



## CityConnexx Guidelines for Ministry Site

Join YouthPartnersNET as a Ministry Site for CityConnexx and receive a fee for service, donated labor and resources for your ministry! The following information provides you with an overview of the CityConnexx program and participation as a ministry site. Please note that CityConnexx has been designed to provide a **custom** mission experience for groups and the flexibility it offers extends to the ministry sites.

Send in your Ministry Site Application and we'll work on matching you with a group. If you have any questions, please contact CityConnexx at 800-334-5437 so we can determine how this program can meet your needs as a YouthPartnersNET ministry partner. This information also includes details which can be used as a guideline to walk you through your responsibilities as a ministry site once a match is made.

Your ministry must be a qualified YPN Ministry Partner to participate in the CityConnexx program.

### What is the purpose of CityConnexx?

This unique experience provides church and college groups with the opportunity to serve in America's high-risk communities with an urban or Native American mission experience. Together, CityConnexx with assistance from your ministry will design activities and projects based on our recommended schedule and match the group's interests and talents with the needs of your ministry and community. CityConnexx staff, your Ministry Site Coordinator and the Group Leader will work together to ensure a successful mission experience.

CityConnexx is designed to encourage relationship between your ministry and assigned group. We strongly recommend continuing this relationship beyond CityConnexx to make the greatest impact on your ministry, community and the group.

Though continued relations is encouraged for long term impact, we do ask the ministry site not to compete or solicit this group for future mission trips independent of CityConnexx for a period of three years.

### What does CityConnexx provide?

- CityConnexx will promote the program to college and church groups seeking a relational mission experience in America's high-risk communities.
- CityConnexx will do our best to match a group to your ministry based on location, dates and work projects. Our standard mission trip is six nights with groups arriving on Saturday and departing the following Friday, unless they request a different schedule. Because we are a custom program, their arrival day could change and the number of days they serve could change.



- Once your application is approved and a group is matched to your ministry, CityConnexx will provide a Ministry Site Agreement that you will review, sign and return to CityConnexx.
- CityConnexx will process the group registration forms, payments, and all related documents and send confirmations to the group and your ministry site once a match has been made and throughout their mission experience.
- CityConnexx will work directly with the group to coordinate all details and create the schedule from the time pre-registration is received until the group arrives at your ministry site. CityConnexx will be the point person on all communication with the group to ensure all details are consistent with our program model and to lessen the burden on your ministry during the planning phase. CityConnexx will need to coordinate details with you before they arrive but we request that you forward all communication from the group to CityConnexx so we can effectively manage the process. Your contact information will be provided once their final registration is received, 45 days before their arrival.
- CityConnexx will pay your ministry a fee for service to include housing, meals (if option selected) and for your Ministry Site Coordinator who will work closely with CityConnexx before the group arrives and full-time with the group during their mission trip.

Registration with Meals	Fee for Service per Person
7 days   6 nights   14 meals (standard)	\$140
6 days   5 nights   12 meals	\$120
5 days   4 nights   10 meals	\$100
4 days   3 nights   7 meals	\$70
3 days   2 nights   5 meals (micro)	\$50
7 days   6 nights	\$70
6 days   5 nights	\$60
5 days   4 nights	\$50
4 days   3 nights	\$35

Custom trips will be calculated based on an established formula and payment to ministry site will be adjusted accordingly.

- The first payment of 70% will be sent once CityConnexx receives the final registration which is due 45 days before their arrival.

The final 30% payment will be sent after the successful completion of their trip and your Ministry Site Coordinator returns to CityConnexx the Participant Medical/Release Forms and evaluations. Any adjustments to the group's final size after receipt of their final registration and payment will be made in this final payment to the Ministry Site.

- CityConnexx will prepare the schedule and meal plan with the assistance of your Ministry Site Coordinator and the Group Leader to ensure it is a successful experience for the group and your ministry.



- CityConnexx staff is based in Denver and available by email, phone or fax. Due to this program being nationwide, please note that CityConnexx may not be available onsite during your group's mission trip. CityConnexx may send a representative when possible.
- CityConnexx will ship a package to the ministry site two weeks before their arrival date with the Evaluation forms (one for group leader, another for participants) which are to be completed at the end of their trip per the final schedule.
- YouthPartnersNET has added the CityConnexx program to our General Liability policy and are considered the primary insured for liability for this program. We also require that the ministry site carry and provide a current copy of their General Liability policy.
- CityConnexx performs background checks on all staff, interns or volunteers that work directly with the students during these mission trips. We recommend that our ministry sites do the same to ensure safety of all our groups and for good practice. We use [www.protectmyministry.com](http://www.protectmyministry.com). They have a \$39 one time enrollment fee and then each background check is only \$10.

#### What does your Ministry Site provide?

- Your ministry will assign a staff person as the Ministry Site Coordinator for your assigned group's mission trip. This person should have organizational and planning skills and have knowledge of your community, ministry's programs and needs.
- CityConnexx will work directly with the group to coordinate all details and create the schedule from the time pre-registration is received until the group arrives at your ministry site. CityConnexx will be the point person on all communication with the group to ensure all details are consistent with our program model and to lessen the burden on your ministry during the planning phase. CityConnexx will need to coordinate details with you before they arrive but we request that you forward all communication from the group to CityConnexx so we can effectively manage the process. Your contact information will be provided once their final registration is received, 45 days before their arrival.
- Ministry Site Coordinator will be available to assist CityConnexx in providing ideas for their free time which they are responsible to coordinate. Since you are familiar with the city and surrounding areas, it would be helpful if you could provide a map, list of good restaurants, and offer recommendations on tourist attractions.
- Ministry Site Coordinator or designated staff will be available full time during your assigned group's mission trip to coordinate and supervise their work projects and activities at your ministry site and offsite, providing direction and assistance as needed. It is your option to remain involved during their free time activities.
- Your ministry is responsible for providing all materials needed to perform the work projects and activities planned by CityConnexx and your Ministry Site Coordinator and is expected to have these materials available before their work project begins. For example: painting would include paint and supplies; building or renovation projects would include materials and tools; community outreach would include flyers, food or other handouts.



- Ministry Site Coordinator will provide a welcome and urban or Native American orientation upon the arrival of your group to go over rules, restrictions, and recommendations for life in the inner-city or reservation. This is very important as most of these groups have no inner-city experience. Take an hour to welcome your group and give them an urban overview that sets an atmosphere of high expectation and enthusiasm right from the start:
  - Provide the background of your ministry, your mission
  - Provide the background of your community, demographics, cultural issues
  - Include safety factors, gang colors, do's and don'ts of inner city life
  - Provides tips on how they can best interact with the people they will be serving
  - Review the final schedule for the week, describe the activities they will do
- Ministry facility should be adequate to house your group with separate space/rooms for male/female for the entire mission trip. The group will bring their own sleeping bags, pillows, linens, towels and personal belongings but cots or air mattresses for the adults would be a nice touch.
- Ministry facility must include showers and restrooms for male/female, adequate to handle the size of your group. If showers are located offsite, these details must be coordinated and approved during the planning phase with CityConnexx.
- Ministry facility should provide fans if it does not have air conditioning.
- Ministry facility must be secure to keep all persons safe and locked during evening hours.
- Ministry facility must include secure storage for your group's personal/valuable items.
- If the registration with meals option is selected, the ministry will plan, prepare and serve meals per the final schedule. Remember to invite your staff to the celebration dinner! Quantity of meals varies based on how many days they are staying.
  - Ministry site is responsible to have items prepared and served including paper products and utensils etc.
  - You are free to use onsite food pantries and other free resources you receive as long as the quality and quantity meet CityConnexx standards below.
  - Breakfast should include cereals, breads, pastries, milk, juice, coffee, tea and on occasion eggs, bacon or sausage is possible.
  - Lunch can be sandwiches, fruit, chips, pizza, burritos, etc.
  - Dinners are picnic style like BBQ chips, drink, salads etc.
  - The Celebration dinner on their last night should be a warm meal with a special added touch to conclude their CityConnexx experience
- If the registration with no meals option is selected, the Group Leader will be responsible to plan, purchase and prepare all meals including utensils and will be matched to a ministry site that has an adequate kitchen facility they may use.
- Ministry Site Coordinator will provide detailed driving directions to CityConnexx. The Group Leader has been asked to call your ministry when they are approximately two hours away so you can meet them at the ministry site.



- Ministry Site Coordinator needs to collect the Participant Medical/Release Forms from the Group Leader immediately upon their arrival and verify that there is a completed form, signed by their legal guardian if under 18, for each participant, including adults. These forms need to be kept onsite during their mission experience for emergency medical information. The group is not allowed to participate in any onsite or offsite activities unless each participant has complied. If they do not have these completed forms for each participant, it is the responsibility of the Group Leader to collect this information, with parental signatures, and ship them overnight at their expense before that person can participate in any onsite or offsite activities.
- Evaluations (one for group leader, another for participants) will be provided by CityConnexx and the Ministry Site Coordinator should distribute to each participant per the final schedule and collect after completed.
- Ministry Site Coordinator needs to mail the Participant Medical/Release Forms and Evaluations to CityConnexx after the departure of their group.
- To ensure a quality program and sufficient work project activities, your ministry will not host other groups during the same time period that you host CityConnexx groups.
- Your ministry will carry and provide to CityConnexx a current copy of your General Liability policy.
- It is good practice and recommended that you perform background checks on all staff or volunteers that work directly with the students at your ministry and with the attending group. CityConnexx uses [www.protectmyministry.com](http://www.protectmyministry.com). They have a \$39 one time enrollment fee and then each background check is only \$10.
- It is good practice and recommended that you obtain a photo release from the parents of the students at your ministry. Photo's of minors should not be used for promotional use without this release. This release will cover your ministry, the group and CityConnexx if digital photos are taken during the mission week. CityConnexx would appreciate receiving copies of any photos you take for promotional use next year.

#### What does your assigned Group provide?

- The group will provide your ministry with donated labor per the final schedule designed by CityConnexx with input from your Ministry Site Coordinator and their Group Leader. This will include work projects such as painting, clean-up, neighborhood beautification, VBS, sports clinics, feeding, tutoring. Remember, it will be designed per their interests, talents and desires and your needs.
- The group will provide a Group Leader to assist CityConnexx in custom designing their schedule and meal plan before they arrive.
- The Group Leader is responsible to plan and coordinate their free-time activities. It would be helpful if the Ministry Site Coordinator could recommend nearby attractions, city tours, good restaurants etc. since you are familiar with the area.



- For youth groups, the Group Leader is encouraged to provide one adult chaperone per five youth during their mission experience. They are responsible to provide primary supervision of their youth during their mission experience. The Ministry Site Coordinator is expected to be available and involved as well.
- The group will provide their own transportation (vehicle and driver) to your ministry site and for all planned onsite and offsite activities during their mission week. In the event they travel by air or train and your ministry has vehicles available for their use, CityConnexx will coordinate these details in advance, including expense reimbursement to your ministry if requested.
- The Group Leader will collect and provide one Participant Medical/Release Form for each person participating in CityConnexx, youth and chaperones, due immediately onsite when they arrive.
- The group will bring their own sleeping bags, pillows, linens, towels and personal belongings but cots or air mattresses for the adults would be a nice touch.
- CityConnexx encourages the group to bring other resources you may need at your ministry. Let CityConnexx know what your needs are before they arrive. They can purchase *My City, My God* Bibles from YouthPartnersNET to donate to your ministry.
- CityConnexx encourages the group to stay connected throughout the year and assist your ministry all year long. Again, let them know what your needs are and keep in touch.
- CityConnexx encourages the group to serve your ministry the following year. Develop a relationship with the group that keeps them coming back.