

# ***Urban Plunge Mission Trips***

## ***Program Agreement***

### ***First Christian Church of Chicago***

PURPOSE: To facilitate a clear arrangement between the host church, First Christian Church of Chicago, and the guests of the organization requesting arrangements and housing for a mission trip in the Chicago area.

#### ***Each mission group needs to provide FCC with:***

- ◆ A completed copy of "Urban Plunge Mission Group Request & Housing Form" giving summary information on the mission group, including intended mission activities and objectives, anticipated group size (not to exceed 35), and rooms requested.
- ◆ A certificate of insurance through their insurance provider. The certificate must be sent with registration and included dates of stay.
- ◆ A deposit amounting to half of the week's amount, other half payable upon arrival.
- ◆ A signed copy of "Guidelines for Mission Group Housing".

#### ***Planning Details to Consider:***

- ◆ Schedule –see the summer trip template
- ◆ Budget - expenses for housing, food, transportation, ministry activities, miscellaneous activities,
- ◆ Dates of stay
- ◆ Specific ministry interests/activities - see reverse side of this page
- ◆ Specific FCC ministry interests/activities - see reverse side of this page
- ◆ Supervision/student ratio needs - not less than 1:8, preferably 1:5
- ◆ Time of arrival and departure
- ◆ Items needed for staying at the church
- ◆ Items needed for ministry activities

#### ***Further Contact Information:***

Address: 3600 W. 79<sup>th</sup> St., Chicago, IL 60652

Phone: (773) 581-1115

Fax: (773) 581-0377

E-mail: [fccchicago@comcast.net](mailto:fccchicago@comcast.net)

## SUMMER URBAN PLUNGE SCHEDULE TEMPLATE

This template is the typical format for a summer Urban Plunge mission experience. This schedule is recommended because it is consistent with the schedule plan for our largest trip scheduler, LeaderTreks, and allows us to plan for a consistent schedule for the summer months. That also allows us to communicate a consistent schedule to the community.

### **Helping Hands 4 Homes projects**

Monday 9AM-4PM; Tuesday-Thursday 9AM-2PM

The group will provide assistance to the community by helping with home and yard maintenance projects for members of the community. One half of the funds contributed to FCC for the trip are available for these projects. Lunch breaks will be at the project site.

### **Prayer Walk**

Monday 6-7PM

The group will split into groups of 3 or 4 and conduct a prayer walk in the neighborhood. Distribution of materials may also be entailed.

### **Preparation**

Tuesday-Thursday afternoons

Time will be set aside for the group to make preparations for the evening program during the afternoon.

### **Tuesday Outreach**

Tuesday 5:30-7:30PM

The group will provide a smorgasbord of activities for community students, such as basketball, soccer, dance instruction, music, crafts, etc. This program for the evening can be planned according to the abilities of the group, and by a schedule and design that they determine. FCC has athletic equipment and craft items for use. Other projects would be at the expense of the group. The evening will be supported by the presence of FCC members.

### **VBS In The Park**

Wednesday 5:30-7:30PM

The group will host a Bible School program at the local park. The program will connect with the Sunday message at FCC. The group plan and conduct all aspects of the Bible School program. Program will be at group expense. Members of FCC will support the program with their presence.

### **Picnic On The Grounds**

Thursday 5:30-7:30PM

The group will prepare and serve a simple picnic meal (hot dogs/hamburgers and chips, etc.) for the community. The FCC congregation will fund the picnic, unless the group chooses to contribute to the cost. Accompanying the picnic the group will provide an assortment of activities and/or carnival games for the students to play. Some entertainment is usually an element of the program, so if the group has a band they could offer to perform. Members of FCC will support the program with their presence.

### **Free**

Friday

# Urban Plunge Group Request & Housing Form

First Christian Church of Chicago

3600 W. 79<sup>th</sup> Street

Chicago, IL 60652

(773) 581-1115

Fax - (773) 581-0377

*Please complete the following:*

Name of Group \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Group Leader(s) \_\_\_\_\_

Date Requested \_\_\_\_\_

Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_

# of Participants \_\_\_\_\_ # of Adult Staff \_\_\_\_\_

*State the purpose of your mission trip and specific ministry interests:*


Who would you prefer planning the week?   the FCC staff   your own leadership team

*State the specific on-site FCC ministry activities preferred:*


**Rooms Requested:**

- |   |   |
|---|---|
| <input type="checkbox"/> Men's Sleeping Quarters                      | <input type="checkbox"/> Women's Sleeping Quarters    |
| <input type="checkbox"/> Men's Restroom/Shower                        | <input type="checkbox"/> Women's Restroom/Shower      |
| <input type="checkbox"/> Kitchen                                      | <input type="checkbox"/> Fellowship Hall (recreation) |
| <input type="checkbox"/> Fireside Room (meeting room, lounge, TV/VCR) |   |

**Names of Leaders/Participants:**

*Leaders must be 21 years of age or older. Participants must be 14 years of age or older.*

Males - Name	Age	Females - Name	Age

**Housing Costs:**

A minimal cost to cover FCC's incurred costs of mattresses, heat/AC, lighting, water, etc., as well as ministry project costs at FCC is accessed for each group of \$15.00/night/person. Please make payable to First Christian Church of Chicago, earmarked "Urban Plunge Gift".

**Office Use:**

# of participants		_____					
# of nights	x	_____	=	_____			
Cost			x	\$15.00	=	_____	

Deposit Sent \$ _____	Date Received _____
Balance Due \$ _____	Date Received _____
Certificate of Insurance _____	Date Received _____

# ***Guidelines For Urban Plunge Mission Housing***

**First Christian Church of Chicago**

**3600 W. 79<sup>th</sup> Street**

**Chicago, IL 60652**

**(773) 581-1115**

The use of the church facilities is a ministry choice that the church leadership has made to help facilitate exposure and opportunities of urban ministry to various mission groups. Its use is an extension of our stewardship and our ministry efforts. As we partner together for the sake of the city, we would expect that our guests would be Christ-like at all times where here at FCC, and in the use of our facilities.

## **Group Supervision**

- ◆ The ministry staff of FCC will coordinate the group's stay with the group leader(s).

## **Building and Personal Security**

- ◆ One key will be given to the group leader to get into the building, and all mission team accessible rooms. All doors to the building must be kept locked at ALL TIMES.
- ◆ Group are to stay in the building after 10:00PM.
- ◆ Groups are to exit and enter at the north-east door.
- ◆ Participants should never be out alone.

## **Building Guidelines**

- ◆ 35 inner-spring mattresses will be made available.
- ◆ Groups are to only stay in the rooms designated for their use.
- ◆ No recreational activities are to be held in the Fellowship Hall between 10:00PM-8:00AM.
- ◆ Groups will be liable for any property damage, for either repair or replacement.
- ◆ Cookware and dishes are available if needed.
- ◆ All food and drink is to be kept and/or eaten only in the kitchen.

## **Personal Items**

- ◆ Participants of the mission trip will need to provide their own bedding, linens, towels, and toiletry items.
- ◆ Personal items should be secured at all times (particularly purses, wallets, and electronics).

**Clean-Up**

- ◆ All used rooms are to be kept clean on a daily basis.
- ◆ Any furniture moved must be returned to its original position.
- ◆ Garbage bags, a vacuum sweeper, dust mop, broom/dust pan, mop/pail/wringer will be available for clean-up.
- ◆ Garbage is to be bagged and placed in the two-wheeled garbage containers in the storage room behind the furnace room.
- ◆ Mattresses are to be cleaned and returned to their storage area, above the Fellowship Hall stage.
- ◆ There will be a cleaning charge of \$75 for any room(s) that are not left in order (garbage emptied, furniture returned, floors cleaned) and that need to be cleaned by FCC.

**Procedures**

- ◆ Upon arrival, group leaders and FCC staff will make a walk-through and welcome the group with a brief orientation.
- ◆ Before checking out, the group and a FCC representative will make a final inspection.

Group Name \_\_\_\_\_  
Group Leader \_\_\_\_\_

*I have read, and have made sure that the participants of the mission trip have all read and understand the "Guidelines for Mission Group Housing". We agree to all of the above areas relating to the group's use of the FCC facilities during our mission trip.*

Leader's signature \_\_\_\_\_