SOWER Ministry Guidelines for Project Hosts

Following are excerpts from the SOWER Membership Guidelines and, while subject to change and not comprehensive, provide a framework within which the project host should expect SOWERS to serve.

SOWER members have agreed that they shall:

- **not arrive at projects early**. The Group Leader (GL) should arrive on Thursday before the project begins. All others should arrive on Friday or Saturday before the project begins.
- notify the GL and/or host as soon as they know they are going to arrive at a project late due to unforeseen circumstances.
- **not go to a project as an independent, but will be there as SOA, assigned SOWER for the month, Guest, or working under the "Unscheduled Project Work Participation provision" .**
- **keep pets on leash at all times outside of the rig, clean up after them and not permit them to disturb others.** Be certain pets are allowed before signing up for a project. **Not call the project host for an exception to the NO PET rule.**
- **be flexible and adaptable** to the host, GL and other SOWERS.
- **refrain from drinking alcoholic beverages, smoking and the use of tobacco, and conduct themselves in a respectable manner while on work projects.**
- observe any dress code listed or unlisted at a project. If unlisted, notify the office immediately so that the dress code can be listed in the next SOWERGRAM.
- discuss as a group and attempt to adjust work hours to accommodate the host due to emergencies, host work schedules, and/or other working volunteers.
- understand that the **GL is the highest SOWER authority on the project.**
- understand that the **GL is the liaison between the host and all SOWERS**. Comments, suggestions, etc. should go through the GL to the host unless the GL has assigned another SOWER to be the liaison on the job.
- work with the GL to determine how best the project work should be done.
- understand that **SOWERS are to do every job as the host desires it to be done.** The **only exception** is that it must be done safely and be safe when completed.
- **not involve the host in inter-SOWER problems.**
- **Wives are not required to work, but are encouraged to work three hours per day, if health permits.**

SOWERS have additionally agreed that they will only entertain any guests as specified in "SOWER GUEST GUIDELINES"

Following are some of the SOWER Guidelines that pertain to host responsibilities. We understand that we cannot force your compliance with them; however, we consider you our partner and your cooperation will help assure a healthy and lasting working relationship with SOWERS and help us to maintain consistency within our ministry.

Project Hosts are expected to:

- **respond in a timely manner to correspondence from the SOWER Office**, especially the request for updated project information that is used to list your project for the coming year**.** We do not send "junk mail," so any correspondence you receive from the SOWER office should be considered important.
- **provide hook-ups for RVs as described in the SOWERGRAM and provide a telephone convenient for incoming and outgoing calls, twenty-four hours a day, seven days a week.**

- **provide a means to receive and deliver routine phone messages and to <u>immediately</u> deliver emergency messages to SOWERS if a phone line is not provided to the SOWER RVs.**
- **have all permits on hand when SOWERS arrive.**
- **provide specific daily work directions to the SOWER GLs (men and women).**
- **as practicable, have all material, supplies and special tools on hand when SOWERS arrive.**
- **<u>not</u> encourage or permit SOWERS to work as independents, by-passing the regular SOWER project sign-up procedure.**
- **<u>not</u> encourage or allow SOWERS to arrive at the project early.** The GL should arrive on Thursday before the project begins**.** <u>All others</u> should arrive on Friday or Saturday before the project begins.
- welcome SOWERS to remain at the project in their RV sites for one week after the end of the project at no cost to the SOWERS. When there is more than one week between projects, SOWERS may request permission of the host to stay longer and, if approved, either work or reimburse the host generously for the additional day(s) spent on the project. In any case, SOWERS not assigned to the project shall depart before the next SOWER group arrives.
- **<u>not</u> make exceptions to established project rules (e.g. pets, dress codes, etc.) on a case-by-case basis…establish rules and stick to them.**
- <u>not</u> require SOWERS to do heavy concrete work.
- <u>not</u> normally require SOWERS to work on roofs that are steeper than 4/12 pitch. SOWER members will inform GL if uncomfortable with a roof (or any other) work assignment.
- <u>not</u> request SOWERS to work on property or facilities that are not covered by your 501(c) (3) or 509(a) except in an emergency (e.g. to make emergency repairs).
- **give necessary project keys and lock codes to the GLs to assure appropriate access to project gates, supply rooms, office doors, telephone and work spaces.**
- **use the SOWER GLs as the liaisons between you and all SOWERS. If you see a problem with a SOWER, take it to the GL for resolution. If you have a problem with the GL, and cannot work out the problem with the GL, contact the SOWER Office for guidance.**
- **do your best to encourage and grow the relationship between SOWERS and your ministry.**

The following actions are not guidelines, but describe how best to work with SOWERS in order to get the most accomplished in an atmosphere of Christian love.

- **Pray** that the Lord will send the right number and skill level of people to accomplish His work.
- **Plan** the work ahead of time utilizing the SOWERS Skill Sheets provided to you.
- **Prioritize** SOWER work so your most important jobs are worked first.
- **Meet** with the Group Leaders (both man and woman) when they arrive to explain the work to be done, introduce the key contact persons and show them where the workspaces and materials are located.
- **Inform** the GL immediately of any changes in the work scope, priorities or methods of working.
- **Welcome** the SOWERS when they arrive, educate them relative to the purpose and vision of your ministry and, in general, make them feel a part of your ministry staff or team!

Should any issue or situation arise with which you need advice or clarification, or which you believe should be covered by guidelines, and a SOWER Group Leader is either not available at your project or is unable to provide satisfactory information, answers or resolution, please contact the SOWER Office in Lindale, TX at (903) 882-8070.

Rev 09/08