

WORK AND WITNESS INFORMATION

**The mission of
Native American Christian Academy
is to educate
and disciple
students
for Christ.**

“Unless the Lord builds the house, they labor in vain who build it; unless the Lord guards the city, the watchman keeps awake in vain.” Psalm 127:1

NATIVE AMERICAN CHRISTIAN ACADEMY

Attn: Erica Miller

P.O. Box 4013

8450 South Sun Valley Road. Sun Valley, AZ 86029-4013

(928) 524-6211

Fax (928) 524-3230

E-mail: Work-n-Witness1@naca-az.org

Introduction

Thank you for your interest in the Native American Christian Academy (NACA) Work and Witness ministry. We look forward to assisting you in organizing your Work and Witness trip. Without Work & Witness, Native American Christian Academy could not fulfill the calling which God has placed on our heart. You are truly part of the ministry.

Work & Witness Focus Statement

NATIVE AMERICAN CHRISTIAN ACADEMY is an ideal place for a Mission Trip. This setting in the desert highlights an area of unique needs and is located in the middle of Arizona Canyon Lands.

The Work & Witness program presents several areas of ministry. Our focus is to keep the campus and buildings in good repair and to improve the facilities when possible. We provide an opportunity for individuals and teams to be involved in the mission of the school and be a part of God's plan. We also provide opportunities for interaction in school activities with students and staff.

Work & Witness offers an exciting experience with blessings to those who participate in building God's kingdom!

The following pages have been compiled to assist you in your planning for a productive project and a memorable spiritual experience. Please read this handbook and supply information as requested.

Please contact us if we can assist you in any way.

In Christ's Service,

Erica Miller
Work and Witness Coordinator
NATIVE AMERICAN CHRISTIAN ACADEMY

Table of Contents

Costs at NACA.....	4
Housing	4
Food	4
Food Allergy Disclaimer.....	4
Transportation	5
Travel.....	6
Team Leader information	6
Organization/Time Table	6
Communication	7
Native American Christian Academy Information	
General	
Location	8
Climate	8
Sightseeing	8
Campus Life	8
Guidelines	9
Communication	9
Project	
Coordination	10
Selection	10
Kitchen Assistance.....	10
Finance	
Insurance	11
All Groups.....	11
Groups' Money handling.....	11
Work and Witness Policy and Guidelines	12
Groups from Nazarene Churches.....	12
Appendix.....	14
Forms.....	17

Costs at NACA

Individuals, Faith based organizations, a local church, a district, or a combination of one or more of the listed entities fund Work & Witness projects.

Flat Rate Fee

We as a team at NACA have made the decision to move toward a flat rate fee for Work and Witness teams who come here to serve with us in our ministry. **If you are providing your own transportation the fee for projects, lodging, and food is \$350 per person. If NACA is providing transportation for your team the price will be \$395 per person.** On average if you have a group of 16 people this will save your group up to \$400. We want to be good stewards of the money God has given to you, and us, and we feel that this is one of the ways we can accomplish this goal.

Housing

Our W&W dorm houses 12 males and 14 females. We provide towels, bed linens, plus laundry and kitchen facilities. We have two rooms with full size beds to accommodate a couple. Total we can house 30 members on a team. We have showers and modern toilet facilities. We have facilities for a few RV hookups. Arrangements for RV spaces should be made in advance as they may already be occupied.

Food

Most W&W teams choose to eat in the Dining Hall with our staff and students. The Dining Hall is self-bussed cafeteria style. Dorms or classes have scheduled seating. W&W teams will also have assigned seating and specified meal times. Teams may elect to prepare their own meals in the W&W dorm. Markets are available in Holbrook. There are no refunds for meals that have been scheduled and were not eaten, because the food has been purchased prior to the team's arrival. Every other Friday the Dining Hall is closed. Teams will need to plan on meals in the dorm if they are on campus that day. (Coordinator will let team leader know if the Dining Hall will be closed on Friday.)

Food Allergy Disclaimer

Native American Christian Academy dining staff make every effort to identify ingredients that may cause allergic reactions for those individuals with food allergies. Effort is made to instruct our food production staff on the severity of food allergies. Because of the number of meals served and the number of items used each day, along with food product changes from our food vendors, it cannot be guaranteed that every allergen in the food served will be identified and labeled. The possibility that manufacturers of the commercial foods we use could change the formulation at any time, without notice also exists. Persons concerned with food allergies must be aware of this risk. Native American Christian Academy cannot assume any liability for adverse reactions to food consumed, or items one may come in contact with while eating at any NACA dining times or snack time. Work and Witness persons with life threatening food allergies who may need to use an epi-pen should be carrying their own. NACA dining staff is NOT trained to administer epi-pens and CANNOT provide or administer them.

Please let the Work and Witness Coordinator know prior to arrival of any allergies you may have so we can prepare for you to the best of our ability.

Transportation

If you are flying into either Phoenix or Albuquerque, we ask that you rent a van to transport your team to Sun Valley. We have included some van rental suggestions below. Transportation from the Amtrak train station in Winslow can be arranged for pickup and delivery by NACA vehicles and staff.

After arrival at NACA, transportation will only be needed should you choose to leave campus. If the school vans are not in use, W&W teams may schedule them for sightseeing or other excursions.

Approximate Mileage (Round Trip)

Phoenix Airport - 400	Albuquerque Airport - 420
Winslow Train Station - 90	Hopi Villages - 120
Canyon de Chelly - 250	Grand Canyon - 400

Van Rental Information

Phoenix - Phoenix car rental Phone number- 8am-6pm- (602)-273-7354 from 6pm-8am (602)-904-3490

- Price for one 15 passenger van for one week - \$449 plus 20 percent tax
- Unlimited miles
- Located 2 miles from airport
- Shuttle to pick up driver from airport- cost 12 dollars
- No towing is allowed with these rental vans

Albuquerque – All Best Cars (ABC) Phone number- (505)-256-1169 email: abcautocenter@ymail.com

- Price for one 15 passenger van for one week - \$550 plus tax (in order to get this price you need to let NACA know you want to use this company, so NACA can let them know) This is a special price they offer to us.
- 150 miles a day, (Total of 1050 miles for the week) after that 25 cents per mile.
 - You should not need more than 1,000 miles total including your day of fun trip.
- Shuttle to pick up driver from airport- free of charge
- No towing with rental vans

NACA pick up from Amtrak Station in Winslow –

- Speak with Work and Witness Coordinator to arrange pick up and drop off times.

Age

We do ask that due to the nature of the work that we do here that the minimum age limit is 12 years of age. We have found that there is not consistent work that will match their ability level and attention span if they are younger than this. If there are children who are younger than 12 often an adult from the team ends up having to spend their time babysitting.

Travel

Travel arrangements should be made sufficiently in advance to allow shopping for low fares and convenient departure and arrival times. If traveling by air, the most convenient arrival points are Albuquerque, New Mexico and Phoenix, Arizona. Both are approximately 200 miles one way (four hour's drive) from Sun Valley. Albuquerque has a somewhat more convenient airport access, but Phoenix may have better rates. Flagstaff, Arizona (approximately 90 miles) has a small regional airport where fares tend to be more expensive, but it is much closer to the school than Phoenix or Albuquerque, which makes it more convenient if it is affordable. If traveling by rail, the arrival point is Winslow, Arizona (45 miles from Sun Valley). Greyhound stops in Holbrook, Arizona (8 miles from the campus). If traveling by charter bus or personal car, we are located half mile south of I-40 at exit 294 (Sun Valley Road). Communication of arrival and departure times with the NACA Work & Witness coordinator will assure that accommodations are available.

Team Leader Information

The team leader has the overall responsibility for the organization of the team, the safe and cost efficient transportation to and from NATIVE AMERICAN CHRISTIAN ACADEMY, and the communication with the NACA Work and Witness Coordinator.

Most teams stay a week. We usually schedule from Saturday arrival to Saturday return. We greatly appreciate your cooperation in accomplishing the tasks that will be most timely and beneficial for the school.

Organization/ Time Table

The team leader is responsible for organization of all aspects of the Work and Witness trip. Coordination of travel plans and collection of project funds is also the responsibility of the team leader. After your arrival at NACA, coordination of project assignment and campus visit details with the NACA coordinator will be the responsibility of the team leader or an appointed assistant. The on-campus team leader will make sure that team members are aware of all NACA rules and guidelines that pertain to team members while on the NACA campus. In the case of youth teams, the responsibility of maintaining proper conduct, proper attire, and contact with the students is the responsibility of the team leader.

It is the duty of the team leader to ascertain and compile a list of team member skills and limitations for coordination with the NACA W&W coordinator. Any physical or dietary limitations should be conveyed to the NACA coordinator as early in the planning process as possible, as it may not be possible for NACA to accommodate the limitations. However, we will make every effort to accommodate our guests.

The information in the Coordination Worksheet (attached) should be forwarded to the NACA coordinator as soon as it can be compiled. This information is vital to our planning process.

Time Table

Step 1:

Talk with Work and Witness Coordinator and set up a date that is available and works for your team.

Step 2:

Within two weeks of setting the date, the team leader should have a team meeting to make sure the date works for the team. **Send the contract with the \$50 non-refundable deposit** to the Work and Witness coordinator to confirm the date you scheduled.

Step 3:

Six months out from your time of arrival the first \$150 per person non-refundable deposit is due. You can send this through Nazarene Headquarters (we need time for the money to get through Nazarene Headquarters if you are going through them with your money. We also need to know how much money we have for your team so that we can plan accordingly for purchasing supplies.) This would also be the time to confirm the final number of people who are coming on your team.

Step 4:

Three months out from the time of your arrival the final \$200 per person non-refundable deposit is due (\$245 if we are providing transportation). If you send it to headquarters **AFTER** this point we may not receive it in time. We also need all of the paperwork filled out, and insurance needs to be turned in to complete the planning for the projects your team will be doing.

Step 5:

Arrive on NACA campus with a servant's heart. We are looking forward to seeing you and being able to serve alongside of you.

Communication

Communication with the NACA Work & Witness Coordinator is paramount to having a safe, enjoyable and productive Work & Witness trip. We encourage members of the team to coordinate through the team leader to avoid confusion and maximize the flow of

information to the team members. If one person has a question, more than likely others have the same question but are reluctant to ask. Communication can be accomplished by phone, mail or E-mail. The address for the W&W Coordinator is as follows:

Erica Miller, P.O. Box 4013, Sun Valley, AZ 86029-4013

E-Mail: ericam@naca-az.org

Phone: (928) 524-6211 FAX: (928) 524-3230

Cell: (928) 313-0173

NATIVE AMERICAN CHRISTIAN ACADEMY Information

General

Location

NATIVE AMERICAN CHRISTIAN ACADEMY is located about eight miles east of Holbrook, Arizona, on Interstate 40. We are one half mile south of the Sun Valley Road exit (Exit 294). The elevation of Sun Valley is about 5,100 ft.

Climate

We have windy spring weather, which can be quite chilly or quite warm. June through September are the hottest months with daytime high temperatures sometimes near 100 degrees. Nighttime temperatures are generally cool, and the dorms are air-conditioned. July through September is known as the monsoon season, and afternoon showers are frequent. Before the monsoon season, summers are quite arid, and dehydration can be a serious problem. Though the sunshine is fabulous, sunburn, heat exhaustion, and heat stroke can be a problem. Hats, sunscreen and lots of water are in order. Late September, October and early November are a lovely time of the year, with cool nights and warm days. Late November through March can be very cold and windy, with daytime high temperatures in the mid-twenties to mid-thirties, and nighttime lows in the low teens.

Sightseeing

Northern Arizona is rich in western historical landmarks. Both Native American and Old West attractions are available. The Painted Desert, Petrified Forest, Grand Canyon, Canyon de Chelly, Sedona, Monument Valley, Meteor Crater, Hopi Villages and Navajo Reservation are all within automobile access of Sun Valley. Your travel agent or the Internet can supply specific information. Some information is available at NATIVE AMERICAN CHRISTIAN ACADEMY. Souvenir shops abound, and there is a Trading Post on campus. We will be happy to help you with recreation plans.

CAMPUS LIFE

NATIVE AMERICAN CHRISTIAN ACADEMY is a Christian institution and as such is a smoke and alcohol free environment. As a witness to our staff and students, please, **NO SMOKING OR DRINKING OF ALCOHOL ON OR NEAR THE CAMPUS.**

We try to provide a wholesome and uplifting environment for our staff, students and guests. Therefore, we ask that you comply with the campus guidelines as defined below:

GUIDELINES

Please do not wear any styles of clothing or jewelry that project a gang or gothic image, or that advertise products or activities that are not in keeping with a Christian atmosphere. They may be only style to you, but may project a detrimental image to our students.

NACA has **no facilities for your pet**. Please kindly make arrangements for the care of your pet at home during your time here. We thank you for your understanding.

Quiet Hours: **9:00 p.m. - 6:00 am (applies to campus and gym)**
Speed Limit: **5 mph at all times**

DRINKING WATER: DO NOT DRINK THE FAUCET WATER; it contains many minerals which affect the taste of the water. We have a Reverse Osmosis purifying system at the Dining Hall for drinking. It is okay to brush your teeth and shower using the faucet water.

Check In/Out Time

Due to the fact that often we have groups leaving and coming on the same day we ask that you observe the check in/check out times in order for us to be able to have the Vine Hall facilities ready for each group when they get here.

Check In Time: 2:30 pm

Check Out Time: 8:30 am

Dress Guidelines

Though it may be acceptable attire in the area you live, we ask that you abide by the following guidelines while on the Native American Christian Academy campus:

MODESTY IS THE KEY.

- **Women's Dress Code: No short shorts -- shorts should be knee length. No tank tops or low cut tops. (Please no yoga pants or under armour worn as outside pants – ok to wear underneath.)**
- **Men's Dress Code: No short shorts -- shorts should be knee length. Please wear shirts and t-shirts with sleeves.**
- **Shoes must be worn at all times while outside and in any public buildings on campus**

THANK YOU for respecting the dress guidelines of NACA.

Sunday Worship

You would probably be comfortable with your home church guidelines. Please don't wear short shorts and/or tank tops to church on the reservation.

Travel - Casual is appropriate as the day's travel takes one through scenic places.

COMMUNICATION

In case of emergency, team members can be reached by phone at (928) 524-6211. After business hours, please call W&W cell (928) 313-0173. During regular business hours, 8:00 am – 4:30 p.m., messages may be left at the NACA Administration Office, (928) 524-6211.

Project

Coordination

The NACA Work and Witness Coordinator will be available for consultation and assistance throughout your stay, but to avoid confusion, an onsite team leader should serve as the liaison with the NACA Work & Witness Coordinator. This person can assign tasks to the team members, oversee the project, and take care of communications and general organization of the team while on campus.

Selection

Your W&W project at NACA will depend on the skills of the team, the funds committed, the needs of the school, and the school schedules. Projects generally range from light remodel and painting to heavy construction. Less physically demanding projects can be designed for those with physical or skill limitations. You may also be asked to ease the load on our staff by helping with normal campus tasks such as clothing store, cleaning, organizing, or Box Top preparation.

Kitchen Assistance

Assisting in the Kitchen is part of a Team's ministry at NACA. Due to the extra people of a team and a limited kitchen staff, it is very helpful and necessary for the team to assist with serving meals, clean up, doing dishes, sweeping and mopping floors. At this point in time our Kitchen has asked that only two individuals on the team help with serving the meals for the whole week. If you would like you can split up the duty of wiping the tables down after each meal and mopping the floor in the evenings. **Thank you for being involved in this important ministry/service for students, staff and teams!**

Team Skills Form

Please fill out the Team Skills Form (attached) and return to the NACA Coordinator when you have compiled the information. We would like the information **at least a month before** your Team's arrival. Thank You.

Finance

WORK & WITNESS POLICY AND GUIDELINES

Groups in general

For Non-Nazarene Churches project monies can be sent directly to the school. Make the check payable to, *Native American Christian Academy*, and send it to

**NATIVE AMERICAN CHRISTIAN ACADEMY,
P.O. Box 4013, Sun Valley, AZ 86029-4013**

For Your Information - Each Team Member must have personal insurance coverage. Each W&W team must be adequately insured. This is for the protection of the individual, the team, the field, the region and the General Church of the Nazarene.

For the protection of each participant, a minimal amount of insurance is required by the General Board of the Church of the Nazarene for anyone representing the Church of the Nazarene in the United States/Canada and all World Missions areas. The same coverage is required for whatever type ministry a team or individual is involved in (construction, evangelism, medical, etc.).

(According To Work & Witness Policy and Guidelines)

The cost is **\$1.25 per day** per person. This price includes the cost of the coverage required by the General Board of the Church of the Nazarene.

For Insurance Coverage, contact the Global Church of the Nazarene Work & Witness Office at (913)-577-0500, or internet web-site: [nazww@nazarene.org] at least 45 days prior to your teams departure.

Send insurance forms and money for insurance two weeks prior to trip.

A policy designed especially for short-term volunteers that meets the requirements of the General Board is available through the office of the International Coordinator of Work & Witness. The requirements are as follows:

- (a) Accident/Sickness with death benefit (coverage while not on the actual project site.)
- (b) Workers Compensation (coverage for injuries incurred while on the actual project site.)
NOTE: This coverage is for medical expenses as well as compensation for disabilities.
- (c) General Liability (protection for the General Board of the Church of the Nazarene)

WORK & WITNESS POLICY AND GUIDELINES

Groups from the Church of the Nazarene

1. Districts having paid a minimum of 90% of the General Budget are eligible to request a Work & Witness project. Local churches having paid all budgets for the past assembly year are eligible to request a Work & Witness project.

A local church, a district, or a combination of the two, will fund Work & Witness projects. It is very important in terms of the legal accountability of the church on the local, district and general levels that all local churches collaborate with the District Superintendent and the District NMI Council in planning Work & Witness projects. Collaborative efforts complement both local church and district projects and avoid conflicts regarding needed funds and personnel. In all Work & Witness projects, it is important to keep open communication with the District Superintendent, District NMI President, District Work & Witness Coordinator, and the International Coordinator of Work & Witness.

3. Purchases of materials and equipment with Work & Witness funds shall be considered an Approved Special with 10% credit for World Evangelism, if channeled through the General Treasurer.

4. Work & Witness material money should be received in Kansas City **THREE MONTHS BEFORE DEPARTURE**. This is necessary in order to process funds and get them to the project, allowing sufficient time for purchase of material before the team's arrival. A delay in sending the money could mean no material when you arrive. Make the check payable to, *Global Treasury Services, Church of the Nazarene*, and send it to: *Global Treasury Services, Church of the Nazarene, 17001 Prairie Star Parkway, Lenexa, KS 66220*, marked "Work & Witness Project". A church or district remittance form should accompany any project funds.

5. Travel costs for food, housing, transportation (excluding sightseeing costs) of working team members shall also be eligible for 10% credit. Upon their return, the team can submit their trip expenditures for 10% Giving Recognition on the Trip Expenditure Form. All W&W project and team funds are eligible for 10% Giving Recognition when the project and team have been properly registered.

6. All Work & Witness funds should be accounted through the NMI treasurer on both the local and district levels, respectively. At the District NMI Convention, the District NMI Treasurer shall give a report of district Work & Witness funds.

7. For the protection of each participant, a minimal amount of insurance is required by the General Board of the Church of the Nazarene for anyone representing the Church of the Nazarene in the United States/Canada and all World Missions areas. The same coverage is required for whatever type ministry a team or individual is involved in (construction, evangelism, medical, etc.). A policy designed especially for short- term

volunteers that meets the requirements of the General Board is available through the office of the International Coordinator of Work & Witness. The requirements are as follows:

1. Accident/Sickness with death benefit (coverage while not on the actual project site.)
2. Workers Compensation (coverage for injuries incurred while on the actual project site.)
NOTE: This coverage is for medical expenses as well as compensation for disabilities.
3. General Liability (protection for the General Board of the Church of the Nazarene)

If a local church or district policy is available that possibly meets the above qualifications, it must be submitted for review by the General Board insurance office at least 60 days before departure. The General Board-required portions must be highlighted with a color marker for the reviewing process. If the policy does not qualify, the team will be required to purchase the available short-term volunteer policy offered by the Work & Witness office.

8. In order to receive 10% credit for trip expenditures, proper insurance is mandatory.
9. The General Church will not recognize Work & Witness contributions for 10% credit or World Evangelism or be responsible for teams or individuals that are not coordinated through the office of the International Coordinator of Work & Witness and that have not secured proper insurance.
10. Suggested maximum team size is 26 because of the limitations for housing, transportation, and capacity of Dining Hall, plus materials management.
11. If there are more than 26 interested in going, it is suggested that the team be divided and two groups be sent. The NACA Work & Witness Coordinator may approve some exceptions to this maximum size of team.

Appendix
**NECESSARY STEPS TO A SUCCESSFUL
WORK & WITNESS PROJECT**

I. PROJECT SELECTION

- A. Seek God's Will through earnest daily prayer.
- B. Contact the office of the International Coordinator of Work & Witness for a list of potential projects with the following criteria:
 - 1. How much can the individual members afford to spend on travel?
 - 2. How much will your team contribute toward materials for the project?
 - 3. What specific skills do you anticipate having on your team?
 - 4. Approximately, when are you planning a project?
- C. Some teams prefer alternating between projects that are farther away and those that are nearer.

II. AFTER THE SELECTION OF NACA IS MADE

- A. Inform the Work & Witness Coordinator of your selection of Native American Christian Academy so that it will be properly scheduled.
- B. The NACA Work & Witness Coordinator will provide you the answers to any questions you might have.

III. PROJECT PLANS

- A. Calculate the cost per person.
- B. It is usually best to require a DEPOSIT fairly soon, which should be refundable until a predetermined deadline.
- C. Contact should be made with the District Superintendent, NMI President and NMI Council about preliminary plans for their guidance and approval on district projects. Approval and guidance from the Pastor, local NMI President and Council are needed for individual Church projects.

IV. PUBLICITY

- A. District Assembly and Faith Promise conventions are excellent opportunities to present the planned project.
- B. Present the project in an exciting and professional way - spend a few dollars if necessary.
 - 1. Obtain video and materials from NACA.
 - 2. Print an attractive, informative brochure that includes the project, date of trip, approximate cost and type of job, etc.
- C. Prepare posters for church bulletin board.
- D. Multiple mailings should be sent to prospective team members (don't forget your leaders).
- E. District and local newsletters give excellent opportunities to promote.
- F. Keep team members and the project visible to each church.
- G. **GENERATE ENTHUSIASM.....THIS IS MISSIONARY WORK**

V. INFORMATION THROUGHOUT THE YEAR

- A. Three months before departure, contact should be made to all prospective members to check on their interest and to give them any further information about the trip.
- B. Shortly after this letter is sent, a general meeting could be scheduled for all those interested in going to answer any questions and to get final confirmation of who is going.

NOTE: You will generally have need for more applicants than you have positions to fill since there are always a few that are unable to go, as the date gets closer.

- C. Approximately one month before the trip, try to have an orientation meeting in a central location for those that are confirmed for the trip.
 - 1. Share all final information pertaining to the trip and the project.
 - 2. Orient the members as to the specifics of the area.
 - 3. EMPHASIZE AND PRIORITIZE SPIRITUAL NEED AND COMMITMENT.
 - 4. Share testimonies/expectations, devotions and emphasize “life-changing” experience...plan for it!
 - 5. Attitudes can “make or break” your team. Christ-likeness is the key!
 - 6. Rules and regulations shared in kindness and love!
 - a. No alcohol, smoking or bad language at any time.
 - b. Guard attitudes, for we are Christ’s team.
 - c. Be subject to authority and be willing to do any assignment.
 - d. Be available at all times, since this is not a vacation.
 - e. Wear modest clothing at all times.
 - 7. Project Planning Review.
 - a. Overall review of project.
 - b. Study blueprints (if applicable)
 - c. Review travel arrangements
 - d. Food and lodging.
 - e. Clothing and personal items (climate considerations).
 - f. Finances (money systems, etc.)
 - i. Optional organization: Treasurer, historian, photographer, etc. (according to needs.)

VI. FINAL CHECK BEFORE DEPARTURE

- A. Send insurance forms and money to International Coordinator of Work & Witness **two weeks** before departure.
- B. Provide team emergency phone (for family use). (928) 524-6211
- C. Transportation - help arrange car pools, storage, etc.
- D. Coordinate luggage - color code for easy identification

VII. LAYOVER IN AIRPORT

- A. Most airports have a VIP room that is available for use when you have a long layover with a group. This can be arranged through your travel agent.

VIII. JOB ASSIGNMENTS

- A. Specific job assignments on the project will be worked out with the team leader and the project coordinator according to the skills of each one.
- B. Daily devotions are generally assigned to a different person for each day.
- C. Select one person to be in charge of the kitchen details. That person will delegate the various responsibilities to team members.

IX. AFTER YOUR RETURN HOME

- A. Fill out evaluation sheet and return to the W&W Coordinator, Native American Christian Academy, PO Box 4013, Sun Valley AZ 86029
- B. Write an article for publicity and send it to the office of the International Coordinator of Work & Witness and one to NACA for possible use in the newsletter.
- C. You will probably be given an opportunity to share your experience with your local church congregation.
- D. Within a month or so after your return, you could have a get-together for a time of fellowship and sharing your DVDs/pictures. At this time each one can share what pictures they want from the others that they didn't get.
- E. Take each opportunity you have to share with others about your experiences, whether it is in other churches or one on one.

X. FUTURE PLANS

Begin Now To Make Plans For Your Next Project!

Personal Skills and Service Ability

Name: _____

Architect	1 2 3 4 5	Art-Layout-Design	1 2 3 4 5
HVAC	1 2 3 4 5	Bookkeeping	1 2 3 4 5
Aluminum/Vinyl Siding	1 2 3 4 5	Database Entry	1 2 3 4 5
Block layer	1 2 3 4 5	Cleaning/Organizing	1 2 3 4 5
Bricklayer	1 2 3 4 5	Cooking	1 2 3 4 5
Cabinet Maker	1 2 3 4 5	Dishwashing	1 2 3 4 5
Carpenter	1 2 3 4 5	First Aid	1 2 3 4 5
Cement Worker	1 2 3 4 5	First Aid-CPR function	1 2 3 4 5
Cement Finisher	1 2 3 4 5	Journalist	1 2 3 4 5
Computer Hardware	1 2 3 4 5	Laundry	1 2 3 4 5
Computer Software	1 2 3 4 5	General Office Work	1 2 3 4 5
Electrician	1 2 3 4 5	Photographer	1 2 3 4 5
Engineer (specialty below)	1 2 3 4 5	Sewing	1 2 3 4 5
Framing (including layout)	1 2 3 4 5	Typing	1 2 3 4 5
Appliance Repair	1 2 3 4 5	Personal Evangelist	1 2 3 4 5
Iron Worker	1 2 3 4 5	Play Instrument (specify below)	1 2 3 4 5
Mechanic	1 2 3 4 5	Preacher	1 2 3 4 5
Painter	1 2 3 4 5	Teacher	1 2 3 4 5
Plumber	1 2 3 4 5	Singer	1 2 3 4 5
Roofing (specialty below)	1 2 3 4 5	VBS Worker	1 2 3 4 5
Supervisor/Leadership	1 2 3 4 5	Children's Worker	1 2 3 4 5
Welder	1 2 3 4 5	Youth Worker	1 2 3 4 5
Sheep Shearing	1 2 3 4 5	Wool Processing	1 2 3 4 5
Propane	1 2 3 4 5		
Other:	1 2 3 4 5	Other:	1 2 3 4 5
	1 2 3 4 5		1 2 3 4 5
	1 2 3 4 5		1 2 3 4 5

Additional details comments or remarks:

NATIVE AMERICAN CHRISTIAN ACADEMY
Coordination Work Sheet

Please send to: **Native American Christian Academy, W&W Coordinator**
PO Box 4013, Sun Valley, AZ 86029

Information we need as soon as possible:

W&W Team Date Reserved: _____

Church: _____

Contact: _____

Phone: _____

E-Mail: _____

Address: _____

Number of adults expected: _____ Male _____ Female

Number of teens expected: _____ Male _____ Female

Amount of funds you expect to commit: \$ _____

Type of Transportation you will use: ___ Airline ___ Bus

___ Train ___ Auto

If by plane, will you arrive in ___ Albuquerque, NM

___ Flagstaff, AZ ___ Phoenix, AZ ___ Other: _____

Arrival: _____ (Date, Time, Flight#, Airline)

Departure: _____ (Same)

Please fill in the above information. Please send this information sheet, along with a copy of the completed Team Members Skills Sheet, **at least a month or two before your Team's arrival**, attention W&W Coordinator, NACA. Also, indicate any medical limitations, food allergies, or special medical needs for any of your team members. Thank you.

Additional Information:

Work and Witness Kitchen Schedule

We appreciate your commitment and willingness to serve in the Dining Hall. Thank you!! Please arrive at the Dining Hall at the time listed below for each meal. For safety issues, please wear long pants. No sandals or flip flops. Thanks. Age requirement is 16 years and older. **Kitchen duties involve serving meals and clean-up after the meals (wiping the tables down and mopping the floor after dinner).** **THANK YOU!**

Kitchen Servers (2) _____
BREAKFAST – 7:00 A.M.; LUNCH – 11:15 a.m.; DINNER – 4:45 p.m.

Table and Floor Detail

MONDAY

Tables (2) _____

Floors (2) _____

TUESDAY

Tables (2) _____

Floors (2) _____

WEDNESDAY

Tables (2) _____

Floors (2) _____

THURSDAY

Tables (2) _____

Floors (2) _____

FRIDAY

Tables (2) _____

Floors (2) _____