

**Sheds of HOPE Depot
at
Raymond Presbyterian Church**

Policies and Procedures

**129 Port Gibson St, Raymond, MS 39154
(601) 319-4280**

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Shed of HOPE Mission

The Sheds of HOPE Depot at Raymond Presbyterian Church (the Depot) will provide a secure location in Central Mississippi to provide disaster preparedness awareness and training; build Sheds of HOPE (SOH) kits; assemble and store relief kits; and assist PCA churches residing within Covenant Presbytery, Grace Presbytery, and the Presbytery of the Mississippi Valley, primarily, in the timely marshaling of critically needed resources for communities suffering from a natural or man-made disaster.

Sheds of HOPE Goals

General

1. Prepare. Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all partners and provides urgent and temporary provision of emergency aid to reduce immediate suffering from a natural or man-made crisis of which the recipient is largely incapable of helping himself at that particular time.
2. Train. Establish and maintain a training program for disaster preparedness and building Sheds of HOPE.
3. Respond. Establish and maintain a disaster response program that appropriately integrates all partners in the delivery and assembling Sheds of HOPE.
4. Reconcile. Seek to reconcile Sheds of HOPE recipients with God, self, others, and the rest of creation so that recipients can fulfill their callings of glorifying God by working and supporting themselves and their families with the fruit of that work.

Specific

1. Training. Train volunteers in a biblically appropriate way to respond to others in times of disaster.
2. Gifting. Provide opportunity for volunteers to discover where their gifts and abilities may best be utilized.
3. Service. Provide opportunity for volunteers to serve alongside other PCA members in hands-on ministry.
4. Relationships. Provide opportunity for volunteers to strengthen relationships within families (e.g., parent/child working alongside one another in service of the Kingdom in a non-stressful situation).
5. Encouragement. Encourage empathy among volunteers for those who are suffering.

Sheds of HOPE Driving Principles

1. Christ-Centered and Gospel-Driven. “We know what love is because Jesus gave His life for us. That’s why we must give our lives for each other. If we have all we need and see one of our own people in need, we must have pity on that person, or else we cannot say we love God.” — 1 John 3:16-17
2. Partnership Oriented. “I thank my God in all my remembrance of you, always in every prayer of mine for you all making my prayer with joy, because of your partnership in the gospel from the first day until now. And I am sure of this, that he who began a good work in you will bring it to completion at the day of Jesus Christ.” — Philippians 1:3-6
3. Winsome. “To the weak I became weak, that I might win the weak. I have become all things to all people, that by all means I might save some.” — 1 Corinthians 9:22
4. Effective in Practice. “As each has received a gift, use it to serve one another, as good stewards of God's varied grace....” — 1 Peter 4:10
5. Local Church and Presbytery Focused. “Now to him who is able to do far more abundantly than all that we ask or think, according to the power at work within us, to him be glory in the church and in Christ Jesus throughout all generations, forever and ever. Amen.” — Ephesians 3:20-21

Sheds of HOPE Policies and Procedures

Purpose

The purpose of these policies and procedures are to:

1. Promote Safety. Ensure a safe working environment for all volunteers.
2. Ensure Proper Equipment Use. Establish guidelines for the proper and responsible use of wood shop tools and equipment.
3. Foster Respect and Responsibility. Encourage an environment of respect, responsibility, and accountability among volunteers.
4. Establish Procedures. Outline the steps to be followed for safe, efficient, and productive work in the Depot.

Scope

These policies and procedures apply to all volunteers.

Emergency

1. Fire Safety.
 - Fire extinguishers are located in clearly marked areas of the shop.

- In case of fire, evacuate the building immediately using the nearest exit.

2. Injury Response.

- For cuts, bruises, or minor burns, report the injury to the Depot Leader. First aid supplies are available in the Depot.
- In the event of a major injury (e.g., severe cuts, fractures, or loss of consciousness), call for emergency medical assistance immediately. Do not attempt to move the injured individual unless it is necessary for safety.

3. Electrical Hazards.

- If you notice sparks, exposed wires, or other electrical hazards, stop using the equipment immediately and inform the Depot Leader.
- Only qualified individuals should attempt electrical repairs.

Violations of Safety or Conduct

1. Warnings.

- A first violation of safety procedures will result in a verbal warning.
- A second violation may result in a temporary removal from the Depot.

2. Suspension from Shop.

Serious or repeated violations, such as failure to follow safety procedures or disruptive behavior, may lead to a suspension or permanent removal from the Depot.

3. Parental/Guardian Involvement.

In the case of repeated safety violations with youth, parents or guardians may be contacted to discuss the youth's behavior.

General

1. Depot Access.

Access is granted to all volunteers above the age of twelve (12) who have completed the Shop Orientation and signed the Depot User Safety Agreement.

2. Safety Equipment.

- Safety glasses must be worn at all times when operating machinery or tools.
- Earplugs must be worn when operating loud machinery.
- Dust masks are recommended when working with wood that produces a lot of dust.

3. Clothing, Jewelry, and Hair.

- Long hair must be pulled back and secured.

- No loose clothing may be worn.
- Long sleeves should be rolled up and shirttails must be tucked in.
- Full-length pants must be worn.
- Shoes must be rubber soled and close-toed.
- No watches or dangling necklaces or earrings.
- Backpacks and other belongings must be stored outside the work area.

4. Machine Safety.

- Volunteers must receive proper training and instruction before using any equipment.
- All machines must be inspected daily for damage or wear before use.
- Any malfunctioning or damaged equipment should be reported immediately to the teacher.

5. Tool Usage.

- Tools and equipment should only be used for their intended purposes.
- Tools should be checked before use to ensure they are in proper working condition.

6. Workspace Organization.

- Work areas should be kept clean and free of clutter.
- Scrap wood should be disposed of immediately in the appropriate waste bins.
- Workbenches should be clear of tools when not in use.

7. Behavior in the Shop.

- No food and drinks in the work area.
- No use of cell phones or ear buds in the work area.
- No running, horseplay, or disruptive behavior will be tolerated in the Depot.

Conduct

1. Respect for Equipment.

Treat all Depot tools, machinery, and materials with care and respect. Volunteers are responsible for any damage caused by misuse.

2. Depot Behavior.

- Show respect for the Depot Leader, fellow volunteers, and the work environment.
- Engage in the task at hand and assist others when appropriate.

3. Food and Drinks.

No food or drink is allowed in the Depot working area due to safety and cleanliness concerns.

4. Mobile Phones.

Cell phones should be used only during designated breaks or emergency situations. Phones should not be used while operating machinery or tools.

Cleanliness and Maintenance

1. Daily Cleanup.

Volunteers must ensure that all workstations are cleaned and tools are returned to their proper locations.

2. Tool and Equipment Maintenance.

- Regular maintenance of tools and equipment is performed by the Depot Leader or designated volunteers.
- Volunteers should report any maintenance needs to the Depot Leader promptly.

General Tool Usage

1. Before Use.

- **Pre-Work Inspection:** All tools and machines must be checked for proper functioning and safety.
- **Leader Approval:** Any use of new or unfamiliar equipment must be approved by the Depot Leader before use.

2. During Use.

- **Focus and Awareness:** Always stay focused on the task and be aware of surroundings. Only one person should operate a tool or machine at a time.
- **Personal Safety:** Keep hands and other body parts away from moving parts of tools and machines.
- **Power Tools:** If using power tools, make sure the emergency stop button is easily accessible.

3. After Use.

- **Clean Tools and Machines:** After using any equipment, clean it and return it to its proper storage location.
- **Report Issues:** If a tool or machine is damaged or malfunctions during use, report it to the Depot Leader immediately.

Stationary Tools

1. Compound Miter Saw.

- Used for crosscuts, miter, and compound miter jointing.
- The blade should be sharp, run freely, and be free of vibrations.
- Do not attempt to cut small pieces.
- Do not handle the blade guard. It is designed to self-retract.
- Let the blade come up to full speed before beginning your cut.
- Hold your material with your hand away from blade and keep your fingers and thumb together.
- Do not cross your arms over each other while using the saw.
- Allow blade to stop completely before lifting up.



2. Table Saw.

- Used for ripping and crosscutting stock.
- Use a push block whenever your project is going over the cutting surface.
- Keep hands at least 4" away from the blade.
- Stand to the side of the wood being ripped.
- Stay within reach of the power switch.
- Only use one fence or miter gauge.
- Be sure adjustment wrenches or any other objects have been removed from table before use.
- Hold wood firmly, feeding it into the blade at a moderate speed. Push the wood with a push stick until it clears the cutting blade.
- Feed against the rotation of the blade. The wrong way will accelerate the wood and cause damage.
- No dead-cuts. You must continue ripping all the way through your board without stopping.
- Only use wood that has flat surfaces.
- Only one piece of wood should go through the table saw at a time. Do not start a second until the first is clear of the blade.



Hand Tools

1. Drill.

- Used to drill various-sized straight holes into wood or metal.
- Drill straight in and pull straight out.
- Twisting and wobbling the bit in the hole will damage the bit and can cause bodily harm.
- Bits can be extremely hot after use.
- Be sure to drill with the motor in the forward direction. Reverse direction will burn or can ignite the wood.
- Pull bit out of deep holes in order to remove debris. Excess chips can be overheated



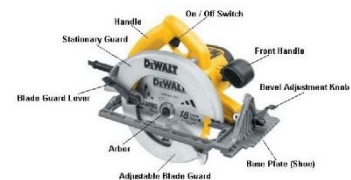
2. Impact Driver.

- Used to drive screws.
- Select a bit that matches perfectly the screw or bolt head.
- Insert the chosen bit into the chuck of the impact driver.
- Set the speed and torque. Choose a lower speed for precise work, as well as a higher speed for driving large fasteners into thick materials.
- Position the bit at a right angle to the connection head to ensure it drives in straight and doesn't strip the head.
- While pressing the trigger, apply steady, consistent pressure.
- Use both hands for better control and to manage the tool's torque. Keep a firm grip to maintain stability.
- Once the screw or bolt is fully driven in, release the trigger to stop the tool. Avoid over-tightening, which can damage both the fastener and the material.



3. Circular Saw.

- Used for hand ripping and crosscutting stock.
- Hold tool with both hands. This tool is easy to lose control of when using.
- Do not touch the guard. The blade guard is designed to self- retract when using.



4. Oscillating Multi-tool.

- Used to saw, drill large holes, plunge cut, or undercut.
- Take appropriate dust precautions when using this tool.
- Be sure to check the blade prior to use. If the blade needs to be changed, please ask the Woodshop supervisor or a student worker to do so.
- Keep your hands away from moving parts.
- Wait for the blade to come to a complete stop before laying the tool down.



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5. Pneumatic Gun.

- Used for fastening with brads, staples, finishing and framing nails.
- The material must be sufficient enough to withstand the impact of the tool.
- Never point this in the direction of another person.
- No one should be in front of the operator in case of an error.
- This tool is not to be used in any way other than in the manner of which it was intended.
- Do not tamper with contract element.
- The air hose is the power. Disconnect when reloading or adjusting any pneumatic gun.



6. Grinder.

- Used for grinding and smoothing rough edges.
- Hold the grinder with both hands. This tool is easy to lose control of when using.
- Lay tool trigger and grinder side up.
- Always position wheel guard between you and your work.



Sheds of HOPE Depot User Agreement

By signing below, volunteers and/or parents acknowledge that I have read and understand the rules, safety guidelines, and procedures outlined in this document.

I understand that using these types of tools can be dangerous and can create certain risks, including, but not limited to personal injury, illness, death, or property damage. I choose to use these types of tools at my own risk and do hereby release and forever discharge and hold harmless the Presbytery of the Mississippi Valley or Raymond Presbyterian Church and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise from my activities with the Sheds of HOPE Depot at Raymond Presbyterian Church. I understand that this release discharges the Presbytery of the Mississippi Valley or Raymond Presbyterian Church of all liability for any injury on the part of the Presbytery of the Mississippi Valley or Raymond Presbyterian Church, beyond what may be freely offered by the representative of either of these organizations in the event of injury or medical expense.

Volunteer Church: _____

Volunteer Name: _____

Volunteer Signature: _____

Health Insurance Provider: _____

Health Insurance Number: _____

Emergency Contact: _____

Emergency Number: _____

Date: _____

If minor:

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____