THE MISSION OF
ADVENTIST COMMUNITY SERVICES

“To serve the poor, hurting and disillusioned in Christ’s name.”

Minnie McNeil, Director
Adventist Community Services
Allegheny East Conference
mmcneil@myalleghenyeast.com
www.visitaec.com
610.326.4610 x315

Patricia O. Lewis, Administrative Assistant
Adventist Community Services
Allegheny East Conference
plewis@myalleghenyeast.com
www.visitaec.com
610.326.4610 x313
“The world needs today what it needed nineteen hundred years ago – a revelation of Christ. A great work of reform is demanded, and it is only through the grace of Christ that the work of restoration, physical, mental, and spiritual, can be accomplished.

Christ's method alone will give true success in reaching the people. The Saviour mingled with men as one who desired their good. He showed His sympathy for them, ministered to their needs, and won their confidence. Then He bade them, ‘Follow Me’.”

Ellen G. White, *The Ministry of Healing*, page 143
ACS Federation Leadership Team

<table>
<thead>
<tr>
<th>Area</th>
<th>Director</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Baltimore Area</strong></td>
<td>Mrs. Bernice Webster</td>
<td><a href="mailto:sdwebsters@verizon.net">sdwebsters@verizon.net</a></td>
</tr>
<tr>
<td><strong>South Jersey Area</strong></td>
<td>Mrs. Belinda Best</td>
<td><a href="mailto:wavesropen360@aol.com">wavesropen360@aol.com</a></td>
</tr>
<tr>
<td><strong>Delaware Valley</strong></td>
<td>Mrs. Vernessa Wilson</td>
<td><a href="mailto:vernessa.wilson@yahoo.com">vernessa.wilson@yahoo.com</a></td>
</tr>
<tr>
<td><strong>Virginia Area</strong></td>
<td>Elder Keith Charles</td>
<td><a href="mailto:cbk2@charter.net">cbk2@charter.net</a></td>
</tr>
<tr>
<td><strong>Del-Mar Area</strong></td>
<td>Mrs. Mildred Polk</td>
<td><a href="mailto:polktruck@aol.com">polktruck@aol.com</a></td>
</tr>
<tr>
<td><strong>Washington Metro Area</strong></td>
<td>Dr. Cecelia Lester</td>
<td><a href="mailto:cle5313@aol.com">cle5313@aol.com</a></td>
</tr>
<tr>
<td><strong>North Jersey Area</strong></td>
<td>Mrs. Felice Williams</td>
<td><a href="mailto:fm.williams@hotmail.com">fm.williams@hotmail.com</a></td>
</tr>
</tbody>
</table>
January 2015

Dear Adventist Community Services Team,

Happy New Year to Each of You! We pray God’s richest blessings for you and your families as we are privileged to begin yet another year.

If you have previously served in Community Services as a leader or volunteer, thank you! If you are new to Community Services, we welcome you.

The booklet you hold in your hand has been prepared to give you tools to which you can refer throughout the year as it relates to community outreach ministry. You will find in this compilation a general gathering of tools from a variety of resources that we pray will be useful as you develop plans “to help poor, hurting and disillusioned” men, women, youth, and children of your community during 2015.

The key to success is in knowing that the Supreme Model for ministry to community is found in Christ Jesus. Permit me to share a reference regarding the foundation for your work as written by E.G. White so many years ago; these words remain relevant today:

“The divine commission needs no reform. Christ’s way of presenting truth cannot be improved upon...He sympathized with the wary, the heavy laden, the oppressed. He fed the hungry and healed the sick. Constantly He went about doing good. By the good He accomplished, by His loving words and kindly deeds, He interpreted the gospel to men...Christ’s work in behalf of man is not finished. It continues today. In like manner His ambassadors are to preach the gospel and to reveal His pitying love for lost and perishing souls. By an unselfish interest in those who need help they are to give a practical demonstration of the truth of the gospel. Much more than mere sermonizing is included in this work.” Ellen G. White, Welfare Ministry; pages 56-57

I encourage you to read the entire Chapter 6 for your encouragement and enrichment. The theme of Christians throughout the world today is the soon return of Jesus. Remember your “first love”; remember how it felt to want to tell the whole world about Jesus? Well, as ambassadors of Christ, let’s commit to that first love, and tell the world using the time honored method of Christ; demonstrating in practical ways the gospel of Jesus Christ.

I am pleased to work with Patricia Lewis as Administrative Assistant for the department. As you may have already experienced, she is responsive, knowledgeable and eager to help advance the ministry. Please continue to pray for Patricia and I and our families as we serve you this year.

Grateful for What God has done, and continues to do.

Minnie McNeil, Director; ACS/AEC

ALLEGHENY EAST CONFERENCE CORPORATION
of Seventh-day Adventists
### 2015 Calendar of Events

**JANUARY 2015**
- 20th ACS Monthly Teleconference *(cancelled)*
- 18th Washington Metro ACS Federation Training / Crisis Intervention

**FEBRUARY 2015**
- 8th Delaware Valley Area Officers’ Training / West Church
- 10th ACS Monthly Teleconference
- 22nd Delaware Valley Area Officers’ Training / Western area

**MARCH 2015**
- 1st Virginia Area Officers’ Training
- 8th Baltimore & Extended Area Officers’ Training
- 10th ACS Monthly Teleconference
- 15th Bay Area Officers’ Training
- 23rd - 27th Nonprofit Leadership Certification Program / Federal Way, WA

**APRIL 2015**
- 14th ACS Monthly Teleconference
- 19th ACS Federation Officers follow up to Strategic Planning / Pine Forge, PA
- 20th Resource Development Workshop for Pastors and ACS Leadership / Pine Forge, PA

**MAY 2015**
- 3rd ACS Conference-wide Federation / Maryland
- 12th ACS Monthly Teleconference
- 12th - 14th NVOAD / New Orleans, LA
- 15th - 17th NAD ACS Advisory / New Orleans, LA

**JUNE 2015**
- 9th ACS Monthly Teleconference

**JULY 2015**
- 2nd - 11th General Conference Session / San Antonio, TX
- 14th ACS Monthly Teleconference

**AUGUST 2015**
- 5th - 8th ASI, Spokane Convention Center / Spokane, WA
- 11th ACS Monthly Teleconference
- 25th NAD, ACS Board Meeting

**SEPTEMBER 2015**
- 8th ACS Monthly Teleconference
- 13th ACS Federation / Virginia Area
- 14th - 17th Nonprofit Leadership Certification Program / Federal Way, WA
- 27th ACS Federation / Delaware Valley Area

**OCTOBER 2015**
- 4th ACS Federation / South Jersey Area
- 13th ACS Monthly Teleconference
- 18th ACS Federation / North Jersey Area
- 25th ACS Federation / Washington Metro Area

**NOVEMBER 2015**
- 8th ACS Federation / Delmar Area
- 10th ACS Monthly Teleconference
- 15th ACS Federation / Baltimore & Extended Area

**DECEMBER 2015**
- 8th ACS Monthly Teleconference
- 12th NAD ACS Offering *(formerly Inner City Offering)*
- 15th NAD, ACS Board Meeting
Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Statement</td>
<td>1</td>
</tr>
<tr>
<td>Vision</td>
<td>1</td>
</tr>
<tr>
<td>Goal</td>
<td>1</td>
</tr>
<tr>
<td>Core Values</td>
<td>1</td>
</tr>
<tr>
<td>Ministry Text</td>
<td>1</td>
</tr>
<tr>
<td>Local Church Community Services Leader’s Ministry Description</td>
<td>2</td>
</tr>
<tr>
<td>Federation President &amp; Area Coordinator Ministry Description</td>
<td>3</td>
</tr>
<tr>
<td>AEC ACS Constitution &amp; By-Laws</td>
<td>4</td>
</tr>
<tr>
<td>Scope of ACS Ministries</td>
<td>9</td>
</tr>
<tr>
<td>Levels of Social Ministries</td>
<td>10</td>
</tr>
<tr>
<td>Inter-departmental Ministry Suggestions</td>
<td>11</td>
</tr>
<tr>
<td>Member Involvement Survey</td>
<td>13</td>
</tr>
<tr>
<td>Sample Introductory Statement</td>
<td>15</td>
</tr>
<tr>
<td>Community Felt Needs Survey</td>
<td>16</td>
</tr>
<tr>
<td>Community Agencies Survey</td>
<td>17</td>
</tr>
<tr>
<td>Action Plan Worksheet</td>
<td>18</td>
</tr>
<tr>
<td>Program Development/Logic Model</td>
<td>19</td>
</tr>
<tr>
<td>Personal Care Kit Contents</td>
<td>20</td>
</tr>
<tr>
<td>Cleaning Bucket Contents</td>
<td>21</td>
</tr>
<tr>
<td>ACS Quarterly Report Form</td>
<td>22</td>
</tr>
<tr>
<td>ACS Annual Report Form</td>
<td>25</td>
</tr>
<tr>
<td>Annual Federation Dues per Church Membership</td>
<td>28</td>
</tr>
<tr>
<td>Uniform Order Form</td>
<td>29</td>
</tr>
<tr>
<td>10 Steps to Building a Community Ministry</td>
<td>30</td>
</tr>
<tr>
<td>100 Ways to Make a Difference in Your Community</td>
<td>31</td>
</tr>
<tr>
<td>Getting the Word Out</td>
<td>34</td>
</tr>
<tr>
<td>AEC ACS Grant Application Process</td>
<td>35</td>
</tr>
<tr>
<td>Resources</td>
<td>36</td>
</tr>
<tr>
<td>Pathfinder Honors</td>
<td>37</td>
</tr>
<tr>
<td>Five Core Ministry Practices</td>
<td>47</td>
</tr>
</tbody>
</table>
“If you give me a fish
You’ve fed me for a day
If you teach me to fish
Then you’ve fed me until the river is contaminated
Or the shoreline seized for development.
But, if you teach me to organize
Then whatever the challenge,
I can join together with my peers
And we will fashion our own solution”

~ By Ricardo Levins Morales
MISSION
To interpret God’s love to the poor, hurting and disillusioned through Christ-centered ministries.

VISION
To have an active and relevant Adventist Community Services (ACS) ministry in every church by years’ end 2015. This emphasis was initiated in March 2014.

2015 AEC ACS GOALS AND OBJECTIVES

Encourage Pastoral Support and Familiarization of ACS
- Encourage the appointment of a designated ACS liaison for each area Ministerium

Enhance the Function of ACS Federations in each of Seven Areas
- Federation presidents to attend monthly conference calls with AEC ACS director
- AEC ACS director and federation presidents will develop and monitor evolving ACS goals and objectives. An annual planning meeting will be held for this purpose.
- AEC ACS will provide name of churches/ACS leaders to the federation annually in an effort to facilitate communication between the federation and the local church.
- Help to plan at least one coordinated ministry initiative specific to each of seven areas
- Help to plan a minimum of one disaster response training per area; and others as relevant

AEC ACS to Support Community Service Ministries of the Local Church
- Encourage the election of a designated ACS leader/coordinator in every church
- Provide all-inclusive member & community assessment tools for use by the local church
- Assist churches to fill a minimum of 700 ACS DR yellow buckets prepared for emergency distribution by year end 2015
- Encourage ACS in partnership with the youth department to intentionally engage youth and young adults in creative outreach ministry. Pathfinder Honors included in the initiative.
- Foster increased use of technology for purpose of sharing and gathering information
- In collaboration with the area federation, help local churches develop goals specific to their ministry area with action steps, named responsible person(s), resources needed and timelines; including outcome accountability
- Encourage partnerships/bridges between church and community
- Provide resources and training according to availability and the need(s) to be met.
- Maintain an active and resourceful website
- Actively encourage local churches to complete ministry reports as a means of sharing

LONG RANGE GOAL – AEC Churches to become community Centers of Influence.

CORE VALUES
- The distinct value of every human being, without reserve
- Service as demonstrated by Christ

MINISTRY TEXT
God Himself assures Joshua, and that assurance is ours today.
“Be strong and of good courage; do not be afraid, nor be dismayed, for the Lord your God is with you wherever you go.” Joshua 1:9 NKJV
The responsibilities of the person elected by the local church to be community services leader are as follows:

- **Discover** the needs of the community. A needs assessment of the area should be completed every two or three years by visual inspection; by talking with police, fire, mental health, human resources, and economic development authorities; by reviewing public information and the news media; and by conducting surveys.

- **Mobilize** a response to specific concerns. The community services leader is to help the church identify social concerns to which it feels called to respond. Usually this decision will be made by an official group such as the Church Ministries Council or Community Services Committee. Once the decision is made, the community services leader has the task of getting the word out and consistently encouraging the congregation to action.

- **Develop** programs. The community services leader will be asked to recruit volunteers and plan disaster response training and response activities; promote health screening events in collaboration with the Health Ministries Department; coordinate emergency assistance as identified and other relevant community-based initiatives.

- **Establish** cooperation. The community services leader is asked to work with other organizations in the community so the church does not replicate services. Contracts have been negotiated at national levels with government agencies, the Red Cross and other nonprofit agencies, specifying what ACS will do in the event of major disasters and related to certain social problems. Similar agreements are needed in the local area. This means that the community services leader, or a church member appointed by the leader, will meet regularly with inter-agency committees to represent ACS.

- **Communicate.** The community services leader is the individual the congregation expects to keep it posted about Adventist Community Service (ACS) activities; as well as provide information on current issues that may affect ministry with the community. He or she will also place announcements in the bulletin and church newsletter, maintain an informational bulletin board, and/or maintain current information on the website of the church. Leaders are also encouraged to share articles and pictures with the Union and Conference communication departments. The leader is to develop and widely distribute a comprehensive statistical report at least once a year. And most importantly, the community services leader maintains continuing communication with the pastor and local church board.

SUMMARY
In coordination with the Director of the Allegheny East Conference Adventist Community Services (ACS) Department, the ACS Federation President and ACS Area Coordinators will work collaboratively with the Director, Local Churches, Adventist Agencies and Community Providers to plan, develop, implement and evaluate community-based ministry and outreach programs throughout the conference. Priority given to sustaining and expanding existing ministries while strengthening and supporting current start-up initiatives.

DUTIES AND RESPONSIBILITIES

Church & Inner City Ministries
- Collaborate with pastors, community services directors, and community services leaders to develop resources and community connections to enhance current outreach programs.
- Collaborate with pastors, community services directors, and community services leaders to design and develop effective community-based ministry and outreach programs.
- Develop and implement systems and processes to evaluate the impact of ministries and facilitate the duplication of outreach programs in other locations.
- Identify professional development opportunities and assist in providing technical assistance and training to enhance the skills of local leaders.
- Coordinate the collection, compilation, and analysis of program activity data to develop a “best practices” narrative that can be published and shared to facilitate widespread ministry development.

MINIMUM REQUIREMENTS
- Reveals characteristics of the Fruit of the Spirit as found in Galatians 22;
- Has at least three years’ experience in community-based ministry or related experience;
- Demonstrated ability to work with church leadership;
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in diverse communities;
- Capacity to gather data, compile information, and prepare reports;
- Skill in program planning and implementation;
- Ability to use computers in a PC, Windows-based operating environment

PREFERRED QUALIFICATIONS
It is preferred that the Federation President and Area Coordinator have the following additional qualifications: Knowledge of nonprofit management; the ability to engage in and facilitate “big picture” strategic thinking about the future of ministry in the assigned Federation, understanding how each Federation reflects the mission and vision of Allegheny East; media relations skills; knowledge of budgeting and fiscal management principles; and experience in leadership development, training, and public speaking.
ARTICLE I – NAME AND AREA
The name of this organization shall be the Adventist Community Services (ACS) of the Seventh-day Adventist Churches of the Allegheny East Conference Corporation (ACS Federation). The Community Services Department or Center of each church, depending upon its location/area (north and south) shall become a part of a Federation. The following are the Federations of the Allegheny East Conference Corporation: North Jersey Area; South Jersey Area; Delaware Valley Area; Del-Mar Area; Baltimore Extended Area; Washington Metro Area and the Virginia Area.

ARTICLE II – PURPOSE AND OBJECTIVES
Section 1. The purpose of the ACS Federation is to teach and to model the ministry of Christ. To develop, teach and support Christ-centered service in partnership with the community.

Section 2. To intentionally encourage every congregation within each assigned area to actively participate in at least one community outreach initiative.

Section 3. To gain information and new methodology needed to effectively develop varying services/ministries that are a direct response to community needs. To acquire and improve practice skills, techniques, and strategies needed to serve. Provide training opportunities to identify physical, biological, psychological and social needs of individuals in the community; and to facilitate positive community change through workshops, seminars, practical demonstrations, and presentations.

Section 4. To provide opportunity for sharing reports of local church and Community Services Centers, as well as to engage in Christian fellowship with other Community Services volunteers. The ACS Federation is to keep the membership aware of activities, opportunities and accomplishments.

Section 5. To provide authorized leadership when in relation to other Community Services volunteers or with other charitable and/or Community Services organizations and agencies.

ARTICLE III – A QUORUM
A quorum shall consist of representatives from the churches belonging to the Federation who are present at a regularly scheduled session.

ARTICLE IV – MEMBERSHIP
The membership of a Federation shall include its Community Service Leaders, Community Services Center Personnel and Pastors of the Churches within the geographical boundaries of the Federation and other members of the churches who are interested in Adventist Community Services. All persons named above shall be voting members at Federation meetings.
Section 1. Elections shall be held at the time of the Fall ACS Federation, every year of Allegheny East Conference Constituency Meeting/Elections.

Section 2. Nominating Committee shall consist of the following named officers and members:

a. The Adventist Community Services Director of the Conference – Chairperson.
b. The Pastors of the Federation Churches.
c. The Conference Federation Coordinators.
d. Two representatives from each church comprising the Federation, preferable the Community Services Leader and Assistant; providing the two are not currently Federation Officers. The church representatives shall be chosen prior to the Federation meeting, or by the members of that church who are present at the Federation when the election is held.

ARTICLE V – OFFICERS
Federation officers shall be the President, Vice President, Secretary, Assistant Secretary Treasurer, Assistant Treasurer, Chaplain, Advisor (optional) Communications Secretary, Health Coordinator, Social Services Coordinator, Disaster Response Coordinator, Ministerial Coordinator, ACS Area Leader(s). If additional officers are needed, the Executive Committee shall elect them at a duly called meeting.

ARTICLE VI – EXECUTIVE COMMITTEE
The Executive committee shall include the Federation officers, two representatives from member churches, the Conference Federation Coordinators and Pastors of churches within the Federation and the Conference Director of Adventist Community Services.

ARTICLE VII – FREQUENCY OF MEETINGS
Federation Meetings shall be held at least twice each year – one in the Spring, which may include a Conference-wide meeting, and one in the Fall. Special meetings may be called by the Federation President on the authorization of the Executive Committee and/or the Conference Director of Adventist Community Services.

ARTICLE VIII – AMENDMENTS
Amendments to the Constitution shall be made by a majority vote of the Allegheny East Conference Federations in session, preceded by the work of a duly appointed committee, which has presented a written statement of the amendment to the Secretary, who then prepares and forwards a copy to the Federation Executive Committee prior to the meeting in which it is acted upon.
BY-LAWS
A. Method of Federation membership: As new Adventist Community Services programs form they shall become members of the Federation.

B. Election of Officers: Election of officers shall be held at the time of the Fall Federation, every year of Allegheny East Conference Constituency Meeting/Elections.

C. Powers and Duties of Federation Officers:

   1. **President**: The Federation President shall make decisions concerning the efficient operation of the Federation. This is done by planning and coordinating with the Conference Adventist Community Services Director, Conference Federation Coordinators and other Federation officers. The President is the chief leader of the Federation.

   2. **Vice President(s)**: The Vice President(s) shall stand ready at all times to assume the duties of the President. And shall assist the President, according to the geographical locations of Federation churches, to ensure adequate coverage of the Federation at all times.

   3. **Secretary**: The Secretary shall be responsible for forwarding all ministry reports, as they are received, to the Federation President, the Conference Federation Coordinators and the Conference Adventist Community Services Director. Other Federation volunteers may receive such correspondence, as indicated.

      The Secretary shall inform Community Services Leaders, Center Leaders, Pastors, Personal Ministry Leaders and Executive officers of the time and place of Federation meetings at least one month prior to their occurrence. The Secretary sends reminders to all participants, ten days before the announced date.

      The Secretary shall prepare minutes of all Federation and Executive Offices meetings. At each meeting each member present shall be given a copy of the minutes. All records of the Secretary (and the Assistant Secretary) shall be kept in a current, legible condition.

   4. **Assistant Secretary**: The Assistant Secretary shall share and/or assumes all the duties of the Secretary as indicated above.
5. **Treasurer**: The Treasurer shall be responsible for all Federation funds. The Treasurer’s written report shall be distributed to all Federation members present. He/she shall:

   a. Collect and record Annual Dues.
   b. Deposit all funds in an account held by the local church treasury where the Treasurer holds membership.
   c. Make a financial report at each Federation meeting.
   d. Disburse funds only by vote of the Federation Executive Committee.
   e. Cover the transportation cost of Federation Officers on Federation business, as voted by the Executive Committee.
   f. Defray all expenses of Federation correspondence and/or other necessary items, as voted by the Federation committee.
   g. Keep an accurate record of intake and disbursing of funds.

6. **Assistant Treasurer**: The Assistant Treasurer shall share and/or assume all duties of the Treasurer as indicated above.

7. **Chaplain**: The Chaplain shall be responsible for generating a spiritual atmosphere at all meeting, will open and close meetings with prayer, (or designate) and provide devotional leadership at all times.

8. **Communication Secretary**: The Communication Secretary shall be responsible for all photographing during any meeting and is responsible for all public relation matters, and overseas submissions for publication.

9. **Social Service Coordinator**: The Social Service Coordinator shall be a person who will share information regarding access to Social Services and will keep the Federation aware so its members will be equipped to meet the various needs in their community.

10. **Health Coordinator**: The Health Coordinator shall be a person who will keep the Federation aware of issues related to health that impedes the progress and well-being of persons we serve. He/She will share updates and community initiatives as it relates to health.

11. **Advisor (optional)**: The Advisor shall be a person of long experience, proven dedication, and progressive knowledge of community services work and activities. He/she shares their wisdom, valued experience, suggestions and comments with the Federation membership.
12. **Ministerial Coordinator(s):** The Ministerial Coordinator(s) shall be a minister(s) with progressive interest in Community Services work and can promote a harmonious interest in outreach ministry. The Ministerial Coordinator is the liaison between the Federation and the Ministerium. He/She provides support, leadership and encouragement to the Federation.

13. **Area Leaders(s):** Serves as a special assistant to the Federation President and helps to share information and enhance growth and development to a specific geographical area.

14. **Disaster Response Coordinator:** Serves as a coordinator of disaster response training and builds at least one area disaster response team. Coordinates area response to disasters in collaboration with the Ministerial Area Leader and the Conference Disaster Response Coordinator.

**D. Dues**
All Allegheny East Conference churches within the Area Federation will be encouraged to financially support the Federation. Dues may be remitted annually or at the Spring and Fall Federation session. The suggested assessment is attached.

**ACS Federations by Area**

<table>
<thead>
<tr>
<th>Region</th>
<th>Federation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baltimore &amp; Extended</td>
<td>Delaware Valley</td>
</tr>
<tr>
<td>Del-Mar</td>
<td>North Jersey</td>
</tr>
<tr>
<td>South Jersey</td>
<td>Virginia</td>
</tr>
<tr>
<td>Washington Metro</td>
<td></td>
</tr>
</tbody>
</table>
ACS Disaster Response
Adventist Community Services volunteers provide disaster response services through the ACS Disaster Response Ministry to assist individuals, families and communities affected by natural disasters and unforeseen tragedies.

Adventist Crisis Intervention Ministry
Adventist Community Services’ Crisis Intervention Ministry trains and deploys volunteers to provide emotional and spiritual care for traumatized survivors of disasters and other critical incidents. Because a disaster or other critical incident may have the potential to interfere with an individual’s daily or normal functions, it is helpful to have the assistance of a crisis interventionist who has been trained to use the principles of Critical Incident Stress Management (CISM). Crisis intervention is a temporary, but active and supportive entry into the life of individuals or groups during a period of extreme stress. Its goals are to mitigate the impact of the event, facilitate recovery processes in people who are having normal reactions to abnormal events and restoration to adaptive function. Crisis intervention in its basic form is psychological first aid and is not counseling or psychotherapy.

Adventist YES
Youth Empowered to Serve (YES!) is a ministry that engages and networks youth and young adults in Service Ministries (Ministries of Compassion) for the Seventh-day Adventist Church in North America. YES! Is fundamentally rooted in the mission statement of ACS: "Serving communities in Christ’s name"

ACS Elder Care Ministries
This ministry promotes Christ-centered, practical and sustainable solutions to successful holistic aging. It coordinates education and services related to aging, health, finance and social issues for seniors in the church and community in collaboration with community-based elder care programs.

ACS Community Development/Urban Ministry Program
ACS Community Development/Urban Ministry Program (ACS CD/UM)
This Program is a service provided by Adventist Community Services, the humanitarian agency of the Seventh-day Adventist Church that works within the United States and Bermuda.

ACS Tutoring & Mentoring Program
ACS Tutoring & Mentoring Program is a cooperative effort between Adventist Volunteer Ministries Network, the volunteer clearinghouse in North America, and Adventist Community Services, the humanitarian agency of the Seventh-day Adventist Church that works within the United States, Guam, Micronesia and Bermuda.
Levels of Social Ministries

Relief (giving a hungry person a fish) involved directly supplying food, clothing, or housing to someone in urgent need.

Programs
Food pantry, clothes closet, homeless shelter, assistance with housing cost or utility cost. Information and referral services; family crisis hotlines, free immunizations, and vouchers for medications or other health related supplies.

Individual Development (teaching a person to fish) includes transformational Ministries that empower a person to improve physical, emotional, intellectual, relational, or social status.

Programs
Homeownership seminars, credit counseling, GED tutoring, job training, budget counseling, parenting classes, family counseling, and divorce recovery support groups. An overeaters anonymous support group, and health seminars.

Community Development (giving a person fishing equipment) renews the building blocks of a healthy community, such as housing, jobs, health care, and education.

Programs
Affordable housing construction and rehab, day care center, after-school program for children of working parents, training in small business start-up; legal aid clinic that offers family services, family mediation court, community gymnasium, health clinic with sliding scale fees.

Structural Change (helping everybody get fair access to the fish pond) means transforming unfair political, economic, environmental, or cultural institutions and systems.

Programs
Lobbying against redlining and other unfair lending practices, suing slum lords to improve housing conditions; advocating to raise the minimum wage and Earned Income Tax Credit, promoting tax incentives for job creation in low income areas; encouraging employers to adopt “family friend” policies, promoting pro-marriage legislation; lobbying for affordable health insurance, and antismoking campaigns.

*Churches That Make A Difference*, Ronald J. Sider, et al pg. 86, 87
The potential we have as a church to impact the world is untold, and we have the model. After the resurrection of Jesus, the disciples assembled, prayed together and were on one accord. Take a look at the testimony of onlookers found in Acts 17:6; “...These that have turned the world upside down ...” Do you think that Jesus may be waiting for His disciples of the 21st Century to turn the world upside down? Together, we can!

I would like to address here the un-tapped benefit of inter-departmental ministry. When ministries of various departments of the church work together; we are all much more successful in making a difference, because we each have something special to give and to receive. Here are just a couple examples of how Adventist Community Services can partner with other ministries of the church.

Communication and Media Services
1. Enlist the Communication Department to help “tell the story” because it’s bound to be an inspiration to someone.
2. Alert the Communication Department of your events, and invite them to participate; rather than have them “stumble upon” your event or hear about it elsewhere.

Education
1. Offer to set up “Care Closets” in Adventist and/or community schools. The closet would include school supplies, non-perishable foods, and weather appropriate attire.
2. Build a Volunteer Team to assist as readers, clerical duties, monitors or other tasks as needed by the school.

Family Ministries
1. Incorporate topics related to families when providing seminars for community members that are recipients of relief assistance. Ask your Family Ministries leader to prepare a series for your recipients and the community at large.
2. Request materials from the Family Ministries Department that can be reproduced and given to recipients and/or community members on a consistent basis. Example: A tip for today that can be placed in each bag of food, or incorporated in the instruction of the person taking the computer literacy class.

Health
1. Coordinate Community Health Walks. Not everyone has money to join a gym or Fitness Club. Group exercise increases the likelihood of participation.
2. Develop a Community Garden to provide fresh vegetables for “food dessert” communities. The produce can also be useful for the cooking class that the Health Department may sponsor.
Ministries Development
1. Form a team of volunteers that may be willing to write letters of encouragement to prisoners that receive no mail or visitors.
2. Participate with Vacation Bible School and help to identify unmet needs of children.
3. Disability Ministry – Assign letter writing and reading assistance to persons that are visually impaired.

Philanthropy and Trust Services
1. Promote community forums especially for the population you serve and community members in general. Partner with the Stewardship Department to address issues like budgeting, taxes, insurances, wills, deeds, etc. based on the leader’s capability. The specific leader may bring in guest speakers as well.
2. Develop a resource table or rack that includes information and referral sources related to money and other resource matters that is easily accessible to individuals you serve.

Women’s Ministries
1. Partner with Women’s Ministries to provide purses filled with very special cosmetics to women living in domestic violence shelters. The women also appreciate books for their children.
2. Help to secure cell phones for homeless women, and uniforms for their children to attend school.

Youth
1. Responsibly include youth when planning community outreach and mission trips. They are eager to help. The youth state that during these “trips” their belief and faith come alive. It has been termed, the gospel in sneakers.
2. Engage youth according to their age, gender, interest and other variables; providing classes for the Pathfinder ACS badges as an example.

These suggestions are intended to help departmental leaders in each local church intentionally think about ways that departments can creatively work together to impact our world for Christ.
MEMBER INVOLVEMENT SURVEY

Name: ___________________________ Phone number: ___________________________

1. What is the major need in the community that the Adventist Church should address?

2. Which of the following community ministries would you be willing to get personally involved in?  
   Check as many as you wish.
   - Helping people find jobs
   - Marriage and family counseling
   - Basic job-skill training classes
   - Health education classes
   - Health screening events
   - Free medical clinic for those with no health coverage
   - Free dental clinic for those with no health coverage
   - Self-help group for people with addictions
   - Support group for people who need to reduce their weight
   - Support group for people with diabetes
   - Stress management program
   - Parish Nurse program
   - Disaster Response team
   - Drop-in center for neighborhood teenagers
   - After-school tutoring program for underprivileged children
   - Homeless shelter
   - Other: __________________________________________

3. Do you belong to a service club or civic group of some kind?  □ Yes  □ No
   If you answered, “Yes” – Name of group: __________________________________________

4. How well known or visible is the Adventist Church in the local area?
   - Very well-known and often visible in the news media
   - Somewhat known and occasionally visible in the news media
   - Not very well known and almost never mentioned in the news media

5. How far is your home from the church?
   - In the same Zip Code as the church
   - In a different Zip Code, but in the same town
   - In a different town, but within the same county
   - In a different county
6. How would you evaluate your personal experience and ability in the following roles in the church and community ministries?

A. Teaching a Bible class ................................ Poor 1 2 3 4 5 Excellent
B. Personal evangelism .................................. Poor 1 2 3 4 5 Excellent
C. Teaching a Family Life seminar .................. Poor 1 2 3 4 5 Excellent
D. Teaching a Health seminar .......................... Poor 1 2 3 4 5 Excellent
E. Making new friends (informally) ................. Poor 1 2 3 4 5 Excellent
F. Leading a small group ............................... Poor 1 2 3 4 5 Excellent
G. Recruiting volunteers to help ..................... Poor 1 2 3 4 5 Excellent
H. Leading activities for teenagers .................... Poor 1 2 3 4 5 Excellent
I. Leading activities for children ...................... Poor 1 2 3 4 5 Excellent
J. Leading activities for young adults ............... Poor 1 2 3 4 5 Excellent
K. Physical plant repairs & renovations ............ Poor 1 2 3 4 5 Excellent
L. Helping newcomers feel comfortable .......... Poor 1 2 3 4 5 Excellent
M. Chairing a committee ............................... Poor 1 2 3 4 5 Excellent
N. Developing a strategic plan ....................... Poor 1 2 3 4 5 Excellent
O. Writing communication materials ............... Poor 1 2 3 4 5 Excellent
P. Designing/conducting a web site ................. Poor 1 2 3 4 5 Excellent
Q. Contacting civic leaders ............................ Poor 1 2 3 4 5 Excellent

7. What is your occupation?

8. How often do you have informal conversations with co-workers about their family or personal needs or spiritual topics?

- Never  - Once in a while  - About once a week  - Almost daily

9. How many hours a week do you have available to volunteer in community activities, including what you are already doing? ________ hours in a typical week

10. When can you volunteer time in a community outreach ministry?

   **Day part:**     **How often?**
   - Mornings  - Several times a week
   - Afternoons  - Once a week
   - Evenings  - Once a month
   - Only on weekends  - Once a quarter

   Thank you!
Needs Assessment Team

Good (morning, afternoon, evening) Sir/Madam. My name is (First name only) _______.
I represent the ___________ Seventh-day Adventist Church located @ _______________.

We are conducting a needs assessment survey to determine the most pressing needs of the ________________ community. This is to develop resources that provide supportive and cultural services and also promote healthy life styles throughout our community.

We would appreciate your responses to this brief survey to help us determine what priorities you feel require our greatest efforts.

We will share the results of this survey if you would like to receive a follow up.

Do you have a few minutes for the survey?
Everybody has some concerns or even worries. Below is a list of things that some Americans are concerned about. Please rate each one as a concern for you like this:

Check the number that shows your degree of concern:

<table>
<thead>
<tr>
<th></th>
<th>1 — No Concern</th>
<th>2 — Some Concern</th>
<th>3 — Quite a Bit of Concern</th>
<th>4 — A Great Deal of Concern</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Community / personal safety</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Decent Housing</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Finances - making a decent living</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Being successful on my job</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Smoking</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Weight Control</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Good Nutrition</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Stress — being uptight</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Quality of my marriage</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Bringing up my children right</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Understanding the meaning of life</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Access to information about:</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Religion ☐</td>
<td>Education ☐</td>
<td>Health ☐</td>
<td>Employment ☐</td>
</tr>
<tr>
<td>13.</td>
<td>Other</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

City________________________________ Area ____________________________________

☐ Male ☐ Female Approximate Age: ☐ 18-24 ☐ 25-40
☐ 41-59 ☐ 60 and above
COMMUNITY AGENCIES SURVEY

Name of Agency: ________________________________________________________________

Person Interviewed: ____________________________________________________________

What types of services or help do you give? ______________________________________
____________________________________________________________________________
____________________________________________________________________________

Who are the specific types of people served? ______________________________________
____________________________________________________________________________
____________________________________________________________________________

Why did your agency decide to offer this service? __________________________________
____________________________________________________________________________
____________________________________________________________________________

What services do you see still lacking in order to deal with the problems you have identified?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Have you ever heard of the Seventh-day Adventist Church?  □ Yes        □ No

Are there ways that you believe the faith community can help with the problems you have identified? If yes, what are they?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
<table>
<thead>
<tr>
<th>ACTION</th>
<th>PERSON RESPONSIBLE</th>
<th>TIMELINE</th>
<th>STEPS REQUIRED</th>
<th>RESOURCES NEEDED</th>
<th>COMPLETION STATUS/DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**PROGRAM DEVELOPMENT/LOGIC MODEL**

*(Please recreate the following table based on your proposal)*

<table>
<thead>
<tr>
<th>Resources/ Inputs</th>
<th>Activities</th>
<th>Outputs</th>
<th>Outcomes</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certain resources are needed to operate your program</td>
<td>If you have access to them, then you can use them to accomplish your planned activities</td>
<td>If you accomplish your planned activities, then you will hopefully deliver the amount of product and/or service that you intended</td>
<td>If you accomplish your planned activities to the extent you intended, then your participants will benefit in certain ways</td>
<td>If these benefits to participants are achieved, then certain changes in organizations, communities, or systems might be expected to occur</td>
</tr>
</tbody>
</table>

1. **Your Planned Work**
2. **Your Intended Results**

For more detailed information, please visit:

[http://www.wkkf.org/Pubs/Tools/Evaluation/Pub3669.pdf](http://www.wkkf.org/Pubs/Tools/Evaluation/Pub3669.pdf) or

[http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html](http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html)
PERSONAL CARE KIT CONTENTS

- Hand towel
- Washcloth
- Comb
- Bar of soap
- Toothbrush (single, regular size in original wrapper)
- Tube of toothpaste (watch expiration date)
- Shampoo
- Deodorant
- Lotion
- Small bottle of hand sanitizer
- Razor and shaving cream (male kits)
- White socks (gender appropriate)

* We do not suggest mouth wash
** Place items in a sealable one-gallon plastic bag
*** Please label kits with appropriate gender
**Cleaning Bucket Contents**

- 1 5-gallon bucket with re-sealable lid
- Bleach: Two 1-quart or One 82 oz. bottle (DO NOT include bleach if you are shipping through the U.S. Postal Service, UPS or FedEx)
- 5 Scouring pads
- 7-pack of sponges (assorted sizes)
- 1 Scrub brush
- 18 Cleaning towels (reusable wipes)
- Liquid laundry detergent: Two 25 oz. or One 50 oz. bottle
- Household Cleaner: One 12-16 oz. bottle
- Disinfectant dishwashing soap: One 16-28 oz. bottle
- Clothes line: Two 50 ft. or One 100 ft.
- 50 Clothes pins
- 5 Dust masks
- 2 Pair latex or non-latex gloves
- 1 Pair work gloves
- 24-Bag roll of heavy-duty trash bags (33-45 gallon bags removed from box)
- Insect repellant spray: One 6-14 oz. can (aerosols must have protective caps)
- Air freshener: One 8 or 9 oz. can (aerosols must have protective caps)

*These cleaning supplies enable survivors to begin the overwhelming job of cleanup.*
ACS QUARTERLY REPORT FORM

☐ 1st Qtr.  ☐ 2nd Qtr.  ☐ 3rd Qtr.  ☐ 4th Qtr.  Year: _____________

Please mail ACS Reports to Allegheny East Conference/ACS PO Box 266, Pine Forge, PA 19548; or email to plewis@myalleghenyeast.com; or fax Patricia Lewis (610) 326-3946 by the second Wednesday of April, July, October, and January.

Church/Center ________________________________________________________________

Address ______________________________________________________________________

City: ___________________________ State: _____________ Zip Code: ___________

ACS Leader/Director: ____________________________________________________________

Telephone: ________________ Fax: _______________ Email: _______________________

This report is submitted for the following activity:  (please check the appropriate box)

☐ Local Church Ministries  ☐ Inner City – Community Development
☐ Adventist Community Services Agency  ☐ Crisis Care
☐ Adventist Disaster Response  ☐ Youth Empowered to Serve (Y.E.S.)
☐ Medical/Dental Clinic  ☐ Tutoring/Mentoring
☐ Other* (i.e. Individual Ministries)
(please name) ________________________________________________________________

Additional copies of the Quarterly Report should be sent to your Pastor(s), Personal Ministries Leader, ACS Federation President and Coordinator, and a copy for your files.

Do you provide service other than at the church/center:  ☐ Yes  ☐ No

If yes,

Where? ________________________________________________________________

When? ________________________________________________________________
A. PROGRAM STATISTICS (Please Provide Numerical Values)

<table>
<thead>
<tr>
<th>Service</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Volunteers</td>
<td>___</td>
</tr>
<tr>
<td>Volunteer Hours</td>
<td>___</td>
</tr>
<tr>
<td>Clients served</td>
<td>___</td>
</tr>
<tr>
<td>Agency Referrals</td>
<td>___</td>
</tr>
<tr>
<td>Job placements made</td>
<td>___</td>
</tr>
<tr>
<td>Meals Delivered</td>
<td>___</td>
</tr>
<tr>
<td>Cash value of food</td>
<td>$___</td>
</tr>
<tr>
<td>Cash grants made</td>
<td>$___</td>
</tr>
<tr>
<td>Cash value of vouchers</td>
<td>$___</td>
</tr>
<tr>
<td>Items of clothing</td>
<td>___</td>
</tr>
<tr>
<td>Items of bedding</td>
<td>___</td>
</tr>
<tr>
<td>Items of furniture</td>
<td>___</td>
</tr>
<tr>
<td>Literature distributed</td>
<td>___</td>
</tr>
<tr>
<td>Emotional Care</td>
<td>___</td>
</tr>
<tr>
<td>Type of Emotional Care</td>
<td>___</td>
</tr>
<tr>
<td>Health Services</td>
<td></td>
</tr>
<tr>
<td>Dental Clinic</td>
<td>___</td>
</tr>
<tr>
<td>Eye Clinic</td>
<td>___</td>
</tr>
<tr>
<td>Health screenings</td>
<td>___</td>
</tr>
<tr>
<td>Total persons screened</td>
<td>___</td>
</tr>
<tr>
<td>Health classes offered</td>
<td>___</td>
</tr>
<tr>
<td>Health class enrollment</td>
<td>___</td>
</tr>
<tr>
<td>Other Health Services</td>
<td></td>
</tr>
<tr>
<td>Educational Services</td>
<td></td>
</tr>
<tr>
<td>Job training class(s)</td>
<td>___</td>
</tr>
<tr>
<td>Job training class enrollment</td>
<td>___</td>
</tr>
<tr>
<td>Parenting Classes</td>
<td>___</td>
</tr>
<tr>
<td>Parenting class enrollment</td>
<td>___</td>
</tr>
<tr>
<td>Tutoring/Mentoring programs</td>
<td>___</td>
</tr>
<tr>
<td>Tutoring/Mentoring class enrollment</td>
<td>___</td>
</tr>
<tr>
<td>Financial Planning</td>
<td>___</td>
</tr>
<tr>
<td>Financial Planning enrollment</td>
<td>___</td>
</tr>
<tr>
<td>Retirement Planning/enrollment</td>
<td>___</td>
</tr>
<tr>
<td>Literacy (ESL) or other</td>
<td>___</td>
</tr>
<tr>
<td>Literacy (ESL) enrollment</td>
<td>___</td>
</tr>
<tr>
<td>Other Ministries offered</td>
<td></td>
</tr>
<tr>
<td>Enrollment of stated ministry</td>
<td>___</td>
</tr>
<tr>
<td>Spiritual Enrichment</td>
<td></td>
</tr>
<tr>
<td>Bible class/study groups offered</td>
<td>___</td>
</tr>
<tr>
<td>Bible class/study group enrollment</td>
<td>___</td>
</tr>
<tr>
<td>Other classes offered</td>
<td>___</td>
</tr>
<tr>
<td>Other classes enrollment</td>
<td>___</td>
</tr>
<tr>
<td>Other Services: Please Explain</td>
<td></td>
</tr>
</tbody>
</table>

| CLIENT DEMOGRAPHICS (Numerical Values)        |       |
| Race                                         |       |
| Asian                                        | ___   |
| Black                                        | ___   |
| Caucasian                                    | ___   |
| Hispanic                                     | ___   |
| Other                                        | ___   |
| Total                                        | ___   |
| Gender                                       |       |
| Male                                         | ___   |
| Female                                       | ___   |
| Total                                        | ___   |
| Age Group                                    |       |
| 0-17                                         | ___   |
| 18-62                                        | ___   |
| 63+                                          | ___   |
| Total                                        | ___   |
| Lives Within                                 |       |
| 1 mile or less                               | ___   |
| > 10 miles                                   | ___   |
| Total                                        | ___   |
| Totals should equal # of persons served       |       |
B. OPERATIONS

1. What is the regular schedule your center, program or church is open to the public?
   Days of the week _____________________ Hours each day______________

2. Is an intake interview completed with each client? □ Yes □ No

3. Do the intake workers have access to a copy of the current human resources directory for your community? □ Yes □ No

4. Are case records kept on file? □ Yes □ No If yes, under lock & key?

5. What percentage of the clients served in the year received a follow-up visit or telephone call? ________%

6. To what agencies do you make referrals? ________________________________________________________________
   ________________________________________________________________

7. Which agencies make regular referrals to your center or program? ________________________________________________________________
   ________________________________________________________________

Comments:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
YEAR: ____________
(Note: If you sent a report each quarter during the year; you do not need to complete the Annual Report)

Please send Annual Report to Patricia Lewis at: Allegheny East Conference of Seventh-day Adventists, PO Box 266, Pine Forge, PA 19548, or plewis@myalleghenyeast.com, or fax (610) 326-3946 by the second week of January.

Church/Center _________________________________________________________________
Address _______________________________________________________________________
City: __________________________ State: _____________ Zip Code: _____________
ACS Leader/Director: ____________________________________________________________
Telephone: ________________ Fax: _______________ Email: ___________________________

This report is submitted for the following activity: (please check the appropriate box)
☐ Local Church Ministries ☐ Inner City – Community Development
☐ Adventist Community Services Agency ☐ Crisis Care
☐ Adventist Disaster Response ☐ Youth Empowered to Serve (Y.E.S.)
☐ Medical/Dental Clinic ☐ Tutoring/Mentoring
☐ Other* (i.e. Individual Ministries)
(please Name) ________________________________

Additional copies of the Quarterly Report should be sent to your Pastor(s), Personal Ministries Leader, ACS Federation President and Coordinator, and a copy for your files.

Do you provide service other than at the church/center: ☐ Yes ☐ No

If yes,
Where? _______________________________________________________________________
When? ________________________________________________________________________
A. PROGRAM STATISTICS (Please Provide Numerical Values)

Total number of...
- Active Volunteers
- Volunteer Hours
- Clients served
- Agency Referrals
- Job placements made
- Meals Delivered
- Cash value of food
- Cash grants made
- Cash value of vouchers
- Items of clothing
- Items of bedding
- Items of furniture
- Literature distributed

Emotional Care
- Type of Emotional Care

Health Services
- Dental Clinic
- Eye Clinic
- Health screenings
- Total persons screened
- Health classes offered
- Health class enrollment
- Other Health Services

Educational Services
- Job training class(s)
- Job training class enrollment
- Parenting Classes
- Parenting class enrollment
- Tutoring/Mentoring programs
- Tutoring/Mentoring class enrollment
- Financial Planning
- Financial Planning enrollment
- Retirement Planning/enrollment
- Literacy (ESL) or other
- Literacy (ESL) enrollment
- Other Ministries offered
- Enrollment of stated ministry

CLIENT DEMOGRAPHICS (Numerical Values)

<table>
<thead>
<tr>
<th>Race</th>
<th>Gender</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian</td>
<td>Male</td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td>Female</td>
<td></td>
</tr>
<tr>
<td>Caucasian</td>
<td></td>
<td>Total</td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Age Group       Lives Within
0-17            (miles of church)
18-62           1 mile or less
63+             > 10 miles
Total            < 10 miles

Totals should equal # of persons served
Spiritual Enrichment
Bible class/study groups offered __________
Bible class/study group enrollment __________
Other classes offered __________
Other classes enrollment __________
Other Services: Please Explain ___________________________________________

B. OPERATIONS
1. What is the regular schedule your center, program or church is open to the public?
   Days of the week ____________________ Hours each day______________

2. Is an intake interview completed with each client? □ Yes □ No

3. Do the intake workers have access to a copy of the current human resources directory for your community?
   □ Yes □ No

4. Are case records kept on file? □ Yes □ No If yes, under lock & key?

5. What percentage of the clients served in the year received a follow-up visit or telephone call?
   _______%

6. To what agencies do you make referrals?
   ________________________________________________

7. Which agencies make regular referrals to your center or program?
   ________________________________________________

Comments:
____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________
Federation dues as reflected below are requested from each church (church, company, or mission), each year. The local church Adventist Community Services (ACS) leader presents the request for dues to the respective church board. The dues may be sent by the leader to the Federation treasurer (often happens when the leader is planning to attend an upcoming Federation meeting) or sent directly to the Federation treasurer. Contact information to be supplied. As a reminder; ALL churches are a member of an area ACS Federation.

Purpose:
The dues are used to support the general operation of the Federation; including related expenses of sponsored meetings, programs, ministries and training events planned for officers and the local church. All expenditures are voted by the executive committee of the ACS Federation. Sometimes a minimal individual fee is requested to supplement training events; based on the costs of the given event.

A full financial report is given by the treasurer at each Federation meeting of all funds received and all expenditures.

<table>
<thead>
<tr>
<th>Membership Range</th>
<th>Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>401 &amp; Higher</td>
<td>$125.00</td>
</tr>
<tr>
<td>301 – 400</td>
<td>110.00</td>
</tr>
<tr>
<td>201 – 300</td>
<td>90.00</td>
</tr>
<tr>
<td>51 - 200</td>
<td>60.00</td>
</tr>
<tr>
<td>Under 51</td>
<td>40.00</td>
</tr>
</tbody>
</table>
**Uniform Order Form**

*(Uniforms are custom ordered so once order is placed, no refunds will be given)*

<table>
<thead>
<tr>
<th>Women’s Combo Package</th>
<th>Men’s Combo Package</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hat</td>
<td>Jacket</td>
</tr>
<tr>
<td>Blouse</td>
<td>Skirt</td>
</tr>
<tr>
<td>Tie</td>
<td>Pins</td>
</tr>
<tr>
<td>Badges</td>
<td>Shirt</td>
</tr>
<tr>
<td></td>
<td>Jacket</td>
</tr>
<tr>
<td></td>
<td>Pins</td>
</tr>
<tr>
<td></td>
<td>Pants</td>
</tr>
</tbody>
</table>

Individual items cannot be purchased – must order complete combo package

**$159 (Includes Shipping and Handling)**

<table>
<thead>
<tr>
<th>Women’s Combo Package</th>
<th>Men’s Combo Package</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hat</td>
<td>Jacket</td>
</tr>
<tr>
<td>Blouse</td>
<td>Skirt</td>
</tr>
<tr>
<td>Tie</td>
<td>Pins</td>
</tr>
<tr>
<td>Badges</td>
<td>Shirt</td>
</tr>
<tr>
<td></td>
<td>Jacket</td>
</tr>
<tr>
<td></td>
<td>Pins</td>
</tr>
<tr>
<td></td>
<td>Pants</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Blouse Size:</th>
<th>Name: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skirt Size:</td>
<td>Address: ________________________</td>
</tr>
<tr>
<td>Skirt Length: 25”</td>
<td>City: __________________________</td>
</tr>
<tr>
<td>(circle one)</td>
<td>State: ______ Zip Code: ________</td>
</tr>
<tr>
<td>Jacket Size:</td>
<td>Telephone: ___________________</td>
</tr>
<tr>
<td></td>
<td>(order 1 size larger)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Men’s Combo Package</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt:</td>
<td>Neck Size: __________________</td>
</tr>
<tr>
<td></td>
<td>Sleeve Length: ____________</td>
</tr>
<tr>
<td>Pants:</td>
<td>Waist Size: _______________</td>
</tr>
<tr>
<td></td>
<td>Inseam: ________________</td>
</tr>
<tr>
<td>Jacket Size:</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

Please enclose certified check or money order and mail to:

Mrs. Althea Henderson  
(804) 222-0093  
VA Area ACS Coordinator  
1406 Bull Run Ct.  
Richmond, VA 23231

Total Amount Enclosed: _________________________

*Please allow 15-18 days for delivery*
10 STEPS TO BUILDING A COMMUNITY MINISTRY

Begin with Prayer
  a. Pray to be empowered by God to take the necessary steps
  b. Pray to be guided by God as to when to move from step to step
  c. Pray to be discerning

1. Assess your church’s strengths and weaknesses.
   This assessment will help the church decide the size, type, and scope of community ministry the church can establish.

2. Learn about the community.
   What are the demographic and socioeconomic realities of the community?

3. Identify what others are already doing.
   What are other churches, private groups, and government agencies already doing to meet the needs of the targeted population?

4. Build community relationships.
   Meet with community leaders, residents, tenant groups and other neighborhood councils.

5. Gather together a core community team.
   Participation by residents in the design and implementation of the outreach assures that the ministry will belong to the community.

6. Determine your unique niche.
   Design a ministry based on all the information you have learned.
   (This is a good time to develop the vision, discussed later).

7. Learn from other models.
   Avoid reinventing the wheel as you design your approach to your target population.

8. Decide on basic organizational policies.
   Will the ministry run as an arm of the church or develop its own non-profit status?

9. Establish a system for recruiting, screening, training, placing and affirming volunteers.
   Develop a volunteer training program.

10. Establish an evaluation system.
    Evaluate the ministry in terms of its faithfulness to the mission and effectiveness in accomplishing the goals and objectives previously set.

*No plan will succeed without love, love for God and love for our fellow man.

(SHERMAN, AMY L. RESTORERS OF HOPE)
100 Ways to Make a Difference in Your Community

Young people are serving their communities at record numbers. Each year, approximately 13 million teens give 2.4 billion hours of service back to their communities. Here are some ideas for how you can make a difference:

1. Help teach a younger child to read.
2. Help cook and/or serve a meal at a homeless shelter.
3. Gather clothing from your neighbors and donate it to a local shelter.
4. Make "I Care" kits with combs, toothbrushes, shampoo, etc. for the homeless.
5. Pack and hand our food at a local food bank.
6. Adopt a "grand friend" and write them letters and visit them.
7. Visit senior citizens at a nursing home.
8. Rake leaves, shovel snow, clean gutters, or wash windows for a senior citizen.
9. Pick up groceries or medicine for an elderly person.
10. Go for a walk with a senior citizen in your community.
11. Deliver meals to homebound individuals.
12. Hold an afternoon dance for your local nursing home.
13. Teach a senior friend how to use a computer and the Internet.
14. Paint a mural over graffiti.
15. Invite local police officers to present a drug awareness or safety program.
16. Tutor a student that needs help learning English or another subject.
17. Organize a canned goods drive.
18. Clean up a vacant lot or park.
19. Organize a campaign to raise money to purchase and install playground equipment.
20. Plant flowers in public areas that could use some color.
21. Volunteer to help at a Special Olympics event.
22. Set up a buddy system for kids with special needs in your community.
23. Raise money for Braille books for visually impaired people.
24. Read books or the newspaper on tape for visually impaired people.
25. Bring toys to children in the cancer ward of a hospital.
26. Contact your local political representative about key issues.
27. Register people to vote.
28. Organize a public issues forum for your neighborhood.
29. Volunteer at a polling booth the day of an election.
30. Take a friend to the polling booths.
31. Vote.
32. Offer to pass out election materials.
33. Plant a garden or tree where the whole neighborhood can enjoy it.

Youth Serve America * 1101 15th Street, NW * Suite 200 * Washington, DC 20005
T: 202.296.2992 * F: 202.296.4030 * info@ysa.org * www.SERVEnet.org
100 Ways to Make a Difference in Your Community (cont’d)

34. Set up a recycling system for your home.
35. Organize a carpooling campaign in your neighborhood.
36. Adopt an acre of a rainforest.
37. Clean up trash along a river, beach, or in a park.
38. Create a habitat for wildlife.
39. Create a campaign to encourage biking and walking.
40. Test the health of the water in your local lakes, rivers, and streams.
41. Contact your local volunteer center for opportunities to serve.
42. Volunteer at your local animal shelter.
43. Help build a home with Habitat for Humanity.
44. Walk a neighbor's dog or pet sit while they are on vacation.
45. Teach Sunday school.
46. Learn to be a peer counselor.
47. Send a letter to one of America's veterans or overseas soldiers.
48. Volunteer at your local youth center.
49. Participate in a marathon for your favorite charity.
50. Become a candy striper at your local hospital.
51. Mentor a young person.
52. Serve your country by joining AmeriCorps.
53. Become a volunteer firefighter or EMT.
54. Donate books to your local library.
55. Donate clothes to the Salvation Army.
56. Start a book club in your area.
57. Adopt a pet from the Humane Society.
58. Hold a door open for someone.
59. Give up your seat on the bus or train to someone.
60. Donate your old computer to a school.
61. Give blood.
62. Coach a children's sports team.
63. Become an organ donor.
64. Teach a dance class.
65. Participate in Job Shadow Day (February 2).
66. Organize a project for National Youth Service Day (visit www.ysa.org/nysd).
100 Ways to Make a Difference in Your Community (cont’d)

67. Volunteer on a hotline.
68. Meet with local representatives from your area.
69. Don’t drink and drive.
70. Listen to others.
71. Write a letter to the editor about an issue you care about.
72. Bring others with you when you volunteer.
73. Shop at local, family owned businesses.
74. Become a Big Brother or Big Sister.
75. Take a historical tour of your community.
76. Write a note to a teacher that had a positive effect on you.
77. Get together with some friends to buy holiday presents for a family at a shelter.
78. Recycle.
79. Drive responsibly.
80. Get CPR and First Aid certification.
81. Don’t litter.
82. Shop responsibly.
83. Don’t spread or start gossip.
84. Tell someone that you appreciate him/her.
85. Hold a teddy bear drive for foster children, fire victims, etc.
86. Make a care package for an elderly or shut-in person.
87. Teach at an adult literacy center.
88. Sing for residents at a nursing home.
89. Befriend a new student or neighbor.
90. Babysit.
91. Look for the good in all people.
93. Donate money to your favorite charity.
94. Make quilts or baby clothes for low income families.
95. Bake cookies and bring them to your local fire or police station.
96. Donate toys or suitcases to foster children.
97. When visiting someone in a hospital, talk to someone that doesn’t have many visitors.
98. Around the holidays, visit the Post Office and answer some letters to Santa.
99. Start a neighborhood welcome committee.
100. Visit www.SERVEnet.org to find volunteer opportunities in your area.
Suggestions about how to keep your ministry vision alive and well

1. Share with key leaders individually.
   Invite key church and community leaders to lunch, for example, and share what is happening in your ministry, share short positive stories, share how God is making a difference in the lives of those you serve, and in your own life. Briefly share any current needs of the ministry.

2. Share information in #1 with groups. The groups may include:
   Church boards/committees, civic clubs and organizations, city council, neighborhood gatherings, social service agencies, other churches, and schools in your community.

3. Telephone Conversations.
   Some people like a personable contact. The conversation should not exceed more than about fifteen minutes. Be sure to listen for questions you may need to address.

4. Newsletters/Letters of Progress.
   Newsletters about the ministry can be sent quarterly. They are usually 2-4 pages and packed with lots of information, heart-warming stories, photos, and an appeal for support. Often the newsletter list current supporters. Letters with updates can be sent more often.

5. The Media.
   Watch for opportunities to submit a short public service announcement (PSA). Submit news articles about successful milestones. Celebrate success, make public announcements about the event in church bulletins, barber shops, beauty salons, grocery stores, etc. Often the media will pick up on your story if it fits their overall scheme for the day.

6. Web sites, Facebook, Twitter

*Remember that heart ownership follows investment of resources.*

(Celeste Ryan Blyden, Editor and Publisher of Visitor Magazine)
Please note: All Allegheny East Conference churches are eligible to receive Adventist Community Services grant assistance based on availability of funds and compliance with the application process which includes:

- Written request; either regular mail or e-mail
- Written confirmation of request from the pastor
- Written plan submitted to the Department of ACS/AEC

The Plan must include the following:

1. The amount of the funding request.
2. Describe the program/project you are planning, OR expanding.
3. What is the population you are targeting, and how many do you expect to reach?
4. What community impact do you plan to accomplish, what do you expect will change?
5. How will the use of these funds correlate with the mission/goals of your local church?
6. Describe matching funds and/or services from other sources.
7. Project budget. (Please attach)

** Priority given to churches that comply with e-reporting or written report of activities. **
RESOURCES

MINISTRY RESOURCES

- Harvest Event Budget (Church Budget)
- Individual Donations and Fee for Service
- Retailers: Like Target and Wal-Mart and Service Partners
- Letter Writing Campaign
- Proposal Writing:
  - NAD/ACS
  - Faith-based Initiatives – Government

AVAILABLE RESOURCES
(Within the Seventh-day Adventist Network)

- Local ACS Federation President
- Local Conference ACS Director
- Advent Source 1-800-328-0525
- NAD-ACS www.communityservices.org
- GC-ACS www.sabbathschoolpersonalministries.org (IICM Community Services to Urban ministry Certification Program)
- Center for Metropolitan Ministries Columbia Union College 301.270.9350

GREAT READING RESOURCES

- The Desire of Ages, by Ellen G. White
- The Ministry of Healing, by Ellen G. White
- Welfare Ministry, by Ellen G. White
- The Ministry of Compassion, by Adventist Community Services
- Churches that Make a Difference, by R. Sider, P. Olson, and H. Unruh
- The Emotionally Healthy Church, by Peter Scazzero
- Mobilizing for Compassion, by Robert Logan and Larry Short
- Ministry To The Cities, E.G. White Estates
- Christ-Centered Caring, by Ronaele Whittington
- Conspiracy of Kindness, by Ronaele Whittington
- 101 Ways to Reach Your Community, by Steve Sjogren
- Developing a Vision for Ministry, by Aubrey Malphurs
- Mission in Metropolis, by Monte Sahlin
- Spiritual Influence, by Mel Lawrenz
- Crisis Boot Camp, by Celeste Ryan Blyden
- The (Un)Common Good, Jim Wallis
- Bridges, Ruthie Jacobson
1. Identifying Community Needs
2. Community Improvement
3. Tutoring (NAD)
4. Rural Development
5. Refugee Assistance
6. Feeding Ministries
7. Service Communities
8. Disaster Ministries
9. Crisis Intervention (NAD)

* Teach honors in collaboration with your local AYS Department leadership
**PATHFINDER HONOR — IDENTIFYING COMMUNITY NEEDS**

Category: Community Services / Outreach Ministries  
Skill Level: 1  
Original Honor: 2009  
Adventsource Honors Handbook PDF  
Adventsource Catalog: #007025 Honor Patch  
(must have approved order login) (link from Adventsource.org)  
Wikibooks.org Article/Answer Key (not currently available)  
Originating Institution: NAD

**Requirements:**

1. Jesus understood the needs of his community because he went out and saw their needs.  
   Read Matthew 9:35-38.

2. Select an urban or suburban neighborhood, a small town or a rural region on which to focus in the completion of the requirements for this honor.

3. Compile a file folder of information on the selected community, which could include:
   - A map of the area
   - A demographic profile
   - Public health statistics
   - Economic indicators
   - Housing information
   - Environment and transportation

4. With an adult sponsor, take an awareness walk of or drive around a specific part of the selected community with the goal in mind of seeing human needs. List all of the needs you see such as yards and public areas that could be cleaned up, litter that could be picked up, lonely or aged people that could be helped, low-income families with children that could be assisted, etc.

5. Ask a civic leader or community professional about the needs in the community, the various organizations that provide services in the community, and how a Christian youth group might make a contribution to the community. Take notes during the interview.

Alternate Requirement: Invite a civic leader or community professional to make a presentation to your Pathfinder Club, youth group, or church group to talk about these topics. Takes notes during the presentation.

6. Make a presentation of at least 10 minutes to a local church committee, community service organization, your Pathfinder Club or Unit, or a similar group. This presentation should include a report of the information you collected and at least 3 suggested projects that the local Adventist Community Services (in the United States), ADRA Canada (in Canada), Youth Empowered to Serve, or Pathfinder Club might provide which are needed in this community.
Category: Community Services / Outreach Ministries  
Skill Level: 3  
Original Honor: 2009  
Originating Institution: North American Division

Requirements:
1. Be in at least 10th grade

2. Explain the process of urbanization and list some of the human needs that it creates, especially for the poor or underprivileged.

3. Read the chapters in Ministry of Healing by Ellen White entitled “Help for the Unemployed and Homeless” and “The Helpless Poor” and write a one-page summary of the key points.

4. Interview a pastor, a person who works with Adventist Community Services, ADRA Canada or an Adventist community development program, and ask how the church is meeting the needs of the poor in the community. Take notes during the interview.

5. Present a 10-minute report on how a youth group might help in the urban development problems the church is sponsoring. The report may be presented to a Pathfinder staff member, or it may be presented in a group setting.

6. Spend at least four hours in one of the following field trips as a participant:
   a. Go out with a street ministry team that provides food, blankets or clothing to the homeless.
   b. Go out with a health screening van.
   c. Go out with a Christian work team that is repairing or building housing for the poor.
   d. Work in a soup kitchen or homeless shelter.
   e. Volunteer with an Adventist Community Services or ADRA Canada community development program.

7. Attend a worship service in a church made up of a different ethnic group than your own. List for your instructor the things you observed that were different than what you have grown up to be used to in your own culture. Then list the things that were similar to what you are used to.

Write a proposal for a community development project that could be conducted largely by teen and/or young adult volunteers. This could include objectives, action plan, personnel needed, schedule and budget. This proposal may be written by an individual or as a team project in a work team of no more than four persons.
Category: Community Services / Outreach Ministries
Skill Level: 2
Original Honor: 2009
Originating Institution: NAD

Requirements:
1. Be at least in the 8th grade.
2. Read the story of Philip tutoring the Ethiopian eunuch in Acts 8:26-40.
3. Describe the social conditions that make it more difficult for underprivileged children to achieve basic reading and math skills during elementary school.
4. Explain the major types of community-based tutoring programs:
   a. In-school, cross-age tutoring
   b. After-school or weekend program
   c. Community homework center
5. Explain the difference between one-on-one tutoring and small-group classes, and list the pros and cons of each approach.
6. List the basic functions included in the job description of the volunteer tutor in a community-based tutoring program.
7. Describe the resources or tools that a volunteer tutor uses in a community-based tutoring program.
8. Complete at least five tutoring sessions with a younger child.
Category: Community Services / Outreach Ministries
Skill Level: 2
Original Honor: 2009
Originating Institution: NAD

Requirements:

1. Explain to your instructor why some countries in our world are called “developing” countries and why others are called “developed” countries.

2. Name ten developing countries and list two things that ADRA is doing in these countries that would fall under the description of “relief” and two things that would fall under the description of “development”.

3. Read what Ellen White has written about why we have the poor with us in Desire of Ages, Chapter 70, entitled “The Least of These My Brethren”. Summarize what you have learned from this chapter in 50 words or less.

4. View an ADRA video report (www.adra.org) on development activities in other countries than your own, and participate in a discussion about what you see following the video.

5. Participate in one of the following field trips or group projects:
   a. Go on a mission trip to a disadvantaged rural area in another country or within your own nation.
   c. A 24-hour group fast and educational “lock-in” session with your youth group focused on understanding the needs of the poor in developing nations, and designed to raise funds for rural development.

6. Listen to or watch a presentation about a person who grew up in a rural, underdeveloped area. Discuss with a Pathfinder staff, club, unit or class how the following differed from your life:
   a. What they wore or ate
   b. How they kept warm or cool
   c. What home, church or school was like
PATHFINDER HONOR — REFUGEE ASSISTANCE

Category: Community Services / Outreach Ministries
Skill Level: 1
Original Honor: 2009
Adventsource Honors Handbook PDF
Adventsource Catalog: #007065 Honor Patch Order
(must have approved order login) (link from Adventsource.org)
Wikibooks.org Article/Answer Key (not currently available)
Originating Institution: NAD

Requirements:
1. Read Exodus 16:1 – 17:6. Discuss with your Pathfinder Club, unit or class the challenges that the children of Israel faced after they left their homes in Egypt.
2. Explain what the word refugee means and the circumstances that force people to leave their homes.
3. List the immediate needs that a refugee has when they arrive in your country. Describe the feelings that the refugee may have about a new language, culture and environment.
4. Find out about the organizations in your community that assist refugees and immigrants.
5. Listen to or watch a presentation about an immigrant including information contrasting the culture in their new community and their former community. Take notes.
6. Write a one page report telling what you have discovered in completing the requirements for this honor. Give recommendations of ways refugees could be assisted.
Pathfinder Honor — Feeding Ministries

Category: Community Services / Outreach Ministries
Skill Level: 1
Original Honor: 2009
Adventsource Honors Handbook PDF
Adventsource Catalog: #007055 Honor Patch Order
(must have approved order login) (link from Adventsource.org)
Wikibooks.org Article/Answer Key
Originating Institution: North American Division

Requirements:
1. Read the story of Jesus feeding the multitude in Matthew 14:15-21.
2. Read an article on the topic of world hunger. Discuss with your Pathfinder Club, unit or class methods which can be used to combat hunger.
3. Ask a person who is involved in a community food bank, food pantry or soup kitchen in your area about the types of people they serve, what causes food needs in the community, and how they meet these needs. Take notes.
4. Collect at least 10 non-perishable food items for a local community food pantry, the nearest Adventist Community Services center, or Adventist church for distribution to those in need.

Alternate Requirement: Assemble a food box for an organization that distributes food to those in need.

5. Volunteer in a soup kitchen for at least one meal or food bank or pantry for at least two hours. This can be done as a group project with others in your Pathfinder Club or school.

Alternate Requirement: Prepare and distribute six sack lunches to the needy or homeless.
**PATHFINDER HONOR – SERVING COMMUNITIES**

Category: Community Services / Outreach Ministries  
Skill Level: 1  
Original Honor: 2009  
Originating Institution: NAD

**Requirements:**

1. Read the following Bible texts and explain what they teach about the role God expects each Christian to play in meeting the needs of the poor and suffering in the community:
   b. Matthew 25:31-46
2. Read Chapter 54 (entitled “The Good Samaritan”) from The Desire of Ages by Ellen White and write a list of five key points in the chapter.
3. Explain to your instructor the following:
   a. What is the name of the Adventist organization in your country that serves those in need? What kinds of services does it provide?
   b. What is the name of the Adventist organization that serves those in need outside of the United States, Canada, and Bermuda? What kinds of services does it provide?
4. What do the letters ADRA stand for? Give a brief explanation of each word represented, and explain the difference between “development” and “relief”.
5. What items are usually included in a personal hygiene kit?
6. Assemble a personal hygiene kit and donate it to Adventist Community Services, ADRA Canada, or a homeless shelter.
7. Meet with the Adventist Community Services (in the United States and Bermuda) or ADRA Canada (in Canada) leader in your area and ask about projects that your Pathfinder unit or class might be able to accomplish that would help meet needs in your community.
8. Alternate Requirement: Ask an Adventist Community Service or ADRA Canada leader in your area to make a presentation to your Pathfinder Club or Unit which would include giving suggestions of how youth could help meet needs in your community.
9. Plan a community service project with your Pathfinder unit or class and complete it.
10. Complete at least 4 hours of volunteer service, including both time invested in the project mentioned in requirement number eight and time donated to other community services activities.
11. Complete at least 4 hours of volunteer service, including both time invested in the project mentioned in requirement number eight and time donated to other community services activities.
Requirements:

1. Read Matthew 24:1-14 and pages 589-590 from The Great Controversy by Ellen White. Discuss with your Pathfinder unit or class how current events are reflected in these passages.

2. Explain the type of damage most likely to occur to homes and individuals for each of the following major types of disaster:
   a. Hurricanes
   b. Tornados
   c. Floods
   d. Earthquakes
   e. Wildfires

3. Identify the disasters most likely to occur in your area.

4. Describe briefly the types of services provided to survivors of disasters by Adventist Community Services (ACS – in the United States and Bermuda) or ADRA Canada (in Canada).

5. Identify at least five other governmental agencies or voluntary organizations that respond to disasters in your country.

6. Read a report from ACS (www.communityservices.org) or ADRA Canada (http://www.adra.ca/wp/) concerning a recent disaster response project.

7. Complete the course “Introduction to Disaster Preparedness” provided by Adventist Community Services Disaster Response (contact your local Conference Adventist Community Services Disaster Response Coordinator for information on obtaining this training). Course from ADRA Canada must be identified.

8. Find a Bible text that you might use to comfort and encourage an individual of your same age and gender that has just experienced the total loss of their home, and tell why you chose that text.
PATHFINDER HONOR – CRISIS INTERVENTION (NAD)

Category: Community Services / Outreach Ministries
Skill Level: 3
Original Honor: 2009
Originating Institution: North American Division

Requirements:
1. Be at least in the 10th grade.
2. Identify and list the nature of the crises and human needs in at least two of the following passages.
   a. John 8:1-11
   b. Luke 15:11-32
   c. Luke 8:40-56
   d. Matthew 8:1-22
3. Describe for your instructor some of the human needs and crisis situations that teenagers in your community face today. Describe some of the crisis situations that families face. This may be done in a group discussion setting.
4. Discuss your own motives for wanting to help your friends when they face personal or family crisis. What about strangers? This may be done in a group discussion setting.
5. Describe at least three types of human needs and give a real-life example of each.
6. Explain the steps in a crisis intervention process and apply each step to a case study.
7. Demonstrate a grasp of basic listening skills by conducting an interview of at least 10 minutes duration. This interview must either be observed by an observer who can recognize listening skills, or taped for review by your instructor. The interview does not have to be with a person who is in crisis, but it must be a real conversation not pretend or role-playing.
8. Explain how to make a referral to a professional counsellor or pastor.
Major Keys to Success

1. Collaboration
2. Coordination
3. Cooperation
4. Communication
5. Congratulation

Collaborate

1. To Pool Resources
2. To Act as a Team
3. To Work in Partnership

Coordinate

1. To Organize
2. To Manage
3. To Synchronize
Cooperate

1. To Unite
2. To Work Together
3. To Combine Forces

Communicate

1. To Connect or Contact
2. To Link Up
3. To Talk

Congratulate

1. To Commend
2. To Acknowledge
3. “Pat on the Back”
4. Time of Praise and Thanksgiving
Major Keys to Success

1. Collaboration
2. Coordination
3. Cooperation
4. Communication
5. Congratulation

5 C’s

- Two or more organizations/teams/groups working together toward a common goal (mission).
- Everyone shares equally the consequences of both success and failure.
- The team usually specializes in different aspects of “getting the job done”.

Reasons for 5 C’s

- An effectively functioning team, with the diverse perspectives of its various members focused on the achievement of a goal, will experience synergy – that is; the whole will be greater than the sum of its parts.
- Working together is the most effective way to create enduring and reproducible ministries.
Team Effort

“The way a team plays as a whole determines its success. You may have the greatest bunch of individual stars in the world, but if they don’t play together, the club won’t be worth a dime.”

Babe Ruth

Working Together

“A major reason capable people fail to advance is that they don’t work well with their colleagues.”

Lee Iacocca

Small Things Together

“None of us, including me, ever do great things. But we can all do small things, with great love, and together we can do something wonderful.”

Mother Teresa
Five Core Ministry Practices (cont’d)

Task and Mission Oriented
- Seeks information
- Gives information
- Practices the 5 Core C’s
- Evaluates

5 C’s
- Demonstrates openness and acceptance, recognizes contributions of all members
- Sensitive to the concerns/needs of others
- Aware of organizational differences, facilitates open discussion and suggest ways to solve them. Practices transparency.
- Active listener.

Begin at Home
By this will all men know that ye are my disciples if you have love, one for another.

John 13:35
Collaboration vs Fragmentation

Departments within the church working together to accomplish a common goal.

One Team

- Pastor/Church Board
- Adventist Community Services
- Sabbath School
- Youth Department
- Health Department
- Hospitality
- Prison Ministries
- Literature Evangelist
- Women’s/Men’s Ministries
- Family Life Ministries
- Personal Ministries
- Media/Communications

Building Healthy Awareness about Differences

- Life Experiences
- Generation; thought processes
- Personality Characteristics
- Vision/Mission/Goals
- Expectations
Collaborative Efforts

- Civic Clubs like Rotary and Kiwanis
- Local government like Recreation and “Adopt-a-Park” Programs
- Area Churches
- Local School System – All Levels
- Social Service Providers
- Community Stakeholders

Levels of Service (See Page 3)

- Relief
- Individual Development
- Community Development
- Structural Change/Advocacy

1. Relief
- Involves directly supplying food, clothing, housing or other emergent service to someone in urgent need.
- Examples:
  Food pantry, clothing closet, homeless shelter, assistance with housing costs or utility costs. I & R services, family crisis hotlines, or vouchers for medications.
### 2. Individual Development
- Includes transformational ministries that empower a person to improve physical, emotional, intellectual, relational, or social status.
- **Examples:**
  - Homeownership seminars, financial counseling, GED tutoring, job training and job skills, parenting classes, family counseling, divorce recovery support groups and health seminars.

### 3. Community Development
- Renews the building blocks of a healthy community, such as housing, jobs, health care, and education.
- **Examples:**
  - Affordable housing construction and rehab, day care center, after-school program for children of working parents, training in small business start-up; and legal aid clinic that offers family services.

### 1. Structural Change/Advocacy
- Transforms unfair political, economic, environmental, or cultural institutions and systems.
- **Examples:**
  - Lobbying against red-lining and other unfair lending practices, suing slum lords to improve housing conditions; advocating to raise the minimum wage and encouraging employers to adopt “family friendly”
Non-productive Efforts
• Asserts their viewpoint forcefully and offensively.
• Places self-interest above all else.
• Has a negative attitude.
• Acts powerless, defeated, and victimized.
• Believes their way is the only way.
• Loyal only to their own benefit.
• Disregards deadlines, meetings.
• Does not share in the workload.

Poor Team Etiquette
• Talking for others. “we do not…”
• Assuming the role of interpreter.
• Isolating individuals out to strengthen your position.
• Instigating dissension.

Conflict
• Anything that hinders the mission or disrupts team chemistry

Note: When conflict is handled carefully, it can be productive by leading the partnership to new ideas.
Types of Conflict

- Affective: personal disagreements that lead to misunderstand and lack of trust
- Procedural: disagreements over scheduling, deadlines, delegated tasks
- Substantive: debate about mission, organizational structure, direction.

Conflict Resolution

- Avoidance – Non-confrontational. Ignores or passes over issues. Denies issues are a problem.
- Accommodating – Agreeable, non-assertive behavior. Cooperates even at the expense of personal goals.
- Win/Lose – Confrontational, assertive and aggressive. Must win at any cost.

Conflict Resolution (cont’d)

- Compromising – Aggressive but cooperative. Believes it is important that all parties achieve basic goals and maintain good relationships.
- Problem Solving – Assertive and cooperative. Believes that the needs of all parties are legitimate and important. Has strong respect for mutual support.
Eight Steps to Problem Solving

2. Schedule a meeting to discuss situation or disagreement.
3. When you meet, initiate a discussion that acknowledges the conflict, no hedging.
4. To avoid accusations, both parties should be intentional about using “I” statements, not “you” statements.

Eight Steps to Problem Solving (cont’d)

5. Confirm that you understand the issue.
6. Ask direct questions.
7. Search for alternative solutions together.
   Tell the other party what you want as an outcome and ask what he or she wants.
8. Agree to work toward a resolution and schedule a meeting, if required, to follow-up on the situation.

Another Quote

Coming together is a beginning
Keeping together is progress
Working together is success.

Henry Ford
Ephesians 4:1-3

- I therefore, the prisoner of the Lord, beseech you that ye walk worthy of the vocation wherewith ye are called,
- With all lowliness and meekness, with longsuffering, forbearing one another in love;
- Endeavoring to keep the unity of the spirit in the bond of peace.

Major Keys to Success

1. Collaboration
2. Coordination
3. Cooperation
4. Communication
5. Congratulation