

RVICS, Inc.

Missionary Members

Manual

of

Policies and Practices

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Roving Volunteers in Christ's Service
RVICS and RVICS-S

Welcome to Our Family – It is our desire that you will enjoy your affiliation with the Roving Volunteers In Christ's Service. RVICS, Inc. is a non-denominational, Christian organization whose purpose is to serve the Lord faithfully, and at the same time, enjoy fellowship with other committed Christians.

The RVICS, Inc. Ministry is blessed when our members are:

- Prayer Warriors for the Ministry and for its Members
- Committed Servants in the Ministry
- Financially Supportive of our Faith-Based Ministry

James 1:22 (KJV) "... be doers of the word, and not hearers only"

I. Ministry

RVICS, Inc. – *Roving Volunteers In Christ's Service* is legally registered as a tax-exempt, non-profit organization. Since this is a faith-based ministry, all personnel at RVICS, Inc. Headquarters and those in the field are "work missionaries", expenses for the operation of Headquarters are paid through member's contributions. Contributions to the Ministry are tax-deductible. Whatever is accomplished by the RVICS, Inc. Ministry is dedicated to the honor and glory of the Lord.

RVICS, Inc. is primarily a couples' ministry. Couples accepted for membership are defined as a husband (male by birth) and a wife (female by birth). RVICS restricts membership to those who have met the qualifications for membership. When approved for service and all required paperwork has been received by Headquarters, members will be given an opportunity to sign up for a project. Once they begin their first project, they will be placed in the "active" status as an RVICS member. In the event that the spouse of a couple should become deceased, or unable to work, the remaining spouse may continue to serve with the RVICS, Inc. Ministry.

There are two types of projects within the Ministry:

RVICS missionaries generally work together as a team on projects scheduled by the RVICS Project Coordinator.

There may be situations however, when a project host has a need for assistance, when a formal team is not scheduled. The project or camp may then host no more than two couples to work under the direction of a camp employee to accomplish their desires. This previously unscheduled project (known as an **RVICS-S** [Selected]) would comprise a total number of hours worked approximating that of a regular RVICS project, but daily work schedules which will be more beneficial to the project host and the completion of the task will be followed.

The Board of Directors and the Officers are elected by the membership according to the Constitution and By-Laws. The Secretary/Treasurer is appointed by the Executive Committee.

Matthew 20:28 (NIV) "Just as the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many."

II. RVICS Membership Qualifications

- A. Have received Jesus Christ as your Personal Savior and have a sincere desire to help those in need.
- B. Have read and agreed by signing the *"Application for Membership"*, *"Statement of Faith"*, and the *"Commitment to Join and Serve with RVICS"*.
- C. Have submitted and Headquarters has received an approved PMM/RCMP background check. This report will be kept confidential. We may need to share the results of your report with our Project Ministry hosts which will include name, address, and "No Record Found." But no confidential information such as SSN, DOB, telephone numbers, height, weight, etc. will be shared.
- D. Have submitted and Headquarters has received a pastor's "Letter of Recommendation" form.
- E. Have a self-contained travel trailer, 5th wheel trailer, or motor home with tow vehicle.
- F. Be retired, or partially retired.
- G. Be self-supporting and have adequate accident and hospitalization coverage.
- H. Have applicable work skills or be capable of assisting those who do.
- I. Be willing to accept direction from the Team Leader.
- J. Be willing to donate one's time and labor to each project, expecting nothing in return.
- K. Be willing to abstain from alcohol and all tobacco products while on project so they do not offend a ministry which RVICS serves.

III. Assignments

- A. Projects are scheduled January thru June and September thru November.
- B. Assignments are made by the Headquarters staff according to the needs of the Project Ministry, and whenever possible, according to the requests of the RVICS members for specific geographical areas.
- C. Headquarters will make no assignments for any RVICS member before the cutoff date that has been designated.
- D. At the time assignments are made, those members who commit before the cutoff date to work three or more projects per year will be given priority in the projects they request. When all work assignments are made for that team, then the members who can only do one or two projects per year will be allowed to serve on the project they requested if there is still a vacancy. Otherwise, they will be offered the opportunity to serve where vacancies do exist.
- E. No missionary(s) shall arrange a work assignment on their own and call themselves RVICS or RVICS-S. RVICS Headquarters *must* be involved prior to the start of missionary services, or it will not be recognized as an RVICS or RVICS-S project.

John 4:34 (NASB) "Jesus said to them, My food is to do the will of Him who sent Me, and to accomplish His work."

IV. Arrival at Project

- A. It is important that the Team Leader arrive first to meet with the Project Ministry host and to arrange parking for the team. (Preferably prior to the Thursday preceding the day the project is to begin).
- B. RVICS team members ***should not*** arrive prior to Thursday noon preceding the day the project is to begin. We suggest making a courtesy call to your Team Leader notifying them when you are planning to arrive at the project.
- C. **If you have a question or problem, please contact the Team Leader *NOT* the Project Ministry host.**

V. Team Ministries

A. Team Leaders

Projects are under the direction of a couple designated as "Team Leaders." Team Leaders are selected with prayerful consideration on the recommendation of two Team Leaders with whom they have served and then approved by the Executive Committee of the Board of Directors. Following Executive Committee approval, the couple is approached by the President or Vice President about becoming Team Leaders. After the couple has accepted a request to serve in this capacity, they will complete a "Team Leader Training Course", followed by a period of one (1) month "hands on training" at an RVICS project in service with a qualified Team Leader couple. At the end of this training period, the couple is then commissioned as RVICS Team Leaders.

B. Team Leaders responsibilities:

1. Hold an orientation meeting at the beginning of each project to review the information on the "*Team Leader's Check-off List*". During this meeting it is important to also read the "*RVICS Ten Commandments*".
2. Provide an information sheet giving the names of a local doctor and dentist, the nearest hospital or medical clinic, etc.
3. Handle incoming and outgoing mail.
4. Arrange for use of a telephone, and receiving telephone messages if cell phone service is unavailable.
5. Appoint couples to assist in planning hymn sings, social activities, tours, doing publicity, writing the monthly newsletter, etc.
6. Coordinate all work assignments with the Project Ministry host.
7. Assign and schedule the work to be done by team members.
8. At the end of the project, it is imperative to promptly complete, and then mail the project reports to Headquarters.
9. Give the Project Ministry host the Team's Newsletter along with member's forwarding mailing labels.

VI. Team Activities

A. Work

1. Group devotions begin at 8:00 AM, Mon-Thurs. Devotions are assigned to couples on a rotating basis.
2. Three-week schedule: Women (14 hours for each week) Mon-Thurs 8:30-noon
Men (26 hours for week 1 & 2; 23 hours for week 3)
Week 1 & 2: Mon-Thurs 8:30-4:00 with one hour lunch
Week 3: Mon-Wed 8:30-4:00 with one hour lunch;
Thurs 8:30-noon

Members are expected to adhere to the hours which have been set by the RVICS, Inc. Ministry. Working extra hours or days makes it difficult for those who do not wish to work overtime or those who may want to work but, because of physical limitations, are not able. However, there may be occasions when the team leader may ask the team to switch hours or days to meet the needs of the host. (Hours may not exceed the normal contracted hours.) All team members must be asked, and switching hours or days must be agreed upon by the team.

3. The Team Leader is in charge of all work planning and assignments.
4. No member is expected to do labor which is beyond his or her physical capability.
5. It is important that all RVICS perform only the work assigned to them by the Team Leader. Should anyone request that you do other than the assigned tasks, have this person clear the request with the RVICS Team Leader.

Ephesians 6:5-8 (The Message) "Servants, respectfully obey your earthly masters but always with an eye to obeying the real Master, Christ. Don't just do what you have to do to get by, but work heartily, as Christ's servants doing what God wants you to do. And work with a smile on your face, always keeping in mind that no matter who happens to be giving the orders, you're really serving God. Good work will get you good pay from the Master, regardless of whether you are slave or free."

B. Worship Meetings

1. The first Sunday on a project provides the team with an opportunity to join the Project Ministry personnel in a worship service by attending their church.
2. Each person is expected to attend the church of their choice on the remaining Sundays.
3. In addition to daily devotions, there is a weekly Bible study/testimony time by a person assigned by the Project Ministry. If the Project Ministry does not have a person to lead a midweek service, the team will attend a local church or conduct mid-week service of their own.

Attendance at the daily devotion and the Bible study/testimony time is mandatory.

Psalm 29:2 (KJV) "Give unto the Lord the glory due to His name; Worship the Lord in the beauty of holiness."

C. Socials and Tours (Optional)

1. The first Saturday or the first Sunday of the team project, there is an orientation meeting called "popcorn time." The popcorn is furnished usually by the Team Leader or by a designated couple with each member bringing their own drink. This meeting is important since it affords the Team Leader an opportunity to give everyone information pertaining to the project's work and activities.
2. The "social committee" will plan weekly "social" events for the project month. One of the events can be a celebration for birthdays and anniversaries for members who are celebrating that month. No gifts are given.
3. The "tour committee" will plan weekly sightseeing tours, trips to local events, etc. If needed they will make reservations, arrangements for tickets and drivers. If members use their vehicles for transportation of other members, Headquarters has an equitable formula for each member to pay their fair share. This formula is listed on "Paying One's Fair Share" form. The "tour committee" will be responsible for calculating the mileage, collecting the money, then paying the drivers.
4. Annual reunions are held in January or February by the teams in various areas of the country to celebrate the anniversary of the founding of RVICS, Inc. All former members are also invited to attend the celebration with the team most accessible to them.

VII. Statements of Policy and General Information

Rules and regulations are a part of every productive organization and RVICS is no exception. Time and experience have proven the need for these statements.

- A. While RVICS missionaries are encouraged to share the gospel message as directed in Matthew 28, they will endeavor not to impose their religious convictions on others or disparage the beliefs or convictions of others.

B. Dancing

Because some of the projects we serve have convictions against dancing of any kind, we must request that members not initiate or plan dances of any nature while at the Project Ministry.

C. Dice and Playing Cards

Dice and Playing Cards may be used at project locations as long as the games that are played do not involve any form of betting or gambling, and the ministry at which those games are played does not object to the use of dice and playing cards. The Team Leaders will discuss the use of these items with the project host during their initial meeting.

D. Dress

Members are expected to dress in a manner which will present a good Christian witness. In most cases, the dress code will be regulated by the wishes of the Project Ministry host. It is the responsibility of the Team Leader to inform members as to specific dress codes for specific projects.

II Cor. 6:3 (NKJV) "We give no offense in anything, that our ministry may not be blamed."

E. Donations by RVICS Members to the Project Ministries

1. Although many members leave a contribution at the project where they have been working, this is entirely at the member's discretion and has never been an official policy.
2. A member who leaves their rig parked at the Project Ministry location outside of the normal project time period is encouraged to compensate the ministry for the use of their facilities.

F. Gifts, Monetary or Material Compensation

1. One of the foundations of the RVICS, Inc. Ministry is that of serving the Lord by the giving of time and talents to His work, without expecting anything in return. Based on that premise, we state that members are not permitted to accept any monetary or material compensation for services rendered on projects.
2. However, at times a Project Ministry host will invite the RVICS team to an appreciation dinner or offer a token gift. To refuse this form of gift would seem discourteous and does not fit the category of monetary or material compensation.
3. Related to this subject is that of social interaction between RVICS and Project Ministry personnel. We encourage the Christian fellowship that happens as RVICS members and Project Ministry personnel share in God's love. When this sharing results in an invitation to break bread in either members or Project Ministry personnel homes *after work*, we do not believe it constitutes monetary or material compensation and should not be a cause of any misunderstanding.

G. Forms

Each member is required to sign a *Mutual Release Form (RVH-10)* for Headquarters to keep on file and to complete the *Emergency Information Form (RV-6)* for the Team Leader. Team Leaders are to keep the sealed *Emergency Information Form* for each team member in a secure place. These are to be opened only when absolutely necessary to provide medical care when the member cannot respond to medical personnel. Team members are encouraged to keep a copy of this form in their vehicle as well.

Team Leaders will return the *Emergency Information Form* to the appropriate team member at the end of each project so they can be used by the next Team Leader.

H. Leaves of Absence

Emergency leave is allowed. Sick leave is granted for short term illnesses. Please consult the Team Leader if the need arises.

I. Name Badges/ Logo Items

1. Each member is given a name badge when they join the RVICS, Inc. Ministry. The badge should be worn by all members while on the project site. This is to identify us, not only to new RVICS-members, but also to the Project Ministry staff.
2. Additional badges are available for a small fee.
3. There are other RVICS logo items available for purchase on the RVICS website and at RVICS, Inc. Headquarters. RVICS-members are encouraged to use and/or wear logo items and name badges as a form of publicity for the RVICS, Inc. Ministry.

J. Project Ministries

1. RVICS serves at non-profit fundamental Christian colleges, schools, camps, and conference centers.
2. RVICS does not serve any organization that supports the World and/or National Council of Churches, that accepts government funding, or will not accept our PMM background checks.
3. The Project Ministry provides a parking site with electric, water, and sewer (either by in-ground connection or "honey wagon service", **not a "tote portable waste tank"**) for the RVICS member's recreational vehicles.

K. Pet Policy

1. Pets are only permitted at projects which have agreed to allow pets at their facility. The RVICS missionary must provide a copy of vaccination for the pet and have a signed pet policy on file at RVICS, Inc. Headquarters.
2. While on project pet owners must adhere to the following guidelines
 - a. Pets must be fully vaccinated and the owner must have documentation with them on project.
 - b. Pets must not be left unattended and must be on a leash or confined to an appropriate kennel or carrier when outside the owners' RV/camper.
 - c. Whatever the pet 'drops' must be picked up by the owner and disposed of properly.
 - d. Pets are allowed in the RV area and may be walked on the roadways in the campground.
 - e. Owners should be courteous about taking their pet into a group of people. Some people may have allergies or be uncomfortable around animals.
 - f. Pets must not cause a continual noise disturbance.
 - g. Rottweilers and Pit Bulls are not permitted.
3. Contingency Care Plan – Pet owners must provide for the care of their pets in case of an emergency. Instructions for pet care (Pet Emergency Form) shall be attached to the Emergency Information form provided to the project leaders. Owners are responsible for arranging with a team member to assume pet care duties for an appropriate period of time until:
 - a. The owner reassumes pet care. (or)
 - b. A designated individual at the owner's discretion (such as a relative) assumes responsibility. (or)
 - c. If neither (a) or (b) occurs within a reasonable period of time and no one is found to adopt the pet or pets, the local animal shelter will be asked to provide for the animal(s).

These are general guidelines for pet owners. Individual project locations may have more specific requirements.

"The Family of God"

by William & Gloria Gaither
Hanna Street Music Publishers 1970

Chorus:

I'm so glad I'm a part of the family of God-
I've been washed in the fountain, cleansed by His blood!
Joint heirs with Jesus as we travel this sod,
For I'm part of the family, the family of God.

1. You will notice we say "brother and sister" 'round here-
It's because we're a family and these folks are so near;
When one has a heartache, we all share the tears,
And rejoice in each victory in this family so dear.
2. From the door of an orphanage to the house of the King-
No longer an outcast, a new song I sing;
From rags unto riches, from the weak to the strong,
I'm not worthy to be here, but, praise God, I belong!

Chorus:

I'm so glad I'm a part of the family of God-
I've been washed in the fountain, cleansed by His blood!
Joint heirs with Jesus as we travel this sod,
For I'm part of the family, the family of God.

(It is suggested that everyone memorize this hymn as it is sung often by the teams.)