



HINTON RURAL LIFE CENTER



Workteam Guidelines

The goal of the mission workteam experience is to help all persons use the home repair experience to grow in Christian discipleship, to develop a deeper understanding of their faith, to experience servanthood, and to build new relationships while living and working in a Christian community. The following Guidelines are ways we have found that help us accomplish all of these goals. *Please review these guidelines as a group before your arrival.*

General Guidelines

1. Counselors and Youth are responsible for maintaining discipline and following the Guidelines while at Hinton. Hinton staff members facilitate the volunteer program; Counselors provide discipline for their group.
2. In order to facilitate the program, please be at the appointed place on time. Schedules are posted around the retreat center.
3. Hinton policy does not allow water or squirt gun fights, water balloons, or shaving cream fights. Okay – no fights of any kind!
4. No smoking is permitted for minors (*under 18*). No smoking is permitted inside any Hinton building or on the front porch. Smoking is only permitted in designated areas. Please do not put cigarette butts on the ground; there are sandboxes around the facility. No alcohol, illegal drugs, or sexual misconduct is permitted on Hinton's property or any worksite.
5. Telephone calls may be made by using lines 2 & 3. Please use a calling card or call collect and remember to limit phone calls to 5 minutes! Hinton staff will answer the phone; a message board is in the Commons room. Please check this daily for messages.
6. Place outgoing mail in box on registration table with stamp or money for postage and it will be mailed.
7. On your last morning at Hinton please:
 - a. Place bed sheets and pillowcases (*please leave bed spreads and mattress pads*) in a bundle and put them downstairs by the Coke machine.
 - b. Put towels in proper bin.
 - c. Put trash from your room in the dumpster.
 - d. Sweep, vacuum and clean as necessary (*including underneath beds.*)**Someone will be inspecting the rooms prior to your departure. Group leaders/counselors will accompany Hinton Staff persons while inspecting. Groups are asked to wait until they are cleared to leave.

Lodge/Cottages/Lakehouse

8. The breezeway area near the Coke machine has four bins: one for trash, one for wet towels, one for plastic, and one for recycling aluminum cans. Please use the proper bins. Other areas for recycling are also around the property. A recycling bin is located outside by the kitchen; places for glass, plastic, aluminum cans, and tin cans are labeled. Help us care for creation! Reduce! Reuse! Recycle!
9. Hinton supplies towels and washcloths for showering purposes for the week. DO NOT take Hinton towels to the lake! On Wednesday morning turn in your dirty Hinton towel in the dirty towel bin in the breezeway beside the Coke machine. When you come in Wednesday afternoon you can pick up a clean one.

10. Please do not move furniture in the bedrooms, do not jump or play on furniture. **DO NOT OPEN WINDOWS OR REMOVE SCREENS.** Please treat our facilities gently. They were built by volunteers like you! And they are repaired by volunteers like you!
11. Vacuum cleaners and cleaning supplies will be available as needed.
12. Please do not go to the lake or out walking away from the lodge after 10:00 each evening. Each person needs to be in the building where they are sleeping immediately following vespers.
13. Males and females should not visit in each other's rooms for any reason; please visit in the commons areas of the lodge or your cottages. Each person needs to be in her or his room by 10:30 each evening. Remember we are in community. **LIGHTS OUT 11:00 PM!**

Kitchen/Meals

14. Everyone must wear shoes while in the dining room or kitchen.
15. The meals are served cafeteria style - go through the line and pick up silverware and a tray. We are called to be good stewards of all our resources, food included. Please remember that we are in community. Only choose the food you will be able to eat. You may get seconds when everyone has been served. After eating, everyone takes her or his tray, dishes, and leftover food to the proper place. Workteams will take turns cleaning off the tables after each meal at Hinton.
16. Meals are served in the cafeteria at 8am (breakfast) and 5:30pm (dinner). At breakfast, each person is responsible for packing his or her own lunch. The dining room will be open at 7:35 am to begin packing lunches.

Free Time/Lakeside/Recreation

18. Options during free time include swimming at the lake, volleyball, cards, puzzles, basketball, four square, walking, board games. After using any equipment, return it to its proper place so all persons can benefit and play. Please dress appropriately during free time – let's keep it all covered! Thanks!
19. The swimming area at the lake is open each afternoon from 3:30 until 5:00. An Adult Youth Leader must always be present and not swimming during swimming time to assist our lifeguard. Swimming is at your own risk and only in Hinton's swim area.
20. Free time also presents time for reflection and meditation. The Chapel is always open as a place of quiet sanctuary. The labyrinth on the Hinton property is another good place for reflection.

Worksites

21. Dress appropriately at worksites: no bathing suits, short shorts, or halter-tops. Your Hinton staff person will help guide you as to clothes that are appropriate for the work to be done and for decorum.
22. Wear comfortable shoes with good soles. No sandals or other open-toed shoes are permitted.
22. Please do not take radios or headphones to the worksites. Loud radios are not helpful in building team communication and may hinder relationships between volunteers and home owners.
23. While traveling to and from worksites, each person must have seatbelts buckled.
24. **DO NOT** ride in the back of any truck at any time!



Remember to be safe, have fun, play, work!
Hinton is a joyful place to be in service!