

PROJECT ASSISTANCE PROCEDURES

United States and Canada

A Partnership between You and Maranatha

How Maranatha Will Partner with You

- Recruit and arrange project leadership for volunteers.
- Make a site visit.
- Review and/or assist in the creation of building plans.
- Advertise your project and recruit volunteers.
- Inform volunteers about project needs and details, and track volunteer registration.
- Volunteers will work six to eight hours a day, bring their own hand tools, and assist with the preparation of food if necessary.

How You Will Partner with Maranatha

- Ensure that the property and all proposed buildings are owned and operated by the Seventh-day Adventist Church.
- Communicate with Adventist Conference overseeing the project, regarding project request and progress.
- Host a site visit for Maranatha project leadership, during which the following items will be completed or discussed: project time line, project scope, work needing to be completed before volunteers arrive, meetings with key personnel at local governing jurisdiction, review of first aid kit supplies, arrangements for volunteer accommodations and meals.
- Designate a local contact who will assist Maranatha leadership in arranging local housing and RV parking, transportation, and meals, along with providing area information and general assistance before and during the volunteer project.
- Ensure that all the required documents are provided to Maranatha in a timely manner.
- Complete property preparation, foundation, and grading.
- Possibly hire locally licensed workers for electrical and plumbing work (depends on city and country ordinances and laws).
- Ensure that all construction materials and equipment are on site before the project start date.
- Have a first aid kit at the worksite, containing basic items as outlined by Maranatha.
- Involve approximately 25% of your constituency during the volunteer project.
- Give back to Maranatha's worldwide work through a gift of gratitude.

Volunteer Project Expenses to plan on

- Leadership travel and hosting of site visit.
- Leadership travel for project itself.
- Local housing and RV parking, local airport transportation, three meals a day for all volunteers and leadership.
- Accident insurance for Maranatha volunteers (\$2.50 per day per person). Maranatha does not charge insurance for volunteers from the church constituency.

Project Process Outline

This process usually takes 6-18 months to complete. In order to receive preliminary approval, Maranatha asks for your Project Assistance Application, Cover Letter, and Project Scope. Other documents such as financial arrangements, permits and plan reviews, and leadership can also be submitted if you already have them, but do not delay submitting your application to Maranatha because of these items.

- 1. Land Use Permit** | Obtain necessary permit indicating approval for intended use of the building you're wishing to construct.
- 2. Financing** | Explore financing availability and options to help determine project scope. Later in the process you will be asked to submit copies of documents verifying financial arrangements, such as bank statements and or letters from organization providing portions of the project funding.
- 3. Project Assistance Application** | Complete the application and obtain necessary signature from overseeing conference officer.
- 4. Cover Letter** | Submit a letter explaining why Maranatha's assistance is needed and the overall scope of the project.
- 5. Project Scope**

New Construction: Provide Plans

Organizations with new construction projects need to provide conceptual plans including elevation, floor plans, site plan, and cross-sections. Maranatha can also assist in this process and help save congregations money by providing pre-drawn, standard church plans or refer you to an architect.

Maranatha can best help if new construction projects meet the following specifications:

- a. Size: 10,000 sq. ft. or less (approximately)
- b. Type: Wood framing or metal studs
- c. Roof Pitch: 6/12 or less
- d. Height: Single-story
- e. Design: Simple (odd shapes & corners are difficult for general volunteer assistance and raise overall cost)

Other Projects: Provide List

Organizations with renovation or other projects will need to provide a detailed list of the projects requested.

- 6. Plan Review Certification** | If applicable, submit a complete set of building plans to governing jurisdiction for plan review process. Obtain approvals from necessary governing bodies (could include the City, County, Health Department, and Fire Department).
- 7. Site Visit** | Host a site visit for project leadership.
- 8. Project Dates** | establish dates mutually acceptable for you and Maranatha (plan for six months in advance for volunteer recruitment).
- 9. Leadership** | Work with Maranatha to line up project leadership.
- 10. Complete Maranatha Paperwork** | Submit to Maranatha any missing items outlined in your preliminary approval letter such as copies of documents verifying sufficient financial arrangements, plan review certification and permits, complete set of building plans if applicable, and contact information for licensed specialists.
- 11. Recruit Volunteers** | While Maranatha recruits volunteers from around the country, you should also recruit volunteers from your local constituency to participate in the project. For planning purposes, we ask that they register online with Maranatha.
- 12. Host Maranatha Project** | Host the project by providing transportation to and from the airport, local housing, three meals a day, and assistance to project leadership.
- 13. Gift of Gratitude** | Many organizations have chosen to give a percentage of their estimated savings back to Maranatha. We ask that you make a contribution as a way for Maranatha to continue to serve the world and organizations like yours.