

# EXAMPLE 1

## MCC Summer Service Program Church/Organization Proposal Application 2015

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**\*TO BE COMPLETED BY SUMMER SERVICE SPONSORING CHURCH/ORGANIZATION\***

### General Information

*Provide us with information about the community so that we can better understand how a Summer Service Worker will benefit the area.*

1. Describe your community (population, size, economics, industry, other information or interesting facts).

[REDACTED] is located in the Oxford Circle neighborhood of Philadelphia which is home to a high number of at-risk, school age children and youth and the growing incidence of youth and community violence. Currently there are limited to no youth and social services being provided in the target community outside of the OCCCDA program. While an ethnically rich neighborhood with residents from all over the world (including: the Middle East, Asia, Africa, South America, Eastern Europe and the Caribbean), it also has many challenges including the need for structured youth programs, employment and job training, community organizing, and reconciliation among the many ethnic groups to prevent increasing racial conflict and community and youth violence.

OCCCDA provides services in the surrounding community (zip codes 19124, 19111 and 19149), a “working poor” neighborhood with one of the most diverse populations in Philadelphia. It is a distressed community according to the neighborhood elementary school where 94% of students are low income. There are alarming academic deficiencies at Carnell (neighborhood elementary) with 31.76% of children scoring proficient and above in reading (PSSA) and 33.41% scoring proficient and above in math (paschoolperformance.org). At Carnell, 17.2% of students are enrolled in ELL classes and there are 19 different languages represented at the school. Of 1650 elementary and middle school students in our community, there are 285 after school slots. This leaves 1365 students without out of school programs. Finally it is a community where the needs of high school youth are currently not being met at all. In this vacuum, there is continuing and escalating violence among youth. However, there are also youth who seek to have and be a positive change in the landscape of our community. Many of whom have served as volunteer tutors and camp counselors in the OCCCDA out-of-school programming in addition to participating in the church’s youth group. These are the leaders we want to help mentor through the Summer Service program.

2. Describe the existing community programs, ministries of your church/organization.

[REDACTED] is a nonprofit that grew out of Oxford Circle Mennonite Church with the mission: *To extend healing and hope in the Oxford Circle community believing that God’s purpose of reconciling all people to Jesus leads us to minister on spiritual, physical, social & economic levels.* OCCCDA’s overall areas of ministry are: 1) education/leadership development, 2) family and parenting support, and 3) community and economic development. In 2009, the OCCCDA

purchased a 3.5 acre property with a 40,000 square foot commercial building. This building is now home to 6 organizations and a viable hub of services that are available the Oxford Circle community. These services include a pre-school, a church, a dialysis center, and 3 non-profit organizations focused on providing valuable services to this community.

OCCCCDA has tailored its services to match existing community needs. In a community where almost 1/2 of the population is under the age of 24 providing educational opportunities is critical. Currently, OCCCCDA serves 60 out of school time youth during the school year and 70 youth over the summer (through a grant from 21st CCLC, PA Department of Education). Additionally, we have begun planning to implement a high quality, extended day preschool that accepts child care subsidies and adheres to Keystone Stars to meet the requests of our community parents. OCCCCDA also provides twice-weekly GED and ESL classes. This past year, OCCCCDA implemented the Bridge of Hope program which develops a sustainable path of housing and employment for mothers and their children who are at risk of homelessness. Finally, for the past 12 years, we have implemented an annual community festival/Back to School Event (900 attendees in 2014), which provides free dental care, school kits, and resources for youth and families and the past 2 years, a Christmas Toy Store. In 2014, over 350 children were served.

3. Summer Service Workers may work six to ten weeks over the summer. What are the beginning and ending dates for this Summer Service project?

The dates of service are from June 8 to August 14.

4. Summarize in one or two sentences the objective of the proposed Summer Service project or assignment.

The Summer Service Worker would serve as a senior group leader for an elementary or middle school age group of students in the OCCCCDA Summer Camp 2015. Responsibilities will include mentoring high school youth counselors, helping lead spiritual development for students and youth counselors, and participating in camp planning, activities and outreach.

### **Strategy**

*State several goals of your Summer Service assignment or project and name activities to support the goals. Describe how these will affect the church and community, and also describe how they will contribute to leadership development in the Summer Service Worker.*

1. List three goals/outcomes for the Summer Service assignment or project. Describe 3-5 specific activities that will be performed to support those goals/outcomes.

#### **A. Increasing leadership skills through**

- i. mentoring high school youth counselors
- ii. helping to plan and implement camp activities and goals
- iii. helping lead spiritual development and Bible story classes for students and youth counselors

#### **B. Develop gifts and skills through co-leading spiritual development and Bible story classes**

- i. Co-leading spiritual development and Bible story classes for students with an experienced spiritual development teacher who will provide mentoring and feedback.
- ii. Reflection on what they learns and experiences during leading classes
- iii. Learning new spiritual development and story-telling skills for engaging youth through readings and activities

#### **C. Implementing cross cultural experiences and skills learned through living, working and fellowshiping in a diverse Philly NE community and congregation.**

- i. Interacting with students attending camp from diverse ethnic and cultural backgrounds.
  - ii. Interacting with staff from diverse ethnic and cultural backgrounds.
  - iii. Interacting with parents/families from diverse ethnic and cultural backgrounds.
  - iv. Bringing their own cultural experience to lessons and seek to learn from others' perspectives.
- D. Invest financial, spiritual and community resources in an urban young adult who is college bound in fall 2015.
- i. Provide a tangible way for a young community member to engage in community service in their local context.
  - ii. Provide mentoring and accountability through supervision and meeting with support team members.
  - iii. Provide financial stipend for time of summer service work.

2. Describe how your community will be impacted by this assignment.

This assignment not only allows us as an organization to invest in our local young adults but also provides the opportunity to invest locally as well in a place (church/nonprofit) where they have been a recipient in the past. We believe this is an important part of seeing oneself as an active participant in both individual and community transformation. The assignment will also provide a chance to demonstrate to other youth and adults in our community, the strength of our local young adults. Hopefully, this will lead to more community engagement in service from both our youth and adults in addressing the needs of our community.

3. Name at least three ways in which the Summer Service Worker will develop leadership skills during this assignment.

- Receiving ongoing focused supervision and personal development support.
- Providing opportunities for leading small and larger groups of children/youth.
- Modeling and providing opportunities to practice servant leadership.

## **Support**

*Provide a three-person Advisory Team for the Summer Service Worker. Suggestions for inclusion are the supervisor, pastor, elder, etc. Those in this group will meet with the Summer Service Worker throughout the assignment in order to hear about challenges and growth areas, as well as to provide conscientious support for leadership development in the Summer Service Worker.*

1. Who will be the members of a three-person Advisory Team for the Summer Service Worker?

Describe how each of the three persons will interact with the Summer Service Worker.

- a. [REDACTED], the out-of-school coordinator, will serve as Lacey's supervisor and interact daily through providing direction, support and mentoring. Katie will also provide time for personal and professional reflection on their work.
- b. [REDACTED], OCMC Youth Leader, will meet formally with [REDACTED] bi-weekly and informally meet with her as needed. He will provide a space for spiritual and personal reflection on her service time.
- c. [REDACTED], OCCDA Program Director, will meet formally with [REDACTED] bi-weekly to check in and ensure that the above learning goals are being met and that her time as a SSW allows for her growth and development to occur.

2. How will the supervisor and Advisory Team work with the Summer Service Worker in setting goals and developing leadership skills?

████ will work with █████ on the specific day to day goals of the program and her position with the program and complete the required reports for MCC. █████ will work with █████ to develop a professional development plan/goals for her service time with specific leadership skills identified by both with corresponding appropriate activities and/or readings. █████ will work with █████ to set spiritual development areas which will guide their discussion and reflection time as well as identifying a scripture(s) to meditate on during her work.

3. How will the supervisor provide direct on-site supervision for the Summer Service Worker on a daily and weekly basis?

████ will meet with staff daily to review the goals/agenda and provide space for reflection. She is present to provide as needed supervision throughout the day and will intentionally check in with █████.

### **Orientation**

Orientation is regionalized and will provide information and workshops about Mennonite Central Committee, community development and leadership skills. Biblical perspectives will be offered to motivate and encourage the Summer Service Workers in their assignments.

Orientation is **required** for all Summer Service Workers. Prospective Summer Service Workers who have conflicts with orientation dates will not be considered for the program. Orientation is regionalized and typically held during the second week in June.

In addition, Summer Service Supervisors are to participate in **one** of the 3 group Supervisor orientations held on **May 7, 2015 at 2-3:30 pm (EST), May 11, 2015 at 4-5:30pm (EST), May 14, 2015 at 2-3:30pm (EST)** via WebEx. It will include a PowerPoint Presentation along with Q&A. If you are not able to attend any of the Supervisor orientations, please contact the Summer Service National Coordinator- [danilosanchez@mcc.org](mailto:danilosanchez@mcc.org)

### **Finances/Hours**

Summer Service Workers will receive \$360 for each week that they participate in the program. MCC will provide a grant of \$270/week, to which the participating church/organization will add \$90. For a ten week assignment, for example, the grant from MCC to the church/organization will be \$3600, to which the congregation/organization will add \$900.

**Please check the appropriate box below:**

- Yes, our church/organization is able to provide 25% of the Summer Service worker grant totaling \$ [redacted].
- Our church/organization is able to provide between 10-25% of the Summer Service Worker grant totaling \$ \_\_\_\_\_
- The church/organization is unable to provide any sort of financial compensation at this time. We would like to have a conversation with MCC.

It is expected that the Summer Service Worker and the congregation/organization will consider this a full-time assignment. It will be the responsibility of the supervisor to ensure that this is the amount of time worked.

**Memorandum of Understanding**

Prior to beginning the Summer Service project, the church/organization, the Summer Service Worker and MCC will sign a Memo of Understanding (MOU) that they agree to adhere to these guidelines.

**Please sign below that you understand and agree to the items as they are stated in this application, including orientation attendance, supervision, and financial obligations.**

[redacted]	[redacted]
Name	Date
[redacted]	
Address	
[redacted]	[redacted]
Telephone	Email

# EXAMPLE 2

## MCC Summer Service Program Church/Organization Proposal Application 2015

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**\*TO BE COMPLETED BY SUMMER SERVICE SPONSORING CHURCH/ORGANIZATION\***

### General Information

*Provide us with information about the community so that we can better understand how a Summer Service Worker will benefit the area.*

- 1. Describe your community (population, size, economics, industry, other information or interesting facts).**

The community that our church is located in is located in the Morris Heights section of the Bronx. Recently this neighborhood has seen a significant change from being a very heavy Spanish dominated area to a more diverse area of Spanish, African decent, as well as African American. It however remains to be a community that has a lot of single parent households, low income families, mainly in the age range of 25-45.

- 2. Describe the existing community programs, ministries of your church/organization.**

Our church has been blessed to be in a position to offer the community an after school program that is now in its 4th year running that services three of the area schools. This year the program has expanded to include middle school aged children. We also offer youth nights and monthly weekend activity nights for the community children. For the older kids we do mentoring programs and we also offer women and men groups for the adults.

- 3. Summer Service Workers may work six to ten weeks over the summer. What are the beginning and ending dates for this Summer Service project?**

The beginning and ending dates for this year's worker will be June 22-August 28, 2015.

- 4. Summarize in one or two sentences the objective of the proposed Summer Service project or assignment.**

Our goal for the summer service project will be to continue to build a stronger relationship with the Morris heights community by offering quality programs for the youth to develop healthy habits for life.

### Strategy

*State several goals of your Summer Service assignment or project and name activities to support the goals. Describe how these will affect the church and community, and also describe how they will contribute to leadership development in the Summer Service Worker.*

- 1. List three goals/outcomes for the Summer Service assignment or project. Describe 3-5 specific activities that will be performed to support those goals/outcomes.**

Three goals of the summer service project will be to:

- A. Provide a safe space filled with stimulating activities for area youth. This will be done through a summer camp program.
- B. Offer community events for families. This will be accomplished by Friday evening or night activities.
- C. Develop the next generation visionaries. We will accomplish this by investing in young, gifted people who want to make a difference.

- 2. Describe how your community will be impacted by this assignment.**

The community will be impacted by having quality programs that their kids can be a part of instead of wasting time in front of television or getting into mischief. This will also provide a resource for families who are in need.

3. **Name at least three ways in which the Summer Service Worker will develop leadership skills during this assignment. Three very specific and important ways that the Summer Service Worker will develop leadership skills are:**
- A. Being able to develop time management skills by running an summer camp and social events programs.
  - B. Using problem solving skills to address daily program g needs.
  - C. Developing themed specific events for community outreach.

### **Support**

*Provide a three-person Advisory Team for the Summer Service Worker. Suggestions for inclusion are the supervisor, pastor, elder, etc. Those in this group will meet with the Summer Service Worker throughout the assignment in order to hear about challenges and growth areas, as well as to provide conscientious support for leadership development in the Summer Service Worker.*

1. **Who will be the members of a three-person Advisory Team for the Summer Service Worker? Describe how each of the three persons will interact with the Summer Service Worker.**

Our advisory team for our summer service worker will be composed of A. Pastor Benjamin Stevens, B. Communication director Pamela Lindsey C. Discipleship coordinator Kendra Henderson.

Pastor will provide daily program supervision. Communication director will work on publicity of events, discipleship coordinator will work on personal development.

2. **How will the supervisor and Advisory Team work with the Summer Service Worker in setting goals and developing leadership skills?**

Weekly goals will be set that are specific. Timeline for obtaining these goals will be reviewed on a weekly basis.

3. **How will the supervisor provide direct on-site supervision for the Summer Service Worker on a daily and weekly basis?**

The supervisor will be present and available for the worker to meet with before, during, and after the week.

### **Orientation**

Summer Service Orientation is regionalized and will provide information and workshops about Mennonite Central Committee, community development and leadership skills. Biblical perspectives will be offered to motivate and encourage the Summer Service Workers in their assignments.

Orientation is **required** for all Summer Service Workers. Prospective Summer Service Workers who have conflicts with orientation dates will not be considered for the program.

In addition, Summer Service Supervisors are to participate in **one** of the three group Supervisor orientations via WebEx:

- **Thursday, May 7, 2015 at 2-3:30 pm (EST)**
- **Monday, May 11, 2015 at 4-5:30pm (EST)**
- **Thursday, May 14, 2015 at 2-3:30pm (EST)**

Summer Service Supervisor Orientation will include a PowerPoint Presentation along with question and answer. If you are not able to attend any of the Supervisor orientations, please contact the Summer Service National Coordinator, Danilo Sanchez: danilosanchez@mcc.org

### **Finances/Hours**

Summer Service Workers will receive \$360 for each week that they participate in the program. MCC will provide a grant of \$270/week, to which the participating church/organization will add \$90. For a ten week assignment, for example, the

grant from MCC to the church/organization will be \$3600, to which the congregation/organization will add \$900.

**Please check the appropriate box below:**

- Yes, our church/organization is able to provide 25% of the Summer Service worker grant totaling \$ [REDACTED]
- Our church/organization is able to provide between 10-25% of the Summer Service Worker grant totaling \$ \_\_\_\_\_
- The church/organization is unable to provide any sort of financial compensation at this time. We would like to have a conversation with MCC.

It is expected that the Summer Service Worker and the congregation/organization will consider this a full-time assignment. It will be the responsibility of the supervisor to ensure that this is the amount of time worked.

**Memorandum of Understanding**

Prior to beginning the Summer Service project, the church/organization, the Summer Service Worker and MCC will sign a Memo of Understanding (MOU) that they agree to adhere to these guidelines.

**Please sign below that you understand and agree to the items as they are stated in this application, including orientation attendance, supervision, and financial obligations.**

[REDACTED]	[REDACTED]
_____ Name	_____ Date
[REDACTED]	
_____ Address	
[REDACTED]	[REDACTED]
_____ Telephone	_____ Email

## EXAMPLE 3

# MCC Summer Service Program Church/Organization Proposal Application 2015

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**\*TO BE COMPLETED BY SUMMER SERVICE SPONSORING CHURCH/ORGANIZATION\***

### **General Information**

*Provide us with information about the community so that we can better understand how a Summer Service Worker will benefit the area.*

**1. Describe your community (population, size, economics, industry, other information or interesting facts).**

Our community is very diverse there are Hispanics, African Americans and Americans. Our community around our church has many different problems such as drug and alcohol abuse, family problems, gangs, and monetary necessity.

**2. Describe the existing community programs, ministries of your church/organization.**

The church works hard to reach the people that surround it and the church has a food bank where many of these families are blessed with food. Counseling for anybody in need, youth group, Sunday school program, cell groups, as well as prayer services on Thursday nights and the Sunday service.

**3. Summer Service Workers may work six to ten weeks over the summer. What are the beginning and ending dates for this Summer Service project?**

June 22- August 14, 2015

**4. Summarize in one or two sentences the objective of the proposed Summer Service project or assignment.**

The Objective of the proposition is to help youth from 8-14 years of age in a creative and fun way through learning about different ways to deal with situations they encounter within their home, school and community for example bullying, peer pressure, family conflicts etc.

### **Strategy**

*State several goals of your Summer Service assignment or project and name activities to support the goals. Describe how these will affect the church and community, and also describe how they will contribute to leadership development in the Summer Service Worker.*

**1. List three goals/outcomes for the Summer Service assignment or project. Describe 3-5 specific activities that will be performed to support those goals/outcomes.**

Goals:

- 1) To prepare and capacitate the youth to be peacemakers within the community and learn about more positive opportunities within their city.
- 2) Help them to discover their gifts and talent.
- 3) Bring them to a closer relationship and understanding of God

Activities:

- 1) Teaching music
- 2) Arts craft
- 3) Field trip to museums in the city
- 4) CPR Workshop

**2. Describe how your community will be impacted by this assignment.**

The community will be impacted positively because the youth will develop the skills they learn in their everyday life and routine, thus influencing the community positively.

**3. Name at least three ways in which the Summer Service Worker will develop leadership skills during this assignment.**

- 1) will learn how to plan ahead and manage programs
- 2) learn to work with staff and participates of the program through communication skills, and dealing with different points of view and attitudes
- 3) Responsibility and commitment to giving the best in everything

**Support**

*Provide a three-person Advisory Team for the Summer Service Worker. Suggestions for inclusion are the supervisor, pastor, elder, etc. Those in this group will meet with the Summer Service Worker throughout the assignment in order to hear about challenges and growth areas, as well as to provide conscientious support for leadership development in the Summer Service Worker.*

**1. Who will be the members of a three-person Advisory Team for the Summer Service Worker? Describe how each of the three persons will interact with the Summer Service Worker.**

- 1) [REDACTED] (Supervisor): will be person in charge of coordination the different workshops and fieldtrips that will be held during the program. As well as making sure that all supplies are there.
- 2) [REDACTED]: will give help in the different workshops that will be given in the summer program.
- 3) [REDACTED]: will help with the development of the crafts and creating unity among the youth in the program.

**2. How will the supervisor and Advisory Team work with the Summer Service Worker in setting goals and developing leadership skills?**

We will hold a meeting for preparation and evaluation at the beginning of every week. Where there will be goals set for that week and go over the overall goal of the summer program. Talk about the leadership skills that have been used and leadership skills that could be improved or added.

**3. How will the supervisor provide direct on-site supervision for the Summer Service Worker on a daily and weekly basis?**

Daily: Checking the time the time in and time out of the service worker, making sure she always has a task at hand and is doing said task. As well that all the supplies for the program are supplied.

Weekly: Meeting will be held at the end of every week to evaluate the work of the summer service worker of the week.

**Orientation**

Summer Service Orientation is regionalized and will provide information and workshops about Mennonite Central Committee, community development and leadership skills. Biblical perspectives will be offered to motivate and encourage the Summer Service Workers in their assignments.

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**Finances/Hours**

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**Please sign below that you understand and agree to the items as they are stated in this application, including orientation attendance, supervision, and financial obligations.**

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Name Date

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Address

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Telephone Email