



Baptist Builders Handbook

2011



Upon Your Return

Rarely does a volunteer return from a Baptist Builders site unchanged.

It is important that you provide feedback through your team leader to your Baptist Builders Volunteer Coordinators. This will allow us to review how the trips went and to discuss any needed modifications to policies or procedures.

Ensure any equipment taken on the trip is inventoried and inspected for proper working order. Nothing is more frustrating for a team to arrive at a Baptist Builders site and discover broken or missing equipment.

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Introduction

During the past 3 years the SBCV's **Baptist Builders** ministry has grown and matured beyond any of our expectations . . . Except God's. I believe that by putting Him first in all aspects of this ministry and because what you are allowing Him to do through you, we have been blessed. We have been privileged to serve throughout Virginia and beyond.

The traits of Baptist Builders volunteers call for following directions and leading when called for, being flexible . . . no, make that fluid. Possessing spiritual, moral and physical strength are all important. But none are more important than being ready, willing and able to share His story and love. What sets us apart from other building organizations is God, and our purpose for going is to share the love of Jesus with a lost and dying world. We have an opportunity to make an eternal difference in people's lives and we must be bold in sharing our faith.

We must also recognize that this is not a time to share our story, but a time for listening. Only by being good listeners can we develop a relationship that will allow us the opportunity to share the Gospel.

As you prepare to go "into the mission field" remember to lift each other up in prayer regularly and continue your personal devotion and quiet time so that you will be ready for the task set before you. Many will be praying for your safety and for your families as you go.

May God richly bless you for your willingness to serve Him.

Thank you.

Mark Gauthier, State Baptist Builders Director
SBC of Virginia

What to Take Checklist – cont'd

Health, Safety, and Hygiene

Medicine – Prescription and Non-prescription		
Allergy Kit: bees, etc.	Sunblock SPF 15+	Deodorant
Soap/Shampoo	Personal Needs	Dental Floss
Mouthwash	Chapstick	Towels
Toothbrush, Toothpaste	Washcloth	Comb/Brush
Shaving Cream	Razor	
Diarrhea/Laxative Cures	Antacids	Insect Spray
Skin Lotion	Blister Kit	Foot Powder
Antifungal Ointment/Spray	Antibacterial ointment	

Food

Personal Drinking Water	Diet Food	Snacks
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Supplies/Equipment

Flashlight/Lantern	Watch/Clock
Canteen/Water Bottle	
Bedding (air or foam mattress, cot, and covers)	
Special personal items you need for health, safety, or comfort	

We do have Baptist Builders shirts and caps available at \$5 a piece. They will be on the Baptist Builders trailer that will be on site. Please do not wear your Disaster Relief shirts or caps. This is not a disaster relief trip.

We have a Baptist Builders trailer that is very well equipped! However, if you have your own "favorite tools" and want to bring them please label them. We recommend safety gear work gloves, work shoes/boots and protective goggles. We do have hard hats, ear plugs, goggles and gloves on the trailer.

We encourage you to be up to date with your tetanus shot.

Prior to making a commitment to 'Go'

- Discuss plans with your family and work
- Make arrangements to cover your obligations with: family, work, church, etc.
- Secure your "What to Take" items
- Remember to leave behind any info regarding where you are and how to contact you in case of emergency.

When packing keep in mind that space is limited. Here are some suggestions...

Preparing To Go

What to Take Checklist

Devotional Materials

Bible, devotional, witnessing tracts

Identification

Driver's License, Vehicle Registration,
Phone numbers (family, physician, employer, church,
emergency contact)

Insurance Information

Health, Vehicle

Miscellaneous Items

Money (\$20-200)	Cell Phone
Notebook, pencils or pens	Baptist Builders Handbook

Clothing (4-7 day supply)

BB caps, shirts, jackets	Work shoes	Coat/Jacket
Waterproof footwear	Jeans/Work Pants	Socks
Shower shoes	Work Gloves	Underwear
Rain Suit/Poncho	Sleepwear	Sneakers
Bandanas/Handkerchief	Laundry Bag	Shirts

Overview of Baptist Builders

National Level- North American Mission Board (NAMB)

NAMB coordinates the Baptist Builders program of the Southern Baptist Convention. All state conventions with Baptist Builders programs work in conjunction with NAMB.

State Level- The SBC of Virginia (SBCV)

SBCV coordinates the Baptist Builders program. Requests for building needs must be submitted to the State Baptist Builders Director. Baptist Builders' primary focus is to build or renovate churches. Rebuilding homes after disaster is also done.

Current Fleet

- #1 Baptist Builders Tool Trailer - stationed at Wayne Hills Baptist Church, Waynesboro
- #2 Baptist Builders Tool Trailer - stationed at First Baptist Church, Norfolk

State Leadership

State Director: Mark Gauthier- MobilizingDirector@sbcv.org

State Volunteer Coordinators:

Jack and Nancy Dunford - BaptistBuilders@sbcv.org

Planning and Call Out

Baptist Builders want to have a successful Mission Trip for all involved, so planning is critical. Each church will be asked to comply with *The Baptist Builders Working Agreement*. The State Director and State Volunteer Coordinators will meet with the church representatives. After all plans are in place, an email "Call-Out" will be sent to Baptist Builders around the state and teams will be organized. There are also Agreements for the use of Baptist Builders Tool Trailers and the Disaster Relief Units.

Baptist Builders Work Rules

Baptist Builders Working Agreement

On-Site Building Coordinator

Responsibilities

1. Coordinates all construction aspects of the project
2. Orders all building materials
3. Arranges for the delivery and unloading of all building materials
4. Ensures that invoices, bills, etc. are correct and in order
5. Ensures that all permits are in order well before construction is to begin
6. Ensures all code inspections are completed
7. Ensures that persons have the skills to complete the tasks they are assigned
8. Troubleshoots the building site
9. Knows and ensures compliance with OSHA and other health and safety regulations
10. Ensures that storage space is adequate and building supplies are secure

Qualifications

1. Is detailed-oriented and organized
2. Is familiar with volunteer labor characteristics and works well with others
3. Is licensed, or knowledgeable, in the area of construction being completed

On-Site Volunteer Coordinator

Responsibilities

1. Knows the travel plans and the arrival dates of volunteer groups
2. Upon arrival have volunteers complete medical/liability forms
3. Have volunteers sign in daily
4. Secures housing for volunteers including shower facilities
5. Plans meals for volunteers, adequate for hard working volunteers

#1 Read the Rules!

#2 Prayer & safety brief each day before work.

#3 Complete Baptist Builders Liability Form & sign.

#4 Sign in daily on yellow legal pad.

#5 Wear appropriate clothing & safety gear for the job— safety glasses, work shoes, gloves, hard hats, ear plugs and face masks, etc..

#6 Locate the first aid kit & the nearest medical facility.

#7 Know the location of fire extinguishers & how to use them.

#8 Keep area clean, free from trash that can cause injury.

#9 Lift correctly; if the load is too heavy get help.

#10 Use only tools that you know how to safely operate.

#11 Return all tools to trailer and lock doors at the end of the day.

#12 Before moving trailer secure tools & empty gas tanks/cans.

**God has a plan for all the skills brought to the job site,
we ask you to be “fluid” with the work plan for the day!**

What we *do*—

- We are on Mission to tell others about Jesus!
- We do work with high safety standards and follow the Baptist Builders Work Rules
- We bring tools and volunteers
- The work we do includes, but is not limited to, carpentry, drywall, electrical, plumbing, painting, demolition, clean-up, ceilings, tile, and flooring.

What we *don't* do—

- We do not plan, design or estimate costs
- We do not arrange for permits or inspections
- We do not provide, pay for or order supplies and materials

6. Plans snacks, ice, drinks, water for on site and for housing area
7. Plans for emergency medical needs and gives volunteers info about local hospitals
8. Coordinates cleanup at end of day-locks tools in Baptist Builders trailer
9. Requests church members to pray for volunteers, leads prayer each morning on-site
10. Coordinates other outreach opportunities -- prayer walking, Bible Study, etc.
11. Encourages others to be a witness on the job, and reach out to the community
12. Plans closing celebration and worship time

Qualifications

1. Is detail-oriented and organized
2. Works well with others; has a cooperative spirit
3. On Mission to tell others about Jesus!

We have read the responsibilities listed above and agree to follow them.

On-Site Building Coordinator Date

On-Site Volunteer Coordinator Date

State Volunteer Coordinators Date

Agreement for use of Southern Baptist Conservatives of Virginia Baptist Builders' equipment.

SBCV churches may have the opportunity to use BB equipment in various ministries to reach their community. The following is a guide governing the use of this equipment. It is not a contract and is not all inclusive. This may be modified by SBCV BB Ministry as needed at any time.

1. The use of BB Units must be reserved and scheduled through the BB Director. A church may not reserve or have use of a unit for more than 2 weeks out of a 6 month period.
2. The church wishing to use the equipment is responsible for the moving of the equipment. The church is responsible for any and all damages occurring during or resulting from such a move.
3. If the borrowing church does not have a driver to move the unit, SBCV BB may coordinate for a volunteer to move the unit. In this case the church is responsible for paying the mileage to the volunteer at the rate currently paid by SBCV to volunteers (.50 per mile 2010 rate).
4. The borrowing church is responsible for replacing all consumables used.
5. The borrowing church is responsible for cleaning the unit upon completion of use.
6. Failure to return the unit as agreed may result in future restrictions from use.

Mark Gauthier
SBC of Virginia
State Baptist Builders Director

We have read the responsibilities listed above and agree to follow them.

Church Building Coordinator Date

State Baptist Builders Director Date

Agreement for use of Southern Baptist Conservatives of Virginia Disaster Relief equipment.

SBCV churches may have the opportunity to use DR equipment in various ministries to reach their community. The following is a guide governing the use of this equipment. It is not a contract and is not all inclusive. This may be modified by SBCV DR Ministry as needed at any time.

1. The use of DR Units must be reserved and scheduled through the DR Director. A church may not reserve or have use of a unit for more than 2 weeks out of a 6 month period.
2. The church wishing to use the equipment is responsible for the moving of the equipment. The church is responsible for any and all damages occurring during or resulting from such a move.
3. If the borrowing church does not have a driver to move the unit, SBCV DR may coordinate for a volunteer to move the unit. In this case the church is responsible for paying the mileage to the volunteer at the rate currently paid by SBCV to volunteers (.50 per mile 2010 rate).
4. The borrowing church is responsible for replacing all consumables used.
5. The borrowing church is responsible for cleaning the unit upon completion of use.
6. Failure to return the unit as agreed may result in future restrictions from use.

Mark Gauthier
SBC of Virginia
State Disaster Relief Director

We have read the responsibilities listed above and agree to follow them.

Church Building Coordinator Date

State Baptist Builders Director Date