



Educating and discipling students for Christ.

WORK & WITNESS

Participant Handbook

**P.O. Box 4013
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Therefore if anyone is in Christ, *he is* a new creature;
the old things passed away; behold, new things have come.

- 2 Corinthians 5:17

About Native American Christian Academy

Mission

Educate and disciple students for Christ

Vision

Bring them in with what they want and send them out with what they need

Core Value

Holiness – 1 Timothy 3:2 *Teamwork* – Philippians 2:1-4 *Service* – John 13:1-17

Campus Life

Native American Christian Academy (NACA) provides an education for students in kindergarten through high school. Most commonly, students come to NACA from the Navajo, Hopi, and Apache reservations, usually less than 2 hours from campus. Students live on campus during the traditional school year and return home for the summer. During the school year, students go home every other weekend and for holidays. Christ centered courses, Bible classes, chapel, & devotional times in the dorms lead to exciting spiritual growth each year.

Student Interaction

Teams have the opportunity to eat with students in the dining hall, worship together in chapel, hangout during the daily free times, and plan games for the students on a special evening. Students love building relationships and challenging new friends to a friendly competition.

Campus Guidelines

- *Smoking & Alcohol*: Native American Christian Academy is a smoke and alcohol free environment. Please do not smoke or drink alcohol on or near campus.
- *Pets*: NACA does not allow pets. Please make arrangements for the care of your pet.
- *Quiet Hours*: 9:00pm - 6:00am (applies to entire campus).
- *Speed Limit*: 5 mph at all times.
- *Music*: All music must be family friendly and Christ-like.
- *Water*: The water on campus is well water and contains many minerals that affect the taste and clarity of the water. It is safe for brushing teeth and showering, but not for consumption. A Reverse Osmosis purifying system is located at the Dining Hall and is used for drinking water.
- *Dorm Rooms*: No food or drinks in sleeping areas.
- *Dress Guidelines*: Please do not wear any styles of clothing or jewelry that depict death, project a gang or gothic image, or that advertise products or activities that are not in keeping with a Christian atmosphere. These images confuse students about appropriate attire.

Location

Native American Christian Academy is located in Sun Valley, Arizona, eight miles east of Holbrook (1/2 mile south of Interstate 40, exit 294).

Climate

Sun Valley is considered high desert and at an elevation of about 5,100 ft.

Spring: Windy season with weather that can be quite chilly or quite warm.

Summer: June is the hottest month with daytime temperatures 90-100 degrees. Nighttime temperatures are generally cool (Vine Hall dorm rooms are air-conditioned). July through September is considered the monsoon season with frequent afternoon showers.

Fall: Cool nights and warm days.

Winter: Can be very cold and windy, with daytime high temperatures ranging in the mid-20's to mid-40's, and nighttime lows in the teens.

Team Leader Responsibilities

The team leader is responsible for organization of all aspects of the W&W team. To avoid confusion, the team leader should serve as the liaison with the NACA W&W Coordinator before and during the team trip.

Projects

Projects generally range from light remodel and painting to heavy construction. Less physically demanding projects can usually be planned for those with physical or skill limitations.

Age Limitations

The preferred minimum age limit is 12 years of age. Experience has shown that work matching the ability level of children younger than 12 is limited. Children who are younger than 12 will require greater adult supervision from the team leaders.

Kitchen Assistance

Assisting in the Kitchen is part of a team's ministry at NACA. Because teams increase the number of meals served, the kitchen staff needs additional help. It is very helpful, and necessary, for teams to assist with serving meals, washing dishes, sweeping, and mopping floors.

Housing

The W&W dorm (Vine Hall) can accommodate a team of up to 32 members in three dorm rooms with bunk beds and two private rooms with a Queen size bed. Towels, bed linens, laundry, kitchen facilities, showers, and bathrooms are provided.

Food

The Dining Hall is cafeteria style and "self-bussed". NACA students, staff, and W&W teams have scheduled times and designated seating.

**Food Allergy Disclaimer*

Persons concerned about food allergies must be aware of potential risks. Native American Christian Academy dining staff makes every effort to identify ingredients that may cause allergic reactions, but, because of the number of meals served, items used each day, and food product changes by food vendors, NACA cannot guarantee that every allergen in served foods will be identified and labeled. Native American Christian Academy cannot assume liability for adverse reactions to food consumed while on campus. Work & Witness persons with life threatening food allergies who may need to use an epi-pen should carry their own. NACA staff is NOT trained to administer epi-pens and cannot provide them when needed.

Native American Christian Academy Honor Code

Parent, Student, Volunteer Agreement

Native American Christian Academy recognizes in order to carry out its mission (*to educate and disciple students for Christ*) parents, NACA staff, and volunteers must enter into an alliance. We recognize we represent our school to those around us and therefore should all behave in a manner consistent with righteous principles.

Expectations

- I agree to have love and respect for one another, especially authority figures, no matter the event (1 Peter 2:13; Romans 13:1).
- I agree, as a parent and student not to miss more than the required 16 days listed in the handbook. This will meet the State of Arizona requirements for promotion.
- I agree to have an attitude of compassion for the differences, needs, and disabilities of others (Matthew 7:12; James 2:1-9; Galatians 5:22-23).
- I agree to act and speak in a manner worthy of the God who calls us- dishonesty, unkind words, profanity, coarse jokes, conversation involving occult or sexual situations or language unbecoming of any individual is unacceptable at any school function.
- I agree to communicate with the school should problems occur in the following manner:
 - Parents, students, volunteers, should contact the faculty member whose area is in question. They should make every effort to resolve the conflict at this level.
 - Should the conflict not be resolved, parents, staff, volunteers should contact the administrator for conflict resolution.
- I agree to respect the property and landscaping of others. We always want to keep with the motto 1 Timothy explains in 3:2, “living above reproach.”
- I agree to avoid all alcoholic beverages, tobacco products, illegal drugs, marijuana, weapons of any kind (Matthew 5:16; Galatians 5:19-21).
- I agree to abstain from all intimate sexual conduct outside the marital union of one man and one woman. (Galatians 5:24; Romans 12:10; Ephesians 5:3).
- I agree to work my best (Colossians 3:23-24; 2 Timothy 2:6).
- I agree to honor and respect the school’s stance in regards to its teaching we are created male and female. We agree to the standards of only dressing in conformance with one’s biological sex and using restrooms, changing facilities conforming to one’s biological sex (Genesis 5:2; Mark 10:6; Matthew 19:4).

I understand and accept the school’s mission and will strive to honor and respect the school Honor Code. I will support the school in its implementation of these policies. Under no circumstances will I sue Native American Christian Academy.

Student signature

Date

Guardian signature

Date

Volunteer signature

Date

All Work & Witness team members should read the NACA Honor Code before arrival. Each team member will be required to sign this Honor Code while on NACA campus. Do not sign before arrival.

Participant Information & Skills Form

Name: _____ **Group/ Organization:** _____

Gender: Male Female **Age Category:** (Circle one) 12-19 20-35 36-45 46-55 56-65 66+

Visited NACA Before: Yes No **Read NACA Honor Code:** Yes No

Please complete the following Skills Form (1 – Little experience, 5 – Much experience)

Architect	1 2 3 4 5	Cleaning / Organizing	1 2 3 4 5
Engineer (specialty below)	1 2 3 4 5	Cooking	1 2 3 4 5
Propane	1 2 3 4 5	Dishwashing	1 2 3 4 5
HVAC	1 2 3 4 5	First Aid / CPR Function	1 2 3 4 5
Appliance Repair	1 2 3 4 5	Laundry	1 2 3 4 5
Mechanic	1 2 3 4 5	Sewing	1 2 3 4 5
Small Engine Mechanic	1 2 3 4 5	Sheep Shearing	1 2 3 4 5
Iron Worker	1 2 3 4 5	Wool Processing	1 2 3 4 5
Welder	1 2 3 4 5	Play Instrument (specify below)	1 2 3 4 5
Electrician	1 2 3 4 5	Vocalist	1 2 3 4 5
Plumber	1 2 3 4 5	Singer	1 2 3 4 5
Cabinet Maker	1 2 3 4 5	Art / Layout / Design	1 2 3 4 5
Carpenter	1 2 3 4 5	Photographer	1 2 3 4 5
Roofing (specialty below)	1 2 3 4 5	Videographer	1 2 3 4 5
Framing	1 2 3 4 5	Post Production	1 2 3 4 5
Stucco / Plaster	1 2 3 4 5	Computer Hardware / Software	1 2 3 4 5
Block / Brick layer	1 2 3 4 5	Bookkeeping	1 2 3 4 5
Tile	1 2 3 4 5	Database Entry	1 2 3 4 5
Cement Worker	1 2 3 4 5	General Office Work	1 2 3 4 5
Cement Finisher	1 2 3 4 5	Youth Worker	1 2 3 4 5
Painter	1 2 3 4 5	Children's Worker	1 2 3 4 5
Drywall	1 2 3 4 5	Teacher	1 2 3 4 5
Landscaping	1 2 3 4 5	Preacher	1 2 3 4 5
Heavy Equipment Operator	1 2 3 4 5	Personal Evangelist	1 2 3 4 5
Certified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor / Leadership	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 comments, details, or remarks: _____

Return to team leader or send to:
Native American Christian Academy, PO Box 4013, Sun Valley, AZ. 86029

Packing List & Dress Code

Packing List

- Work clothes for 4-5 days (Jeans or shorts, t-shirts, & shoes)
- Church Clothes
- Site-seeing clothes
- Toiletries
- Gloves
- Protective eye wear
- Hat
- Water bottle
- Sunblock
- Bible
- Camera

Packing items will vary by season. Please check weather patterns in Sun Valley, AZ. before your trip.

On Campus Dress Code

Anyone can wear:

- T-shirt or collared shirts
- Pants, jeans, or long shorts
- Shoes or sandals
- Hat

Please do NOT wear:

- Tank tops or spaghetti straps
- Shirts that have a plunging neckline or expose the belly button
- Leggings, yoga pants, under Armor, etc.
- Short Shorts
- Clothing or jewelry that depict death, gangs, or gothic images
- Clothing that advertises products or activities that are not Christ-like

Church Dress Code

Guys should wear:

- T-shirt or collared shirt
- Pants or jeans
- Shoes

Ladies should wear:

- T-shirt or collared shirts
- Pants, jeans, dress, or long skirt
- Shoes or sandals

Guys should NOT wear:

- Sleeveless Shirts
- Shorts
- Clothing or jewelry that depict death, gangs, or gothic images
- Clothing that advertises products or activities that are not Christ-like
- Hat

Ladies should NOT wear:

- Tank tops or spaghetti straps
- Shirts that have a plunging neckline or expose the belly button
- Skinny pants (leggings, yoga pants, under Armor, etc)
- Short Shorts
- Clothing or jewelry that depict death, gangs, or gothic images
- Clothing that advertises products or activities that are not Christ-like