Group Leader Guidelines for SOWER Projects

The Group Leader (GL) is the highest SOWER authority on a project. Group Leader assignments are noted in the SOWERGRAM. The GL Packet is mailed to the GL's attention at the project. If the GL names in the GRAM and GL Packet differ, contact the office for clarification. The GL's spouse is assumed to be the Lady Leader (LL); however, the GL may ask for a volunteer to be LL. Both the GL and LL may delegate some responsibilities to other willing SOWERS on the project. **The primary responsibilities of the GL are to support the SOWER Policies (i.e. Constitution, Bylaws, Membership Guidelines and GL Guidelines); and to help create an atmosphere that is pleasing to our Lord and encouraging to the project host and SOWERS.** Remember that we as SOWERS are willing to work along side any other Christian Ministry. The GL is expected to:

1. **Arrive on Thursday** before the project begins in order to:
   - **A. Review the Group Leader packet** that was mailed to the project office. In particular note the size of SOWERS' RVs shown on Skill Sheet. If necessary, assign RV sites based on size of RV sites and SOWER rigs. Be aware that both the GL and host receive a copy of "Host Guidelines for SOWER Projects"…review that document and be prepared to respond to host questions, or feel free to refer the host to the SOWER office for answers.
   - **B. GL and LL meet with the project host**/work supervisors to discuss:
     - a) **Work** to be done by both men & ladies...identify host work supervisors for the men and women. Note: If there is work for the ladies, they are not expected to do "heavy janitorial" work (as defined by LL or each lady). The SOWER men shall not engage in any "heavy construction or concrete work," which endangers their health or safety as defined by the GL and host. Men should not be asked to work on steep roofs (>4-12). SOWERS shall not be requested by the host to work on property or facilities that are not covered by the host's 501(c) (3) or 509(a) except in an emergency situation (e.g. to make emergency repairs).
     - b) **Special tools and materials**…these should be available.
     - c) **RV sites**, utilities and facilities locations (office, restrooms, laundry facility, if applicable, etc.)
     - d) **Phone services**…assure 24-hour immediate emergency message delivery service is available.
     - **e) US Mail**…identify the place for drop-off and pickup of SOWER mail.
     - f) **Meeting place** for devotions & socials.
     - g) **Workdays and hours**…establish a work schedule compatible with the host…days and times to start work, take break, eat lunch, and finish work (if the host has no preference, decide these within the group).
     - h) **Get Keys and/or lock codes**…for both GL and LL (gates, work spaces & offices, as needed for access, phone use, etc).
     - i) **Invite the host to participate** in and take a turn in leading devotions and to meet with the group <u>early</u> in the project to give them a sense of the project Vision.

2. **Welcome SOWERS as they arrive** on the project and assign sites for RVs. SOWERS should arrive on Friday or Saturday…not earlier and preferably not later. **<u>List early arrivals on the group leader report.</u>** **Check each arrival** against the list of scheduled SOWERS who are assigned RV parking sites. **If unscheduled SOWERS arrive** at any time to work and the project is not full, check with SOWER Office for verification to stay.

3. **Evaluate the capabilities of each SOWER** in light of physical limitations and level of skill, and then assign work accordingly. Refer to Skill Sheets in Group Leader Package and discuss issues with each SOWER as necessary.

4. **Schedule & conduct a meeting** with all SOWERS (host attendance is optional) before project begins to:
   - a) Get acquainted with fellow SOWERS.
   - b) Discuss the project, the work to be accomplished (men and women), and identify the host work supervisors.
   - c) Establish the work schedule if not already done with the host. Stress our commitment to work 72 hours/month and those hours do not include devotions, breaks, meals or travel time. Singles also work 72 hours/month. Emphasize the need for all SOWERs to work within the established time schedule, except for emergencies or urgent circumstances, which should be discussed with the GL. When possible and safe, missed time should be made up.
   - d) Schedule devotions time & location and pass around a sign-up sheet to schedule devotion leaders. Encourage all SOWERS to take turns leading devotions.
   - e) Complete the Emergency Notification and Mail Forwarding form (list full names and addresses on each side).
   - f) Have SOWERS sign men's & ladies Skill Sheet (consent for medical treatment).
   - g) Advise SOWERS of where the Emergency Notification, Men & Ladies Skill Sheet (medical consent form), keys and/or lock codes will be stored. These will be accessible 24-7.
   - h) In case of emergency or accident that requires medical treatment get the Men & Ladies Skill Sheet (medical consent form) to the emergency facility with the SOWER.
   - i) Read the "Welcome SOWERS" sheet (in each member's Songbook) and review the Project Data Sheet information.
   - j) Make safety a priority on the project.
   - k) Provide information regarding US Mail pick up and delivery, phone location, email arrangements, routine and emergency

message delivery, laundry facilities at the project (if applicable), etc.

l) Make certain all have the RV phone number (if applicable) and establish a system for picking up incoming calls.
m) Appoint alternate GL and LL for times when GL and LL are not available.
n) Ask if any SOWERS are expecting guests…if so, refer to SOWER Project Guest Guidelines.
o) Encourage each SOWER to carry the address and phone number of the project in both wallet and in vehicle(s), so project will be notified in case of an accident or an emergency.
p) The LL, if necessary, should schedule a separate meeting with the ladies to discuss use of laundry facilities, and optionally, other fellowship activities.
q) Take a tour of the project pointing out items of interest (e.g. place for devotions, meeting room, maintenance area, offices of host/staff, RV breaker box, water shut-off valves, fire extinguishers, etc.).

5. Following the meeting/tour make copies of the devotion and laundry schedule for each couple/single and post these documents.

6. Help organize and be responsible for work assignments (with the host supervisor), then follow up on progress. As GL, if you are not comfortable leading a particular work task ask someone who is more qualified (say a skill level #4 or #5) to lead that work task.

7. Respond to member concerns, complaints or problems related to any aspect of the project, host ministry or SOWER Ministry as tactfully as possible, and with love and concern. If a problem is identified by group consensus that requires investigation and/or correction, record that problem in the GL report. The SOWER Office or Board will not take any action on project or personnel-related problems not submitted in writing. If problems become too difficult or require immediate attention, contact a Trustee. If a Trustee cannot be reached, contact the SOWER Office. If no answer, leave your name and number and you will be contacted as soon as possible.

8. Recognize and diplomatically subdue all communications that could lead to denominational or doctrinal/dogma differences.

9. **In case an emergency** or accident that requires medical treatment take the men's & ladies Skill Sheet to the emergency facility.

10. **Sing the SOWERS theme song** "Our Best" (usually the 1st verse and chorus) at devotions and other gatherings.

11. Before you contact any local news paper, TV or radio for free interviews get permission from the project host and the SOWER office.

12. Conduct a group meeting without the host present for the purpose of gathering input for the GL Report. Use this opportunity to update Project GRAM/PLS information, the Project Data Sheet, or the information on SOWER Skill Sheets (to be updated and signed by the applicable SOWER). At the completion of the project, complete the GL Report (including the section that does not involve group discussion) and send it (either by US Mail or email) to the SOWER Office.

13. Fill out the SOWER work Voucher (pay check), have it signed by the host and give one to each couple/single.

14. Return Skill sheets to SOWERS prior to their departure.

15. Give the Mail Forwarding information (the left side of the emergency notification sheet) for departing SOWERS to the host office before leaving the project.

16. Group Leader responsibilities end following completion of the last work day of any given project-month (typically Thursday at 3:30PM).