

# Southern Baptist Disaster Relief



## Unit Leader Training Manual

Disaster Relief Office, South Carolina Baptist Convention

## Table of Contents

Section I			
Biblical Foundations of Management .....			3
Section II			
Dimensions of Leadership .....			3
Section III			
Responsibilities of the Unit Leader .....			4
Section IV			
Review of the Units .....			5
Assessment	Communications	Mud-Out/Ash-Out	
Chainsaw	Feeding	Rebuild	
Chaplaincy	Incident Management		
Children's Response	Laundry	Shower	
Section V			
Incident Command System .....			5
Section VI			
Alert System .....			6
Stages	Road Trip		
Forms & Reports	While On-Site		
Section VII			
On-Site Setup and Reporting .....			9
Section VIII			
Principles and Skills of a Situational Leader.....			10
Section IX			
Interpersonal Skills Training .....			11
Crisis Counseling			
Clear Communication			
Conflict Management			
Crew Consensus			
Section X			
Managing the Unit .....			13
Responding to the Mission	Making Decisions		
Operation Expenses	Working Relationships and Resources		
Maintaining Balance			
Section XI			

Devotions and Daily Meetings .....	16
Daily Devotions	
Prayer Concerns	
Witnessing	
Suggested Scripture Passages	
Section XII	
Recovery of the Unit.....	18
Recovery Decision	
Emotional Issues	
Packing the Unit	
Travel Home	
Debrief and Evaluation	
Section XIII	
Conclusion .....	19
Appendix .....	20
Form SCDR1 - Personal Information Update/Release and Indemnity Agreement .....	21
Form SCDR 1a – Personal Information- Spontaneous Volunteers.....	23
Form SCDR2 - Roster of Volunteers .....	25
Form SCDR2a – Spontaneous Volunteer Sign-In/Sign-Out Record.....	26
Form SCDR3 - Property Owner Request for Assistance.....	27
Assessment Forms:	
SCDR4a – Chainsaw .....	29
SCDR4b – Flood Recovery.....	30
SCDR4c – Temporary Roof Repair.....	31
SCDR4d – Fire Recovery .....	32
SCDR 4e - House Located on Property .....	33
SCDR4f – Sorry We Missed You .....	34
Form SCDR5 – Daily/Final Unit Report.....	35
SCBC Accident/Incident Report.....	37
Advantages of a Chaplain as a Team Member .....	38

## I. Biblical Foundations of Management

A Unit Leader should be a person who is committed to “Serving Christ in Crisis” by sharing the love of Christ to disaster victims in a practical manner. The Unit Leader must be skilled and experienced in his ministry area. He must be a spiritually mature individual who is willing to meet the spiritual needs of victims, rescue workers, and his team. Finally, he must be a wise manager of both human resources and equipment.

The Unit Leader should look to the Bible as the source and guide to be a wise and productive manager. In a disaster the Unit Leader must be a strong leader who can manage the team and the situation. The Unit Leader should look to our Lord Jesus Christ as an example of a wise manager. Jesus was a servant leader. He was strong, kind, directive, corrective, wise, and loving.

The greatest example of the servant leadership of Jesus can be found in the passage shortly before the death of our Lord. Jesus had a desire to eat the Passover one last time with his disciples. In John 13:12-17, we find one of the greatest examples of a servant leader where Jesus washed the feet of the disciples.

*“And so, when He had washed their feet, and taken his garments, and reclined at the table again, he said to them, ‘Do you know what I have done to you? You call Me Teacher and Lord; and you are right, for so I am. If I then, the Lord and the Teacher, washed your feet, you also ought to wash one another’s feet. For I gave you an example that you also should do as I did to you. Truly, truly, I say to you a slave is not greater than his master; neither is one who is sent greater than the one who sent him. If you know these things, you are blessed if you do them.’”* John 13:12-17

Jesus was a servant leader who would stoop to do the mundane, such as washing the dirty feet of his disciples. If the Unit Leader will take the same attitude, he will be able to lead his people, help those in need, and truly demonstrate the love of Christ to a lost world.

## II. Dimensions of Leadership

Ken Blanchard suggests four dimensions of leadership.

*(The Center for Faithwalk Leadership, Blanchard, Hodges, Ross, Augusta, GA, 2003, participant workbook, p7.)*

**Heart** – motivation or intent/leadership character

**Head** – assumptions and beliefs/leadership methods

**Hand** – application/leadership behavior

**Habits** – daily recalibration of commitment to mission and values

### III. Responsibilities of the Unit Leader

As one considers the job description for the Unit Leader, remember the four functions of a biblical manager. These functions are:

**Planning** – predetermine a course of action

**Organizing** – arranging and relating work so that people can perform it most effectively

**Leading** – causing people to take effective action

**Controlling** – assessing and regulating work in progress.

*(Managing, Engstrom and Mackenzie, p110-111.)*

#### **Position Requirements:**

- Christian, spiritually mature, member of SCBC church
- Completion of *Introduction to Disaster Relief* (SC Baptist Convention Disaster Relief Office)
- Approved by State Disaster Relief Office and completion of Unit Leader Training
- Demonstrates biblical management skills and practices wise stewardship of resources
- Mature, flexible, safety-conscious leader
- Completion of NIMS courses: (FEMA) ICS 100 and 200 (both online & free)
- Demonstrates stress management for self and others

#### **Position Recommendations:**

- Completion of NIMS courses: (FEMA) ICS 700 and 800 (both online & free) ICS 700 highly recommended.
- Stress Management Training: minimum 3-hr OSFA highly recommended
- Each team should include a Chaplain, medical personnel (First Aid/CPR), and a safety officer.

The Unit Leader must have a complete understanding of the disaster relief organization at the national, state, and local levels (NIMS; FEMA; etc.). The Unit Leader must know how he fits into the incident command system (FEMA ICS). The Unit Leader must know the manual of his specific unit. The Unit Leader must ensure that all volunteers follow and observe all safety guidelines when working.

**All new Unit Leaders must understudy with a seasoned Unit Leader before being deployed on their own.**

## **IV. Review of the Units**

There are various types of Disaster Relief (DR) units. Each unit has its own specific mission and responsibility; however, the units work together during a disaster in the name of the Lord. SC DR currently has the following units:

- Assessment
- Chainsaw
- Chaplaincy
- Children's Response
- Communications
- Feeding
- Incident Management
- Laundry
- Medical
- Mud-Out/Ash-Out
- Rebuild
- Shower

See the list of unit descriptions in your registration packet or online for details about each unit type.

## **V. Incident Command System (ICS)**

We can no longer expect one person to manage the multi-ministry, complex disaster response that we are involved in today. For Southern Baptist Disaster Relief to be wise stewards of resources and manpower, we have adopted the Incident Command System (ICS) as the disaster management model. Key to understanding ICS is where the Unit Leader fits into the system. The disaster response will always have an Incident Commander (IC, or "white hat"). In a larger multi-state disaster, the ICS team, also known as the Incident Management Team (IMT), will consist of an Operations Officer, Logistics Officer, Administrative Officer, Public Information Officer and Planning Officer. Assisting these officers will be coordinators. The Unit Leader will be given information and contact numbers of his/her supervisor. Depending upon the size of the operation the Unit Leader will answer to the Incident Commander, Operations Officer, or a coordinator. (Completion of the FEMA-ICS training requirements, listed on page 4, helps to develop a complete understanding.)

## VI. Alert System

All units should stay in a state of readiness since disasters cannot be planned. Every unit should be able to respond to a call within 24 hours. This will not be possible unless you do some prior planning. That means your unit and unit teams must have an alert plan and a response plan.

When you see on the DR website or receive notice that teams are needed, it is your responsibility as the Unit Leader/Blue Hat to pull together your team. Please try to give everyone a fair chance to serve. Several team members may have already called you to say they are ready to go. Please note that detailed information regarding the call out may not be available until later in the call out process.

If, while calling, someone requests to be removed from the list, or you learn that someone has passed away, please notify the SCBC Disaster Relief Office so that the database can be corrected. Also give notification of phone number, email, or address changes. Contact the Disaster Relief Office at [sueharmon@scbaptist.org](mailto:sueharmon@scbaptist.org), 800.723.7242 x4600, or 803.227.6149.

If the nature of the disaster provides advance warning, such as in the case of hurricanes, preparations can be made before the hurricane comes ashore.

- Pay attention to weather reports.
- Track the storm on a hurricane tracking chart or on the Internet. Tracking charts are available from a variety of sources. Also check Internet weather sites (example: [www.weather.com](http://www.weather.com)).
- When the hurricane is in a location between 23° W latitude and 75° N longitude, increase your readiness.

### Stages

The system to activate units and teams begins with the affected state placing a call for help. Southern Baptists adopted the following process for the activation of units and volunteers. In addition, pre-event preparation may include communication with state and national disaster relief leadership.

1. **Alert** – the first level of response at any level—national, state, or individual—is alert. The primary question is “can you go?” If so, it’s time to begin making plans. If no immediate response is needed, this stage is updated about every 24 hours.
2. **Standby** – the second level of response is standby. At this point, there is a probable need for a response. The unit/team will depart as soon as it is requested to respond. Prepare all personnel and equipment to leave immediately. If there is some delay, this stage will be updated every 12 hours. If the units are not asked to respond within 48 hours, they may revert to alert or be taken off the potential response plan.
3. **Go/No-Go** - The third level of response is go/no-go. If the decision is no-go, then the status of the unit/team may revert to standby, alert, or it may be taken off the response plan entirely. Go means a response is definite. The disaster relief unit will move within six hours or as assigned.

The next step is when the state director activates the state units/teams, giving its members essential details and determining the number of volunteers needed along with their shift length.

The following vital information is given or will be coming with the activation call. S E M A C is the acrostic that is used:

- S** – Situation: specific circumstances at the location
- E** – Environment: location and how to get there or to the staging area
- M** – Mission: specific assignment of services
- A** – Administration: contact person, who to report to
- C** – Communication: report to state director and national offsite coordinator every four hours en route.

A designated person will begin contacting other volunteers to go as relief teams at intervals determined by the circumstances—usually five days to a week. The incident commander and state disaster relief director will coordinate the location and length of service of all volunteers.

4. **Closing** – The final stage of response is closing. The mobile unit is no longer needed at that location. It may be reassigned to another location or allowed to return home. The decision to close or terminate will be made in collaboration with the affected state disaster relief director and the incident commander.

## Forms & Reports

- ✓ **SCDR1 – Personal Information Form:** Once you have your team together, make sure each one completes a SCDR1. This form is for your unit use only. The SCDR1 is an information form that gives you, the Unit Leader/Blue Hat, the ability to take this person to the hospital or place them in a doctor's care if a situation occurs while serving in a time of disaster. NOTE: **This form is to be kept on the unit while deployed** (recommend keeping them in a locked vehicle for security) and **mailed to the SCBC Disaster Relief office after the deployment ends.**
- ✓ **SCDR2 – Roster of Volunteers:** You must complete and send in a roster before you deploy to a disaster site. Use the Formstack roster link to submit a roster online or forward this completed form to the Disaster Relief Office, either by fax (803.799.1044 Attn: DR) or e-mail ([sueharmon@scbaptist.org](mailto:sueharmon@scbaptist.org)). This form is very important as it is used to secure additional insurance coverage on your team members. It is sometimes hard to read the handwriting given the small space on the form, so do the best you can to make sure the form is legible or fill it in electronically from the Unit Leader Forms on the website.
- ✓ **SCDR3 – Property Owner Request for Volunteer Assistance and SCDR4 – Assessment Forms:** Use forms SCDR3 and SCDR4 when out in the field. If you are serving in another state and they wish you to use their forms, please do so. If no forms are available or you are serving in SC, use our forms. Each day, you will turn these forms in to the White Hat/Commander at the Incident Command post
- ✓ **SCDR5 – Daily/Final Unit Report Form:** Finally, it is your responsibility to complete a Daily Report. This report will be turned in each day to the White Hat/Commander on-site, either through Formstack online, or on a paper form. If using paper forms, at the end of the deployment, you will write FINAL at the top of that same form for a cumulative report



on the entire time you serve at the disaster site. **Make a copy each day of the daily reports and the final report for South Carolina Operations Center at the SCBC building in Columbia.** You may mail them or bring them in when you return to South Carolina. (This is not necessary when using Formstack.)

- ✓ **Accident/Incident Report Form:** When an accident or incident occurs, our primary concern is to provide the proper care and the necessary resources to assist the injured person(s). To provide the necessary care, it is important to obtain relevant information. The SC Baptist Convention Accident/Incident Report Form provides a method to obtain this information, and is used in the following ways:

- 1- To provide information that may be helpful to persons assisting the injured, such as paramedics or other emergency workers.

- 2- To provide information to insurance carriers as necessary.

You must complete and send in an Accident/Incident Report Form **by 9:00 AM on the next business day**. It is always best to work with an accident or incident as quickly as possible to gather the best information possible. Forward the completed form to the Disaster Relief Office, either by fax (803.799.1044 Attn: DR) or e-mail ([sueharmon@scbaptist.org](mailto:sueharmon@scbaptist.org)).

You may, as a Unit Leader/Blue Hat, have someone on your team serve as Administrative Volunteer for the team. He/she will make sure all forms and reports are turned in daily. It will be the Admin Vol's responsibility to do what you would have had to do, paperwork-wise. You are still required to sign off on all reports; **no one is allowed to sign for you.**

## Road Trip

Prior to leaving, you will receive emails from the SCBC Disaster Operations Center (state DOC) with details about your deployment and specific instructions about reporting through Formstack, the online reporting system. All pertinent contact names and phones numbers will be given.

Please either submit the Formstack Departure Notice online or call/text the state DOC when you leave home.

**Be prepared to repeat this Notice of Departure or call/text on your return trip home.**

## While On-Site

It is your responsibility to maintain the highest degree of safety while working at a disaster site. **If you do not follow safety protocols, your team may be sent home.** You must correct any incorrect use or non-use of protective gear, sanitation requirements, expressions of verbal communication (bad language), or use of alcohol and tobacco products.

As a Unit Leader you may be approached by media representatives asking for information. You are only to speak with media representatives about the work you are actually involved in and how we minister in disasters to bring help, hope, and healing. You are not to comment or speculate on any activities about which you have no direct knowledge. Refer media representatives to the site's Incident Commander.

## VII. On-Site Set-up and Reporting

The DR State Director may activate the Disaster Relief unit. Once the unit is activated, the Unit Leader will receive specific instructions as to the operation and on-site location. When departing for the disaster site, the Unit Leader must notify through Formstack that the unit is on the road. The Formstack system will automatically send the notice to the state director of your state, the state director of the state to which you are deploying, and the Incident Commander/IMT at the site. Once a unit arrives and is assigned to a multi-state disaster response, it must work within the ICS chain of command.

The Unit Leader will be responsible for setting up the unit in the most ideal location to fulfill the mission of the unit and for safe operations. For example, a communications unit does not need to set up under a covered walkway. Rather, the communications unit needs the "high" ground and clear spaces for its antennas. Yet, a feeding unit should seek a covered walkway to set up and feed disaster victims. A recovery unit will set up in accordance with the nature of its assignment.

The Unit Leader will need to set up the unit in accordance with the specific policy and procedure manual for the unit. Some basic guidelines apply to all units:

1. Set up the unit to make optimum use of its equipment.
2. Set up the unit to make optimum use of the total site (parking lot, office space, sleeping space, storage, garbage, drainage, etc.)
3. Set up the unit in a safe manner where team members and non-members can safely work with and around equipment.
4. Ensure that the on-site coordinator is aware of your specific location and mission.
5. Ensure all team members are registered on-site according to the host state's procedures.

**The Unit Leader is responsible for completing and submitting all necessary reports to both the On-Site Incident Command *AND* the office of their State DR Director in accordance with the standard operating procedures (SOP).**

Furthermore, the Unit Leader is responsible for **daily reporting** to the On-Site Incident Commander while operating in the disaster response.

**Forms** to manage the unit and operation are found:

1. In the Appendix of this manual
2. Online at [www.scbaptist.org/dr](http://www.scbaptist.org/dr) on the Unit Leader (Blue Hat) information page.

## VIII. Principles and Skills of a Situational Leader

Jesus was a situational leader! He led as the situation dictated. If He needed to be kind He was kind, when He needed to be firm He was firm. Ken Blanchard, in his book *Lead Like Jesus*, writes, “As Jesus transformed and trained His disciples in the task of becoming fishers of men, He used a variety of leadership styles.” Blanchard defines situational leadership as a “model for developing people over time so they can reach their highest level of performance on a specific goal or task.” (*Lead Like Jesus*, Blanchard, p34)

### Three skills of the situational leader are:

**Skill 1** – Diagnosis: Assessing an individual’s need for direction and support based on their individual competence and commitment.

- The Enthusiastic Beginner
- The Disillusioned Learner
- The Capable but Cautious Performer
- The Self-Reliant Achiever

**Skill 2** – Flexibility: Using a variety of leadership styles comfortably whether directive behavior or supportive behavior.

- Directing
- Coaching
- Supporting
- Delegating

**Skill 3** – Partnering for Performance: Reaching agreements on what the leader and the individual volunteers need from each other as they work together and then follow through on the agreement. First, agree on key responsibility areas, then set goals and objectives accordingly.

- Concerned about the development of people
- Investment of the leader’s life into the lives of those who follow

## IX. Interpersonal Skills Training

The Unit Leader should have good interpersonal skills in four areas:

1. Crisis Counseling
2. Clear Communication
3. Conflict Management
4. Crew Consensus

The Unit Leader will be required to demonstrate these skills.

### Crisis Counseling

It is recommended that a Unit Leader complete a course in stress management. H. Norman Wright defines crisis as:

***“A person's internal reaction to an external hazard.”*** A crisis usually involves a temporary loss of coping abilities, and the assumption is that the emotional dysfunction is reversible. If a person effectively copes with the threat, he then returns to prior levels of functioning.”

Wright says, “The Chinese character of crisis is made up of two symbols: one is for despair and the other for opportunity.”

**The Unit Leader's primary responsibility in stress management is to the team members.** A team with all the proper training will still not be totally prepared for the reality of an actual disaster. As Unit Leader you must apply your stress management skills toward your team members and help them as they view, assist, minister, and share with the disaster victims. While you will often use your skills to help disaster victims, **your primary responsibility is the team.** Please see “*Advantages of a Chaplain as a Team Member*” in the Appendix.

### Clear Communication

Confusion, disorder, panic, and shock are all a part of a disaster. In the midst of the disaster, communication often is lacking or misunderstood. The Unit Leader is responsible for making sure that every team member understands the mission of the unit and their specific job assignment.

Communication takes on two basic forms: verbal and nonverbal. Verbal communication involves all that we say and write. This form of communication must be very clear. The Unit Leader must be able to verbally instruct his team and share information with the team. **An important part of verbal communication is to be a good listener.** One writer wrote, “God gave us two ears and one mouth on purpose.” Thus, the Unit Leader must be willing to listen to his team and other disaster workers. The Unit Leader must be careful of not only the words he uses, but also the tone of his voice when speaking to the team. The writer of Proverbs says, “A soft answer turneth away wrath, but grievous words stir up anger” (Prov. 15:1). Anger is the last thing we need in a disaster.

Nonverbal communication involves facial expressions and body language. If your voice says one thing and your body language something else, you will communicate two different messages. The result will be misunderstanding and confusion. The key is to make sure your communication is clear to all team members.

## **Conflict Management**

Because of our sinful nature, we as humans are bound to have conflict. Conflict can be either good or bad. Conflict between two people proves that both individuals are deeply concerned about a specific subject or action. Love and hate are basically similar emotions at two ends of the same spectrum (the opposite of love is not hate, but apathy). When conflict arises the Unit Leader must act to manage conflict so that the results will please our Lord and help fulfill the unit's mission. Anger results if conflict is not managed properly. (*Conflict = difference that affects one or both. Anger = conflict and tension and my interpretation of what happened.*) Most people handle anger either by venting (I just blow up and then I'm okay) or by withdrawing (I will just ignore it and it will go away). Neither of these methods will resolve the problem! The conflict must be resolved!

Timing is essential in conflict management. Because of the nature of a disaster, the Unit Leader may have to postpone handling the conflict. If this is done, the Unit Leader must choose a suitable time for both parties to work through the conflict.

There are four steps to resolving conflict.

1. Sharing thoughts and feelings. Allow the parties to share their perspective of the problem and their feelings (perspective is reality).
2. Listening to the other person's view. Listen from their viewpoint. We must face the fact that the other person may have a valid point. Give the other your undivided attention. Do not plan your rebuttal mentally while someone else is speaking.
3. Define the problem or issue. Each party understands the issues from their perspective. Defining the problem will often suggest a workable solution.
4. Find possible solutions and try one. Pick the best solution and see if it works. Be willing to try another solution if the first attempt does not work.

Proper conflict management allows the team to build unity. Team unity is facilitated when individuals know that problems are dealt with in a proper manner (and problems will arise).

## **Crew Consensus**

Crew consensus is a means to bring about team unity. The best method of bringing about crew consensus is the team meeting. **The Unit Leader is responsible for conducting at least two meetings a day with the team.** The morning meeting (devotional, details, concerns, jobs, and prayer) will set the pace and agenda for the day. The evening meeting (reflection, renewal, rest, debrief, Scripture, and prayer) will allow the team to debrief, build crew consensus and manage the stresses of the day's experiences. Section XI gives specific outlines and suggestions to use for the team devotions and daily debriefings.

## **X. Managing the Unit**

### **Responding to the Mission**

Your unit will have a specific responsibility in a disaster. As the Unit Leader, you will have to be able to adapt to your mission. The key is to be flexible, open, listening, and decisive. The mission might change during the operation and the unit director will have to respond to the changes.

Each unit (feeding, communications, recovery, etc.) will have special concerns that need to be addressed. The feeding unit's incoming supplies will be a constant concern. The unit director will need to assign a team member to take care of the supplies. For the communications unit, traffic volume is a special concern to the operators. This task will have to be well-managed for the unit to function effectively. It is important that the Unit Leader ensure that the operators get proper breaks away from the equipment. The recovery units will have primary concern about damage assessment. How bad is the disaster? The danger is that the team members will become as overwhelmed as the victims. The Unit Leader will have to make sure that those doing damage assessment are emotionally able to face the destruction and only make promises that can be fulfilled. The child care unit's primary concern is providing appropriate safety and security for the children entrusted to their care.

In a large response, First Response Units will be managed through the Cluster System. When units are called out they will go as a group. For example First Response Units will respond in this order:

- Assessment
- Feeding
- Recovery Units
- Communication Units
- Shower/Laundry Units

Units should include medical personnel, a chaplain, and a unit safety officer. Trained interpreters may be on call if needed.

### **Operation Expenses**

Except for the feeding units, the cost of maintaining and operating the various units is the responsibility of the entity that owns the unit. This means that each unit is responsible for expenses that the unit incurs. (For example: the responsible association or church may establish a DR fund designated to cover gasoline, supplies, etc., for maintenance, upkeep and operation of the unit.)

There may be some help from the SCBC with the operating expenses IF funds are donated for Disaster Relief efforts. IF a unit has a large, unexpected expense, efforts will be made to help that unit. The American Red Cross (ARC), Salvation Army, or South Carolina Baptist Disaster Relief reimburses the feeding units for most of their expenses. The agreement for reimbursement from ARC is a national agreement.

## Maintaining Balance

No one is an island or superman. This simply means that as a Unit Leader you must realize that you are not alone and that you cannot do all the work yourself. That is why you have a team. You must maintain balance. There are three areas that need to be considered: physical, emotional, and spiritual.

1. Physical Balance – You and your team must get enough rest. We realize that during a disaster the hours will not be 9-5, but they should also not be 23½ hours! When people are physically tired, mistakes are made, and accidents happen. A physically tired person will also become strained emotionally and spiritually, which could jeopardize the ministry.
2. Emotional Balance – In order to maintain emotional balance, crisis situations in the team must be relieved, misunderstandings cleared up, and communication must be clear. Emotional balance means being able to think clearly in the midst of disaster. Another way to establish emotional balance is to allow team members to share their feelings daily—the evening team meeting is a good time to do this. Finally, emotional balance is allowing team members to express their emotions (sadness, anger, hurt, guilt, etc.) in the protected environment of the team meeting.
3. Spiritual Balance - the Unit Leader should set the example in his daily quiet time and team devotions. We should never lose sight that we are in the disaster area because of the love of Jesus. We must draw on the power of the Holy Spirit to have the grace to minister during this difficult time. Maintaining your quiet time will ensure that you will be able to maintain your spiritual balance. There is nothing better than a moment to read the Word of God and to pray to the Father for personal spiritual refreshment. Remember when David had a disaster (*city on fire, everyone and everything taken, men wanted to stone him*) at Ziklag? (See 1 Sam. 30.) What was David's response? He encouraged himself in the Lord (1 Sam. 30:6). He took the time in the middle of a disaster to maintain spiritual balance. Afterwards, he could fulfill his mission to defeat his enemies and recapture that which was taken from him. A special effort will have to be made to maintain your spiritual balance during a time of disaster.

## Making Decisions

Decision-making is a skill that every Unit Leader must practice. There are five types of decisions: (*Decision Making: Keeping on an Even Keel*, C.P. Davis, Basic Small Church Administration, Convention Press, Nashville, TN., 1981, p22.)

1. Choosing between alternatives (for or against)
2. Accidental (i.e., drifting to a decision)
3. Based on insight (through experience)
4. Progressive decision (mulling over the problem for a while)
5. Based on evidence

The decision-making process can be broken down into three major operations:

1. Attention Phase
2. Analysis Phase
3. Application Phase

**Attention Phase:** The first task of the Unit Leader is to find out what the problem is. The problem must be defined. This is usually a statement of symptoms – something is wrong, a situation needs correction, or someone is unhappy.

**Analysis Phase:** Once the problem is defined you enter the next phase, which is analysis. This step is often neglected. Sound decisions follow intelligent analysis. To analyze the problem, you must have the facts. Get as many of the facts as possible. Once you have the facts, list possible solutions. Brainstorming possible solutions will help in making a decision. List the various options that might solve the problem.

**Application Phase:** This is the final phase. Decide and act on it! Ask yourself several questions as you make your decision. What steps need to be taken and when? What are the difficulties? What could go wrong? By anticipating possible sources of trouble, the Unit Leader will plan to avoid them and ensure success in his decision-making.

*(Decision Making: Keeping on an Even Keel, C.P. Davis, Basic Small Church Administration, Convention Press, Nashville, TN., 1981, p25.)* Remember to rely on the Holy Spirit for wisdom and guidance. Our Lord sent Him to us to help us in these situations.

Not only should the Unit Leader make decisions, but he or she must also clearly communicate the decisions to the team. The team meeting is the proper place to share decisions. At times, a decision will need to be made which may not be fully supported or understood by the team. In these times the Unit Leader should postpone discussion of the decision until the appropriate time. Ultimately, all final decisions rest with the Unit Leader. It is understood that a leader will make some wrong decisions. When this occurs, the team should practice forgiveness and reconciliation as taught in the Bible. Likewise, the Unit Leader must have a forgiving heart and understanding spirit when wrong decisions are made.

## **Working Relationships and Resources**

Southern Baptist Disaster Relief units have working agreements with several different organizations including the American Red Cross (RC), Salvation Army, Send Relief/North American Mission Board (NAMB), Mercy Medical Airlift, the International Mission Board (IMB), and Homeland Security. The Unit Leader is responsible to ensure that the unit operates within the standard operations procedures (SOP) of the partner they have been assigned to support. It is vital that we demonstrate our integrity by following the procedures that we have adopted.

If the unit is a part of a large-scale response, it may be one of many different units operating in the disaster area. It will be vital to the smooth running of the operation to understand the chain of command. **While the unit is on-site, the Unit Leader will answer to the Incident Commander or his/her designated ICS officer or**



**coordinator.** The Unit Leader will be told to whom he needs to report and will be given a contact number for support and reporting purposes.

## **XI. Devotions and Daily Meetings**

### **Daily Devotions**

Daily devotions are vital to the spiritual well-being of the Unit Leader and the team. You must set an example by having a daily quiet time.

It is important to set the tone of the day and focus of your ministry during the group morning devotion. The Unit Leader is responsible to lead the devotions or designate a chaplain or team member to lead the devotion. Remember, as the Unit Leader you are responsible for the spiritual well-being of the team.

The team should have two devotional times during the day. The morning devotional time should take place during the morning team meeting and should help set the spiritual tone for the day. The evening devotion should take place during the evening team meeting and could very well become a powerful spiritual experience as team members share how the Lord worked during the day. Often a site-wide devotion is held by the IC and may substitute for one of the individual team devotion times. Below are suggested devotional plans and resources.

#### **Morning Devotion Plan:**

- Praise chorus
- Welcome
- Scripture/devotion (brief, about five minutes)
- Prayer requests and closing prayer

#### **Evening Devotion Plan:**

- Praise chorus
- Thank the team for work
- Scripture (read morning Scripture again)
- Sharing experiences (Did you see God's power at work? What did the Scripture mean to you today? How did you experience God's presence today?)
- Prayer requests and closing prayer

#### **Debriefing Plan:**

- Ask the team what they think went well that day
- Ask the team what positive and/or good things they observed that day
- Ask the team what difficult or troubling things they saw or heard that day
- Ask what could be done better or improved upon by the team in future

## Prayer Concerns

Many Christians neglect prayer and wonder why they have no power with God or no real peace from God. The primary reason is prayerlessness. During a disaster, the Unit Leader needs to spend much time in prayer. Be sure to write down prayer requests and answers. Remember, Jesus was known as a man of prayer. Prayer should be done regularly and often. Prayer is the source of our daily power. If we are going to have the strength to face the disaster before us, we will need to spend time in prayer. The Unit Leader must be the prayer leader of his team.

## Witnessing

We are in the disaster area because of the love of Jesus. We must never forget that fact. The Unit Leader must realize that he and his team will always be a witness for Christ. You and your team will either witness for or against Christ. By your actions, attitudes, words, and deeds you are witnesses. The question is not if you are going to witness, but rather what kind of witness will you be. Remember that communication is as much nonverbal as it is verbal. You should not say one thing and do something else – your witness should be consistent. Actions and words should match.

God wants each of us to be ready to give an answer of the hope that is in us. One of the best ways is the simple Romans Road to Salvation.

Romans Road:

- All have sinned – Romans 3:23
- Wages of sin is death – Romans 6:23
- Christ died for us – Romans 5:8
- Confess and be saved – Romans 10:9-10; 13

Another good way to witness is your personal testimony. Use the following points to build your testimony and invite someone to know Christ:

- What my life was like before Christ
- How I met Christ
- How Christ changed me
- What a difference Christ has made in my life
- Would you like to meet Christ?

The key is to have a way to share the good news of Jesus Christ as often as you can during the disaster.

## Suggested Scripture Passages

Praise and Proverbs Project – Read five Psalms and one chapter of Proverbs every day. Use the day of the week to pick the Psalms (every 30 psalms, skipping Psalm 119) and chapter of Proverbs to use. For example, on the 5<sup>th</sup> of the month, read Psalms 5, 35, 65, 95, 125, and Proverbs 5. On the 31<sup>st</sup> of the month, read Psalm 119 and Proverbs 31.

Other Suggested Scriptures:

Genesis 1-2	1 Samuel 17	1 Kings 18	Psalms 1	Psalms 47	Psalms 100	Matthew 5-7
Matthew 17:1-9	Luke 15:11-32	John 6:5-14	John 15	Acts 2	Hebrews 11	James 1

## **XII. Recovery of the Unit**

### **Recovery Decision**

One of the most difficult decisions that will be made is to recover the unit. Many factors must be considered before the decision is made to recover the unit. This decision should be under the direction of the Incident Commander, the affected State Disaster Relief Director, and any partner we are working with. If the unit is to be relieved, you will need to know whom your relief is and when will they be on-site.

If you feel that you need to recover the unit, remember that this decision is a difficult one to make because of the real needs that exist. There are several considerations that you must weigh. Do you have the manpower to continue? Do you as Unit Leader have the strength (physical, emotional, spiritual) to continue? Has the mission been accomplished? Should the Unit Leader and members be relieved and the unit remain? Do you have the material resources necessary to continue the mission? The Unit Leader should be in constant contact with the Incident Commander until the final decision is made. Under no circumstances should the Unit Leader make the decision to recover and close the unit without checking with the Incident Commander.

### **Emotional Issues**

In a disaster our emotional state will have to be monitored closely. We will experience the highs and lows of those we are ministering to. The long hours may be taking their toll on us, and we simply cannot continue. Yet, we feel like we must. The Unit Leader will need to allow each member to express their emotions about the recovery of the unit. The best time for this is the evening meeting before the unit is packed up. Allow time to share feelings. Understand that there may be tears and sorrow over having to leave. Allow these emotions to be expressed, and remember to turn to God's Word for strength and help during these times.

### **Packing the Unit**

Every unit should be cleaned and packed in accordance with their policy and procedures manual for the unit and the unit's standard operations procedures (SOP). The Unit Leader is to make sure that all equipment is cleaned and packed properly. He will ensure that all team members have packed their personal items and that all have transportation back home. The Unit Leader should inspect the area where the unit was set up to make sure all trash and garbage is removed and that the site is clean. Pack the unit at the direction of the Incident Commander. Once the unit is packed and you are ready to depart, you must have authorization from the Incident Commander to leave the disaster area.

## **Travel Home**

Once your unit is packed you need to submit a Departure Notice on Formstack or contact the Disaster Operations Center (DOC) to notify them of your departure. Then submit an Arrival Notice or call/text to notify that you made it back. The DOC will track the unit until it returns home. A final Daily Report is to be submitted on your travel day.

## **Debrief and Evaluation**

After the team has returned home, try to debrief with the team. The State Disaster Relief Director may debrief the entire team, making a written report for the file. This is important to help the team members to adjust after returning from a disaster area. As the Unit Leader, you should share freely with the State Disaster Relief Director your feelings, concerns, actions, and corrections that need to be made before the unit must respond again. You need to make sure that the whole team has been debriefed.

Once the debrief is complete, the Unit Leader and the State Disaster Relief Director should file a written report of the operation. This report will help the local and state disaster relief organization be better prepared for the next disaster.

## **XIII. Conclusion**

The Southern Baptist Disaster Relief motto is “Bringing Help, Hope, and Healing.” As the Unit Leader you are directly responsible for the safety, smooth operation, and morale of your unit in such a way that the people around you will know that you serve a risen and living Savior. Remember, we are working to show a lost and dying world a Savior who loves them dearly. We can – as we take our motto to heart!

# Appendix

**Please Note:** The following pages contain samples of DR Forms. Please do not copy these pages, for they have been compressed to fit the format of this manual. For full-sized versions of the forms, go to the DR web page, [www.scbaptist.org/dr](http://www.scbaptist.org/dr), in the section “For Unit Leaders.”



# SC Baptist Convention Disaster Relief Volunteer Personal Information Update



Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_

Church \_\_\_\_\_ of (City) \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Other \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Medications \_\_\_\_\_

## Whom to notify in case of Emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Are you allergic to any medication? No \_\_\_\_ Yes \_\_\_\_ If yes, what? \_\_\_\_\_

Health Insurance Carrier \_\_\_\_\_

Member ID \_\_\_\_\_ Policy/Group # \_\_\_\_\_

Auto Insurance Carrier (if driving) \_\_\_\_\_

Policy/Group # \_\_\_\_\_

Vehicle Type and License Plate # \_\_\_\_\_

## Release, Waiver of Liability, and Indemnity Agreement

I have read and fully understood the Release, Waiver of Liability, and Indemnity Agreement on the other side of this form, and I have voluntarily executed it for the purposes therein stated.

Witnessed, my hand on this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Volunteer (Please Print)

\_\_\_\_\_  
Name of Witness (Please Print)

**RELEASE, WAIVER OF LIABILITY, AND INDEMNIFICATION AGREEMENT**

**THIS FORM MUST BE SIGNED BY ANY VOLUNTEER BEFORE  
BEING ALLOWED TO PARTICIPATE IN ANY MISSIONARY VENTURE**

I wish to enter upon a missionary venture for the purpose of helping in times of disaster for the glory of God and to demonstrate my faith in Christ. I understand that I am acting as a volunteer and will therefore be responsible for paying my own expenses, including all types of insurance.

I understand that the South Carolina Baptist Convention (the "SCBC") cannot guarantee the safety or condition of the work sites. I understand volunteers may participate in a wide variety of construction-related activities, including but not limited to demolition, roofing, carpentry, dry-wall and ceiling installation, plumbing, masonry, glasswork, insulating, painting, flooring, electrical wiring, and other home repair, remodeling, and renovation. I also understand power tools such as saws and drills may be used, and activities may include climbing and working on roofs and ladders. I understand that I am not required to participate in any activities and should participate in only those activities that I am comfortable with. I am also aware that the work may be hazardous and I could be potentially exposed to hazardous materials, including lead, asbestos, and mold.

I am fully aware of the risks, dangers, and other hazards to me and other members of the Disaster Relief Team, including physical injury or even death, whether at the disaster site, travelling to and from the work areas, in or about the living, sleeping and eating areas, or during other activities of the Disaster Relief Team. Nevertheless, I have elected to voluntarily participate, knowing that my participation may be hazardous to me and my property.

In consideration for my being allowed to attend and participate in this missionary venture and any related activity, I knowingly, freely, voluntarily, and fully assume all risks and hazards, both known and unknown, of any loss, property damage, or personal or bodily injury, including death, that may be sustained by me, or loss of or damage to my property, as a result of my participation. I further assume all responsibility for my acts or omissions and any losses, injuries, or damages they may cause. I further release, waive, discharge, and covenant not to sue the SCBC, the Southern Baptist Convention, any sponsoring church or other organization, and their respective affiliates, directors, officers, employees, servants, agents, successors, and assigns (collectively referred to as the "Released Parties"), from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, arising out of or in any way related to my participation in the missionary venture, including all activities and transportation to and from the disaster site, even if arising from the negligence of the Released Parties, except that which is the result of their gross negligence or wanton misconduct. I further agree to defend, indemnify, and hold harmless the Released Parties from any and all claims, losses, injuries, and damages arising out of or in any way related to my participation in the missionary venture, including but not limited to claims by third parties and any claims submitted by me or on my behalf, even if arising from the negligence of the Released Parties, except that which is the result of gross negligence or wanton misconduct of the Released Parties.

In further consideration for my being allowed to participate in the missionary venture, I authorize the SCBC to record my picture and voice on photographs, films, audiotapes, and/or videotapes (collectively, the "Recordings") and to incorporate and use the Recordings in any manner of media whatsoever, including unrestricted use of the Recordings for purposes of education, publicity, research, marketing, and advertising. I grant and convey to the SCBC all of my right, title, and interest in all such Recordings.

I acknowledge that the SCBC cannot control the content of images, video, or audio recordings reproduced or posted on the web by third parties, including other volunteers, and for the consideration stated herein waive and release any and all claims and actions against the Released Parties for any such reproductions and postings.

It is my expressed intent that this agreement shall also bind the members of my family and spouse, if I am alive, and my heirs, assigns, and personal representatives, if I am deceased, and that it be enforced to the maximum extent permitted by law.

**I ACKNOWLEDGE AND REPRESENT THAT I HAVE CAREFULLY READ THIS DOCUMENT AND FULLY UNDERSTAND ITS CONTENTS, THAT I SIGN IT VOLUNTARILY AS MY OWN FREE ACT AND DEED, AND THAT NO ORAL REPRESENTATIONS, STATEMENTS, OR INDUCEMENTS HAVE BEEN MADE BY ANY PARTY.**

Witnessed, my hand on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Volunteer (Please Print)

\_\_\_\_\_  
Signature of Volunteer



## SC Baptist Disaster Relief Personal Information – Spontaneous Volunteers

Name \_\_\_\_\_ Date \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

### Whom to notify in case of Emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Medications \_\_\_\_\_

Are you allergic to any medication? No \_\_\_\_ Yes \_\_\_\_ If yes, what? \_\_\_\_\_

## Release and Indemnity Agreement

Having fully read the Release and Indemnity Agreement on the other side of this form, this waiver, release and indemnity agreement is fully understood by me and I enter the same willingly for the purposes herein stated.

Witnessed, my hand on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Name of Volunteer (Please Print)

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness (Please Print)

**Please read and sign the other side also.**



## Release and Indemnity Agreement

I do hereby represent and acknowledge that I am entering upon a missionary venture with others, and that as a volunteer am paying my own expenses, including insurance, for the purpose of helping in times of disaster for the glory of God and to demonstrate my faith in Christ; that the work may at times be hazardous and somewhat arduous and will be performed by concerned volunteers and qualified professionals trained in disaster work; that vehicles transporting said volunteers will be operated by volunteers, who may or may not be professional drivers.

I recognize and acknowledge potential accidents at the disaster site, involving motor vehicles, in or about the living, sleeping and eating areas, or during activities of the Disaster Relief team; am fully aware of possible injuries to members of the Disaster Relief team, including myself.

Therefore, I desire to protect, release, acquit, indemnify, and hold harmless from any and all claims, injuries, damages, losses, expenses or attorney fees incurred by me, my heirs, administrators, executors or assigns.

For and on behalf of myself, my heirs, administrators, executors, assigns, and all other persons, firms or corporations, I do hereby release and discharge from liability all other persons on the Disaster Relief team with me, those who notified, selected or assigned me to the said team, the state Disaster Relief director or department, the Southern Baptist Convention, their employees and representatives, successors or assigns, from any claims, demands, damages, actions, causes of actions which I, the undersigned, have or may hereafter, and on account of, or any way growing out of injuries or damages both to persons or property resulting or that may hereafter result from the voluntary venture.

This waiver, release and indemnity agreement is fully understood by me and I enter the same willingly for the purposes herein above stated.

Witnessed, my hand on this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Name of Volunteer (Please Print)

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness (Please Print)



# Roster of Volunteers

Unit # \_\_\_\_\_



Name of Unit Leader (Blue Hat) or Admin Volunteer submitting roster: \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

Location of Project (City, State) \_\_\_\_\_

Nature of Project \_\_\_\_\_

Expected Date of Departure from Home \_\_\_\_\_ Expected Date of Arrival Back Home \_\_\_\_\_

Name	Address - City Only	Phone	Gender	Date of Birth
1 Unit Leader:				
2				
3				
4				
5				
6				
7				
8				
9				

# Work Site Spontaneous Volunteer Sign-in / Sign-out Record

Event Name / # \_\_\_\_\_ City/County/State \_\_\_\_\_

Work-Site Location (address) \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Organization/Agency \_\_\_\_\_ Site Supervisor \_\_\_\_\_

**Your work today helps this community in a few ways!** It will help individuals and families recover more quickly, and each hour you contribute can ALSO help the community financially. The value of your volunteer hours may be used to offset the state cost share of the federal assistance. Additionally, your hours highlight the volunteer dollar value. ***Thank you for volunteering today!***

**Please read before signing in:** I have received safety instructions for working at this site and agree to follow the safety procedures and the directions of the site supervisor.

Volunteer's Name		Time In	Time Out	Total Hours	Brief Description of Work (Sheltering, feeding, clear debris etc.)
Last	First				

Assessor	Assessor Phone # ( )	Job Priority 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
Assessor: Check Work Needed / Unit Leader: Add Completion Date			
<input type="checkbox"/> Chainsaw	<input type="checkbox"/> Roof	<input type="checkbox"/> Flood	<input type="checkbox"/> Fire
Unit #	# in Team	X Hrs Worked	= Total Hrs
UL Last Name		Grid #	Job #

## South Carolina Baptist Convention Disaster Relief Property Owner Request for Assistance

THIS IS NOT A CONTRACT



Date \_\_\_\_\_

Property Owner(s) \_\_\_\_\_ Occupant(s) (If Different) \_\_\_\_\_

House # \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ County/Parrish \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone 1 ( ) \_\_\_\_\_ Phone 2 ( ) \_\_\_\_\_

### Special Circumstances

Wheelchair ☐ Elderly ☐ Hearing Impaired ☐ Visually Impaired ☐ Mentally Impaired ☐ Responder ☐

Other ☐ (Explain) \_\_\_\_\_

Does property have... Homeowner's Insurance? Yes ☐ No ☐ Flood Insurance? Yes ☐ No ☐ N/A ☐

Is this your primary residence? Yes ☐ No ☐

Can work be done without the property owner present? Yes ☐ No ☐ \_\_\_\_\_ Initial

Permission granted for team to take photos of property and persons Yes ☐ No ☐ \_\_\_\_\_ Initial

Electricity is... On ☐ Off ☐

Water is ... On ☐ Off ☐

Gas is ... On ☐ Off ☐

Provide a brief description of the work that needs to be done:

---



---

## Release, Waiver of Liability, and Indemnity Agreement

I certify that the above information is correct, that I have read and fully understood the Release, Waiver of Liability, and Indemnity Agreement **on the other side of this form**, and I have voluntarily executed (signed) it for the purposes therein stated.

Witnessed, my hand on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Print Name of Witness

**Attach appropriate assessment forms to this document.**

**RELEASE, WAIVER OF LIABILITY, AND INDEMNIFICATION AGREEMENT**

**THIS FORM MUST BE SIGNED BY THE  
PROPERTY OWNER BEFORE WORK BEGINS**

I represent and warrant to the South Carolina Baptist Convention (the "SCBC") that I am the owner of the property described on the reverse side of this form. I have requested the assistance of the SCBC in addressing damages that my property sustained due to a recent natural disaster.

I understand that the work on my property will be provided by volunteers who wish to help in times of disaster for the glory of God and to demonstrate their faith in Christ.

In consideration for the work and other services being provided to me, I release, waive, discharge, and covenant not to sue the SCBC, the Southern Baptist Convention, the volunteers who will be working on my property, their host churches or other sponsoring organizations, and their respective affiliates, directors, officers, employees, servants, agents, heirs, successors, and assigns (collectively referred to as the "Released Parties"), from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, arising out of or in any way related to the work and other services being provided, even if arising from the negligence of the Released Parties, except that which is the result of their gross negligence or wanton misconduct. I further agree to defend, indemnify, and hold harmless the Released Parties from any and all claims, losses, injuries, and damages arising out of or in any way related to the work and other services being performed, including but not limited to claims by third parties and any claims submitted by me or on my behalf, even if arising from the negligence of the Released Parties, except that which is the result of their gross negligence or wanton misconduct.

In further consideration for the work and other services being provided, I authorize the SCBC to record my picture and voice, and pictures of my property, on photographs, films, audiotapes, and/or videotapes (collectively, the "Recordings") and to incorporate and use the Recordings in any manner of media whatsoever, including unrestricted use of the Recordings for purposes of education, publicity, research, marketing, and advertising. I grant and convey to the SCBC all of my right, title, and interest in all such Recordings.

I further understand and agree that there is no warranty, whether express, implied, written, or oral, for any work performed or other services provided on my property by or on behalf of the Released Parties. **ANY AND ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY, HABITABILITY, WORKMANLIKE PERFORMANCE, WORKMANSHIP, REPAIRS, AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED AND SHALL NOT APPLY.**

I understand that the SCBC is a non-profit organization that has limited volunteers and limited financial and material resources, and thus the SCBC makes no guarantee that any work or other services will be provided. I understand and agree that **THIS IS NOT A CONTRACT, AGREEMENT, OR OTHER COMMITMENT TO PROVIDE SERVICES!**

It is my expressed intent that this agreement shall also bind the members of my family and spouse, if I am alive, and my heirs, assigns, and personal representatives, if I am deceased, and that it be enforced to the maximum extent permitted by law.

**I ACKNOWLEDGE AND REPRESENT THAT I HAVE CAREFULLY READ THIS DOCUMENT AND FULLY UNDERSTAND ITS CONTENTS, THAT I SIGN IT VOLUNTARILY AS MY OWN FREE ACT AND DEED, AND THAT NO ORAL REPRESENTATIONS, STATEMENTS, OR INDUCEMENTS HAVE BEEN MADE BY ANY PARTY.**

Witnessed, my hand on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Print Owner's Name

\_\_\_\_\_  
Print Witness Name

# ASSESSMENT - CHAINSAW

---

## SOUTHERN BAPTIST DISASTER RELIEF

Assessor			Tracking Number (Office Use)						
Phone #			Job Priority	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>
Date									

**ATTACH THIS FORM TO "PROPERTY OWNER REQUEST FOR ASSISTANCE"**

Property Owner	
Work Location	

## TEAM SKILLS REQUIRED

Ground Only <input type="checkbox"/>	Climbers <input type="checkbox"/>	Roofs & Ladders <input type="checkbox"/>	Rigging <input type="checkbox"/>
Other			

## HEAVY EQUIPMENT NEEDED

Skid Steer	<input type="checkbox"/>	Man Lift	<input type="checkbox"/>	Other	
------------	--------------------------	----------	--------------------------	-------	--

**HAZARDS (Describe here and note location on Assessment – Property Area Form**

Electrical	
Other	

## WORK DESCRIPTION

<input type="checkbox"/> Downed trees that prevent the reestablishment of power to the home?		
<input type="checkbox"/> Trees/limbs blocking entrance to the house or driveway?		
<input type="checkbox"/> Trees on House?	<input type="checkbox"/> Roof Punctured	
<input type="checkbox"/> Damaged trees that should be taken down	No.	Max Diameter:
<input type="checkbox"/> Trees/limbs near house, preventing necessary repairs	No:	Max Diameter:
<input type="checkbox"/> Trees/limbs on Out Buildings	No.	Max Diameter:
<input type="checkbox"/> Large trees in yard, cut up for removal	No:	Max Diameter:
<input type="checkbox"/> Trees/limbs in front yard, cut up for removal	No:	Max Diameter:
<input type="checkbox"/> Trees/limbs in back/side yard, cut up for removal	No:	Max Diameter:
<input type="checkbox"/> Hangers (Unable to access from ground)		
Location to stack cut trees and brush		

Continue on back of form as needed

**Assessor Instructions:**

1. **Determine priority based on Special Needs of Owner and work requested. (See Property Owner Request for Assistance and Assessment-Priorities document)**
2. **Complete "Assessment - Property Area" and attach to Assessment Form**

# **ASSESSMENT – FLOOD RECOVERY**

## **SOUTHERN BAPTIST DISASTER RELIEF**

Assessor	Tracking Number (Office)		
Phone #	Job Priority	1 <input type="checkbox"/>	2 <input type="checkbox"/>
Date		3 <input type="checkbox"/>	

**ATTACH THIS FORM TO “PROPERTY OWNER REQUEST FOR ASSISTANCE”**

Property Owner			
Work Location			
<b>TYPE OF BUILDING</b>		<input type="checkbox"/> Detached Home	<input type="checkbox"/> Mobile/modular Home
<input type="checkbox"/> Out Building	<input type="checkbox"/> Attached Home/Apartments	<input type="checkbox"/> Other	
<b>DAMAGE DESCRIPTION</b>			
Water Level (inches)	Basement	1 <sup>st</sup> Floor	Other
Mud/Debris Depth (Inches)	Basement	1 <sup>st</sup> Floor	Other
Mold Visible?	<input type="checkbox"/> Basement	<input type="checkbox"/> 1 <sup>st</sup> Floor	<input type="checkbox"/> Other
Damaged Area	<input type="checkbox"/> Foundation	<input type="checkbox"/> Exterior Walls	<input type="checkbox"/> Interior Walls
	<input type="checkbox"/> Floors		
Number of rooms?	Basement:	1 <sup>st</sup> Floor:	
Water	<input type="checkbox"/> ON <input type="checkbox"/> OFF	Electricity	<input type="checkbox"/> ON <input type="checkbox"/> OFF
If Water OFF, Is water available from nearby source?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Location of Water Source			
Hazards			
<b>WORK DESCRIPTION</b>			
<input type="checkbox"/> Tear Out	<input type="checkbox"/> Power Wash	<input type="checkbox"/> Disinfectant Spray	
<b>TO BE REMOVED</b>			
<input type="checkbox"/> Bathroom Appliances	<input type="checkbox"/> Bathroom Cabinets	<input type="checkbox"/> Contents (Clothing/Personal	
<input type="checkbox"/> Debris, Mud, Silt	<input type="checkbox"/> Drywall	<input type="checkbox"/> Flooring (Basement)	
<input type="checkbox"/> Flooring (First Floor)	<input type="checkbox"/> Furnace	<input type="checkbox"/> Furniture	
<input type="checkbox"/> Insulation	<input type="checkbox"/> Kitchen Appliances	<input type="checkbox"/> Kitchen Cabinets	
<input type="checkbox"/> Paneling	<input type="checkbox"/> Water Heater	<input type="checkbox"/>	
Exceptions:			
Location for Salvaged Items			
Dumpster Required?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Dumpster on Site?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, where will debris be Stacked/Separated?			
If YES, but dumpster unavailable, May debris be Stacked at curb? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>If Dumpster required, Homeowner is responsible for obtaining and payment.</b>			
Assessor's Comments (Notes)			
Continue on back of form as needed			

**Assessor Instructions:**

1. Determine priority based on Special Needs of Owner and work requested. (See Property Owner Request for Assistance and Assessment-Priorities document).
2. Complete “Assessment – Property Area” and attach to Assessment form.

# **ASSESSMENT - TEMPORARY ROOF**

## **SOUTHERN BAPTIST DISASTER RELIEF**

Assessor	Tracking Number (Office Use)	
Phone #	Job Priority	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
Date		

**ATTACH THIS FORM TO "PROPERTY OWNER REQUEST FOR ASSISTANCE"**

Property Owner	
Work Location	

<b>TYPE OF BUILDING</b>			
<input type="checkbox"/> Detached Home	<input type="checkbox"/> Mobile/Modular Home	<input type="checkbox"/> Out Building	<input type="checkbox"/> Attached/Apartments
<input type="checkbox"/> Single Story	<input type="checkbox"/> Two Story	<input type="checkbox"/> Multi Level	<input type="checkbox"/> Other
<b>ROOF and DECK DESCRIPTION</b>			
<input type="checkbox"/> Wood Shingles	<input type="checkbox"/> Metal	<input type="checkbox"/> Composition	<input type="checkbox"/> Tile
<input type="checkbox"/> Roll Roofing	<input type="checkbox"/> Other		
<input type="checkbox"/> Steep (Tie off Required)	<input type="checkbox"/> Medium	<input type="checkbox"/> Low	<input type="checkbox"/> Flat
Percentage of Shingles Missing?			
Approximate Size of Roof to be covered?			
Is Roof Accessible?		<input type="checkbox"/> YES <input type="checkbox"/> NO	If NO, describe Issues
Is Deck missing, Holes in Roof?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Trusses Damaged?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Is Roof safe for Temporary Repair?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If Roof Not Safe describe Issues			
Plywood Needed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	No. of Sheets?	
Window Damage?	<input type="checkbox"/> YES <input type="checkbox"/> NO	How many	
<b>HAZARDS</b>			
Electrical			
Other			
Dumpster Required?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Dumpster On Site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If NO, where will be debris stacked/separated?			
If YES, but dumpster unavailable, May debris be stacked at curb?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If Dumpster required, Homeowner is responsible for obtaining and payment.</b>			

Assessors Comments (Notes)	

### **Assessor Instructions:**

1. Determine priority based on Special Needs of Owner and work Requested. (See Property Owner Request for Assistance and Assessment-Priorities document).
2. Complete "Assessment – Property Area" and attach to Assessment form.



# Assessment – Fire Recovery

## SOUTHERN BAPTIST DISASTER RELIEF

Assessor	Tracking Number (Office Use)
Phone #	Job Priority 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
Date	

**ATTACH THIS FORM TO “PROPERTY OWNER REQUEST FOR ASSISTANCE”**

Property Owner	
Work Location	

TYPE OF BUILDING	PROPERTY ACCESS
<input type="checkbox"/> Detached Home	<input type="checkbox"/> Dirt/Gravel
<input type="checkbox"/> Mobile/Modular Home	<input type="checkbox"/> Paved
<input type="checkbox"/> Out Building	<input type="checkbox"/> Steep <input type="checkbox"/> Up Hill <input type="checkbox"/> Down Hill
<input type="checkbox"/> Attached Home/Apartments	<input type="checkbox"/> Level
<input type="checkbox"/> Other	<input type="checkbox"/> Other

FOUNDATION			
<input type="checkbox"/> Slab	<input type="checkbox"/> Basement	<input type="checkbox"/> Pier & Beam	<input type="checkbox"/> Stem Wall
<input type="checkbox"/> Other			
If Basement, Is there Heavy Equipment Access?		<input type="checkbox"/> YES <input type="checkbox"/> NO	Basement Depth

WORK DESCRIPTION	
<input type="checkbox"/> Sifting	<input type="checkbox"/> Structure Demolition <input type="checkbox"/> Debris Removal
Note sifting area on “Property Area” form. Owner present during sifting? <input type="checkbox"/> Yes <input type="checkbox"/> NO	

EQUIPMENT NEEDED		
<input type="checkbox"/> Excavator/Back Hoe	<input type="checkbox"/> Metal Saw	<input type="checkbox"/> Cutting Torch/PPE
<input type="checkbox"/> Heavy Duty Chains	<input type="checkbox"/> Water Buffalo	<input type="checkbox"/> Tractor/Skid Steer
<input type="checkbox"/> Other Equipment		

Dumpsters Required?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Dumpsters on Site?	<input type="checkbox"/> YES <input type="checkbox"/> NO
---------------------	--	--------------------	--

***If Dumpster required, Homeowner is responsible for obtaining and payment.***

If NO, where will debris be Stacked/Separated?	
If YES, but dumpster unavailable, May debris be stacked at curb? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Will Ash and Debris need to be sprayed to control Dust?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, Is there a close by Water Source?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Location of Water Source	
HAZARDS	
Electrical	
Other	

Special Instructions (Notes)

### Assessor Instructions:

1. Determine priority based on Special Needs of Owner and work requested. (See Property Owner Request for Assistance and Assessment-Priorities document).
2. Complete “Assessment-Property Area” and attach to Assessment Form.

# **ASSESSMENT - PROPERTY AREA**

## **SOUTHERN BAPTIST DISASTER RELIEF**

Assessor		Tracking Number (Office Use)	
Phone #		Date Assessed	

**ATTACH THIS FORM TO APPROPRIATE ASSESSMENT FORM**

Property Owner	
Work Location	

In the space below sketch an outline of the property and indicating dimensions. Indicate slope of land by arrows. Locate and outline the house, garage and other buildings on property, giving dimensions as appropriate. Draw and label (by name if possible) frontage roads (streets) adjoining property, driveway(s) & fences. Locate and identify septic tank and drain lines. Locate and identify water source, well, cistern water lines, water meter, gas meter, sewer cleanouts, and sprinkler heads. Locate propane tank and line or natural gas lines. Locate and identify areas to be sifted. Identify significant trees to be saved and those to be cut down. Suggest location for saved salvage, debris bins, hazardous waste, cut logs, brush debris. Locate Power Poles and Power Lines. Indicate **North** direction of property on drawing with arrow and letter.

**Use back or attach additional sheets as needed.**

# SOUTHERN BAPTIST DISASTER RELIEF

## ***SORRY WE MISSED YOU***

WE CAME BY TO HELP WITH YOUR REQUEST FOR ASSISTANCE. SORRY WE MISSED YOU. PLEASE CONTACT US AT THE LOCATION BELOW OR CALL:

\_\_\_\_\_.

LOCATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Job #: \_\_\_\_\_

\_\_\_\_\_  
Assessor



---

# SOUTHERN BAPTIST DISASTER RELIEF

## ***SORRY WE MISSED YOU***

WE CAME BY TO HELP WITH YOUR REQUEST FOR ASSISTANCE. SORRY WE MISSED YOU. PLEASE CONTACT US AT THE LOCATION BELOW OR CALL:

\_\_\_\_\_.

LOCATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Job #: \_\_\_\_\_

\_\_\_\_\_  
Assessor





# Southern Baptist Disaster Relief Daily Unit Report Form



Unit # \_\_\_\_\_

Date \_\_\_\_\_ Deployment Location \_\_\_\_\_

Unit Name \_\_\_\_\_

Reporting Individual's Name \_\_\_\_\_

Reporting Individual's Cell Phone: \_\_\_\_\_

## VOLUNTEER COUNT

- a. \_\_\_\_\_ Number of team members at start of day
- b. \_\_\_\_\_ Number of team members who arrived today
- c. \_\_\_\_\_ **Total** number of team members onsite today *(Add lines a and b)*
- d. \_\_\_\_\_ Number of local community volunteers (SUV) who worked today
- \_\_\_\_\_ **Total volunteers who worked today** *(Add lines c and d)*
- \_\_\_\_\_ Number of team members who departed today

## EVANGELISTIC/MINISTRY OPPORTUNITIES

- a. \_\_\_\_\_ Number of Bibles distributed
- b. \_\_\_\_\_ Number of chaplaincy contacts  
(prayer, spiritual discussion, encouragement conversation,  
giving of tract or Bible, etc. by a chaplain)
- c. \_\_\_\_\_ Number of ministry contacts  
(same as above, by any team member)
- d. \_\_\_\_\_ Number of gospel presentations
- e. \_\_\_\_\_ Number of salvation decisions
- f. \_\_\_\_\_ Number of other decisions

Share a story:

---

---

---

---

---

---

## STAFF MEETINGS AND DEBRIEFINGS

Morning Meeting/Devotions \_\_\_\_\_ Yes \_\_\_\_\_ No

Evening Meetings/Devotions \_\_\_\_\_ Yes \_\_\_\_\_ No

Other Meetings: *(list topics discussed)* \_\_\_\_\_

\_\_\_\_\_

## ASSESSMENT REPORT

- a. \_\_\_\_\_ Number of Assessments completed to date *(from beginning)*
- b. \_\_\_\_\_ Number of Assessments completed today
- c. \_\_\_\_\_ Number of Assessments remaining

## CHILDREN'S RESPONSE REPORT

\_\_\_\_\_ Total number of children served today      \_\_\_\_\_ # of families served today

## CLEANUP AND RECOVERY REPORT

**Ash-Out | Chainsaw | Mud-Out | Rebuild**

- a. Number of jobs completed today      \_\_\_\_\_
- b. Number of jobs remaining      \_\_\_\_\_

## COMMUNICATIONS REPORT

- a. \_\_\_\_\_ HF messages
- b. \_\_\_\_\_ Reports

## FOOD SERVICE REPORT

Meals Prepared (a)	Serving Line (b)	ERVS (c)
Breakfast _____	Breakfast _____	Breakfast _____
Lunch _____	Lunch _____	Lunch _____
Dinner _____	Dinner _____	Dinner _____
<b>Total (a)</b> _____	<b>Subtotal (b)</b> _____	<b>Subtotal (c)</b> _____

\_\_\_\_\_ **Total meals served today** *(Add columns b and c)*

## SHOWER/LAUNDRY/WATER UNITS REPORT

- a. \_\_\_\_\_ Total number of showers
- b. \_\_\_\_\_ Total number of laundry loads
- c. \_\_\_\_\_ Total number of gallons of water purified

## ILLNESSES, ACCIDENTS, PROBLEMS, SUGGESTIONS, OR CONCERNS

- a. If illness or injury, give name of person and nature of problem and file an incident report.
- b. If an equipment problem, give name and nature of problem.

\_\_\_\_\_  
\_\_\_\_\_

## SC BAPTIST CONVENTION ACCIDENT/INCIDENT REPORT FORM

CONFERENCE OR EVENT:

NAME OF INJURED PERSON:	AGE/DOB:	GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
ADDRESS:		PHONE: ( )
CITY:	STATE:	ZIP CODE:
DATE OF ACCIDENT/INCIDENT:		TIME OF ACCIDENT/INCIDENT: <input type="checkbox"/> AM <input type="checkbox"/> PM
PLACE OF ACCIDENT/INCIDENT:		
<b>INJURY OR CONDITION (PLEASE INDICATE WHICH APPLIES BELOW): IF APPLICABLE, <input type="checkbox"/> RIGHT <input type="checkbox"/> LEFT</b> <input type="checkbox"/> ABDOMEN <input type="checkbox"/> ANKLE <input type="checkbox"/> BACK <input type="checkbox"/> CHEST PAIN <input type="checkbox"/> ELBOW <input type="checkbox"/> FACE <input type="checkbox"/> FAINT <input type="checkbox"/> FINGER <input type="checkbox"/> FOOT <input type="checkbox"/> FOREARM <input type="checkbox"/> GROIN <input type="checkbox"/> HAMSTRING <input type="checkbox"/> HAND <input type="checkbox"/> HEAD <input type="checkbox"/> KNEE <input type="checkbox"/> NECK <input type="checkbox"/> PELVIS <input type="checkbox"/> QUADS <input type="checkbox"/> RIBS <input type="checkbox"/> SHIN <input type="checkbox"/> SHORTNESS OF BREATH <input type="checkbox"/> SHOULDER <input type="checkbox"/> THORAX <input type="checkbox"/> TOE <input type="checkbox"/> UPPER ARM <input type="checkbox"/> OTHER:		
<b>BRIEF DESCRIPTION OF INJURY/INCIDENT (WHAT HAPPENED):</b>   INDICATE ANY THAT APPLY: <input type="checkbox"/> BITE <input type="checkbox"/> BURN <input type="checkbox"/> FALL (FROM HEIGHT) <input type="checkbox"/> FALL (SAME LEVEL) <input type="checkbox"/> LIFTING <input type="checkbox"/> STRUCK BY OBJECT <input type="checkbox"/> TRIP		
<b>WAS CPR/FIRST AID GIVEN?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, BY WHOM? _____		
<b>WAS INJURED REMOVED FROM ACCIDENT SCENE? (PLEASE INDICATE)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO INDICATE ANY THAT APPLY: <input type="checkbox"/> AMBULANCE <input type="checkbox"/> POLICE <input type="checkbox"/> AUTO : WHO _____ <input type="checkbox"/> OTHER:		
<b>RECEIVING HOSPITAL/MEDICAL PROVIDER:</b>		
WITNESS NAME:		WITNESS NAME:
ADDRESS:		ADDRESS:
PHONE: ( )		PHONE: ( )
SIGNATURE OF INJURED/REPRESENTATIVE: <b>X</b>		DATE:
SIGNATURE OF SCBC EMPLOYEE: <b>X</b>		DATE:
<b>RELEASE SIGNATURE:</b> REFUSING ATTENTION: I HAVE BEEN ADVISED THAT I MAY HAVE A MEDICAL CONDITION(S) WHICH MAY REQUIRE AN EXAMINATION BY A DOCTOR, AND I REFUSED SUCH MEDICAL CARE AND/OR ADVICE OR I DO NOT BELIEVE A MEDICAL EMERGENCY EXISTS AND I REQUIRE NO FURTHER ASSISTANCE. SIGNATURE: <b>X</b> <span style="float: right;">DATE:</span>		
OFFICE USE ONLY: <input type="checkbox"/> CORRECTIVE ACTION: _____ COPY TO: <input type="checkbox"/> TEAM OFFICE COMMENTS:		

## Advantages of a Chaplain as a Team Member

The advantages of having a trained Chaplain on each team are numerous. This document provides basic guidelines of what a Unit Leader should expect of a Team Chaplain. This will be someone who focuses attention on the homeowners as the team works, and on team members themselves, being sensitive to the development of compassion fatigue. This allows the Unit Leader the ability to concentrate on the specifics of team responsibilities.

**Objective:** Promote Hope in crisis and resilience for all involved in the disaster area by reducing the debilitating effects of crisis and facilitating growth through the crisis experience.

### What Can a Unit Leader Expect in a Chaplain?

- 1) One who is trained to have knowledge of crisis reactions and responses, with the capability for intervention as needed.
- 2) One who is trained to encourage short-term coping skills in individuals.
- 3) One who will be available to observe and monitor the physical, emotional, mental, and spiritual well-being of individual team members at the disaster site.
- 4) One who will be available to intervene with, care for, and support those affected in the disaster by an availability to listen. The primary responsibility is on the site where the unit is deployed, and secondarily the broader community.
- 5) One who will be available for one-on-one time with team members who are overwhelmed/stressed by the disaster experience.
- 6) One who will provide encouragement and support.
- 7) One who will be capable of guiding a nighttime debriefing session, as well as being available to assist in leading group devotionals and tracking team spiritual outreach activities, at the request of the Unit Leader.
- 8) One who can assist team members in processing the events of the day by promoting dialogue amongst the group, as well as encouraging them to journal during individual team member quiet time.
- 9) One who would be available to assist, for short periods of time, on the team in a differing role for which they are trained; however, their primary purpose is Team Chaplain.

It is both a responsibility and a privilege to intervene in individual's lives during a time when they are most vulnerable and impressionable. A Chaplain is one who will bring a caring presence and a Christian attitude through action more than the spoken word. A Chaplain embodies the Spirit and Heart of Christ in bringing Help, Hope, and Healing to a disaster event.

**For clarification or to request a Chaplain for a call-out, contact the Disaster Relief Office  
800.723.7242 • 803.227.6149**



## **SOUTH CAROLINA BAPTIST CONVENTION**

### **Disaster Relief Office**

190 Stoneridge Drive • Columbia, SC 29210

800.723.7242 or 803.227.6149

[www.scbaptist.org/dr](http://www.scbaptist.org/dr)

*This SCBC resource is made possible through the Cooperative Program giving  
of South Carolina Baptist churches.*

Updated 2021