

## **NOMADS STATEMENT & GUIDELINES**

(Revised - 2007)

**NOMADS is a mission volunteers program of United Methodists. The NOMADS program offers persons with recreational vehicles the opportunity to share their time and skills in United Methodist mission projects. It provides participants an experience of fellowship with other dedicated Christian persons and an opportunity for a meaningful alternative to regular travel experiences. NOMADS is an acronym for Nomads on a Mission Active in Divine Service.**

The **NOMADS** Administrator assumes responsibility for the administration of the program. A **NOMADS** Board is responsible for business matters related to the program. The Board meets as often as directed by the By-laws.

The program of the **NOMADS** is planned with the sensitivity to the racial, ethnic, cultural, religious and social-economic environment of the area in which volunteers will work. The volunteers are encouraged to be mindful of the Social Principles of the United Methodist Church as they relate to the host environment. The **NOMADS** program attempts to be inclusive in matters of language, sex race, ethnic background and with persons with handicap conditions.

## **GUIDELINES**

### **NOMADS BOARD**

- A. Will determine policy and oversee the NOMADS program as directed by the Bylaws.**
- B. Reserves the right to approve or disapprove agency policy or persons for assignment as participants in work projects if, in their judgment, agency policy or person's actions are contrary to the mission, bylaws, or guidelines of NOMADS.**

### **Administrator**

- A. Will be responsible for day by day operations of **NOMADS**.
- B. Will identify and designate work projects.
- C. Will maintain program records, inform participants about program activities and respond to requests of participants.
- D. Will obtain team leaders for all projects and then assign participants.
- E. Will inform leaders about their work teams.
- F. Will plan and participate in leadership training sessions.
- G. Will disseminate program information through varied media materials.
- H. Will provide name badges.
- I. When requested projects are filled, will maintain a waiting list for placement of **NOMADS** in the event of cancellations.
- J. Will notify **NOMADS** of their project assignments in a timely manner.

## TEAM LEADER

- A. Will have participated in a least one **NOMADS** work project and be chosen because of his/her leadership ability.
- B. Will have participated in a **NOMADS Leader** training/orientation program.
- C. Will contact the project agency host to get information about work projects and communicate the needs of **NOMADS**.
- D. May be a couple or single person belonging to **NOMADS**.
- E. Will inform team members in writing as soon as they have the information about the project, the location, facilities, tool needs, roster of team members and mail forwarding address.
- F. Will make decisions at the work site, keeping the well-being and safety of the entire group in mind. **NOMADS** should only work on jobs with which they feel comfortable.
- G. Will study the work assignments and the skills present in the group to facilitate the work.
- H. Will encourage the social and spiritual well-being of the group and its individual members.
- I. Will get current medical information from project participants. Will be informed of and sensitive to their medical and physical limitations and make appropriate allowances.
- J. Will be responsible to report accidents to the **NOMADS** office immediately.
- K. Will be the **official liaison** between the project agency personnel and the **NOMADS** team.
- L. Team leaders who choose not to lead a **NOMADS** project team during 2 consecutive years will be dropped from the approved leaders' list.

## THE LEADER SHALL MAIL PROJECT PARTICIPANTS THE FOLLOWING ITEMS:

1. Map to the project
2. Information as to specific projects to be completed and tools required
3. Information about mission agency (brochure when available)
4. Names of work team leader/leaders and **NOMADS** participants
5. Information on arrival/date/times and host agency contact person
6. Information about area, parking, medical, banking and laundry facilities.
7. Information on mailing address at project site for **NOMADS** participants.

## NOMADS PARTICIPANTS

All new **NOMADS** participants will complete an application form which includes a skill profile sheet, a medical and liability release form, and pay annual dues. Participants are expected to support the mission of **NOMADS** by their actions. The **NOMADS** Board reserves the right to remove persons from the **NOMADS** roster if, in their judgment, they act in ways that are contrary to the Mission, Bylaws, or Guidelines of **NOMADS**.

Responsibilities of participants while at projects include:

- A. Team members shall remain at the work project for the entire period except for emergency or by prior arrangement.
- B. Team members should follow the guidance of their Team Leader as far as when to arrive at a project (usually no more than two days before the project begins) nor start work at the project before the scheduled date. **NOMADS** who arrive early will be expected to pay the host Agency \$20 per night.
- C. Team members will be responsible for their travel, food, insurance and tools.

- D. Team members will have and wear **NOMADS** name badges at the work site.
- E. Participants will be expected to participate in group social, devotional and fellowship activities
- F. Team members will receive orientation materials pertinent to the work project.
- G. Team members will work 6 hours daily Monday through Thursday with Friday through Sunday for individual and/or group pursuits unless the situation demands adaptation.
- H. Team members should not work in unsafe situations and should be careful to take breaks when planned or needed.
- I. Team members are expected to abide by regulations of agencies where they work.
- J. **NOMADS** dues are due on the first day of April each year. Those who do not pay their dues, will not receive the winter project lists, will receive a notice from the Administrator, and following that if dues are not paid, they will be dropped from the **NOMADS** membership list.
- K. Alcoholic beverages should not be part of **NOMADS** activities.
- L. If **NOMADS** must cancel out on a project to which they have been assigned, they should notify the Administrator and Team Leader, as soon as possible.
- M. **NOMADS** should not invite guests to visit projects during work times. If guests are planned for "after hours", the Team Leader and Agency (when appropriate) should be notified.
- N. Some Agencies do not permit pets. **NOMADS** having pets should inform the Team Leader and be assured that the Agency will permit them on site. **NOMADS** are expected to be responsible pet owners and not let their pets run free.
- O. **NOMADS** should not get involved in solicitation of funds for specific projects. **NOMADS** individual contributions should be channeled through the **NOMADS** office which becomes part of the **NOMADS** funds.
- P. When selecting projects **NOMADS** need to carefully consider only projects where the work description fits their skills and physical abilities.
- Q. Participants are encouraged to keep current on their **TETANUS** and other appropriate immunizations.
- R. **NOMADS** does not provide accident insurance. Individual **NOMADS** members may consider purchasing insurance through the General Board of Global Ministries for the time they are on a project. The cost of the insurance is very reasonable at 75 cents per person per day. You can download the application form at <http://new.gbgm-umc.org/about/us/mv/resources/> . Scroll down the page until you see **UMVIM Accident Insurance** and click that to get to the forms.

## **HOST MISSION AGENCY**

All agencies will relate to the United Methodist Church or ecumenical partners. The agencies are selected by the **NOMADS** Administrator who has initially oriented them to the **NOMADS** program. The agency is:

- A. Responsible for the cost of materials used in the completion of the project unless otherwise planned.
- B. Responsible for completion of the orientation form, map, brochures, etc. related to the project which will be sent to the **NOMADS Administrator** and/or team leader(s).
- C. Responsible for entering into a contract with **NOMADS** which will include either a release from liability or liability insurance for the group while they are doing work for the agency.

- D. Responsible for providing a work site contact person to aid in procuring materials.
- E. Responsible for RV parking with electrical, water and sewer hookups on site, at no charge to the **NOMADS**. Shall provide dumping facilities if sewer is not available.
- F. To maintain daily communication with the **NOMADS** team leader(s) as the official spokesperson for **NOMADS**.
- G. To not expect monetary contributions for the work project from the **NOMADS**, unless otherwise arranged by the **NOMADS** Administrator/Board.