



# WILMINGTON AREA REBUILDING MINISTRY

5058 WRIGHTSVILLE AVENUE - WILMINGTON, NC - 28403  
910.399.7563 - WWW.WARMNC.ORG - INFO@WARMNC.ORG  
GENERAL CONTRACTING LICENSE #78118

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Dear Group Leader:

I grew up in a church with a strong youth program and participated in mission trips every summer. Knowing how impactful these events can be, I feel privileged to now help provide the next generation with the opportunity to develop their team-building skills, communication techniques, and commitment to Christian service.

You may know that WARM is a nonprofit organization founded by local churches that relies on the support of individuals, foundations, corporations, and churches of all denominations.

In the months since Hurricane Florence, we have seen a surge in applications in our tri-county area. As the only permanent home rebuilding ministry in our region, we are committed to making our community whole.

This will take years.

Please consider being part of God's provision for this important mission by making a **suggested donation of \$25.00 per volunteer per day**. These funds will help cover the cost of materials and preparation for your team's mission experience.

Fundraising is an important part of the mission experience as it teaches youth the importance of advocating for others and helps build a culture of philanthropy in your community. Indeed, the skills and confidence built while planning a car wash or telling a neighbor about Hurricane Florence recovery will benefit your church's youth throughout their lives.

Feel free to reach out for fundraising ideas and materials.

Know that our staff will be praying for you and your team as you plan your trip. Let us know how we can help you prepare to have a life-changing service experience!

Grace & Peace,

JC Lyle  
Executive Director



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## Mission Team Timeline

### 9-12 Months Before Trip:

- Contact WARM Volunteer Coordinator to check availability
- Download Mission Team Packet
- Arrange for group housing (SEE “Lodging Options”)
- Submit a \$250 Group Reservation fee to WARM to reserve the week.
- Payment due immediately upon registration

### 6-7 Months Before Trip:

- Update WARM Volunteer Coordinator with current expected numbers, lodging, skilled adults, transportation
- Conduct the first mission team meeting (SEE “First Mission Team Meeting Agenda”)

### 3-4 Months Before Trip:

- Talk to lead pastor/ church leaders about scheduling some kind of commissioning service for your team
- Make plans for fundraisers to provide funding for building materials
- Pre-trip construction project (build landings, picnic table, or build access ramp through local church ministry, etc.)
- Confirm t-shirt order with WARM Volunteer Coordinator

### 1 Month Before Trip:

- Conduct second mission team meeting- (SEE “Second Mission Team Meeting Agenda”)
- Assign roles (SEE “Suggested Roles for WARM Mission Teams,” Utilize “WARM Philosophy” and “Discussion Questions”)
  - Acquire signed parental consent forms
  - Receive final payments
- Finalize plans for commissioning service

### 3 Weeks Before Trip:

- Parental Consent Forms for EVERY group member under age 18 due to WARM
- Finalize group numbers with WARM Volunteer Coordinator

### 1 Week Before Trip:

- Confirm Arrival Time with WARM Volunteer Coordinator
- Set meeting/departure time and plan for the day of departure

When Hurricane Florence made landfall near Wrightsville Beach in 2018, it was a category one hurricane. The storm slowed to only 3 mph and dumped rain on the Cape Fear Region for four days.



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Some areas received as much as 3 feet of rain which produced catastrophic flooding. Winds of over 100 mph tore off roofs, downed power lines, and caused widespread power outages.

Ms. Ronda was a homeowner that suffered devastating damage from Hurricane Florence. She was forced to evacuate, leaving all her possessions behind. Her home was completely gutted, and she had to live with her daughter, Trevelyn, while volunteers from WARM spent many months rebuilding her home.



Ms. Ronda studied at Cape Fear Community College and worked as an X-Ray/CT Tech at Doshier Memorial Hospital for many years. She had to retire due to disability. Ms. Ronda suffers from Psoriatic Arthritis, an autoimmune disease, and fibromyalgia. She now volunteers as a Pastor.

The generosity of this community and a group of caring volunteers changed Ms. Ronda's life. She is now able to live in her home again. In her words, "I am so grateful to God, not only for your help but for the love you showed. The lunches we ate together, the experiences that you, the volunteers, shared; it taught me so much about servanthood."



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## How to Recruit Your Team

### Recruiting Your Team

#### Promotional Materials:

- Posters: Hang up posters around your church or campus. Include where the trip will be, dates for an informational meeting, and your contact information
- Bulletin/Newsletter: Post a blurb in the weekly bulletin with the same information listed above.
- Email: Send a targeted email to potential group members

#### Word of Mouth:

- Word of Mouth: Organize a team of 1-2 leaders who will help recruit! These can be parents, students, supervisors, or other adult leaders interested in serving to prepare for the trip or on the trip.

### Hold an Informational Meeting

#### Advertise for the Meeting:

- Make an announcement during a church service or via email to co-workers (at least 1-2 weeks in advance).
- Advertise towards appropriate age. Is this a family trip? Youth trip? For all ages?
- Post information in your church bulletin/company newsletter or website about the informational meeting. Include our website, [www.warmnc.org](http://www.warmnc.org) to direct them to other great tools and testimonies to look into.
- Create a Facebook event or group for the trip.
- Create a list of potential participants to personally invite:
  - Your pastor/other pastors at your church or your boss/supervisor at your work
  - Anyone who has participated with WARM before
  - New members
  - Youth group members
  - Work team members

#### At the Meeting:

- Welcome/Who is WARM/Where are we going?
  - Show a video <https://www.youtube.com/watch?v=4ttukewdzDA&t=19s> or from our Volunteer page <https://www.warmnc.org/volunteer>
  - Collect questions and let us know if you need help answering them
- Signup sheet: Have one ready for each person, and ask for
  - First and Last name
  - Email address
  - Phone number
  - Any construction-related gifts (carpentry, plumbing, electrical, painting? What kind of projects have they done in the past?)
- Set a due date for individual payments



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## First Mission Team Meeting Agenda

(Led by Team Leaders before arrival)

- Open with prayer
- If necessary, have each person introduce themselves
- Share with the group WARM's mission and the "WARM Fuzzy" in the Mission Team Packet
- Divide yourselves into teams of approximately 8 people, including at least 2 chaperones (21 and older)
  - The number in each group may depend upon your transportation as one vehicle is needed per team
  - Try to put people with others they don't know well
- Assign an adult crew leader for each group to serve as the point of contact
- In the smaller teams
  - Play a short game
  - Let each person discuss their expectations and fears about the trip
  - Let each person list their mission and construction/repair experience
- Review all other documents in Mission Team Packet
- **Direct EVERY group member age 18 and over to Sign-Up to Volunteer via the WARMnc.org website**
- Distribute WARM's Parental Consent Form to **EVERY** group member under 18 years of age. Note that a parental signature is required.
- If the team members have little or no experience, set a date for mission trip training to build landings together (See Landing - Mission Trip Training and contact our office with any questions) [add park bench, picnic table]
- Set a date for 2nd mission team meeting one month before your mission trip
- Close with prayer



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## Sample Schedule for the Week

### DAY 1 (Arrival day - Sunday):

7:00 PM Meet with WARM Construction Manager at lodging facility to review projects (if your team will be split into multiple groups).

### DAY 2 (1<sup>st</sup> workday - Monday):

7:30 AM Breakfast  
8:10 Depart for rebuild site(s)  
9:00 Arrive on rebuild site. Meet Construction Coordinator. Check-in. Go over the scope of work.  
10:30 Water Break  
12:00 PM Lunch  
2:30 Clean-up/Water Break  
3:00 Depart to lodging

### DAY 3-5 (Tuesday – Thursday):

7:30 AM Breakfast  
8:10 Depart for rebuild site(s)  
9:00 Arrive on rebuild site. Check-in. Continue work.  
10:30 Water Break  
12:00 PM Lunch  
2:30 Clean-up/Water Break  
3:00 Depart to lodging

### DAY 6 (free day - Friday):

WARM schedules rebuilds Monday through Thursday from 9 AM to 3 PM. If you are inclined to have a free day, we ask that you do so on Friday.

WARM homeowners and staff are so appreciative of your hard work throughout the week! Please take advantage of the beach or other wonderful activities in our area. Please see “Activities to do When Visiting Wilmington” at the end of this packet.

### DAY 7 (Departure Day - Saturday)

Contact Sadie Frye, Volunteer Coordinator, to discuss alternate scheduling possibilities.



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## Scope of Work (sample)

**Address:** 111 Anywhere Road

**City:** Wilmington

**Phone#:** 910-444-4444

**Special Circumstances:**

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**Interviewer:** Fred Smith

**Repair Assessor:** Tom Burns

**Project Number:** 927

Replace the front door with a 4x4 landing and steps as per WARM's guidelines.

Replace side doorsteps with a 4x4 landing and steps using WARM's guidelines.

Repair subfloor in bathroom. Replace the toilet with a new ADA unit. Replace 24" vanity with a new cabinet, top and faucet. Install new tile floor. Use WARM's guidelines for floor repairs.

Install underground wiring from the panel box to well pump house and include service outlet inside the pump house.

Upgrade fuse box to accommodate new well pump wiring.

Plumbing drain issues under the house.

Install wheelchair ramp from front door to driveway.



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## LODGING

### **NEW HANOVER COUNTY REBUILDS:**

Alice Sisson Ministry Center  
1516 Market St.  
Wilmington, NC  
910.681.0414  
[www.sissonhouse.org](http://www.sissonhouse.org)  
Occupancy: 22

Cameron Hall (First Pres.)  
207 S. Third St.  
Wilmington, NC  
910.762.6688  
[www.firstonthird.org](http://www.firstonthird.org)  
Occupancy: 75

First Baptist Church Activity Center  
1939 Independence Blvd.  
Wilmington, NC  
910.799.7564  
[www.fbcwilmington.org](http://www.fbcwilmington.org)  
Occupancy: 100

First Baptist Church Downtown  
411 Market St.  
Wilmington, NC  
910.763.2471  
[www.fbcwilmington.org](http://www.fbcwilmington.org)  
Occupancy: 40

First Christian Church  
2035 Oleander Drive  
Wilmington, NC  
910.762.1389  
[www.fccilm.org](http://www.fccilm.org)  
Occupancy: 10

The Faith Center  
601 S. Ft. Fisher Blvd.  
Kure Beach, NC  
910.458.0783  
[www.agapekurebeach.org](http://www.agapekurebeach.org)  
Occupancy: 48

Harbor UMC  
4853 Masonboro Loop Rd.  
Wilmington, NC  
910.452.7202  
[terri@harboronline.org](mailto:terri@harboronline.org) (preferred method)  
[www.harboronline.org](http://www.harboronline.org)  
Occupancy: 75-100

Kure Beach First Baptist  
208 6th Ave. S  
Kure Beach, NC  
910.458.5074  
[www.kurebeachfbc.com/kfbc-retreat-center/](http://www.kurebeachfbc.com/kfbc-retreat-center/)  
Occupancy: 40

Matthew House  
2 West Fayetteville St.  
Wrightsville Beach  
910.256.2819 ext. 100  
[www.littlechapel.org](http://www.littlechapel.org)  
Occupancy: 18

Sea Gate Baptist Church  
6115 Oleander Drive  
Wilmington, NC  
910.791.8943  
<https://seagatebc.org/>  
Occupancy: 100



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Trinity UMC Family Life Center  
4008 S. College Rd.  
Wilmington, NC  
910.762.3316  
www.trinitynow.net  
Occupancy: 25

UNCW  
601 S College Road  
Wilmington, NC  
910.763.1389  
www.uncw.edu  
Occupancy: At least 50 - No maximum  
\*Summer months only

Wrightsboro UMC  
3300 N Kerr Avenue  
Wilmington, NC  
910.762.2583  
www.wrightsbroumc.org  
Occupancy: 20

## **PENDER COUNTY REBUILDS:**

Camp Kirkwood  
2015 Camp Kirkwood Rd.  
Watha, NC  
336.409.7938  
www.campkirkwoodnc.org  
Occupancy: 112

Jordan's Chapel UMC  
4670 Stag Park Rd.  
Burgaw, NC 28425  
888.440.9167  
twig@nccumc.org  
Occupancy 40

Salt and Light Christian Center  
2006 Wicker Street  
N. Topsail Island, NC  
910.328.9760  
www.saltandlightchristian.com  
Occupancy: 128

White Lake Christian Camp and Retreat  
Center  
1930 White Lake Dr.  
White Lake, NC  
252.413.280  
www.whitelakechristiancamp.com  
Occupancy: 65

## **BRUNSWICK COUNTY REBUILDS:**

SC FFA Leadership Camp  
1069 FFA Circle Drive  
N. Myrtle Beach, SC  
843.249.6104  
<https://www.clemson.edu/extension/scaged/camp/facility.html>  
Occupancy: 200+

Soldier Bay Baptist Church  
3905 Whiteville Road NW  
Ash, NC  
910.287.3425  
<https://soldierbay.org/>  
Occupancy: 40

St. James AME Zion Church  
407 E. West St.  
Southport, NC  
984.365.9084  
Occupancy: 12



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## **BLADEN COUNTY REBUILDS:**

Bladen County Emergency Services Training

Facility

5853 US-701

Elizabethtown, NC 28337

910-862-6761

Occupancy: 50-60



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## Activities to do when visiting Wilmington

### 2020 Downtown Sundown Concert Series

Free live music every Friday night on the riverfront in downtown Wilmington.

<http://www.wilmingtondowntown.com/events/downtownsundown>

### Airlie Gardens

Take a walk in the Garden  
300 Airlie Road  
Wilmington NC 28403

<http://airliegardens.org/>

### Axes & Allies

Axe Throwing  
1122 South 3<sup>rd</sup> Street  
Wilmington NC 28401

910.833.5863

<https://axesandalliesnc.com/>

### Battleship North Carolina

Tour the WWII Battleship  
1 Battleship Rd NE  
Wilmington, NC 28401

Phone: 910.251.5797

<http://www.battleshipnc.com/>

### Battle House Laser Tag

1817 Hall Drive  
Wilmington, NC 28405

Phone: 910.833.1110

<http://www.battlehouseilm.com/>

### Cardinal Lanes Beach Bowl

Bowling  
7026 Market Street  
Wilmington, NC 28411

Phone: 910.686.4223

<http://www.cardinalbeachbowl.com/>

### Carolina Beach Boardwalk

Free Fireworks on Thursday Nights during Summer

Carolina Beach Ave S.

Carolina Beach, NC 28428

<https://www.carolinabeach.com/events.html>

### Cape Fear Escape Room

5747 Oleander Drive  
Wilmington, NC 28403

Phone: 910.769.4926

<http://www.capefearescaperoom.com/>

### Cape Fear Museum

814 Market Street  
Wilmington, NC 28401

Phone 910.798.4370

<http://www.capefearmuseum.com/>

### Cape Fear River Boats

#### Scenic cruises

101 S Water Street  
Wilmington, NC 28401

Phone: 910.343.1611

<https://cfrboats.com/>

### Coastal Horizons Outdoor Adventure Program

Phone: 910.392.7306

<https://www.coastalpreventionresources.org/adventure/>

### Cotton Exchange

Shopping, Dining  
321 N. Front Street  
Wilmington, NC 28401

Phone 910.343.9896

<http://www.shopcottonexchange.com/>

### DefyGravity

Trampoline Park  
6431 Market Street,  
Wilmington, NC 28405

Phone 910.444.1002

<http://www.defygravity.us/wilmington/>



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## Downtown Wilmington

<http://www.wilmingtondowntown.com/go/riverwalk>

## The Exit Games

Escape Rooms  
2 N Front Street Fl 2  
Wilmington, NC 28401  
Phone 910.833.5881  
<https://www.theexitgames.com/>

## Flip N Fly

Trampoline Park  
830 Inspiration Drive  
Wilmington, NC 28405  
Phone 910.679.5050  
<https://flipnfly.com/>

## Fort Fisher Aquarium & Historic Site

1610 Ft. Fisher Blvd  
South Kure Beach, NC 28449  
Phone: 910.772.0500  
<http://www.ncaquariums.com/fort-fisher>  
<http://www.nchistoricsites.org/fisher/fisher.htm>

## Greenfield Lake Amphitheater

Park and Amphitheater  
1941 Amphitheater Dr.  
Wilmington, NC 28401  
Phone: 910.343.3614  
<http://greenfieldlakeamphitheater.com/>

## Haunted Wilmington

Ghost Walk, Hollywood Walk  
8 Market Street  
Wilmington, NC 28401  
Phone: 910.794.1866  
<https://www.hauntedwilmington.com/home.html>

## Jungle Rapids

Water Park, Go-Karts, Laser Tag, etc.  
5320 Oleander Drive, Wilmington NC  
28403  
Phone 910.791.0666  
<http://www.junglerapids.com/>

## The Karen Beasley Sea Turtle Rescue and Rehabilitation Center

302 Tortuga Lane  
Surf City, NC 28445  
Phone: 910.329.0222  
<http://www.seaturtlehospital.org/>

## New Hanover County Arboretum

Tour the garden. Open daily. Free admission.  
6206 Oleander Drive  
Wilmington, NC 28403  
Phone 910-798-7660  
<http://arboretum.nhcgov.com/>

## Mahanaim Adventures

Kayaking, Canoeing, Backpacking  
Phone: 910.256.5131  
[www.mahanaimadventures.com](http://www.mahanaimadventures.com)

## Mayfaire Town Center

Shopping, Dining, Entertainment  
6835 Conservation Way  
Wilmington, NC 28405  
Phone: 910.256.5131  
<http://www.mayfairetown.com/>

## Museum of the Bizarre

201 S Water Street  
Wilmington, NC 28401  
Phone: 910.399.2641  
<https://www.museumbizarre.com/>



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## Poplar Grove Plantation

Historic peanut plantation  
10200 US Highway 17 N.  
Wilmington, NC 28411  
Phone 910.686.9518  
<http://www.poplargrove.org/>

## Regal Mayfaire Stadium 16 & IMAX

900 Town Center Dr,  
Wilmington, NC 28405  
Phone: 1.844.462.7342 ext.4021

## Shalotte River Swamp Park

Amusement Park, Ziplining, Boat Tours  
5550 Watts Road SW  
Ocean Isle, NC 28469  
Phone: 910.687.6100  
<https://www.shalotteriverswamppark.com/>

## Stadium Batting Cages

5570 Oleander Drive  
Wilmington, NC 28403  
Phone: 910.791.9660

## Stone Theatres – The Pointe 14

2223 Blockbuster Road  
Wilmington, NC 28412  
Phone: 910.795.4105  
<https://www.stonetheatres.com/>

## Tregembo Animal Park

Zoo  
5811 Carolina Beach Road  
Wilmington, NC 28412  
Phone: 910.392.3604  
<http://www.tregemboanimalpark.com/>

## The Wilmington Icehouse

Ice Skate Rink  
7201 Ogden Business Ln  
Wilmington, NC 28411  
Phone: 910.686.1987  
<http://wilmingtonice.com/>

## Wilmington Railroad Museum

505 Nutt Street  
Wilmington, NC 28401  
Phone: 910.763.2634  
<http://www.wrrm.org/>

## Wilmington Riverwalk

Walk the boardwalk  
<https://www.wilmington-nc.com/wilmington-riverwalk.html>

## Wilmington Sharks Baseball at Buck Hardy Field

2149 Carolina Beach Road  
Wilmington, NC 28401  
<https://www.wilmingtonsharks.com/landing/index>

## WhatsOnWilmington.com

Event Calendar  
<http://www.whatsonwilmington.com/>

## Wrightsville SUP

Paddleboarding, Kayaking, Sailing,  
Biking  
96 W Salisbury Street  
Wrightsville Beach, NC 28480  
Phone: 910.378.9283  
<https://www.wrightsvillesup.com/>

## Other resources

Youth groups games, ice breaker  
games, etc.  
<http://youthgroupgames.com.au/>

## Beaches near Wilmington

[www.wilmingtonandbeaches.com](http://www.wilmingtonandbeaches.com)  
**Wrightsville Beach**  
[www.visitwrightsvillebeachnc.com](http://www.visitwrightsvillebeachnc.com)  
**Carolina Beach**  
[www.visitcarolinabeachnc.com](http://www.visitcarolinabeachnc.com)



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## Executive Summary

Thank you for choosing to serve with Wilmington Area Rebuilding Ministry, Inc. (WARM)!

Mission teams of youth ages 14 and over (or rising freshman) and adults flock to the Cape Fear Region every summer to make homes safer while enjoying the area's beautiful beaches and other attractions.

Prior construction experience is helpful but NOT necessary. Our compassionate and patient construction professionals enjoy training youth and adults who have not done this work before.

Our staff carefully reviews all applications for services in order to select those in need and to choose a project that is safe and may be completed during the team's scheduled workdays. Materials and tools are provided and delivered to your site.

Stay in beautiful Wrightsville Beach or Historic Downtown Wilmington while volunteering with WARM! Please see Page 29 of the Mission Team Packet for lodging facilities provided by our partners. This list is provided to you as a courtesy; arrangements must be made directly with the facility.

Please keep in mind that any children under the age of 14 (or a rising freshmen) must have their parent accompany them to a WARM site and will not be allowed to use power tools.

If you have any questions leading up to your mission trip, please feel free to call our office at (910) 399-7563 or email our Volunteer Coordinator, Lindsay Miles, at [lindsaymiles@warmnc.org](mailto:lindsaymiles@warmnc.org).

We look forward to serving alongside you and sharing in your fellowship!





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## Second Mission Team Meeting Agenda

(Led by Team Leaders prior to arrival)

- Open with prayer
- If necessary, have each person introduce themselves
- Share with the group WARM's Philosophy (p. 5 in Part 2 of the Mission Team Packet)
- Divide yourselves into the same teams of approximately 8 people, including at least 2 chaperones (21 and older) from your Mission Team Orientation Meeting
  - The number in each group may depend upon your transportation as one vehicle is needed per team. Try to put people with others they don't know well
- Assign an adult crew leader for each group to serve as the point of contact
- Assign each member a specific job description for each day of the rebuild (see Suggested Roles for WARM Mission Team)
- In the smaller teams
  - Play a short game. Have each crew leader facilitate a discussion using the questions found on p.7 of the Mission Team Packet
- Review the **GENERIC** scope of work sent by WARM
- **CAREFULLY** and **THOROUGHLY** review the Basic Safety Rules sent by WARM
- Direct **EVERY** group member age 18 and over to Complete the WARM Volunteer Bio online
- Acquire WARM's Parental Consent Form for **EVERY** group member under 18 years of age. Note that parental signature is required. (forms DUE to WARM 2 weeks prior to your trip)
- Prepare team members to be sensitive to the living conditions and personal situations of others, for example:
  - *We unite people of compassion to rebuild homes and restore hope for our low-income neighbors.*
  - *We take pride in being respectful of each individual and household's uniqueness.*
  - *We reserve judgment and abstain from expressing our opinions to the homeowners.*
  - *We acknowledge that some homeowners might feel overwhelmed or anxious as it is their personal space that is being repaired.*
- Set a date for a follow-up meeting a week or two after the mission trip when team members can reflect on their experience, share pictures, etc.
- Close with prayer



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### How to Have a Positive Experience and Make an Impact as a WARM Volunteer

Thank you for your commitment to helping low-income homeowners in our community live safely in the homes they work so hard to hold on to.

WARM unites people of compassion to rebuild homes and restore hope for our low-income neighbors. In 2019 alone, volunteers dedicated over 30,000 hours of their time to helping homeowners in New Hanover, Pender and Brunswick Counties. While doing so, they not only gave their time, they established lasting relationships with the homeowners, other volunteers, and WARM staff.

At WARM, we follow strict guidelines and policies to ensure that we provide the best possible service to families in need. This is also a best practice in protecting those we serve, our volunteers, and WARM staff. We have provided material within the Mission Team Packet that explains our guidelines and policies.

We are a non-judgmental group of passionate team members that care about our community. It is important to avoid imposing our values on those we serve, but instead use this opportunity to learn from others. This is a time to remember to be respectful of each individual and understand that every household is unique, reserving judgment and abstaining from expressing our opinions to the homeowners. We do not make remarks on the general condition of the household and its surroundings. Likewise, we do not make comments about any race, class, or category of people.



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We acknowledge that some homeowners might feel overwhelmed or anxious as it is their personal space that is being repaired. We want to remember that each

person has a unique personality and has a particular set of values, communication styles, and priorities. With this said, each homeowner will have their own way of expressing gratitude or even communicating with volunteers.

We understand that some of our beneficiaries are experiencing circumstances that go beyond what the eye can see. Death in the family, illnesses, depression and financial struggles are just a few examples of the challenges our homeowners face. For example, a WARM Mission Team spent a few days helping a homeowner in need who lives in Pender County. While they were there, they noticed that the woman's adult son was laying in his bed all day. A comment was made about this and someone inquired as to why he was not helping. To them, he appeared to be an able-bodied young man. In reality, he had been diagnosed with cancer and was undergoing chemotherapy treatments.

We operate under the assumption and expectation that our representatives and volunteers believe in the right of everyone to be treated with kindness and respect.

In all of our activities, we do not discriminate based on race, gender, sex, religious beliefs, familial status, nationality, ethnicity, sexual orientation, gender identity, disability, age, veteran status or any other category protected by law.



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Volunteers are encouraged to have an open line of communication with staff regarding their experience with WARM. We can be reached via email at [info@warmnc.org](mailto:info@warmnc.org) or by calling our office at (910) 399-7563. Please consider taking our volunteer survey at the end of your experience.

Most of all, open your mind and your hearts. We appreciate you taking the time to volunteer with WARM. You will truly make a positive change in the lives of others.



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## WARM Philosophy Discussion Questions



These questions are designed to address topics that may arise within your group while volunteering with WARM. In order to be prepared, we suggest you discuss the following questions:

How do I react when I enter a home and the person looks different than me?

How do I react when I get to a person's home and the yard has trash everywhere?

How do I react when I know someone is sick?

How do I react when the home I am working in is dirty and/or has a strong odor?

How do I react when a homeowner and/or family does not seem grateful?

How do I react if a homeowner's beliefs do not align with my own?

How do I react if the homeowner has pets that are not treated as I think they should be?



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## Suggested Items to Bring for a WARM Mission Trip

### TOOLS (OPTIONAL)

- TAPE MEASURES
- HAMMERS
- SCREWDRIVERS OF VARYING SIZES
- SPEED SQUARES
- HAND SAW
- UTILITY KNIVES
- CIRCULAR SAW
- CORDLESS DRILL
- SAWHORSES
- EXTENSION CORDS
- STEP LADDER
- JIG SAW
- MITER BOX

### OTHER

- PENCILS
- TOOL BELT OR NAIL APRON
- SNACKS (NOTHING THAT WILL MELT!)
- COOLER WITH WATER
- FIRST AID KIT
- CAMERA
- RADIO/SPEAKER
- DEVOTIONAL MATERIALS AND GAMES
- SUNBLOCK

### CLOTHING

- LONG PANTS (RECOMMENDED) OR LONG SHORTS
- CLOSED TOED SHOES (BOOTS OR ATHLETIC SHOES)
- SAFETY GOGGLES/SUNGLASSES
- CONSTRUCTION GLOVES
- HAT



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## Suggested Roles for WARM Mission Teams

*(Adapted, used with permission from Trinity Evangelical Lutheran Church in Rocky Point, NY)*

### **Organizer (one per entire mission team)**

- Before arrival, serve as the point of contact with WARM
- Make sure all important information is communicated to everyone on your team
- Keep track of all team members whereabouts during the mission
- Make sure driver has the right directions and follows them to the mission and then to the site
- Facilitate communication among group leaders and between leaders and team members

### **Administrator (may be the same person as Organizer for smaller mission teams)**

- Gather and record all contact information
- Make sure everyone signs up to volunteer via the WARMnc.org website
- Make sure everyone fills out all forms completely and collect them
- Keep track of all financial matters, including expenditures and receipts
- Assist organizer as needed

### **Devotion Leader (one per rebuild site)**

- Prepare daily devotionals (and schedule others to do so)
- Make sure all necessary devotional materials and preparations are in place for the mission
- Gather all teammates together for devotions
- Lead the team in harmony with the larger group or individually as necessary
- Be prepared to pray for the group, lead the group in prayer or designate a volunteer
- Help with the conduct of daily worship as leader or reader, or prayer
- Be available to respond to the spiritual needs of your teammates as necessary

### **Construction Leader (one per rebuild site)**

- Interface with WARM leadership to gain clear understanding of job site expectations/goals
- Review safety information
- Teach proper safety practices, ladder, tools, electric, demolition, roof, etc.
- Assess team member skill and experience levels
- Match team members with appropriate tasks
- Guide/teach any skills/approaches necessary

### **Break Maker (one per rebuild site)**

- Find out special dietary preferences and restrictions needs of teammates
- Make preparations for onsite lunches and snacks
- Work with other break makers to plan breakfasts and dinners; determine the most appropriate preparations and necessary equipment

### **Photographer (one per rebuild site)**



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- Bring a high-resolution camera onto the rebuild site and keep it handy all day
- Take at least one group photo and one with the homeowner
- Take photos of people working – try to get their faces, not just the backs of their heads
- Take candid as well as posed photos
- Post pictures on social media with #warmnc
  - [www.facebook.com/WARM.Wilmington](http://www.facebook.com/WARM.Wilmington)
  - [www.PhotoBucket.com](http://www.PhotoBucket.com) – login: WARMnc password: repair (create a new album with your team’s name)

## Cheerleader (one per rebuild site)

- Brainstorm with other cheerleaders to consider activities for entire mission team
- Share thoughts and ideas of how to keep team members enthused during the work day
- Consider a daily plan: morning, noon, afternoon cheerleading efforts
- Develop games and other fun ways to bring joy to the team and the work day experience
- Prepare and bring all props and materials
- Lead your team in fun morning exercise to wake up and invigorate
- Be the bringer of good cheer to your team’s workday experience
- Listen to anyone who might be sad or upset. Try to help, if appropriate
- Make special presentations, such as photos from each site in the evenings

## Tool Meister (one per rebuild site)

- Interface with Construction Leader to determine what tools and equipment are necessary for the completion of daily tasks
- Make sure everything expected is available when needed
- Keep track of all tools and where they came from
- Distribute safety equipment and tools as necessary each morning
- Be responsible for proper storage of tools overnight
- Interface with WARM leadership to get any necessary materials and tools each evening for the following day



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## Basic Safety Rules for WARM Rebuilds

- **ALWAYS WEAR EYE PROTECTION**
- Wear the **RIGHT SAFETY EQUIPMENT** for the job, and dress appropriately. If you're not sure, ask.
- Use tools that are the **RIGHT SIZE & RIGHT TYPE** for your job.
- Follow the correct procedure for using **EVERY** tool. If you're not sure, ask.
- Handle **SHARP-EDGED** and **POINTED TOOLS** with **CARE**.
- **SECURE** all small work & short work with a vise or clamp.
- **NEVER** carry tools in your pockets.
- **AFTER USING A TOOL** — **CLEAN** it and **RETURN** it to its proper storage place.
- If you see anything broken or malfunctioning — report it at once, do not use it.
- If you see any unsafe conditions — report it at once.
- Do not use tools for anything they are not meant for.
- Cut **AWAY** from yourself when you use knives and other sharp tools.
- Keep the worksite **CLEAN** and **ORDERLY** at **ALL TIMES**.
- Report all injuries to your crew leader at once, no matter how minor, and seek first aid treatment if necessary.
- Use power tools **ONLY** when authorized.
- **NO** horseplay. Avoid distracting others.



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## Lead-Based Paint Procedures

Many of WARM's homes were built prior to 1978 (the year lead-based paint was outlawed) and may contain lead-based paint. WARM is exempt from legislation requiring paid contractors to follow certain guidelines when disturbing surfaces painted with lead-based paint. However, safety is our primary concern. Therefore, WARM has established the following procedures to protect our homeowners and volunteers from exposure to lead-based paint hazards.

**1. Identification.** As part of the assessment process for homes in need of work that will require paint disturbance (such as scraping, window replacement, and demolition), homeowner will provide documentation of the year the home was built.

- a. If documentation shows the home was constructed after 1978, no action will be taken.
- b. If documentation shows the home was constructed prior to 1978 or no documentation is presented, WARM personnel will test the paint to determine if lead is present. If lead is present, the following procedures will be adhered to by WARM personnel.

**2. Personal Protection.** All volunteers engaging in activities that will require paint disturbance will be asked to wear the following protective gear:

- a. N95 or N100 dust mask, provided by WARM
- b. Disposable latex/rubber gloves, provided by WARM
- c. Safety goggles or glasses,
- d. Hat, preferably with a brim

**3. Environmental Protection.** WARM personnel will ensure the following tasks are completed in area of paint disturbance.

- a. Prior to beginning work, a plastic sheeting will be laid beneath work area and 6 feet in all directions from location of paint disturbance.
- b. Painted surface to be disturbed will be misted with water to reduce dust.
- c. If area is inside the home, close doors to adjoining rooms to contain dust and close vents.
- d. If area is outside the home, cover plants and close windows. Avoid working in high winds.

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- e. After work is complete, plastic sheeting will be rolled up and taped with paint chips inside.
- f. Wipe down surfaces with a wet, disposable rag to collect dust.
- g. Sheeting with paint chips, rags used for wipe down, and used protective gear will be disposed of as required by local municipality.

#### 4. Other Precautions.

- a. Keep food and beverages out of area. Before eating or drinking, leave work area, take off protective gear, and wash hands and face.
- b. Remove furniture from work area or cover with plastic sheeting.
- c. Wipe shoes with rag on plastic sheeting before leaving work area.
- d. Clean tools at the end of each day.



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## Wilmington Area Rebuilding Ministry, Inc.

### Summary of Youth Protection Policy

**The summary below is meant to provide a quick reference for planning your rebuild event, not to serve as a substitute for reading the entire policy.**

#### Age limits and Chaperones

To set the stage for a meaningful and productive service experience, WARM has adopted the following policies:

- In order to participate on a WARM rebuild, persons must be age 14 or older. An exception can be made in the case of a 13 year old graduate of middle school (rising high school freshman).
- Anyone under the age of 14 (or not yet a rising high school freshman) must be under supervision of a parent or legal guardian at all times on a WARM rebuild.
- Chaperones must be 21 years or older and pass a criminal background check. The mission team bringing the chaperone is responsible for conducting the background check.
- The youth to chaperone ratio must be no greater than 6:1. When broken into teams of about 8, there should be at least 2 chaperones per team.

#### Worksite Safety

Remember, volunteering with WARM means working on a construction site. Safety guidelines should be followed at all times. Complete safety guidelines will be provided to mission teams prior to arrival.

Please prepare the youth ahead of time to abide by the following behavioral guidelines:

- Closed toed shoes are required on the rebuild site
- No running, horseplay, bullying, hazing, or harassment
- Only use tools for construction purposes as instructed by crew leader
- No drugs, alcohol, tobacco, or firearms
- Use safety equipment as directed by crew leader
- Implement a buddy system; do not leave anyone alone on the worksite
- When broken into teams of about 8, there should be at least 2 chaperones and 1 vehicle per team

#### Documentation, Fees, & Reporting

- Send the registration form with a nonrefundable \$250 reservation fee to secure your date(s) by the designated due date.
- A Parental Consent Form must be completed for each youth participant and submitted to WARM at least two weeks before first rebuild date.
- Please report any accidents to the crew leader or WARM office.
- Please report any suspected child abuse in the home to the WARM office.