

# BIG HOUSE CHURCH COORDINATOR HANDBOOK

**Believing In God and Helping Others Understand through Service Everywhere**

## **Church Coordinator Checklist** **Forms and money due April 1st!**

The original and one copy of all individual registration forms are due with the remaining \$50 per person fees. **NO ADDITIONS OF CAMPERS OR SUBSTITUTES 2 WEEKS PRIOR TO THEIR CAMP.** Verify that you have:

- \_\_\_\_\_ Proof of Insurance for everyone, all blanks completed and 2 adults for every 5 youth
- \_\_\_\_\_ **One vehicle suitable for work for every adult (unless discussed with Director)**
- \_\_\_\_\_ All youth will have completed the 6<sup>th</sup> grade
- \_\_\_\_\_ Make Campapalooza date available for all adults (Church Coordinator is required to attend)
- \_\_\_\_\_ Group Roster signed by the Senior Minister verifying the adults

### **One Month prior to camp:**

- \_\_\_\_\_ Make available camp rules and communicating values to all adult volunteers who will attend
- \_\_\_\_\_ Fund raising activities complete
- \_\_\_\_\_ Trailer for tool transportation confirmed

### **Two weeks prior to camp:**

- \_\_\_\_\_ Tool, cleaning and first aid kits ready
- \_\_\_\_\_ Materials being taken to camp collected
- \_\_\_\_\_ Have participants complete their tool kits for you inspection
- \_\_\_\_\_ Individuals initials or names on tools and color-coded
- \_\_\_\_\_ Have parent/camper meeting for rules/packing list

### **One-week prior to camp:**

- \_\_\_\_\_ One ice chest per car collected, labeled and color coded
- \_\_\_\_\_ One 3-5 gallon water cooler per car, labeled and color coded
- \_\_\_\_\_ Label all other tools with individual's initials and color-coded
- \_\_\_\_\_ Church color assigned by the Camp Director
- \_\_\_\_\_ Leave church location and phone # list

### **Wednesday before camp:**

- \_\_\_\_\_ Load tool trailer (responsibility of participating church, not supplied by **BIG HOUSE**)
- \_\_\_\_\_ Collect individual tools to load
- \_\_\_\_\_ Load ice chests and water coolers
- \_\_\_\_\_ Load sleeping bags and cots

### **Thursday of camp:**

- \_\_\_\_\_ Sending off from home church (ask minister to join you in this)
- \_\_\_\_\_ Arrive at **BIG HOUSE** at specified time set by the Camp Director – **we will be eating dinner on Thursday so your prompt arrival is a necessity.**

## **Registration Information**

A space is reserved for your group at a work camp when the group registration form and the deposit check are received in the BIG HOUSE TEXAS office (first come-first served). The deposit of \$50 per person is non-refundable. We ask that you give us a final group registration number by **Feb. 15<sup>th</sup>**. This way we can fill spots with any group who might be on our waiting list. The total registration fee is **\$100 per person. All registration fees are non-refundable.**

### **Example: Due by April 1<sup>st</sup> (In our Office)**

10 pre-registered participants x \$50.00 deposit = \$500.00 (NON REFUNDABLE)  
7 participants attend camp.  
Your final registration fees equal 7 X 100.00 = \$700.00-500.00 = **\$200.00 owed**  
The total amount you will have paid is \$700.00 for the 7 participants who attend.

### **Fees for Late forms (In our Office)**

**After April 15<sup>th</sup>** – You will owe \$110 per form  
**After May 1<sup>st</sup>** – You will owe \$130 per form  
**After May 15<sup>th</sup>** – Executive Directors decision

## **REGISTRATION FEES**

Group registration fees: \$50.00 per person (November 1, 2009-January 1, 2010)

Remaining registration fees: \$50.00 per person (unless forms are late)

Total registration fee: \$100.00 per person (unless forms are late)

Registrations will be accepted on a first come first served basis beginning November 1, 2009. No group is registered until this form and the registration fees reach the BIG HOUSE office.

Group registration fees are due no later than January 1, 2010. Most work camps are full by January 1<sup>st</sup>.

### **MAIL REGISTRATIONS TO:**

**BIG HOUSE TEXAS  
1300 E. 13<sup>th</sup> St.  
Deer Park, TX 77536**

**If you have any questions or need additional information regarding registration, please call (281) 930-1300 ext.326 between the hours of 9:00a.m. and 5:00 p.m.**

# BIG HOUSE

## Dates to Remember

- Nov.1, 2009** Registration Opens: First come, first served
- January 1, 2010** Last date to accept Group Registration form and deposit in the BIG HOUSE office. (\$50 per person, non-refundable). Registrations will be accepted on a space available basis after January 1<sup>st</sup>.
- February 15, 2010** Last day to change your Group registration numbers to better reflect your actual group size.
- March 27, 2010** Campapalooza! BIG HOUSE Camp Meeting @ Deer Park United Methodist Church 9a.m. – 12p.m.
- April 10, 2010** Campapalooza! BIG HOUSE Camp Meeting @ First United Methodist Longview 9a.m. – 12p.m.
- April 1, 2010** Deadline for completed individual registration forms with full registration (non-refundable) fees for all camps.
- April 15, 2010** Late registration \$110 - Deadline for completed individual registration forms with full registration (non-refundable) fees for all camps.
- May 1, 2010** Late registration \$130 - Deadline for completed individual registration forms with full registration (non-refundable) fees for all camps.
- May 15, 2010** Late registration – contact BIG HOUSE office, (281)930-1300 x.326.

# **BIG HOUSE Camp Rules**

**BIG HOUSE** is for those willing to do plain, honest, sweaty, awesome work to help others! Few rules are needed since participants join with common goals of work, service and Christian fellowship. The rules are to enhance the work camp experience and to continue the reputation of **BIG HOUSE** as a caring, effective and responsible group of people.

It is impossible to cover every rule of safety and appropriate behavior, but the rules listed below are a few of the most basic ones necessary for a safe, enriching experience:

1. Conduct will be appropriate for a church activity
2. Participants will conduct themselves in a thoughtful and safe manner at all times
3. Participants will follow the directions of the camp leadership; youth or adults won't tolerate insubordination. The Camp Director on advisement by the Executive Director has the authority to do what he/she deems necessary.
4. Possession or consumption of alcohol, illegal drugs, tobacco, or weapons is strictly prohibited.
5. **No one may enter the dorm area of the opposite sex.**
6. **Everyone participates in all events**
7. Radios, tape/disc players, DVD players, MP 3, and other sound equipment are not allowed. No cell phones for the youth. No music will be allowed on the worksite. **BIG HOUSE** will not replace any lost or stolen items.
8. Refer to the page on the dress code. No one may wear clothes that might be objectionable. The Camp Director has the discretion to do what is necessary in dealing with inappropriate clothing.
9. No one may leave the base camp at anytime during camp unless authorized by the Camp Director to do so.
10. No youth or adult may arrive at camp late or leave camp early. The takes away from the camp experience.
11. No paint fights or body painting

## **Vehicle Rules:**

- 11.A. No youth participant may ride as a passenger in a vehicle driven by anyone under the age of 21 during camp except as stipulated in the emergency procedures.
- 11.B. No one may ride in the back of a truck or trailer. All people must ride inside the vehicles with seatbelts buckled at all times.
- 11.C. All safe-driving procedures must be observed and drivers must have current driver license and insurance.
- 11.D. No youth participant may drive a vehicle during camp.

**BIG HOUSE** reserves the right to determine any inappropriate behavior and to send a participant home in disciplinary cases.

# **BIG HOUSE Dress Code**

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As a representative of **BIG HOUSE** we wish to glorify God in all we do. Especially the way we present ourselves to others in the community. Remember we are God's ambassadors here on earth.

## **On Site**

- **No open toe shoes! We prefer work boots or tennis shoes.**
- **No tube tops, spaghetti straps or sleeveless shirts! T-shirts are the best.**
- **Shorts must be a modest length! Shorts must fall at natural waistline for both boys and girls.**

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If there are any questions as to what is modest, your camp director will be the final say. These rules also apply to the adults. Just remind your adults and college leaders that they set the example for the youth and if they don't follow the dress code neither will the youth. The director of your camp will have an extra box of T-shirts so that if someone is dressed inappropriately they will be asked to change. Remember we are not the fashion police, and this is not the focus of the camp. Please help remind the youth what is appropriate and what is not, in a loving way.

## **At Base Camp**

These rules not only apply while at base camp but also wherever your camp may go for evening activities.

- **No tube tops or spaghetti straps!**
- **Shorts must be a modest length! Shorts must fall at natural waistline for boys and girls.**
- **Modest swimsuits please – For girls one piece or tankini would be nice!**
- **No Speedos- boys**

## COMMUNICATING VALUES

### BIG HOUSE ADULT VOLUNTEERS

Perhaps the most important thing **BIG HOUSE** can do is communicating and instills Christian values in all those touched by **BIG HOUSE**.

It is important that you do your best to see that Christian values remain intact in every aspect and expression of **BIG HOUSE**. After all, if Christian values cannot be found in the church, where can anyone expect to find them?

The value of caring for others is a natural expression of **BIG HOUSE**. Yet there is more, every minute, every action – whether it is stepping aside to let a young person do a job, planning a skit, or gently toning down horseplay at the worksite – is a witness.

One of the greatest witnesses is to demonstrate how much fun can be had and how much joy there is in being a Christian. Good, clean fun is a great, a lesson to be learned. In a society where decency and dignity are often hard to find, let's give our youth-and adults-the gift of a vision of who they can be!

Thank you for being the kind of person who can lead others to Christ by being who you are and standing up for the best life has to offer.

Leadership reflects attitude!

Be here because you were called to be here

The camps should reflect the **BIG HOUSE** mission statement and all it is intended to be.

# **BIG HOUSE TOOLS**

## **Per Person/Camper**

3 lb. Coffee can w/ lid  
Scraper/wire brush combo  
1 paintbrush that will fit in cans

Drinking cup for work site  
work gloves (gardening)  
plastic gloves (for cleaning)

## **Per Car**

2 claw hammers  
1 handsaw  
1 ea. pliers, needle nose, vise grip  
1 ea. Flat and Phillips screwdriver  
1 tape measure  
1 masking tape  
1 crow bar  
1 square/level combo  
25 ft. extension cord  
48 qt. Ice chest  
Chalking gun and 2 refills

2 utility knives  
2 putty knives  
staple gun w/ staples  
5 roller trays w/ rollers  
5 drop cloths  
2 carpenter pencils  
2 metal files  
2 3- prong adaptors  
3-5 gallon drink cooler  
2 gallon distilled water  
1 pkg. dust masks

## **Per 5 People**

Extension ladder  
Step ladder

Hoe  
Gravel rake

## **Per 10 people**

Bow saw  
Skill saw  
2 shovels

## **Per Church**

**Wheelbarrow**  
Gas weed eater  
Gardening shears  
Lawnmower

## **BIG HOUSE TOOL – cont'd**

### **Cleaning Kit Per Car**

Toilet Brush  
1 pkg. Sponges  
All purpose spray cleaner

Powder cleaner  
1 pkg. rags  
Plastic cleaning gloves

### **First Aid Kit**

Sunscreen  
Pepto tablets  
Band-Aids

Bug spray

Gauze and tape  
1 gal. Distilled water  
Antibiotic cream

## **BIG HOUSE PERSONAL ITEMS**

Clothes- 2 sets work clothes & 3 sets casual clothes for evening (parent approved)

Sleepwear

Hard sole or tennis shoes w/ socks to work in, shoes for evening

Swimsuit (preferably a one piece, parent approved)

Hat for working in

Cot or **twin** air mattress

Sleeping bag/sheets, pillow and blanket

Toiletry items- soap, deodorant, shampoo,

Sun block

2 towels

Bag to carry clothes to showers

Shower shoes

Plastic bags for wet or dirty clothes

Bible

Money \$15

### **Work Items for each Camper**

Each camper will need to bring his/her own supplies, LABELED

1- 3lb. Coffee can w/lid

1- pair work gloves

1- medium paintbrush

1- scraper/wire brush

## **Big House Texas Covenant of Conduct**

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**It is impossible to cover every rule of safety and appropriate behavior, but the rules listed below are a few of the most basic ones necessary for a safe, enriching experience:**

1. Conduct will be appropriate for a church activity.
2. Participants will conduct themselves in a thoughtful and safe manner at all times.
3. Participants will follow the directions of the camp leadership; insubordination won't be tolerated by youth or adults. The Camp Director on advisement by the Executive Director has the authority to do what he/she deems necessary.
4. Possession or consumption of alcohol, illegal drugs, tobacco, or weapons is strictly prohibited.
5. No one may enter the dorm area of the opposite sex.
6. Everyone participates in all events. Adults included!
7. Radios, CD players, MP 3's, DVD's game boys, Cell phones (FOR YOUTH) etc. are not allowed. No music will be allowed on the worksite. BIG HOUSE TEXAS will not replace any lost or stolen items.
8. Refer to the page on dress code. No one may wear clothes that might be objectionable. The Camp Director has the discretion to do what is necessary in dealing with inappropriate clothing.
9. No one may leave the base camp at anytime during camp unless authorized by the Camp Director to do so.
10. No youth or adult may arrive at camp late or leave camp early. This takes away from the camp experience.
11. No paint fights – painting yourself or others! No water guns, or water slides on the worksite!

**Vehicle Rules are as follows:**

- A. No youth participant may ride as a passenger in a vehicle driven by anyone under the age of 21 during camp except as stipulated in emergency procedures.
- B. No one may ride in the back of a truck or trailer. All people must ride inside the vehicles with seat belts buckled at all times.
- C. All safe driving procedures must be observed and drivers must have current drivers license and insurance.
- D. NO YOUTH participant may drive a vehicle during camp.

BIG HOUSE TEXAS reserves the right to determine any inappropriate behavior and to send a participant home in disciplinary cases!

**Press and Medical Release**

1. By signing this agreement you are releasing your image to be reproduced for promotional materials as needed by BIG HOUSE TEXAS.
2. By signing this agreement you agree to release any decisions regarding medical treatment to the BIG HOUSE TEXAS staff at camp attending.
3. By signing this agreement you agree to indemnify and hold harmless BIG HOUSE TEXAS, its employees, agents, and leaders for any damage resulting from negligent or intentional acts committed by the minor or adult.
4. By signing this agreement you are saying that you understand that travel between home and camp is your responsibility and you will not hold BIG HOUSE TEXAS responsible for accidents or injury related to travel to and from camp.