



Alliance Construction Team Handbook



Alliance Construction Team

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Overview

*Unless the LORD builds the house, its
builders labor in vain. (Ps 127:1, NIV)*

Background

Over the years, the C&MA has provided *ad-hoc* work teams throughout the U.S. and overseas to support construction needs. Clearly, there are significant resources within the C&MA to support construction projects large and small. Moreover, high construction costs hamper facility growth and a church's ministry.

The C&MA Men's Ministry has a responsibility to assist churches and conference centers meet their repair, remodeling or new facility construction needs. C&MA Men's Ministry can help reduce construction costs.

Vision

- The vision of the ACT is to:
- Reduce the cost of construction projects for churches and conference centers
- Enable men to grow in the Lord through fellowship, mentoring and daily devotions while participating in construction projects.
- Reach others for Christ by example and word.
- Model a construction ministry that can be adapted by district men's ministry.

Mission

The mission of the ACT is to assist C&MA churches and conference centers in the U.S. in meeting their construction goals. This will be accomplished through a centralized and coordinated effort to enlist, organize and deploy construction teams.

The Purpose of the Handbook

This handbook provides guidelines for the operation of a construction ministry within the C&MA Men's Ministry. The handbook describes the ACT advisory board, its functions and its relationship to C&MA Men's Ministry; the request for service and requesting organization responsibilities; project coordinator duties and participant guidelines.

C&MA Men's Ministry Oversight

1. The National Director of C&M Men's Ministry appoints members Of the ACT Board of Advisors in coordination with the National coordinators and the *executive* director of National Church Ministries. Selection criteria includes:
 - a. All advisors must be participants in good standing of a recognized C&MA Church.
 - b. All advisors will be volunteers, ready and willing to *serve* in such capacity as deemed appropriate by the C&MA Men's Ministry, the ACT Board of Advisors and Project Coordinator.
 - c. The advisors will be selected, one each from the Eastern, South Eastern, Central and Western United States.
 - d. The term of office for advisors will be four years.
2. The C&MA Men's Ministry National Coordinators will provide administrative oversight of ACT. ACT will provide the national director of C&MA Men's Ministry quarterly a status reports by e-mail. The report will include, but not be limited to the following:
 - a. Financial accounting of any expenses incurred by ACT
 - b. Summary of the volunteer work force
 - c. Summary of projects in progress
 - d. Summary of projects in the review cycle
 - e. Future plans
 - f. Resolution of any dispute that may be presented for arbitration

Board of Advisors Operation

1. The board of advisors will consist of four members
2. The chairman of the board will be appointed by the director, C&MA Men's Ministry and endorsed by the *executive* director of National Church Ministries of the C&MA. The chairman of the advisors will *serve* as a National Coordinator.
3. The advisors will select, by simple majority, a vice chairman and secretary/treasurer from among their number.
4. The board will normally conduct business by the internet or telephone. Dates, time and frequency of meetings to be determined by the board. Face-to-face meetings may be held as necessary.
5. The chairman will preside at all meetings of the advisory board and represent the organization within C&MA Men's Ministry and other organizations.

6. The vice chairman will assume the duties of the chairman in his absence and serve on all sub-committees.
7. The secretary/treasurer will keep all records of official business and financial transactions.
8. The Chairman may appoint committees as needs arise.
9. Financial Operations. ACT funds will be maintained and accounted for by the C&MA Men's Ministry financial coordinator. Requests for payment of bills will be submitted to the financial coordinator.
10. Decision Making Process
 - a. The process for making decision (including the expenditure of funds) will be by simple majority of the members of the board. A quorum shall consist of 50 percent of the advisors in attendance or participating in a scheduled meeting.
 - b. The advisors may, with a majority vote, authorize expenditures of up to \$500.00 for routine operational expenses.

Board of Advisors Functions

1. Solicit volunteers
2. Solicit construction projects
3. Select construction projects using the following criteria:
 - a. Is the ACT Service Request complete, does it fully justify the project?
 - b. Availability of ACT participants to participate in the project.
4. Appoint project coordinators.
5. Provide project coordinators with the following:
 - a. A list of prospective participants.
 - b. A work skills matrix.
 - c. A complete description of the project work.
 - d. A proposed schedule for the work to be performed.
 - e. The name, telephone number and address of the host organization coordinator.
3. Maintain records and prepare reports.
4. Maintain the ACT Handbook and application forms.

ACT
Pool of Volunteers

ACT Solicits
Volunteers

Volunteer
Applications

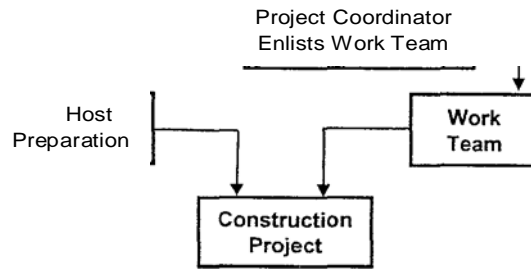
Pool of Project
Coordinators

ACT Solicit
Projects

Requesting
Organization
Applications

ACT Selects
Projects

ACT Appoints
Project Coordinators



Board Functions

ACT contact information:

Vance Bartleson
19528 Echo Lake Place North, Condo B-103
Shoreline, WA 98133
Home: 206-546-5688
Cell: 206-391-9133
act@cmamen.org

Requesting Organization

Requesting Construction Support

When a church, conference center or camp ground identifies a construction project needing ACT support, the organization should precede using steps below:

1. Obtain the service request from the ACT page of the C&MA Men's Ministry website (www.cmamen.org). The service request is also included in Appendix One of this handbook.
2. Complete all pertinent sections of the Service Request, paying particular attention to required permits. The permit process may be difficult, costly and time consuming. Also parking RV's in a church parking lot may be troublesome with city officials.
3. Submit the completed service request to:

Alliance Construction Team
Vance Bartleson
19528 Echo Lake Place North, Condo B-103
Shoreline, WA 98133
Home: 206-546-5688
Cell: 206-391-9133
act@cmamen.org

Considerations

To successfully plan and execute construction projects, many factors must be considered, such as:

1. Identify and clarify parameters of the construction project being considered.
2. Obtain approval for the project by the local church governance authority, get everyone's support.
3. Obtain funding for the project.
4. Obtain the required building and construction permits.
5. Set the construction date and schedule the project. Consider the time of year (Southern projects in winter, Northern projects in summer) when scheduling the project.
6. It may take several months in advance for a large project to determine the availability of ACT participants; however four to six weeks may be adequate for smaller projects that can be accomplished on a weekend.

Action by the ACT Board of Advisors

The ACT Board of Advisors will prayerfully review each service request to identify the scope of work, manpower requirements, time frame to accomplish the project and the criteria identified on page 4 and 5.

Materials

All construction and maintenance materials will be provided by the host organization.

Requesting Organization Responsibilities

The premise of a volunteer is that he/she will work and the requesting organization will be responsible for the logistics of the project. That logistic support includes:

1. Transportation to and from the local airport if needed.
2. Housing accommodations identified for those needing housing and meals.
3. RV parking with electricity, water and waste water disposal.
4. A place designated for the ACT participants to meet for morning devotions, Bible studies, morning and afternoon work breaks, etc.
5. All required permits and materials are on hand.

Project Coordinator

Duties

The ACT Project Coordinator is the on-scene representative of the ACT Board of Advisors. His duties include:

1. Keeping the ACT Board of Advisors informed of what happens during the course of the project, especially anything out of the normal routine, even though it has already been taken care of.
2. Creating an atmosphere of love and service which will be glorifying to the Lord.
3. Using information contained in the project staffing notice, the coordinator should monitor the health of each participant during the project to guard against over exertion.

Guidelines

The project coordinator should:

1. Enlist the work team (from the pool of volunteers and using the resources available though C&MA Men's Ministry)
2. Coordinate with members of the work team prior to their arrival to:
 - a. Determine their anticipated time of arrival
 - b. Determine the tools the participant will be bringing
 - c. Inform the participant of the services provided by the church (RV arrangements, housing, meals, etc.) and what to expect on their arrival
 - d. Determine any special needs the participant may have
3. Arrive at the project site before the other participants to arrange parking and sleeping arrangements.
4. Meet the requesting organization's coordinator/representative to go over the work to be done and insure all necessary materials are on hand.
5. Greet the members of the work team as they arrive.
6. Work with the host coordinator to prepare a list of available services in the area such as medical, ambulance, fire, food, fuel, etc. and notify each arriving ACT participant where the list is posted.
7. Check each arriving ACT participant against the list of scheduled workers. Those scheduled are the ones to receive priority on parking assignments. Any visitor may remain (dry camped) no longer than 36 hours, or until approved by ACT Board of Advisors.
8. Arrange a meeting of all ACT participants to acquaint any new-comers with ACT polices and to insure that all ACT participants are aware that they are to accept work assignments only from the ACT Project Coordinator.

Participants

ACT projects are open to both men and women. Young people between the ages of 16 and 18 are welcome as long as a parent or guardian endorses the liability agreement and they are accompanied by an adult. Gender and age limits for a specific project will be determined by and at the discretion of the project coordinator.

Opportunities

ACT provides the opportunities for retired and senior members of our congregations with experience and time to participate in church volunteer work projects. It also provides opportunities to engage young adults who are willing and able to work on construction projects, yet have limited time.

Application for Participation

Applications for ACT participation can be downloaded from the C&MA Men's Ministry Web site. Go to: www.cmamen.org The participant application is also found in Appendix Two of this handbook. The participant application package includes an application form, a skills matrix and agreement of liability. The application form includes the following elements:

1. Age Limit. Participation is open to men, women and young adults. However when in question, age limits for a specific project will be determined by and at the discretion of the project coordinator.
2. Self Insured. The C&MA will not insure project participants. Therefore, ACT asks participants to sign an Agreement of Liability to attest to their understanding that they must be self insured and releasing the host organization and the C&MA from any liability should an accident or injury occur.
3. Safety. Construction sites are by their very nature dangerous. Safety while on construction projects is of the utmost importance. Safety is always the highest priority. Safety is the responsibility of each ACT participant not just the project coordinator. Individuals are encouraged to practice safe work habits and techniques.

Participant Responsibilities

1. Hand tools - participants are expected to arrive on a project with a minimum number of hand tools. If perhaps the participant does not own hand tools, the Project Coordinator should be informed during the initial enlistment conversation.
2. Transportation to/from the project - participants should arrange their own transportation to and from an ACT project.
3. Meals - participants normally provide for their own meals, however, when meals are provided by the host church the project coordinator will make this known during the initial enlistment conversation.

Appendix One

Alliance Construction Team Request for Services

This is a request for Alliance Construction Team (ACT services. Such help includes labor, for example, a building remodel to add classrooms or new construction of a Church or parsonage. An Alliance Construction Team consists of skilled and unskilled volunteers willing to serve our Lord by providing labor free of charge. These ACT participants will normally arrive with their own hand tools, for example, skill saw, hammer and drills, larger or special tools such as table saws and sheet rock jacks are provided by the host organization along with all building materials.

This Request for Services submitted to the ACT Board is the instrument that sets the ACT project process in motion.

The ACT Board of Advisors will receive and review the Request for Services to identify the scope of work, manpower requirements and requested time frame to accomplish the project.

All Requests for Services will be prayerfully considered by the ACT Board of Advisors. The following criteria will be the major considerations in deciding which projects are approved as an ACT project.

- The impact of a project on a local church in sharing the Word of God
- The financial needs of the requesting church
- The size of the local church and age of the congregation, primarily new Christians or-a startup church
- The location of the local church, poor or affluent neighborhood location
- Is the Request for Services complete, does it fully justify the project

It is understood the host organization (the requesting church) has already gone through many steps in getting a work project moving. When the ACT crew arrives to start work they will be expecting to find:

- Transportation to/from the local airport if needed
- Housing accommodations identified for those needing quarters/meals
- RV parking with electricity, water and waste water disposal
- A place designated for the ACT participants to meet for morning devotions, Bible studies, social activities, etc.
- All the required building/parking permits

The host organization will be responsible for a job walk thru with the ACT project coordinator to become familiar with work to be accomplished.

To help the ACT Board of Directors make the best decisions as to which requests are to be selected and become an ACT project, please answer the following questions in as much detail as possible.

1. Name and addresses of your church and project coordinator.

Name of Church: _____ Phone: _____
Address: _____ Email: _____

Name of Pastor: _____ Phone: _____
Address: _____ Email: _____
_____ Cell: _____

Name of Project

Coordinator:

Address: _____ Phone: _____

_____ E-Mail _____

_____ Cell: _____

2. Identify and clarify parameters of the construction project being considered:

A. Do-you have blueprints and working drawings of the project? Yes ___ No ___

B. Is this work a new construction from the foundation up? Yes ___ No ___,

Please Explain: _____

C. Is this work a one, two, three story structure? _____

D. What is the pitch of the roof? _____ Roof material: _____

E. Is the structure wood or metal stud construction? _____

F. Is the structure to be insulated? Yes ___ No ___

G. Does the project include plumbing? Yes ___ No ___

Please Explain: _____

H. Does the project include electrical work? Yes ___ No ___

Please Explain: _____

I. Is inside sheet rock part of the project? Yes ___ No ___

Please Explain: _____

J. Is painting part of the project? Inside Yes ___ No ___ Outside Yes ___ No ___

Please Explain: _____

3. Administrative matters:

A. Do you have construction PERMITS (city or county) needed to perform the work? Yes ___
No ___ . What is the expiration date of the permits? _____

B. Do you have complete approval of the church governance authority? Yes ___ No ___

C. Do you have funding for materials? Yes ___ No ___

D. Do you have adequate space to park RVs that will be used by some of the ACT participants? Yes ___ No ___

Do you have RV hookups? Water: Yes ___ No ___ Electricity: Yes ___ No ___ Septic disposal or macerator pump: Yes ___ No ___

Do you need a permit to park RVs on Church property? Yes ___ No ___

E. In case ACT participants may need housing during the project, do you have plans for housing workers? Yes ___ No ___

Please Explain:

F. What is your preferred construction schedule?

Start: _____ Completion: _____

When setting construction dates ACT prefers to work Southern projects in the winter and Northern projects in the summer.

Please explain your climate temperatures and moisture patterns on the average:

Do you believe this project can be completed using weekend work teams or possibly week long teams or do you believe it will take longer?

Weekend? Yes ___ No ___

Week long? Yes ___ No ___

Month or longer? Yes ___ No ___

Please Explain: _____

Please submit this completed Request for Services to the ACT office:

Vance Bartleson
19528 Echo Lake Place North, Condo B-1 03
Shoreline, WA 98133
Home: 206-546-5688
Cell: 206-391-9133
5,2008

August

Appendix Two

Alliance Construction Team Participant Application

This is an application for participation in the Alliance Construction Team (ACT).

Applicant Name: _____ Phone: _____

Address: _____ Cell: _____

_____ Email: _____

Church you attend: _____ Church address: _____

1. Are you presently retired? Yes ___ No ___
2. If you are asked to serve on an ACT project, please indicate your preference for your participation:
 Available only on weekends ___
 Available for an occasional full week ___
 Available for full-time work up to 2 weeks ___ 3 weeks ___ 4 weeks ___
3. Do you have any physical limitations that may limit your participation in which the Project Coordinator should know about? Yes ___ No ___ If yes, please explain:

4. Do you presently have a Trailer ___ 5th Wheel ___ Coach ___ N/A ___
 What is the length of your RV ___ Slide Out: Left ___ Right ___ Middle ___ N/A ___
5. I need housing provided by the host church __. I am a Male ___ Female ___
6. Please provide a description of your skills and experience relative to construction, including accomplishments and certifications; i.e., journeyman electrician, master carpenter, plumber etc. Explain your capabilities on a scale of 1 to 10. 1 being basic, 10 being expert in any given area

Skill	Level	Skill	Level

7. Attached is a copy of the ACT Agreement of Liability: Hold Harmless: Insurance while working on an ACT project. In simple terms, this is an agreement between you and ACT, indicating that you are self insured, that if perhaps you have an accident while working on an ACT project, you will NOT be entitled to have the host organization or ACT pay your medical expenses. Please complete the attached agreement and include it with the application.

(Signature)

(Date)

Attachment:
 Liability Agreement (Return with Application)

Return to: Vance Bartleson
 19528 Echo Lake Place North
 Condo B.-103
 Shoreline, WA 98133
 206-546-5688 or 206391-9133

**Alliance Construction Team
Agreement of Liability**

AGREEMENT OF LIABILITY: HOLD HARMLESS: INSURANCE COVERAGE FOR WORKING ON AN ACT PROJECT

I understand that I/we will receive no monetary compensation for any labor performed while participating in a ACT program or project.

I will make no unauthorized purchases on behalf of ACT and will present valid sales slips or invoices for any payment or any authorized purchases.

I hereby hold the Christian Missionary and Alliance and the Alliance Construction Team (ACT) and its agents, employees, members, staff, corporate or other officers, directors and representatives, as well as any church body, mission, school, or any person or group of its representatives for whom ACT works or with whom it is involved, free, clear, and harmless from any injuries of any kind sustained by myself or my family or to any other parties or damages to my property or to the property of others caused by myself or my family while traveling to or from any ACT project or while on site at a project.

Further, I acknowledge, that I/we hold Medical insurance policy

Number _____ with _____

In the event of an accident or illness, I will not seek financial assistance from ACT or the project at which we work. In the event of an accident I wish the following to be notified:

Name: _____ Phone: _____
Name: Phone: _____

I acknowledge reading the above and am in complete agreement with it.

(Signature) (City) (State) (Date)

If the above applicant is a minor, i.e. between the age of 16 and 18, I approve his/her participation as an ACT volunteer and certify that he/she will be accompanied by a responsible adult on ACT projects.

(Signature of Parent or Guardian) (City) (State) (Date)

Suggested Changes to ACT Handbook

August 2008

1. Various (non-substantive) format, editing and cosmetic changes.
2. Page 2, Board of Advisors Operation, added the following paragraph to correct the description on the appointment of the chairman and modified the original paragraph to cover only the vice chair, secretary and treasurer:
 3. The chairman of the board will be appointed by the director, C&MA Men's Ministry and endorsed by the executive director of National Church Ministries of the C&MA. The chairman of the advisors will serve as a National Coordinator.
 4. The advisors will select, by simple majority, a vice chairman and secretary/treasurer from among their number.
5. Added Vance's contact information including the act@cmamen.org e-mail address to the cover and pages 4 and 5:
6. Added two duties to the Project Coordinator description on page 7 to make it consistent with other statements made about the project coordinator elsewhere in the document:
 7. Enlist the work team (from the pool of volunteers and using the resources available through C&MA Men's Ministry)
 2. Coordinate with members of the work team prior to their arrival to:
 - a. Determine their anticipated time of arrival
 - b. Determine the tools the participant will be bringing
 - c. Inform the participant of the services provided by the church (RV arrangements, housing, meals, etc.) and what to expect on their arrival
 - d. Determine any special needs the participant may have
5. Added the following paragraph directly under the heading on the participant page (page B) and deleted the paragraph on age limit:

ACT projects are open to both men and women. Young people between the ages of 16 and 18 are welcome as long as a parent or guardian endorses the liability agreement and they are accompanied on projects by an adult. Gender and age limits for a specific project will be determined by and at the discretion of the project coordinator.
6. Added a new paragraph to the Participant Application to address the gender issue (page 12)

I need housing provided by the host church I am a Male_____ Female_____

7. Liability Agreement (page 13): I changed the "I/we" statements to "I" statements. The liability agreement is intended to be attached to individual participant applications.
8. Changed the certifications on the liability agreement (page 13). I did not understand the rationale for multiple signatures on the liability agreement for minors. In addition, I understand that the participant applications are to be submitted to establish a pool of volunteers for ACT projects in general not specific projects as implied by the multiple certifications on the liability agreement. The certification changes are as follows:

The above applicant is a minor, i.e. between the age of 16 and 18. I approve his/her participation as an ACT volunteer and certify that he/she will be accompanied by a responsible adult on ACT projects.

(Signature of Parent or Guardian) (City) (State) (Date)

QUESTION: Does the advisory board consist of four or five members? Is there a chairman and four regional representatives? Or is the chairman also a regional representative?