

Indiana Conference UMC Mission Outreach Guidelines for Planning Projects

- Assess the community needs and resources available (people/funding) as participants in the outreach event
- Contact places identified to begin conversation about the possibilities for working together with them
 - The project work will be determined by integrating their needs and the availability and skill level of participants
 - The cost will depend on the work being done and who is funding the supplies
 - If construction work is involved, check on level of skill, tools and insurance forms that may be needed (e.g. Habitat for Humanity requires forms to be completed)
 - Ask what level of preparation will need to be done prior to the outreach event and if any help is needed for that
 - Check on the possibility of local businesses giving supplies that are needed
- Obtain the name, phone number, email of the person who is the key contact at the project site
- Clearly communicate expectations and outcomes in writing and follow up often after the plan is in place
 - Clearly state dates, what you will be doing and when you are going to arrive; number of people who will be involved, what supplies are needed and who will be providing those
- Describe the project for the outreach participants including skills, clothing to wear (see examples below)
 - Provide training for what the project entails and whatever will help meet the project's planned outcome
- If transportation to and from a site is involved, make sure cell phone contacts are provided
- Plan for taking photos and gathering stories to share; check with the leader at the project site for permission to use photos; see if people involved can share comments
- Remind everyone that even the best laid plans are affected by circumstances, the unexpected, or the Spirit of the Lord moves
 - If you are doing outdoor projects, a backup weather plan helps
- Communicate, communicate, communicate...and be positive, cheerfulness is a great motivator – a spirit of humility and servanthood is always necessary
- Follow-up afterwards to evaluate that expectations were met and to give thanks for the opportunity to serve including a thank you note to the contact at the site

Project Description Examples,

PROJECT TYPE	DESCRIPTION/CLOTHING
Prayer Walking	Groups will be walking in neighborhoods, the mall, and the city to pray in general and for those encountered along the way
Local Missions	Miscellaneous projects including painting, ceiling tiles, sorting/packing food (warm clothing needed), baking cookies, sort clothing, packing comfort kits, replacing windows. Work clothing, gloves, sturdy shoes
Construction/Repair	General cleanup, home repair, scraping concrete walls; tools will be provided; work clothing, gloves, sturdy shoes
Food Collection	Food will be collected from the grocery stores and in neighborhoods and distributed to various pantries; outdoor clothing, sturdy shoes
Nursing Home Visits	Reading, Bibles study, landscaping, painting nails, arts/crafts, outdoor games, serving root beer floats.... Everyday clothing and shoes except for landscaping
Sit down projects	Assembly of Kit items for Operation Classroom; may bring your own projects to share such as prayer shawls, cards
Neighborhood Clean-up	Clean-up of downtown city; t-shirts, gloves, sturdy shoes