

## **VOLUNTER WORK GROUP HOUSING MINISTRY**

The James Island Presbyterian Church has provided housing for retreats and visiting volunteer work groups since the fall of 1989.

Throughout the years, hundreds of visiting families, adults, college students and/or church youth groups stayed on the church campus while providing volunteer support at many of the Charleston area human service organizations; or came to Charleston for a weekend or week-long retreat.

In the fall of 2003, the James Island Presbyterian Church expanded this ministry by leasing a house adjacent to the church campus for accommodating retreats, visiting work groups or families staying in Charleston for short-term, health-related treatment.

Our rate for staying in the Mission House is currently \$100/day (up to 12 persons) with a minimum two-day stay. Groups exceeding 12 persons will be charged an additional \$8.00/person/day. This facility will accommodate, comfortably, a maximum of 20 people.

We prefer group supervision of 1 adult (over 25 years of age) per 6-8 volunteers.

To help continue providing this ministry, some simple policies have been developed to facilitate meeting the needs of the congregation as well as the needs of visiting groups. These are “common sense” guidelines & expectations and are simply intended to prevent problems or misunderstandings during your stay on our campus.

These instructional guides are listed below. You may also receive some additional guidelines during an orientation period provided upon your arrival.

### **Major Goal**

Our goal is simple: We need your help! The best way to reduce operational expenses of providing a housing ministry is for visiting groups to implement this simple theme daily, **“Leave it better than you found it!”**

## Group Arrival

The Mission House is unoccupied during most of the week, unless used by visiting groups. We may use this facility for day/evening meetings and occasional weekend church youth activities, however we do not have a resident manager. Thus, no one will be at the Mission House to meet you unless you call, in advance, to provide your anticipated arrival time. We request that you please call 1-843-998-3978 when you are approximately 30 minutes from Charleston. This will provide enough time for a program representative to drive to the Mission House and meet your group. This person will provide your group an orientation, including a tour of the campus and a review of facility use policies.

If you are using GPS to locate the Mission House, please use the house address, **1260 Folly Road, Charleston, South Carolina**, and not the James Island Presbyterian Church address.

The Mission House is located at the corner of Folly Road and Pauline Drive. Simply drive around to the back of Mission House (on Pauline Drive) to access parking and the entrance to the house (double glass doors).

If you are approaching Charleston from I-26, please call around exit #199 (Summerville). If you are heading south on Highway 17, call when you begin entering Mt. Pleasant. If you are heading north on Highway 17, call when you are passing through the town of Ravenel.

It is very helpful if you call this number (843-998-3978) a couple of days prior to your visit. This will provide you an opportunity to ask additional questions, coordinate your anticipated arrival time with a program representative, etc. Thank You!

It is strongly encouraged that groups schedule their arrival at the Mission House before 8:30 PM. We cannot guarantee that someone will be available to meet groups arriving after this time. Many groups not paying attention to this request have spent their first night in Charleston sleeping in their vehicles or finding a motel in the middle of the night.

## **Kitchen**

Items have been provided and stored in the newly renovated (fall, 2013) kitchen for your use. These include plates, drinking glasses, assorted pots & pans, serving & eating utensils, coffee maker, mixer, blender, etc. Pictures of cabinet contents are attached to each inside cabinet door to assist you in locating & returning these items. Simply clean (a dishwasher is provided) and return the items to the same storage cabinet, in the same location, when you are finished using them.

You will need to purchase your own food and expendable items (paper products). There are six (6) grocery stores within two (2) miles of the Mission House, including a super Wal-Mart. A start-up supply of paper items (toilet paper and hand towels) will be provided, however you will need to replace these items as needed.

Garbage should be discarded in the large dumpster located behind the gymnasium located in the rear church parking lot. Recycling containers are also available for use during your visit.

Please respect the function of the garbage disposal and use it appropriately. In fact, if possible, pretend it does not exist.

## **Bathrooms**

There is a half bath on the first floor and a full bath on the second floor of the Mission House. Showers may be taken in the restroom/shower facilities located in the church fellowship hall/gymnasium (approximately 200 feet from the Mission House). There are two (2) shower units in each restroom of the fellowship hall as well as one (1) shower/bath in the Mission House. In addition, there are three (3) outdoor showers (private w/hot water) adjacent to the Mission House. Guests should bring their own personal items (soap, shampoo, towels, wash clothes, etc.).

Because a variety of activities are scheduled throughout the week (including pre-school, child care, after school, summer day camps, AA meetings, scouting programs, etc.), you will receive information upon your arrival regarding specific times during the day that showers in the fellowship are available.

## **Gymnasium**

The gymnasium is available for your use during your visit. Other groups, however, also use the gymnasium during the week. For example, there are men's basketball leagues on Mondays and Thursdays from 7:00 – 9:00 PM. Summer Camps or After School Programs use the gym until 6:00 PM Monday-Friday. Church youth/adult activities are in the gym on Wednesday evenings from 6:00 – 8:00 PM. Please check the weekly church activity schedule to determine gym availability during your visit.

## **Parking**

It is preferred that vehicles be parked in the paved parking lot located adjacent to the gymnasium. This provides a safer location to move your vehicles than parking them in the Mission House driveway.

## **Recreation Room**

The upstairs recreation room contains assorted games and books for your entertainment. There is also a window mounted room air conditioning unit. Please adjust as necessary and turn the unit off when you leave the room for the day/night.

## **Security**

Your group will be provided a couple of keys for the house and a fob for the fellowship building (gym/showers) as well as alarm information for the fellowship building. Please lock the house and the fellowship building when you leave for the day/evening. There is no alarm system in the Mission House. There is, however, an alarm & security system in the fellowship building/gymnasium and throughout the church campus. You will be provided instructions for the use of this security system upon arrival. When you leave Charleston to return home, please place the keys on the kitchen counter, and secure the house and fellowship hall.

## **Sleeping Arrangements/Bedding**

Your group will need to decide how to best use the Mission House facilities for sleeping purposes. We provide 20 sleeping mats and/or cots that may be

moved to the rooms you will occupy. There are also two (2) double-size, trundle beds on the first floor, two (2) single-size futons on the first floor, a double-size bed and double-size futon on the second floor (separate bedroom), two twin size beds on the second floor (separate bedroom) and a double-size bed and a single-size bed (separate bedroom) on the second floor. Please provide your own bedding (sleeping bags, sheets, pillows, blankets, etc.). When you leave Charleston, please clean off the sleeping mats (if used), spray them down with Lysol and place them back in the recreation room.

### **Utilities/AC/Heat**

The greatest expenses for accommodating work groups include the electric, water and sewer bills. Please be “thrifty” when using water or setting the heat/air thermostat. Instructions will be provided on the use of the thermostat. Please turn-off lights and the turn-off coffee maker when your group leaves the house for the day/evening. A new HVAC system was installed in the fall of 2018 and uses a digital thermostat. Adjust as necessary however please do not exceed 70 degrees AC/Heat.

### **WIFI/Cable TV**

The Mission House has wireless (missionhouse123) and basic television cable service.

### **Janitorial Services**

You should find the house clean when you arrive. Please make sure the house looks this same way when you leave to return home. There are assorted brooms, vacuums and cleaning supplies in the house for you to use during your stay. Our janitor will be working part-time on the church campus. If you are experiencing problems with anything or have an emergency, please contact David at (843) 998-3978 or leave a message with someone in the child-care center (located in the two-story education building). The child-care office, (843) 795-3137 is staffed from 6:30 AM – 6:00 PM, Monday-Friday.

### **Worship Services**

There are two worship services held on Sundays, 8:30 AM and 11:00 AM. There is a coffee/fellowship period from 9:30 – 9:50 AM in the gymnasium. Sunday school classes are held from 10:00 – 10:45 AM. Please feel free to join us for worship! Casual dress is certainly permitted.

### **Check-Out**

Specific information regarding “check-out” procedures, including cleaning, will be provided a couple of days before your group is scheduled to return home.

### **Contact/Resources**

Please feel free to call the James Island Presbyterian Foundation office (762-2272) the child-care center (795-3137) or any of the contact persons listed below if you need assistance, have a question or concern, or need some information. We are available to assist you to have a great week in Charleston! Any and every question is okay...so don't hesitate to ask. From area recreational opportunities, restaurants, shopping areas, driving directions, etc....please feel free to ask for help!

David Hendricks, Director-James Isl Presbyterian Foundation  
843-998-3978 (cell)

Teressa Gamble, Board Liaison  
843-697-6685

Allan Clum, Board Liaison  
843-303-0497

Plumbing Emergency  
843-556-7011 (LimRic Plumbing)

Sewer Emergency  
843-795-9060 (JI Public Service District)

Water Emergency  
843-727-6800 (Charleston Water Systems)

### **Other**

The purpose of providing these guidelines is simply to share some simple expectations. It is not an exhaustive list. You are staying on a church campus and your individual and collective behavior should reflect, positively, on our church and your own organization. We have not listed a lot of “common

sense” things we expect from your group. For example: There is no smoking permitted in any of our buildings. We do not permit drinking of any alcoholic beverages on our campus. The use of illegal drugs can get you in serious and legal trouble. The church campus includes a historic cemetery and it should be treated with respect. Pets are not permitted in our facilities. These are some basic behavioral expectations we have of your group without going into detail. However, if you do have any questions about the listed expectations, verbal instructions that have been shared during your orientation that are not included with these guidelines, or anything you have questions about, please never hesitate to ask. That is why we are here....to help you, in any way possible, to have a memorable and productive week in Charleston.

It is our pleasure to have you as our guests! Thank you for sharing your time and resources. Please use the guest register to share your comments, experiences, and suggestions. And please consider returning to Charleston and the James Island Presbyterian Church!