

YOU CAN HOST **A**

**SERVANT
EVENT**





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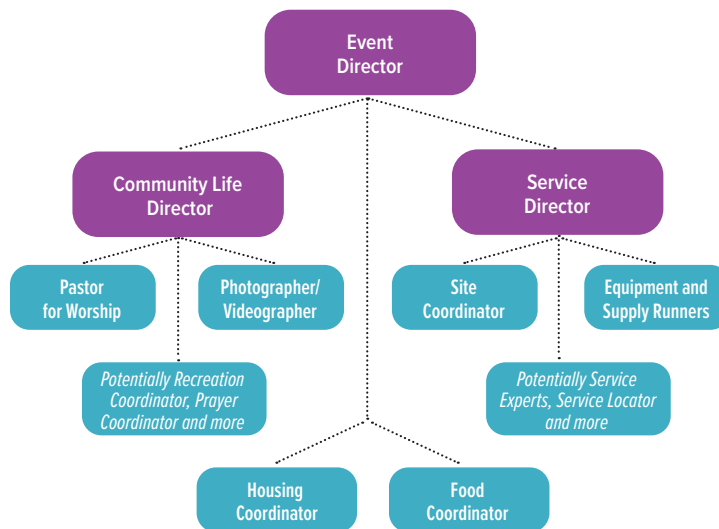
Leadership Team Roles and Responsibilities

BUILDING A LEADERSHIP TEAM

The Leadership Team is an important component for hosting a successful Servant Event. The typical Servant Event model calls for a minimum of three positions on the primary leadership team:

- › Event Director
- › Service Director
- › Community Life Director

From there, you will probably have several additional roles. Your leadership team may look something like the diagram on the right.



The Event Director, Community Life Director, or Service Director can cover some or all of the roles below them. However, be sure the director roles don't become too large. The more support and additional volunteers you get involved, the healthier leaders will be before, during and after the event.

There is a position description for each of the key three roles. These descriptions show how responsibilities are distributed so you can consider who might be a good fit for your team. The descriptions are flexible and not absolute. For example, in some events there are a variety of other volunteer roles, including music leaders, treasurer, publicity and communications coordinator and more. Other events have the Community Life Director in charge of housing and food coordination. You can divide these roles based on the gifts and skills of your leaders.

The Event Director

The Event Director oversees the event and the leadership team. In this role, the Event Director:

- › Is the primary communicator to LCMS Youth Ministry.
- › Assists with the selection of the rest of the team.
- › Publicizes the event.
- › Prepares registration materials and registers participants.

- › Develops and administers an event budget including all projected income and expenses.
- › Communicates with registered participants and assists them in their upcoming tasks.
- › Secures liability insurance coverage for the site.
- › Prepares and sends pre-event correspondence to participants and others involved, including registration, cover letters, directions to site, orientation information, etc.
- › Supports the arranging of participant and volunteer meals.
- › Supports the arranging of participant housing, including showers and bathrooms.
- › Works and communicates with local community leaders where the work is to be performed.
- › Coordinates scheduling of daily activities with the leadership team.
- › Meets with the Servant Event team prior to the event for final planning.

- › Arranges for first-aid supplies, determines emergency medical procedures and staffing and shares appropriate information with event and adult leaders.
- › Provides an orientation for all adult leaders on the first day which includes an overview, expectations and emergency procedures for the Servant Event.
- › Is present at the site for the entire event.
- › Is accessible to the Community Life Director and the Service Director throughout the event.
- › Completes evaluation and shares appropriate reports (forms provided) with the following:
 - Entity board of directors or other leadership
 - LCMS district office
 - LCMS Youth Ministry/LCMS Servant Events
- › Prepares and sends post-event correspondence to participants and others involved, including evaluations, thank-you notes, etc.

The Community Life Director

The Community Life Director is responsible for developing the community life of the participants through social and recreational activities to enable a richer understanding of what it means to be servants for Jesus' sake.

In this role, the Community Life Director:

- › Assists the Event Director in developing the program, activities and detailed schedule for the event.
- › Involves participants in planning, leading, or assisting with community building activities.
- › Is responsible for the Bible study, devotions, and worship and helps participants integrate their faith and work experiences as a functioning Christian community.
- › If not a pastor, arranges for pastoral involvement as needed for worship, etc.
- › Involves participants in planning or assisting with worship, Bible studies and devotional times.
- › Arranges for times of music alongside worship and Bible study.
- › Is available to listen to and pray with participants as necessary.
- › Creates opportunities for participants to encourage and affirm one another as they serve.
- › Serves as a model to participants in shaping their understanding of a Christian servant.
- › Is present at the site for the entire event.
- › Is an active participant in the daily activities.
- › Works closely with the Service Director to integrate service projects into the total community life and learning experiences of the participants.
- › Provides opportunities to see local attractions or visit local restaurants as schedules allow.

- › Helps participants reflect on and assess their learning throughout the event.
- › Completes an evaluation of the event and shares appropriate reports of the event with the Event Director.
- › Helps participants apply what they have learned to ministry opportunities back home in their congregation and community.

The Service Director

The Service Director is responsible for providing tools, materials and training so participants can perform the work needed at the event. Every Servant Event needs someone to coordinate the work projects or activities (such as appropriate care for disabled campers, proper use of power tools, etc.) at the site.

In this role, the Service Director:

- › Identifies kinds of service that can be done as a part of the Servant Event, and how service sites will be evaluated.
- › Works with individuals and organizations in the community to identify potential service sites, and selects final options.
- › Checks for local, county and state statues or necessary permits needed for the identified service opportunities.
- › Plans service projects in cooperation with the Event Director and local community residents and leaders.
- › Meets with residents or leaders at every service site and creates a signed agreement about what work will be done by participants.
- › Is on-site for all the service projects, or rotates among them.
- › Coordinates with organizational leaders or representatives where the participants will be serving.
- › Determines the number of people and skills required for each task, and assigns people to tasks.
- › Arranges for tools, equipment and materials required for the tasks.
- › Provides the training and instruction to perform the tasks.
- › Arranges the supervision for each work detail or activity.
- › Provides for and enforces all necessary safety measures.
- › Offers positive support and encouragement for all participants.
- › Arranges for the completion of any task committed to but not finished by the participants.
- › Completes an evaluation of the event and shares appropriate reports of the event.

Other roles

Servant Events can provide the opportunity for many other people to be involved. If you plan to have host families, cooks or local adults help, arrange a time to go over the schedule

and program components with them. People providing meals, transportation or housing need to be included in your daily communication, especially if there are any last-minute changes.

For significant roles below this leadership team, you can also create your own position descriptions to help with recruitment and clarity. Here are two examples:

Housing Coordinator

The Housing Coordinator is responsible for coordinating the housing of youth and adult participants. A Housing Coordinator serves under and is supported by the Event Director. The Housing Coordinator:

- › Prays for the event and participants.
- › Arranges for housing, including showers and space for air mattresses, in a local school or church including:
 - Identifying appropriate space for participants including separation of sexes.
 - Providing a list of items that participants should bring to be comfortable during their stay.
 - Arranging for appropriate custodial support.
 - Providing rules and guidelines for facility use.
- › OR Recruits host home volunteers for the event including:
 - Assigning participants to host homes.
 - Communicating hosting descriptions, event schedule and other important information with host homes.
 - Checking in with participants and hosts during the event to ensure that things are running smoothly and to address any problems.
 - Reminding hosts of their invitation to activities
- › Offers positive support and encouragement to participants.
- › Works closely with the Servant Event team.

Food Coordinator

The Food Coordinator is responsible for coordinating the food for youth and adult participants. A Food Coordinator serves under and is supported by the Event Director. The Food Coordinator:

- › Prays for the event and participants.
- › Plans all meals.
- › Facilitates the participants' lunch packing process each day.
- › Ensures necessary food supplies, coolers, water, etc. are available for work teams each day.
- › Enlists and coordinates necessary kitchen volunteers and directs participants assisting.

- › Secures necessary food supplies (purchased and/or donated).
- › Offers positive support and encouragement for participants.
- › Works closely with the Servant Event team.

FOR THE EVENT DIRECTORS

The Event Director is the person who supports all the other event volunteers. The Event Director is the first person to contact participants. The Event Director is ultimately responsible for pieces like the publicity, budget, housing, and food. While this may seem like a lot, the role is far more about equipping and empowering the leaders delegated for specific tasks.

Managing Event Registration

An important aspect of a well-managed event is a smooth registration process. It is recommended that you open registration as soon as you confirm your dates and promote your event. If registration cannot open immediately, consider having a process that allows an interested adult leader to reserve spots at your event. (You don't want an interested group to slip away because you had no way to confirm their attendance or engage them in further conversation.)

Every event manages their own registration and communication to participants. This allows each congregation and organization to directly connect and build relationships with every participant from the start. Personalize your registration and pre-event communication toward exactly what you need and want to encourage in your participants.

We strongly recommend you use an online registration program. If you do not have a standard program for your camp, school, or ministry, inexpensive digital tools are available to help set up an online registration. You can use Google Forms or Microsoft Forms, which are both free and provide links that you can send to adult leaders looking to register.

The following are several suggestions for preparing registration:

- › Know exactly how many total registrations you can take.
- › Make sure your response time to inquiries and questions is quick and courteous. Often groups will initially speak to several events at once. Being prompt will show you are planning for an effective event.
- › Establish a final date (i.e. March 1, April 1, etc.) when registrations, paperwork and payments are due. This is usually 6-8 weeks before the beginning of your event.
- › Choose how to take payments. Plan to take a non-refundable deposit amount per person (at least \$50 minimum) to be paid with registration. Establish a final payment deadline (6-8 weeks prior to the event) to discourage cancellations.

- › Develop a registration form that fits your event. Camps should create a distinct registration form for their Servant Event, and not use forms designed for other camp programming.
- › Consider whether to limit registrations from any one congregation. For smaller events (fewer than 30 total participants), six to eight individuals is a *suggested* maximum. Limiting participants from each congregation allows more congregations and individuals to participate, defuses the possibility of “group dominance” when a large group comes from one congregation and provides the opportunity for a greater mix of individuals. This broadens the concept of “church.”
- › Send an email acknowledging registrations. Include the necessary forms including Medical Information, Event Release Forms, and Consent Forms. (See the chapter on Risk Management for more information.) Give a deadline for returning signed forms. Verify that all registrants have personal/family health insurance coverage.
- › Keep a list of all inquiries and contacts in case a registered group cancels. Follow up with interested groups about openings from cancellations. As the final date for registration approaches, contact LCMS Youth Ministry if you need additional help with publicity.

Participant registration forms

You can design your registration form however best serves your event. Publish your congregation/organization name with the date and location of the Servant Event at the top of the registration form. It can be difficult to gather information after registration, so ask for all information you need from participants in advance of the event. Sample forms are provided on pages 16–18. This can include:

- › Participant’s name, address, city, state, and zip code
- › Home phone number and area code, preferred parent number (if a minor) and participant cell
- › Home congregation name, address, phone number, and youth leader’s name
- › Birthdate, sex, and grade level in school
- › Parent or legal guardian’s name and contact information
- › Special needs (diet, medical, etc.)
- › Have participants ever attended a Servant Event before? Where?
- › Specific skills (carpentry, music, language, etc)
- › How to pay the deposit and registration fee

In addition to your registration form, you will also want everyone to fill out and sign an

- › Event release form (sample included under Risk Management)
- › Medical information form (sample included under Risk Management)
- › Photo release form (sample included under Risk Management)

Suggested Ratios:

# of Youth	# of Adults
2–6	2–4
7–13	3–4
14–20	4–5
21–27	5–6
28–34	6–7
35–41	7–8
42–48	8–9

- › If using a paper registration, allow sufficient space on the form for easy completion.
- › An international event will require more detailed information (passports and consulate requests)

As groups register, assess their youth-to-adult ratio. Every group should have at least two adult leaders, one of each sex if their group has both men and women. The box shows the preferred ratio used by the LCMS Youth Gathering.

SAMPLE SERVANT EVENT REGISTRATION

Please print neatly • Copy this form for all participants.

Participant:

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Parent Cell Phone: (____) _____

Participant Cell Phone: (____) _____ Can we text the participant cell? __yes __no

Participant Email: _____

Current Grade Level: _____ Birth date: ____/____/____ Sex: _____

Please Check All That Apply:

- | | | |
|--|--|---|
| <input type="checkbox"/> Youth Participant | <input type="checkbox"/> Adult Participant | <input type="checkbox"/> Group Leader (Adult) |
| <input type="checkbox"/> Pastor | <input type="checkbox"/> Lay Leader | <input type="checkbox"/> Commissioned Worker |

Shirt Size: XS S M L XL XXL XXXL

Congregation Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

Adult Leader Name: _____

Personal Profile:

Previous Servant Event experience:

Other abilities, experiences, or interests that may be helpful for this Servant Event:

Special Needs: (medical, diet, etc.)

(continued on next page)

SAMPLE SERVANT EVENT GROUP TRAVEL PLANS FORM

Name of Church: _____

City: _____ State: _____

Contact Person: _____

Daytime phone: (____) _____ Cell Phone: (____) _____

Email: _____

Group transportation plans:

Complete all that apply.

Number of Participants _____

Driving

Personal vehicle Rental vehicle

Arrival – Date: _____ Est. Arrival Time: _____

Departure – Date: _____ Est. Departure Time: _____

Flying

Airline: _____ Flight #: _____

Arrival – Date: _____ Time: _____

Departing Airport: _____ Arrival Airport: _____

Departure – Date: _____ Time: _____

Other

Train Bus

If you are using other forms of transportation, please contact us with further details.

Will your group need airport transportation? Yes No

Do you plan to rent a vehicle? Yes No

If yes, would you be willing to drive Servant Event participants to work sites and other activities? Yes No

If yes, how many can your vehicle safely fit? _____

Sightseeing Plans. Do you plan to come early or stay later? If so, what housing arrangements have you made?

PRE-EVENT COMMUNICATION WITH CHURCH GROUPS

Once groups are registered, keep them engaged. Typically, pre-event communications are sent to group leaders, though rarely it can include participants as well. By contacting group leaders, you support them in developing their group and sense of anticipation before the event. Communication generates excitement, shares information and familiarizes participants with the event theme, schedule and expectations.

Have one person (typically the Event Director) communicate directly with adult leaders and participants. This streamlines and clarifies communication. Other volunteers who have information to share with adult leaders and participants should ask in advance for that to be communicated, especially if a response is required.

Send a registration confirmation to the adult leader if your online program doesn't do so automatically.

Post-registration communication is more than passing on logistical information. It helps adult leaders, parents and participants to be ready in every way for the Servant Event experience.

Send regular communication to the adult leader. If you update information on your landing page, it is good to include that information in an email to adult leaders as more details become available. With the increased use of Zoom and other online meeting tools, you might consider hosting a 30-minute meeting with adult leaders to share information and build community.

Do not assume that groups have participated in a Servant Event unless otherwise stated. Be sure to communicate the expectations of participants and adult leaders, the nature of the event (including those being served), general schedule, housing, meals, shower arrangements, weather conditions, clothing and extra expenses. It is best at this point to over-communicate the details of your event. It is more difficult to have this conversation closer to or at the event.

You may choose to put together pre-event meeting materials for groups to use before leaving for the Servant Event. This can include specific information about your location and service, as well as pre-event devotions. Examples of these are available at *YouthESource.com*. Encourage groups to view these meetings as an opportunity for growth, preparation and community development. During the meetings, groups should:

- › Create a group covenant that gives clear expectations to youth and adults. There is a specific piece for developing this on YouthESource. However, it is also important that you give each group specific guidelines you want them to include. This can include housing and food rules unique to your site.

- › Discuss arrangements such as transportation, sightseeing, budgeting and leadership.
- › Discuss practical items, such as what to pack, safety concerns, special equipment or materials to bring.
- › Include a time for devotion and spiritual reflection as participants consider service in Jesus' name.

Your pre-event communication should verify that every participant is healthy during your event. Be sure every participant has the appropriate signed forms. Also, remind every participant to do the following before attending your event.

- › Participants should write out an accurate medical summary listing medical conditions, operations, allergies, etc.
- › Prior to foreign or domestic travel, check with your doctor or public health department for specific required immunization/documentation for you and your area.
- › Remind participants who wear corrective lenses to bring an extra pair on the trip, and to carry a copy of their lens prescription.
- › Both adults and youth should have a list of any medications they are taking, using both generic and brand names. They should carry a copy of this list, and include it in their forms. It may be helpful for them to include this list on their emergency health listing on their phone.
- › Remind participants to pack enough medication for the trip.
- › Check your medical insurance policy and health plan for coverage of illnesses or accidents outside the US.
- › Assemble a traveler's first-aid kit for every congregational group.

Aside from medical and risk management information, you could include some of the following items with pre-event resource materials:

- › Information about the event activities/schedule updates
- › Pre-event devotions/Bible studies on servanthood
- › Event expectations for youth and adult leaders (see list included in this chapter)
- › Trip planning
- › What to bring and what to leave behind
- › How to build a group covenant
- › Commissioning and welcome home litanies
- › Songs
- › Skills survey
- › Cultural orientation to community
- › Background on community needs, history, demographics, etc.
- › Getting acquainted or group-building activities and games
- › Directions to site

PLANNING TIMETABLE FOR EVENT DIRECTORS

Continue personal study on servanthood. Servant Event leaders are encouraged to become familiar with the Christian concept of servanthood. This happens as you involve yourself with the Servant Event study, materials, resources and personal study.

Assemble Leadership Team. The Event, Community Life, and Service Directors typically make up the major roles of the team, but this will be different for every event. Distribute roles and responsibilities among volunteers in the way that works best for your congregation/organization.

Help team set Servant Event objectives. Decide on three or four event objectives. Make them concise, specific, achievable, measurable and personal. Work with the leadership team to pass along these objectives to participants, other volunteers and those in the community.

Register your event with LCMS Servant Events. You can do this by emailing basic information about your event to servantevents@lcms.org. More information for registering your event on our Galaxy Digital site will be provided to you.

Develop a landing page. Give good information on the provided webpage for your event. You might also link to a webpage tied to your camp, church or organization that provides additional information. Providing information about the event's goals and objectives, how participants will serve, housing accommodations and other important expectations will increase interest in your event.

Develop registration information and forms. Once your event is posted with LCMS Servant Events you might start to get inquiries. Have your registration and form ready when congregational groups show interest. Also, be ready to answer questions via email or phone to questions such as: "What kind of clothing do I need?" "What should I bring?" "What is the weather like?" "What can I expect?"

Provide publicity for the event. Communicate with LCMS Servant Events so they can send out social media and other promotional materials. Share about the event in a variety of local and district-wide communications.

Record and respond to inquiries with registration materials as soon as possible. Keep a "will call list" in case of cancellations.

Meet with Servant Event team (Community Life Director and Service Director) to share expectations, develop the Servant Event schedule, review tasks, clarify budget needs, discuss risk management issues and check the progress of planning.

Respond to registrations with emails or calls to acknowledge receipt of participant registrations. Collect registration money. Contact LCMS Youth Ministry when the event fills, and update your event information on the website.

Secure liability insurance. See the Risk Management information section for more assistance.

Seek sources of funding and manage budget including registration money. For more information about funding and budgets, refer to that part of the training.

Set the schedule and communicate it to potential participants, those who register and volunteers.

Arrange for housing and meals. It can be helpful to find volunteers to handle these areas specifically.

Review emergency procedures and insurance in advance and communicate anything of note to key leaders.

Review risk management for your event and ensure volunteers understand and follow guidelines for keeping the event as safe as possible.

Send pre-event materials to all adult leaders/group leaders to build enthusiasm and to set the tone before their arrival. Send the commissioning and worship resources to the participants' pastor.

Two months prior to event

- › Confirm arrangements for housing, meals, local transportation and work/activity sites.
- › Send final information to participants including directions, expected time of arrival, where to meet, etc. Coordinate sending (mail/email) of pre-event materials with the Community Life Director.
- › Check with leadership team members to make sure tasks are completed or in progress.

One – two weeks prior to event

- › Contact local media. Contact newspaper, radio, and television for possible coverage.
- › Gather supplies, including first-aid kits and other emergency supplies.
- › Double-check everything!

During the event

- › Check in every group and lead orientation.
- › Enjoy the experience. Be flexible. Be aware of the growth, service, and community emerging during the Servant Event.
- › Help the Community Life Director and Service Director troubleshoot issues, and help them communicate to participants as needed.

- › Distribute evaluations to participants. Assist your Community Life Director to secure evaluations of the event from participants. Make sure your Community Life Director and Service Director fill out and give you a copy of their forms.

As soon as possible after the event

- › Write thank you letters to servants, local community leaders and individuals involved in the event program.
- › Review the evaluations. Evaluations can improve future Servant Events, so reviewing with the leadership team is helpful.



PLANNING CHECKLIST FOR EVENT DIRECTORS

Date	Activity	✓ Completed
_____	Personal study of servanthood	_____
_____	Set event objectives.	_____
_____	Assemble Servant Event leadership team.	_____
_____	Prepare registration forms and info.	_____
_____	Prepare publicity and promote event (district, region, etc.).	_____
_____	Seek sources of funding.	_____
_____	Record and respond to inquiries.	_____
_____	Meet with Servant Event leadership team to plan details.	_____
_____	Determine daily schedule.	_____
_____	Send registration confirmation email/mailling to adult leaders.	_____
_____	Communicate with registered groups including: <ul style="list-style-type: none"> • Receiving signed event consent and release forms, medical forms, and media release forms. • Materials to prepare including pre-event Bible studies, devotions, participant and adult leader expectations and other ideas for how to prepare. • Links to commissioning service and group covenant design on <i>YouthESource.com</i> • Basic information including schedules, updates schedules, emergency contact information, what to pack, site address, transportation and area information. 	_____
_____	Arrange for housing and meals and local transportation.	_____
_____	Review emergency procedures, insurance.	_____
_____	Meet with team to consider risk management for event.	_____
_____	Acknowledge receipt of registrations.	_____
_____	Update Galaxy Digital Webpage or contact LCMS Youth Ministry when event fills.	_____
_____	Secure liability and other necessary insurance coverage.	_____
_____	_____	_____
Two months before event		
_____	Confirm arrangements for housing, transportation, etc.	_____
_____	Send (email/mail) pre-event materials to participants.	_____
_____	Review sites, tools, materials and tasks with leadership team.	_____
_____	_____	_____

(continued on next page)

Date	Activity	✓ Completed
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One – two weeks before event

_____	Contact local media.	_____
_____	Gather supplies.	_____
_____	Review responsibilities, arrangements and tasks.	_____
_____	_____	_____

During the Servant Event

_____	Check in every group and lead orientation.	_____
_____	Enjoy the experience.	_____
_____	Distribute and collect evaluations.	_____

As soon as possible after event

_____	Review evaluations.	_____
_____	Send out post-event correspondence and thank-you letters.	_____

FOR THE COMMUNITY LIFE DIRECTORS

A handful of games on the first day of your event are not enough to build a supportive functioning group. Community is built from the moment servants arrive until long after they leave. Community building permeates everything from worship to free time to work details. It must be a part of your game plan in everything that you do.

The Community Life Director's job is not over when the Service Director's begins. The job of building the community must extend beyond off-times into every part of the event. A strong, supportive and functioning community can also be a highly efficient and productive group on the service site. As a matter of fact, a "sick" group will be less productive and will express greater dissatisfaction about the task than a "healthy" group.

Community life at a Servant Event is comprised by many different elements:

- › Devotional and worship life
- › Fellowship
- › Social activity
- › Recreation
- › Service activities
- › Bible study

Community Life Directors should strive to bring warmth, challenge and grace into your event. Warmth is characterized by displaying Christ's love for all people and a personal invitation to be a part of the community of believers. Challenge is characterized by a willingness to share the truth in love, so all may know and remain in the saving faith of Jesus Christ. Grace is characterized by echoing God's love and forgiveness of us to others.

This can look like:

- › Having a strong leadership team that understands the priorities for the event.
- › Building community from the moment participants arrive.
- › Modeling welcome, trust and respect. Participants will model what they see key adults demonstrate.
- › Make each individual feel that their contribution is valued and necessary to the success of the group.
- › Be willing to sacrifice the task/schedule for the sake of the group if the circumstances warrant.

Do not allow conflict and dissension to be ignored or pushed aside. A group will not grow if dissatisfaction is repressed, or if discipline isn't enforced.

Do not publicly tease or put down participants, even adults. While it might seem funny at the time, be sure to model loving, empathetic behavior.

Cross Cultural Experiences

Build cross-cultural experiences into your event, especially if it does not have a cross-cultural service focus. Design an experience that is distinct to your area. Visit a local festival. Provide a picnic for older adults in the community. Visit local historical spots or museums. It is important for youth to experience things that are outside of their norm, and it is helpful for them to see value and joy in your community.

Music Resources

Singing is an important and enjoyable part of the Servant Event and of our Lutheran heritage. Singing brings people together, builds community, communicates servanthood, and brings fun to the opening and closing of the day

As you plan the music for the event, consider the following:

- › Identify one or two songs that can be shared before the event so servants will be familiar with them before arriving.
- › Christian Copyright Licensing Inc. (CCLI) is a wonderful resource for if you would like to publish your own song sheets. Call 800-234-2446, x 313.
- › Do not copy songs, hymns, or liturgies without first obtaining appropriate copyright permission. This includes reprinting hymns, even if you own hymnals. If you subscribe to CCLI you may use this for music covered under their license (not all music is covered, so check first). To obtain copyright permission, call or write to the copyright holder. Provide them with the number of copies requested, how the song will be used and when it will be used.
- › When you teach a new song, plan to use that song several times during the Servant Event. Perhaps have the group listen, and then repeat it. You may choose to sing the stanzas the first time and have the group join in on the chorus. The next time you use the song, help them learn the stanzas and sing along with you.
- › Participants may already be familiar with some excellent hymns from *Lutheran Service Book* to use during the event. These could include "Christ Be My Leader," "Lift High the Cross," "I Want to Walk as a Child of the Light," and "Lord of Glory, You have Bought Us." You can also use songbooks from Concordia Publishing House (CPH) like *All God's People Sing* and *Hymnal Supplement '98*.
- › When choosing appropriate music, there are many factors to account for. Consider the theology of the song, your setting, theme of the Bible study, tempo, message of the song, mood of the song, etc. Music is a powerful communicator of message and creator of mood.
- › Check what type of accompaniment is available: piano, keyboard, guitar, rhythm instruments, etc. If you lack musical ability, consider identifying servants who can help (ask before the event, and share the music with them early). Or you can forge ahead a cappella.

- › Music can be another way for servants to experience and learn about the culture in which they are serving. Music reflects the faith and spirit of the people. Check with local resources to identify ethnic or cultural songs that can be used during your particular Servant Event.

PLANNING TIMETABLE FOR COMMUNITY LIFE DIRECTOR

Continue personal study on servanthood. Servant Event leaders are encouraged to become familiar with the Christian concept of servanthood. This happens as you involve yourself with the Servant Event study, materials, resources and personal study.

Help your team set Servant Event objectives. Decide on three or four event objectives. Make them concise, specific, achievable, measurable and personal. Work with the leadership team to pass along these objectives to participants, other volunteers and those in the community.

Meet with the Servant Event Team to share expectations, and to develop a schedule that integrates the work experiences into the total worship and community life of the participants.

Establish a budget for community life and pass that information to the Event Director. Expenses incurred by the Community Life Director should be included in the budget.

Help prepare information to go to adult leaders/ group leaders including songs, items to bring along for games, and commissioning and pre-event Bible studies for all group leaders and participants. This builds enthusiasm and sets the tone before their arrival.

Identify pastor(s) who can lead any worship service included in your event.

Identify musicians who can assist with your event.

Identify a number of local attractions, restaurants, and other recreational activities that could be included during the event. Bring them to the team for consideration.

Two months Prior to event

Review the Bible study and devotions provided by LCMS Youth Ministry. Plan how you will use these, including the size of your small groups, supplies needed and edits that will be needed for your group.

Check details with the leadership team to coordinate additional information that should be communicated with Servant Event participants.

Finalize numbers, transportation and costs for local attractions, restaurants and recreation.

Line up your own travel and other personal arrangements for the Servant Event.

Identify someone to take pictures or videos of people in action during the event, and get brief interviews concerning the event both from youth and adults. (Make sure you collect appropriate permissions to take photographs of participants.)

One month prior to event

Plan daily activities and prepare Bible study materials.

Prepare event booklet. Identify the resources (schedule, worship, Bible study, participant list, songs, etc.) participants will use during the Servant Event. Arrange to have necessary copies made and gathered in one booklet, folder, or binder. These materials can be distributed to participants when they arrive at the event.

Select games that will be most helpful for icebreakers and group gatherings.

One – two weeks prior to event

Gather and pack supplies necessary for the Servant Event.

Check in with Servant Event leadership team. Contact the Service Director regarding information needed about work teams, and the Event Director regarding local supplies and arrangements.

During the event

Enjoy the experience! Be flexible. Be aware of the growth, service and community emerging during the event.

Identify participants who may not be connecting or who may be struggling. Reach out to them or to their adult leaders to see if you can help them engage with others.

Distribute participant evaluations. Have each participant fill out an event evaluation form.

As soon as possible after the event

Encourage participants to take the Servant Event back home by sharing addresses, post-event Bible study, worship materials and ideas for servicing at home. Ask them to let you know what happens when they return to their congregations and communities.

PLANNING CHECKLIST FOR COMMUNITY LIFE DIRECTORS

Date	Activity	✓ Completed
_____	Personal Bible study of servanthood	_____
_____	Help set community life objectives.	_____
_____	Review Servant Event materials.	_____
_____	Meet with Servant Event team.	_____
_____	Establish budget needs.	_____
_____	Help prepare information for adult leaders.	_____
_____	Identify pastors for worship.	_____
_____	Identify musicians.	_____
<hr/>		
Two Months Before Event		
_____	Review Bible study and devotions.	_____
_____	Check details with Servant Event team.	_____
_____	Finalize numbers, transportation and cost for recreation.	_____
_____	Identify photographer/videographer.	_____
_____	Make personal arrangements.	_____
<hr/>		
One Month Before Event		
_____	Plan activities and prepare Bible study materials.	_____
_____	Prepare event booklet for participants.	_____
_____	Select games for icebreakers.	_____
<hr/>		
One – Two Weeks Before Event		
_____	Gather supplies.	_____
_____	Touch base with Servant Event leadership team.	_____
<hr/>		
During The Servant Event		
_____	Enjoy the experience.	_____
_____	Execute the icebreakers, community building and other activities.	_____
_____	Support pastor(s), participants and other leaders who help with community life activities.	_____
_____	Distribute evaluations to event participants.	_____
<hr/>		
Two Weeks After Event		
_____	Support participants in taking service home.	_____
_____	Review evaluations.	_____
<hr/>		

CONTENT IDEAS SERVANT EVENT BOOKLET

Consider compiling Bible study, worship, songs, schedules and other resource materials into one booklet that can be given to participants to use throughout the event. Use this checklist of suggestions for items to add to your Servant Event booklet.

Preparation Checklist

- › Decide on materials to include in booklet.
- › Decide on format (3-hole binder, folded booklet)
- › Develop and reproduce materials.
- › Secure copyright permissions.

Possible Items to Include:

✓ Yes		✓ Ready
_____	Welcome letter from event leaders	_____
_____	Schedule of daily activities	_____
_____	Event objectives	_____
_____	Daily devotions	_____
_____	Bible studies	_____
_____	Selected songs	_____
_____	Worship liturgy and hymns	_____
_____	Evaluation form (or QR code)	_____
_____	Local map	_____
_____	Multicultural information	_____
_____	Daily journal or blank pages for notes	_____
_____	Site history/information	_____
_____	Special site policies	_____
_____	Back home ideas	_____

FOR SERVICE DIRECTORS

Service Directors are responsible for identifying, planning, and supporting the service during the Servant Event.

When you are developing your service opportunities, be careful how you look at your community. It can be easy to focus only on the needs you find, or the lack of physical or monetary resources. This lens can lead to a focus on deficiencies, and a view of the people you serve as impersonal objects. Instead, focus on what you love about your community. Identify assets you possess already and build on those.

One way you can do this is to examine service sites with great care and consideration. Treat potential sites as partners, rather than consumers of service or issues to be addressed. Choose vocabulary that reflects the value and partnership of those you serve (neighbors, residents, partners) rather than terms that devalue and objectify them (poor, homeless, needy).

As you assess and plan for service, do not do for someone what they have the capacity to do for themselves. Be realistic about what your participants can do. It is worse in the long run for them to do a job which feels productive to them, but must be redone later. Put the interests of those experiencing material poverty above those of your participants. This may mean that you have to be creative, commit to longer term support or come away with less exciting stories. Listen carefully to those you talk to about service, and try to discern unspoken needs. Find service that is healthy for everyone, not just your participants.

As you study opportunities for service in your community, consider what parameters or limitations you want to give to your service. For example, you can choose to prioritize those who are elderly, veterans, people with disabilities, or those who are struggling fiscally. Make these decisions early and with the input of the whole leadership team.

Be realistic as you consider your service sites:

- › Choose service that can be done well with the skills of your participants. Middle school, senior high and young adults are capable of and enjoy different kinds of service. Work like putting up fences can seem simple, but requires focus, patience and strategy to do well. It might not be the best work for high energy teens.
- › Service should not require additional permitting from your local government unless you have qualified participants.
- › Service should engage everyone on the crew throughout the day. Middle school participants in particular can cause more trouble than help if they are spending too much time waiting. A service site should have enough work for everyone to stay busy.
- › Prioritize the service on each site so that the most important things are done first. Those on the site may be

inclined to add additional tasks. It is important that the crew knows their focus and limitations from the start.

CREATING SERVICE CREWS

Service Directors must separate participants into service crews. As you do, assess how many adults you will need on each site. For safety, there should always be at least two adults with minors. As the crew size goes up, so should the number of adults. You can consider this as a starting point:

# of Youth	# of Adults
2–6	2–4
7–13	3–4
14–20	4–5
21–27	5–6
28–34	6–7
35–41	7–8
42–48	8–9

If the service is more intense or potentially risky, add additional adults, either from your pool of adult leaders or site supervisors who are local volunteers. If service is being done at various points in a single location, be sure that an adult can be seen and heard at every spot where minors will serve. Do not allow adults to be alone with minors at any time except in a public area.

PLANNING TIMETABLE FOR SERVICE DIRECTORS

Continue personal study on servanthood. Servant Event leaders are encouraged to become familiar with the Christian concept of servanthood. This happens as you involve yourself with the Servant Event study, materials, resources and personal study.

Help the team set Servant Event objectives. Decide on three or four event objectives. Make them concise, specific, achievable, measurable and personal. Work with the leadership team to pass along these objectives to participants, other volunteers and those in the community.

Meet with the Servant Event team to share expectations and develop a schedule that integrates work experiences into the total worship and community life of the participants.

Develop criteria for service sites. Consider the number of participants, their expected skill sets and local laws and guidelines to ensure you know what service will work well for your event.

Visit potential service sites. Communicate with the residents or leaders to identify what service might fit well into the event.

Create a list of projects for each site. Prioritize these projects in order of importance and include directions for those who are new to this type of service. Identify service sites that need special skills or assistance.

List all tools, equipment and supplies for each site.

Determine what special skills or assistance are needed.

Meet with Leadership Team (Community Life Director and Service Director) to share expectations, develop the Servant Event schedule, review tasks, clarify budget needs, discuss risk management issues and check the progress of planning.

Check with Event Director about needed insurance.

Two months prior to event

Outline special orientation and training to be done with participants.

One month prior to event

Determine how participants will be divided among tasks.

Locate hardware/building supply stores near service site.

Write out a description of the tasks at each service site with a priority listing of each activity.

One – two weeks prior to event

Gather tools, equipment and supplies.

During the event

Enjoy the experience! Be flexible. Be aware of the growth, service and community emerging during the event.

As soon as possible after the event

Evaluate all of the service sites. Assess whether additional service is needed to complete projects, and find long-term connections to service.



SERVICE DIRECTOR PLANNING CALENDAR

Date	Activity	✓ Completed
_____	Meet to discuss needs and projects with Event Director and community leaders.	_____
_____	Develop criteria for service sites.	_____
_____	Visit service site(s) with Event Director.	_____
_____	Evaluate potential projects and sign agreements with chosen sites.	_____
_____	List projects to be completed during event.	_____
_____	Determine what special skills or assistance are needed (e.g., electrical, masonry, etc.)	_____
Two months before event		
_____	List tools, equipment and supplies for event.	_____
_____	Outline special orientation and training to be done with participants (e.g., how to use tools).	_____
_____	Go over schedule, service projects, needs and budgets with event leadership team.	_____
_____	Make personal Servant Event arrangements.	_____
One month before event		
_____	Gather tools, equipment, and supplies.	_____
_____	Locate hardware/building supply stores near service site.	_____
_____	Determine how participants will be divided among tasks (e.g., how many people).	_____
_____	Recruit volunteers with special skills, if needed.	_____
_____	Determine how adult supervision will be provided for each task.	_____
During the servant event		
_____	Organize and inventory tools, equipment and supplies at site.	_____
_____	Check in with every site and service crew daily to troubleshoot issues.	_____
Two weeks after event		
_____	Check inventory of tools, equipment and supplies at end of event.	_____
_____	Arrange for unfinished work to be completed.	_____
_____	Submit remaining expense reports and receipts to Event Director.	_____
_____	Submit evaluation to Event Director.	_____

SAMPLE SERVANT EVENT SERVICE PLAN

Event Title: _____

Service Site: _____

Date or Time	Task Description	Materials/Tools Needed	Special Skills Training/Needed	Team # Assigned
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SAMPLE SERVANT EVENT SERVICE ORDER

Service Site:

Date:

Service Crew:

Task:

Procedure:

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Task:

Procedure:

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Task:

Procedure:

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Task:

Procedure:

- 1.
- 2.
- 3.
- 4.
- 5.

SAMPLE HOMEOWNER AGREEMENT

I give permission for (Event Name), which is a ministry of (Church Name and Address) and its volunteers to perform repairs and improvements on my home located at: _____.

I understand that (Event Name) is a volunteer initiative and that promises cannot be made as to the specific work that will be done. The general plan for the repairs and improvements has been explained to me, but I give (Event Name) and its volunteers full authority to determine the extent and types of repairs and improvements to be performed.

I understand that the repairs and improvements will be performed free of charge, and (Event Name) and its volunteers disclaim all warranties, expressed or implied concerning the repairs. The repairs and improvements will be performed by volunteers, some or all of whom may be unskilled.

I understand that the repairs and improvements will be made during the week of (Dates), but that some preparation may be necessary prior to those dates and some follow up may need to be done after those dates.

In consideration of the repairs and improvements, I further hold (Event Name), its officers, directors, donors, volunteers, and other affiliates, collectively and individually, harmless from any claims and liabilities arising at any time as a result of the repairs, including, without limitation, any rights or causes of action resulting from personal injury or death, or damage to my property, directly or indirectly arising from any improperly performed repairs or improvements or defects in material or workmanship.

I also grant (Event Name) permission to take or have taken, still and moving photographs and films including television pictures of my home. I consent and authorize (Event Name), its advertising agencies, news media and any other persons interested in (Event Name) and its works, to use and reproduce the photographs, films, and pictures and to circulate and publicize the same by all means including without limiting the generality of the foregoing, newspapers, television media, brochures, pamphlets, instructional materials, books and clinical material.

No inducements or promises have been made to me to secure my signature to this release other than the intention of (Event Name) to perform the repairs and improvements and to use such photographs, films and pictures for the primary purpose of promoting and aiding it program and its works.

Homeowner Signature: _____

Date: _____

Witness: _____

Date: _____



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