



STAND in the **GAP**
CONNECTING PEOPLE IN NEED
WITH PEOPLE WHO CARE

STAND IN THE GAP FOR WIDOWS CAR CARE MINISTRY GUIDE

*****A special thank you to Asbury United Methodist Church's Men's Ministry for sharing their wisdom and materials in the creation of this ministry guide. Also, a special thank you to Grace Community Church in Cranberry Township for sharing their improvements and updates to the Car Care Ministry.***

The Car Care Ministry is designed to help the widowed women of your church and community with basic car care needs such as: washing, vacuuming, oil checks, fluid checks, belts and hose inspection, tire pressure and checking the car for any needed repairs. The widow can receive free, proper care and valuable advice concerning her car's condition.

Car Care Clinic Flyer

It is important to advertise your ministry to the widows in your church and community. Begin by creating a flyer explaining your ministry. A sample flyer is provided.

- Include your mission statement. "Service and clean vehicles for the widows of our church and community."
- List the dates and times of the car care clinic and provide details.
- We recommend 3 separate stations.
 - » Station 1 - Check the engine - fluids, belts, wipers and tires.
 - » Station 2 - Clean the interior - vacuum, clean windows and dash.
 - » Station 3 - Wash the exterior - clean the windows and shine the tires.

Use the flyer to recruit additional volunteers. Men, women and children (10 yrs.+ can wash cars) can all volunteer. This is a great service project to benefit your wonderful widows.

Pit Crew Volunteers

Identify women and men within your community who have a gift for working on cars and have a heart to serve widows. 20 volunteers is optimum to run a successful car care clinic but any number will work.

Car care ministry volunteers can be any age or gender. Even children 10+ years of age can assist by washing cars. Volunteers possess a wide range of talents and levels of expertise. If a volunteer can dust a dash, vacuum a floor mat or air up a tire, you can utilize them in your ministry. The ministry allows your team members to either use their knowledge and experience on a given task, or to learn from those with more experience. You will always need a few "experts" that are familiar with working with cars.

Volunteers will work in teams, usually in 4-hour shifts.

You can place the flyer (provided in the SITGM materials) in your church as a means to find volunteers. Ask your clergy to mention the ministry from the pulpit and visit the adult classes within your church to recruit volunteers. Once you have identified volunteers, spend the time to learn what gifts and talents they possess

and utilize their gifts for the ministry. The Men's Ministry at your church may be a good funding source for a car care ministry.

Volunteers should be easily identified at the car care clinic. A t-shirt or special name tag for example. (optional)

Widow Helper Volunteer Positions

Ministry Leader(s)

- Leaders will post flyers and identify volunteers for the car care ministry.
- Assign volunteers to positions and inform the volunteers of what is required.
- Create and print the duty stations, car care checklist and liability forms.

Equipment

- Equipment volunteers organize the needed supplies for the car care clinic. A complete equipment list is provided to assist you.
- Volunteers will set up the equipment at each station.

Host

- A hospitality room is set up to "host" the ladies as they wait for their cars.
- A hospitality room will have refreshments and fellowship with the volunteers and other ladies.
- Share the other activities your church or organization is including in your widows' ministry.

Greeters

- Meet the ladies at their car, help them with the paperwork, and take them to the hospitality room. There should be a minimum of 2 volunteer greeters (1 for each lane).
- Take the car to station one along with the completed paperwork.
- Greeters will pick up the completed car at station three, return the car to the owner, and pray with her.
- Help the ladies check mirrors for proper alignment.

Station 1

- There will be a minimum of 4 people at station 1 (2 for each lane).
- Systems will be checked at station 1.
- Review Car Care list for system check details.

Station 2

- There will be a minimum of 4 people at station 2 (2 for each lane).
- Interior will be cleaned at station 2.
- Review Car Care list for interior cleaning details.

Station 3

- There will be a minimum of 4 people at station 3 (2 for each lane).
- Exterior will be cleaned at station 3.
- Review Car Care list for exterior cleaning details.
- Station 3 volunteer will give greeter completed paperwork and car.

*Samples of all printed materials are included.

Car Care Clinic

Before Car Care Clinic

- Collect all necessary equipment referenced on the equipment checklist.
- Advertise the clinic and recruit volunteers.

- Print "Duty Stations List" and "Car Care Checklist & Liability Form".
- Contact volunteers to explain ministry and find out where they would feel most comfortable working. See sample volunteer letter.

Morning of the Event

- Have your volunteers arrive early for coffee, donuts, fellowship and prayer.
- The goal is to form 2 fully staffed teams. (i.e.) Asbury UMC calls their teams the "Indy Team" and the "Daytona Team." Having 2 teams ensures everyone will have a meaningful experience, stay busy but not overwhelmed.

Event

1. Greeters will meet widows at their car door, assist them in filling out the Car Care Checklist and Liability form. Having the form on a clipboard is a good idea.
2. Greeters will lead the widow to the hospitality room then take her car and forms to Station 1.

Station 1 (Systems Check)

- Check Fluids
 - ◊ Oil
 - ◊ Transmission
 - ◊ Windshield Washer
 - ◊ Power Steering
 - ◊ Coolant
 - ◊ Brake Fluid
 - ◊ Air Filter
- Check Other
 - ◊ Belts
 - ◊ Hoses
 - ◊ Tire Tread, Pressure & Spare
 - ◊ Battery Posts
 - ◊ Windshield Wipers
 - ◊ Signal, Lights & Horn

Station 2 (complete an interior cleaning)

- Vacuum/Clean
 - ◊ Floor
 - ◊ Seats
 - ◊ Trunk
- Wash (Windex)
 - ◊ Inside Of Windows
 - ◊ Rear-view Mirror
 - ◊ Interior Vanity Mirror
- Ashtrays (Front & Back)
 - ◊ Back Window Area
 - ◊ Armor All (As Appropriate)
 - ◊ Dashboard
 - ◊ Door Panels
 - ◊ Inside Door Tracks

Station 3 (clean the exterior of the car)

- Wash & Dry

- ◇ Vehicle Body
- ◇ Tires & Wheels
- ◇ Exterior Windows
- ◇ Side View Mirrors
- Armor All
 - ◇ Tires
 - ◇ Bumpers

Car Care Planning Document Ideas and Help in planning

This document was created and used by a church partner who has successfully implemented the Car Care Ministry into how they care for widows in their church and community. It is simply a template of ideas, ways to advertise, organize, and plan for your event.

Post Event Volunteer Thank You Letter Example

This document was created and used by a church partner who has successfully implemented the Car Care Ministry into how they care for widows in their church and community. They used this template to send a thank you letter/email to their volunteers. Feel free to use and adapt to your event and church.

Widows and Volunteer Slots Spreadsheet Example

This document was created and used by a church partner who has successfully implemented the Car Care Ministry into how they care for widows in their church and community. They found it helpful to have a spreadsheet with all their time slots for both volunteers and widows, allowing them to track, and keep track of capacity and needs. There are individual tabs at the bottom which will allow you to have everything in one place for your event.

Stand in the Gap believes we are called to serve as protectors of widows (Psalms 68:5), we are to honor widows (1 Timothy 5:3), and we are to look after widows in their distress (James 1:27).

Website: www.sitgm.org/widows

Facebook: @StandintheGapMinistriesForWidows