

American Baptist Churches of the Rocky Mountains

# BACKYARD MISSION PROJECT



**Connecting Churches  
Building Relationships**

# **American Baptist Churches of the Rocky Mountains**

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# THE BACKYARD MISSION PROJECT

## INTRODUCTION

Welcome to the **Backyard Mission Project**. We live in an age in which churches are increasingly isolated. Many churches are in decline. On any given Sunday, the average church has fewer than 100 members in worship. The **Backyard Mission Project** was developed to help these churches discover new ways of cooperating in ministry and reaching their community.

Perhaps you are a pastor and you picked up this planning guide at a meeting. Perhaps you are a lay leader in your church and your pastor handed this guide to you and asked, "What do you think?" Regardless of how you received this information, we hope that as you read the following pages carefully. We hope that you will begin to dream of ways that God can utilize this information to help you transform your church.

The **Backyard Mission Project** is not for every church. It specifically targets small churches, but the principles could be adapted to meet the needs of most churches. While it is designed to help churches take steps toward renewal, it will not solve most of the problems faced by congregations. The BMP is intended to be a "jump start" for your church's connection with your community. All of us have had the sickening feeling of getting in our car and hearing that low growl as we try to start our car. The next thing we do is call AAA or look for a friendly face that might have jumper cables. Jump-starting your car will not fix the problem if you are out of gas or the alternator is bad, but it just might get you going if your battery is a little low. That is what the BMP is, a quick win to help your church get going again.



Be doers of the word,  
and not merely hearers  
who deceive themselves.

James 1:22

If this peaks your interest, even a little, I invite you to read more. But if you do, I should offer you some warnings:

1. You and others in your church will have to do the hard work. The BMP is simple, but it is not easy.
2. You and others in your church must spend hours planning and preparing before the BMP or it will fail miserably.
3. This is a church transformation project. The goal is to help your church connect with your community. It is also a pre-evangelism event, intended to help you gain credibility so that in the future you can say, "Come see Jesus." Your goal is to build relationships with people in your community.

## Aren't Missions Over There?

When most of us think of missionaries, we think of spiritual giants who train for years, learn a new language, and go to a foreign country to share the gospel. We have images of grass huts, people living in poverty, and great sacrifice on the part of the missionaries. All of that is true for many whom God has called to serve as missionaries, but there is more to doing missions than this limited model.



As a follower of Jesus Christ, you need to think of yourself as a missionary. Regardless of whether you are a pastor, schoolteacher, garbage collector, or doctor; if you have committed your life to Jesus as Lord and Savior, God is calling you to be a missionary. If you have eyes to see, you can see the mission field around you in your own community, even in the lives of your neighbors.

In his book, *Effective Church Leadership*, Kennon Callahan challenges churches to see themselves as mission outposts. He argues that the world has changed and that the church must see itself not as a refuge, or mission compound, but as a mission outpost. The church needs to live out its ministry in the community, not hide from the community. Unfortunately, as churches begin to experience decline, they increasingly withdraw from their community, the community Christ sends them out to love. Many of these churches live in fear, as their resources grow scarce and their numbers decline. They cannot

imagine that they could have a significant impact on the problems faced by the community around them.

The Backyard Mission Project helps churches, especially small churches, reconnect with their community. It will guide them as they will develop a mission project that serves the people of the community. The BMP will help members of the host church and supporting churches see themselves as missionaries in their own mission field.

## Why Should Our Church Host a Project?

If your church is fully engaged in your community, you probably do not need the Backyard Mission Project. If you are effectively reaching people who are not connected to a church, then the BMP will probably seem simplistic and redundant to what you are already doing. If, however, your church is struggling with how to reach new people, is in decline, or feeling the Spirit's call to reach beyond the doors of your church, the BMP might be just for you.



The purpose of the BMP is to provide a framework and strategies for churches to cooperate with other churches in an effort to serve their community. The BMP will challenge churches to shift from being internally focused to being externally focused. In this process, other churches will come alongside the host church to increase the effectiveness of the project.

The objectives of the Backyard Mission Project are simple:

### *Serving Your Community*

Your church will become “externally focused” by identifying, planning, and implementing several community service projects. Your church will develop a reputation of serving the community.

### *Building Relationships*

The purpose of the BMP is not to perform “random acts of kindness.” Throughout the project, from the planning, to the projects, to the celebration, your goal is to build new

**“You are the light of the world. A city built on a hill cannot be hid. No one after lighting a lamp puts it under the bushel basket, but on the lampstand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.”**

Matthew 5:14-16

relationships. Simply put, you are trying to turn strangers in to neighbors.

### ***Connecting Churches***

A sense of “togetherness” will develop between churches as they work together on the projects identified by the host church. All churches who participate will seek to continue to reach their community by identifying other projects in their own community. New relationships are formed as people work side-by-side helping others.

Through the Backyard Mission Project, the host church and supporting churches will be able to have a “small win” in the effort to shift their focus from internal to external.

We believe that this simple project will motivate you and your church to try even more ministries that are new. You might discover new leaders. You might uncover needs that you can meet on a regular basis. You might build bridges to agencies in your community.

Never forget that along the way, the goal is to share the “why.” Why would you help someone you don’t know? Why would you give up your time and money to help others? The goal is to build relationships with people so that you earn the right to introduce the Jesus of the Bible, not the Jesus of religion.



# THE BACKYARD MISSION PROJECT

## GETTING STARTED

Your next step is to talk to your ABCRM staff. They will play a key role in coordinating the project with other churches. They will come to your church to make a presentation to the entire congregation. The Region Staff will also help coordinate with other projects to make sure that volunteers are not stretched too thin.

Your church will need to schedule a meeting of the whole congregation for your ABCRM staff person to share with the whole congregation. You will need to allow time for a 45-minute presentation and time for people to ask questions. This meeting is very important. The Region Staff person can function as an outsider who confirms the importance of your church focusing outside of itself. This staff member will also help create a sense of “urgency” that is important in the change process. Finally, it is essential that you build a sense of “buy in” in the congregation. If the congregation is watching only a few people do all the work, the project has already failed. In his book, *Leading Change*, John Kotter identified eight steps for successfully leading change:

1. Create a Sense of Urgency
2. Pull Together the Guiding Team
3. Develop the Change Vision and Strategy
4. Communicate for Understanding and Buy In
5. Empower Others to Act
6. Produce Short-Term Wins



## 8 Steps of Change

- Create a Sense of Urgency
- Pull Together the Guiding Team
- Develop the Change Vision and Strategy
- Communicate for Understanding and Buy In
- Empower Others to Act
- Produce Short-Term Wins
- Don't Let Up
- Create a New Culture

7. Don't Let Up
8. Create a New Culture<sup>1</sup>

You will need to pay attention to each of these steps if you expect the Backyard Mission Project to lead to long-term changes in your church. The BMP can be a “short-term win” that Kotter mentions that springboards other changes in your church. The BMP is intended to jump start you in steps 1-6. Steps 7 and 8 will take you years after your first Backyard Mission Project.

## Building Your Team

**W**ho will serve on the Planning Team for the BMP? If this is a one-person show, it will not lead to change. We suggest the following “people” on the planning team.

***A Key Influencer.*** This person needs to be well connected in the church. They need to be open to new ideas, but have wide-based respect within the congregation. They will help bring some of the skeptics to support the project. This person needs to be seen as a leader by the congregation.

***A Member of the Women's Group.*** Your church may have a formal or informal women's group. We all know that in many churches, the women are the ones who “get things done.” Women are often able to get things accomplished in a church that neither the pastor nor the men can get done. The women of most churches also coordinate the kitchen and meals. You probably already know who this person is in your church.

***Someone with Knowledge of Construction.*** Sometimes these people are on the fringe of the congregation. This is a great time to involve someone new in a leadership position. This person can help with the details of planning the projects.

***A Detail Person.*** You will need someone who is not afraid of getting into the details of the project. This person helps with

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<sup>1</sup> John P. Kotter, *Leading Change*, 1st ed. (Boston: Harvard Business School Press, 1996)

the schedule, the budget, the recruiting of volunteers, making sure people get to the right place at the right time.

**A Good Communicator.** You also need someone who is responsible for communicating the project in a number of ways in your congregation. This person can make announcements, or find someone who can. She will write articles for the church newsletter and the local newspaper. She will talk to people and help articulate the vision and goals of the project. She instinctively understands that there is no such thing as “over-communicating” when it comes to change.

**The Pastor.** The pastor needs to be a key leader in this process. He or she needs to coach, encourage, support, communicate, and strategize. If the pastor is not wholeheartedly on board, the project will not have the impact that it could have.

This list is provided to help you think strategically about who can help make the BMP more effective. Start penciling in names. This is not a team to be selected by the Nominating Committee if your Nominating Committee recycles the same people and just looks for warm bodies who say “yes” when asked to serve. These people will need to invest 9-12 months in making sure that the BMP moves from a dream to a reality. If you do not have a person for each of these “slots,” do the best you can. Adapt it to fit your own church and ministry context



## Selecting Projects

With a little effort, you can probably name three or four possible projects that you could do for your Backyard Mission Project. Before you go too far, allow us to help guide your thinking about the projects that you might focus on for your first BMP.

First, the projects must serve the community. The BMP is not designed to focus on the church. Painting the basement, putting a new roof on the parsonage, or installing new

He has told you, O mortal, what is good; and what does the LORD require of you but to do justice, and to love kindness, and to walk humbly with your God.

Micah 6:8

carpet in the sanctuary does not fit the parameters of the BMP. Every project need to be externally focused. The ideal way to identify projects is to ask. Meet with three or four community leaders: mayor, chief of police, school superintendent, principal, or director of a non-profit serving the community. The pastor and at least one other person from the planning team should meet with these community leaders. Ask very basic, open-ended questions:

- What are the greatest needs facing our community (or school)?
- What are your dreams for making our community (school) better?
- How can we support you?
- What are some projects that we might accomplish?

By asking, you are making a “covenant” with them to “do something.” They will actually expect you to follow through with the projects. They might even join in and help. Regardless, you are beginning the process of connecting with the community.

The second guideline is to choose a variety of projects. You will have volunteers with various skill levels. You need to think in terms of projects that can challenge a person with good construction skills and a youth who has never even painted a fence. You need projects that can keep four or five people busy for a day and projects that twenty or more people can work on at the same time. Look for projects that are construction oriented as well as people oriented.



The third guideline is very practical. Ask yourself, “Can this project reasonably be completed in a weekend?” Remember that you are looking for “small wins.” If you only get half a job done, everyone sees it as a failure. You are not going to blitz-build a house or paint an entire school. You could roof a house or help build shelves at a food pantry.

Fourth, remember to respect peoples’ dignity. Few people want a handout.

They want you to come along side them to do the work. Encourage their participation with the volunteers. Remember that the goal is to build relationships! You are not just looking to serve the extremely poor or just the

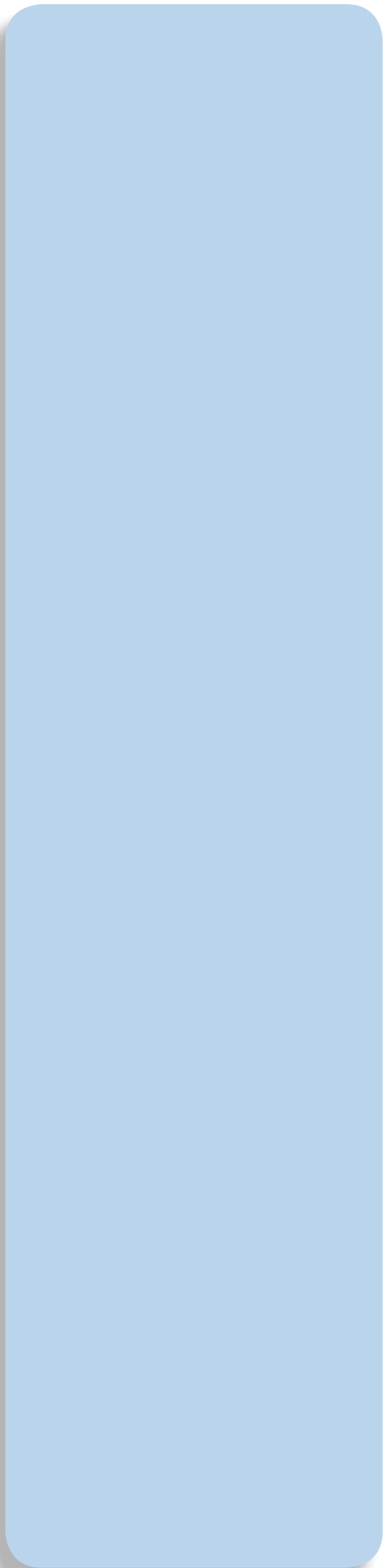


“worthy.” You are looking to serve people as the hands and feet of Christ.

Finally, is this project financially viable? In small churches, resources are not unlimited. You must carefully consider the cost of projects. Perhaps you could plan to do projects that are more expensive later. For now, focus on projects that you get a lot of “bang for your buck.”

Go to Appendix C for a list of possible projects.





# THE BACKYARD MISSION PROJECT

## PREPARING FOR WORK

**N**ow that you have developed your list of projects, you need to start working on the details. Someone with experience in doing this kind of work needs to prepare a “time line” for each project. What preparation work needs to be done? Do you need to work on the project in stages or can it be completed in one visit to the work site? For instance, if you are patching drywall you might need to do the following:

- Remove old drywall
- Install new drywall
- Use tape and joint compound (then let it dry)
- Sand and finish the joints (then let it dry)
- Sand and texture the area (then let it dry)
- Prime the area (then let it dry)
- Paint the area (then let it dry)
- Apply a second coat of paint



It would be very difficult (okay, impossible) to accomplish this kind of project in a weekend. Your challenge is to think through each project before the volunteers arrive.

Second, you will need to identify the tools and equipment that the volunteers will need. The last thing you want is to have volunteers standing around with nothing to do while the



team coordinator scavenges for a tool. Once you have identified the needed tools, you can publish a list in your church and invite the volunteers to bring the tools.

A recently community service project demonstrates what you do not want to happen. About ten youth were assigned to paint a room at a local school. By the time the brushes, rollers, drop cloths, and tape arrived, the group had already wasted 20 minutes. When they opened the five-gallon bucket of paint, they found dried paint, an old roller, and a roller rack dried in the bucket. By the time the leaders contacted the maintenance person and he arrived with another bucket of paint, the time allotted for painting the room was almost over. The adult leaders had to stay behind and finish the project while the youth went on to their next activity. Don't do this to yourself or your volunteers. Make sure that you know exactly what supplies you will need and who is responsible for getting them to the job sight.

## Planning for Volunteers

Perhaps by now you are thinking to yourself, "Where are we going to get the people to do this?" Good, that is the point. In most small churches, human capital, volunteers, are often in short supply. In the Backyard Mission Project, your neighboring American Baptist Churches will come along side you and provide volunteers and financial support. Planning teams should



think in terms of thirty or more volunteers being turned loose to do ministry in the name of our Lord.

Immediately, you begin to understand the need for planning. Hopefully you are asking yourself:

- Where will people stay?
- How will we make sure that everyone has lunch?
- How much will this cost?

You will need to develop your own list of questions. Your planning team will help identify the best way to feed the volunteers. Do you need to order sandwiches from a local store or do you have people in the church that will help feed a large work crew? Will you create a sandwich line in which the volunteers make their own sandwiches after breakfast?

If you invite youth to work, which we encourage you to do, how will you handle the kids? How many kids per adult leader? Where will they sleep? What can you do to make

sure they have fun as well as have a sense of accomplishment?

Is there a hotel in town where people can stay? If so, can you negotiate a discount? Will people need to drive back and forth from their homes each day? Is this

feasible? Are there people in the church willing to “house” volunteers?

As you begin to see, there are many questions. Questions that only you will be able to answer. Questions that will require creative answers. Do not throw your hands up in



## BMP Objectives

Serving Your Community

Building Relationships

Connecting Churches

frustration. Planning for the logistics is part of the “hard work” of the Backyard Mission Project.

The volunteers are fundamental to connecting churches together. They are a key to the success of your project.

## Promoting the Project to Other Churches

**V**olunteers are the key to a successful Backyard Mission Project. Volunteers are also in short supply in most small churches. The BMP will help you leverage your relationship with other American Baptist Churches. You will need to give the neighboring churches plenty of time to recruit volunteers. The more information you can provide about the type of projects you will be doing, the more willing people are to show up for your weekend project.

Ideally, each participating church will have one contact person. As the host church, you will be responsible for communicating with that contact person. You might even invite them down a couple weeks before the project to look at the projects.

Your Region Staff will help you connect with other churches. As you develop your poster (or use a template developed for BMP), ABCRM will send your materials to surrounding churches.

Remember, communicate, communicate, communicate. Communicate deadlines, projects, and costs. Communicate how people can be praying. Share with other churches what you need help with.



# All about the Money

One of the reasons many churches fail to try new projects is the lack of money. Hopefully, as you are reading along, you are already asking yourself, “How can we afford to do that?” Too many churches live with a “scarcity mentality.” They are afraid to take a risk. The BMP will challenge your church to stretch and to live by faith.

First, you will need to consider how much your local church can invest in the project. You do not need to carry all of the cost, but you do need to make sure that you are investing in the project as a church.

Second, many communities will support this kind of project. Perhaps the local hardware store will provide the paint at a discount or the local grocery store will donate some food items for the volunteers. You might even be able to collaborate with the Rotary Club or other service agencies. Sometimes the homeowners will want to provide some of the materials or financial support for the project so that they do not feel like they are getting a handout.

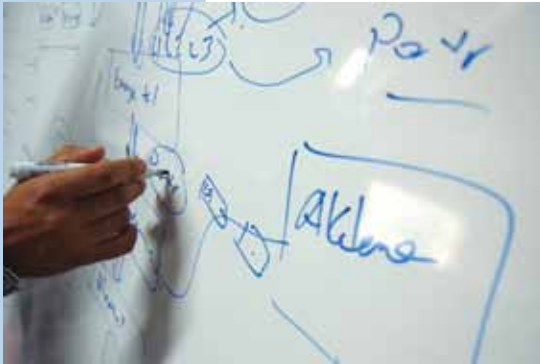
Third, provide a way for volunteers to contribute. You will need to determine how much volunteers need to pay, but also provide a place where they can contribute extra to the project.

Finally, look for grant money. ABCRM has set aside money for church transformation projects such as the BMP. You will need to apply for this money months in advance, so the earlier the better. Work with your ABCRM staff to make sure that this grant request is considered. ABCRM is also asking congregations to “pay it forward.” When you apply for a church transformation grant, you will be asked to pay 10% of the amount you receive forward to the next church transformation project or BMP. Other grants are also available if you have time to find them.



# Keeping Your Church Engaged

**R**emember that the Backyard Mission Project cannot work as designed if only a small group within your church is involved. The pastor and other key leaders will need to seek ways to keep your church engaged in the BMP process. They will need to find ways that people can come on board late, participate in only small parts of the process, or show up to work one of the days of the project. These leaders will need to communicate in many ways and at various times how the BMP fits into the overall mission of the church. This might occur in Sunday School classes, from the pulpit, in Deacons Meetings, and around kitchen tables. You will need to leverage the con-



connectedness of the small church to make the project work. The pastor and planning team need to look for ways to connect people's talents and passions with the work to be accomplished.

As the church continues to plan for the Backyard Mission Project, the leaders must seek to involve as many people in the process. The BMP provides many opportunities for small working teams. In

the process, the church might discover new leaders or connect with people who have been on the fringe of the church.

Remember that the goal is to over-communicate. Over-communicate the goals, the purpose, and the plans. Over-communicate the opportunities to be involved. The people on the fringe will need many opportunities to be involved. The general wisdom is that when you feel like you have communicated enough, you are just getting started. Remember, this is step four in Kotter's steps for leading change.

Finally, don't forget to advertise in your local paper or on your web site. Let people know what you are doing and why. You never know, other churches in town might join with you. You might even have people who are not connected with a church join with you. (After all, building relationships is the first goal.)

**Externally focused churches are convinced that good deeds and good news can't and shouldn't be separated.**

**Second, they see themselves as vital to the health and well-being of their communities.**

**Third, they believe that ministering and serving are the normal expressions of Christian living**

**-Rick Rusaw**



# THE BACKYARD MISSION PROJECT

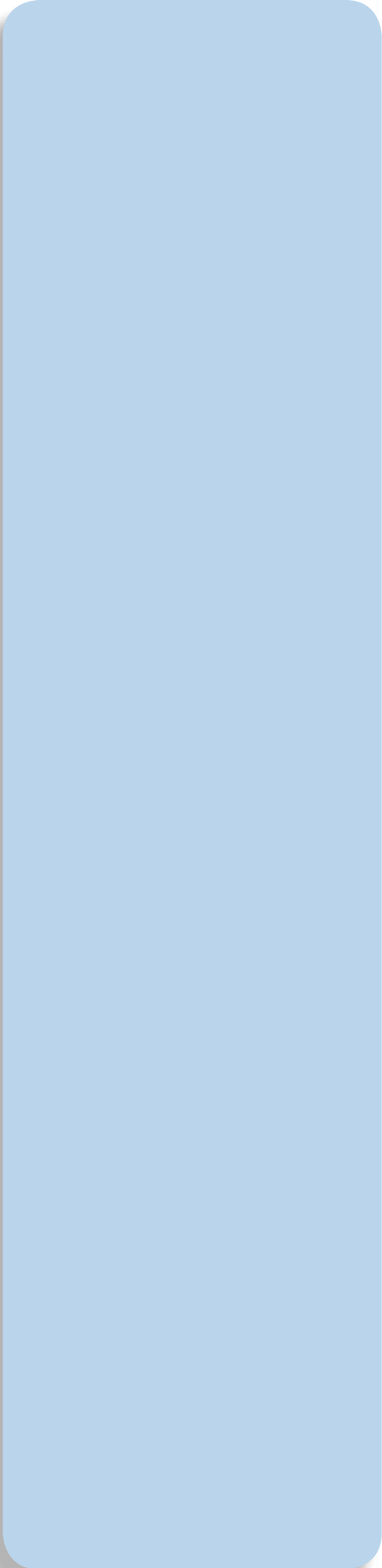
## THE WEEKEND

**Y**ou have put in months of planning; now it is time for your Backyard Mission Project. Now the work really begins. Though you cannot prevent every problem, with effective planning you can prevent many of the big problems. The week before your meeting, you need to make sure you have all the supplies, team captains, and a clear strategy for each project. One of the frustrations for some local volunteers is that they will need to be leading and organizing more than doing. The objective is to keep volunteers busy. You might consider having you “detail person” write up a “punch list” for each project. This will include every project on a given work site, a list of tools that might be needed, and a list of supplies that will be needed to accomplish the project. With a good project description, you will spend less time gathering supplies and explaining what needs to be done.

Questions that you need to answer before the volunteers arrive:

- How will people know what project they are working on?
- What supplies do we have? What supplies do we still need to get?
- What tools do we have? What tools do we still need?
- What happens if it rains?



- 
- Who are our project leaders?
  - How will we communicate between work sites?
  - Who is the hub, the person who will make final decisions?
  - Who is the runner who will go get supplies?
  - Who handles complaints?
  - What happens if someone gets hurt?
  - Do we have water on each work site?
  - How will the volunteers get their meals?

The clearer you are about each of these questions, the better your weekend will flow.

One more suggestion for your Backyard Mission Project. Many of you will consider it heresy. Consider canceling your regular Sunday morning worship service. If you want to create buzz in your community, cancel worship and serve the community. Then, at lunch, gather back at the church for a meal and a short time of worship. You might even get some of the volunteers who aren't connected to a church.

# THE BACKYARD MISSION PROJECT

## AFTER YOUR BACKYARD MISSION PROJECT

**A**fter the project, you can relax, catch your breath, and then go back to work!

First, you need to celebrate as a church. Take time to recognize everyone that volunteered, planned, and sacrificed to make the weekend happen. Put together a slide show of all the pictures you took during the weekend (you were taking pictures right?). Celebrate. Give thanks to God. This is a good time. If you are planning a celebration service, make sure that you invite the community leaders who pointed you toward possible projects.

Just as your mother taught you, it is important to say thank you. Thank each local person who helped that is not a part of your church. Send a thank you note and short report about the weekend to every church that participated.

When the next Backyard Mission Project is planned in your area, make sure that you work hard to recruit volunteers to “pay it forward.”

If possible, write an article for the local newspaper.

Next, do a “post-mortem” on your Backyard Mission Project. In medical school, students often learn as much from their failures as from patients that recover and go home. Invite your



Good deeds can get people to think about faith and be willing to hear more. Good deeds can draw people into your church and into relationships with Christians. But good deeds, in spite of all the wonderful things they can accomplish, are not sufficient to lead a person to saving faith in Jesus. Good works can be the bridge or the road, but they are not the saving message that crosses that bridge or travels that road. Good works are the complement but never the substitute for good news.

-Rick Rusaw

ABCRM staff person to sit down with the planning team to process what happened, what you learned, what worked, and what did not. The Backyard Mission Project is a work in progress. You might save the next church many headaches by simply sharing your wisdom and experience with them.

Finally, keep going. Steps seven and eight of Kotter's stages of change are "don't let up" and "create a new culture." You will need to look for opportunities to continue to serve your community. Do not make the mistake of allowing the momentum to die. Keep challenging the church to be externally focused. This process will take years to become part of the culture and values of your church.



# APPENDICES



# Appendix A: Suggested Time Line for Planning a Backyard Mission Project

<i>Step</i>	<i>Description</i>	<i>Time Frame</i>
1.	A local church asks their Ministry and Mission Coach about being a BMP host church	12 to 18 months prior weekend
2.	Local church is selected to host a BMP	6 to 9 months prior
3.	Local church forms a BMP Team	6 months prior
4.	BMP Team works with community leaders to determine community needs	5 months prior
5.	BMP Team identifies three to four projects	4 months prior
6.	BMP Team writes descriptions of each project <ul style="list-style-type: none"> <li>a. Materials and tools needed</li> <li>b. Anticipated cost of project</li> <li>c. Volunteers needed including identifying specific skills needed</li> </ul>	4 months prior
7.	BMP Team prepares a preliminary budget <ul style="list-style-type: none"> <li>a. Identify anticipated expenses</li> <li>b. Identify streams of income</li> <li>c. Set registration fees</li> </ul>	3 months prior
8.	Church submits a proposal of projects to AB-CRM staff and the Church Transformation Team	3 months prior
9.	BMP Team applies for Church Transformation Funds	3 months prior
10.	BMP Team invites other churches to participate	3 months prior
11.	ABCRM updates BMP Web site	3 months prior
12.	Host pastor and ABCRM staff invite pastors to a meeting in the community to discuss the project and recruit support	3 months prior

13.	BMP Team prepare logistics plan	2 months prior
	a. Lodging	
	b. Meals	
	c. Insurance	
	d. Schedule	
14.	Recruit project coordinators	2 months prior
15.	ABCRM put articles in the Region newsletter requesting volunteers and describing projects	2 months prior
16.	Volunteer registration deadline	1 month prior
17.	Begin promoting in the community	1 month prior
18.	Project weekend	
19.	Post-project Postmortem	1 month after

## Appendix B: Example of a BMP Weekend Schedule

<b>Thursday:</b>		
6:00 p.m.	8:00 p.m.	Leadership Planning Meeting and Dinner (Visit all work sites)
<b>Friday:</b>		
7:00 a.m.	8:00 a.m.	Breakfast, Prayer, and Assignments
8:00 a.m.	5:00 p.m.	Work Project
6:00 p.m.	7:00 p.m.	Dinner
7:00 p.m.	7:45 p.m.	Devotion Time
8:00 p.m.	10:00 p.m.	Team Building and Fun
<b>Saturday:</b>		
7:00 a.m.	8:00 a.m.	Breakfast, Prayer, and Assignments
8:00 a.m.	5:00 p.m.	Work Projects
6:00 p.m.	7:00 p.m.	Dinner
7:00 p.m.	10:00 p.m.	Rest and Fun
<b>Sunday:</b>		
10:00 a.m.	11:30 a.m.	Worship with Host Church (or possibly cancel services and continue working in the community)
12:00 p.m.	1:30 p.m.	Lunch with Host Church: Include a time of worship and celebration
1:30 p.m.		Homeward Bound

# Appendix C: Possible Projects

Local Backyard Mission Project Teams should use this list to spark ideas. The local Backyard Mission Project Team needs to identify and select projects based on their assessment of community needs.

- Clean and repair a local park: improve safety of equipment, paint buildings, clean up graffiti, improve landscaping
- Repair home of people from the community. These homes should not belong to members of the church and must meet criteria established by the local BMP Team
- Paint a community building or house
- Clean up and beautify a section of the community
- Volunteer at a local school: paint a classroom, help teachers move their supplies, etc.
- Volunteer at a community service provider not related to the church: food pantry, soup kitchen, after-school program
- Hold a “read-a-thon” for local kids

# Appendix D: Example of a Job Description for the Local Planning Team

**Church:** (Name of the Host Church)

**Region Staff:** (Name of Region Staff working with the Project)

**Purpose:** The BMP Planning Team will plan, implement, and evaluate the local Backyard Mission Project. The Planning Team will work closely with the pastor and the church as a whole to plan and host an effective Backyard Mission Project.

**Members:**

**Duties:**                   **Communication**

The Planning Team will communicate with the congregation, the local community, with the ABCRM staff person, local churches, and with neighboring ABCRM churches. The importance of communication cannot be overstated.

**Select Projects**

The Planning Team will work with community leaders and members of the church to identify and select appropriate projects for the BMP.

**Recruit Team Leaders**

Each project will have a “team leader.” This team leader will have the skills to complete the project. The team leader’s first priority is to help the volunteers understand their project and stay on task. The team leader will also communicate with the Planning Team about tools, skills, and supplies that will be needed to complete the project.

**Plan for Volunteers**

The Planning Team will need to prepare for the arrival of volunteers. This includes developing a registration process, identifying appropriate housing, preparing to feed the volunteers, and planning worship times for the volunteers.

### **Develop the Budget**

The Planning Team will need to develop a separate budget for their BMP. This will include income as well as expenses. (See Appendix F: in the Implementation Guide.

### **Keep the Host Church Engaged**

The Planning Team will constantly work to engage as many members of the host church as possible. This will be done through communication in worship, through the bulletin, and asking people to serve in various capacities.

### **Develop Detailed Plans for Each Project**

Each project needs a detailed plan. This will include the homeowner, a description of the work, a list of tools that will be needed, a list of supplies needed, and a list of assigned volunteers.

### **Postmortem**

Meet with your ABCRM staff person to process what worked and what did not. This is important for both your local church and for ABCRM. (Appendix I has several questions that could be asked at the postmortem.)



# Appendix E: Responsibilities of Volunteers

1. Have a servant's heart
2. Complete all registration forms
3. Provide own insurance
4. Complete background check if necessary
5. Identify skills that you have (not that you wish you had)
6. Bring tools needed for the job
7. Provide financial support if able to do so
8. Have a willingness to work with youth (or with adults if you are a youth)
9. Represent the host church appropriately in the community
10. Have fun

# Appendix F: Budget Preparation Form

Income	
Registration Fees	
Church Transformation Grant	
Donation: Host Church	
Donation: Other Sources	
Sponsors	
Total:	

Expenses	
Materials	
Tools	
T-shirts	
Lodging	
Meals	
Publicity	
Total:	
Balance:	

# Appendix G: Sample Registration Form

Project:		Dates:	
Name:		DOB:	
Address:			
City:		State:	
Home Phone:		Zip:	
Mobile Phone:		<input type="checkbox"/> Female	<input type="checkbox"/> Male
T-shirt Size:			
E-mail:			
Occupation:			
Medical Insurance:		Policy #:	

## MINORS ONLY:

Parent's Name:	
Cell Phone:	
Will parents be participating in the Backyard Mission Project with you?	<input type="checkbox"/> Yes <input type="checkbox"/> No

\_\_\_\_\_ has my permission to participate in the Backyard Mission Project at \_\_\_\_\_ from (DATE) \_\_\_\_\_ to (DATE) \_\_\_\_\_. This consent form gives permission to seek whatever medical attention is deemed necessary, and releases the church and the American Baptist Churches of the Rocky Mountains and their staff of any liability against personal losses of named child.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix H: Project Planning Form

Project Name

Homeowner or Contact Person:

Address:

Telephone:

BMP Coordinator:

Phone:

Project Team Leader:

Phone:

Description of Work:

Tools Needed:

Supplies Needed:

Detailed Description of Work:

Volunteers Assigned:	Name	Home Church

Additional Work Completed:

Water Available for Cleanup:

Electricity Available:

Bathroom Facilities Available:

# Appendix I: Postmortem Questions

1. What worked well?
2. What do you know now that you wish you would have known at the beginning of the process?
3. What didn't work for your church?
4. How many volunteers participated?
5. How many churches participated? Which churches?
6. What would you do differently?
7. Did you complete all projects? If you did not complete a project, explain.
8. Did you have enough work for the volunteers?
9. Would you do this again?
10. What are the plans for the next steps for your church?



