

Registering with

THE

NEHEMIAH

MISSION

OF CLEVELAND

*A program of the North Coast District of the
United Methodist Church*

Please print and read this entire packet.

After you have read the packet return to our site and navigate to the “Plan Your Visit” tab to register your group. Click on “Make a Reservation” and complete the online “Group Contract.” Submit your completed contract online. We will prepare an invoice indicating your required deposit. days. Upon receipt of your online reservation we will add you to our calendar pending receipt of your deposit.



The Nehemiah Mission of Cleveland rebuilds the lives of physically and fiscally challenged in order to sow seeds of hope.

We are pleased that you are considering bringing your mission team to The Nehemiah Mission of Cleveland. In order to help you plan your trip, register your group, and have a successful trip we are providing this packet of information and forms. We are prayerful that your visit will help your team deepen their relationships with each other and most importantly with Christ, Jesus.

Please visit our website, www.nehemiahmission.org for more detailed information, photos, and links that may be helpful to you as you plan. Meanwhile please read the following pages and complete the online registration paying close attention to the instructions and policies.

Our goal is to provide you with a wonderful, meaningful, and stress-free trip. Thank you again, for choosing to serve the city of Cleveland through the Nehemiah Mission.

HAVING A

SUCCESSFUL TRIP

- 1) Be flexible.** *Understand that job priorities change based on the needs of those you are here to help. Remember that you are not at home. Some of your normal conveniences might not be present. You are here to do something different, so expect to. Be patient when there is downtime. Sometimes, God plans a rain storm, and we may just have to sit back and enjoy it.*
- 2) Be willing.** *Every job is important. Loading/unloading trucks, serving food, painting, cleaning, building, repairing are all important.*
- 3) Take breaks.** *Don't try to break completion records. Take time for food, beverages, and devotions.*
- 4) Make friends.** *Learn more about the people you are traveling with. Get to know the people on other work teams. Get to know the people you are here to help.*

- 5) ***Be understanding.*** Assume that everyone is doing their best. The people you are helping, your co-missionaries, the mission staff. We don't mind helpful suggestions, but please understand that our staff has thought things out pretty well and usually has a reason for their actions and decisions.
- 6) ***Get dirty.*** "This ain't no disco." You came to work, share, and love. This means getting dirty, breaking nails, sweating, ruining clothes, and sometimes getting a scrape or two and pushing the boundaries of your comfort zone. Be willing.
- 7) ***Share your experience.*** When you get home, you will be changed. Don't expect everyone to understand. But share your experience. Part of your mission is to encourage and invite others to join in mission in the future.

WHAT

TO BRING

- 1. Bring your own bedding. We have comfortable bunk beds. You may bring regular bedding or sleeping bags. You will want to bring your own pillow.*
- 2. Bring towels and toiletries.*
- 3. Bring work clothes. Even in the summer we recommend that you bring long pants. You should bring clothes that you won't mind damaging. Work boots and gloves are also recommended.*
- 4. We have a substantial tool inventory. You are welcome however and encouraged to bring your own tools.*
- 5. We recommend bringing eye and ear protection.*

6. *We recommend bringing refillable water bottles.*
7. *Our dorms are air conditioned so please do not bring additional fans.*
8. *There is a wi-fi connection throughout our facility for group leader use.*
9. *Bring a Bible.*
10. *Bring your completed health forms and releases for each participant. (These forms are included in this packet. Please make copies as needed.)*
11. *We do have first aid kits, but it is a good idea for your team to bring one or two as well.*
12. *Bring a willing heart and a spirit to serve.*
13. *We do not permit cell phones/smart devices on project sites (except for team leaders) please consider bringing a camera to capture photos.*

While you are at the mission, your address will be:

***The Nehemiah Mission of Cleveland
6515 Bridge Ave. Cleveland, Ohio***

44102

A *TYPICAL Day...*

7:30am

*Breakfast! We have the food, you can prepare it based on the desires of your team(s).
Your team will be responsible for clean up afterwards.*

(wash dishes, put away food, clean kitchen,

Now pack your lunches. We have the food. We have coolers and ice. Afterwards, you will put away the food and clean up the kitchen.

8:15am *Morning Devotions: Monday - Friday*

8:45 am -4 pm

ON THE JOB

We try to have you on your work site between 8:30 and 9am

(If your team is primarily of Junior High age, you will probably only work till about 2:30pm.)

Most teams will work till around 4pm then return to the mission.

Take breaks as needed and eat lunch on the site when

you

determine you are ready.

4:30 : Back to the Mission

5:30: *Dinner. (If you intend to eat elsewhere you must let our cook know ahead of time)*

Your team will be responsible for clean up afterwards.

(wash dishes, put away food, clean kitchen, clean dining hall, mop if necessary, remove trash)

Non-work time is yours to spend as you please. If you need help planning leisure activities off-site please see our Director.

We may provide and lead devotions in the evening depending on what time of the year you are with us. (Please discuss this in advance of your arrival) Most teams choose to provide their own devotions.

Shower off your job site! The line will get pretty long.

Please be considerate of others when it's your turn under pm the spigot.

After Dinner

If you are visiting us in the summer, the following evening activities MAY be a part of our program;

Tuesdays from 5:30-7:15pm "Bread on Bridge" community meal and gathering. This will be the source of your Tuesday Dinner.

Wednesdays: 7:15pm "Pop Up Worship" We'll take you off campus for worship somewhere in the community (probably one of the project sites you are working on)

Fridays: 8:15am - End of the week celebration with communion in our outdoor chapel.

Some teams choose to have a “fun, no work” day during their stay. Please consider this in advance and let us know if this is in your plans.

RULES

1. Do not block doors open. During load in/out, you must have someone at the door.
2. If you are entrusted with a numeric door code, do not give that code to anyone outside of your team.
If an unknown person is attempting to gain entry to the building, DO NOT enter your code in their presence.
3. When entering or leaving the building, please be sure that the door latches behind you.
4. If the door bell rings or someone is knocking on the door... you may ignore it, unless you know the person who is at the door. Anyone who is authorized to enter will either have an appointment with, or will have their own entry code.
5. Always use the buddy system when going outside.
6. Please - no food or drink outside of the dining room.
7. Please clean up after yourself.
8. Shower facilities and dorms are designated male or female. Don't get confused.
9. No smoking, alcohol, or drugs anywhere in the building, on the property or in Nehemiah vehicles.
10. Quiet hours are observed from 10pm - 6am. Lights out at 11:00pm.

Worksite Rules:

11. No cell phones/smart devices on work site except for team leadership. (You may wish to bring a camera.)
12. No bandanas.
13. Clothing/footwear must be appropriate for the project site. If you have questions, see a staff member.
14. No “wandering away” from project sites.
Do not approach stray dogs, cats etc.

When there are multiple teams present we ask that team leadership meet to agree on additional rules and also the assignment of tasks.

Though our staff is small, each person has designated responsibilities and is following established procedures and policies. Please respect that they are working to the best of their ability to provide you with the safest, most effective, and most enjoyable experience possible.

If you have a concern regarding any of our staff members or volunteers, please address this concern with the mission director.

When there are multiple teams in house it is likely that there will be multiple clergy. Many times there will be clergy of different denominations and faiths. Please be respectful of other beliefs and strive for a positive ecumenical

experience when planning devotion and worship time outside of mission provided opportunities.

As a leader, we ask that you set a positive tone for your experience. Understand that there will be downtime and that projects may not always go as planned. Please also understand that there are many ways to do most jobs. Our staff will provide suggestions for what they believe to be the most effective. If you have suggestions we will be happy to consider those suggestions and a possible change of course. Please don't be upset with us however if we stay the original course.

We serve the entire greater Cleveland area including inner and outer ring suburbs. Generally our teams are no more than 30-40 minutes driving time away from the mission. Since we have a limited number of mission vehicles we will ask you to rely on your own transportation. We will assist by utilizing the personal vehicles of our staff members to transport tools and supplies when necessary.

Overnight fees and contributions are our primary source of funding. After operating expenses, all fees and contributions go into our material and supplies fund. As some projects cost more than others, the monies are utilized on an as needed basis. If your team makes a contribution above and beyond the overnight fees, we are very appreciative. At the same time we cannot guarantee that those funds will go directly to the project you are involved with. We can guarantee however that those funds will be used to support projects that sow seeds of hope for individuals and neighborhoods in our service area. As we do not require a contribution beyond

your overnight fees, we do ask that you consider making such a contribution.

REGISTRATION INFORMATION

January to May & September to December

- *Cost per person; \$40.00 per night. Includes lodging & meals. If your group is staying overnight, but is arriving prior to noon, there is an additional charge of \$10.00 per person for that day.) \$200 will be added to your total to help pay for supplies and materials.*

Day Visit:

- *Single Day – non overnight rate is \$25.00 per person and includes lunch. \$200 will be added to your total to help pay for supplies and materials.*

Summer Program:

- *See the online form for summer dates. Please read the detail for pricing and*

special instructions....

***Please note that we do not host
Saturday only teams during our
summer program weeks.***

- ***Tuition per person is \$375 per week. Includes lodging and all meals, supplies & materials and a tee shirt for each participant. Available weeks are listed below. Some opportunities for partial weeks may be available after April 15. Call for information.***

If you desire to be the only team present during your stay, you may reserve the entire mission by guaranteeing a minimum of 40 participants.

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- ***April 15 is Financial Commitment Day. Up until April 15 you may adjust your groups numbers. After April 15 you will be responsible for full payment for the number of participants on your original contract. You may add participants up***

until one week prior to arrival assuming there is space.

After April 15 available space may be used for custom stays at \$60 per person/ per night. Please contact the mission directly to make arrangements.

A 20% non-refundable deposit is necessary to reserve space and must be received within 20 days of receipt of your group contract. Your reservation is NOT secured until the deposit is paid. If the deposit is not received within 20 days the reservation will be cancelled.

Once your deposit is received and the dates are reserved, your reservation is considered guaranteed for the minimum number of participants stated on your contract and your group is responsible for fulfilling the terms of this agreement. (Summer groups may adjust their numbers downward up to April 15. After April 15, you are responsible for the number of people contracted for in this registration form. You may add people up until one week prior to arrival, assuming there is space.)

- Deposits and payments are non-refundable. Increasing numbers may or may not be allowed based upon availability.*

- *50% of your remaining balance is due 60 days prior to your arrival.*
- *The final balance is due 30 days prior to your arrival.*
- *You will receive invoices reflecting payments due and received.*
- *Checks should be payable to: The Nehemiah Mission of Cleveland.
Payments may also be made using PayPal, MC, Visa, Discover & American Express. -please contact us for instructions)*
In addition to the overnight fee each team member is asked to bring 5 personal hygiene products. These items will be placed in our emergency assistance pantry. We also partner with Twice Blessed Free Store to distribute good quality used clothing.

We abide by strict child protection policies. For the complete child protection policy, please refer to our website. Be aware that THERE MUST BE ONE ADULT COUNSELOR FOR EVERY FIVE YOUTH AGES 12-14, AND ONE ADULT FOR EVERY SEVEN YOUTH AGES 15-17. FOR GROUPS OF MIXED

***GENDER, THERE MUST BE AN ADULT OF EACH GENDER IN THE SAME RATIO. NO EXCEPTIONS!
Minimum age for participation is 12.***

Please return to our website:

www.nehemiahmission.org and navigate to “Plan a Visit” to register your group using our online reservation system. (If you have questions, please don’t hesitate to contact us.)

The following forms must be completed, signed and turned in upon arrival for each participant. Please bring two copies of each form.

***GENERAL MEDICAL INFORMATION &
RELEASE FORM***

I am completing form on behalf of myself.
 I am completing this form on behalf of my minor child.

Participant's Name

_____ Birth
Date _____

Address _____
City, State _____

Home Phone _____ **Emergency**
Phone _____

Allergies: (medications, hay fever, insect bites, asthma, food, other)

Other pertinent health history information

**Do you have any conditions that would prevent you from fully participating in this program?
If yes, please explain (specific activities, food to avoid)**

List any medications that are taken on a regular basis

Last Tetanus / Booster Date _____ **(if over 5 yrs. please check with your physician)**
Doctor

Phone _____

Dentist _____

Phone _____

Eye Doctor _____ Phone _____

Hospital _____

Phone _____

Medical Insurance Provider

Group # _____

Insured Party _____ Policy # _____

Insurance Co. Phone

EMERGENCY MEDICAL AUTHORIZATION

I give my consent for emergency medical treatment by a certified first aid person. In the event that additional treatment is needed, the staff of the Emergency Room of the hospital listed above, or one closest to the event location has my permission to administer treatment.

Printed Name of Parent or Guardian:

Signature _____

Address _____
_____ City _____
_____ State _____
_____ Zip _____
phone _____

IF COMPLETING THIS FORM ON BEHALF OF YOURSELF, PLEASE SIGN THE FOLLOWING RELEASE

ADULT MEDICAL RELEASE

This note hereby releases The Nehemiah Mission of Cleveland, The North Coast District of the United Methodist Church, The East Ohio Conference, and/or any agency of The United Methodist Church harmless in the event of any injury sustained while participating in this event.

Printed Name _____

Signature _____ Date _____

IF COMPLETING THIS FORM ON BEHALF OF YOUR CHILD, PLEASE SIGN THE FOLLOWING RELEASE

MINOR PERMISSION / RELEASE

This note is to give permission for

_____ to participate in the work mission trip to be held on the dates of _____ at The Nehemiah Mission. With my signature below, I hereby agree that neither The Nehemiah Mission of Cleveland and / or its staff, or any minister, staff, and / or counselors representing _____ will be held responsible

for any injuries incurred during the event. My signature hereby indicates my agreement to hold The Nehemiah Mission of Cleveland, The North Coast District of The United Methodist Church, The East Ohio Conference, and / or any agency of The United Methodist Church harmless in the event of an injury sustained while participating in this event.

*Printed Name _____ Signature
_____ Date
_____*

PLEASE LIST ALL EMERGENCY CONTACTS (IN ORDER OF PRIORITY)

*Name 1 _____
Relationship: _____
Phone: _____ Name 2

Relationship: _____*

*Phone: _____
Use space below for additional names*

PHOTO RELEASE FORM

PERMISSION TO USE PHOTOGRAPH / VIDEO IMAGES

I hereby grant to The Nehemiah Mission of Cleveland its representatives, employees and volunteers, the right to take photographs of me and my property in connection

with my visit to The Nehemiah Mission. I authorize The Nehemiah Mission of Cleveland, its assigns and transferees to copyright, use and publish the same in print and / or electronically.

I agree that The Nehemiah Mission of Cleveland may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

I read and understand the above:

Date _____ Printed Name

Signature _____

Organization name (if applicable)

Signature Parent or Guardian (if <18)
