THE CATHOLIC DIOCESE OF ARLINGTON
WORKCAMP

# WorkCamp

200 North Glebe Road, Suite 540, Arlington, VA 22203 • 703.841.2559

August 22, 2019

Hello Directors of Youth Ministry and WorkCamp Stakeholders!

The Office of Youth Ministry is already hard at work with WorkCamp 2020 preparations. WorkCamp is a week-long service program for high-school aged youth that occurs each summer at a location **within the Diocese of Arlington**. If you are not familiar with WorkCamp or the many blessings that it has provided to youth programs and parishes over the years, then please feel free to call me to get more information. If you are familiar with **Diocesan WorkCamp**, then we hope to see you again this year!

Parish WorkCamp 2020 preparations will kick off with the first Stakeholder meeting on **November 13, 2019.** This meeting is **required** for all parishes that want to participate in WorkCamp 2020. In addition to the primary parish stakeholders, we encourage all Directors of Youth Ministry and adult volunteers to come to this meeting. We will be accepting Stakeholder covenants (included in the Parish Packet of Information), giving an overview of the requirements to be a part of WorkCamp 2020, and answering your questions.

WorkCamp 2020 is tentatively scheduled for June 20–26, 2020. The cost per participant (youth and adult) will be $495. For more information please visit the WorkCamp website at:
http://www.arlingtondiocese.org/WorkCamp

As was done last year, **all Adult Crew Leaders must be registered prior to attendance at one of the required Adult Crew Leader Formation training meetings in March**. These meetings significantly increase the preparation of adult crew leaders for WorkCamp, in particular developing their relationships with the teens throughout the preparation process.

The WorkCamp important dates for you to reserve on your calendar are:

- **Stakeholder Meeting 1, November 13, 2019, 7:30–9:30 p.m. at St. James, Falls Church, VA**
- **Stakeholder Meeting 2, February 6, 2020, 7:30–9:30 p.m. at St. James, Falls Church, VA**

All adult crew leaders and each Stakeholder are required to attend one adult crew leader training session. Three adult crew leader training opportunities will be offered in March, 2020.

All adult leaders must attend one of these meetings

- **Stakeholder Meeting 3, April 15, 2020, 7:30–9:30 p.m. at St. James, Falls Church, VA**
- **WorkCamp! June 20–26, 2020**

If you have any questions, please feel free to call the Office of Youth, Campus, and Young Adult Ministries at (703) 841-2559.

Sincerely in Christ,

Ed Gloninger, WorkCamp Coordinator
Office of Youth, Campus, and Young Adult Ministries

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# What is WorkCamp?

*Arlington Diocesan WorkCamp is an intentional Christian Community that provides an experience of direct service for young people within the boundaries of the Catholic Diocese of Arlington.*

Since 1990, WorkCamp has been venturing into various areas of Virginia with a twofold objective. First, we seek to provide the teens of our Diocese with an intense conversion experience through service, community, and prayer. Second, we seek to serve our fellow Virginians by making their homes warmer, safer, and drier. Your work as a Stakeholder is critical in accomplishing these two objectives. Whether you are a WorkCamp veteran or rookie, we are glad you have decided to help make WorkCamp a reality for the teens of your parish. Your generous gift of time and talent is a great testament to the graces of God working in your community. Your witness, combined with the hands-on service and prayer the teens will experience at WorkCamp, can work together to make this a great conversion experience.

During the week of June 20–June 26, approximately 800 teens from more than 40 Arlington Diocese parishes will share a week of prayer, service, song, adoration, confession, and fellowship.

160+ crews of 5 teens, 1 or 2 adult crew leaders, and a contractor will venture out to approximately 130 sites to make fellow Virginians warmer, safer, and drier. These teens will spend a large part of their week getting to know teens from other parishes along with adults who will model their Catholic faith throughout the week. In the evenings, inspiring talks, song, games, and opportunities for confession and adoration will give this group of teens the opportunity to encounter Jesus Christ. Each day, the teens and their crew will experience direct service by meeting the needs of those less fortunate right here within the boundaries of our Diocese.

**Sample of Projects Completed During WorkCamp, June 2019:**

- 158 crews worked in eight counties, including King George, Spotsylvania, Caroline, Stafford, and Westmoreland.
- Over 200 windows and 30 doors replaced in houses and mobile homes
- Over 55 decks and egress stairs rebuilt or repaired to provide a safe exit from home
- Over 30 flooring projects completed
- 15 mobile home roofs coated to protect from deterioration and seal minor leaks
- 13 ADA compliant wheelchair ramps constructed
- 7 shingle roofs replaced for protection from the elements
- 4 bathroom enhancements completed for safety, functionality, and access
- Major trash removal from several sites to ensure a safe living environment for residents
- Over 100 smoke detectors delivered to residents

*They devoted themselves to the teaching of the apostles and to the communal life, to the breaking of the bread and to the prayers … all who believed were together and had all things in common … they ate their meals with exultation and sincerity of heart, praising God and enjoying favor with all the people. And every day the Lord added to their number those who were being saved. –* Acts 2:42-47

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# WorkCamp 2020: Parish Packet of Information

## Registration

- Parishes will be notified when Stakeholder registration is open prior to the November 13th Stakeholder meeting.
- Registration for Youth and Adult participants will open December 2nd.

## Meetings & Due Dates

| | | | |
|---|---|---|---|
| o | **November 13, 2019** | **Stakeholder Meeting #1**<br>St. James, Falls Church<br>7:30 p.m.- 9:30 p.m. | • *Stakeholder Covenant due.*<br>• *Parish Preparation Manuals distributed.*<br>• *Mandatory for Stakeholders; all Adults encouraged to attend.* |
| o | **February 6, 2020** | **Stakeholder Meeting #2**<br>St. James, Falls Church, VA<br>7:30 p.m.- 9:30 p.m. | • *Mandatory for Stakeholders; all Adults encouraged to attend.* |
| o | **April 15, 2020** | **Stakeholder Meeting #3**<br>St. James, Falls Church<br>7:30 p.m.- 9:30 p.m. | • *Mandatory for Stakeholders; all Adults encouraged to attend.* |

## Adult Training Options

All Adult Crew Leaders and each Stakeholder are required to attend one Adult Crew Leader training session. Three Adult Crew Leader training opportunities will be offered in March 2020.

## WorkCamp

- June 20–26, 2020.

## Standard Cost

**$495** for each Youth and for each Adult Crew Leader. No fee is required for Contractors or Parish Security volunteers.

## Parish Requirements

1. Adult Crew Leaders must be 25 years of age or older. You must have one female Adult Leader per 5 female Youth; **for the 6th to 10th youth you need a second female adult leader.** The requirements are the same for male Youth. Adult Crew Leaders must be OPCYP compliant. This means that each Adult Leader must complete VIRTUS training *and* submit **all** required forms and documents. All Adult Crew Leaders must also be *authorized diocesan drivers*.

2. Monthly meetings with all Youth & Adults from your parish to address the following topics:

| | | | |
|---|---|---|---|
| January: | Commitment and Fundraising | April: | What to bring to WorkCamp |
| February: | Social Justice | May: | Tool and Site Safety |
| March: | Spirituality and Confidentiality | June: | Tying it all together |

3. For every 5 young people you must have one minivan (minimum of 7 seat belts) or larger van (no 15 passenger vans allowed). Each van must be equipped with two (2) 5 gallon water coolers and 1 case of bottled water.

4. Contractors/Project Leaders are adults who are proficient in home repair skills and can work well with young people. For every 5 young people, you must provide one lead Contractor that can perform all four days of work (additional youth above each increment of 5 necessitates an additional Contractor, i.e., 6 youth equals 2 Contractors required). The Stakeholder is responsible for communication with and ongoing formation of parish Contractors. It is recommended that Contractors be OPCYP compliant however they are required to submit a background check and acknowledge the diocesan code of conduct online.

5. WorkCamp Youth participants must be in high school during spring 2020 to attend WorkCamp 2020.

6. Each parish will provide adult volunteers for afternoon/evening security for one evening during the week (Sunday through Thursday) of WorkCamp. These volunteers must be OPCYP compliant. *Approx. numbers:*

| | | | |
|---|---|---|---|
| 1-10 Youth: | 2 men, 2 women | 31-40 Youth: | 3 men, 4 women |
| 11-20 Youth: | 2 men, 3 women | 41-50 Youth: | 4 men, 4 women |
| 21-30 Youth: | 3 men, 3 women | 51-60 Youth: | 4 men, 5 women |

7. A parish tool list will be provided in the Parish Preparation Manual handed out at the November meeting. If necessary, a final parish tool list will be distributed in June, once the final number and type of projects have been established.

8. Each parish will be responsible for preparing approximately 200 lunches to be delivered to WorkCamp. This final number will be published in May once the number of WorkCamp participants have been established.

# Overview of Project Sites

## Type of Projects Completed During WorkCamp, June 2019:

- 158 crews worked in eight counties, including King George, Spotsylvania, Caroline, Stafford, and Westmoreland.
- Over 200 windows and 30 doors replaced in houses and mobile homes
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- 15 mobile home roofs coated to protect from deterioration and seal minor leaks
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## Skills Used in Completing These Projects:

Skills used to complete WorkCamp projects include carpentry, deck and ramp framing, door replacement, window replacement, drywall repair and installation, plumbing, mobile home painting and roof sealing, flooring installation, gutter/downspout installation, painting (interior and exterior), roofing (shingle), tub surround installation, and concrete flatwork.

## Who Has These Skills?

Contractors/Project Leaders: Men and women who are handy with tools, who are willing to lead a project and work with youth and show them how to do a job and use tools. They can be available during all 4 days of work. Contractors are coordinated by the Stakeholder to meet parish requirements.

Assistant Contractors: Men and women from the parish who are not comfortable leading a project, but have some home repair knowledge, are handy with tools, and can aid the lead contractors in working with the youth. These volunteers are very welcome and needed, but do not count toward parish requirements.

Troubleshooters: Men and women who have expertise in home repair, are familiar with WorkCamp, and are willing to travel to 8 -10 assigned sites throughout the week. They work with Contractors to provide technical assistance and help coordinate project progress. These volunteers are coordinated by the WorkCamp Team and count towards Contractors for parish requirements.

## Recruiting Contractors:

Start recruiting now! This is a four day commitment and you must have one lead Contractor for every five youth. Additional youth above each increment of 5 necessitates an additional Contractor. *(If a contractor can only work part of the week, please coordinate with the WorkCamp team to find another Contractor who can fill in the rest of the week).*

# WorkCamp 2020 Stakeholder Commitment

Prior to WorkCamp, a Stakeholder will...

- Attend every WorkCamp meeting! Refer to page one in this "Information packet".
- Meet with young people and adults on a monthly basis. This should be separate from other parish youth meetings. These meetings are important in order to communicate information and build community.
- Submit all fees by the established due dates.
- Be completely familiar with the Parish Preparation Manual and train all parish Adults and Contractors.
- Read and understand both the Adult and Youth WorkCamp Code of Conduct
- Serve as the single point of contact with the WorkCamp team. (Including reading & replying to emails)
- Be responsible for meeting all requirements as outlined in the Parish Preparation Manual.
- Manage the online registration for the parish and assist all parish participants in this process.
- Ensure the OPCYP compliance of all adult volunteers, including Adult Crew Leaders, Contractors, and Security personnel; work with Parish OPCYP Liaison to check-in on status and follow-up with volunteers to ensure compliance.
- Become an active part of the WorkCamp team by assisting other parishes to meet their requirements.
- Pray with and for your group, pray for the residents we serve, and pray for all of WorkCamp!
- Promote WorkCamp within your parish!

During WorkCamp a Stakeholder will...

- Be present from Saturday at 6:30 p.m. until 2:00 p.m. on Friday.
- Serve as the single point of contact with the WorkCamp staff.
- Check in with *every* young person from the parish, *every* day.
- Check in with *every* adult from the parish, *every* day.
- Be responsible and able to manage all concerns that may arise with your parish.
- Fully participate in program with your youth and adults. This involves participating with them! Ensure that all of your adults are also attending and fully participating.
- Address all parish problems and questions as they arise. Try to motivate young people or adults who need a little extra push.
- Pray with and for your group, the residents, and all of WorkCamp!

# WorkCamp Stakeholder Covenant

***Due: November 13, 2019***

Stakeholder Name: _____ Parish Name: _____

Stakeholder Phone: _____ Email: _____

**As the Stakeholder for the above-named Parish, I enter into this Covenant to:**

- Be the single point of contact for my parish community team to the WorkCamp Team & other parish Stakeholders.
- Attend WorkCamp 2020 in its entirety preferably as an Adult Crew Leader residing at Homebase from 6:30 p.m. on Saturday through 2:00 p.m. on Friday.
- Ensure all parish participant registrations are completed and payments submitted by the due dates.
- Manage parish online registration portal & assist all participants through the entire registration process.
- Attend all activities & preparation meetings for my parish & the Diocese (incl.: 11/13/19; 2/6/20; 4/15/20).
- Ensure that all of the Adult Crew Leaders from my parish and I, the Stakeholder, attend at least one of the *three* Adult Crew Leader Training meetings to be scheduled for March 2020. ***I understand that those who do not attend an Adult Crew Leader training meeting will not be allowed to attend WorkCamp. This will impact the number of teens your parish may bring to WorkCamp.***
- Read and understand the entire 2020 "Parish Packet of Information", including the "Stakeholder Commitment".
- Ensure that all of my Parish WorkCamp volunteers are OPCYP compliant. This includes all Adult Crew Leaders, Security volunteers, and the Stakeholder. (Contractors are required to complete and submit certain documentation online.)
- Provide the following resources to WorkCamp 2020:

Male Youth participants: _____

Female Youth participants: _____

Male Adult Crew Leaders *(One per 5 boys)*: _____

Female Adult Crew Leaders *(One per 5 girls)*: _____

**Financial Contribution*:** _____

**Number of Contractors:_____**
*(One lead Contractor for the 4 work days per 5 Youth attending; i.e. 6 youth = 2 contractors)*

**Number of Vans: _____**
*(One 7 passenger van, with at least 7 seatbelts, per 5 youth attending)*

*****$495 per Youth Participant and Adult Leader as well as all funds raised in the name of WorkCamp 2020*.

*In my actions and in my words, I will strive to proclaim the Gospel and walk in the footsteps of Christ as a Stakeholder for WorkCamp.*

Prayerfully, and In Christ,

*Signatures:*

Stakeholder: _____ Date: _____

Director of Youth Ministry: _____ Date: _____

Pastor: _____ Date: _____

*They devoted themselves to the teaching of the apostles and to the communal life, to the breaking of the bread and to the prayers … all who believed were together and had all things in common … they ate their meals with exultation and sincerity of heart, praising God and enjoying favor with all the people. And every day the Lord added to their number those who were being saved.* – cf Acts 2:42-47