

**North Parish Housing Ministry**

A Ministry of Mission at the Eastward

Presbyterian Church, USA

PO Box 206

Farmington, ME 04938

Telephone: (207) 713-MATE [6283]

Email: ed-just-ed@tds.net

**2015 SUMMER WORK GROUP APPLICATION**

**APPLICATION FORM DATE:**

**CONTACT INFORMATION:**

**Name of Group:**

**Name of Church:**

**Presbytery or Denomination:**

**Address of Church:**

**Telephone and Email of Church:**

**Contact person(s):**

**Address:**

**Telephone:**

**E-mail:**

**WORK GROUP INFORMATION**

**Work Team Dates:** Our dates shown are Saturday to Friday - Please see assignments and available slots in the schedule in section 7. Either confirm the week for your group, or indicate your 1<sup>st</sup> choice \_\_\_\_\_; and a 2<sup>nd</sup> choice, if possible \_\_\_\_\_

**Other dates:** Work groups normally arrive on Saturday and depart the following Saturday. Our dates shown are Saturday to Friday – If you have other plans, please so indicate:  
\_\_\_\_\_

**Estimated Total Number of people in Group:**

[Maximum, 40 workers – if you think you will have more than this, this must be discussed before we can agree to receive you] \_\_\_\_\_

**Please return this page to MATE-NPHM at the address shown at the top at your earliest convenience after receiving this application. Keep the rest of the letter for your files.**

**Also look at the yearly statistical summaries to get an overview of the scope of the program.**

## 1. COMPOSITION OF YOUR TEAM:

**Number in your group by age:** Minimum age for workers is Confirmation age, ~14 or 15. Also, a 1:3 ratio of ‘adult’ [age >20] to every ‘youth’ [age <21] is the minimum we can accept – we prefer something closer to 1:2.

**Age 14-20** \_\_\_\_\_ **Age 21 to 65** \_\_\_\_\_ **Over age 65** \_\_\_\_\_ **Your ratio is:** \_\_\_\_\_

NPHM discourages bringing children who have not attained “Confirmation age.” If you do bring younger children, their role needs to be limited to an age-appropriate work site with parental supervision. When we contact you for additional details in April, we will ask for this team composition information.

## 2. SKILL LEVEL OF YOUR TEAM:

**Skill level:** It is expected that each work group will have ‘skilled’ leaders who will be responsible for leading work groups, both in doing the work and in doing it safely. For each adult in the group, it will help greatly in assigning work sites if we know their various construction expertise and the level of that expertise. We also like to hear from you what types of work you prefer to do, and also work you do NOT prefer to do. **In April, MATE will send to you a work sheet** to collect this information to help us in planning, and also request at least 10% of your group fee [see #6 below] be sent to us then, as we start client home visits in late April and begin to incur expenses.

## 3. HOUSING INFORMATION

Work Groups have several “housing options.”

- A. Dormitories at the University of Maine at Farmington, Farmington, Maine.  
UMF dorms are typically “doubles.” Rooms are available either with or without sheets and towels. [Meals can also be contracted at the University.] For more information and booking please contact:

Conferences and Facilities Office  
111 South Street  
Farmington, ME 04938 Phone: (207) 778-7344

- B. North New Portland Community Church: approx. 20 miles from the Fairbanks Union Church. Kitchen Facilities are available there. There is space for campers & tents.  
Call 207-713-6283 if you need more information on this option.

- C. Other housing options: Our Camp at the Eastward located in Starks – about 15 miles away – is also an option if it is available. There are also several camp grounds as well as locally owned motels that could be utilized. Go to the MATE website to get the contact information for CATE.

#### 4. FOOD SERVICE INFORMATION

Work groups provide their own meals. Kitchen facilities are available at several local Farmington churches. [Please contact directly for availability and fees.]

- A. Henderson Memorial Baptist Church (207) 778-2163
- B. Old South Congregational Church (207) 778-4438
- C. Fairbanks Union Church (207) 778-4705
- D. Saint Joseph's Catholic Church (207) 778-2778
- E. UMF offers meal plans (207) 778-7344

#### 5. PROOF OF INSURANCE

NPHM **requires** that every work group member **MUST** have personal liability and health insurance [Each church is responsible for verifying this]. **Further, we require that each work group send to NPHM a certificate of group liability insurance coverage** [your church should have this coverage for mission trips].

#### 6. DONATION

NPHM requests a donation of \$225 per person for construction related costs and to cover the cost of our seasonal staff and vehicles. Please note that this amount may not correlate to the actual work your group may do – for example, painting sites cost less than sites that involve roofing repairs or new windows. We ask this of all churches and workers on an equal basis – if you cannot commit to this, we need to know in advance. Some churches have asked if this applies to all members of the team to include food stewards, etc, or just to those who go out to the work sites. Clearly, the more funds we receive, the more homes we can assist with repairs. We ask that you do whatever you can. Checks can be made payable to MATE-NPHM. As our commitment to home owners is partly based on the number of volunteers we receive, we cannot refund any deposits should your group decide to cancel, as we made commitments based on your funding.

#### 7. 2015 WORK GROUP CALENDAR

Please check our website for current information.

#### 8. ACCEPTANCE OF APPLICATION

The North Parish Housing Ministry steering committee meets regularly to review Work Group Applications. We will respond to your application as soon as possible. We will do everything possible to accommodate your group.

Please return the completed application [1<sup>st</sup> page] to the MATE Office. You can either email the pertinent information, or send a hard copy via US mail.

**PLEASE ONLY SEND AN APPLICATION IF YOU ARE CERTAIN A GROUP WILL BE COMING TO MAINE IN THE WEEK SELECTED. WE CAN EASILY FILL VACANCIES WITH LAST MINUTE APPLICANTS – BUT IT IS NOT SO EASY TO**

**FILL LATE CANCELLATIONS WHEN A GROUP BACKS OUT OF THEIR COMMITMENT.**

Email: ed-just-ed@tds.net

US Mail: North Parish Housing Ministry  
Mission at the Eastward  
PO Box 260  
Farmington, Maine 04938

Thank you!