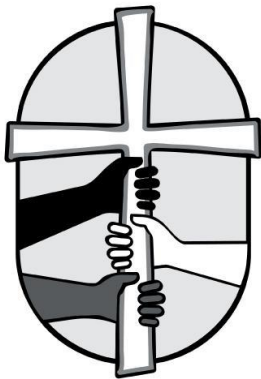


2023

Urban Ministry Team

Leader Packet

Learning to Love and Serve the City



New City Fellowship
of Atlantic City



Greetings in Jesus' name! We are so thankful to the Lord for your willingness to partner with us in ministering the gospel in word and deed to the inner city of Atlantic City. Enclosed is the information you should need in order to prepare for your week with us this summer.

Please be prayerful and work hard in preparing for your time with us. Our team will be praying and preparing for your visit. If you have any questions, feel free to email or call Peter Eck, or you can visit our web page at newcityac.org and click on the "Urban Ministry Teams" tab under "Programs", where this entire packet is downloadable.

In Jesus' love,

Peter Eck

Pastor/Church Planter
New City Fellowship of AC

Alison Andrades

Marketing & Administrative Support
New City Fellowship of AC

Table of Contents

About NCF of AC and Hope for AC	page 4
How to Contact Us/Living Arrangements	page 4
About Urban Ministry Teams/Objective/Registration	page 5
Typical Schedule/Ministry Preparation List	page 6
Community Project Guidelines	page 7
How your church can help/Clean Up/Bible Club Training	page 8
Forms	
Urban Ministry Team Roster	page 12
Urban Ministry Team Skill Assessment Form	page 13
Urban Ministry Liability and Emergency Waiver Form	page 14
Character Reference Form	page 15
Media Release Form	page 16
What to Bring	page 17
Can't go on the mission trip but want to help ideas	page 18

About New City Fellowship of AC

New City Fellowship of Atlantic City is a gospel focused, cross-cultural, mercy minded community of faith with an outward face toward Atlantic City. New City is a church plant of the Presbyterian Church in America that is modeled after New City Fellowship of Chattanooga, TN. To learn more about us, please visit our web site at www.newcityac.org

About Hope for Atlantic City

Hope for Atlantic City is a Christian Community Development Association that engages, invests in and empowers our neighbors to restore dignity and bring economic stability to our community for the glory of God through Jesus Christ.

How to Contact Us

Primary Contact

- Pastor Peter Eck
609-442-1219
petereck127@gmail.com

Living Arrangements

Beds: Pillows and blankets/sleeping bags are required. Air mattresses if you don't want to sleep on the floor.

Meals: All meals are provided. Delicious food is prepared by our staff. Breakfast is self-serve. Midday meals are prepared in advance and taken to the project sites.

About Urban Ministry Teams

Serving on an urban ministry team is a six or seven-day exercise in leadership development. It will equip your youth group, deacons or church leadership with a vision for racial reconciliation, ministry among the poor and joy in worship in the heart of Atlantic City's inner city.

Objectives

- **To help fulfill the mission of New City Fellowship and Hope for AC** in our communities by revitalizing the neighborhoods.
- **To develop Christian leaders** with a vision of holistic ministry.
- **To work with churches** in evangelizing and making disciples in urban communities.
- **To teach team members** about the issues facing people who live in urban centers.
- **To fulfill the church's calling** to care for the poor, elderly and widows.
- **To empower groups to return** to their home churches with a vision and passion for ministry.

Registration

- **You must enroll at newcityac.org**, click the "UMT enrollment" tab, fill out a short form and pay a **Nonrefundable Team Booking Fee of \$325** and that will reserve the date for your team. Early booking is strongly recommended.
- **Cost:** In addition to the team booking fee, **\$400** per person (*nonrefundable*), which includes meals (*Sunday breakfast to Friday lunch*), work materials, housing and a t-shirt. Spending money (*cash*) is recommended, especially for Friday dinner.
- **Please send us half of your payment or full payment and roster by one month before your arrival date. Make checks payable to *New City Fellowship of Atlantic City*** and send to:
1205 N. Michigan Ave Atlantic City, NJ 08401.

Typical Schedule

- *Saturday:* Teams arrive in the evening. Check-in and Orientation I
- *Sunday:* Worship at New City Fellowship
Lunch and Orientation II
Dinner and free time to explore the area
- *Monday-Friday:* Morning devotionals, worship and speaker; community projects; lunch onsite; cleanup; dinner together
Canvassing or Bible clubs in the inner-city; evening debrief.

**Friday:* Community fun day with the Bible club kids. Celebratory dinner out. Evening is available to explore the area.

- *Friday PM or Saturday AM:* Clean up and depart

Ministry Preparation List

Please review the following task list and ensure that it is completed prior to your arrival.

Communication

Items to do immediately

- Go to newcityac.org, click the "UMT enrollment" tab, fill out a short form and pay booking fee of \$325 to reserve your week.

Items to do by one month prior to arrival

- Send half or all of payment, your roster with shirt sizes and skill assessment form.

Make checks payable to:

New City Fellowship of Atlantic City and send to:

1205 Michigan Ave Atlantic City, NJ 08401

Items to do before you come

- Final count and final t-shirt sizes communicated
- Arrival date and time communicated
- Do any or all fundraiser ideas for Hope for AC on page 18
- Send digital copies of Liability, Character Reference & Media forms for each team member

Items to bring with you to Atlantic City

- Balance of payment if any
- Items from page 17

Team Building Meetings

Schedule 6 to 8 group training meetings to include the following objectives:

- Introduction to NCF/HOPE. Review our web sites – www.newcityac.org and www.hope4ac.org
- Read and discuss Merciful, book by Randy Nabors, chapters 34-40 (51 pages)
- Bible club preparation
- Create group mission statement

Bible Club Assignments

Assign and review the following tasks PER SITE (1 site for 8-10 team members, 2 for 16 to 20 team members and 3 for 30 and above).

Team leader
Secretary
Secretary assistant
Song leader
Skit leader
Craft leader
Gospel presenter (*you may want to have a different presenter each night*)
Snack leader

Community Project Preparations

Community projects are set up just prior to your arrival. We will contact you with any particulars that you should be aware of. Please note the general rules regarding community projects below.

Community Project Guidelines

- Wear old clothes. You will get dirty! **Women** should wear regular t-shirts (*no cutoffs, mid-drifts, etc.*) and pants. Shorts are allowed as long as they are not immodest. **Men** must wear shirts while at the project site. Pants are preferred, but shorts are allowed. Only closed-toed shoes are permitted at the project site. **Bring a water bottle with you.**
- Be prepared for the weather (*i.e. bring appropriate gear: coats, hats, suntan lotion, etc.*).
- **No cell phones** while working. Students are asked to leave their phones in the vehicle at the site or back at the church.
- Do not leave the project site without the project leader's permission.
- Listen and follow the instructions of your project leader.
- At the end of the day, you are responsible for cleaning up the project site.
- Remember that you are working for the Lord and that your work is a witness to the people who see you. The folks in the neighborhood are watching you!
- Always be careful! Work hard and safe.

How your church can help

Assign a few people from your team to take the lead on this.

Many friends, family and church members want to support missions but cannot go on a trip for various reasons. On page 18, there are ideas for them to help. You would be surprised at the support people will give. We even enclosed on page 19 a bulletin insert for you. Please use pages 18 and 19 to make some posters to hang at your church.

Food Cleanup Duties

Assign a leader to oversee food cleanup.

- Put away leftover food – put in baggies and refrigerate.
Leftovers are always available to the team at your discretion.
- Wash used pots and pans, etc. and put away.
- Wipe down tables.
- Wipe down counters.
- Sweep after every meal. Spot mop as needed.
- Take out the garbage when full.
- Put used dish towels in designated bin to be washed.
- Crew Leader should ensure that all tasks are done before dismissing crew.

Bible Club Training Agenda

Your team will be leading a Bible Club in an inner-city neighborhood. We would like you to be **as well prepared as possible** before your arrival. We will be working together when you get here to fine-tune your presentation, but the more prepared you come the easier it will be to tune-up your presentation.

Your presentation should include music, Bible memory, skits, Gospel message, crafts and snacks. The entire presentation is less than an hour long, and you will do three separate programs in the same neighborhood. The number of kids present varies greatly, with the average size around 25. The most you should have to be prepared for is 50.

Music: The songs you sing need to include some elements of call-response, hand motions and some type of interactive movement. Use of step/stomp is highly encouraged. Think of music with a beat and add handclaps (*syncopated rhythm*). During your week here you will be taught new songs that you can incorporate into your Bible Club, but it is also a good idea to do a little YouTube research (not every song that you will see will be helpful, but it

is a start). Look up songs like: “Ain’t no rock,” “Cast your burdens,” “Hallelu hallelu hallelujah,” “Deep, way down deep,” and other songs that incorporate motions and are very easy to teach to a crowd of small children. This might be a good place to start.

Gospel Presentation: The entire club should be *exciting* and *high in energy* – particularly the Gospel presentation – but at the same time convey the message of salvation. We can’t stress that enough, you should *creatively* capture your audience’s attention and *keep it* by asking for responses. Open Air Campaigners (www.oacusa.org under “message outlines”) has some great ways to present the gospel using a paint board. Whether you use a storyboard or a drama (*or anything else*) to present your Bible story, you should make every effort to *blend in* the Gospel throughout the story as opposed to tacking it on at the end. A good example of how to do this is demonstrated in *The Jesus Storybook Bible* written by Sally Lloyd-Jones. We **DO NOT** recommend that your team read one of these stories, but as you pick your stories that you will share, try to blend in the saving message of the Gospel as this author does. Before coming, make sure each of your team members knows how to present the Gospel to a child, especially the language that he/she uses, don’t assume that children will understand *Christianese*. You must communicate the BAD NEWS so that people will understand the GOOD NEWS. Without using Christian words, you have to communicate that we are sinners in need of a Savior. The team *members*, not team *leaders*, should do the presentation. Although our primary focus for Bible Clubs is evangelism, a second goal is the training and equipping of individuals to do cross-cultural ministry. **FYI: Kids love puppets.**

Crafts: Think of crafts that can be done in small group settings and come prepared to hand those out to the children. **We ask that you provide the crafts and NCF of AC will take care of the snacks, drinks, tarps and secretary’s materials.** The crafts should be a visual reminder of the Gospel lesson you just taught. When doing crafts or puppets remember to be culturally sensitive – avoid all white puppets or using black beads to represent sin.

Neighborhood Bible Club Information

Neighborhood Bible Clubs are facilitated by you, the Urban Ministry Team, and seek to reach the inner-city neighborhoods of Atlantic City with the Gospel of Jesus Christ. Your target audience is between the ages of 5 and 12; so special attention must be paid to the language used. Your team is responsible for all programming and manpower. Youth Leaders should divide their team into groups of 10 to 15 (teams over 45 should simply divide into three groups). Each group will be assigned a “Ministry Neighborhood” to conduct a three-day Bible Club.

Neighborhood Bible Club Components

Neighborhood Bible Clubs are conducted in an “open air” context and are facilitated on the grounds of the neighborhood you are assigned to. Although our primary purpose for Neighborhood Bible Clubs is evangelism, a second goal is training and equipping individuals to do cross cultural ministry. Please ensure that you assign the following tasks to your youth, since it is the youth of your church/group that will be executing the Bible Club. Youth Leaders should provide encouragement, prayer, and mentoring support whenever possible.

- Canvassing:** Half of the team walks through the neighborhood inviting children to come to Bible Club.
- Set-Up:** The other half of the team prepares for Bible Club by setting up the area. A tarp is placed on the ground where the children will sit. A box containing flyers, brochures, response cards, snacks and other supplies will be assigned to each team. A table will be used to prepare name tags and to facilitate snack.
- Secretary:** *1-2 Youth & 1 Adult Leader.* In charge of ensuring that the Bible Club is running smoothly and the UMT Group has everything it needs to function. This person WILL NOT be able to participate in any other club function.
- In charge of all logistics of the club as well as all communicating needs. Greet kids, complete name-tags, ensure all Bible Club inventory is transported to and from club and ensure the security of all inventory during the club.
- Songs:** *2-4 Youth.* Prepare enough songs to fill 10-15 minutes. Should be fun and include motions. Should be easy to teach (*meaning repetitive and not long*).
- Your job begins as soon as 3 children have arrived at your club. You are the group that will get the children interested in what’s happening at your club and keep them focused. The songs should be high energy and fun.
- Skits:** Plan to perform simple skits taken from the Bible (*i.e. the sower, prodigal son, etc.*). Some samples are enclosed. Please remember that you are communicating God’s Word!
- Gospel:** The skits are designed to lead directly into the gospel presentation. The presentation should give a simple, straight ahead message of God’s way of salvation through Christ playing off that particular night’s reading from the skit (feel free to add select verses to emphasize your points).
- 1 or several youth.* The speaker should be someone who is energetic and prepared to engage kids. This person should be someone who tends to be more outgoing.

Ensures the lesson is Gospel focused and grace driven. **Avoid Moralism!** The lesson should be interactive and energetic. Make sure that children understand what you are teaching them. May include drama, puppets, etc. There should be some way for the children to respond, like praying to receive Jesus as their Savior

Crafts: *1-2 Youth or Small Group Context.* This person/group will tie the craft into the Gospel lesson that is taught that day. Works together with the lesson leader.

Demonstrate and show the craft that the children will be doing. This craft should include: A physical reminder of the gospel message. A connection to the lesson taught. It should also be a creative gift for the children to take home.

Response: Prepare a method for dealing with children and adults who might respond to your message. Be sure to have the child fill out a response card, invite them to the remaining clubs. Tracts will be available to hand out to adults around the area who seem to be listening and/or who are interested in the gospel.

Refreshments: Always reserve refreshments for the end of club. No seconds should be offered to children unless you have enough for everyone. Crowd control will be important here. A strategy should be developed to ensure that we know who had a snack and who didn't.

COMMUNITY FUN DAY begins at 11 AM on Friday. Your team will return to your Bible Club neighborhood for a time of fun and fellowship with the Bible Club kids. Come prepared with group games or activities as well as snacks. Some ideas include hosting an ice cream social or water balloons on a hot summer day!

We want you to be as prepared as possible (this will make your experience better), but we also recognize and are excited that this will be a leadership development opportunity for your group. Our prayer is that you come willing to learn about how to reproduce this in your area as we humbly walk together in this ministry.

Urban Ministry Team Roster

Name of Church or Organization: _____

Team Leader(s): _____

Team Leader Cell Phone(s): _____

Name	Age	Gender	T-Shirt Size
Team Leader:			
Team Leader:			

Urban Ministry Team Skill Assessment Form

Please note anyone on your team with special gifts and/or skill sets (carpentry, electrical, landscaping, plumbing, or masonry) that will help us match a community need with the gifts and skills your team members. Please print additional copies of this page if you need space to list more team members.

Name	Age	Skill	Qualification

Urban Ministry Liability and Emergency Waiver Form

Note: A separate form should be submitted for each team leader and team member.

Contact Information

Full Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Team Leader: _____

Health Coverage Information (Please attach a copy of your medical card)

Group #: _____ Policy #: _____

Company/Carrier: _____

Waiver of Liability

I understand that neither Hope for Atlantic City nor New City Fellowship will be held liable for any damages, injuries or illness that I or my participants may incur resulting from any staff training, program activity, work function or ministry endeavors. Additionally, I expressly waive any claim for compensation or liability from said organizations beyond what may be offered freely by their representatives in the event that such injury or medical expense should occur.

Signature

Date

Character Reference Form

Note: A separate form should be submitted for each team leader and member.

Thank you for your willingness to volunteer through the ministries of Hope for Atlantic City and New City Fellowship. As caretakers of the neighborhood youth that we are called to serve, we must take every precaution to ensure that we provide adequate screening mechanisms that prevent our children from being victims of abuse. Please review and complete the following questions:

1. Do you have any history of abusive behavior towards children?
2. Have you been arrested for child molestation or accused of child abuse of any kind?
3. Have you been relieved of working with children for any reason? If so, please explain.
4. Are you or have you been seen for any type of disorders which would affect your temperament while working with our youth?
5. Please list three references we may contact to verify you are suited to work with children:

Name	Address	Phone Number

6. Will you allow Hope for Atlantic City and/or New City Fellowship to check police records and government files that would disclose this information?

Signature

Print Name

If you are under 18 years of age, your parent or guardian must sign below:

Signature

Print Name

Media Release Form

Note: A separate form should be submitted for each team leader and team member.

I grant permission to Hope for Atlantic City and/or New City Fellowship, to use my name and/or photographs for use in publications such as recruiting brochures, newsletters, and magazines, and to use my name/and or photographs on display boards, and to use my name and/or photographs in electronic versions of the same publications or on the Hope for Atlantic City and/or New City Fellowship web site or other electronic forms or media.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless Hope for Atlantic City and/or New City Fellowship, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

Please check the paragraph below which is applicable to your present situation:

___ I am 18 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

___ I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Name (please print): _____

Address: _____
(Street) (City) (State) (ZIP Code)

Signature: _____ Date: _____

Signature of parent or legal guardian if under age 18: _____

What to Bring With You

1. Sleeping bag, pillow and AIR MATTRESS (unless you prefer the floor)
2. Bath towel, Beach towel, Personal Items and WATER BOTTLE
3. Bible and Pen
4. Modest Swimming Suit, closed toe shoes, clothes you don't mind getting trashed.
5. Spending money (especially for dinner on Friday night).
6. Crafts for three nights of Bible Clubs (plan for 50 kids per night, per site) and your skit props
7. Sunscreen & hat
8. Any items from the "Can't go on the mission trip but want to help" list
9. **A Pioneering Flexible Spirit**

Can't go on the mission trip but want to help?

Here are some ways that you or your church can help New City Fellowship without coming on the mission trip. Gather up what you can and give it to your mission team that is coming to Atlantic City this summer. Every little bit helps.

Donate a NEW unwrapped toy for our annual Christmas Store

This is a huge need. Every year we have a Christmas store where parents can come and purchase items at DEEPLY discounted prices. Toys are sold for \$10, \$5 or \$1. This allows the children to have a Christmas and their parents have dignity in providing a Christmas for their children. Another aspect of this ministry is it is manned by Atlantic City High School students. The students learn early on about giving back to their community and about compassion.