

# Service Adventure Program Policy Manual

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# PROGRAM

## Introduction to Service Adventure

Service Adventure, established in 1989, is a program for post-high school young adults, ages 17-20. Service Adventure is a program of Mennonite Mission Network of the Mennonite Church USA. Administrative responsibility is housed in the Global Partnerships department of Mennonite Mission Network.

Participants live together in community with up to five other young adults, placed in local community agencies for 35-40 hours per week, and become involved in the ministry of their hosting congregation, all under the guidance of a unit leader. The unit leader serves as a non-traditional pastor who mentors young adults in the unit.

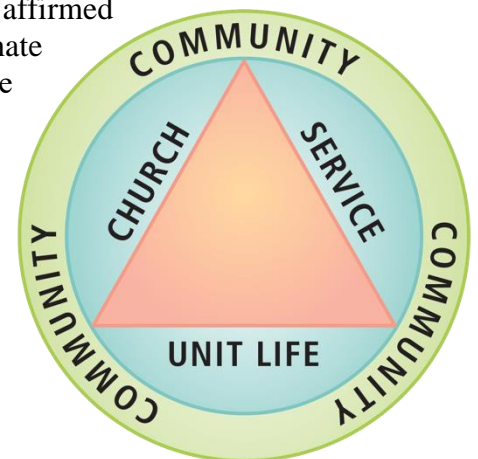
## Objectives

- Service Adventure participants and leaders will join the congregation in engaging with their community.
- Service Adventure provides participants opportunities to explore Christian faith and what a relationship with Jesus means to them as they live in community with others and as they become part of the local faith community.
- Service Adventure provides participants and unit leaders the opportunity to see where God is at work and invites them to be a part of that work.
- Service Adventure participants, unit leaders, hosting congregations and communities are expected to offer each other gifts of service and to receive gifts of insight and perspective.
- Service Adventure participants continue to develop lives of Christian leadership and compassion.
- Service Adventure provides tools and training opportunities for participants and leaders to build intercultural competence and grow in their ability to see and offer faithful resistance to discrimination/oppression as they learn about God's work in the world.

## Program commitment

Service Adventure has been developed with the expectation that participants will become involved in issues and activities of a local community and a local Mennonite congregation, share in a household where a sustainable lifestyle is affirmed and caring relationships are nurtured, and demonstrate compassionate service which honors and imitates Jesus Christ's love for all people and his special concern for those who suffer from injustice.

Four essential components of the Service Adventure experience are unit life, service, church and community.



## Calendars

| All units' calendar |  |
|---------------------|--|
| July                | Leaders' training/orientation<br>Pre-term leadership development tool due  |
| August              | Participants arrive<br>Unit orientation<br>Host family social  |
| September           | Leader check-in with each service assignment/supervisor<br>Program director fall unit visits   |
| October             | Unit retreat<br>Program director fall unit visits  |
| November            | Begin planning for Advent<br>1 <sup>st</sup> participant narrative report due<br>Entire unit re-evaluate covenant and review policies<br>Program director fall unit visits       |
| December            | Celebrate Advent<br>Program director fall unit visits<br>Send care packages to friends with Service Adventure information  |
| January             | Leader check-in with each service assignment/supervisor<br>Mid-year participant evaluations due<br>Mid-year leadership development tools<br>Mid-year leaders' retreat            |
| February            | Begin planning for Lent  |
| March               | Celebrate Lenten season<br>Program director spring unit visits-possible  |
| April               | Plan for unit to provide/plan worship service at host congregation<br>2 <sup>nd</sup> participant narrative due<br>Program director spring unit visits-possible                  |
| May                 |  |
| June                | Closure/re-entry activities<br>End-of-year participant evaluations due<br>Leader exit evaluations due (if applicable)<br>Leader check-in with each service assignment/supervisor |

### Beginning and ending dates

Locations may have differing start and end dates. Confirmed participants will receive information regarding official start dates in the confirmation packet sent to them by the program office. End date information will be discussed during unit orientations. In general, most units begin during the month of August and end during the month of June.

## Service-learning components

*“A method and philosophy of experiential learning through which participants expand their knowledge of society; develop abilities for critical thinking; develop commitments, values and skills needed for effective citizenship; and contribute in meaningful ways to addressing social problems.”*

Service Adventure has been intentionally developed as a service-learning opportunity. While it is expected that participants will contribute to their hosting communities in significant ways, it is also expected that participants will come away from their experience with much new knowledge and insight. To facilitate participants' learning, a number of components have been put in place.

**Household/unit** - group of three to six young adults (participants) plus one or two leaders, who reside in a common residence and who live in community, sharing the various responsibilities of doing so.

**Service assignment** - part- or full-time, stipended or volunteer placements in the hosting community, which are held by participants for their Service Adventure term.

**Host congregation** - one or more Mennonite churches that have a vision for Service Adventure as a ministry in their community. Congregation(s) provide financial and other support to Service Adventure units. Units are accountable to their host congregation(s). Units are expected to worship weekly with these congregations and are encouraged to get involved in the congregation's other ministries.

**Learning component** - a weekly unit activity designed to create deliberate opportunities for participants and leaders to learn from each other and those in their community. These sessions are to be structured as times of teaching or introducing the household to new activities or ideas. Planning responsibility should be shared between leaders and participants.

**Worship night** - a weekly unit activity intended for the unit to enter into spiritual discussion, reflection, exploration and expression. Planning responsibility should be shared between leaders and participants.

**Life skills** - similar in nature to the learning component; however, typically the initiative of the household leader(s). May take the form of instruction in housekeeping, food preparation and nutrition, finances and bookkeeping, etc.

**Journaling** - a daily record maintained by participants. To reflect on relationships, challenges, growth experiences, etc. It is encouraged that journals be a part of bimonthly check-in with leader(s).

**Check-in** - a twice-monthly meeting between individual participants and unit leader(s) for discussion and exploration of participant's Service Adventure experience in terms of relationships, challenges, growth experiences, etc.

## Support Systems

### Chain of communication

In the event that participants have concerns regarding any part of their Service Adventure experience and are in search of counsel, they are encouraged to utilize the following chain of conversation:

- Unit leader

- Host family
- Support committee
- Service Adventure director

## **Communication plan**

In the event that a unit leader becomes aware of behaviors or events that may potentially compromise: (1) the integrity of Service Adventure, (2) the integrity of the host congregation(s), (3) significant relationships within the hosting community, or (4) the physical or emotional well-being of participant(s) and/or leader(s), the following procedure is to be adhered to:

1. Unit leader is to immediately contact the support committee chair in order to develop a plan of action for reasonable resolve of the situation.
2. Unit leader is to contact the program director within one business day of the behavior or event and of the established plan of action. If the leader deems the behavior or event a crisis, then the leader is to immediately contact the program director at the office or at home after contacting the support committee chair.
3. Program director will review, with the leader, the established plan of action (see 1), or work with leader on developing a plan of action, as necessary.
4. Program director will advise the Global Partnerships department director, in order to develop an intra-organizational communication plan, if necessary.
5. Program director will inform the Service Adventure cabinet of behaviors or events and of the established plan of action, and seek counsel, if necessary.

### ***Host families***

Host families are families within host congregations, which are joined with one Service Adventure participant or leader(s). These families involve participants or leaders in their lives via varied activities, at least monthly, and serve as a surrogate family away from home. Local support committees are responsible for identifying and linking host families with participants and leaders at the beginning of each term and for planning a beginning-of-term social/gathering. In order to better orient host families with the objectives of the program, each host family should be given a *policies in summary* sheet, which will be provided by the program office. Host families should be instructed to make contact with their respective participant/leader within the first month of the term.

There may be occasions when the participant has an issue that they bring to the host family. The host family is encouraged to assist the participant in working towards a resolution.

## **Local support committee**

The local support committee is a body comprised of a number of individuals from the host congregation(s). Local leaders are partially accountable to this body as well as the host congregation and Mennonite Mission Network. This body provides guidance and

support to unit leaders regarding any and all unit issues, helps to foster communication between the host congregation and unit regarding pertinent issues, and works at fostering relationships between the host congregation and unit. The chair of this committee serves as the primary source of contact between the committee and the program office.

One of the primary responsibilities of the local support committee is to provide emotional support for the unit leaders. This entails regular check-ins with the unit leaders to see how things are going on a personal level for them. The local support committee also serves as the “business manager” for the local unit. It is their responsibility to meet with the unit leaders on a regular basis, and review the budget as well as other household items.

The following is a list of responsibilities for the local support committee.

#### Relational support:

- Keep in touch with unit leader; be aware of their issues of concern and be available to talk and think through unit issues with them.
- Provide orientation for new leaders.
- Assist with on-site orientation for participants.
- Meet at least monthly as a committee with the unit leader.

#### Operational support

- Be knowledgeable of all current program policy.
- Receive monthly financial reports from the unit leader.
- Copy support committee meeting minutes/notes to the program coordinator.
- Participate in the evaluation of the program.
- Assist with needed maintenance work on unit house, appliances and vehicle(s).
- Ensure that the unit has access to necessary resources, such as housing, transportation, etc.
- Present periodic reports regarding the state of Service Adventure, in that location, to the host congregation via council, church life, or members’ meetings.
- Assume responsibility for, or ensure that necessary arrangements are made, to preserve unit life in the absence of unit leaders or in the event that leaders are unable to complete their term or service.
- Attend semi-annual support committee chair meetings as appropriate and available.

#### Responsibilities along with the local leader:

- Establish and review annual budget.
- Review service assignments and seek out additional assignments in the community.
- Procure host families for all participants and leaders.
- Review applicant files of, and accept or reject, potential participants and leaders for that location.

## **Program director**

This individual is employed by Mennonite Mission Network and is accountable to Mennonite Mission Network and the constituents of said agencies. The program director reports to the Global Partnerships department director.

The director provides supervision and support to unit leaders and holds administrative responsibility for the overall program.

The director works with participants once they are in the program (i.e., responding to policy question, etc.). Participants submit mid-year and end-of-year evaluations, as well as two narrative reports per term, all of which are read, and responded to when appropriate, by the Service Adventure director.

Unit leaders have at least monthly check-ins with the program director by phone. Also, leaders complete and process, via discussions with the director, pre-term and mid-year leadership development tools. As well, outgoing leaders complete and then process, via discussion, exit evaluations with the director.

Local support committees maintain contact with the program director via minutes/notes from their monthly support committee meetings.

The program director travels to each Service Adventure location at least once per year. This visit is for the purposes of:

- Meeting, interacting and checking in with participants.
- Spending time with participants in their service assignments.
- Encountering leaders in the context of their leadership roles.
- Connecting with support committees.
- Maintaining relationships with host congregations.

## **Unit issues**

### **Harassment prevention policy**

Mennonite Mission Network strives to provide a work environment where relationships are empowered by respect, where power is not abused and where no one will be subjected to harassment and/or bullying. Our staff, workers and program participants go through regular harassment and discrimination prevention training. Mennonite Mission Network will not tolerate workplace bullying or harassment of any kind, or the use of racial, sexual, gender-biased, age related, sexual-orientation related, ethnic, or disability related innuendos, slurs, or jokes.

Mennonite Mission Network does not tolerate any abuse of children, and actively works to prevent child abuse in all its forms. Our staff, workers and participants are trained in how to create a safe environment for children and youth.



Mennonite Mission Network asks all staff, workers and program participants to be aware of situations where intervention is warranted, especially when others condone, overlook, or actively ignore the offending situation. If you experience harassment, intimidation, bullying or abuse, or if you observe another person being harassed or bullied, it is very important to report this conduct. To report harassment of any kind, please contact your local support committee chair, Service Adventure Director, MMN Care Specialist or MMN Human Resources Director. Staff contact information can be found in the [staff directory](#).

You can find the full Mission Network Harassment and Abuse Prevention and Response Policy and Procedures [here](#).

## **Unit life-span discernment tool**

*A copy of the unit life-span discernment tool can be found in the appendix.*

Host congregations of units that have been in existence for five years or more will be expected to complete the unit life-span discernment tool (ULDT) every five years. The purpose of this tool is to help congregations have intentional conversations as they reconsider their local mission vision in relationship to Service Adventure, and to re-assess the “fit” of Service Adventure as part of their congregation’s ministry. Congregations/support committees will be expected to prepare a written statement upon completion of each ULDT and submit a copy to the program office for further conversation.

The program office will remind locations when it is time to engage in the *ULDT* process and will send a fresh copy of the tool to the support committee chair.

## **Annual budget considerations**

Participant service assignments should provide a significant portion of the unit’s income, if possible.

Participant home congregations are asked to provide ministry support in the amount of \$4,000 (U.S. and Canadian). The home congregations of German participants who enter the program through *Christliche Dienste (CD)* are not asked for this support, however CD gives a small financial contribution to the unit. Congregations are asked to send monies to the Service Adventure program office in order that paper work and proper handling may occur. The program office then sends a receipt to the unit. Ministry support funds are placed in the unit account.

Respective participants are to send a thank-you note to their home congregation.

Local support committees are responsible for working with unit leader(s) in setting an annual unit budget. Items that should be considered while budgeting decisions are made include, but are not limited to:

Rent  
Utilities  
Taxes  
Maintenance  
Unit vehicle costs

Furnishing/upkeep items  
Leader travel (orientation/retreat)  
Unit travel (retreat, end-of-year trip)  
Savings  
Phone/Internet

## **Financial reporting**

It is acceptable to utilize computer programs for bookkeeping and for generating financial reports. Please be certain to include unit location and month and year of report.

1. Financial reports should be completed at the end of each month and a copy should be mailed/e-mailed to the Service Adventure program office, to arrive no later than the second week of the following month. This report assists the program in tracking information. Keep a copy for the unit files.
2. Don't go overboard in giving a breakdown of the items under one heading. However, those larger amounts that significantly affect the total should be identified/listed separately.
3. Cash journals must support each declaration on the reports.

## **Unit finances**

Each unit has an annual budget for local expenses. Units deposit funds in a local checking account, from which the local leader and an appointed support committee member are authorized to conduct transactions. Adequate communication concerning activity on the unit account is the responsibility of the unit leader and designated support committee member. Communication of these matters to the unit is the responsibility of the unit leader.

Within the household, a system should be developed to appoint an individual responsible for monitoring and recording activity on the unit account, and for completing monthly financial reports. Necessary training regarding accepted program bookkeeping protocol is to be provided by the unit leader.

### ***Food allowance***

The food allowance, based on three meals per day, is \$80 per person per month.

### ***Recreational allowance***

Each month, \$6 per participant is available to households for recreational activities. Recreation money is to be used to enhance group life through monthly activities in which all unit members participate. Under no circumstances may these monies be given to an individual to be spent as personal funds. Money from this account may not be carried over from one month to the next.

### ***Learning component allowance***

It is each unit's responsibility to make this monthly budgeting decision. Three confines put forth by the program office regarding expenditures for learning components:

1. Learning components are considered unit activities; therefore, all unit members are to be involved.
2. Units should be able to articulate the educational benefit of learning component activities.
3. When planning activities, consideration should be given to Service Adventure's emphasis on sustainable living.

### ***Worship resources***

It is each unit's responsibility to make this monthly budgeting decision. There are two confines put forth by the program office regarding expenditures for worship resources:

1. Worship nights are considered unit activities; therefore, all unit members are to be involved.
2. When planning activities, consideration should be given to Service Adventure's emphasis on sustainable living.

## **Public transportation**

Travel to and from service assignments, for group activities, or for other unit-related business shall be paid for from the unit's travel expense budget.

## **Periodical subscriptions**

Units are encouraged to subscribe to *Anabaptist World* through the host congregation. Households are encouraged to subscribe to one newsmagazine and one local newspaper using the household's budget. Any periodicals beyond those designated above are the financial responsibility of individual participants.

## **Unit vehicles**

Not all locations have a unit vehicle. Provision of a vehicle is the responsibility of a unit's host congregation(s). Unit vehicles are for the purposes of travel to and from service assignments, other program-related travel, and group activities.

The unit leader is responsible for or delegating the following:

- Ensuring that tags and plates are renewed annually.
- Keeping vehicle titles in a secure place locally.
- Ensuring that insurance bills are paid in a timely manner.
- Discussing vehicle insurance policy with participants.
- Advising the support committee of any problems related to the vehicle.
- Seeing to the regular upkeep/maintenance of the vehicle.
- Documenting all maintenance and repair done to the vehicle in order to pass on to the next unit.

Unit vehicles have collision coverage beyond a certain deductible amount. In the event of an accident, the Service Adventure unit will reimburse the deductible amount, unless the driver is at fault. Should the driver be at fault, responsibility for the cost of the deductible shall be theirs. Only those individuals whose names appear on the vehicle's insurance policy are authorized, and therefore permitted, to operate said vehicle.

Ultimate decision-making authority regarding unit vehicle use is that of the local support committee, in that they are representatives of the organization(s) that owns said vehicle.

***Personal use of the unit vehicle, outside of above-stated guidelines, may occur contingent upon prior approval from unit leader and under one of the following conditions:***

- Twenty free miles per month, after which participant reimburses the unit at the IRS standard rate.
- Reasonable radius predetermined by local support committee and leader. Within "reasonable radius," participants are not charged for personal unit vehicle use; outside said radius, participant reimburses unit at the IRS standard rate.

Some units have location-specific *personal use* guidelines, in which case said guidelines supersede those listed above.

***Unit bicycles*** may be available to participants for traveling to and from service assignments. Maintenance, repair and security costs for said bicycles are to be taken from the household budget. In the event of damage or loss as the direct result of a participant's negligence, that participant is to provide restitution to the unit for the damaged or lost bicycle.

## **Recruitment**

Throughout the year, Service Adventure units will be asked to share about the program and their experiences in Service Adventure. Some key venues may be Mennonite churches or high schools, mission conferences, camps, youth group events, etc. The purpose of such contacts is to build relationships for both recruitment and general Mennonite Mission Network program exposure. The relationships you build with churches, communities, conferences, schools, etc., are designed to have a long-term impact on their relationship with Mission Network. Unit leaders should make arrangements in compliance with the procedures for speaking engagements through the recruitment office of Mennonite Mission Network.

Units are asked to take along program brochures and/or flyers. Please give the recruitment office at least two week's advance notice if extra supplies are needed.

Units are encouraged to lead groups in worship, show images with PowerPoint or a short video, have interactive presentations, and share stories. Please do not load presentations with "inside jokes." Your audience will not understand, and you may lose their attention.

Please be certain to confirm arrangements one week prior to arriving for an engagement to assure that you are still expected, to double check logistics, and to ensure that necessary accommodations will be available.

Up to two days off have been pre-arranged with service assignment supervisors for this purpose. It is preferred that these two days be used for separate appointments. Additional days off for itineration will need to be negotiated with service assignment supervisors on a per-case basis.

### ***Procedures for speaking engagements***

It is important to make all arrangements for speaking at Mennonite churches, camps and high schools in cooperation with the Recruitment office of Mennonite Mission Network. The Recruitment office will arrange for any publicity, evaluation forms or materials to be sent to the respective unit or contact location. Contact the Recruitment office as soon as your unit has an idea of when and where you will visit. Even if your unit is presenting in a location where there are natural connections, it is important to be in communication with the Recruitment office. In addition, the Recruitment office may ask you to visit some specific locations where there may not be natural connections – have no fear! You are paving the way for natural connections in the future!

Mennonite Mission Network will reimburse the costs of travel (half the cost of tolls and actual gas expense). Please work with the Recruitment office ahead of time to establish the amount that will be reimbursed. Maintenance expenses (oil changes, tires, etc.) are considered part of regular unit costs and will not be reimbursed by Mennonite Mission Network. Food and other incidental expenses need to come out of the unit budget. Lodging should be through the local congregation and/or school where contact is being made. Mennonite Mission Network policy requires that any offering received as part of a church visit needs to cover the costs of traveling to the location. Forward this money to Mennonite Mission Network to be recorded as a contribution. Your unit will receive reimbursement for tolls and gas expense, as previously determined with the Recruitment office.

## **Extended weekends and retreats**

Units typically take one extended weekend trip per term. All participants are expected to be present and participate in planning for the trip. This trip may include one day off from service assignments, and is arranged by the unit leader prior to participants beginning their assignments. Costs for this activity should be taken from the learning component budget.

## **Visitors**

Friends and family are welcome to visit Service Adventure units. All overnight visits must be discussed and agreed upon as a household. If guests will be lodging in the unit house, visits are to be limited to no more than three days. It is the responsibility of the respective household member to make preparations for arrival and necessary cleanup upon guests' departure.

# PARTICIPANTS

Program participants are post high-school young adults ages 17-20 who apply through Mennonite Mission Network, for involvement in Service Adventure. Participants are committed to a 10½-month term in their assigned location and are oriented to the program and their specific location on-site, by their unit leader.

## *Responsibilities*

- Reflect the program's commitments and your commitment to the program.
- Live in community with other participants and leader(s).
- Contribute earnestly to the betterment of unit life.
- Invest energy in nurturing healthy unit and community relationships.
- Share responsibly in household work and activities.
- Journaling encouraged.
- Participate in weekly learning components and worship nights.
- Meet individually with unit leader for check-ins twice per month.
- Fellowship and worship regularly with the unit in the host congregation.
- Be open to counsel from unit leader, program staff, and appropriate local persons.
- Report and contribute conscientiously to agreed-upon service assignment(s).

## Personnel process

**Inquiry:** Mennonite Mission Network Human Resources staff responds to all persons interested in receiving more information about the Service Adventure program. The majority of these inquiries come via phone, e-mail and the website. Inquirers are referred to the Mission Network website for additional information and an online application.

**Application and references:** When an application is received, an e-mail from the personnel counselor is sent to the applicant thanking them and letting them know that we will contact them once we receive at least three references. Along with the e-mail, the applicant receives links to the participant policy handbook and location and assignment listing.

**Interview:** Once three references are received, the applicant is contacted to arrange an interview with the personnel counselor. If the applicant is within an hour and a half's drive from Elkhart (Ind.) or Newton (Kan.), an in-person interview is requested. If the applicant is from a distance greater than an hour and a half's drive, a Skype video or phone interview is requested. Interviews generally take 60-90 minutes. Three primary goals of the interview are to 1) assess the applicant's fit for the program, 2) begin to prepare the applicant for participation in Service Adventure, and 3) talk with the applicant about which available assignments and locations they are interested in pursuing.

**Affirmation/placement:** Once interviewed, the applicant's file is prepared for review by the Human Resources team. The Human Resources team reviews the interview summary and a condensed summary of the application and references. The Service Adventure director may join the team to review, discuss and give counsel concerning Service Adventure applicants. The personnel counselor

presents files to the group with a recommendation, and the group either affirms that recommendation or suggests an alternative recommendation. Upon affirmation, an e-mail is sent to applicants advising them that their application has been affirmed. A letter is mailed to the applicant's pastor(s) informing them of the step the applicant has taken, providing information about Service Adventure, and presenting the opportunity to provide ministry support for the potential participant.

**Contact from location:** A confidential summary of the applicant's file is e-mailed to the Service Adventure leader(s) at the location being pursued for processing. (**Note:** In the absence of a unit leader, files are mailed to the local support committee chair, who leads the local process.) Personnel files are split into two documents: the *placement* file and the *personal* file.

The *placement* file has information that is pertinent to placement, and contains information from their application, the summary of their references, and their resume should they have one. This information is intended for both the support committee and the applicant's placement agency, but it is still considered confidential information and should be treated accordingly.

The *personal* file has information that is pertinent to unit life, and contains the applicant's faith statement and interview summary. This is confidential information, and is not intended to be shared with the applicant's employment placement.

Once the unit leader receives a summary of the file, it is important that they call the Service Adventure applicant **within three days** upon receiving the file.

**Contacting the applicant within three days is important for the following reasons:**

**Information:** Let the applicant know you have received their file and are interested in having them in your Service Adventure unit. This will ease the applicant's mind and let them know that we are indeed interested in them and we have a place in mind for them. Applicants generally have many site-specific questions that the personnel counselors are unable to answer in the interview. The more an applicant knows about a site/unit, the more they can get excited about that location.

**Mini interview:** Conduct a mini-interview to become acquainted with the applicant and to further explore their specific interests, being careful not to ask unlawful questions (refer to the pre-employment inquiry guide in the Service Adventure leader orientation manual). If you are still exploring placement options with a participant, the phone interview can help clarify their interests and abilities.

**Communication:** If the placement process becomes lengthy (anything more than two weeks), please keep both the applicant and Mission Network

staff informed of how things are proceeding at your end. Mission Network staff would appreciate being copied on any email correspondence and updated on how personal contacts are going. Please recognize that this is a team effort, and your part in the placement process is invaluable. If there are any questions about the personnel process or about prospective applicants, feel free to contact either the personnel counselor or the program director.

The unit leader processes all files with the local support committee as appropriate. In accordance with laws on confidentiality, if additional copies of a personnel file are made for a support committee meeting, these additional copies must be destroyed immediately following the meeting. Also, the original file is to be kept in a locked cabinet to ensure that participants cannot see their own personnel file. After participants leave their Service Adventure assignment, their personnel file should be permanently deleted or shredded.

**Confirmation:** Once it has been decided that the location would like to extend an invitation, and the applicant accepts, the applicant becomes known as a “confirmed participant.” The unit leader should contact the personnel counselor, program director, and Service Adventure program assistant with information regarding the confirmation, including the position title and agency name if it is finalized. The confirmed participant file is passed on to the Service Adventure program office, and a confirmation packet, which includes a letter from the program director, a news release form, an emergency information form, and B-1 visa information (if necessary), is emailed. This important and final step is what makes the applicant’s participation into the program official. Also part of the confirmation process, letters are mailed to the confirmed participant’s pastor(s) and parents regarding the new assignment. Information about ministry support is also sent to pastors, and a *Just for Parents* guide is sent to parents.

**Cancellation.** In the event that an applicant decides to withdraw from the program after they have been confirmed, unit leaders should notify the Service Adventure director. The applicant’s file should be permanently deleted or shredded.

## **International applicants**

Applicants must be connected to the Mennonite Church or a Mennonite agency in their respective country, or come to Mission Network through our partner agency Christliche Dienste in Germany. The applicant is responsible for health insurance, travel, visa and visa-related costs.

International applicants will follow the standard Service Adventure personnel process.

## **Length of term**

One complete Service Adventure term is 10 ½ months. In general, most units begin during the month of August and end during the month of June.



# LEADERS

Each unit has a single person or a couple who serves as the unit's local leader(s). Service Adventure leaders have been prepared by Mennonite Mission Network to provide structure and guidance to unit life. A unit leader's term is two years in length and may be extended.

## *Qualifications*

- A heart for ministry to young adults
- Desire/ability to mentor young adults
- Ability to provide spiritual guidance
- Leadership experience or a willingness to be trained
- Ability to facilitate in problem solving
- Vision for mission
- 24 years or older

## *Responsibilities*

- Live in or near Service Adventure unit house with three to six participants.
- Help provide structure and direction to all aspects of unit life.
- Offer counsel and support to participants as they experience this time of change and growth.
- See to the occurrence of weekly learning component and worship nights.
- Have individual check-ins twice monthly with participants.
- Organize periodic unit business meetings.
- Keep support committee and program director abreast of relevant unit issues and status.
- Meet with and maintain communication with support committee.
- Serve as contact person for participants' service assignments.
- Be available for at least monthly phone check-ins with the program director.

## Personnel process

**Inquiry:** Mennonite Mission Network Human Resources staff responds to all persons interested in receiving more information about Service Adventure leadership. The majority of these inquiries come via phone, e-mail and the website. Inquirers are referred to the Mission Network website for additional information and an online application.

**Application and references:** When an application is received, an e-mail from the personnel counselor is sent to the applicant thanking them and letting them know we will contact them once we receive at least three references. Along with the e-mail, the applicant receives links to the program policy manual and a participant policy handbook.

**Interview:** Once three references are received, the applicant is contacted to arrange an interview with the personnel counselor. If the applicant is within an hour and a half's drive from Elkhart (Ind.) or Newton (Kan.), an in-person interview is requested. If the applicant is from a distance greater than an hour and a half's drive, a Skype video or phone interview is requested. Interviews generally take 60-90 minutes. Three primary

goals of the interview are to 1) assess the applicant's fit for the program, 2) begin to prepare the applicant for participation in Service Adventure, and 3) talk with the applicant about locations they are interested in pursuing.

**Affirmation/placement:** Once interviewed, the applicant's file is prepared for review by the Human Resources team. The Human Resources team reviews the interview summary and a condensed summary of the application and references. The Service Adventure director joins the team to review, discuss and make decisions about all Service Adventure leader applicants. The personnel counselor presents files to the group with a recommendation, and the group either affirms that recommendation or suggests an alternative recommendation. Upon affirmation, an e-mail is sent to applicants advising them that their application has been affirmed and which location we will be exploring with them.

**Contact from location:** At the same time the applicant's affirmation e-mail is sent, a confidential summary of the applicant's file is sent to the location being pursued. The file is addressed to the support committee chair for processing, in order that the chair might lead their committee in reviewing and discussing the file. Once this confidential summary has been received, the support committee chair should contact the applicant within three days to address any location-specific or other questions that the support committee or applicant may have. Once sufficient conversation has taken place, the support committee must determine whether to pursue leadership placement with the applicant. If the committee decides to pursue placement, the committee chair should contact the applicant directly to extend an invitation.

**Confirmation:** When it has been decided that the location would like to extend an invitation, and the applicant accepts, the applicant becomes known as a "confirmed leader." Once an applicant is confirmed by the location, the support committee chair person must contact the personnel counselor and Service Adventure program director with information regarding the confirmation. The confirmed leader file is then passed on to the program office. The program office then mails the confirmed leader a confirmation packet, which includes a letter from the program director, information and forms to complete regarding benefit arrangements, a news release form, and B-1 visa information (if necessary). This important and final step is what makes the applicant's participation into the program official. Also part of the confirmation process, a letter is mailed to the confirmed leader's pastor(s) regarding the new assignment.

## **Length of term**

A unit leader's term is two years, and may be extended. Leaders' terms begin on the first day of leaders' orientation. The term ends two to three weeks after participants have ended and leaders have addressed unfinished business related to finances, service assignments, exit interview/discussion with program director, etc.

## **Extension of term**

Term extensions shall occur in one-year increments, and are contingent upon the recommendation and approval of the local support committee and host congregation(s). Negotiations regarding term extensions shall occur on a per-case basis.

## **Early termination**

***Dismissal:*** If it is found that, for any reason, it is not in the best interest of a leader and/or Service Adventure for a leader to complete their entire term, a decision shall be made in consultation with the support committee, Service Adventure cabinet, and the program director. A variety of alternatives may be explored, including that of dismissing said leader from the program before the completion of their term. It may become apparent that exceptions regarding transportation home and resettlement assistance are justifiable, in which case the program director shall make the final decision with counsel from the Service Adventure cabinet.

***Request to terminate:*** If a leader wants to terminate prior to the completion of their term, it will be expected that they discuss the matter with the local support committee and the program director. An attempt will be made to find alternatives to termination. If none are found, efforts to transfer the leader's responsibilities to the support committee or other host congregation members must be made prior to the leader's departure. The program director will advise the personnel counselor and complete necessary paperwork.

Leaders who choose to terminate prior to the completion of their agreed-upon term will not be eligible to receive resettlement assistance and will be responsible for their own travel home.

Leaders are expected to put forth all efforts to complete their Service Adventure commitment. If there are any circumstances known to the leader that may lead to early termination, it is the leader's responsibility to advise the support committee and the program director as soon as possible.

## **Serving outside place of citizenship**

Leaders who will be serving in the United States and are not U.S. citizens shall receive a letter from the Mennonite Mission Network requesting the issuance of a B-1 permit prior to leaving for orientation. This letter must be in the leader's possession when going through customs and should be presented to the U.S. immigration officials, at which time a B-1 permit should be granted. It is important that the Service Adventure program office receive a photocopy of your B-1 permit. They will provide you the necessary forms for B-1 renewal. It is your responsibility to initiate the renewal process in a timely manner.

## **Finances and benefits**

### **Financial/benefit arrangements**

A memo of understanding shall be drafted by the program director to reflect agreements made between leader(s) and the program office. Three copies of said memo shall be created: one for the program files, one for the leader's files, and one to be sent to the support committee.

The leadership position will be considered a half-time job with remuneration in the form of room and board at the unit house, health insurance, transportation to orientation one year, transportation to location and home at the term's end, and partial resettlement assistance. The leader will be responsible for basic needs, local transportation, recreation

allowance, vacation allowance, and dental/optical. These costs will usually be covered by part-time work in the community.

| <b>Provision</b>   | <b>What is covered</b>   |
|--|--|
| Rent/utilities   | Covered by household budget  |
| Food   | Covered by household budget  |
| Medical insurance  | Program contribution to personal insurance policy or covered through Mennonite Mission Network |
| Dental/Optical   | Second year and beyond, allotted amount reimbursed by program                                  |
| Personal hygiene supplies  | None   |
| Local transportation   | None   |
| Transportation to orientation, location, and return home at term's end | Gas, tolls, meals covered by program   |
| Monthly allowance  | None   |
| Vacation allowance   | None   |
| Self-care allowance  | Allotted amount reimbursed by program  |
| Recreational allowance   | None   |
| Transition allowance   | Allotted amount covered by program   |

## **Vacation**

As local leadership can be a very demanding assignment, leaders and their families are encouraged to utilize annual vacation time. Vacation time will not be carried over from one year to the next.

Leaders are entitled to the following vacation time per year. These days may be utilized in any desired manner. Leaders are to make arrangements with their support committee, and communicate clearly their assessment of participants' ability to function responsibly without the presence of the local leader.

| <b>Years of Service</b> | <b>Vacation per year</b>  |
|-------------------------|---------------------------|
| One                     | 10 days (.833 days/month) |
| Two                     | 14 days (1.17 days/month) |
| Three or more           | 18 days (1.50 days/month) |

## **Personal weekends**

Unit leaders are entitled to one personal weekend per month. Leaders are expected to excuse themselves from unit activities and responsibilities during their personal weekend.

Leaders are to discuss use of this time with their support committee, in order that necessary arrangements may be made for adequate supervision of the unit in the leader's absence.

**Personal weekends do not accrue, and may not be carried over from one month to the next.**

### **Self-care allowance**

Reimbursement for activities that allow leaders time away from unit responsibilities are available, up to \$100 per year for adults and \$50 per child. This money may be used for weekends away, personal or professional enhancement, etc. This money may not be carried over from one year to the next. This allowance may be requested at the beginning of each Service Adventure year; no expense receipts are required.

### **Transition allowance**

A transition allowance is provided to those completing one full term of Service Adventure leadership. One term of Service Adventure local leadership consists of two years. This allowance cannot be accessed by the leader until the completion of the second year of leadership. Service Adventure recognizes that upon completion of a leadership term, it is helpful for the leader to set aside some time for personal closure experiences. This allowance can be used to help with the closure experience or the leader may choose to use this allowance for expenses with their transition to a new location.

| <b>Years of service</b> | <b>Transition allowance</b>                         |
|-------------------------|---|
| Two                     | \$200 for single; \$300 for couples; \$50 per child |
| Three or more           | \$300 for single; \$400 for couple; \$75 per child  |

### **Death in the immediate family**

Immediate family is defined by Service Adventure as a spouse, biological, step, or adoptive child, parent, sibling, aunt, uncle or grandparent. In the event of death of an immediate family member, leaders shall be provided any necessary and available assistance from the program in meeting travel and other needs.

### **Previous service experience**

If leaders have served with a Mennonite service program, ending their term within one year of their beginning date as Service Adventure leader, the leader will start at the two- or three-year policy level. If previous service experience ended more than one year from beginning date as leader, the leader will receive one year of credit for every two years of previous experience.

### **W-2 and workers compensation**

Mennonite Mission Network will provide each leader with a W-2 for income tax purposes. Leaders are covered by a worker's compensation policy through Mission Network.

## **Preparing for Service Adventure**

### **Educational loan deferment**

Leadership applicants are responsible to obtain necessary deferment forms from their lending institution. After completing required sections, applicants are to submit paperwork to the Service Adventure program office, and they will fully complete and forward paperwork to the respective lending institution.

### **Medical coverage**

The Service Adventure program will contribute to the personal health insurance policy of local leaders or will provide health coverage on the Mennonite Mission Network Medical Plan, depending on which is most beneficial to all parties. There is a personal premium for coverage on the Mennonite Mission Network Medical Plan of \$100 per month per agreement/enrollment. Adult preventive care services (e.g., an annual physical or blood work), are not covered during the first year of service.

For children of leaders who are under the age of 26, health coverage is available on the Mennonite Mission Network Medical Plan if their parents are enrolled in this plan.

Mennonite Mission Network Medical Plan is a self-funded plan for Service Adventure leaders. Benefits are available on the first day of the assignment. The schedule of benefits and summary plan description will be sent by e-mail.

The claims administrator for this health plan is Highmark Blue Cross Blue Shield and the Preferred Provider Organization (PPO) is Blue Cross Blue Shield. This health plan is a self-funded plan sponsored and administered by Mennonite Mission Network, with claims processed by Highmark Blue Cross Blue Shield.

You will receive a card for medical expenses to be presented at all health-related providers. You will also receive a card for prescriptions to be presented at pharmacies when prescriptions are purchased. Medical expenses incurred up to \$500 will be personal expense. After the personal deductible has been met, qualified medical expenses are covered in full. Prescription costs need to be paid at the time of purchase until the personal deductible is met. The cost of the prescription will automatically be filed with Highmark and applied to the personal deductible.

Any precertification for inpatient services will also be processed through Highmark. This medical plan is for medical services and prescriptions only. It will be important for you to go to providers that accept Blue Cross/Blue Shield coverage as there will be a penalty for services from out-of-network providers.

Dental and optical benefits will be administered by Mennonite Mission Network as outlined in this manual.

#### **Selecting another plan.**

Persons have the option of continuing with or obtaining a group medical plan from another employer, other than that provided by Mennonite Mission Network. In such

instances, when they choose a group medical plan, Mennonite Mission Network will pay up to (but not exceeding) \$1,200 per adult leader per year. Personal policy premium confirmation should be provided if premium assistance is requested. This employer contribution by Mennonite Mission Network shall be paid as taxable compensation to the Service Adventure leader. When choosing that option, a person is not eligible for any benefits of the Mennonite Mission Network Medical Plan. Persons are then responsible for all medical expenses and filing of claims with their insurance companies. Those who need assistance deciding between either option should talk with the Service Adventure director.

For purposes of the Affordable Care Act, Service Adventure leaders are considered employees of Mennonite Mission Network. Since Service Adventure offers a medical plan to Service Adventure leaders, and since the medical plan is considered affordable and meets the “minimum value standards” established by the Affordable Care Act, Service Adventure leaders are not eligible for subsidies or tax credits if you decline the coverage offered by Mission Network and obtain health coverage through the Marketplace while you are in Service Adventure.

### **Termination**

**Preparing to leave your assignment.** You are encouraged to start thinking about your health insurance needs two months prior to leaving your assignment. It is best to check with a variety of insurance carriers in order to discern what coverage best fits your needs following service. As a bridge, you may choose to purchase extended health coverage from Mennonite Mission Network. Extended coverage is available for a minimum of 21 days or up to six months. Those who wish to purchase extended coverage are required to contact the Service Adventure medical plan representative prior to termination for eligibility requirements and current premium rates. An individual who is enrolled in Medicare, an individual health plan, or another group health plan while serving as a Service Adventure leader, or who is eligible to enroll in Medicare or another group health plan, is not eligible for continuation coverage under this plan. Reimbursement for dental and optical expenses is not included in this coverage.

## **Optical and dental coverage**

### **Routine care**

The Service Adventure program does not pay for any routine optical (eye exam and prescription glasses/contact lenses) or routine dental care during the first year of service. Routine dental services include periodic oral evaluation, x-rays (bite-wing and panoramic), prophylaxis or topical application of fluoride, including fluoride varnish, sealants, and restorative surfaces on teeth.

## **Benefit**

During the second and subsequent years of service, the dental/optical benefit will be calculated as an annual benefit (\$300 for single, \$500 for family) for those enrolled in the Mennonite Mission Network Medical Plan. The annual benefit is for combined dental and optical expenses and is calculated according to the beginning and end of year term dates. The family benefit can be used by any combination of eligible family members. The benefit can be used for dental and/or optical exams and resulting follow-up. Any unused benefits in a given year will not accrue from one year to the next.

## **Emergencies**

**Optical:** Medical and surgical vision services provided in connection with emergency treatment of an injury or illness are covered during the first year of service. Emergency treatment would be the result of an accidental injury or medical condition manifested with acute symptoms requiring immediate attention.

**Dental:** Medical or surgical dental services are covered during the first year of service if it is emergency treatment for an accidental injury or medical condition manifested by acute symptoms that require immediate attention. This may include

- treatment of sound natural teeth damaged by accidental, unexpected, or external means
- biopsies and oral surgery on lesions of the mouth.

## **Expenses not covered**

### **Optical**

- optional vision correction surgery
- prescription sunglasses
- failure to keep a scheduled appointment for emergency treatment or a routine appointment in the second year of service
- expenses incurred prior to the date of beginning a Service Adventure assignment or date after the assignment ends

### **Dental**

- orthodontic services (including consultations and braces)
- extraction of wisdom teeth with or without anesthesia services
- tooth implantology
- services, supplies, and surgeries for the treatment of temporomandibular joint disorders, whether treated for a medical, dental, or psychological diagnosis
- dental devices
- optional cosmetic procedures, i.e. teeth whitening
- charges for failure to keep a scheduled appointment for emergency treatment or routine care in the second year of service
- expenses incurred prior to the date of beginning a Service Adventure assignment or date after the assignment ends



## **Other insurance**

The program does not provide life or personal property insurance. Leaders are responsible for obtaining their own personal property insurance to insure their personal belongings (i.e., computer, camera, etc.).

## **Personal vehicles**

Service Adventure leaders are welcome to take their personal vehicles to their assignment location to allow for greater freedom to get away from the intensity of the job (as appropriate and needed) as well as to allow leaders to attend to personal business.

### ***For unit business***

Leaders are encouraged to use the unit vehicle when conducting unit business. In the event that the unit vehicle is not available, leaders should track miles used and may be reimbursed the going rate for use of their personal vehicle. This money should come from the household budget.

### ***Car insurance***

Leaders are required to have vehicle liability insurance that includes \$500,000 for total injury per accident and provide a certificate of insurance or proof of insurance. Assistance to help offset cost for increased vehicle insurance coverage is available if requested. This will be treated as taxable income. For car insurance costs, leaders are encouraged to solicit the assistance of available resources from their home congregation, family, etc.

## **Transportation to and from assignment**

For those leaders who drive to their assignment, the program shall reimburse gas, tolls, meals, and necessary lodging costs. For those who utilize another source of transportation, financial arrangements shall be negotiated via discussion with the program director. In general, the program shall cover costs for travel to and from service assignment location from leader's home, contingent upon completion of the agreed upon term of service. This cost is not to exceed \$1,000 unless arrangements have been made with the program director. If the costs will exceed this amount, the leader is encouraged to seek assistance from their home congregation(s), family, etc. In the event that the term of service is not completed, Service Adventure no longer has any financial obligation to said leader.

Beginning in 2018, moving expenses are taxable. Service Adventure will add 20% of your moving costs to your reimbursement to help pay for this extra expense.

## **Skills enhancement**

### **Leaders' training/orientation**

This training/orientation for leaders occurs annually, each summer, including anti-racism training. In the first year, travel costs to and from are the responsibility of the Service Adventure program. In the second year, travel costs should come from the unit budget; however, the program stands ready to offer financial assistance if necessary.

### **Mid-year retreat**

Each winter (mid-to-late January) Service Adventure hosts a retreat for the unit leaders. The purpose of this retreat is rest, rejuvenation and peer education. Time away from the unit for retreats is not considered vacation or personal time, but as required attendance as part of leaders' program responsibilities. The program office strives to take most of the financial responsibility for these events; however, program budget does not always allow. Often the travel expense is split between the program office and the unit. And other costs such as lodging and food are covered by the program office. All leaders are strongly encouraged to attend retreats, these serve as a time of networking and very important fellowshiping with other leaders.

### **Leadership development tool**

Leadership development tools have been developed in an effort to assist and support leaders as they grow in their roles as leaders. The tools have been designed to help leaders identify goals and progress toward those goals throughout their time in leadership. Unit leaders will complete two leadership development tools: You will find the leadership development tools in the appendix.

- The pre-term tool is to be completed by leaders and submitted to the program director at the end of orientation.
- The mid-year tool is to be completed in each year of service and submitted to the program director within the last week of January.

Upon receipt of each completed leadership development tool, the program director will schedule a time with each leader during which to review and discuss the completed tool.

### **Exit evaluation**

Each outgoing leader is asked to complete an exit evaluation prior to ending their term of service. This evaluation provides outgoing leaders the opportunity to give feedback regarding all areas of their Service Adventure experience. The evaluation (found in the appendix) should be mailed directly to the program office.

## **Conduct**

### **Responsible behavior**

Service Adventure leaders are representatives of their unit, of their host congregation(s), of their home congregation, and of the program and its intentions in the larger

community. Service Adventure is a two-year commitment for leaders. During that term of commitment, leaders are expected to make a good-faith effort to conduct themselves in a manner that maintains a lifestyle that protects and respects the health and well-being of others, themselves and the environment. Leaders are expected to be open to counsel regarding what is perceived as addictive or emotionally unhealthy behavior.

It is expected that leaders will:

- Live in accordance with and reflect Christ-like standards in personal and professional conduct.
- Nurture trust and maintain and restore right relationships in the communities within which they live and serve.
- Demonstrate mutual respect and integrity in sharing and fulfilling their responsibilities.
- Respect and celebrate diversity of backgrounds, and nurture acceptance in our Christian community.
- Live in accordance with sound ecology, good health and wise stewardship.
- Conduct themselves in ways and in settings that will not harm their witness, service or personal health.
- Reserve sexual intimacy for the marriage covenant.
- Strive to be free from lies, manipulation and deceit, be faithful in keeping promises, and trustworthy in managing resources.
- Serve and learn, ready to have their lives broadened as they open themselves to explore new insights for Christian growth and service.

When they fail to live in accordance with these commitments, they will be honest about their actions and motives and will accept responsibility for them.

Disregard for any of the above stated expectations shall be brought to the attention of the local support committee and program director, and if found to be of a severe enough nature, may result in early dismissal.

## **Substance use**

Leaders are not explicitly prohibited from consuming alcohol during their term of service, though it is discouraged. Further, because leaders are called to their role with the expectation that they will set an example for participants and within the community, drunkenness or disruptive behaviors related to the consumption of alcohol shall be brought to the attention of the program director and support committee, and will result in corrective actions. Use of illicit drugs, alcohol or tobacco in Service Adventure households or as a part of Service Adventure activities is strictly prohibited.



## MEMO OF UNDERSTANDING

Between \_\_\_\_\_  
(name of agency)

and

SERVICE ADVENTURE, a program of Mennonite Mission Network as an agency of the Mennonite Church USA in partnership with \_\_\_\_\_  
(host congregation)

### PURPOSE

The Service Adventure Program engages participants in ministries of hope and opportunity. In so doing, the Service Program seeks to provide:

A vital service to human and social needs;  
A positive personal growth and learning experience for each participant;  
A commitment to carrying out all of life and work in the context of a Christian commitment to Jesus Christ and in witness to the wholeness of life he brings;  
Involvement by each member of the Service Program in the discipline of accountability to a sustainable lifestyle and Christian household living.

The intent of this document is to help to clarify expectations for the Agency where the Service Adventure participant is assigned, the local Service Adventure unit, the local hosting congregation, and the Service Adventure national program.

### ASSIGNMENT

The Service Adventure Program tries to provide participants for the Agency, as program participants become available. Participants are normally assigned to the Agency for a predetermined length of term upon approval of the Service Adventure local leadership (unit leader or a representative of the hosting congregation), which has presented a job description for the assignment to the Service Adventure national office. A member of local leadership will have visited your Agency and, hopefully, established a relationship with the Agency prior to placement of a Service Adventure participant.

The Service Adventure program encourages agencies to provide clear job descriptions, to give participants similar privileges and responsibilities given to other staff, to be sure that Service Adventure participants fulfill accountability structures of the Agency and receive job orientation and "in-service" training as needed.

If, for any reason, the participant does not provide satisfactory service, concerns should be registered with the local leadership representative of the Service Adventure program immediately.

### PAYMENT FOR SERVICES

Payment for services of participants will be as stated in Schedule A (attached). Checks for services rendered by participants will be made payable to

\_\_\_\_\_.

The parties agree that the participants performing the services are not employees of the Agency but are providing services under the Service Adventure program. For that reason, no withholding of income or other employment taxes shall be made. Because the cost of providing for the living expenses of participants is managed locally, Service Adventure encourages agencies to pay stipends in a timely manner as stated in Schedule A. Mennonite Mission Network recognizes the individual nature of each agency we work with and the type of assignment each of our participants is placed in. We also recognize workplace injuries can happen from time to time and want to be prepared in those events. Many agencies carry an additional “rider” on their Workers Compensation insurance policies that cover participants working on their premises or on their behalf. Please indicate whether your agency provides such coverage on Schedule A.

## HOURS OF SERVICE

Hours of work shall be as stated in Schedule A.

As stated previously, one of the values of service for the participants is the benefit of group living in a household and becoming involved in a program of the church and/or assisting with community service projects during off-hours. In light of this, the Service Adventure program prefers that participants not be assigned evening and weekend hours on a regular basis. Exceptions should be discussed with the Service Adventure local leadership in your community.

Normally the participant should not work overtime unless the Agency is in need of this service and requests this service of the participant to meet immediate operational requirements. We also ask that the agency and a member of the Service Adventure local leadership work out a short-term schedule and modifications to financial agreements that may be necessary.

## VACATIONS AND DAYS OFF

The Agency agrees to provide for eight days of vacation for the participant as well as all national holidays. The Agency also agrees to allow time off for the participant to attend any retreats and any out-of-town programs that the unit will give, as required by Mennonite Mission Network. (Usually two or three long weekends per year.)

The Service Adventure participant takes responsibility for arranging time off with adequate advance notice.

The Service Adventure participant will abide by policies and procedures for personal leave and sick time as spelled out by the Agency personnel policies.

## EXCEPTIONS TO THESE GUIDELINES

The Agency and the Service Adventure local leadership should discuss and come to agreement on exceptions to these standards.

TERMINATION OF AGREEMENT

Should either the Service Adventure program or the Agency wish to terminate this relationship, two weeks notice of this intent will be given in writing to the other party.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Agency)

BY \_\_\_\_\_

SERVICE ADVENTURE  
(a program of Mennonite Mission Network)

BY \_\_\_\_\_  
(local leader for the \_\_\_\_\_ Service Adventure Unit)

SCHEDULE A (attach to Memo of Understanding)

Participant, \_\_\_\_\_, is assigned to  
(name of participant)

\_\_\_\_\_ for the period  
(name of agency)

beginning \_\_\_\_\_ and ending \_\_\_\_\_ to serve as  
(enter date) (enter date)

\_\_\_\_\_  
(enter position title assigned to participant)

\_\_\_\_\_ will pay to \_\_\_\_\_  
(agency name) (unit account)

an amount of \$\_\_\_\_\_ per month on the \_\_\_\_\_ day of each month for the length of the participant's term for those services provided by the noted participant. The participant will normally serve \_\_\_\_\_ hours per week.

The noted agency provides Workers Compensation insurance for their participants under which the Service Adventure participant would be covered. Yes \_\_\_\_\_ No \_\_\_\_\_



### Participant statement of accountability

I understand that by accepting the invitation to be a Service Adventure participant, I am agreeing to conduct myself in line with the expectations, guidelines and policies set forth by the program. I further understand that my unit leader, fellow participants, support committee, host congregation, and program office staff are agents of the program, who are in place to assist me in being accountable with regard to my commitment to be a witness to my community and to conduct myself in line with program expectations, guidelines and policies.

I, \_\_\_\_\_, the undersigned, have read and understand the *Service Adventure participant policy handbook* in its entirety. I agree to put forth a good-faith effort to comply with expectations, guidelines and policies set forth herein. I understand that violation of this agreement will result in corrective measures and may result in dismissal from the Service Adventure program.

\_\_\_\_\_  
Participant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Local Leader signature (witness)

\_\_\_\_\_  
Date



## **Mid-Year Program Evaluation**

**Participant name:** \_\_\_\_\_  
**Unit location:** \_\_\_\_\_  
**Term:** \_\_\_\_\_ - \_\_\_\_\_  
**Service assignment(s):** \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_

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*This information will be used to assess the quality of the experience we offer Service Adventure participants. We take your comments very seriously. Please respond to each of the following areas. We are looking, specifically, for your opinion about what has been good, what has not been good, and what should be considered for change in the coming months. This evaluation will be read by program office staff, then summarized and passed on to your unit leader(s). Please use additional paper, if needed.*  
**THANK YOU FOR YOUR FEEDBACK!**

**Unit Life:**

**Learning Components:**

**Worship Nights:**

**Unit Leader(s):**

**Host Congregation(s):**

**Host Family:**

**Service Assignment(s):**

**Community Involvement:**

**Overall Service Adventure Experience:**

**Additional feedback:**

## **End-of-Year Program Evaluation**

**Participant name:** \_\_\_\_\_  
**Unit location:** \_\_\_\_\_  
**Term:** \_\_\_\_\_ - \_\_\_\_\_  
**Service assignment(s):** \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_

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*This information will be used to assess the quality of the experience we offer Service Adventure participants. We take your comments very seriously. Please respond to each of the following areas. We are looking, specifically, for your opinion about what has been good, what has not been good, and what should be considered for change in the coming years. This evaluation will be read by program office staff, then summarized and passed on to your unit leader(s). Please use additional paper, if needed.*

**THANK YOU FOR YOUR FEEDBACK!**

**Unit Life:**

**Learning Components:**

**Worship Nights:**

**Unit Leader(s):**

**Host Congregation(s):**

**Host Family:**

**Service Assignment(s):**

**Community Involvement:**

**Overall Service Adventure Experience:**

**Additional feedback:**

## **Unit Life-Span Discernment Tool**

The purpose of this tool is to assist the program and your congregation in assessing the “state” of your local Service Adventure ministry. We believe it is prudent to periodically reconsider if the program continues to fit your congregation’s vision for local mission.

We ask that this tool be processed with the entire (or a significant portion of) host congregations’ membership. Feel free to respond to the first two sections with short or incomplete sentences. We ask that response to the last section be put forth in a written summary (up to one page) of your congregation’s discussion, with particular regard to the items listed below and the congregation’s overall sense of health and fit of the local Service Adventure ministry.

Please mail a copy of the completed document to Service Adventure, Mennonite Mission Network, 718 N Main St, Newton KS 67114.

### **Congregational Vision**

1. What is your congregations’ vision for mission in your community?
2. How does partnering with Service Adventure assist your congregation in carrying out their vision?
3. Has there been a sense of ownership of the Service Adventure unit by the entire host congregation? Does the congregation’s budget continue to reflect a commitment to Service Adventure?
4. Do church members’ involvements in the community reflect a commitment to this ministry?

### **CONGREGATIONAL RELATIONSHIP**

1. Do the congregation and the participants have a clear understanding about the relationship between the unit and the congregation? Is this relationship a positive one? What changes are desired?
2. Are the members of the host congregation aware of and involved with the objectives of Service Adventure as a program and as a part of the congregation’s ministry?
3. Has Service Adventure become an unhealthy strain/drain on the host congregation?

4. How has the host congregation benefited from having Service Adventure as an extension of its ministry in the community? How has the local community benefited?
5. Does the host congregation believe that Service Adventure should continue to be an extension of its ministry in the community?

### **SUPPORT COMMITTEE**

1. Has the support committee had a clear understanding of its role in the Service Adventure program? How would you describe the role of the support committee?
2. Has the support committee had a clear understanding of its role in the life of the unit? How would you describe the role of the support committee?
3. What functions should the support committee add or discontinue?
4. Has there been a healthy balance of “old” and “new” experiences and ideas on the committee? How has your committee worked to ensure that?

### **COMMITMENT RESTATEMENT**

Service Adventure units should not necessarily be considered permanent institutions in any community. It is essential that the vision of and need for Service Adventure be evaluated periodically. For this reason, Service Adventure hosting congregations are asked to restate, in writing, their commitment to the objectives of Service Adventure as an extension of their local mission vision. This restatement should include a rationale for Service Adventure involvement which speaks to, but is not limited to, the following:

- How have you processed this commitment restatement with your congregation?
- Why does your congregation believe that Service Adventure should be a part of its ministry?
- How is the Service Adventure unit advancing/expected to advance the ministry of your congregation?
- In number of years, what is the expected life-expectancy of this unit in your community?



Leadership Development Tool - **Start-of-Year (New)**

Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Date: \_\_\_\_\_

Please utilize the table below to formulate some personal goals regarding each area of development.

| <b>Areas of Development</b>                  | <b>Goals</b> |
|--|--------------|
| <i>Guide/Structure Unit Life</i>             |              |
| <i>Nurture Participants on Faith Journey</i> |              |
| <i>Interpersonal Relationships</i>           |              |
| <i>Maintaining Healthy Boundaries</i>        |              |
| <i>Utilization of Support Systems</i>        |              |
| <i>Facilitate in Problem Solving</i>         |              |

**Additional thoughts/comments?**



**Mennonite Mission Network  
SERVICE ADVENTURE**

**Leadership Development Tool - Start-of-Year (Returning)**

**Name:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

*Please use the rating scale below to indicate your progress toward the goals you have established for yourself in the following areas of development:*

- 3 - Personal goals and expectations exceeded**
- 2 - Personal goals and expectations achieved**
- 1 - Personal goals and expectations not met**

| <b>Areas of Development</b>                  | <b>Rating</b> | <b>Comments</b> |
|--|---------------|-----------------|
| <i>Guide/Structure Unit Life</i>             |               |                 |
| <i>Nurture Participants on Faith Journey</i> |               |                 |
| <i>Interpersonal Relationships</i>           |               |                 |
| <i>Maintaining Healthy Boundaries</i>        |               |                 |
| <i>Utilization of Support Systems</i>        |               |                 |
| <i>Facilitate in Problem Solving</i>         |               |                 |

**What are your thoughts regarding your development as a leader, to this point?**

**In what areas do you feel you need to continue to develop, if any?**

**What new goals have you established for yourself, if any?**

**Additional thoughts/comments?**

**Mennonite Mission Network  
SERVICE ADVENTURE**

**Leadership Development Tool - *Mid-Year***

**Name:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

*Please use the rating scale below to indicate your progress toward the goals you have established for yourself in the following areas of development:*

- 3** - **Personal goals and expectations exceeded**
- 2** - **Personal goals and expectations achieved**
- 1** - **Personal goals and expectations not met**

| <b>Areas of Development</b>                  | <b>Rating</b> | <b>Comments</b> |
|--|---------------|-----------------|
| <i>Guide/Structure Unit Life</i>             |               |                 |
| <i>Nurture Participants on Faith Journey</i> |               |                 |
| <i>Interpersonal Relationships</i>           |               |                 |
| <i>Maintaining Healthy Boundaries</i>        |               |                 |
| <i>Utilization of Support Systems</i>        |               |                 |
| <i>Facilitate in Problem Solving</i>         |               |                 |

**What are your thoughts regarding your development as a leader, to this point?**

**In what areas do you feel you need to continue to develop, if any?**

**What new goals have you established for yourself, if any?**

**Additional thoughts/comments?**

## **LEADER EXIT EVALUATION**

Thank you for the time you have given to the Service Adventure community. Please respond to the following items, based on your personal experience as a Service Adventure unit leader. We are looking for feedback about what worked well and what did not. Please include suggested changes related to each area you are evaluating. Please return completed evaluations no later than two weeks after you have completed your term of service.

**THANK YOU, IN ADVANCE FOR YOUR FEEDBACK!**

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### **Human Resources Staff :**

- **Overall?**
  
- **Communication with and by?**
  
- *Suggested Changes?*

### **Personnel Process:**

- **As you entered the program?**
  
- **As you worked to confirm new participants?**
  
- *Suggested Changes?*

### **Leader Financial Arrangements/Benefits:**

*Suggested Changes?*

### **Preparation/Orientation:**

*Suggested Changes?*

**Host Congregation Involvement:**

*Suggested Changes?*

**Support Committee:**

*Suggested Changes?*

**Program Structure:**

**Overall?**

**Policies?**

*Suggested Changes?*

**Program Office Staff (Naomi & Lori):**

- **Overall?**
  
- **Communication by and with program office?**
  
- **Responsiveness to needs?**
  
- **Support given?**

**Other feedback and/or Suggested Changes:**



## **Crisis preparation**

1. Keep a copy of the participant emergency information forms in a secure file, but where they can be readily accessed by the unit leader. Separate copies are sent to support committee leaders.
2. Make sure that a current version of the emergency contact form is posted by the phone at the unit.
3. In the event of a serious emergency, contact the Service Adventure director, or if you are unable to contact the Service Adventure director, contact the Mission Network Care Specialist, Global Partnerships department director, or Service Adventure assistant. Please keep the following information on file where it is accessible for all members of the support committee who are designated contacts for the unit.

### **Service Adventure Director**

Naomi Leary, 866-866-2872, etc. 23056, cell 574-206-6314

### **Mission Network Care Specialist**

Tonia Martin, 866-866-2872, ext. 23031, cell 580-330-1490

### **Service Adventure Assistant**

Lori Hershberger Blair, 866-866-2872, ext. 24404, cell 574-214-5400

Throughout the Service Adventure experience there may be situations that arise that are out of the ordinary and require special attention. This may be things such as a bike accident, a natural disaster, or a participant talking about suicide. Each crisis situation needs to be evaluated to determine who is impacted and who needs to be informed about the situation. If a situation occurs, the unit leader should immediately inform the local support committee and the Service Adventure director, who will, in consultation with the unit leader and Mission Network staff, determine next steps. Mennonite Mission Network has a crisis management team in place who will help in assessing what steps will be taken. Information sharing during a crisis is critical. In our instant news culture, major crises can be communicated across the country almost instantly. Social media makes it easy to communicate with many people at once, however it often is not the best way to sensitively inform family and friends. The Service Adventure director will work with unit leaders and the Mission Network crisis management team to communicate in helpful ways.

Units will use orientation time to talk openly about how they will handle various types of situations if they should occur.

**Emergency contact form**

*To be posted in the unit house*

**Closest hospital/emergency center**

\_\_\_\_\_

In case of a serious emergency\*, please contact one of the local contacts first, and then notify the Service Adventure director. In the event of a serious emergency, the Service Adventure director, in consultation with the unit leader and Mission Network staff, will determine next steps.

**Unit leader name**

\_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

**Support committee members**

Name \_\_\_\_\_ Contact # \_\_\_\_\_

Name \_\_\_\_\_ Contact # \_\_\_\_\_

**Service Adventure Director:** Naomi Leary

Office phone: 1-866-866-2872, ext. 23056      Cell 574-206-6314

**MMN Care Specialist:** Tonia Martin

Office phone: 1-866-866-2872, ext. 23031      Cell 580-330-1490

**Service Adventure Assistant:** Lori Hershberger Blair

Office phone: 1-866-866-2872, ext. 24404      Cell 574-214-5400

\*A serious emergency is any event that compromises the physical or emotional health of an individual.

**Christliche Dienste emergency contact information:**

- Emergency contact number of the insurance 24/7: +49 224 792 250 13
- In case of an emergency, please also contact the CD office at the following number: +49-6223 477 60
- If no one is in the office in an emergency situation, please call: +49 (0)159 049 770 90. A staff member is available 24/7.
- Please note: The CD emergency mobile phone number has changed as of 06/2021!
- Besides phone calls and text messages we are available via Facetime, messenger Signal, Skype, Zoom..