



U.M. ARMY

TRAVEL GUIDE

www.umarmy.org

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WELCOME TO U.M. ARMY

Providing Christ-centered missions that serve people in need and promote spiritual growth and leadership development in youth and young adults.

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WHAT IS U.M. ARMY?



By choosing to participate in U.M. ARMY, you are participating in a movement that has equipped more than 100,000 missionaries that have experienced and shared the love of Christ through repairing the homes of 50,000, low-income, elderly and disabled homeowners since the ministry's founding in 1979.

U.M. ARMY is an acronym which stands for "United in Mission, Action Reach-out Ministry by Youth." It is an opportunity for youth and adults to experience Christian growth through mission, worship and fellowship. We believe young people discover the importance of loving through their actions, not just their words, during our mission weeks. Participants are able to experience the power of God's love as they provide practical assistance to their neighbors.

Participants combine their strengths to meet home repair and maintenance needs for low-income, elderly, and disabled homeowners who are physically or financially unable to make needed repairs themselves. U.M. ARMY addresses the greatest needs that are within our capability. Home repairs are done free of charge to the homeowner.

U.M. ARMY was founded in 1979 as thirty-six youth and adults from three Houston churches held the first U.M. ARMY mission camp in Athens, Texas. The U.M. ARMY ministry has grown to include four regional offices and has hosted camps in 19 states. And, in every one of those camps, youth, young adults and adult volunteers experience the love of Christ through worship, devotional time, opportunities to serve and being a part of a camp community that loves and accepts them. And, they get to share the love of Christ with homeowners through home repairs and relationship building.

We hope that this guide helps you prepare for your U.M. ARMY experience. But, if you have questions or need additional information, please reach out to the U.M. ARMY staff. They will be happy to help!



ABOUT THE MISSION EXPERIENCE

U.M. ARMY has multiple mission models; a traditional week-long home repair mission trip, weekend pop-up camps, young adult camps, high school camps, mixed age camps and Jr. High camps. U.M. ARMY staff are happy to work with you to determine the model that works best for you.

In a traditional U.M. ARMY camp, multiple churches come together in a host community to repair the homes of homeowners in need. They join together in worship, bond as a community, and experience and share God's love.

Typically local churches host the participants and serve as a base for operations. Participants eat, sleep, and worship in the host church or conference center. Sleeping quarters are usually in Sunday School classrooms or other available rooms. Breakfast and dinner are served daily, and participants pack a sack lunch for the noon meal at the work site. Shower facilities are typically off-site and are available in the afternoon when the work teams depart from the work site.

Participants are divided into work teams of varying size with adult supervision for the week's work in accordance with U.M. ARMY's Safe Sanctuary Policy. U.M. ARMY youth and adults work together to complete sites such as painting, yard work, repairing or building wheelchair ramps, porches, windows, handrails, roofs, floors, ceilings, steps and other areas of need.

U.M. ARMY values our homeowners and is grateful for their trust in the youth and young adult missionaries. While time, resources and ability may keep participants from doing all they want for their clients, work teams leave knowing they have brought some improvement along with the message of God's love to each site. In fact, U.M. ARMY stresses relationship building and visitation with homeowner clients as perhaps the most important aspect of the mission week. Clients are invited to join the students for lunch devotionals and a Community Celebration dinner and worship to end the week.

In every U.M. ARMY experience, God's love is made evident in the lives of both youth and young adults and homeowners in need.



OUR WORK PHILOSOPHY

U.M. ARMY emphasizes preparation, safety, teamwork, and leadership development in youth and young adults. We engage in servant minded ministry, asking nothing in return from those we are assisting. We believe that young people discover the importance of loving through their actions with actions, not just words. Participants realize the power of God's love as they provide practical assistance to their neighbors.

Student Leadership

U.M. ARMY is unique in that it empowers youth and young adults in leadership at camp and at the work site. Adult volunteers are trained to allow the students to lead. Every student on a work team is given a different leadership role every day and empowered to live into that leadership role.

Theology of Mission

All U.M. ARMY missionaries are called to engage in mission in a manner that shares and embodies God's grace, love, forgiveness and reconciliation with all that we come in contact with-both at camp and at the work site.



OUR FUNDING

Funding for U.M. ARMY comes from many sources. Participant fees and individual donations provide a large part of the budget for our operations (food, building materials, etc.) and administrative overhead. U.M. ARMY works to offset additional costs through fundraising, corporate donations or foundation support. We are especially grateful for those volunteers who take the time to apply for corporate or matching grants to support U.M. ARMY. U.M. ARMY staff welcome your support and ideas to raise funds to help us keep the cost of camp low. Contact U.M. ARMY staff to learn how you can get involved!



CODE OF CONDUCT

Participants are expected to conduct themselves in a manner that serves as a positive, Christian role model for their clients and fellow participants. Participants are expected to conduct themselves in a thoughtful manner at all times, abide by all safety rules, and follow the directions of the leadership. Participants will sign the following covenant as part of their individual registration. The Director of the mission week has the authority and responsibility to enforce U.M. ARMY rules and good behavior in general. Any inappropriate behavior, by youth or adults, should be acted upon by anyone seeing the behavior. This includes everything from care of the host church facilities to the behavior of every participant in public places.

- I will treat both the client and their property with dignity and respect.
- I will treat all participants respectfully in accordance with the teachings of Christ.
- I will show proper respect for the host church, vehicles, and tools. I will conduct myself in a thoughtful, safe manner at work and at play.
- I will participate fully in all camp activities and with a positive attitude and will focus my energies to promote unity within the camp.
- I will abide by the following vehicle regulations:
 - Seatbelts to be worn at all times
 - No youth may ride in a vehicle driven by anyone under 21 years of age
 - No riding in pickup truck beds or trailers
- I understand that camp safety is important, and I will conduct myself in a manner that keeps myself and others safe.
- I will adhere to the following rules and regulations established by U.M. ARMY:
 - Alcohol, illegal drugs, and tobacco products are not permitted
 - No one may enter the sleeping rooms of the opposite sex
 - Everyone must dress appropriately
- I will follow U.M. ARMY's Cell Phone & Personal Electronics Use at Camp Policy, and only bring approved electronics to camp.
- I will read the U.M. ARMY Travel Guide and will abide by, and adhere to, all that is printed within.
- I am aware that all bullying, sexual harassment, and other misconduct is prohibited at any U.M. ARMY camp.



OUR SAFE SANCTUARY POLICY



U.M. ARMY holds this policy to address the safety of our youth and leaders at all U.M. ARMY events and mission weeks. U.M. ARMY recognizes the need to have a formal, written policy with procedures in place (1) to help prevent the opportunity for the occurrence and/or the appearance of abuse of youth and (2) to help protect workers from false accusations and/or suspicions.

U.M. ARMY maintains a safe sanctuary policy. A copy of the policy is made available to each participating church, and is available on the U.M. ARMY website, www.umarmy.org.

These policies include, but are not limited to the following:

- Definitions of key terms
- Safe sanctuary training requirements
- Adult volunteer screening process, including background checks
- Code of conduct policy
- Prevention policies at camp
 - Supervision Policies (Two-Deep Rule)
 - Shower Policy
 - Sleeping Arrangement Policy
 - Transportation
- Reporting Processes

U.M. ARMY DRESS CODE

Throughout this Dress Code, the word attire means appearance including clothing, hats and head coverings, jewelry, accessories, makeup, hairstyle, nail decor, etc. In all circumstances, the attire worn must allow participants to complete all activities in a comfortable and safe manner.

Participants must:

Worksite/base camp requirements:

1. Wear clothing that covers the following with opaque (not able to be seen through) material: genitals, buttocks, midriff, and breasts (including cleavage).
2. Wear shirts that cover the front and back of your torso, and sides under the arms at all times, with the exception of leadership-designated water activities. (Spaghetti straps prohibited.)
3. Wear shoes with soles (including, but not limited to sneakers, boots, sandals, etc.) in which they can navigate the activities safely. On the worksite, participants must wear closed-toe and -heel shoes that allow them to safely perform work (i.e. work boots, or sneakers).

Water related activities:

1. Wear swimming attire during leadership-designated water activities that are designed for active movement. Brief type speedos or string bikinis and thongs are not allowed.

Participants' attire must not:

- a. Include items that are vulgar, or obscene.
- b. Promote, endorse, or include images of weapons, alcohol, tobacco, marijuana, illegal drugs, or any type of illegal or violent activity.
- c. Include language or symbols that constitute hate symbols or speech.
- d. Include accessories that could be dangerous or could be used as a weapon including but not limited to items with spikes.

Enforcement:

All U.M. ARMY leadership shall enforce the dress code consistently and in a manner that does not reinforce marginalization or oppression.

Participants will be given the opportunity to come into compliance with the dress code without needing to leave the mission week/end. Corrective actions could include the opportunity to remove, replace or add attire, borrow attire or to contact their family to request alternate attire be brought to camp.

Should conflict between participants and leadership arise around the dresscode, the Director of the mission week will have the final decision on compliance with, and enforcement of, this Dress Code Policy.

CELL PHONE & PERSONAL ELECTRONIC USE AT CAMP POLICY



We value opportunities for our participants to have the space to build community. We also understand cell phones are an important resource for safety and connection with family.

Approved personal electronics are defined as:

cell phones, earbuds/airpods, bluetooth speakers, smart watches, medical devices, and eReaders. Unapproved personal electronics are not permitted at camp.

Approved personal electronics are allowed at camp, but only when used in accordance with the following:

At the Host Church

- Approved personal electronics may only be used during the times and/or locations specified by the Camp Director, or for a specific approved medical reason.
- Participants will not be given access to the Host Church WiFi.
- Approved personal electronics may not be used in shower, changing, or bathroom areas.
- Approved personal electronics may not be used during Worship, unless specified by the Director or Program Coordinator.
- Approved personal electronics may not be used during Programs Activities, unless specified by the Director or Program Coordinator.

At the Worksite

- Approved personal electronics shall not be used on the worksite except in instances of an emergency, as they can pose a safety hazard and can limit opportunities for community building. However, when authorized by a work team adult they may be used to take photos or communicate with base camp.

U.M. ARMY Camp Directors, with unanimous approval of all participating church coordinators and their Regional Director, have the discretion to set a more strict Cell Phone & Personal Electronic Use guideline on a camp-by-camp basis.

Enforcement:

All U.M. ARMY participants are required to review and sign the Cell Phone & Personal Electronic Use Covenant, demonstrating understanding and commitment to uphold the expectations it expresses. Shall any of these expectations be broken by youth participants, cell phones or personal electronic devices are subject to being confiscated by Camp Leadership and/or work team adults or participants are subject to being sent home. Adults are also expected to sign and adhere to the Cell Phone and Personal Use Covenant

CELL PHONE & PERSONAL ELECTRONIC USE COVENANTS

Youth Covenant:

I understand I will only be allowed to use my cell phone or other approved personal electronic device during specific times and/or locations throughout the week, which will be determined by the Camp Director.

I understand my cell phone is intended to be used to speak with my family, take pictures, or for medical or emergency purposes.

I will participate in all activities, and will interact with others at camp.

I understand I will not be allowed to access WiFi while at camp.

I understand engaging in inappropriate behavior, which may include taking inappropriate pictures, watching inappropriate or explicit videos, or listening to inappropriate or explicit music, is strictly prohibited, and will result in disciplinary action, including the device being confiscated, or me being sent home.

I understand bullying of any kind through social media or texting will not be tolerated and will result in disciplinary action, including the device being confiscated, or me being sent home.

Adult Covenant:

I understand I am setting an example about appropriate cell phone and personal electronic usage during the mission week.

I understand my cell phone is meant to be used for camp purposes, such as material or tool needs, safety concerns, or schedule updates.

I understand my cell phone should be accessible to me at all times for emergencies, and so I can be reached by camp leadership.

I understand I am a full participant at camp, which means personal use of my cell phone will be limited.

I understand, should the need arise for me to request an individual exception, I will communicate with the Camp Director about the need and do so in a way that is not distracting to the rest of camp, such as going into another room/space if necessary.

INDIVIDUAL PACKING LIST

Please review the U.M. ARMY Dress Code and Personal Electronics policies in order to follow expectations when packing using this guide.

Clothing

- Work Clothes 5 sets
- Casual clothes 6 sets
- Undergarments
- Socks
- Sweatshirt/Light Layers
- Swimwear
- Rain Jacket/Poncho
- Hat/Cap
- Sunglasses
- Work shoes, closed toe & heel
- Shoes for evening activities

Toiletries

- Deodorant
- Shampoo/Soap
- Toothbrush & Toothpaste
- Bath Towel
- Shower Bag
- Shower shoes

Personal Toolkit

- Pair of work gloves
- Paintbrush (3-4 inches)
- Paint scraper
- Kneepads (optional)
- Hammer (optional)
- Safety glasses

Bedding

- Twin size cot or air mattress
- Sheets/sleeping bag/blanket
- Pillow

Other

- Money for 2 meals
- Outfits for theme nights
- Flashlight
- Ear Plugs
- Labeled Medication
- Water bottle
- Insect Repellent
- Sunscreen

SAMPLE CAMP SCHEDULE

Our U.M. ARMY Camp Weeks have some variation depending on region, camp model, and camp leadership- however, all of our camps feature days full of worship, fellowship, and service. Below is an example of what a typical schedule would look like at one of our 7 day mission weeks.

- 7:00am **Rise and Shine**
- Morning Worship/Devotional**
- Breakfast and Make Lunches**
- Gather Tools and Materials**
- 8:30am **Check out and Leave for Sites**
- Work at Site**
- 12:00pm **Lunch with Work Team Devotional**
- Work at Site**
- Pack Supplies and leave site**
- 4:00pm **Showers Open**
- 6:00pm **Dinner**
- Programming Activity Time**
- 9:00pm **Snack**
- Evening Worship**
- 11:30pm **Adult Meeting/Bedtime Prep**
- Lights Out**



U.M. ARMY is committed to developing leadership skills in youth and young adults. One way we accomplish this is by assigning different leadership roles amongst work team members each day. Each work team member will serve in the six daily leadership roles. In order for everyone to experience all aspects of U.M. ARMY team members will rotate the leadership roles each day.

TEAM LEADER

Coordinates the efforts of the work team members, checks the progress of the day's work, encourages good workmanship, and resolves problems.

DEVOTIONAL LEADER

Leads the group in the daily devotional (usually shared at lunchtime). Invites the homeowner and others present to join them.

SAFETY LEADER

Completes the job safety sheet for the job site each day. Constantly monitors the site to ensure the safety of everyone. Reminds everyone to drink plenty of water and to wear sunblock when working outside. Verifies that the work team first aid kit is in the vehicle.

TOOLS & MATERIALS LEADER

Reviews the site work sheet and gets together all tools and materials needed for that day. Make sure all tools and materials are picked up at the job site at the end of the day and warehouse tools are returned to the tool shed. It is the group's responsibility to clean off the mud and clean the paint brushes prior to returning to the host church. Coordinates with Color Group Leader to deliver oversized tools and materials to the worksite.

FOOD LEADER

Make sure (1) everyone gets their lunch wrapped in a plastic bag and it is placed into the correct team ice chest, (2) the ice chest has full water jugs and ice, and (3) the ice chest is loaded in the vehicle. Empties trash, washes out ice chest, and returns cleaned, dried, empty ice chest to the kitchen at the host church.

NAVIGATOR

Reviews the driving instructions and obtains any clarification needed on directions. Is in charge of directing the driver.

ADULT CAMP ROLE DESCRIPTIONS



U.M. ARMY is committed to finding ways for all individuals who are called to participate to serve at our mission weeks. We have a variety of roles in which adults can volunteer to participate in order to best utilize their individual gifts. The following are brief descriptions of the different roles we have at our standard mission weeks. If you are interested in learning more about a particular volunteer opportunity, contact U.M. ARMY staff!

DIRECTOR

Carries out the preparations for the mission experience prior to the week. During the week oversees all camp leadership positions and has the final authority for the mission operation.

PROGRAM COORDINATOR

Manages all activities not related to the work sites including recreation and worship with the assistance of a team.

ADMINISTRATIVE COORDINATOR

Assists the Director with the U.M. ARMY mission office. Enters data and answers incoming calls from work teams.

SAFETY COORDINATOR

Teaches and reminds participants of safety practices and general safety.

KITCHEN COORDINATOR

Oversees the kitchen, purchases and prepares the food with a team of assistants, depending on the size of the mission week.

SITE COORDINATOR

Coordinates work at sites through color group leaders and work teams.

COLOR GROUP LEADER

Facilitates the work of approximately three work teams, which together make up a color group such as the red or blue color group. Transports large materials to the work site for the team and encourages the team when they need a little extra help or direction with a project.

TOOL COORDINATOR

Manages the tool shed equipment and construction materials.

WORK TEAM ADULT

Works with a team of youth and is responsible for their transportation and safety. They are an equal working member of the team. You will be paired with a second adult, or young adult to fulfill our 2 deep adult policy.

The following tools should be supplied by each participating church group to be put in the tool warehouse area at U.M. ARMY. These tools will be available to all groups to be taken out to the work sites as needed. Church groups smaller than 20 in number should try to bring one of as many of the items as possible. All items should be marked with your church color and owner's name. Should this list of tools provide a financial strain on your group, please contact the director to discuss how the list can be adjusted based on the needs of your camp

Please do not send tools that are of poor quality. All tools need to be in good working condition to void accidents and safety issues.

Work Team First Aid Kit

- Assortment of Bandages
- Anti-bacterial hand wipes
- Cotton Tip Applicators
- Alcohol prep wipes
- Bag of cotton balls
- 2" ace bandage
- Neosporin cream or ointment
- Roll gauze
- Roll tape
- Pair of tweezers
- Insect repellent
- Insect bite cream or spray
- Sun block-16 SPF or higher
- Plastic bottle of hydrogen peroxide
- Bottle of calamine lotion
- Box of Pepto Bismol tablets
- Box of baking soda for wasp stings
- 1 Gallon of distilled water for cleaning wounds
- Personal allergic reaction medications provided by student (ex. EpiPen)

Work Team Cleaning Kit

- Assorted cleaning rags (cotton is best)
- Assortment of sponges
- 2 buckets (plastic or metal)
- 1 mop
- 1 broom and dustpan
- 1 scouring powder (Ajax, etc.)
- 1 bottle of cleaner (409, etc.)
- 1 bottle Windex (or other window cleaner)
- 2 rolls paper towels
- 4 cans of wasp spray (long range, quick acting)
- 1 fire ant powder or liquid (quick acting) - not required in the Northeast
- 1 roach spray or powder
- 1 pair rubber gloves
- 1 toilet brush and cleaner
- 1 box of 32 gallon (utility) trash bags
- 1 jar Gojo, Instant Orange, etc. for cleaning hands

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Please do not send tools that are of poor quality. All tools need to be in good working condition to void accidents and safety issues.

Warehouse Tools

For Every 5 People:

- 1 extension ladder
- 1 step ladder
- 1 leaf rake
- 1 shovel (flat or spade)
- 1 post hole digger
- 2 sawhorse kits

For Every 10 People:

- 1 hedge clippers
- 1 hoe
- 1 lawn mower
- 1 gravel rake
- 1 sharpshooter shovel
- 1 wheel barrow
- 1 sledgehammer
- 1 hack saw with extra blades
- 1 rope for lifting things to the roof
- 1 reciprocating saw
- 1 hole saw
- 1 broom

For Every 20 People:

- 1 ax
- 1 bow saw
- 1 swing blades
- 1 masonry trowel
- 1 shop vacuum cleaner
- 1 toilet plunger
- 1 miter/chop saw

Work Team Tool Kit

- 1 hand saw - rip or crosscut
- 1 circular power saw and new blades
- 1 drill with bits
- 1 impact driver with bits
- 2 electrical extension cords
- 2 3-prong adaptor plugs
- 1 pair pliers
- 1 pair needle nose pliers
- 1 pair vice grips
- 1 flat screwdriver
- 1 Phillips screwdriver
- 4 paint scrapers
- 2 tape measures 25' - 100'
- 1 wood rasp
- 1 square
- 1 level
- 1 roll masking tape 3/4 or 1"
- 1 crowbar
- 2 utility knives with retracting blades
- 3 putty knives
- 1 chalk line with chalk
- 1 staple gun with 4 boxes of 1/2" or 1/4" staples
- 4 new paint brushes 2"
- 4 new paint brushes 4"
- 2 paint can openers
- 2 drop cloths for painting
- 6 empty coffee cans or other containers for paint
- 2 paint roller trays and 2 rollers
- 2 dust/paint masks
- 2 carpenter pencils
- 1 metal file (flat)
- 1 tin snips
- 1 caulking gun
- 1 large ice chest for your team's food
- 1 5-gallon jug for your team's drinking water

The safety of our participants is top priority for U.M. ARMY. The Board of Directors and staff have implemented policies and procedures in order to keep our participants safe. Upon registration for camp, each participant will be asked to adhere to a code of conduct as well as our safe sanctuary policy.

On the first night of camp, participants will be trained on safety measures to be taken at the host church, work site, and throughout the week. In addition, they will be shown our Safe Sanctuary training. Some directors/regions will require additional training for adults to help guide their teams on certain projects prior to the mission week. This will be made available on our intranet.

Vehicle Accident

In the event that a vehicle accident occurs, the leadership team will assist the participant in handling the situation with law enforcement. All adult participants go through a background check and must have a valid license and car insurance. In the event that a participant is injured as a result of the accident, the leadership team will seek appropriate medical care and notify the emergency contact for the participant.

Personal Injury

In the event that a participant is injured on the worksite, at the host church, at a camp sponsored activity, or in route to these aforementioned locations, the leadership team will seek appropriate medical care and notify the emergency contact for the participant. Should there be any medical costs related to the incident, participants may submit a claim to U.M. ARMY's Accident/Health Insurance provider.

Safe Sanctuary Violation

U.M. ARMY is subject to a Safe Sanctuary policy, which is implemented by the Camp Director and followed by all student, young adult and adult campers. Compliance with the Safe Sanctuary policy is mandatory. This policy is available for review in its entirety on the U.M. ARMY website and intranet site.

For questions, please do not hesitate to reach out to the U.M. ARMY staff.



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