

Crew # \_\_\_\_\_

### Number of lunches requested:

\_\_\_\_\_ Total Lunches Needed for Crew & Residents

\_\_\_\_\_ Peanut Butter and Jelly

\_\_\_\_\_ Cheese (only for medical necessity & if requested upon registration)

**Please turn in to Admin Office on Monday night. You will receive this number of lunches for the rest of the week unless you tell us otherwise.**

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## Lunch Request Form for Wednesday Lunch

(if you need more/fewer lunches than you received on Tuesday please complete this form)

Crew # \_\_\_\_\_

### Number of lunches requested:

\_\_\_\_\_ Total Lunches Needed for Crew & Residents

\_\_\_\_\_ Peanut Butter and Jelly

\_\_\_\_\_ Cheese (only for medical necessity & if requested upon registration)

**Please turn in at Admin Office on Tuesday night. You will receive this number of lunches for the rest of the week unless you tell us otherwise.**

---

## Lunch Request Form for Thursday Lunch

(if you need more/fewer lunches than you received on Wednesday please complete this form)

Crew # \_\_\_\_\_

### Number of lunches requested:

\_\_\_\_\_ Total Lunches Needed for Crew & Residents

\_\_\_\_\_ Peanut Butter and Jelly

\_\_\_\_\_ Cheese (only for medical necessity & if requested upon registration)

**Please turn in at Admin Office on Wednesday night. You will receive this number of lunches for the rest of the week unless you tell us otherwise.**

**This page intentionally left blank.**





# SAY CHEESE!

## WorkCamp Photos 101



### Quick tips for submitting WorkCamp photos:

- Capture **candid** moments!
- Pictures of work being performed are best!
- Get close! We want smiling faces!
- Outdoor shots are preferable.
- **No** hand gestures, please!
- Try to avoid backlight situations.
- **Photos showing safety or dress code violations will not be used.**
- Privacy/dignity of the residents must be a priority.

**Please submit  
only 2-3 photos  
per day!**

**How do you turn in your photos?** Adult Crew Leaders will receive a link via text and email that will allow them to upload images from their phones via Dropbox. If you are logged into a Drobox account belonging to a parish or other organization, please log out of that profile.

**Before you post on social media**, please consider the Diocesan Code of Conduct and the WorkCamp Confidentiality Statement. If you post photos on social media, you should not tag any youth in the photo. To respect the resident's privacy, you must not post any photos that identify the location. Geotagging should be turned off on your device/camera. Please do tag **@arlingtonyouth** and **@arlingtonchurch** and use the hashtag **#ArlingtonWC23**.

# End of the Week Details

## Tuesday

- Invite your resident to the Community Celebration on Friday. Give them an RSVP form that you'll find in your mailbox. Let them know you will pick it up at the end of the day Wednesday.

## Wednesday

- Give your resident their framed crew photo—in your lunch bag.

## Thursday

- Extra materials and opened paint may be donated to the resident as appropriate. Supplies or materials that a resident won't likely use or may have difficulty storing should be safely brought back to the toolroom or Lowes by the Adult Crew Leader or Contractor. If work remains to be completed at your site, please leave necessary supplies/hardware onsite in a safe location.
- You and your Contractor should transport as much trash as you can safely bring to the closest WorkCamp dumpster or the dumpsters at Homebase.
- If leaving trash or materials for pickup, please place neatly by the curb or location suitable for efficient pick-up.
- Finish jobs, but leave time for final tool drop-off at the Tool Room, showers, and to be at dinner at 5:15 p.m. **Do not stay at your site past 4:00 p.m.**
  - *Please remember that WorkCamp is bigger than just one project. While staying longer may seem good for you & your crew, it hurts the overall WorkCamp effort if we are forced to delay Program while we wait for all crews to arrive.*
- Please let us know you're departing from your project site by texting the projects office at (571) 317-0502 or e-mail cdaoym@gmail.com. Include your crew #, project ID, and photos of your job site identifying project completion status and supplies/trash that must be retrieved.
- Return directly to Homebase for dinner and program. **Do not** stop for snacks/treats.

To do when you arrive at Homebase on Thursday:

- Return tools to the Tool Room.
- Promptly submit your Daily Progress Report
- Un-van-proof and check the van carefully!
- Turn in Adult Leader binder with crew info and dividers at the Adult Meeting.
- Turn in all receipts at the Thursday Adult Leader Meeting or in the Projects Office.
- Turn in first-aid kit(s) by the Tool Room.
- Turn in water coolers by the Tool Room.
- Stakeholder picks up their parish T-shirts *after* Program.
- Stakeholder picks up altar server items from sacristy.

**Friday:** Everyone wears their WorkCamp T-shirt!

- Breakfast is in the cafeteria today.
- Pack all personal belongings.
- Pick up medications.
- Pick up water coolers.
- Check Lost and Found.
- Clean rooms!
- Pull up blue tape from sleeping room floor (slowly)
- Load vans.
- Help someone else.

*If your parish is staying to help clean-up after the celebration – THANK YOU!*

*Please remind your teens that work boots are needed for this, so don't pack them ahead of time.*

*No flip flops!*

**Please drive very carefully as you're loading and departing the school. Many WorkCampers will be moving around the parking lot areas.**

# Relational Ministry at WorkCamp

Youth ministry is not simply about bringing young people to the faith today, it is about keeping them active in their faith for the rest of their lives. The *National Study on Youth and Religion* (2003-2015) found that:

**“One of clearest indicators of whether a teen will remain in the faith as a young adult is how many adults in the community they knew by name as a teen. For every adult they knew as teen, they are several percentage points more likely to still be active as a young adult.”**

This is what youth ministry is all about! Surrounding teens with loving, caring men and women who are willing to model and share their faith life with them.

As the above quote above makes clear...You make a difference! Youth ministry is not just for the full time Directors of Youth Ministry. Every adult in the parish plays a significant role in helping a young person to stay active in their faith.

Pope Francis wrote in *The Joy of the Gospel*:

**“All the baptized, whatever their position in the Church or their level of instruction in the faith, are agents of evangelization, and it would be insufficient to envisage a plan of evangelization to be carried out by professionals while the rest of the faithful would simply be passive recipients. The new evangelization calls for personal involvement on the part of each the baptized.” (120)**

So how can you have that impact? It's all about relationships. Relationships are the backbone of ministry. While WorkCamp is a great event, it is really just an excuse to put you in close proximity for an entire week with teens and Jesus. As you go through the week of WorkCamp with a group of teens, you naturally form relationships because you share in many fun moments, some tricky struggles, and everything in between!

You are what makes this week great! The relationships which you build with young people this week (especially those from your parish) will have a greater impact on the long-term faith life of these teens than anything else that happens here this week.

**What can you do this week to build a relationship with the teens that God has placed you here with?** Keep reading this chapter for ideas...

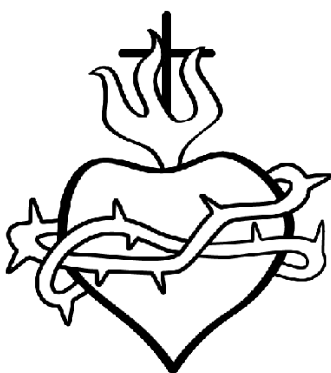
**What can you do after WorkCamp to continue to be in relationship with the teens of your parish?** Work with your Director of Youth Ministry to make that happen!

# RELATIONAL MINISTRY

Someone once said that their favorite scripture for Youth Ministry is to “give your bodies as a living sacrifice for the Lord” (Romans 12:1). This is nowhere more evident than at WorkCamp. You will be meeting, working, eating, playing, and driving with our young people. You will experience the same living conditions, so the person the teens will be spending the most time with is *you!* It is therefore very fitting that we include a section in this manual that covers the concept of “Relational Ministry.”

## ***Building Relationships***

*We model the example of Jesus by building relationships with young people. The best way to do this is just by spending time with them. WorkCamp is very intense, and while it may be difficult at times, it is an awesome opportunity to make a difference in the lives of the youth. Teenagers are not always the easiest people to be with twenty-four hours a day. By taking this week to be with them, you affirm their dignity as children of God.*



## ***Modeling Christian Values***

*Remember that you are ON all the time. The teens see you early in the morning, and they hear what you say when you hit your thumb with a hammer or a car cuts you off on the road. It may not be as obvious, but they also see you when you share from your heart and get excited during program. They see you at your best and at your worst, and then they model after you. Be careful and conscious in all that you do and say.*

## ***Being a Facilitator***

Take the time to “set young people up for success.” While it may be easier for you to do a job yourself, it is better for the teens when you help walk them through the decision-making process and follow through. Your goal should be to let them *try* on their own and to be there to pick up the pieces if they fail. *There is no better way for the youth to learn than to do it themselves.* In the end, they may surprise you with how quickly they learn!

- **We are superheroes.** We drive vans, read maps, load tools, organize projects, fix problems, discuss intelligently, remember to do chores, support other adults, involve all the youth on site, and motivate everyone. We are safety-conscious, we remember *everything*, clean up all the time, and pray always.
- **We model the enthusiasm** we want to see in the teens! Sing the songs, smile through the hard work, and show them that JOY really is one of the Fruits of the Spirit!
- **We are aware of the undercurrents** running through our work crews, parish groups, and sleeping rooms. We are NOT parents or counselors; we do not fix eating disorders or dysfunctional families. However, we are attentive! We listen carefully, but we do not need to offer solutions or suggestions, only notify those who need to know.



### Servant Leadership

- **WorkCamp is about growing in Christ and becoming more like Him.** He taught us how to be a servant leader, we should model this to the young people. We help serve the young people drinks at meals, help pick up dirty dishes, and help carry tools and other essentials to the van. In other words, we are called to go above and beyond the call of duty. We do so despite uncomfortable conditions, as well as physical and emotional exhaustion. We serve others as Christ would serve them.

### Be Aware of Teachable Moments

- **Everything can be made into a teachable moment**, especially moments that seem to be huge failures. Be aware of opportunities to share life lessons or Christian values. Some of the most amazing observations are made by the young people driving to or from the worksite.
- **Always be ready** to ask young people how these situations are changing them.
- **Never forget** that the majority of teens retain only 30% of what you say (if you're lucky), but close to 90% of how you act.

### The Power of Prayer

- **Pray for your crews always!** God has carefully placed each youth in your life for a reason; it is all part of a bigger plan. Give thanks at all times for the opportunity God gives us to grow.
- **Know that the Homebase Staff is praying** for you throughout the day. Please pray for us.
- **If you encounter a difficult young person or situation**, *nothing* works better than offering it up in prayer. Find another adult or the Adult Support Coordinator at Homebase if a situation is overwhelming or your spiritual energy is drained. Often God works through us, so we should never pass up an opportunity to be Christ to others.
- **The Eucharist is the source and summit** of our faith and tradition (Lumen Gentium 11). We have the unique opportunity to start our day with the Eucharist; it makes such a difference! We become what we receive and our response is to serve others.

# Relational Ministry Guidelines

***“Above all else, spirituality is about relationships.”***

***-St. Francis de Sales***

**Be accountable** to young people

**Be vulnerable** – Share your story

**Be first** – Actively participate in *all* activities (even ones you don't like!)

**Be involved** – **Eat** with the young people, **dance** with them!!

Be one **with** them, not one **of** them.

Hang out **with the young people**, not with the other adults

**Be by their sides**, not in front or behind

**Absolutely no sitting** around the outer edge.

**Be models and ministers**, not chaperones (there is a difference)

**Be a shepherd** – You are **servants** to the young people

Don't miss opportunities to serve

**Check in** with your young people with little notes or surprises

**Model enthusiasm** for the youth!

**Empower** the teens

**Encourage** peer ministry

*You are absolutely necessary in this work;*

*it could never happen without you.*

***“That they are young is enough to make me love them.”***

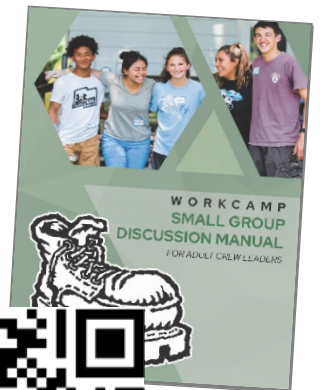
***-St John Bosco***

# Advice for Small Group Leaders

- As a leader, you are to set the tone and build the community.
  - You *facilitate* the process of young people discovering and understanding themselves. It's not your show; let go and let God.
- Ask the group to use "I" statements ("when you \_\_\_\_\_ I feel \_\_\_\_\_"). Model this kind of language.
- Silence is okay.
- Use encouraging statements like:
  - "Do you want to share?"
  - "Would anyone else like to add something?"
  - "Thanks for sharing."
- Eye contact is important.
- Let them know that what is talked about will not be shared with others outside the group unless it would be important for someone's safety to do so (e.g. A teen's parents or a doctor).
- Avoid being too talkative, insecure, unprepared, or inflexible. Don't let yourself be walked on – lovingly and firmly assert your authority.
- Encourage your group to verbalize their views and feelings.
- Be grateful for every answer.
- Ask follow up questions. Don't be satisfied with the first response to your question.
- Keep the discussions moving, but don't be afraid of silence.
- Be attentive to individuals in your group and stay flexible to the group's needs. Different personalities need different things.
- Turn difficult questions back to the group.
- Be prepared to learn from your group!

## Important Last Things

- Respect individual confidentiality!
- Avoid asking yes or no questions.
- Remember to keep things relevant.
- Don't have an assumed answer in mind.
- Know when to ask direct questions.
- Talk about both facts and feelings.
- Take time to review the *WorkCamp Small Group Discussion Manual*. (available on the [WorkCamp Online Resources Page](#))



*"Equip the holy ones for the work of ministry, for building up the body of Christ."  
—Ephesians 4:16*

# Conversation Starters

## Questions:

- ❖ What last brought a smile to your face?
- ❖ What was the funniest situation you encountered in the last two months?
- ❖ What famous person (living/dead/imaginary) would you want to have dinner with? Why?
- ❖ What famous person (living/dead/imaginary) would you want to play a board game with?  
Which board game? Why?
- ❖ Who do you consider your personal hero/heroine?
- ❖ What is your most recent embarrassing moment?
- ❖ What is/what are your biggest fears?
- ❖ What is your favorite time of year? What do you do in that time of year?
- ❖ What is your favorite part about high school?
- ❖ If you could do anything you wanted for a whole week, what would it be?
- ❖ When you were younger (and maybe still now!) what did you want to be when you grew up?
- ❖ If you had 3 wishes, what would you wish for (you cannot wish for unlimited wishes, if you do, you'll have to talk forever!)?
- ❖ Figure out the most unique commonality among your entire crew.
- ❖ What is the weirdest small-world connection you crew possesses?
- ❖ Would you rather live without music or live without T.V.?
- ❖ Would you rather make headlines for saving somebody's life or winning a Nobel prize?
- ❖ Would you rather be gossiped about or never talked about at all?
- ❖ Would you rather always lose or never play?
- ❖ Would you rather be the sand castle or the wave?

## Favorites:

Color – Movie – Book – Movie Genre (Drama/Horror/Rom. Com) – Board Game – Card Game  
– Sport to Play – Sport to Watch – Vacation Spot – Family Vacation Story – TV Show – Sandwich  
– Smell – Book of the Bible – Cartoon/TV Show when you were a little kid – Disney Princess –  
Athlete – Musician/Music Group – Actor/Actress – Dessert – Superhero – Genre of Food – Style  
of Dance – High/Middle/Elementary School Memory - Musical



## Grace Before Meals

### **English:**

Bless us O Lord, and these Thy gifts which we are about to receive, from Thy bounty, through Christ Our Lord. Amen.

### **Spanish:**

Señor bendícenos y estos alimentos que vamos a recibir, de tu generosidad, en tu nombre te pedimos Cristo Nuestro Señor. Amen.

### **French:**

Bénissez-nous, ô Seigneur, et ces dons que nous nous apprêtons à recevoir, de votre bonté, par Jésus Christ notre Seigneur. Amen.

### **Filipino (Tagalog):**

Bless sa amin, oh Panginoon, at iyong mga regalo na kung saan kami ay tungkol sa upang makatanggap mula sa kislap ng kapagbigayan, sa pamamagitan ni Kristo aming Panginoon. Amen.

### **Vietnamese:**

Xin Chúa chúc lành cho chúng con và cho của ăn chúng con sắp dùng, do lòng rộng rãi Chúa ban, nhờ công nghiệp Chúa Giê-su Ki-tô, Chúa chúng con. Amen.

### **Portuguese:**

Abençoa-nos, ó Senhor, e estes teus dons que estamos prestes a receber Tua graça, por Cristo Nosso Senhor. Amen.

### **Korean:**

주님, 은혜로이 내려주신 이 음식과 저희에게 강복하소서, 우리 주 그리스도를 통하여 비나이다. 아멘

# “Exploring the Mission”

The WorkCamp Mission Statement:

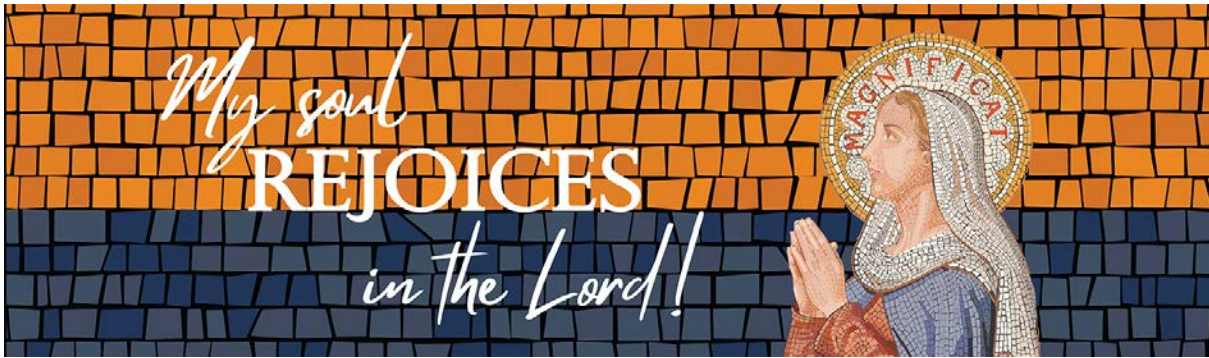
***Arlington Diocesan WorkCamp is an intentional Christian Community that provides an experience of direct service for young people within the boundaries of the Catholic Diocese of Arlington.***

## Breaking it Open

Please review the mission of WorkCamp. Reviewing the part about “young people” is especially important to understand. As adults at WorkCamp, our primary goal is 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”
- 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 & inspiration for this.
  - All parishes, adults, and young people are prepared in the same manner (common meetings over the same 6 months, etc.) forming one community.
  - Serving each other and our local community.
  - Peanut Butter & Jelly sandwiches onsite every day; we all eat the same food, living in a true community (sharing all things like tools and supplies).
- “experience”
- WorkCamp is more than just talking and learning (in a classroom setting, i.e.) about our faith.
  - This experience is an example of our Catholic faith lived and the love we have for others by our self-giving and concern for their well-being. We are living the Gospel.
- “direct service”
- “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 page 3 in the “Social Justice” section of your binder).
  - **WorkCamp serves to make** homes for those in need “warmer, safer, & drier”, serving to remedy a “present crisis”.
  - 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).
  - Service to each other extends out to the community and is brought back to the community every day. The challenge of WorkCamp is to always be “other” focused.
- “young people”
- This program is directed towards young people; the program is focused on helping young people encounter the person of Christ through the experience of direct service.
  - Adults can and certainly have grown in their faith and have been inspired similar to the young people, but the primary role of all of the adults is to make the week an incredible experience for the young people by serving their needs first.
- “within the Diocese”
- We want teens to learn that service begins at home; we serve our local community.
  - 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”.

“They devoted themselves to the teaching of the apostles and to the communal life, to the breaking of the bread and to the prayers. Awe came upon everyone, and many wonders and signs were done through the apostles. All who believed were together and had all things in common; they would sell their property and possessions and divide them among all according to each one's need. Every day they devoted themselves to meeting together in the temple area and to breaking bread in their homes. They ate their meals with exultation and sincerity of heart, praising God and enjoying favor with all the people. And every day the Lord added to their number those who were being saved.” **Acts 2:42-47**



*“My soul proclaims the greatness of the Lord; my spirit rejoices in God my savior. For he has looked upon his handmaid’s lowliness; behold, from now on will all ages call me blessed. The Mighty One has done great things for me, and holy is his name.” Luke 1:46-49*

The theme “My soul rejoices in the Lord” has been chosen for the 2022-2023 year of ministry as part of the Diocese of Arlington’s three-year preparation leading up to the Golden Jubilee in 2024. The Diocese of Arlington consists of the 70 Catholic parishes in the northern half of Virginia and 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! Rejoice!

Each of the preparatory years will have a specific focus and in this second year we are each invited to reflect especially on Mary’s role as a model disciple and to rejoice in the current vitality of our Diocese. This line of Scripture from Luke’s Gospel is the beginning of Mary’s song (or prayer of praise) which is referred to as her “Magnificat.” Her heart rejoices at God’s goodness and faithfulness to her and all of His creation.

There is much that we can learn from the Blessed Mother about how to love and serve God. Especially during this year dedicated to Mary, may we be attentive to her wholehearted surrender to the will of God. We refer to this as her “Fiat”; her “yes” to the Lord. The *Catechism of the Catholic Church* tells us that, “The prayers of the Virgin Mary, in her Fiat and Magnificat, are characterized by the generous offering of her whole being in faith.” (CCC 2622) How is Christ calling you to draw closer to him and to offer your life to him more generously?

In Mary’s Magnificat, she prays that, “The Mighty One has done great things for me, and holy is his name.” (Luke 1:46) Following the model of the Blessed Mother, may we be ever aware of God’s movement in our lives and in the lives of those we minister to. Though we are faced with plenty of struggles in ministry and our personal lives, it is important to be attentive to the ways in which God bestows his blessing upon us, rejoicing in his presence and movement in our lives.

Throughout this year, resources will be available on the Jubilee Website. We encourage you to make use of these and to incorporate them into your ministry, particularly the Marian Articles, Rosary Guides, and Prayer Cards. There will also be special Jubilee Events added throughout the year and we invite your parish’s participation in these.

Rejoice!

*Please scan the QR code to view this content online with links to additional Annual Theme and Jubilee resources.*



# Social Justice and WorkCamp

## 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 brothers and sisters in Christ.



During WorkCamp, 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.

- All young people should be made aware of this statement. It would be good to discuss this before you go to the worksite.
- Most young people will want to take pictures at the worksite; they are proud of what they have accomplished. Ask the resident if you may take pictures. Invite the resident to participate.
- Be aware if/when the media is around. Be sensitive to the needs and privacy of the residents.

### Direct Service vs. Social Action

- Both direct service and social action are necessary to effect change. We are, perhaps, more comfortable giving direct service, such as delivering food baskets, visiting the elderly, or doing housing repairs, but in order to effect change within society, it is necessary that we work toward getting at the root causes of systemic problems. This involves advocacy, empowerment, and raising consciousness.
- Direct service can be very rewarding because we can see immediately how someone is affected by our actions. WorkCamp is a good example of direct service because our goals are short-term. Be aware that you cannot change the world in one week. Good things will continue to happen after you and the teens leave the resident. God is still allowing you and your crew to make a difference every day.

# The Catechism on Social Justice

**1930** Respect for the human person entails respect for the rights that flow from his dignity as a creature. These rights are prior to society and must be recognized by it. They are the basis of the moral legitimacy of every authority: by flouting them, or refusing to recognize them in its positive legislation, a society undermines its own moral legitimacy.<sup>36</sup> If it does not respect them, authority can rely only on force or violence to obtain obedience from its subjects. It is the Church's role to remind men of good will of these rights and to distinguish them from unwarranted or false claims.

**1931** Respect for the human person proceeds by way of respect for the principle that "everyone should look upon his neighbor (without any exception) as 'another self,' above all bearing in mind his life and the means necessary for living it with dignity."<sup>37</sup> No legislation could by itself do away with the fears, prejudices, and attitudes of pride and selfishness which obstruct the establishment of truly fraternal societies. Such behavior will cease only through the charity that finds in every man a "neighbor," a brother.

**1932** The duty of making oneself a neighbor to others and actively serving them becomes even more urgent when it involves the disadvantaged, in whatever area this may be. "As you did it to one of the least of these my brethren, you did it to me."<sup>38</sup>

**1933** This same duty extends to those who think or act differently from us. The teaching of Christ goes so far as to require the forgiveness of offenses. He extends the commandment of love, which is that of the New Law, to all enemies.<sup>39</sup> Liberation in the spirit of the Gospel is incompatible with hatred of one's enemy as a person, but not with hatred of the evil that he does as an enemy.

**1934** Created in the image of the one God and equally endowed with rational souls, all men have the same nature and the same origin. Redeemed by the sacrifice of Christ, all are called to participate in the same divine beatitude: all therefore enjoy an equal dignity.

**1935** The equality of men rests essentially on their dignity as persons and the rights that flow from it:

**1936** On coming into the world, man is not equipped with everything he needs for developing his bodily and spiritual life. He needs others. Differences appear tied to age, physical abilities, intellectual or moral aptitudes, the benefits derived from social commerce, and the distribution of wealth.<sup>41</sup> The "talents" are not distributed equally.<sup>42</sup>

**1937** These differences belong to God's plan, who wills that each receive what he needs from others, and that those endowed with particular "talents" share the benefits with those who need them. These differences encourage and often oblige persons to practice generosity, kindness, and sharing of goods; they foster the mutual enrichment of cultures:

# The Two Feet of Social Justice



# Sharing Catholic Social Teachings

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.

## **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's] 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.

## **OPTION 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 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.

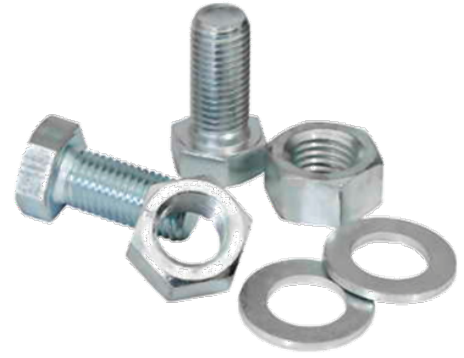
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# WorkCamp-Specific Social Justice Discussion Questions

- 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 a satellite dish or some possession that seems 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 without a signed waiver.*
- 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. Mother Teresa 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.*

# NUTS AND BOLTS



## Part I: Roles and Responsibilities

### **Adult Crew Leaders' Role: *Initiate, Involve, Encourage, and Empower***

- **Initiate:** Adult Crew Leaders reach out to youth and model the behavior they wish to teach. They also set the tone for the day with their attitude (be positive!). They observe and recognize when to re-direct a situation.
- **Involve:** Adult Crew Leaders provide guidance to youth and allow them to develop a variety of skills by involving them in the experience of WorkCamp – whether those skills are carpentry, problem solving, or communication skills.
- **Encourage:** Adult Crew Leaders provide encouragement to the youth in good times and bad. If something is going well on-site, they point it out to their crew. When the crew encounters a difficulty, they encourage the youth to resolve it themselves if possible. If the weather or some other obstacle prevents the crew from completing the project, after reporting this to the Projects Office, they could have the crew brainstorm how else to achieve the goals of WorkCamp (solidarity, charity, etc.).
- **Empower:** The role of Adult Crew Leaders is not merely to complete the home repair project but, more importantly, to *empower* the youth to work as a team to complete the project. *They should be careful not to get caught in the trap of thinking they are the ones to accomplish the work on-site.* Adult Crew Leaders are not there to do the work, but to work with and enable the youth to accomplish the task at hand.
  - ✓ Ensure that daily progress on-site is reported to the Projects Office in cooperation with the Youth Project Liaison.
- Remember, Adult Crew Leaders are ultimately in charge of the well-being and safety of the youth and therefore have the final call on work site decisions.

### **Adult Crew Leaders' Responsibilities:**

- In the **MORNING** each day
  - ✓ Wake up and attend Mass.
  - ✓ Check crew mailbox each morning for project or task updates.
  - ✓ Make sure each member of their crew eats breakfast.
  - ✓ Be familiar with handouts/materials which correspond to their site (these include maps, plans, drawings, material/supply lists, and social justice issues and questions).
  - ✓ Be sure the van is loaded with their crew, lunches, tools, maps, manual, shower stuff, devotions, water, and first-aid kit.

- During the day **ON-SITE**
  - ✓ Adult Crew Leaders are the primary points of contact for a site. They should be aware of and manage their crew's interactions with social service agency representatives, their contractor, or any visitor, especially the media. *They should keep their cell phones on and with them at all times.*
  - ✓ Ensure that safety is maintained at all times. Encourage the Youth Safety Inspector to stay alert to safety conditions on-site.
    - *Under no circumstance should any youth be left unsupervised at the work site.* If supplies need to be picked up, let the Contractor get them. If a crew member needs medical treatment and there is only one Adult Crew Leader assigned to the crew, they should bring the *entire* crew with them on the trip.
    - **All medical emergencies should be reported to the nurse. If EMS services are necessary, call 911 first and check-in with the nurse second.**
    - **If the Adult Crew Leader thinks it is necessary to return to Homebase earlier than expected, they must contact the Site Coordinator prior to arriving.**
  - ✓ Maintain regular conversations with the contractor and all crew members. Explain crew jobs and responsibilities to the Contractor and encourage the Contractor to get involved with the youth and teach them how to do the various tasks throughout the project.
  - ✓ Make sure that the whole crew participates in cleanup procedures on site at the end of each day. The Resident's home should be left in a safe and livable condition, as far as possible, each day. *Please keep the safety and abilities of the Resident in mind.* Coordinate this task with the Youth Environment Manager (for 6 person crews).
  - ✓ Work with the Youth Quartermaster to ensure that materials are not wasted, tools are not abused, and tools are safely stored.
  - ✓ Make sure the Youth Project Liaison fills out the daily Project Report with input from the Contractor and the crew.
  - ✓ **Whenever possible, allow the youth to take the lead on problem solving. Adult Crew Leaders may need to initiate this process by pointing out that a problem exists.**
  - ✓ **If Adult Crew Leaders feel they need additional support in resolving crew conflicts or resident issues, the Adult Support Coordinator is the first person they should go to. This person's job is to confidentially assist the Adult Crew Leader with any problems or issues they feel they need assistance with.**
  - ✓ Conflicts with other adults may occur. It is best to discuss this with the **Adult Support Coordinator** promptly. Waiting until later in the week may make it difficult to adequately address the issue. Always be sure to inform your parish Stakeholder of any conflicts that arise at WorkCamp.

- At the end of the **WORK DAY**:
  - ✓ Drive carefully back to Homebase. No cell phones are to be used by Adult Crew Leaders while driving youth at WorkCamp.
  - ✓ Have the youth Quartermaster and crew return any tools to the Tool Room that are not needed for the next day before any of the crew shower.
  - ✓ Drop off the youth from their crew and send them directly to the showers (they are not to go to their sleeping rooms with their dirty work clothes on).
  - ✓ Ensure that the youth Project Liaison gets the Project Report to Projects Office after they shower, but before they go to dinner.
- In the **EVENING** back at Homebase:
  - ✓ Go to dinner and sit and socialize with youth.
  - ✓ Check-in with their Stakeholder; communicate any joys or struggles to them.
  - ✓ Attend the mandatory Adult meetings.
  - ✓ Attend and **fully** participate in evening program.
  - ✓ Meet with their parish discussion group.
  - ✓ Get ready for bed, make sure all their parish youth are in their sleeping rooms, lights go out at assigned time and get a good night's sleep - you will all need it!

### **Contractors' Role:**

- A Contractor should be primarily focused on coaching the Youth in the tasks required for each site, and ultimately, for seeing that the project is done well and on time. Contractors thus have a different focus than the Adult Crew Leaders — remember that both roles are needed to make WorkCamp a success!
- Contractors should communicate with the Youth along with the Adult Crew Leaders and divide the project into smaller manageable tasks to be completed each day.
- The Contractor is to be the expert in their field and the project, but the Adult Crew Leaders have the responsibility to be in charge of the schedule (water breaks, devotions, lunch, clean up time) AND, most importantly, of the overall safety of the group.

### **Contractors' Responsibilities:**

- Coordinates the project on-site, providing their crew with general project direction as well as expertise and instructions for specific skills.
- Determines tool needs and coordinates with the youth Quartermaster to assure those needs are met.
- Works with the youth Project Liaison to fill out the daily progress report to turn in to the Projects Office and to determine material needs for the following days.
- Communicates regularly with the Adult Crew Leader; Troubleshooter; Site Coordinator and with the Projects Office as needed.

- As much as possible, teaches the youth how to do the task, rather than accomplishing the task for them.

## **Troubleshooters and Site Coordinator's Roles and Responsibilities:**

- A Troubleshooter and Site Coordinator are assigned to each site.
- The Troubleshooter and Site Coordinator work together to check in with the Adult Crew Leader for a daily report.
- The Site Coordinators, located in the Projects Office, are responsible for coordinating ALL of WorkCamp's projects for the next day.
  - The Site Coordinator is responsible for communicating with the Adult Crew Leader, Contractor, and Troubleshooter to record project status
  - Site Coordinators assign tasks for the Troubleshooters to complete each day based on the Project Liaison Reports and other communication from the project site.
  - **The assigned Site Coordinator is the Adult Crew Leader's key point of contact.** They can be reached by phone or in person BEFORE dinner upon returning from the worksite.
- Troubleshooters are responsible for visiting sites, and advising on tasks and materials for a given number of worksites.
  - Troubleshooters may assist with distribution of materials and supplies with the assistance of the Site Coordinator and Tool Room.
  - Troubleshooters may assist with purchasing needed supplies to facilitate work progress.
  - Troubleshooters report back to the Site Coordinator any new information that is found during site visits.

## **Part II: What about...?**

### **Prayer**

- Prayer is woven throughout the entire WorkCamp experience. Adult Crew Leaders should support the young people in this intense spiritual endeavor.

### **Important Project Terminology**

- Worksites with multiple crews
  - Sometimes you may be on a worksite where another crew is present. There are two types of pairings involving multiple crews: double crews and a multi-crew site.
  - Double crew: Crews 18 and 19 will **combine** to work on the same project(s). These projects, such as a wheelchair ramp or roof, are often large in nature; there are at least two Adult Crew Leaders, but often only one Contractor.
  - Multi-crew sites: Some worksites may have two crews on the same site, but they are assigned to different projects. Each crew is responsible for finishing

their individual project. The two crews should stay in communication with each other, but ultimately **work independently**. Often, there are two contractors and at least two adult leaders on this type of site.

- Crew Numbers vs. Project Identifiers
  - When referring to your project, you may see both a Crew Number and Project ID.
  - Crew numbers (ex: Crew 34) are assigned to identify each **crew**. This number remains the same throughout the whole week and is on each individual's nametag.
  - Project ID's (ex: AA) are assigned to each **project**. If you change worksites at any point, you will be given a different project ID. Adult Crew Leaders will rarely be asked for this, but if needed, it can be found on the project write-up.
- Primary and Secondary Project vs. Supplemental Projects
  - The primary project is the main project that is to be completed by your crew. This project is the first priority and materials are provided. (Ex: deck)
  - A secondary project is a second priority project identified with the expectation that there will be time to complete it. However, this project should be lower priority. The materials for this project are also provided. (Ex: windows)
  - Supplemental projects are projects that **MAY** be completed, **IF** you complete your primary/secondary projects early, or for some reason you are unable to complete them. Some supplemental projects may be listed in your project write-up packet or you may identify them on your own. These projects will not have materials provided, but they can be purchased at Lowes by the Troubleshooter or Contractor, *with permission from the Site Coordinator*. Only start supplemental projects if you know you can finish! (Ex: painting, staining old decks, adding pickets to a deck, etc.)

## Project Forms

- In the projects tab of this Adult Crew Leader binder, you will store your project packet which will be distributed upon arrival at WorkCamp. You will also find two additional forms.
- Home Repair Application Flyer: This flyer may be given to those interested in next year's WorkCamp Home Repair program. Please provide the family/individual with this flyer and instruct them to visit the Website listed to apply. They may also call or email our offices to discuss further. Additional copies are available at Homebase.
- Resident Risk Awareness Agreement: This form should be filled out by an adult resident and returned to the projects office for the following scenarios: 1.) An adult or teen resident would like to help with the work, and/or 2.) There are minor children present around or near the worksite.
  - While we never request that residents participate in the work being done, there may be situations where the resident or their teen children ask to participate. Teen residents must be supervised by a parent or guardian while performing work. WorkCamp safety guidelines must always be followed.

## Excess or Insufficient Materials

- Extra material and supplies (paint, lumber, hardware, etc.) above and beyond the project's needs should be immediately reported to the Projects Office! They can then reroute it to another site that needs it. (For instance, don't wait until Thursday afternoon to report that you will have six extra gallons of paint when you knew Tuesday morning). Work with your Contractor and the youth Project Liaison to report these items.
- Unopened/uncut supplies can be picked up later & returned for a refund. Cut material and opened paint may be donated to the resident as appropriate. Supplies or materials that a resident won't likely use or may have difficulty storing should be safely brought back to the toolroom by the Adult Crew Leader or Contractor.
- If you need additional materials, supplies or tools to complete the project assigned, report your needs to your assigned Site Coordinator as soon as possible. To avoid waste of materials, do not go out and purchase extra supplies unless given permission from Homebase. It may be as simple as having the Troubleshooter deliver the supplies on the next drive by!

## Clean Up

- At the close of each workday, crew members should store tools, unused materials (paint, lumber, hardware, etc.) in a safe and secure location, either on the site or in the crew's vehicle. Tools that will not be needed to complete the project should be returned to Homebase. Trash should be disposed of in the dumpsters provided either on-site, at a nearby site, or at Homebase.
- Utmost attention should be paid to the condition of the worksite upon leaving.  
*The worksite is somebody's home, and it should be safe and live-able!*

## Discipline Issues

- Behavior codes, rules, and guidelines must be outlined for the youth prior to their arrival at WorkCamp (by their Director of Youth Ministry, Stakeholder, and/or Adult Crew Leaders) and reiterated on the first day of WorkCamp at the parish level.
- Every crew and parish group has a different personality style. Differences of opinion and misunderstandings will inevitably arise. The top priorities of an Adult Crew Leader in all situations is to protect the safety and well-being of the youth and to ensure that all participants adhere to designated WorkCamp behavior codes as found in the *Conduct Covenant* at the end of this chapter.
- All significant discipline issues or concerns should be discussed with the Adult Support Coordinator to determine the best course of action.
- As a general rule, it is best to address issues and concerns soon after they occur. Do not let tensions build or a situation progress to the point where they cannot be resolved. Some helpful guidelines include: report the problem promptly, deliver *only* the facts, offer a solution (don't get stuck in the past), and also share good news or positive achievements with the youth and the Homebase staff.
- Consider writing an incident report and turning it in at the nurse's station.

## Dress Code

- “As Christian adults we exemplify through our actions **exactly** the attitude we expect from the Youth.” ~*Adult Leader Code of Conduct*  
Adult Crew Leaders should model the dress code we expect from the youth.
- **All** WorkCampers are expected to wear shirts **with sleeves** at all times!
- Shorts must not be shorter than 3-inches above the knees for **everybody**.
- Full clothing must be worn in the hallways at all times, wearing towels and pajamas in the hallway is unacceptable – boys *must* wear t-shirts in hallways and sleeping areas too!
- Tank tops are *not allowed* at WorkCamp, not even for sleeping.
- No skin-tight clothing.
- No sleeve rolling by boys or girls at homebase or on-site.
- Sleepwear should consist of gym shorts and t-shirt.
- In an effort to respect the dignity and confidentiality of our residents, please do not wear WorkCamp t-shirts or other garments that make it obvious that the resident is receiving assistance from a charitable organization. Feel free to wear such garments when at the homebase facility for evening program, teambuilding, etc.
- **Examples of inappropriate WorkCamp clothing include:** yoga pants, leggings, bike shorts, tight shirts, tank tops, sleeveless tees, sport bras, short shorts, bare midriffs, see-through clothing, pants or shorts with lettering on the seat, and any clothing that conveys inappropriate or obscene messages or advertising through writing and/or pictures.

## Van Etiquette

- Drive Carefully! **Drive Carefully!** Drive Carefully!
- All vans are either loaned by our friends or rented. The first day of WorkCamp, we will ‘vanproof’ the vehicles to protect them from our grime. **Please check daily** that the seats and floors are still properly covered to protect them from the part of the project that the young people will bring with them into the car (i.e. paint, tar, dirt, etc.)
- Snack stops are **not allowed**. In solidarity with one another, Adult Crew Leaders should respect this rule. We do not want some crews feeling more privileged than others that go without. We also want Youth to eat a full dinner and snack stops often prevent this from happening.
- We highly recommend that you forego listening to music in the car (thus avoiding the heated debate as to which kind) and use the driving time to foster discussions of the project or issue you have been working on that day. Van time will also be used for daily Prayer experiences. We suggest you decide early in your week, or even before you come, what your van philosophy is going to be... it is difficult to regain territory you have lost through indecision!
- “I will not use [my cell phone] when I am driving a vehicle that is transporting any other WorkCamp participants.” (ADULT CONDUCT COVENANT)  
*In emergencies, pull over and stop the car before using a cell phone.*



## **Alcohol, Smoking and Illegal Drugs**

- The consumption of alcohol and/or the use of illegal drugs by any WorkCamp participant is strictly prohibited at any time during WorkCamp! Any situation involving alcohol and/or illegal drugs should be reported to the Adult Support Coordinator to determine the best course of action.
- WorkCamp is a **SMOKE-FREE ZONE**. Smoking, vaping, or e-cigarettes will not be permitted at any time at Homebase, in vehicles, or at worksites.

## **Respect for All at WorkCamp**

- Disrespect in any form toward any individual or group is contrary to our values as Catholics. Derogatory comments or jokes disparaging to others will not be tolerated. Please report any such incidents immediately so that prompt action may be taken to address the situation.

## **Part III: Homebase Specifics**

### **Program: About the Evening**

- In the front of this binder there is a schedule for the program at WorkCamp so that you know when and where to be. Please participate **fully** in all scheduled WorkCamp activities. Be enthusiastic! Have fun! How could we expect the youth to, if we don't ourselves?

### **Curfew and Lights Out**

- All youth and adult participants will need as much sleep as they can get. WorkCamp involves hard work on many levels – physical, spiritual, emotional and social. Rest and sleep are necessities that cannot be sacrificed.
- Adult Crew Leaders and Stakeholders are **not** to make exceptions for either youth from their parish or youth from their work crew to stay up past the curfew just to “talk” in the cafeteria or common spaces, including the chapel. Exceptions keep others awake, require supervision, do not allow for everyone to get the rest they need, and are disrespectful all around.

### **Showers**

- Showers are taken once a day, and always upon returning from the worksite. **Everyone is to bring a bathing suit**, change of clothes, and shower items to leave in the van during the workday. Upon your return to Homebase from the worksite, drop off your tools and excess supplies and go **directly** to the showers. Youth should not go to their sleeping rooms when they are dirty from the work site.
- Youth will first change into bathing suits in a changing area and then proceed to the shower facility
- Make sure youth in your crew and from your parish do not skip showers.
- Bathroom and/or classroom sinks are not for bathing, washing, or shaving.
- Out of respect for other WorkCamp participants, encourage adult peers and youth to be as quick as possible in the shower.
- Please leave the showers clean and orderly.

## **Part IV: Crew Job Descriptions**

The task of assigning roles to individual crew members 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 job 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 role, perhaps one that requires them to stretch a bit. ***The role of the adult is to empower the teens to be successful.***

### **Five Person Crews**

#### **Group Dynamo**

- Each morning, picks up lunches from the Lunch distribution area.
- On-site decides when the daily breaks and lunch will begin.
- 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-in” to his or her fears and challenges.

#### **Devotion Leader**

- Responsible for bringing daily devotions to site each day.
- 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, if it is appropriate.
- Picks up 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. The crew photo will be included in the Thursday lunch bag.
- Brings their Bible to the worksite and may request that all bring theirs.

#### **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.
- Educate the crew about the difference between the crew number and the project ID.
- At the end of the workday, completes the daily progress report with Contractor, Adult Crew Leader and crew input and turns it into the Projects Office. 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.

## **Quartermaster**

- Together with the 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 did not use or will not need the next day are returned to the tool room in case another group needs them.
- At the end of workweek, divide tools by tape color before you return them to the Tool Room.

## **Safety Inspector**

- Each morning ensures that the *two five-gallon water coolers are loaded into the van.*
- On-site: makes sure everyone is hydrating properly with water as day progresses!
- Ensures that all SAFETY regulations and guidelines are being followed at ALL times including:
  - Before leaving Homebase: checking to make sure everyone has their boots with them.
  - On-site: wearing safety glasses, respiratory masks and goggles, when necessary, and rotating every 15 minutes when roofing.
- Make sure that the crew has the Safety First Aid Kit with crew number on it. Make sure it is with your crew 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 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.

## **Six Person Crews**

**Group Dynamo** *(same responsibilities as five person crew)*

**Devotion Leader** *(same responsibilities as five person crew)*

**Project Liaison** *(same responsibilities as five person crew)*

**Quartermaster** *(same responsibilities as five person crew)*

## **Safety Inspector**

- Same responsibilities as five person crew, but the safety inspector should closely with the Environmental Manager to ensure that all trash is cleaned up. At 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.

## **Environment Manager**

- Maintains group's respect of Resident's environment, inside and outside.
- Protects Resident's water supply (wells, etc.), lawn, gardens, and personal property.
- Ensures that trash from breaks and lunch is disposed of properly.
- Ensures that the work site is left clean after each day's work - that trash is disposed of properly, and that unused materials are stored safely, neatly and securely. At end of each workday, care should be

taken that unfinished projects are left in such a way that any inconvenience to the resident is minimized.

- Ensures that materials and food are not wasted and that tools are not abused. Keep a special watch out for extra food and snacks and take charge of distributing to the Resident or returning to Homebase to be used for the next day or sent to the shelter.
- Maintain a neat and orderly van, leading or delegating the cleanup as necessary, and organizing the continual maintenance of the “WorkCamp proof” status of your van.

## **Part IV: Van Proofing**

This is part of your crew’s team building experience. Use the time to see which youth jump right in and which take the time to plan things out. It is better to discuss how to do it than to let them jump in the van and start papering. It is **not** fun to have to van proof twice!

### **Supplies**

*These supplies will van-proof a seven passenger mini-van and are provided by Homebase.*

- One – 8’ x 12’ plastic with paper backed drop cloth
- One – 4’ x 10’ plastic with paper backed drop cloth
- Two or Four – 30 gal. size trash bags – one for each captain’s chair
- Two rolls 2” masking tape
- Scissors

### **Optional Supplies**

- Remnant carpet pieces
- Plastic floor mats

### **Van Proofing Tips**

- Wrap each seat separately. Run tape around the seats and up from the back to the front. Do not pull the tape too tight; it will tear through the paper.
- Leave the space under the seats clear to store long tools.
- Cut small slits for the seat belts to fit through them, then put tape around them.
- Be careful where you put the tape on your car. Do NOT put it on the outside! The glue melts and leaves a mark on the car.
- No vans should have writing or tape on the outside of the vehicle. This includes window paints or painter’s tape and messages such as crew number, “yay Jesus”, or similar markings. WorkCamp wants vehicles to remain unidentifiable to outside parties out of respect for the residents that we are serving.
- DO NOT USE DUCT TAPE! The glue will damage your vehicle.
- Push the long piece of drop cloth under the seats from the back of the car and then unfold it.
- Have a pair of scissors ready.

### **Other Helpful WorkCamp Tips**

- Bring a large blanket to have lunch on at your work site.
- Keep some rags in your car and a roll of paper towels. Hand sanitizer is useful at lunchtime.



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## **WORKCAMP YOUTH PARTICIPANT CODE OF CONDUCT**

*(As appearing on registration paperwork signed/agreed to by teen parent/guardian)*

### **All youth participants at WorkCamp will be expected to:**

- **Be aware of and promote individual and group safety at all times.** I understand that safety is important. It is my top priority during the week at Homebase and on the project site.
- **Participate fully** in all planned activities, group sessions, programs, devotions and work projects.
- **Respect facilities at the school.** We are guests and must exercise care and concern in all situations. Room occupants are responsible for the condition of their room. Damage to the building, furniture, or equipment will be charged to those responsible. My Parent/Guardian understands that they may be held responsible for my behavior.
- **Observe the lights-out time.** Rest is necessary in order to work efficiently and safely, and to fully enjoy WorkCamp. Other participants, including adults, may need more sleep than you. By observing the lights-out rule, it will be quiet enough for everyone to get the sleep they need.
- **Respect my own and others' privacy and human dignity.** Male and female sleeping rooms, hallways, showers and bathrooms are carefully marked. No male participants will be allowed in the female hallways, sleeping areas, or showers. Females will not be allowed in the male hallways, sleeping areas, or showers for any reason! I further agree to bring everything listed in the *WorkCamp Packing Checklist* and **promise to comply with the WorkCamp dress code.**
- **Leave sports equipment and skateboards at home.**
- **Leave cell phones at home.** Phones and other electronic devices are not permitted at WorkCamp. I understand that, for emergency purposes, my parents may contact me through the WorkCamp office for the duration of this week of service. I understand that if I do bring a cell phone with me and adult volunteers and/or staff find it, it may be confiscated for the duration of the WorkCamp week and returned when my parish leaves for home on the final day of WorkCamp.
- **Be present the entire week.** I understand that as a participant at WorkCamp, I am expected to be present at WorkCamp the entire week, from Saturday, June 17, 2023 at approximately 6:30 pm through Friday, June 23, 2023 at 2:00 pm. **No late arrivals to WorkCamp or early departures from WorkCamp are permitted.** Youth participants who leave WorkCamp are not permitted to return. Youth departing WorkCamp early may not be eligible to return the following year.
- **Refrain from smoking during WorkCamp.** Smoking, vaping, or e-cigarettes of any kind are not allowed at WorkCamp.
- **Not possess any alcohol, illegal substances, or prescription or non-prescription drugs at any time during WorkCamp.** Fireworks are prohibited.
- **Understand that jokes or pranks about bombs or terrorism are not acceptable.** Any participant attempting such pranks can expect severe disciplinary measures and may also be held accountable by law enforcement agencies.

### **MY PROMISE:**

I promise to live by these guidelines and expectations in my attitude and my actions. I will also encourage other participants to live with this promise. I understand that if I choose by my attitude or by my actions to not live up to these expectations, I will face consequences, which may include being asked to leave.

**As Parent or legal guardian,** I acknowledge that I have reviewed this entire agreement and code of conduct with my child and that he/she understands this information and has agreed to adhere to the guidelines set forth here.

## **WORKCAMP ADULT CREW LEADER CODE OF CONDUCT**

*(As appearing on registration paperwork signed and agreed to by the adult volunteer)*

**As a WorkCamp participant in the role of Adult Crew Leader, I will be expected to adhere to the below guidelines:**

- **Be a Minister of Christ to all.** As Christian adults, we exemplify through our actions the attitude that we expect from young people.
- **Participate fully. Be present and active in all planned activities, group sessions, programs, devotions, and work projects.** Adult Crew Leaders are expected to sleep in the same room as the youth from their parish and are required to supervise those youth for the entire week.
- **Support one another and the youth.** Adults at WorkCamp will be interacting with other adults and youth throughout the week. Adult participants will be called upon to handle many situations during the week, some of which may require disciplinary action. Adults who are unable to resolve any situation that arises should bring such difficulties to the Adult Support Coordinator(s), who will direct, support, and assist you.
- **Be aware of and promote individual and group safety at all times. This is extremely important and cannot be stressed enough.** Be sensitive to heat related headaches, exhaustion, and dehydration symptoms. Remember that adults at WorkCamp model all rules through their actions and are expected to follow and enforce all safety rules.
- **Be present the entire week.** Adult participants at WorkCamp are expected to be present at WorkCamp the entire week, from Saturday, June 17, 2023 at 6:30 pm through Friday, June 23, 2023 at 2:00 pm.
- **Respect facilities at the school.** Room occupants are responsible for the condition of their room. Damage to the building, furniture or equipment will be charged to those responsible.
- **Observe the lights-out time.** Rest is important in order to work efficiently and safely, and to fully enjoy WorkCamp. Also, some participants may require more sleep than others. It is the responsibility of the adult to have all their youth in their sleeping rooms at the required time and to enforce the lights out rule.
- **Respect others' privacy.** Male and female sleeping rooms, hallways, showers, and bathrooms are carefully marked. No males may enter the female hallways or sleeping rooms and no females may enter the male hallways or sleeping rooms for any reason! This includes both adult and youth participants.
- **Adhere to the established dress code.**
- **Leave audio equipment, iPods, speakers, etc. at home.** All electronic devices that play music or video are not permitted at WorkCamp.
- **Use my cell phone with discretion.** Adults may bring cell phones to WorkCamp. However, all adult participants must seek to minimize its use and be mindful to always turn it to "silent" or "off" while at Mass, in Program, and during lunch and evening devotions with the youth. Adults must not use their cell phone when driving a vehicle that is transporting any other WorkCamp participant(s). In the case of an emergency, drivers must move from the road to a safe area before using cell phones.
- **Know the Youth Conduct Covenant and enforce all rules during WorkCamp.**
- **Smoking, vaping, e-cigarettes, drinking alcohol, or using fireworks during WorkCamp is not permitted.**
- **Exhibit an exciting energy! Smile!**

### **MY PROMISE:**

I promise to live by these guidelines and expectations in my attitude and my actions. I will also encourage other participants to live with this promise. I understand that if I choose by my attitude or by my actions to not live up to these expectations, I will face consequences, which may include being asked to leave.

# In Case of Emergency

Remember, only adult leaders (authorized drivers, 25 years or older) or EMTs may be responsible for the transport or supervision of the youth (not contractors).  
Keep your binder with you at all times.

## Triage (Assess the situation)

### Major Injury

1. Remain calm.
2. Call 911.
3. Call WorkCamp nurse at phone number in front of this binder.
4. Load all young people into van and accompany the ambulance to the hospital.
5. Keep Homebase updated.
6. Be sure to have medical release forms handy.
7. If there are two adult leaders (not a contractor or young adult), one adult may ride in the ambulance. If you have additional transportation, leave the van and adult with the remaining crew. Be sure to leave the remaining crew's medical release forms with them.
8. Ideally, one of the nurses will meet the crew at the hospital to relieve the adult leader & remain with the injured young person. Then crew and adult are to return to the worksite. Please keep the WorkCamp office informed.
9. Complete Incident Report (in this section of binder) and submit to nurse at Homebase that evening.

### Minor Injury

1. Remain calm.
2. Call WorkCamp Nurse at phone number in front of this binder.
3. If it is determined the injury is minor, then treat the injury as instructed by the nurse and then continue working.
4. If the nurse determines that the young person needs to go to the ER, but an ambulance is not necessary, take the injured young person to the hospital following the directions for **Major Injury, Steps 5-8.**
5. If it is determined that the injured/sick young person must return to Homebase, two adults may be able to come and get the young person. If not, return with your whole crew to Homebase to drop off the injured young person and then return to the worksite.
6. Complete Incident Report (in this section of binder) and submit to nurse at Homebase that evening.

- **In the event that a WorkCamper is unable to safely perform their task at WorkCamp, they must go home. We do not have the ability for a person to remain at WorkCamp to “rest” and “recover” before returning to site. Once a person goes home, they are not able to return to WorkCamp.**
- **If the decision is made for a person to go home from WorkCamp for any reason whatsoever, an Incident Report including the Sent Home portion must be completed in the WorkCamp Nurse's Office prior to departure.**
- **For any bumps to the head - Call homebase and fill out an incident report!**



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# **SAFETY: A SHARED RESPONSIBILITY**

## ***Making WorkCamp a Safe Place for Everyone***

### **SITUATIONAL AWARENESS (S.A.)**

- 90% of S.A. is knowing what is going on around you. Always be aware of the environment you are working in and who is doing what at all times.
  - ✓ Take a careful look around before you begin work each day to prevent accidents before they happen.
  - ✓ If it doesn't pass the common sense test, figure out a better way.
  - ✓ Try to control the situation you are in at the time. This is better than trying to figure out how to get out of a hole.
- Diocesan Release Forms with Insurance Information for the young people on your work site should be with you AT ALL TIMES.
  - ✓ Please keep this important information in the section provided in this manual, which, of course, never leaves your side.
- Great care was taken in the selection of suitable projects for high school students working for four days with adult supervision on basic home repairs. Adult volunteers and contractors need to follow all safety guidelines, require that the students do the same, as well as be alert for situations that require intervention and leadership to ensure safety. SAFETY IS OUR NUMBER ONE PRIORITY!
- You, the Adult Crew Leader, should make the young people aware that *they* have the responsibility to observe all safety rules made for the protection of themselves and others at the site. They should also be encouraged to take an active role in identifying and correcting situations that put themselves or others at risk.
- **WARNING** – Treat each workday and worksite as potentially hazardous.
- The Buddy System:
  - ✓ No one should wander off alone on site or in the neighborhood.
  - ✓ *No adult (Contractor, Troubleshooter, Adult Crew Leader, etc.) should ever be alone with one young person. Please plan so that nobody is placed in this potentially unsafe and difficult position.*
- Common Sense – Keep your eyes and ears open at all times. Does leaning out the window to paint the gutter seem like a bad idea? Then it probably is. REMEMBER, SAFETY IS OUR NUMBER ONE PRIORITY!

# WorkCamp Incident Report

Whenever something out of the ordinary happens at WorkCamp, we must retain a record of it to be sure that the situation has been handled, and that all the necessary people are notified. Adult volunteers must report injuries, illnesses, behavioral issues, upset WorkCampers, car accidents, etc. If you are unsure of whether to submit the form, please err on the side of caution and submit it. This form must be **submitted to the WorkCamp first-aid office** as soon as possible but only after the incident has been resolved and all WorkCampers are safe and out of harm's way.

*Please submit one form for each WorkCamp participant involved in the incident.*

## INCIDENT INFORMATION (REQUIRED)

1. **Name of person involved in the incident:** \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Type of Incident:  Injury/Accident  Illness  Behavioral  Other

Role of individual involved in the incident:  Teen  Adult Volunteer or Contractor  Other

Crew #: \_\_\_\_\_ Parish \_\_\_\_\_ Primary phone number: \_\_\_\_\_

### 2. Information submitted by:

Name: \_\_\_\_\_ Crew #: \_\_\_\_\_

Parish: \_\_\_\_\_ Primary phone number: \_\_\_\_\_

Role of individual submitting the incident report:  Adult Volunteer or Contractor  Teen  Other

### 3. Brief summary of the Incident:

**Thank You! Please submit to the WorkCamp Nurse/First-Aid office for follow-up.**

**To be completed by First-Aid and WorkCamp Staff**

**PARENT/GUARDIAN/RELATIVE NOTIFICATION**

*If parents/guardian/relatives need to be notified of incident or to pick up teen, fill out below:*

Name of person making contact: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person notified: \_\_\_\_\_

Summary of initial conversation(s) (include name of adult who will pick up teen if applicable):

**Does the adult/teen need to be sent home? (Yes/No, plus initials)**

**If “Yes”, fill out “Sent Home” section.**

Nursing Staff \_\_\_\_\_ Stakeholder \_\_\_\_\_ OYCYAM Staff \_\_\_\_\_

**SENT HOME**

**Was the person sent home?** Yes \_\_\_ No \_\_\_

**Name and Initials of WorkCamp representative:** \_\_\_\_\_

**When Person Left:** Time: \_\_\_\_\_ Date: \_\_\_\_\_

**If participant sent home is a minor, fill out this section:**

*Parent/Guardian Information for Minors Sent Home*

Name of adult picking up child (must match name from initial contact): \_\_\_\_\_

Signature of adult picking up child: \_\_\_\_\_

**Verification Information (if picking up Minors)**

Verification of adult identification: OYCYAM staff (initial): \_\_\_\_\_

Form of photo ID verified (e.g. Driver’s license, etc) \_\_\_\_\_

**I acknowledge this participant was sent home:**

Nurse/First-Aid Initials: \_\_\_\_\_ Stakeholder Initials: \_\_\_\_\_ Director Initials: \_\_\_\_\_ Crew Leader Initials: \_\_\_\_\_

**Is an after-WorkCamp follow up needed? (Yes/No, plus initials) If “Yes”, fill out “FOLLOW-UP” section.**

Nursing/First-Aid Staff \_\_\_\_\_ Stakeholder \_\_\_\_\_ OYCYAM Staff \_\_\_\_\_

**FOLLOW-UP**

Follow-up completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Comments:

## **WORKSITE SAFETY FOR THE ADULT LEADER**

Safety on every job site must be the **PRIMARY CONCERN** of the Adult Crew Leader on the site.

Construction jobs are inherently dangerous places. Awareness of and proper adherence to Safety rules can significantly reduce this danger! Our goal is **Zero Accidents!** Enforcing Safety rules may not always make you the most popular person on site with some of the young people. Expect this and rise above it. Doing everything possible to ensure the safety of all is your primary concern. Being “cool” should not be, and cannot be your concern. 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 because it “isn’t cool”. It is very cool when we 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.
- Hearing Protection:** It is possible to have a degradation of hearing yet never experience discomfort. Therefore, disposable foam earplugs or over-ear muffs should be used when exposed to loud noises including operating or working near power tools.
- 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. **BOTTOM LINE, 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:** 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. Pay special attention to the supposed “EXPERTS” on your crew...they are usually the first to make a mistake!
- Respirators:** 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 front of this binder)! We will see if we can make a point; if we cannot, we will send them home.
- Swimming/Wading:** The area we will be going to is full of beautiful 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:** We are often serving in a very rural area, and there can be a lot of wild animals. It is the season that many animals have young babies... there is a possibility some may happen by your site. Take the time to visually enjoy this part of God’s creation! But, obviously we do not approach any animals at all, especially baby animals – their mothers just will not understand! Also be careful around any domestic animals: dogs, cats, and others... sometimes they do not have all their shots. So if you get bit, even by accident while playing, it will be a big problem.

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

## WORKSITE SAFETY FOR YOUTH PARTICIPANTS

- Listen:** Give your adult leaders a break, and follow ALL INSTRUCTIONS EXACTLY, and JOYFULLY! 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.
- 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 get in water battles with your drinking water. 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. Keep a wet bandana around your neck if it is extremely hot. The evaporation will help to keep you cooler. Take a break in the shade if you think you need to. Drink lots of water!
- Eye protection:** Must be worn **at all times**. JUST WEAR THEM! 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 blind you forever.
- Hearing Protection:** It is possible to have a degradation of hearing yet never experience discomfort. Therefore, disposable foam earplugs or over-ear muffs should be used when exposed to loud noises including operating or working near power tools.

- 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 may get a severe 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 are many ticks in the areas where we will be working. Spray your boots and legs well a couple times per day if you are working outside near long grass. Do a complete tick check when you are in the shower. If you find you have been bitten by a tick, go see the nurse to have it removed.
- Bees and Wasps:** Carefully check your worksite for nests before you begin working. Wasp spray has been provided 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 the most active time of the year for bats. If you find a bat, or see one in your workspace, don't touch it! Contact the Projects Office to notify the WorkCamp Team. 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:** ASK, ASK, and ASK some more! If you are unsure of anything at all, do not be afraid to ask questions. 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.
- Stay with Your Crew:** Stay with your crew members at all times while on a project site and while traveling to and from the project site. Your Adult Crew Leader is the primary adult responsible for teens at the worksite.



## HOMEBASE SAFETY

- Adult volunteers are responsible for their youth while at Homebase, 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, one or two people are on all night security watch.
- Local police patrol outside during the night.
- The restrooms are located in the hallways. This is why we ask you to sleep in a T-shirt and gym shorts, so you can easily walk there in the middle of the night.

### Security Issues Everyone Should Be Aware Of:

- 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.
- Youth participants should not leave the Program Room without notifying their adult leaders.
- Security personnel can be identified by their red security name tags.

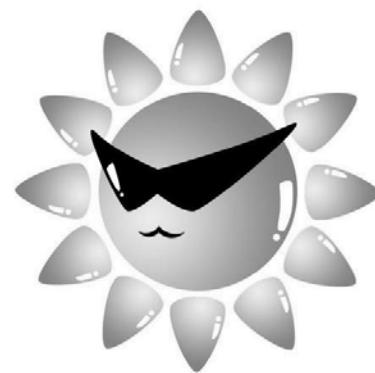
# First Aid Guide

FIRST AID GUIDE : First of all, don't panic. Remain calm! We are in an area with a good 911 system and in the event of an emergency help will quickly be on the way. Also, one of the most important jobs of a first aid provider is to keep the victim calm. If you are calm, you will be better able to reassure the victim. In the event of a serious emergency, **the first thing to do is to check for breathing and circulation.** A normal heartbeat is between 60-80 beats per minute. All other emergency procedures are secondary and are outlined below.

<b>Shock</b>	The slowing or complete stop of blood flow to vital organs because of serious injury. <b>Signs:</b> Confused behavior, fast/slow pulse or breathing, cool moist skin, bluish skin, lips or fingernail beds, enlarged pupils <b>First Aid:</b> Elevate feet, maintain body temperature
<b>Bleeding</b>	<b>First Aid:</b> Place direct pressure on the wound with your hand using a clean dressing. Place successive dressings if needed on top of previous ones so not to disturb clotting process. If bleeding is heavy, elevate the wound above heart level if doing so will not cause further injury. If bleeding is still severe, place pressure on pressure points on upper arm or at the point where the upper leg and pelvis come together.
<b>Burns</b>	Burns can be three degrees of severity. First degree has redness and soreness but is not deep. Second degree is deeper, looks red or mottled, can have blisters and may look a little wet from loss of fluid. Third degree burns are deepest, may look charred or white, and result in the destruction of most nerve endings. <b>First Aid:</b> For first and second degree burns without blisters, run under cool water and apply a loose, moist dressing. For third and second degree burns with blisters, apply only a dry dressing (since water may increase the chance of shock).
<b>Eye Injuries</b>	<b>First Aid:</b> Try to rinse out substance in eyes with plenty of cool water. If pain persists or object cannot be easily dislodged, call and have victim transported to medical facility. Bandage both eyes with gauze, because if one eye moves, the other moves with it.
<b>Nose Injuries</b>	To control bloody noses, tilt the victim's head forward into the chest and pinch nose. Do not encourage the victim to tilt back the head since that could lead to vomiting.
<b>Fracture/Sprain</b>	Since it is difficult to know the extent of an injury without an X-Ray, treat all possible sprains and fractures the same. Call for help from home base, keep victim in same place and same position if possible. Control bleeding if necessary and apply ice to the area.
<b>Insect Bites</b>	For people with <b>known allergic reactions</b> , call 911 immediately. Monitor the victim's breathing and watch for shock. Symptoms of an allergic reaction are difficulty breathing, swelling of throat, discoloration of site, hives, and decreased consciousness. For <b>non-allergic reactions</b> , remove stinger with tweezers or by scraping with a credit card. Do not squeeze skin to remove stinger. Clean area, apply ice and a topical ointment (i.e. Afterbite) if available, and monitor for signs of an allergic reaction.
<b>Head, Neck or Back Injuries</b>	NEVER move victims of suspected neck or back injury unless they are in grave danger in the area they are in. Call 911, maintain position victim's head is already in by placing hands on either side of the head and holding. Monitor the victim's vital signs.
<b>Diabetic Emergencies</b>	Most diabetics are well aware of their own condition and are able to monitor themselves. However, symptoms of a diabetic emergency are: fast pulse or breathing, dizziness, weakness, sweating, headache, and hunger. <b>First Aid:</b> Give some form of sugar (juice, syrup, candy, etc.) to the victim and have them transported back to Homebase.
<b>Seizures</b>	Seizure disorders are generally very well controlled with medication, but in the event of a seizure, do not try to restrain the victim. Move all objects they may injure themselves on away from the area and let the seizure run its course. If the victim has been diagnosed with epilepsy already and the seizure does not last more than a few minutes or is not followed by additional seizures, it is not necessary to call 911 but the victim should be brought back to home base.

# Heat Emergencies

*Be careful when working in the sun*



“ Heat-related injuries are probably the most common injury during WorkCamp, and are a result of not taking proper precautions on a hot day. Encourage fluid intake all day and encourage teens to take a break from working in the sun periodically. ”

**Heat Exhaustion Symptoms:** Cool, pale, moist skin; heavy sweating; dilated pupils; nausea/vomiting; dizziness

**First Aid:** Lay victims in shock position in shaded area. Apply ice packs or wet towels to cool the victim. Give one half glass of water every fifteen minutes.

**Heat Stroke Symptoms:** Hot red skin, small pupils, high body temperature, no sweating because body has shut down.

**First Aid:** CALL 911; lie victim in a cooler place, cool victim fast with wet sheets or towels, give **nothing** by mouth.

## POISON IVY

**Skin Poisoning from Poison Plants:** The poisoning caused by poison ivy, poison oak and poison sumac is caused by an allergic reaction to the oily substance throughout the plant. Touching these plants may cause the skin to become red and itchy. Blisters may form.

**First Aid:** If you think you have touched a poison plant, wash immediately with soap and water, then with rubbing alcohol. Calamine lotion relieves the itching.

