Dear Churches and Prospective Project Directors,

Thank you for considering having an SCSC Team and Project for this coming summer.

Be reassured that, if any unforeseen adaptations need to be made for the season, the churches who applied for a team will be informed about such changes immediately.

Once your church has voted to apply for an SCSC project, it is advised that a committee be formed within the church to plan and implement the project. The Church SCSC Committee should include but is not limited to:

* Project Director (PD)
* Pastor or a representative who will communicate directly with the Pastor
* Chair of any Committee that will be directly involved in the project, such as:
* Christian Education, Sabbath School, Evangelism, Camp\*\*\*, VBS
* Supervisors for sections of the project, for example:

\*Physical Labor \*Worship Planning or Music Team

\*Administrative Work \*Technical work

\*\*\*Directors of summer programming could be added to the Church SCSC Committee later in the spring to help finalize the grid before the PD brings it to the On-site Training in June.

The Church SCSC Committee should assist the PD to:

* Use the information in the Project Guidelines and Timeline to complete the application
* Plan the 40-50 hour per week Project Calendar Grid. (Allow for planning and prep time and the equivalent of a full day off per week.)
* Set clear expectations for the team and the Project Goals
* Include the numbers and ages of the groups the team will be working with where possible
* Collect the materials for the PD to take to training
* Communicate to the church body:
	+ The makeup of the coming team
	+ The project outline
	+ The need for the church’s spiritual, emotional, physical, and financial support
* Plan a "get acquainted" time to introduce the team to the congregation
* Secure transportation, meals, housing with space for privacy, beds, linens, available laundry, breakfasts/snacks, etc. as offered by the host.
* Be a resource for team entertainment/time off
* Support the PD and team in prayer
* Support the PD as liaison and disciplinarian for the team, if needed
* Plan and promote an all-church send-off for the team at the end of the project
* Encourage the church membership to contribute to a Love Gift to help the team members defray their expenses for attending SDB General Conference.

The Project Director or members of the local church committee are encouraged to communicate with the SCSC Committee and/or Training Director via e-mail or phone, with any questions. We appreciate your involvement and endeavor to support you and your church in your ministry through SCSC.

The SCSC Committee of the SDB Women’s Board

*Helen Goodrich, Lora Sweeney, Susan Fox, Althea Rood, Marissa Patterson, and Carol Scull*

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