

SERVE DAY

MAKE AN IMPACT

Leader Guide

SERVE DAY VISION

The vision of Serve Day is for the local church to go into our communities and love our neighbors. More than 1,000 people in the Pittsburgh area—as well as thousands more across the country—will take on practical projects, and through these acts of service, open people’s hearts to the love of Jesus.

Though it’s only one day, we hope that Serve Day inspires us to sow our lives in service throughout the entire year.

... Through love serve one another. For the whole law is fulfilled in one word: “You shall love your neighbor as yourself.”

GALATIANS 5:13-14 ESV

For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.

MARK 10:45

SERVE DAY LEADERS

THANK YOU

Thank you for being the hands and feet of Jesus. As a Serve Day leader, you embody Mark 10:45 and reflect the very character of Christ. Even more, your efforts allow other volunteers to humble themselves and to serve in love like Christ. Again, thank you.

RESPONSIBILITIES

As you consider submitting and ultimately planning your Serve Day project, please know you'll be responsible for:

- Creating, submitting, and running the project from start to finish.
- Determining, organizing, and communicating all equipment needs. Victory will provide gloves, trash bags, and paint brushes if necessary. **To be considered for help with other materials, please contact Sarah Brunson at sbrunson@lifeatvictory.com.**
- Working with your project host (if applicable) to determine the exact needs for the project. **Please make sure your host understands that the project will be done on July 24, 2021.**
- Performing at least one site visit prior to Serve Day in order to determine equipment needs, personnel needs, and safety concerns.
- Communicating with your team often (e.g., text, email, phone call).
- Planning for the safety of everyone involved in your project.

Please consider the investment, while also considering the benefits. On Serve Day, a well-planned and well-led project has the power to open people's hearts to the love of Jesus.

TIMELINE

NOW OPEN

Project submissions begin

MAY 8 & 9

Leader information will be available at the Outreach Board in the lobby and people will be there to answer questions

JUNE 7

Participants can begin joining projects

JUNE 25

Project Leader Training (video sent via email)

JULY 10

Deadline for submitting a project

JUNE 27 TO JULY 10

Pick up T-shirts and supplies

Note: Classroom A will be open all week & weekend for you to pick up what you need. Just go in and take what you need.

JULY 24

*Serve Day (9 am – 4 pm)

** Serve Day projects DO NOT have to be all-day projects. They can simply take place between the hours of 9 am and 4 pm (e.g., a leader might have a two-hour long project from 10 am to 12 pm).*

PROJECT STEPS

1 STEP ONE

Choose Your Project

We welcome projects from small group leaders as well as from individuals. All are welcome to lead and impact our communities. As you choose your project, consider the following questions to help you decide.

- Who in your neighborhood has a need?
- What business or organization within your sphere of influence could use a blessing?
- What are some areas you are passionate about (the elderly, children, community appreciation, etc.)?
- Is the project appropriate for volunteers?
- Can the project be completed on Serve Day alone?
- What resources do you have access to?
- Can the project be adjusted for bad weather or if it finishes sooner than expected?

If you lead a small group at Victory, you should encourage your group to submit and carry out a project together. Discuss the above questions with them and consider what opportunities best suit their skills and abilities (prayer, worship, teaching, physical labor, etc.).

Once you've discussed the options, decide on the best project for you as an individual or for your small group.

***P.S.** – If you need some inspiration or are still unsure of what types of projects you could submit, check out our project ideas section later in the guide. Also, Google has some great ideas!*

PROJECT STEPS

2 STEP TWO

Plan Your Project

Once you've chosen your project, it's time to pull together some basic information. This includes:

- A name for your project that's fun but clearly communicates its focus
- A description for your project that helps potential volunteers know what they're signing up for
- The location, as well as the start and end times for your project (remember, while Serve Day is from 9 am to 4 pm, your project DOES NOT need to take up this whole time)
- The appropriate number of volunteers needed as well as the age range
- Helpful skills and equipment that would be of benefit to the project

Once you have all of this information together, you can submit your project for consideration by going to MYVFC.INFO and clicking on the image that says Serve Day. For detailed directions, please view the SUBMITTING YOUR PROJECT section later in the guide.

If your project is approved, you'll then go about fine-tuning things. This includes:

- Performing a site visit to learn about your host, determine safety concerns, and map out the project in detail (more information on this later)
- Marking your calendar for Serve Day leader training as well as for T-shirt pickup
- Determining what supplies and equipment you will need. Victory will provide gloves, trash bags, and paint brushes if necessary, but we would also like to encourage you as a leader to have your team help with supplies. **To be considered for help with other materials, please contact Sarah Brunson as early as possible at sbrunson@lifeatvictory.com.**
- If you want to pick up all of the shirts for the team yourself, asking for T-shirt sizes. These will be in Classroom A, or you can have your team members pick up their own T-shirts.
- Continually providing updates to your team as the project approaches, delegating responsibilities to them, and making sure they know where to meet and when (more information on this later)

When it comes to having a successful Serve Day, you can't be too prepared!

PROJECT IDEAS

PROJECT STEPS

3 STEP THREE

Serve

The big day has finally arrived! It's Serve Day. How can you knock everyone's socks off?

- Make sure you arrive at the project site early to greet volunteers and set up for project needs. Think of yourself as the host or hostess for a dinner party. You just happen to be serving acts of kindness rather than pot roast.
- Once all of your volunteers have arrived, begin the day with a prayer, not only for your team but also for all of the other teams across the country.
- Assign responsibilities and distribute equipment.
- Provide adequate supervision throughout the project. Make sure everyone is involved, happy, and safe.
- July is HOT, so please make sure your team has adequate amounts of water or Gatorade.
- Thank volunteers throughout the day and provide some type of recognition at the end of the day. Ending with prayer is another great option.
- Love people and have fun!
- Post photos and videos on social media and tag them #ServeDay21 AND #LifeAtVictory.

Once Serve Day is officially in-the-books, there are a few more ways in which you can make an impact.

- You'll receive an email that contains a link to a feedback form. We want to know how the project went as well as how we can better prepare for Serve Day 2022.
- Visit MYVFC.INFO to share any amazing stories from your project. Your stories encourage and empower others more than you know.
- Encourage your project team to attend service on the weekend of July 24 & 25 and WEAR their Serve Day T-SHIRTS. It would be great to see our seats filled with red shirts—proof of Christ's love.

GENERAL IDEAS

Welcome Wagon: Deliver welcome baskets to people who move into your community. Include baked goods, pantry items, and information about Victory as well as coupons to local businesses. The Chamber of Commerce can provide you with the names and addresses of people who have recently relocated to your area.

Plan a baby shower for a local pregnancy center

Serve breakfast to local Fire Depts., Police, EMS, etc.

Pack groceries at local grocery stores

Direct outreach to homeless; opportunity to minister

Participate in a charity walk or run, or serve in one

Write and send letters or care packages to soldiers, veterans, or deployed troops

Donate used electronics to a school

NURSING HOMES

Deliver fresh flowers to residents

Host a worship service (offer worship, devotions, prayer, and fellowship)

Landscape a flower garden and sitting area for residents

Let kids make crafts that can be given to residents

Help the residents complete care packages for foster kids

Plan a "fun" day for residents at a nursing home (games, singing, fingernail painting, hair styling)

PROJECT IDEAS

SPECIAL NEEDS

Identify a family with a special needs child and give the mom and dad a day out

Host a party or a field day for the residents of a special needs home

Build a wheelchair ramp for a family

COLLEGES / HIGH SCHOOLS

Serve drinks or snacks at summer band practices

Serve bottled water at summer sports practices

Give away energy drinks and snacks to college students

Host a free picnic or give out doughnuts and coffee in the outdoor campus common space

Volunteer to help clean classrooms

Volunteer to help plant flowers/shrubs outside

PROJECT IDEAS

COMMUNITY

Hold a worship service and invite community leaders; pray for leaders

Pick up trash in a parking lot or a local park

Bring lunch or other treats to your local Police, Fire, EMS, Hospitals, or 911 Dispatchers

Give out free doughnuts and coffee at a bus stop or shopping center

Walk and feed animals and clean cages at the local humane society

PROJECTS TO AVOID

Avoid projects that cannot be completed during the one-day Serve Day event

Avoid projects that require complex technical skills unless there is a skilled leader to oversee the work of the volunteers

Avoid projects that may be unsafe for the volunteers

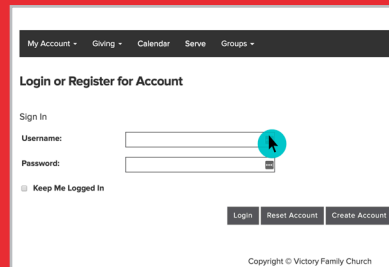
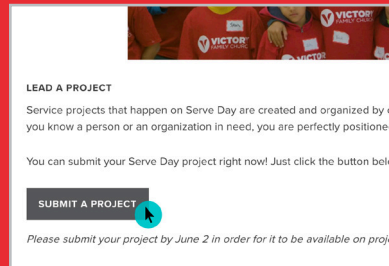
Avoid projects that require time-consuming prep work

Avoid projects that cost more to make than it would to purchase

SUBMITTING YOUR PROJECT

Once you outline your project's basic information, you'll need to submit your project. Please note, submitting your project DOES NOT mean it's set in stone. It must first be approved by our Outreach Leadership Team.

- Go to MYVFC.INFO and click on the red Serve Day image.
- Scroll down to the LEAD A PROJECT section and click on SUBMIT A PROJECT.
- Log in to your *My Victory* account or create one if you haven't already.
- Once you're logged in, complete the project submission form, making sure to select SERVE DAY PROJECT as your project type and JULY 24 as the project date.
- Once you've completed each field, click SUBMIT.
- You'll receive an email letting you know your project idea was received, and our Outreach Leadership Team will review your submission.



If you're not sure about something or experience an issue, we're here to help! Just contact Sarah Brunson at sbrunson@lifeatvictory.com.

ADDITIONAL INFORMATION

COMMUNICATING WITH YOUR TEAM

Before the day of your project, everyone on your team should know where they are going, when they should get there, what they should bring, and what they will be doing. Who's going to make sure they know this? Their awesome project leader of course. Oh wait. That's you!

To communicate with your group, go to MYVFC.INFO, open the site menu in the top-right corner, and click the MY VICTORY ACCOUNT button. Log in to your account and then click SERVE > MY SERVING in the main menu. You'll then be able to access your Serve Day project group and view all of the members on your team. At this point you could:

- Use the SEND GROUP EMAIL feature on your team's page to send an email to everyone (emails sent this way tend to have a problem getting flagged as spam).
- Gather the emails of your team members and send them a message from your personal email address (Gmail, Yahoo, etc.).
- Start a group text message using the phone numbers of your team.

Whichever method you choose, just make sure you communicate the same way consistently, and please be conscious of the amount of communication you are sending. Keep your team members aware but not annoyed.

ADDITIONAL INFORMATION

SITE VISITS

While planning a project, it's highly advised that you perform a site visit. That's fancy talk for, "Actually go to visit the place where you plan to serve . . . BEFORE YOU SERVE." Simple, right? Visiting the actual project site will allow you to assess safety issues, better determine how many volunteers the site can support, identify what tools are needed and which ones can actually be used, discover what approvals need to be granted, and so much more.

In general, you don't want to simply plan a project and go into it blindly the day of. Planning for 30 volunteers but realizing, for the first time on Serve Day, that your site can actually only support ten volunteers will not make for a great experience.

Get out there and explore your site! If you have questions, need direction, or need to make changes to your project, contact Sarah Brunson at sbrunson@lifeatvictory.com.

PROJECT SAFETY

Power tools and ladders and thorn bushes, oh my! Serve Day is an amazing opportunity to make an impact, but that doesn't mean it comes without risk. Please take every reasonable step you can to ensure the safety of yourself, your team, and anyone hosting your project. Some suggestions include:

- Collect emergency contact information and assess allergies prior to starting any work. Oh yeah! And actually have a phone that works.
- Make sure adequate water is available for team members. Hydrate, hydrate, hydrate!
- Take time for sufficient breaks and to relax in the shade should it be a sunny day.

ADDITIONAL INFORMATION

- Ensure all tools are safe for use and require permission to use them.
- Make sure team members are dressed appropriately, including proper safety gear.
- When possible, try to have team members work in smaller groups. Depending on the area, this keeps them safe and ensures awareness of any injuries.

If an injury or an emergency does arise, stay calm. Have someone else take over directing the project while you tend to the person in need. Provide first aid, ask for a volunteer with medical experience for help, or call 911 if the situation is serious enough.

BAD WEATHER PLANS

Serve Day has no rain date, which means we're serving our community rain or shine. Make sure you have a back-up plan in place for your project should the weather take an unexpected turn. Watch weather forecasts throughout the week as well as the day of the projects, and communicate adjustments to your team as soon as possible. They might need to wear different clothes, bring different tools, or start at a different time. An informed, dry, and warm volunteer is a happy and effective volunteer!

CONTACT INFORMATION

You've chosen to do ministry with us, so that means we're here for you! We want you to be the best Serve Day leader with the best project and the happiest volunteers. So, reach out to us when you have questions, concerns, or just need direction.

Simply contact Sarah Brunson by emailing sbrunson@lifeatvictory.com or by calling 724-453-6254.



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