



- **Acts 6 Special Talent Volunteer and Associate Volunteer Training**

March 19, 2024

March 21, 2024

March 23, 2024



Acts 6 Ministry

Mission Statement

The Acts 6 Ministry is a Deacon led ministry connecting the Shepherd's body to widows, establishing relationships and providing for their needs.

Vision Statement

The Acts 6 Ministry seeks to honor, esteem and encourage Shepherd's widows in accordance with God's Word, confirm their place in the body and enrich their worship experience.

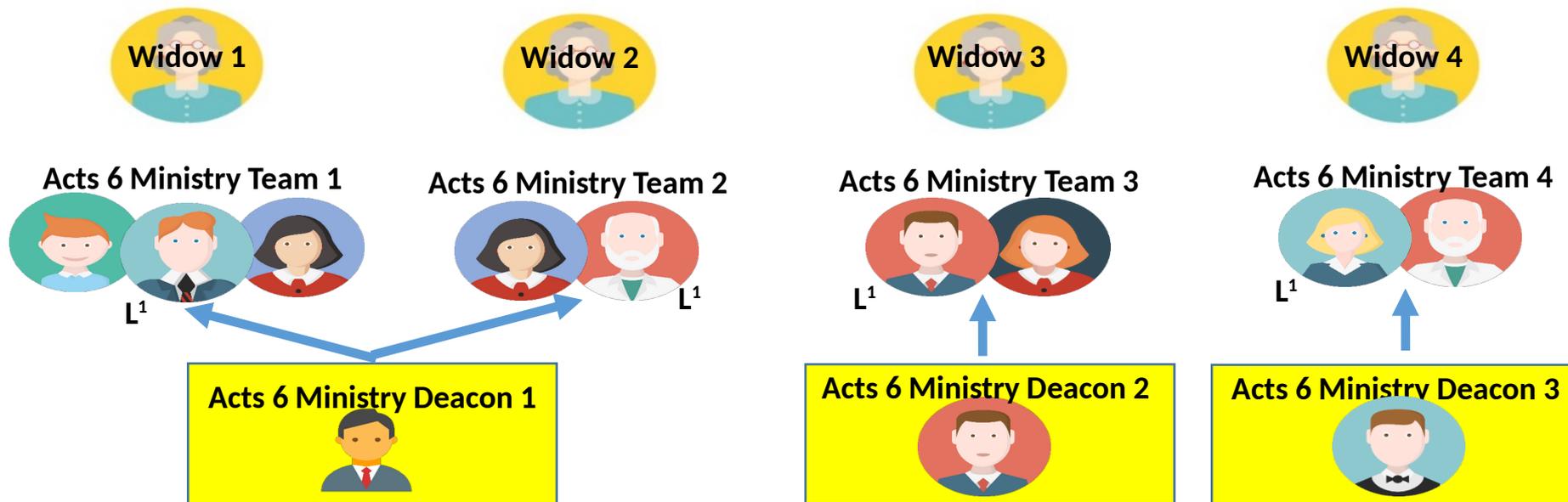


Shepherd's Widows

	Number
Widows at the Shepherd's Church	122
Widows with ministry teams	38
Widows waiting for ministry team	1
Widows who need follow-up	4
Widows who declined ministry teams	61



Widow with Ministry Team



Acts 6 Ministry Deacons

- Encourage, support and provide assistance/guidance to Ministry Teams
- Provide liaison to Care Ministry and Acts 6 Service Requests
- Communicate updates and guidance
- Uses “Acts 6 Service Request” form under “Resources

4

Acts 6 Ministry Team

- Seeks to develop a godly relationship with the widow as an encourager, supporter and friend.
- Communicates needs/projects to Acts 6 Deacon for referral to Special Talent Volunteers

Note 1: The L indicates the Ministry team Lead. In the case of Widow 3 the Ministry team lead is also the Acts 6 Deacon



Acts 6 Volunteers and Deacons

Volunteer Type	Number
Ministry Team Volunteers	84
Ministry Team Deacons	26
Special Talent and Associate Volunteers	75
Total Acts 6 Volunteers	185



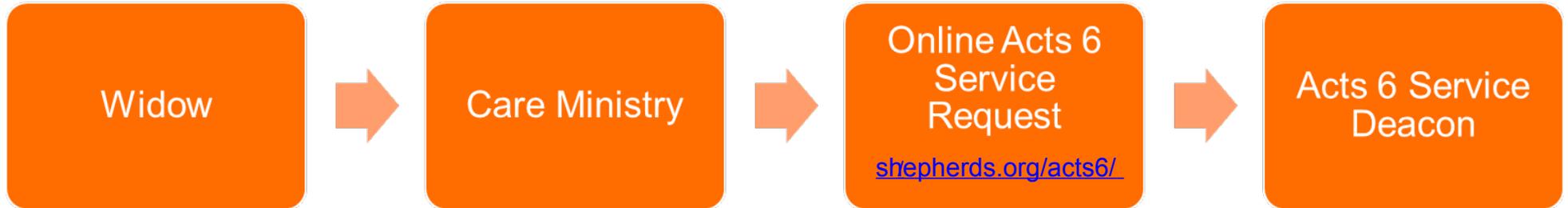
How a Widow With a Ministry Team Reports a Need/Project





How a Widow Without a Ministry Team Reports a Need/Project

Option A

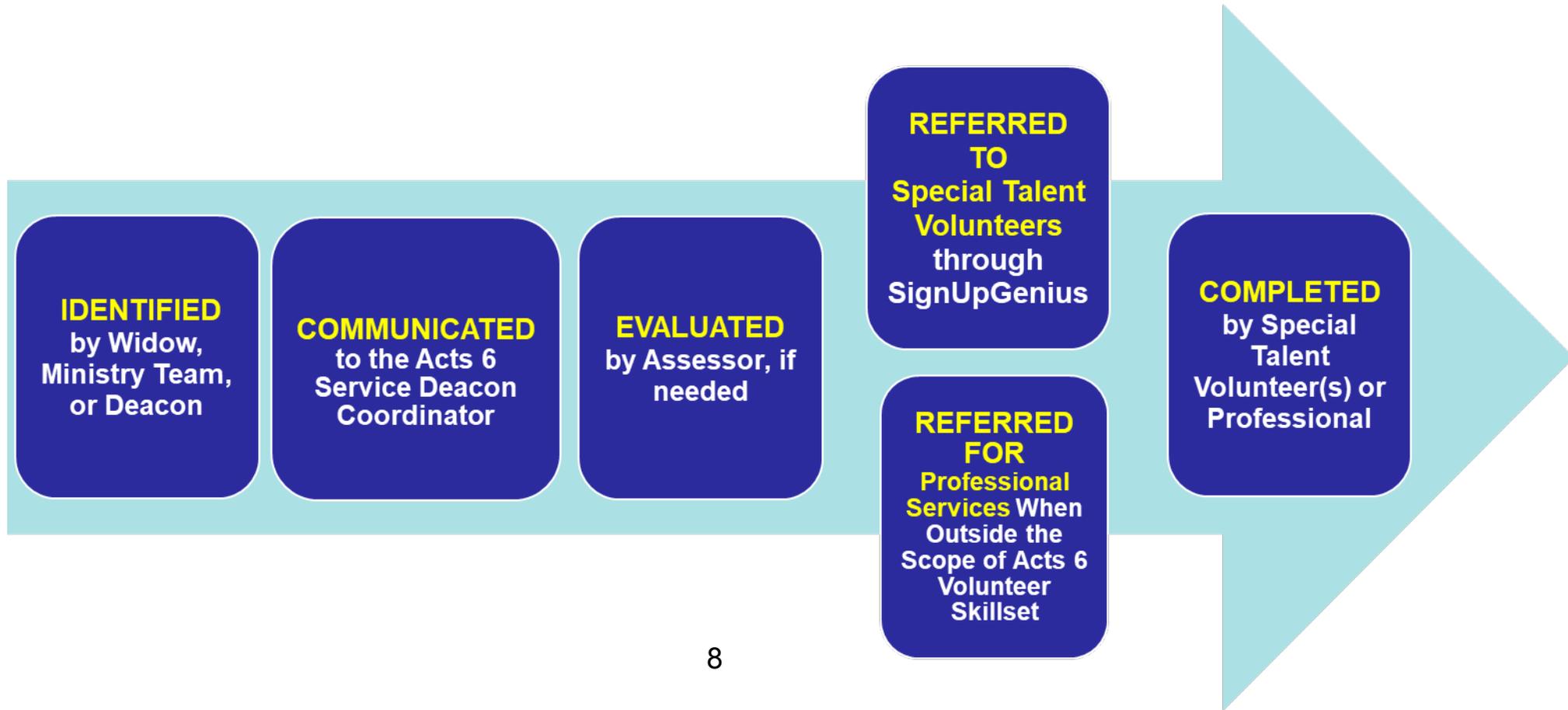


Option B





What is the Process after a Need/Project is Identified and Communicated





Service to Widows

Service Process

- Assessor
 - ◆ Does on a site visit,
 - ◆ Takes pictures (lots),
 - ◆ Assessor discusses the project with the Acts 6 Service Deacon and they determine if the project can be done by volunteers or needs to be referred to a professional
 - ◆ Writes up sufficient information to create a project (If the project is within the scope of Acts 6 STV capability)
- A Sign Up Genius Project is created by the Acts 6 Service Deacon and STV invitations are sent out
- STV signs up and contacts the widow
- Project is completed and a report with cost and labor hours is created by the STV



Projects

- **There are two main parts to a project, the labor and the materials funding**
 - ◆ The labor will be supplied by STVs, support workers, and members of the Ministry Team
 - ◆ Once a project is assessed, there will be an estimate of the effort involved and an estimate of the materials cost
 - ◆ The ministry team and/or Care Ministry will discuss the cost estimate with the widow to determine what she can afford. The Care Ministry Pastor and Acts 6 Leader will decide if the balance of any cost can be covered by the Acts 6 benevolence fund
 - ◆ The STV is not responsible for funding

- **The Acts 6 Benevolence Fund is separate from the General Benevolence Fund**
 - ◆ Both are funded by benevolence “offerings”



Liability

To make sure there is no misunderstanding, below are the details of the various liabilities associated with the service part of the Acts 6 Ministry.

- **STV injury while serving on an Acts 6 project**
 - ◆ The STV is voluntarily serving on the Acts 6 projects and assumes all responsibility for any personal injuries they sustain.
 - ◆ Each volunteer must have a liability waiver in place. This waiver is part of the STV commitment letter.
- **Injury to the person, or damage to the property, of the person being served as part of the Acts 6 Ministry.**
 - ◆ Associated with every project is an “Acts 6 Widows Liability Waiver.pdf “ form, that is intended to protect Shepherd’s from liability since we are volunteers, and our labor is free
 - ◆ The liability form is attached to every project
 - ◆ This must be signed before any work can be done
 - ◆ We will work to have this signed and attached by the Assessor so that when you review the project it will be a document in the project.



Liability

- **Indemnification (security against legal liability for one's actions)**
 - ◆ We have gotten this clarified with the insurance company that covers The Shepherd's Church.
 - The general liability package policy would respond to claims brought against The Shepherd's Church for bodily injury or property damage. The policy includes two endorsements that makes church members and non-church-member volunteers covered, with respect to their liability for activities they perform on behalf of The Shepherd's Church.

- **We can only do limited projects on property that the widow is renting.**
 - ◆ This is also covered by the Acts 6 Widows Liability Waiver.pdf which is attached to the project
 - ◆ The exception is for nonstructural items, for example: window treatments, weather stripping, light bulb replacement, yard maintenance etc.. We maintain a list of generally approved items that will be part of the project attachments. If there is a question regarding work to be performed on rental property, contact the Acts 6 Service Deacon creator.

- **For liability reasons Acts 6 does not include providing transportation as a service**
 - ◆ Being an Acts 6 STV does not preclude other service opportunities, but it must be clear that you are not acting as an Acts 6 service project volunteer



Documentation

The following documents support Acts 6 projects for volunteers and are available on the [Care Ministry Acts 6 web page](#).

➤ **Acts 6 Widows Liability Waiver.pdf**

This is attached to every project and every effort will be made to have this signed by the project Assessor

➤ **Acts 6 commitment letter that includes the volunteer liability waiver**

This is available on the Acts 6 web page

➤ **The STV process document covers simple and complex projects**

The latest STV process is attached to each project

➤ **Acts 6 projects for rental property guidelines.pdf**



Guidelines for Widow Visits by Male STVs

- **There must be someone in addition to a male STV at the widow's home during a project while the widow is there. The intent is that there is never a situation where the widow is alone with only one male. This includes projects that are outdoors. The other person at the widows may be**
 - ◆ A Ministry Team member (male or female)
 - ◆ The spouse of the STV
 - ◆ Associate Volunteer that agreed to accompany the STV but are not necessarily a skilled volunteer.
 - ◆ A child of the widow 18 or older
 - ◆ A friend or family member of the widow 18 or older



Project Notification

Acts 6 Bo Peep Trimming Ground Cover Project Training

Hello, Randy Henderson!

Shepherds Acts 6 Service Deacon, Randy Henderson, is inviting you to sign up for "Acts 6 Bo Peep Trimming Ground Cover Project Training."

Clicking on the button below does NOT sign you up for the project. It allows you to view the project write-up. Please read the write up and attachments thoroughly!

Please let me know if you do not want to do this type of project, or if you want to be removed as an STV completely.

Note: to send an email note without signing up you need to click on the little envelope icon next to "created by Randy Henderson" (two lines above the signup box) or you can email acts6@shepherds.org. If you cannot come please do not click in the project sign up box just to send me an email.

Sign Up

- STVs are notified about projects by an email, using a tool called SignUp Genius
- There are 75 STVs and AVs and not all have the same talents or project preference
 - ◆ To avoid sending every project to every STV the tool allows for STVs with the same talents or project preference to be grouped together into "Groups"
 - ◆ "Groups" are the basis for project notification
- ◆ You do not have to have a SignUP Genius account, but it is more convenient if you do.

When you receive an email (see below) from **SignUpGenius**, the "**Sign Up**" button in the invitation does NOT sign you up for the project. The "**Sign Up**" button takes you to a complete write up of the project for you to review the project in detail.



Project View

- Clicking on the button  in the email invitation takes you to the full project description.



Randy

Acts 6 Bo Peep Trimming Ground Cover Project Training

Bo Peep is a Shepherd's widow. Her Covid 19 vaccine status is fully vaccinated.

Bo Peep's reported issue. I have cedar ground cover that I need help in trimming back a bit.. I rent this townhouse but have permission to trim the ground cover. It is tough and woody but I have the tools necessary.

Bo Peep's Ministry team is unable to help her do this particular project at this time. As always a male STV cannot be alone at the site with the widow. The second person can be your spouse, a friend or family member of the widow, one of the Ministry Team listed in the pdf or I can arrange for an Acts 6 Associate Volunteer to be there.

Please contact Bo Peep to discuss the project, verify the type of tools needed if you want to bring your own ,and schedule a visit. She responds quickly to texts, but you will need to identify yourself as an Acts 6 volunteer from Shepherd's church.

cell Phone 777-777-7777

email littlebopeep@gmail.com

Her address is:

The Meadow

Morrisville, NC 27560-9726

Please review all the attachments for additional detail, especially " Bo Peep trimming ground cover.pdf" !

Any questions, leave a note on the project and I will contact you.

Submit and Sign Up

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0206971241079 | 12/18/21 12:56:00 PM



Project View

- Part of the project's description are the attachments and the available Slots.
- If you decide to sign up, select the Slot
- Then just click on  box.

Please review the available slots below and click on the button to sign up. Thank you!

Related files:

- [_Acts 6 COVID 19 policy for projects as of April 2021.pdf](#) (87KB pdf)
- [_Acts 6 Widows Liability Waiver.pdf](#) (217KB pdf)
- [_STV process Nov 2021.pdf](#) (73KB pdf)
- [_Bo Peep trimming, ground cover.pdf](#) (258KB pdf)

Created by: Randy Henderson 

Available Slot	
STV	
Associate Volunteer	



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Sign Up Page

- You will see this page.
 - Add a comment about your expected contact date with the widow, and who will be going with you to the project. If there are multiple signup slots for STVs or helpers the others that sign up will fulfill the guideline regarding widow visits by male STVs
 - Fill in the blanks
 - When you click  you will lock out any other STV so there is no conflict if there is only one STV slot available.

SignUpGenius Features Pricing More

[Back to Acts 6 Bo Peep Trimming Ground Cover Project Training](#)

Sign Me Up

Sign me up for:

Available Slot	My Comment	Quantity
STV	<input type="text"/>	1

Name

Email

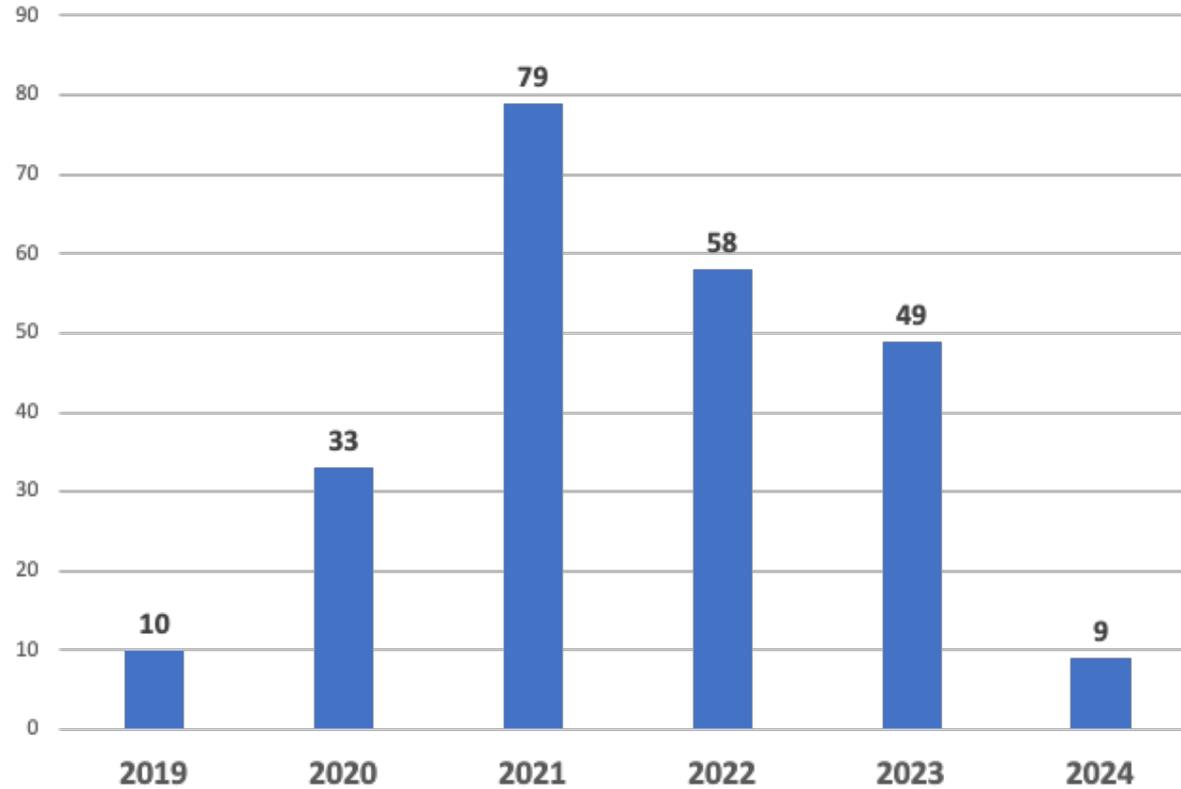
[Already have a SignUpGenius account? Login](#)

Phone

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).



Acts 6 Projects/Services By Year





Examples of Acts 6 Projects/Services

Light Bulb Repair	Siding Repair
Yardwork and Outside Projects	Master Bathroom Vinyl Install
Inspected Boards for Wood Rot	Washing Machine Repair
Lawnmower Repair	Back Porch Stairs Rebuilt
Doorbell Installation	Vanity Drawer Repair
Pantry Door Repair	Picture Hanging
Dish TV Removal	Moving Assistance
Roku Device Set Up on TV	Power Washing
Email Account Assistance	Floor Outside of Shower Repair
Faucet Repair	Drywall Patching
Toilet Repair	Referrals to Professional Resources



Covid 19 guidelines, October 2023

- **Every effort should be made to make the widow feel safe when a service is provided**
- **Any of the widow's safety concerns should be taken into account**
 - **For example, if the widow requests that volunteers wear masks while indoors.**
- **An STV, AV, or widow should cancel a scheduled project if they have any illness symptoms, have recently been exposed to COVID, or are running a fever**
- **The widow consents to allow volunteers to serve, understanding precautions are taken but cannot completely alleviate COVID risk**



STV Participation

- **When you signed the STV commitment letter**
 - ◆ There was a list of skills with your ranking of capability
 - ◆ There was a list of specific tasks; like change a light bulb or flip a mattress
 - ◆ There was a comment section to list any other tasks you can perform

- **Based on your profile from the commitment letter you were put into a group**
 - ◆ **Groups** is a term used by SignUp Genius, SUG, to list people to receive an invitation for a project
 - ◆ Typically, those in a group rated themselves as 5 (out of 10) or higher

- **All volunteers must have an annual background check done by Shepherds. There is no cost to you. If you volunteer for other Shepherds activities that also require a background check, you only need a single background check to cover all of your volunteer activities.**



STV participation

- **STV response to invitations has been less than exciting**
 - ◆ A small subset of STV's have been volunteering for most of the projects

- **Some observations**
 - ◆ Don't like the paperwork involved with the commitment letter and yearly background checks
 - ◆ Lots of missed emails due to volume and / or go to SPAM
 - ◆ Uncertainty about the state of Acts 6
 - ◆ Project complexity
 - ◆ Desire not to be the lead (I would do the project on my house, but not on a widows)

- **Some suggestions**
 - ◆ We have worked to minimize the effort to signup and remain as an STV; but the liability section of the commitment letter, and yearly background checks are unfortunately a necessary reality in our current culture
 - ◆ Sign Up Genius has the capability to send a text message to your phone about the project
 - Contact Glen Bartels if you would like to be signed up to receive text messages:
gncbartels@gmail.com
 - ◆ A quarterly project summary sent to all volunteers

- **Need your feedback as part of a real-time discussion**



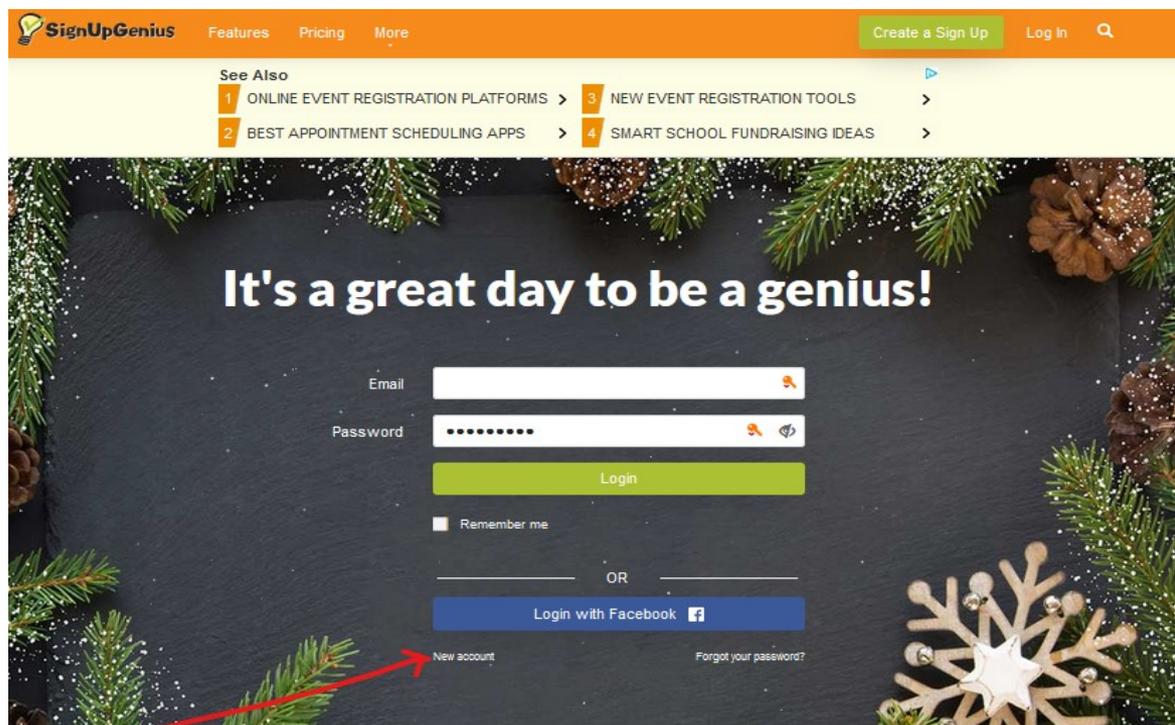
SignUp Genius

Backup



SignUp Genius Account

- STVs are not required to have a SignUp Genius Account, but it is helpful if they do.
- To registered for a SignUp Genius Account. Click on the very little “New Account” link





SignUp Genius Account

On the next page fill in your name and an email address Realtime and click register now

It's a great day to be a genius!

Membership is FREE and makes it easy to create a sign up or manage the items you sign up for!

Name First Name Last Name

Email

Password  

I'm not a robot 
reCAPTCHA
[Privacy](#) [Terms](#)

[Register Now](#)

By clicking Register Now, you agree to the [SignUpGenius Terms of Service](#) and [Privacy Policy](#).

Already a member? [Login](#)



SignUp Genius Account

This page will show up and it can be confusing. The ads on the page for an email account (with their big green continue boxes) make it look like you need to do more on this page. But if you carefully read the little print by the red arrow it tells you the next step is just checking your email for an account activation email from SignUp Genius.

The screenshot shows the SignUp Genius website interface. At the top, there is a navigation bar with the logo, 'Features', 'Pricing', and 'More' links, along with 'Create a Sign Up' and 'Log In' buttons. Below the navigation bar, there is a yellow banner with an 'InstantInbox' advertisement. The main content area features a large image of a brown and white dog holding a white envelope with a green and orange border. To the right of the dog, the text reads: 'You're almost there! Fur'real!' followed by instructions: 'Check your inbox for an email stamped from us. Click the link within the message and voila! Your account will be verified and you'll be a certified genius.' A red arrow points from the instructions to the dog's envelope. At the bottom, there is another yellow banner with the same 'InstantInbox' advertisement.



SignUp Genius Account

Click on the “Activate Your Account” in the email from SignUp Genius and you should be able to login and follow the other admin setup steps.

Welcome to SignUpGenius.com [Inbox x](#)



SignUpGenius <info@signupgenius.com> [Unsubscribe](#)
to me ▾



Group Organizing Made Easy

Hello, Randy Henderson!

Welcome to SignUpGenius! You recently created an account at our site with the email papahenderson54@gmail.com.

Your account will be finalized once you confirm your email address.

[Activate Your Account](#)

If you did not register at our site and you received this email, please [contact us](#).

Share SignUpGenius with a friend or group!

[Share Now](#)



SignUp Genius Text

You will receive an email invitation to Opt In to receiving a text notification about a project. Click on the “Text Opt In” button in the email from SignUp Genius. Fill in the Text Message Opt In screen and click on Opt In

Group Organizing Made Easy

Hello, Randy Henderson!

The Shepherds Acts 6 Service Deacon is inviting you to enter your phone number for you to receive text messages; to alert you about Project Sign Up emails. Please click on the button below to Opt In to receive Acts 6 text messages.

Text Opt In

8008 Corporate Center Dr. Suite 410, Charlotte, NC 28226
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Features Pricing More

Text Message Opt In

By entering your cell number and email address, you are opting to receive text messages from **Melissa Dement** via SignUpGenius. At this time, only mobile numbers from US, Canada, and US territories are supported.

Cell Number

Email address

Opt In

Reset