
2024



Leader Packet

Our goal is to literally transform Alaska by winning new Believers, growing Disciples and start new gatherings of Believers. We will not be satisfied until we see a remarkable, multiplying, “Jesus Movement” in our state.



Greetings from Alaska!

We are very excited to partner and serve Christ with you and your team in Alaska this summer for **GraceWorks** 2024! This year marks our 18th year of missions in Alaska! For those of you whom I have not met, I'm Traci Warren, Executive Director of **GraceWorks**. It is my purpose to equip you with the information you need to prepare you and your team for your mission trip to Alaska! Enclosed is the **GraceWorks** 2024 Team Leader Packet. This information is updated every year and will answer many of the questions you may have. So, we ask that whether you are new to our ministry or a seasoned Team Leader with us, is that you do your part as Team Leader and take the time to read the information provided in this Leader Packet.

The **Team Leader Information and Guidelines can be found on pages 2-4** and the **General Team Information and Forms can be found on pages 5-17**. This information is for you to share and go over with your team as Team Leader so your team will be prepared for the **GraceWorks** Ministry. Please note that we are requiring Background Checks. You can find this information on page 5. I am here to answer your ministry questions and help you and your mission team prepare for your mission trip. Scott Kirby will answer all your financial, logistic, and travel questions, and Ginger Mayer is your contact for "Gospel Conversations" training.

The MOST important thing we do is to share the gospel. It is our goal to give you the tools to help train your team. We are providing a mandatory training on "Gospel Conversations" for all Team Leaders that will be done by Zoom meetings. We highly recommend that all team members attend one of our zoom calls. If you are unable to attend the date and time assigned for your particular week, you may attend any of the other times. If you have any questions, please contact Ginger Mayer at graceworksak.ginger@gmail.com. The login information will be the same for each class. Please mark your calendars with the dates and times:

<https://e3partners.zoom.us/j/83362267039>

| | |
|----------------------------------|----------------------------------|
| Week 1 teams: May 7 at 1pm AKST | Week 5 teams: May 21 at 1pm AKST |
| Week 2 teams: May 9 at 4pm AKST | Week 6 teams: May 23 at 4pm AKST |
| Week 3 teams: May 14 at 1pm AKST | Week 7 teams: May 28 at AKST |
| Week 4 teams: May 16 at 4pm AKST | Week 8 teams: May 30 at 4pm AKST |

This summer, **GraceWorks** teams will be reaching out to the neglected/underprivileged neighborhoods in Anchorage, Palmer, and Wasilla, Alaska. Your team will work in multi-ethnic communities. Our belief is that the Great Commission is not just for the World to go to church, but for the Church to go to the World. We look for ways that we can serve in the Name of Christ and look for opportunities to have a verbal witness. Alaska is the least church-attending state in the USA. Our vision and plan are to take the "Church" to where the people are. **GraceWorks** is reaching the lost!

We partner with local churches and local agencies in this ministry year-round to provide extensive follow-up discipleship training and Bible studies for those your team reaches.

Please feel free to join us on Facebook at GraceWorks Alaska for updates.

Again, I look forward to serving Christ alongside you and your team in Alaska this summer!

Blessings,

Traci Warren
GraceWorks, Executive Director
[907-223-3781](tel:907-223-3781)
<https://www.graceworksak.com>

TABLE OF CONTENTS

| | |
|--|------|
| ADDRESSES FOR MAILING CHECKS & SHIPPING CRAFT SUPPLIES | 6 |
| AGE LIMIT | 6 |
| ALASKA PACKING ADVICE AND LIST | 6 |
| BACKGROUND CHECKS | 6 |
| BIBLE CLUB GUIDE | 7 |
| BIBLE STORY CHART OVERVIEW | 8 |
| BOUNCY HOUSE | 9 |
| CELL PHONE USAGE | 9 |
| CHAPEL | 9 |
| CHILDREN'S LUNCH PROGRAM - (ANCHORAGE SITES ONLY) | 9 |
| CHILDREN'S LUNCH PROGRAM - (ALL OTHER SITES) | 9 |
| COMMUNITY OUTREACH/SERVICE PROJECT SCHEDULE | 9-10 |
| COST | 10 |
| COVID-19 | 10 |
| DRESS CODE | 10 |
| DRIVERS | 10 |
| EMERGENCY CONTACTS | 10 |
| FLIGHT PLANS | 10 |
| FOOD ALLERGIES | 10 |
| FORMS | 11 |
| FORMS - HEALTH FORM | 11 |
| FORMS - RELEASE OF LIABILITY FORM | 12 |
| FORMS – TEAM MEMBER COVENANT FORM | 13 |
| GOSPEL CONVERSATIONS | 14 |
| GOSPEL PRESENTATION | 14 |
| HOUSING INFORMATION | 14 |
| HOUSING LOCATIONS | 14 |
| LAUNDRY | 14 |
| MEALS | 14 |
| OPTIONAL ALASKA RECREATION COST | 15 |
| PARK PARTY RESPONSIBILITIES | 15 |
| RELATIONSHIPS -TEAM MEMBER vs. PARK CHILDREN AND TEENS | 15 |
| SHIPPING SUPPLIES- INSTRUCTIONS | 16 |
| SPIRITUAL GUIDE – 30 DAYS | 16 |
| STUDENT TO ADULT RATIO | 17 |
| TEAM LEADER INFORMATION | 3 |
| TEAM LEADER GUIDELINES – DEADLINE CHECKLIST | 3-4 |
| TEAM LEADER – MISSION TRIP PLANNING TIMELINE | 4-5 |
| TEAM LEADER RESPONSIBILITY CHECKLIST | 5 |
| TRAVEL ITENERARY | 17 |
| T-SHIRTS | 17 |
| VEHICLES | 17 |
| WEBSITE RESOURCES | 17 |
| WEEK AT A GLANCE SCHEDULE | 18 |

TEAM LEADER INFORMATION

As Team Leader, please make a "**GraceWorks**" Team Folder for each volunteer member on your team. The Team Folder should include the General Information as well as the Forms. You will print pages **6-18** to meet this requirement. This will help each team member to be prepared mentally, physically, and spiritually for what God has called them to do. Please hand out and go over the contents of the packets together as a team at your next meeting. This information will answer most of their questions, giving you as Team Leader more time to focus on the training aspect of your team.

As a Team Leader, you play an important role in our ministry. Not only handling the logistics, printing out the Team Packet, holding team meetings, and meeting our deadlines, it will be vital to prepare and assign your team members to different roles within your team dynamic. A typical day at the park will look much like VBS, without the structure of a church setting. We feed the children lunch, have a Bible story, memory verse, crafts, sports, games, music, and/or an object lesson, with the Bible story being the most important part of our day. A large percentage of our children are visual learners, so it will be important to choose a Bible teacher who can grab the children's attention through their excitement, visuals, skits, puppets, etc. We have noticed that they do not retain the lesson when it has been simply read to them.

GraceWorks serves in 12 to 14 different park locations during the summer. If your team is large (16 or more), we may need to split your team to cover more than one park location. If this is necessary, we will need you to assign a "*Team Leader*" for each park location. Please choose a Team Leader, (not a chaperone) that will be responsible for every aspect of the Ministry in their specific park location, who be responsible for their team members, and work well together with our Ministry Host. A Ministry Host is a **GraceWorks** staff volunteer who is assigned to the same park during the duration of our summer sessions. Your Ministry Host will be your point person during the week. They are your liaison between your team and our families in the park. Splitting a team is a case-by-case situation and you will know ahead of time.

As a Team Leader, we request that you meet our Financial and Ministry Deadlines. This will help us to prepare on our end for your team and to help the ministry run as smoothly as possible.

CONTACT INFORMATION

Scott Kirby, CEO/Founder – Contact Scott for all financial, logistics or travel questions/deadlines at gograceworks@aol.com

Traci Warren, Director – Contact Traci for all Ministry related questions/deadlines at graceworksak@gmail.com

TEAM LEADER- DEADLINE CHECKLIST

Deadlines: The Team Leader is responsible for meeting GraceWorks deadlines. **Please put these dates on your calendar.** PLEASE help us with your team's deadlines. It is essential that we have your team's information to better serve you, and that we assist you wherever we can to ensure your ministry here in Alaska runs as smoothly as possible.

January:

- Deposit of \$50.00 for each team member. (Non-Refundable) **Unless you signed up after this date, discussed and approved by Scott Kirby.**
- **Financial/Travel Deadlines: Email to Scott Kirby (gograceworks@aol.com)**
- Establish deposit and remaining balance due dates with your team.

May 1st:

- **Email to Traci Warren:**
- **Ministry Deadline Overview: Type of team, team dynamics, male/female breakdown, t-shirt sizes, food allergies special housing needs, background checks. Please email to Traci Warren (graceworksak@gmail.com) on deadline dates.**
- Type of team: What talent does my team offer? Children's ministry, singing and/or music groups, puppet ministry, drama teams, sports etc.
- Team Dynamics: Youth/Teen Group, Family Group, Senior Adult Group or Mixed Group of all Ages.
- Bible Club: Please review your teams' assigned stories. (See "Weekly Bible Story Chart". We are teaching the children Bible lessons Monday through Friday. On Thursday, your team should also present the plan of Salvation.
- **Make a Team Folder and bring it with you. Please keep this folder with you during your ministry week in Alaska. It should include your Team Members Emergency/Health forms and Team Member Covenant. We do not need a copy of Health forms or Team Member Covenant. This is for your records only.**
- List of team members, breakdown of male/female - for housing purposes. We need the exact number of males and females, so we have enough beds assigned to your team members.
- T-shirt sizes (unisex): Youth S, M, L - Adult S, M, L, XL, 2L, 3XL, 4XL, 5X.
- Food Allergies (see housing information below).
- Special Housing Needs (see housing information below).
- Driver(s) - Must be over age 25 with a good driving record. Talk with us if this is a problem. Must be the same driver all week, per vehicle for insurance purposes.

2 Weeks prior to arrival:

- Background Check approval list emailed to Traci at (graceworkak@gmail.com)
- Remaining Balance is due **2 weeks prior to arrival**. Please make checks payable to GraceWorks. Mailing address: 4149 Checkmate Dr. Anchorage, AK 99508.
- Group Flight information - submit to Scott ASAP. Call him immediately with any changes. No later than 2 weeks prior to arrival.

Arrival Day:

- Release of Liability Form: Collect all Release of Liability Form - This is the ONLY form we need from each member of your team. Please turn the copies in to Traci Warren, Monday morning at the Team Leader meeting.

TEAM LEADER - MISSION TRIP PLANNING TIMELINE

Leaders, please use this "Timeline" to make your own Mission Trip Planning Itinerary Form for each of your team members.

January: Collect in-house registration/application forms.

- Health Form (for Team Leader records).
- Team Member Covenant (for Team Leader records).
- Release of Liability form.
- Background Disclosure (18 or older).
- Deposit from each team member.

February:

- Print the GraceWorks Team Packet (pages 6-18) and distribute it to your mission team members.

10-12 weeks before trip:

- Give overview of GraceWorks ministry.
- Show GraceWorks video found on our website's home page, at: <http://www.graceworksak.com>

- Attend team training meeting.
- Set up payment schedule.
- Meet GraceWorks deadlines.

4-6 weeks before trip:

- Visit health care provider.
- Consult with your physician if you have a medical condition.
- Attend team training meeting.

2-4 weeks before trip:

- Pay the remaining balance of mission trip fee to GraceWorks (2 weeks before arrival).
- Attend team training meeting.
- Flight details to Scott Kirby, arrival, and departure. gograceworks@aol.com

1 week before trip:

- Pack carry-on bag with appropriate provisions and medications.
- Attend team training meeting.

Saturday Sightsee Day:

- If you are a first-time team, or a return team with mostly first-time folks, then our normal Portage Valley Day Trip on Saturday is the way you should consider going. Your team will hike to a snowfield (.8 mile each way), visit the Wildlife Conservation Center to see Alaska critters, and go on the optional Glacier Boat to the face to Portage Glacier (\$40/pp. Pay the boat). Scott or one of our staff will be leading this group.
- Many of our teams, however, are returning teams and would like to do something different. Please note on our webpage and below, three Optional Saturday Day Trips - Seward, Talkeetna, and Knik. Note that teams will need to self-guide themselves on these optional trips. Also, note that most of these optional Saturday trips do not work if you have an early Saturday evening flight departure home.
- You do not have to make any decisions on how you spend that Saturday until you are up here serving.
- Optional Saturday Day Trips:
 - Seward Day Trip. <http://www.graceworksak.com/seward-day-trip.html>
 - Talkeetna Day Trip. <http://www.graceworksak.com/talkeetna-day-trip.html>
 - Knik Day Trip. <http://www.graceworksak.com/knik-valley-day-evening-trip.html>

Important dates:

- Planned meeting dates _____
- Date deposit is due: _____
- Monthly installments: _____
- Fundraiser event dates: _____
- Date: final balance is due: _____
- Departure to anchorage date/time _____
- Arrival back home date/time _____

TEAM LEADER RESPONSIBILITY CHECKLIST (Check off each topic after you have discussed the topic with your team).

- Promote GraceWorks and mission trip signup. (See "Promoting Your Trip" on www.GraceWorksak.com).
- Plan and hold weekly/bi-monthly meetings
- Responsible for all required documentation turned in from team members
- Print the following pages for your GraceWorks Team Packet and distribute it to your mission team members. Packet to include:
 - Alaska Packing Advice and List
 - Background Checks
 - Bible Club Guide
 - Bible Story Chart Overview
 - Bounce House
 - Cell Phone Usage
 - Chapel
 - Children's Lunch Program
 - Community Outreach/Service Project Schedule
 - Cost
 - COVID – 19, Delta Variant, Omicron Variant
 - Dress Code
 - Driver Information
 - Emergency Contacts
 - Flight Plans
 - Food Allergies
 - Forms - Health Form Forms
 - Release of Liability Form
 - Forms – Team Member Covenant Form
 - Gospel Presentation
 - Gospel Conversations Training
 - Housing Information
 - Housing Location
 - Laundry
 - Meals
 - Optional Alaska Recreation Cost
 - Park Party Responsibilities
 - Relationships- Team Member vs. Park Children and Teens
 - Shipping Supplies Instructions
 - Spiritual Guide – 30 Days
 - Student to Adult Ratio
 - Travel Itinerary
 - T-Shirts
 - Vehicles
 - Week at a Glance
- Background Check (Deadline: 2 weeks before trip).
- Flight plans: Please email to Scott Kirby gograceworks@aol.com (Deadline: as soon as you have them).
- Food Allergies (Deadline: May 1, to Traci Warren graceworksak@gmail.com).
- T-Shirts (Deadline: May 1 to Traci Warren graceworksak@gmail.com).

General Team Information

ADDRESSES AND SHIPPING

- **GraceWorks Office** – (Mail all checks and correspondence. Please do not mail supplies/crafts to this address):
4149 Checkmate Drive
Anchorage, AK 99508
- **Shipping Supplies and/or Crafts** – (Mail craft/supply boxes):
To: GraceWorks – (AND) YOUR TEAM'S NAME (and the DATES you are serving with us).
c/o Jamie Cleveland
711 Ash Place – Apt. B
Anchorage, AK 99501

AGE LIMIT

- We recommend that children coming with family members be at least 9 or 10 years of age. This is for their safety in every aspect of our ministry.

ALASKA PACKING ADVICE AND LIST

Be prepared for cool and wet weather. After all, this is Alaska! From mid- June to mid-August, expect lows in the upper 40s to low 50s. Highs will be in the 50s -70s. We can sometimes reach 70 or higher. Maybe you'll get lucky! Always be prepared for rain. There are Laundromats if you need to wash clothes. Bring a set of twin sheets, pillowcase, and towel per person. Good news, we do have stores here in the Last Frontier, at least in Anchorage, and TAX FREE on most items. Wal-Mart, Fred Meyer, Costco, etc....

Jeans are standard for Alaska, even for church. No need to waste valuable packing space bringing religious clothes. Remember you will want to take souvenirs home.

Remember luggage and weight restrictions!

Items that can be bought in Alaska TAX FREE

- Extra batteries.
- Insect repellent: we supply for you unless you want your own.
- Lip balm, sunscreen.
- Medicine: Allergy and other meds (non-prescription of course.)
- Toiletries (strictly up to you).
- Work clothes: We have thrift stores if interested.

Bring with you for sure

- Bible/journal.
- Clothing: Think layers. Also, bring clothing you won't mind getting stained.
- Contact lens supplies.
- Eye shades for sleeping (sunlight 24-7 until last of July.)
- Eye wear and care.
- Meds for 10 days (just to be safe.)
- Rain jacket/gear/travel umbrella.
- **Sheets - Single twin bed sheets and pillowcase.**
- Snack items if you have layover, etc.
- Sunglasses.
- Sweatshirt/sweater/light jacket.
- Teaching notes/supplies.
- **Towel and washcloth (1 of each.)**
- Watch.
- LEAVE VALUABLE JEWELRY AT HOME!
- Optional items: Binoculars (we supply, but not high quality), Camera, Travel alarm.

We provide

- **Air mattress.**
- **Pillow.**
- **Blanket.**

BACKGROUND CHECKS

- We are requiring a Background Check from each team member 18 or older.
- This background check is for the safety of the children and community we serve and meets our Church Mutual insurance requirements.
- You may use whatever background check that your church or organization uses.
- **GraceWorks recommends using www.trustedemployees.com, <https://www.verifiedvolunteers.com> or www.backgroundchecks.com**
- We will not accept anyone who has been a sex offender.
- Each Team Leader will need to provide proof of Background check 2 weeks before arriving in Alaska.
- **GraceWorks** will not be responsible for this cost.
- **Email report to Traci Warren @ graceworksak@gmail.com 2 weeks prior to trip.**

BIBLE CLUB GUIDE

- Your team will be responsible for conducting an outdoor Bible Club in one of our local parks, rain, or shine. This Bible Club will resemble that of a typical Vacation Bible School, without the 4 walls. Our theme this summer is "Follow Jesus...Fish for Men", and our goal is to help people find and follow Jesus. Use the idea of our Bible Club to create a fun, interactive, high-energy setting for your park. Monday through Friday your team will teach a lesson from the Bible. Be prepared to share the plan of Salvation. Your team has been assigned some weekly stories found on the "Weekly Bible Story Chart" according to your ministry week. Remember you will be working with children who are mostly unchurched. Most of them do not know words like Salvation, Baptism, etc. Some of these children have never heard of Jesus! During your group time you will sing songs, teach the lesson, practice the memory verse, and do a craft. Please come prepared! Hold monthly meetings with your team and practice together. This time is most effective if all your team members are there to actively participate. **Children in a park setting typically have a very short attention span, so make the lesson interactive, engaging, and meaningful. Songs, dramas, puppet shows, visuals, and movement are good ways to make the stories come alive for children. Simply reading the lesson does not keep their attention. Use the talents of your team members and plan in advance how each one will participate. Your ministry will have several parts:**
- **Lunch/Snack** - Use this opportunity to get to know faces, names, and background in a non-threatening setting.
- **Crafts** - You may purchase and send supplies ahead of time or purchase them here at Walmart. Your team will be assigned a craft box that will have some generic supplies (paper, stickers, glue, paint, crayons, and markers.) Your team will select and bring crafts that coordinate with our theme and the memory verse for the week. Consider limiting pre-made crafts from mail order companies. Our kids get a lot of "foam" crafts over the years.
- **Sports/Recreation/Game** - Please let us know ahead of time if your team needs help in this area. Each team will receive a bag of assorted balls, basketball, soccer, football etc. Plus, sidewalk chalk. Plan for games and sports that appeal to children of all ages and skill sets. In addition to sports, relay races, and contests, don't forget to include some small-group or one-on-one options like card games where you can focus on developing relationships.
- **Music/Songs** - included are links to a song that goes with the memory verse or theme. A Bluetooth speaker would be helpful to bring so that you can play the song on your phone. If your team decides to include other songs, provide lyrics, and keep it short - easy to remember songs with motions. We have found that songs work best if the words are printed on poster board or paper with the team singing along. Instruments also work well. We do have CD players you may borrow, however without the team's participation, CD's do not work as well. (We do have a guitar we can loan out if we know in advance - first come/first serve basis).
- **Lesson** – **This is the most important part of the day!** Use the lesson provided, but you and your team are encouraged to use the content to "make it your own" by adding elements like drama, music, puppets, and other visuals. Plan and practice to make sure it is clear and engaging. You can ask your park host what has worked best with the kids in your park. Your team has 2-1/2 hours a day for Bible Club activities. It is up to your team as how you manage your time in the above areas. **The children are not required to stay for any portion of the Bible Club and come and go as they wish.** This is unlike a typical church VBS with a captive audience of church kids. This has been frustrating to some teams in the past, so just wanted to give you "heads up" about this issue. It is common for teams to meet on Monday night after their first day of ministry and have to re-plan some things.
- **Memory Verse** - You will go over the memory verse each day and review previous week's verses. Consider providing rewards like small prizes or candy to children who memorize it (or try).
- **Sharing the Gospel** - Make sure your team is prepared to share the gospel throughout the week as you minister in your park. Look for group and individual opportunities to share what Christ has done in your life, and how He can make a difference in theirs. This link provides helpful resources for child evangelism and an overview of sharing the Gospel with the 3 Circles method.
- <https://www.namb.net/evangelism/for-children/>
- **Discipleship** - Some of the children may have already accepted Christ and need someone to disciple them. Look for ways to spend time with them in prayer, Bible study, and conversation about their faith. Your ministry this week will take two forms: group participation and one-on-one.
- Look for opportunities to extend the lesson into one-on-one discussions. This is a chance for you to get to know the children and adults in your park. Ask them about their interests, hobbies, families, and prayer requests - but don't be surprised if they are reluctant to reveal personal information. Focus on building a relationship over the week and pray for the opportunity to discuss spiritual things with them. Our ultimate goal is to share how they can have a personal relationship with God through accepting Jesus Christ as their savior, then getting them connected with a local church who can disciple them when the team leaves.
- **If your team plans to send Bible Club supplies ahead of time please see, ADDRESSES, "Shipping Supplies/Crafts" on page 6.**
- Please call Traci at 907-223-3781 ahead of time to make these arrangements.

BIBLE STORY CHART OVERVIEW FOR WEEK 1 – WEEK 8

| Theme | Memory Verse | Song Suggestion |
|--|--|---|
| Week 1: June 2-8 Follow and Fish | Again Jesus spoke to them, saying, "I am the light of the world. Whoever follows me will not walk in darkness, but will have the light of life." John 8:12 | Matthew 16:24-25 – "Follow Me" (Hand Motions) |
| Week 2: June 9-15 Jesus, the Great I Am Part 1 | "Jesus said to them, 'Truly, truly, I say to you, before Abraham was, I am.'" John 8:58 | "Here Is Our King" |
| Week 3: June 16-22 Jesus, the Great I Am Part 2 | "He said to them, 'But who do you say that I am?' Simon Peter replied, 'You are the Christ, the Son of the living God.'" Matthew 16:15-16 | "Who You Say I Am" (Dance Cover Version) with Lyrics CJ and Friends |
| Week 4: June 23-29 Sermon on the Mount | "...let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven." Matthew 5:14 | "SHINE A LIGHT" LYRIC & DANCE VIDEO Kids on the Move |
| Week 5: July 7-13 Four Fields | "If you abide in me and my words abide in you, ask whatever you wish, and it will be done for you." John 15:7 | "Go and Make Disciples" Kid Worship Song |
| Week 6: July 14-20 The Life of Peter | "Therefore, if anyone is in Christ, the new creation has come: The old has gone, the new is here!" 2 Corinthians 5:17 | "Sing and Shout" by Matt Redman. Worship with Motions led by LifePoint Kids |
| Week 7: July 21-27 The Life of Paul | "We are His workmanship created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them." Ephesians 2:10 | "Go Let's Go" - Christian Children's Praise & Worship Bible Song about Paul's Missionary Journeys |
| Week 8: July 28-Aug 3 Go Fish! | "Therefore we are ambassadors for Christ, God making his appeal through us. We beg you on behalf of Christ, be reconciled to God." 2 Corinthians 5:20 | "I Have Decided" CJ and Friends Dance-A-Long Listener Kids Music with Lyrics |

BOUNCE HOUSE

- Inflatable games and Bounce Houses are illegal in Anchorage city parks. Only a few of our GraceWorks locations are allowed to use them. However, we have found that the community has adapted well without them in our parks. In place of using a Bounce House at our Park Parties, we've played sport games or other carnival games that the children have loved.

CELL PHONE USAGE

- Please discuss with ALL members of your team, including Team Leaders/Chaperones, the importance of cell phone etiquette during Ministry times. This includes any GraceWorks meeting and all hours of Ministry. We ask for all members to please not use their phones at the park locations, except for emergency purposes only. There will be free time in your day to check messages and social media.

CHAPEL

- Chapel times can be found on the "Week at a Glance" on page 17, But times could differ from our different site locations.
- If you are a pastor or have one on your team, please consider giving a 10-minute devotion during our chapel time. Contact Scott.
- If you are bringing a talented worship band or choir, or have musical talent on your team, please contact Scott.
- We hold chapel/worship in reverence to our Lord and treat it in that same manner.
- It is okay to use a Bible app on your cell phone; however, it is not a time to check social media or emails.
- Please do not bring food or drinks in the Chapel area.
- Friday, we have an "End of the week Celebration" at 10:00am. At this time one person from each park location will give a brief, 3-minute testimony of what you experienced during the week.

CHILDREN'S LUNCH PROGRAM - (Anchorage sites only)

- Please provide 2 workers each day (except Monday), to assemble lunches. We suggest two different workers a day. The 2 workers will be responsible for the lunch program supplies for the day.
- 7am - arrive in fellowship hall and report to the children's lunch program coordinator and sign in.
- 7am - 8am - assemble lunches, fill water coolers, fill ice chests and place them in area designated by the coordinator.
- 11:55 – Take lunch items to your vehicle before lunch.
- 1:30pm - 2pm - the day's 2 workers will head up lunch program in the park.
- 4:30pm - the day's 2 workers will be responsible for:
 - A. Making sure all ice chest and drink coolers are taken from the vans, back to the lunch prep room. (You may have help bringing them in, but you are responsible for making sure that they make it back to the lunch prep room. Please do not leave ice chests or coolers in front of the church or in the front foyer of the church.)
 - B. Clean, rinse and dry out (cleaning station is outside in front of the church).
 - C. Store ice chest and coolers back in the lunch prep room.

CHILDREN'S LUNCH PROGRAM - (All other sites)

- We have found that the need for children's lunches in Anchorage is great, because most of the children we serve are on government lunches at school and have little to eat during the summer. The other locations seem to be more family oriented, so we bring peanut butter/ jelly sandwiches or prepackaged snacks and drinks to make on-site, just in case.

COMMUNITY OUTREACH/SERVICE PROJECT SCHEDULE

- **Tuesday - Friday 7am - Children's Food Program: Anchorage sites only**
- Two members per team are needed to help prepare Children's Food Program Lunches. Meet in the fellowship hall at 7:00am.
- **Monday – 4:30pm to 5pm -**
- Prayer Walk in the park and neighborhood using the Prayer Walking Guide that you will receive in Alaska on Monday that will be found in your Leader Packet.
- On occasion, we will pass out a weekly **GraceWorks** flyer during this time.
- **Tuesday or Thursday –**
- Service Projects – Each team will do Service Projects with your Church Partner every week to offer service and to build relationships with people in the community and our Church Partners. The Service Projects will include, but are not limited to: general cleaning, vacuuming, sweeping, mopping, cleaning bathrooms, organizing, office work, lawn maintenance, painting, parking lot maintenance, helping a neighbor in need, etc. Please bring appropriate work clothing.
- ***Tuesday – 9am Service Projects only for teams that have a Thursday evening Park Parties.** Your team will have an optional prayer walk hike on Thursday morning at 8:35, so your team does not miss out on any of the hiking opportunities.
- ***Thursday - 9am Service Project will be for teams that have Tuesday and Wednesday Park Parties.** Your team will have an optional prayer walk hike on Thursday morning at 8:35, so your team does not miss out on any of the hiking opportunities.

- We have found that it makes for a very long day to have Service Projects on the same day as a Park Party.
- More information can be obtained closer to your week of ministry.
- **Friday – Morning until 10am - Free:** Rest, sleep in, pack.

COST

- \$750 per person for the week.
- \$50.00 of that is requested as a Deposit per person in January or the month you book, if after January.
- Balance is due 2 weeks prior to arrival.

Make checks payable to:

GraceWorks
4149 Checkmate Drive
Anchorage, AK 99508

COVID-19, DELTA VARIANT,OMICRON VARIANT or ANY OTHER NEW VARIANT

- Right now (January 2024, GraceWorks Alaska is planning a close to normal Summer 2024 ministry. You can be sure that we are taking COVID-19, Delta, and Omicron very seriously and we will do all we can to ensure your health and safety! However, we are still 4 ½ to 6 ½ months away from our summer GraceWorks Campaign and we just don't know what things will look like that far off. We will send you a *detailed* mitigation plan probably in late spring.
- This we are sure of - For your safety and the safety of our staff and communities, we are requiring each volunteer, (no matter the age, no matter if you've been vaccinated) to bring proof of a negative COVID-19 test 24 hours or less. We will accept a home test.

DRESS CODE – Please discuss this with your team before they pack. This is a safety issue!

- **SHORTS - MUST BE** fingertip length when arms are straight down by the outside of your legs. This includes all athletic shorts. Team Leaders, please make sure your team members know to do the “fingertip length test” on all the shorts they plan on bringing. We will ask them to change clothing if it is not appropriate.
- Pants and shorts must cover the backside when sitting, bending over or squatting.
- Yoga pants and/or exercise pants – T-shirts must cover bottom, including bending over.
- Shirts should be long enough to completely cover midriff. No crop tops please.
- Shirts should be modest at the top for women. No cleavage.
- Shirts should not be see-through.
- Close toed shoes are suggested when playing with children in the park locations and/or Service Projects.

DRIVERS

- We need to know who your drivers are in advance. Our insurance is requiring that the drivers of our vehicles be 25 or older and have a clean driving record. Drivers must provide Drivers License number, state of issue and SSN. However, our insurance does not cover the drivers or any claims.

EMERGENCY CONTACTS

- **TRACI WARREN 907-223-3781**
- **SCOTT KIRBY 907-440-4974**

FLIGHT PLANS

Members must give you:

- Airline name
- Arrival date
- Arrival time
- Flight number
- Departure date/time
- Group Flight information - submit to Scott ASAP.
- Call or text him with any last-minute changes or delays. Not later than 2 weeks prior to arrival.

FOOD ALLERGIES

- List types of food allergies (on Team Leader Deadline Checkoff List and send to Traci by May 1st): gluten-free, lactose intolerant, nut allergies (peanut butter, etc.).
- **Not food preferences. We cannot accommodate all food preferences, only food allergies.**

FORMS

- HEALTH FORM – Team Leader - always Bring Health forms with you and keep them with you in your Team Folder. GraceWorks does not need a copy.
- RELEASE OF LIABILITY FORM – GraceWorks needs a signed copy from every team member and leader on the team for our records. Please bring them with you and turn them in Monday morning to either Traci Warren or Site Manager if housed in South Anchorage or Wasilla.
- TEAM MEMBER COVENANT FORM - -- GraceWorks also needs a signed copy from every team member and leader on the team for our records. Please bring them with you and turn them in Monday morning to either Traci Warren or Site Manager if housed in South Anchorage or Wasilla.

HEALTH FORM (For Team Leader only)

TEAM MEMBER NAME: _____

Overall Health – Please remember that travel time with layovers to Alaska can be up to 15 hours with a 3 or 4-hour time change. Ministry schedule begins at 8am and can last up to 10pm.

If you have some health concerns, but don't think they will interfere with your participation on a mission trip, get a confirmation from your doctor. Medical care varies, depending upon the mission destination, and each mission participant must be familiar with and responsible for their own health care decisions. Please consult with your personal physician and Team Leader and bring any medications recommended for your condition. If you have any questions, please consult with your physician.

Prescription Medications:

- Pack your medications in your carry-on luggage, not in your checked baggage.
- Pack your medications in the appropriately labeled bottle.
- Make sure you have enough to last you several days longer than your anticipated stay.
- Take your medications at your regular scheduled times.

Handicap/Mobility Issues – Most of our housing sites do not have good handicap access facilities. Most sites require climbing steps. Please talk with us first if you have folks who might have mobility issues.

Insurance:

You will need to bring your personal medical insurance information.

| |
|---------------------------------|
| Emergency Contact Information |
| Name: |
| Emergency Contact/Phone Number: |
| Address: |
| Phone Number: |
| Insurance Information: |
| Social Security Number: |
| Driver's License Number: |
| Medical Allergies: |
| Food Allergies: |

Permission to give Medical Clinic/Hospital/Medic this information in the event of a medical emergency.

Sign _____

Date _____



TEAM MEMBER COVENANT FORM

I agree to cooperate with my Team Leaders concerning the work assignments, food, and accommodations provided for the team.

I agree to stay with the team from beginning to end and carry my part of the load.

I agree to abstain from the use of alcohol, tobacco, illegal drugs, marijuana, improper language, and improper sexual conduct while on this mission.

I agree that in the event of an accident, illness, injury, or any other unforeseen emergency, I will not hold the Team Leader, hosting organization, other team members, project host, or my church personally responsible or bring any legal actions against them.

Name _____

Signature _____

Date _____

Witness _____

GOSPEL CONVERSATIONS TRAINING

- With a vision to pursue a strategy for “No Place Left”, the gospel has not been preached, GraceWorks has adopted the 4 Fields strategy for Kingdom growth. This strategy is used to equip our mission teams and church partners with simple, biblical tools of sharing the gospel and beginning discipleship. Those who come to Christ as a result of GraceWorks ministry will have opportunities to grow and learn to follow Jesus and Fish for men.
- 3 Circles and 15 Second Testimony training videos:
<https://www.youtube.com/watch?v=l9457Fc5nhA>
- 15 Second Testimony
<https://www.youtube.com/watch?v=hkprflNySS8&t=23s>
- Mandatory training will be done by Zoom meetings. **Dates and times are on the welcome letter** of this packet.

GOSPEL PRESENTATION

- Team Leaders and members should all know how to present the Gospel at any given time.
- Each team should present the Gospel in a lesson during the week.
- Romans 3:23 – All of us have done wrong – “For all have all sinned and fall short of the glory of God.”
- John 6:29 – Believe in the One He has sent – “Jesus answered, “The work of God is this: to believe in the one he has sent.”
- Romans 6:23 – Wages of sin = death, separation from God – “For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord.
- John 17:3 - God’s gift: payment for sin by giving His Son. – “Now this is eternal life; that they know you, the only true God, and Jesus Christ, whom you have sent.
- Romans 10:9-10 – Confess that Jesus is Lord. Believe in Jesus. – “If you declare with your mouth, ‘Jesus is Lord,’ and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved.”
- Look for group and individual opportunities to share what Christ has done in your life, and how He can make a difference in theirs. This link provides helpful resources for child evangelism and an overview of sharing the Gospel with the 3 Circles method.
- <https://www.namb.net/evangelism/for-children/>
- You can find more detailed information on presenting the Gospel in your weekly curriculum.

HOUSING INFORMATION

- Inform your team that they will be sleeping in Sunday school rooms on an air mattress or bunk beds, when available. We provide a pillow and blanket.
- **Please bring your own twin sheets, pillowcase, towel, and wash cloth.**
- **BEDDING** – If you have a bed-wetter, please bring a mattress cover and extra sheets.
- In most cases, due to the amount of housing options, males room together, and females room together.
- We need the number of males and females in your group two weeks or more in advance for housing purposes.
- Anyone needing special housing accommodations. Email this to Scott and Traci **2 weeks** prior to arrival so we can try to accommodate.
- Our housing facilities are graciously loaned to us during the summer. ALL locations have stairs. None of the locations have elevators. This could pose a problem for some. We apologize for the inconvenience.
- Plan to take home your towels/bedding with you or share them with someone in your park. PLEASE, do not leave them with us or throw them away.
- When using our shower rooms, please gather all your belongings and take them back with you each time.

HOUSING LOCATIONS

- Anchorage - Calvary Baptist Church, 401 E. Manor, Anchorage, AK 99501
- South Anchorage – 2222 West 100th Avenue, Anchorage, AK 99515
- Wasilla – FBC Wasilla, 900 North Leatherleaf Loop, Wasilla, AK 99654
- **(Please do not mail anything to these locations).**

LAUNDRY

- Unfortunately, we do not offer a laundry facility at our housing locations. Our washer and dryer are strictly for the use of our kitchen and housing staff.
- There are Laundromats nearby.

MEALS

- We provide 3 meals a day, Monday – Saturday. If your team plans to miss a meal, please advise the chef at your location 24 hours in advance.

OPTIONAL ALASKA RECREATION COST

- **Portage Lake Glacier Cruise.** This is easily included as part of our Saturday sightsee day. Big, steady boat takes you to the face of Portage Glacier. You'll see the glacier calving. Trip is one hour. You can remain in a warm snug cabin, or go outside, up top to enjoy the ride and the views. This cruise is spectacular and well worth it if you have the budget. Group fare is \$40/pp, \$20 for children. Groups are requested to pay together and not as individuals if possible. You can pay with a credit card only when you arrive at the boat. They do not accept cash or checks.

PARK PARTY RESPONSIBILITIES

Your Team will be assigned to Host a Park Party at your Ministry location. **PLEASE NOTE: GRACEWORKS WILL PROVIDE YOU WITH ALL FOOD, SUPPLIES AND EQUIPMENT FOR YOUR PARK PARTY.**

Host Team Responsibilities (your team)

Load up Trailer:

- 4:30pm - Host team (4 or 5 people) will help load trailer SUPERVISED by your Ministry Host. (Load food, paper products, equipment, nail polish, bubbles, face painting supplies and/or any other supplies per Team Host. There is a list on the inside of the trailer. VERY IMPORTANT that the trailer be properly attached to the vehicle.
- 5:45pm - Trailer to leave Church

Ministry Schedule:

- **6:00pm - Arrive at Park Location. Setup. Start cooking.**
- 6:30pm - Have GraceWorks sign, grill and games set up and ready to use promptly at 6:30pm.
- 7pm - Beginning prayer for the evening event and bless the food.
- 7:30pm – Host team (your team) will do the Park Ministry at your park location. While the community is eating, share a short devotion/skit/ puppet show, etc. (10 minutes tops). {If you chose to sing worship songs as a part of this time, limit them to no more than 3}. The **Partner Church Pastor/or GraceWorks Staff** – will provide a short Gospel Presentation to end your teams share time during each Park Party.
- **Partner Church (is the Help Team)**– This is the church that has adopted each of our park locations. They are responsible for our year-round discipleship training. The Partner Church members, along with the members on your team will do one on one evangelism during the Park Party evening. Your Team will supply 1 to 2 people at each booth: Face Painting, Registration Table, Nail Booth, Bouncy House, Craft and Games.
- GraceWorks will provide a sound system and background music. If you have music that is a part of your devotion time or need to use the microphones, talk to your team host before using the sound equipment. Please do not simply unplug the GraceWorks iPod and replace it with your own music.

Setup/Cleanup:

- Set up 3 activity tables/chairs and bounce house. We can only set up a bounce house if not on city property. Your Ministry Host will inform you either way.

Bounce House Rules: (If allowed)

- Check and clean, if necessary, before opening for kids.
- Maintain 5 children per 3-minute session.
- Children only.
- Keep the bouncy house up and running until 8:30PM (We advertise that the Park Party is from 6:30pm until 8:30pm) – or unless it is windy or raining.

Cleanup:

- Wipe down and reload activity tables.
- Reload all ministry supplies the way in came out of the trailer. There is a "trailer loading plan" on the inside of the trailer door.

Unload Trailer at Church:

- Unload perishable food back to the Park Party Room and clean all cooking equipment/coolers. Supervised by the Ministry Host.
- **After unloading, cleaning and returning all equipment to its proper place, you are free for the night.**

*Please let Traci know your Ministry talents, singing/drama/puppets, etc. and we will incorporate them into our Park Party.

Host Team (your team) Responsibilities:

Set Up:

6pm – Setup 3 food tables, the grill, food, and drinks.

- Provide 2 to 4 people (during the first rush) to cook hotdogs, cooking needs to begin at 6:15pm to be ready to eat at 6:30pm.
- Provide 4 food servers to place cooked meat into buns and place them back into bun bags to keep warm.
- Provide 2 food servers for chips and condiments. We use gloves to serve all food.
- Provide 1 or 2 to mix lemonade and serve. Have drinks ready to serve by 6:30.
- The team and staff will have already had a hot meal, the hotdog and chips are for the community.
- Visit with the people in the line.
- NOTE: Sometimes the Church Partner likes to cook and serve in their park location. This is an opportunity to be flexible.

Clean Up:

- Spray and wipe down the grill.
- Remove grease from underneath the grill after each use.
- Wipe down tables, condiment lids, and utensils.
- Reload food tables and equipment into the trailer.

RELATIONSHIPS -TEAM MEMBER vs. PARK CHILDREN AND TEENS:

- If you bond with a child and you have permission from their parent, it is okay to correspond with that child. For males/females teens on a team, it is inappropriate to contact one of our park teens of the opposite sex.

SHIPPING SUPPLIES:

- Shipping addresses can be found on page 6 under ADDRESSES. Please send to: GraceWorks, PLUS Your TEAM or CHURCH NAME and the DATES you are serving with us on each box. If you order from a company and they are shipping to us, please share the importance of them placing YOUR NAME on the ADDRESSEE label.
- We have right at 100 different teams serving with us this summer, with 4 different housing locations. If you do not place this information on your boxes, it makes it very difficult for us to get your supplies to you in time for your ministry week.

SPIRITUAL GUIDE – 30 DAYS

| DAY | TOPIC | BIBLE READING |
|-----|-------------------------------------|-----------------------------|
| 1 | Spiritual Renewal for Service | Psalms 51 |
| 2 | Taking Time to Pray | Mark 1:35-45 |
| 3 | The Word and the Way | Psalms 119 |
| 4 | The Power to Serve | Acts 1:1-12, Ephesians 5:18 |
| 5 | Blessed to be a Blessing | Psalms 67 |
| 6 | Here I am, let me Go! | Isaiah 6:1-12 |
| 7 | Attitude of Humility | Philippians 2:1-16 |
| 8 | Availability plus Christ | John 6:1-14 |
| 9 | Empowered to Serve | Matthew 28:16-20 |
| 10 | The Lost Sheep/Coin/Son | Luke 15:1-32 |
| 11 | The Unlikely Witness | John 4:1-42 |
| 12 | The Harvest | Matthew 9:36-38 |
| 13 | Spiritual Courage | Acts 4:1-31 |
| 14 | Revive Us Again | Psalms 85 |
| 15 | Overcoming Difficulties | Numbers 13:25-33 |
| 16 | Jesus Travel Advice | Luke 10:1-20 |
| 17 | True Greatness | Matthew 20:20-28 |
| 18 | Abiding in Christ | John 15:1-11 |
| 19 | Facing Your Fears | Luke 12:22-34 |
| 20 | Peace in the Storm | Philippians 4:8-20 |
| 21 | Lessons from Jonah | Jonah 1:1-3; 3:1-20; 4:1-11 |
| 22 | Serving with Gladness | Psalms 100 |
| 23 | Loving the Lost | John 21:15-23 |
| 24 | Dedicated Service | Romans 12 |
| 25 | Getting Along with Others | 1 Thessalonians 5:11-18 |
| 26 | Calling and Obedience | Genesis 12:1-4 |
| 27 | God's Wisdom | 1 Corinthians 1:18-2:5 |
| 28 | The Power of the Word | Romans 10:9-17 |
| 29 | The Word became Flesh | John 1:1-18 |
| 30 | Proclaiming Liberty to the Captives | Isaiah 6:1-6; Luke 4:16-21 |

STUDENT TO ADULT RATIO

- We require 1 adult to 5 students/youth ratio. (Anyone under the age of 18).

TRAVEL ITENERARY

- If possible, teams should arrive together. If separately, we request that you arrive within 1-3 hours of each other (for airport pickup purposes.)
- Email ALL travel information, arrival date/time and cell phone of the leader of each group to Scott Kirby as soon as you obtain it at (gograceworks@aol.com).
- Give each member a copy of your team's Travel information.
- Call Scott Kirby immediately with any changes, (907-440-4974).
- Supply a good working cell phone number that will work in Alaska for airport pickup.
- **LEADERS, PLEASE TURN YOUR PHONE ON WHEN YOU LAND.**

T-SHIRTS

- Every person on your team will receive a GraceWorks T-Shirt. The size order is due May 1, to ensure we have the correct sizes.
- If you decide to have a team T-shirt made for travel days, we would feel honored for you to use our **GraceWorks** logo or our name, **GraceWorks**.

VEHICLES

- During the week, there can be several times when drivers are on steep mountain roads for optional hikes. Drivers need to be aware to use low gear descending the steep mountain roads instead of brakes.
- Each driver will go through a driver orientation, and we ask that you please abide by the safety regulations given at that orientation.
- We request drivers with a clean driving record.
- Drivers must be 25 years or older with a clean driving record. (See Driver information on page 7)

WEB SITE RESOURCES <http://www.graceworksak.com>

- Note the following resource pages on our website.

| | |
|--------------------------------|--|
| Airfare Deals | Packing |
| Application | Promoting your Trip |
| Child Protection Procedures | Resources |
| Dining | Saturday Sightsee Options if your team has already done Portage Valley |
| Fishing | Serve on Staff |
| Forms - Covenant Form | Seward Day Trip |
| Forms - Drivers Form | Shopping |
| Forms - Liability Release Form | Spiritual Protection |
| Funding your Trip | Talkeetna Day Trip |
| Fun Stuff to Do | Trips |
| Hotel & Car Rental | Weather |
| Knik Valley/Palmer Day Trip | |

WEEK AT A GLANCE - EXAMPLE – (Please note that this is an example and schedules may differ depending on what site your team is assigned to.

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------------------------|--|---|---------------------------------------|--|---|---|
| 7:00am – 8am | N/A | 2 Team Members - lunch prep | 2 Team Members - lunch prep | 2 Team Members - lunch prep | 2 Team Members - lunch prep | N/A |
| 7:30am | Personal time with God/ Bible/ Devotion | Personal time with God/Bible/Devotion | Personal time with God/Bible/Devotion | Personal time with God/Bible/Devotion | Personal time with God/Bible/Devotion | Personal time with God/Bible/Devotion |
| 8am | Breakfast | Breakfast | Breakfast | Breakfast | Continental Breakfast | 7:30 Breakfast |
| 8:45am -11:15am | Chapel/ Orientation 10:30 - Team Meeting with Ministry Host/ Walmart run | Optional Prayer Walk/Hike *(Service Projects for teams that have Thursday night Park Parties) | Optional Prayer Walk/Hike | Service Projects (for all other teams) | 10:00am in Chapel End of the Week Celebration | 7:30 – 7:45 Make Sack Lunch 8:30am Depart Sightsee Day |
| 11:30 | Same as above | Chapel | Chapel | Chapel | Chapel – End of the Week Celebration | Sightsee Day |
| Noon | Lunch | Lunch | Lunch | Lunch | Lunch | Sightsee Day Sack Lunch |
| 1pm -1:10pm | Leave for Park Location | Leave for Park Location | Leave for Park Location | Leave for Park Location | Leave for Park Location | Sightsee Day |
| Afternoon 1:20pm-1:30pm | Set up Children's Lunch | Set up Children's Lunch | Set up Children's Lunch | Set up Children's Lunch | Set up Children's Lunch | Sightsee Day |
| 1:30-2pm | Serve Children Lunch | Serve Children Lunch | Serve Children Lunch | Serve Children Lunch | Serve Children Lunch | Sightsee Day |
| 2-4:15pm 4:30pm-5pm | Bible Club 4:30pm-5pm - Prayer Walk | Bible Club | Bible Club | Bible Club | Bible Club | Sightsee Day |
| 5pm | 5:30pm Dinner | 5pm Dinner | 5pm Dinner | 5pm Dinner | 5pm Dinner | Dinner |
| 6:30pm - 8:30pm | Evening Free | Park Party 6:30 - 8:30 | Park Party 6:30 - 8:30 | Park Party 6:30 - 8:30 | Evening Free | Teams Depart |
| 9pm | Team Meeting/ Devotion | Team Meeting/ Devotion | Team Meeting/Devotion | Team Meeting/Devotion | Free Time | Teams Depart |
| 10pm | Mandatory Quiet Time/ People Sleeping | Mandatory Quiet Time/People Sleeping | Mandatory Quiet Time/People Sleeping | Mandatory Quiet Time/People Sleeping | Mandatory Quiet Time/People Sleeping | Teams Depart |