

Lagniappe Presbyterian Church Mission Trip Checklist

Check boxes as completed (Please complete steps 1 & 2 PRIOR to calling to reserve your trip)

STEP 1 – Determine Group Size & Dates

- Our requested trip dates are: _____
- Which Thursday, Saturday, or Sunday is closest to that date? (NOTE: this is when your trip begins and we DO NOT work on Sundays) _____
- Therefore, our trip will begin on: _____ and end on (flexible): _____. It will be a total of _____ nights

Our total number of males will be _____ Our total number of females will be _____ Our total group numbers are _____

LEADERSHIP (LPC REQUIRES a 1 to 6 ratio of of skilled to unskilled for ALL teams)

- Total number of males/females aged 13-16 is _____ (NOTE: Skilled leaders are needed IN ADDITION to chaperones)
- Total group number _____ divided by 6 = skilled* leaders needed _____
- *Definition of 'skilled leaders' is in the attached policies*

FINANCES

- Total nights _____ x Total group number _____ x \$20/night = Total trip cost \$ _____
- NOTE: Any team member willing to work SOLELY at the LPC facility for the entire trip will do so at NO COST, subtract them.
- Our deposit will be: Total group number _____ x \$50 = Total deposit _____
- NOTE: *The deposit is due 15 days after the trip is reserved.*
- Remaining balance is: Total Trip cost \$ _____ minus Total Deposit \$ _____ = Balance \$ _____
- NOTE: *Balance due 30 days prior to arrival date and is NON-REFUNDABLE, NO EXCEPTIONS. See attached policy.*
- We have subtracted out _____ (number) individuals from our total who will work SOLELY at Lagniappe.

STEP 2 – Read LPC Policies

- I have read all the 'Lagniappe Church Policies' and 'Brief explanation of Lagniappe financial policies'
- I can agree, abide by, and as a team leader, assist enforcing the policies of Lagniappe Church
- I have placed my signature here to assert these truths: _____

STEP 3 – Now Contact LPC Directly (steps 1 & 2 MUST be completed before calling)

- I have called or emailed Cammie Chapman to confirm my requested dates (228.493.8747 or cchapman@lpcpca.com)
- I have confirmed my deposit due and balance due with Cammie:
- Deposit Due \$ _____ Date: _____ Balance Due \$ _____ Date: _____

STEP 4 – Pay your deposit, sign on step 2 & FAX this page only (within 15 days of making your reservation)

- I have paid my deposit online or sent in a check for the deposit amount calculated in STEP 1 and CONFIRMED in STEP 3
- I have faxed THIS SIGNED FORM with STEPS 1-3 'checked' to 1.866.633.2275

-STEPS 1-4 COMPLETE THE RESERVATION ONLY, STEPS 5-8 COMPLETE YOUR TRIP PREPARATION-

STEP 5 – Fill out Waivers (within 45 days of your trip start date, a copy of the waiver is also available on the LPC site in PDF format)

- I have had each team member fill out the volunteer waiver and give me a copy of their current health insurance card
- I have mailed all waivers and cards for my ENTIRE team (with each waiver and card kept together)
- Lagniappe Presbyterian Church, attn: Team Waivers, 647 Demontluzin Street, Bay Saint Louis, Mississippi, 39520*

STEP 6 - Skill Assessment Online (within 45 days of your arrival date)

- I have gone online and filled out the team skill assessment from the LPC website (located under MISSION TRIPS -> MISSION TRIP FORMS)

STEP 7 – Pay Final Balance (30 days prior to your arrival date)

- I have paid my deposit online or sent a check for the balance due calculated in STEP 1 & CONFIRMED in STEP 3

STEP 8 – Communicate with Lagniappe, via Cammie Chapman (within 30 days of arrival)

- I have provided my key leaders' cell phone numbers to Lagniappe staff
- I have confirmed my exact arrival times and meal needs on the day of arrival with the Lagniappe staff
- I will contact the LPC 'on-duty' staff member 2 hours prior to arrival by calling 228.216.3293

Lagniappe Policies

Contact, Booking & Arrival

All booking is made through Cammie Chapman (228.493.8747 or cchapman@lpcpca.com). Steps 1 and 2 of the LPC Mission Trip Checklist SHOULD be complete before contacting Cammie.

Arrival days are Thursday, Saturday, and Sunday with check-ins from 5-6 pm. Dinner is served at 6 pm. Orientations are held on Thursdays and Sundays at 7 pm. No check-ins after 8 pm (CST). Please note that NO WORK will be done on Sundays. Teams are encouraged to tour the Bay-Waveland area or make the short trip to New Orleans (but obviously planning so that they may return for orientation). ALL TEAM MEMBERS MUST ATTEND ORIENTATION regardless of prior trips or prior orientations. Arrival contact phone number is 228.216.3293, which is only answered by the 'on-duty' staff member who is doing check-in that particular day.

Housing & Meals

Housing and meals are provided at the Lagniappe Church facility. Teams have housing, 3 meals per day, gender separate showers/restroom facilities, and adequate parking. Wednesday night is "eat-out" night, breakfast and lunch will be provided but dinner will not be served.

NOTE: We are NOT SET UP for special diets, vegetarian, Kosher, or food allergy options. Please plan accordingly.

Modesty

ALL Team leaders are asked to brief their team PRIOR to arrival that the Lagniappe Church facility is a co-ed facility. As such, volunteers are required to act and carry themselves in a manner consistent with Biblical principles of modesty, regardless of their personal religious commitments.

- All team members must respect the gender specific housing- No men in women's bunkhouses and no women in men's bunkhouses.
- Shirts must be worn at all times within the Lagniappe main building.
- Towels are NOT appropriate covering to/from the shower facilities. Shorts and t-shirts must be worn to/from the showers.
- Women wishing to wear bathing suits must wear one piece suits ONLY.

NO EXCEPTIONS are made to these policies for any reason. The first violation will result in a warning to the volunteer and the team leader. The second violation will result in immediate expulsion from the camp and all financial implications of that expulsion will be absorbed by that individual. Teams should not underestimate our commitment to these policies.

Skills & Tools

Teams MUST HAVE a minimum of 1 skilled leader for every 6 unskilled volunteers. 'Skilled' is defined below.

A "Skilled" team leader is defined as the following: having experience in one of the following construction areas and able to perform the work without outside assistance or direction from LPC staff; also able to teach and lead the team in the work to produce a quality product.

- Foundation Work (block work, pilings, concrete)
- Framing
- Roofing
- Plumbing (rough-in and trim out)
- Electric (rough-in and trim out)
- Drywall Hanging
- Drywall Finishing (taping, mudding, texturizing)
- Painting
- Finish Carpentry (trim, cabinets, countertops, doors)
- Flooring (tile, laminate, carpet)

Teams are INCOMPLETE until skilled labor, according to the above definition, is a part of that team in a 1 to 6 ratio.

SKILLED LEADERS ONLY should BRING ALL TOOLS THAT YOU WOULD BE FRUSTRATED NOT TO HAVE ON THE WORKSITE!

Immunizations

All participants must have up-to-date Tetanus vaccines.

Participants should consult their personal physicians to ensure that they can do heavy manual labor for 7-9 hours per day.

Supplies

- Every leader MUST have a cellular phone, these phone numbers must be provided to Lagniappe
- Mosquito Repellent- THE IMPORTANCE OF THIS CANNOT BE OVERSTATED- Imagine 100 square miles of standing water, 100% Deet is best. Vanilla body spray keeps biting gnats away.
- Sunscreen- SPF 50 suggested
- Hat/Bandana
- Snack foods (only 3 meals per day are provided)
- All toiletries
- Regular medications
- First Aid Kit for every 10 people including ibuprofen with supplies for blisters, stings, rashes, chaffing, and sprains
- Flashlights
- Rain poncho or rain gear for each team member
- Towels
- BEDDING: Pillow, twin bed sheets, blankets
- Work clothes- Carharts, scrubs, etc. Make certain you can layer your clothing and are prepared for the current weather conditions.
- Work boots/shoes. Shorts are acceptable.
- We suggest some type of comfortable shoes to wear at night- flip flops or something easy on/off. Closed toed shoes must be worn at each worksite.
- Flip flops/sandals for shower

Hydration

- 5 gallon water cooler is REQUIRED for every 10 people. GATORADE powered mix if desired
- Bottled water if desired, however, local water is potable
- A personal water bottle for each person (optional)

Brief Explanation of Lagniappe's financial policies

Question: "Why is there a nightly charge to stay at Lagniappe?"

Lagniappe Presbyterian Church is a very young church (begun in January of 2006). We are in a leased facility and have no membership, diaconate or board of elders. Our weekly resident attendance at worship includes local individuals, many of whom are paying mortgages on homes that no longer exist. Local giving to Lagniappe is almost non-existent. In church planting terms we are a 'seedling'. The facility which we use to house, feed and host teams is leased to our 'seedling' little church. We have lease payments, utility bills, insurance payments and staff/food costs that are necessary for us to keep the doors open to host teams. Most of these costs are fixed. In order for Lagniappe to be 'open' we must rely on the teams staying with us to help shoulder the expenses it takes for that to be a reality.

Question: "We stayed with another church last trip and they only charged half of what you are charging, why is that?"

We sincerely wish we had unlimited resources and could host everyone for free or for less than \$20/day. One of the differences between Lagniappe and an established church is that most established churches have facilities and membership. There is no additional cost to using existing buildings for housing and the membership is accustomed to giving and covering expenses like utilities- that just leaves food costs. With established membership, other churches can have local volunteers cook or coordinate cooks for teams leaving the only 'cost' being the actual food costs themselves. We have full-time kitchen staff that do the ordering, preparation and planning for all of our meals. The logistics of our operation are much more involved than a local church hosting a youth group of 20 for the weekend. At full capacity we serve over 1,000 meals per day. That type of operation requires staff beyond what would be considered 'normal' in any church context. **Lagniappe DOES OFFER free room/board to team members who are willing to work SOLELY at the LPC facility for the entire trip.** This is a great way for 'unskilled' volunteers to use skills other than construction to help facilitate this mission.

Question: "We are bringing youth who cannot afford the \$20 per day, can we get a discount?"

Please consider the above explanations and understand that we cannot. The \$20 does not cover all the costs as it is. We presently have to raise funds outside of the per diem cost to stay open and fully staffed. We would ask that churches and other organizations raise funds locally to cover the cost. Asking Lagniappe to 'scholarship' individuals is like asking the poorest member of your family for a loan. Very simply, we don't have it to give.

Question: "If we can't raise the money, should we just cancel?"

As odd as it may sound, no. We believe in grace. If, *after exhausting all other avenues of funding*, you just can't get the funds, don't cancel, just come. We don't want money to stop you from coming. God will provide for our needs. He has done so in abundant ways already. Please let us know that what you can provide and you won't hear another word about it from us. We mean it. We simply ask that teams pursue all of their local resources before asking Lagniappe to host them at a reduced rate rather than full cost.

Question: "When is the deposit due and why is the deposit NON-REFUNDABLE? Why do we have to pay the full balance of our trip 30 days prior to our arrival?"

Your deposit is due 15 days after a tentative date is reserved with Lagniappe. Your trip, reservations, beds and meals ARE NOT reserved until you pay the deposit of \$50/person. (If your balance due for the trip is less than \$50/person then the full balance is due upon booking.)

It is the team leader's responsibility to make payment for the entire team within that 15 day period. If the deposit is not paid within 15 days your trip IS NOT held. Beds and space will be given to another team who is able to make a complete reservation. We cannot overstate this point: You DO NOT HAVE a reservation if we do not have a deposit and a copy of the faxed checklist which is completed through STEP 3, it is that simple.

Lagniappe Presbyterian Church operates on a VERY TIGHT budget with no margin and no annual reserves. We have hired full-time kitchen staff, full-time staff to assess work, to order materials, to lead teams and to do the administrative leg work necessary for permits and resources.

When we 'schedule' a team, wheels go in motion. Beds are reserved. Numbers are given to the kitchen and, most importantly, 2 things happen concurrently: teams are turned away and homeowners are notified that we'll have teams to help. WE DON'T WANT TEAMS TO CANCEL! We want you to come, but if you don't, LPC's long-term viability is put in jeopardy because of the infrastructure decisions we made based on your team's commitment to come. The deposit offsets those financial decisions prior to 30 days out. Your full balance is due 30 days prior to arrival because we are purchasing and/or committing to purchase food & supplies PRIOR to your arrival. Those commitments must be made in advance and orders must be placed for supplies. Additionally, we want the registration and check-in process to be as administratively easy as possible. We cannot process payments securely at every random check-in time. Your payment in advance simplifies registration and confirms your final numbers.

Keep in mind- if you reserve 45 beds and 40 people drop out 38 days prior to arrival, you ONLY lose the deposit on the 40 who cancelled. Prior to 30 days out only your deposit is jeopardized and there is no further obligation if you cancel. However, if 40 people cancel one week prior to arrival, those funds are not refundable. Keep in mind you will have already paid the full trip price for all of them (a \$50 deposit 15 days after booking and the remaining balance 30 days prior to arrival.) Please understand, we have turned away other teams and planned for your time with us. We'd rather have you come but if you cancel, within 30 days, we will not refund any monies. Please don't ask us to do so. **We make NO exceptions to this policy. NONE.** As you can imagine the more accurate your numbers are at reservation time, the less problems there are regarding cancellations if that becomes necessary.

NOTE: After you have paid your deposit and given us your numbers (including male/female ratio, etc.) you CAN transfer any monies or deposits to new team members of the same gender for that same week AT ANY TIME right up to check-in. We reserve beds in gender-specific bunkhouses so it is immaterial to us whether bed #22 in bunkhouse 1 is occupied by 'Sally' or 'Suzy'. What is important to us is the gender consistency in your numbers. Bear in mind, we will still need waivers, etc. from the 'new' team member and the skill ratio of 1 to 6, still applies. Please consider adding a team member of the same gender when one drops out before you give up the bed for which you have already paid!

Final word: this may seem like 'overkill' to you at first glance, but we have had teams of 50 drop to 5 and inform us 'from the road' on the way to Lagniappe 2 hours out. We had dinner prepared and waiting for them. We had homeowners hoping that work would be done. The stories are endless and there have been thousands of dollars worth of cancellations with no one left to absorb the cost other than Lagniappe. The policy is in place to protect the long-term viability of this ministry. We hope and expect that you will understand and honor this policy by not asking for any exceptions to it.

Scope of Work to be done

Question: What kind of work will we be doing? What tools should we bring?

We know this question is on your mind. There are a variety of things your group might be doing. Our mission is to participate in the restoration of the Mississippi Gulf Coast through the declaration and demonstration of the love of God shown to us in Christ Jesus. Currently, this is best demonstrated through repairing and rebuilding homes for residents of the area. This could encompass a broad spectrum of activities which include, but are not limited to- drywalling, mudding, taping, finishing, framing, roofing, painting, insulating, digging a foundation, tiling, clearing debris, helping at the LPC facility, working to move furniture at a local school, spreading fill dirt, mixing mortar, cleaning bunkhouses.... or anything else that would fulfill our mission.

We know that it is important to you for your group to know exactly what you will be doing when you arrive in Bay St. Louis. We do understand your desire to know that well in advance, but the truth is, we don't know exactly what your group will be doing until just a few days before you arrive. The work your crew will do is contingent on the skills and abilities of the groups working prior to your group and the work that will be finished in the days immediately prior to your arrival. If you have professionals (licensed plumbers, electricians or contractors) we will do everything in our power to match your specific work with your professional skills, but even the pros know that the electrical can't be done until the framing is up and the drywall can't be done until the electrical has passed code. ALL of these contingencies hinge upon the work done immediately prior to your arrival.

If you would like to discuss your specific skills with Lagniappe then call Jordan Sikkema or his assistant Ruth Friant. They can help you figure out some things your team might be doing, as well as what tools to bring. However, if your trip is several months away, please do not call until 2 weeks prior to arrival. At that time they might be able to map out what your group will be working on. Our reservations director, Cammie Chapman has NO IDEA what work your group will be doing. Her knowledge is limited to calendars, numbers and reservations. Please e-mail Jordan or Ruth with any questions about specific work projects. jsikkema@lpcpca.com or rfriant@lpcpca.com.