



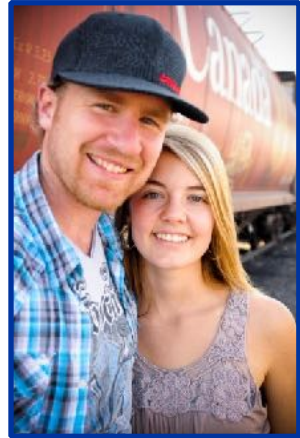
Refined/Undignified
HANDBOOK

Dear RU Member,

Refined/Undignified may be one of the most amazing, challenging experiences you will ever be a part of. Friendships formed in this context can last a lifetime.

R/U offers a unique opportunity to put into practice the biblical truths learned in the classroom as we work as a team towards a goal to reach a lost generation. As such, it is both an amazing testing and training ground.

R/U also offers the opportunity to develop and hone interpersonal skills when ministering to students and working with teammates. Learning how to get along with people is an extremely important ability that is becoming increasingly appreciated and valued in both the workplace and in ministry. It is important to realize that in Refined/Undignified your attitudes and actions in this unique context have a broader influence than merely on yourself.



You are probably a little overwhelmed with all of the details. Hopefully this handbook will help you and your "team mates" function to maximum effectiveness - with unity of mind and purpose. These pages are meant to provide a framework of policies to help you along the way and catapult you forward. We want you to know that we welcome your comments and anything that you would like to discuss or suggest regarding this manual. It is something that we update every year. During the time you serve within this ministry we would ask that you read it and follow it.

I am excited about what God has planned for you this year, using your abilities and gifting to glorify Him, as we enter in to a year of ministry and spiritual growth investing into lives of young people across Canada.

We want you to know that we are praying for you. We urge you to be praying for us as leaders and to join us in asking and expecting outrageous things from God in the coming days and years!

Thank you for giving of your time and abilities to serve God with Refined/Undignified.

In His Strength,

Adrian Webber

Director of Refined/Undignified
1.306.690.8137

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MEET THE RU LEADERS



TEAM CONTACT

Information

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Devin Grove 306.631.0887
Blue Team Leader

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RU Kids Director

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Tumblr www.refinedundignified.tumblr.com
Twitter www.twitter.com/officialRUDance
Instagram www.instagram.com/refinedundignified

OUR MISSION

EQUIP - EXCEL - ENGAGE

Refined/Undignified exists to:
EQUIP students to be Godly leaders,
EXCEL in dance and lifestyle for the
glory of God,
ENGAGE a hurting world with the
gospel of Jesus Christ



PURPOSE STATEMENT

AND OBJECTIVES

PURPOSE

Refined/Undignified is a dance ministry which equips, trains, and mentors current and past students from Briercrest College and Briercrest Christian Academy. R/U uses the gift of dance to disciple in TRUTH, challenge in love and impact a hurting world.

(1Cor.13.13)

We are discipleship building and evangelistic
in work and lifestyle.

OBJECTIVES

1. Discipleship: What should happen **in** the team member? Each team member should:
 - a. Deepen their personal relationship with the Lord.
 - b. Learn how to effectively apply Scripture.
 - c. Learn how to effectively communicate their faith, both one-on-one and from a platform.
 - d. Develop a biblical perspective and response to contemporary missions.
 - e. Develop as a contributing member to the Body of Christ in leadership and support positions.
 - f. Develop artistic skills for gospel ministries, including dance and dramas.
2. Evangelism: What happens **through** the team member? Each team member should be able to:
 - a. Share competently, in the power of the Holy Spirit, the gospel message with people.
 - b. Disciple contacts into an obedient walk with Christ and the fellowship of His church.
 - c. Encourage evangelism in the lives of the people we come in contact with by example.
 - d. Be a part of a team of performers presenting a powerful and effective message of the Gospel of Jesus Christ.



BELIEFS ABOUT

TEAM MINISTRY

1. We believe that no ministry can replace a living personal relationship with Jesus Christ. **Fruitful** ministry flows out of that **relationship**.
2. We believe that our western Christian worldview has set the bar low for the biblical standard that our youth should be aiming for. R/U has strong conviction to raise the bar in how we think, speak, and worship our God. You will be challenged in this.
3. We believe that a team needs a balance of healthy food, rest, ministry, recreation, spiritual input, practice, and education in order to accomplish its goals effectively.
4. We believe that while a top quality performance is no guarantee of the Holy Spirit's blessing, a poor presentation is not what He deserves. Our teams are expected to strive for **excellence** in all they do as a reflection of our God "who does all things well".
5. We believe that music, drama, dancing, sharing testimonies, preaching, and counselling are viable and proper methods of presenting the Christian message.
6. We believe that a team should be flexible in attitude and in ministry to meet various needs and situations in which they are called to serve.
Flexible – Adaptable – Teachable
7. We believe that evangelistic platform ministry needs to be combined with counselling and discipleship to adequately fulfill the Great Commission, although we may not play that part.



If you are struggling with any of these expectations, leadership would love to meet with you to discuss and explain the foundation to these expectations. If however, leadership determines that there is no desire for growth, or a negative attitude towards the expectations that are presented, there will be consequences that will apply according to the situation.

MEMBER EXPECTATIONS **FOR LEADERS**

What **WILL BE** expected from leadership:

- Giving 100% in all we do
- Having a professional attitude
- Communicating performance details to team members a week prior to an event
- Providing academic accountability
- Being able to talk and pray
- Having a humble attitude and a vulnerable, transparent spirit
- Setting an example in speech, life, love, faith and purity (1Tim.4:12)
- Speaking Truth in Love (Eph.4:25)
- Being Imitators of Christ (Eph.5:1,2)
- Praying weekly for our team members and ministry
- Respect and follow leadership above them

What **NOT TO** expect from Leadership:

- We will not be **in charge** of your spiritual life
- We are not a self-help group
- We are not your pastors, you will be required to attend a local church
- We are not responsible for your academic performance
- We will not have equal responsibilities for attendance at practices

We are all working towards the same thing but that looks different for each member of the team.
We all play a different part of the body.

LEADERS EXPECTATIONS **FOR MEMBERS**

Spiritually you are expected to:

- Have a dedication and desire to follow the Lord and walk in faith
- Have a **desire** for growth in your relationship with God
- To be dedicated to praying for the team's needs
- Have a humble attitude and a vulnerable, transparent spirit
- Speak Truth in Love (Eph.4:25)

Personally you are expected to:

- Be living a life of integrity and seek to serve others in love
- Have a social media presence that reflects your life of integrity
- Have a desire to communicate openly to RU leadership
- Go up with your struggle/issue - talk to leaders not peers
- Point to God rather than enabling unhealthy dependency
- Have a positive attitude and good work ethic
- Have a desire for excellence in all that you do
- Fight against negative talk/self pity - it is toxic
- Make RU a priority above other extra curricular activities
- Have a willingness to be transparent to the team
- Display a Christ-like attitude on and off the road as a follower of Christ and a representative of Briercrest College
- Not seek out exclusive relationships on team
- Avoid secluded conversations without leaders
- Understand when needing professional help and seek it out
- Identify unhealthy habits and fight against them (addictions)
- Care for your body and mind God has gifted you with

Physically you are expected to:

- Come to all practices ready to give **100%** what you have to offer
- Push yourself to improve but not harm yourself - know your limits
- Come to practice to **give** energy not **take** energy
- Have a desire for excellence within your dance performance
- Have a positive attitude when challenged and able to ask for help when needed
- Work towards the goal of achieving excellence in dance
- Attend all mandatory practices and performances unless given permission from a leader a week prior to a practice or a month prior to a performance

****If these expectations are not met, consequences will follow.***

TEAM LIFE

MANDATORY VS OPTIONAL Events

Refined/Undignified has a variety of events throughout the year to cultivate team unity. Each team will have different expectations for events and you need to know what is expected of you and know when to say "no".

ALL TEAM MEMBERS - MANDATORY

- All Practices for your team
- All shows for your team
- Beginning of the year retreat activities
- Year End Party

ALL TEAM MEMBERS - STRONGLY ENCOURAGED

- Christmas party
- Valentine's Day Event
- Guy/Girl Nights
- Accountability Partner Meetings
- Individual Team Events
- Mentorship

ALL TEAM MEMBERS - TOTALLY OPTIONAL

- RU Kids Involvement
- New Show Involvement
- Extra Dance Practices Times - Before or after practices
- Moosejaw Runs - with parents permission
- Random Games Nights
- Movie Nights

Other **team specific**, mandatory and optional, expectations will be discussed with your team leader at the beginning of the year.

All dates will be communicated with advance notice. Please take note of when the mandatory events are - Thank you.

If you are unable to attend any mandatory event please talk to your team leader **at least** 2 weeks prior to the event.

RESPECT AND CONSIDERATION

For approximately eight months your team on RU will be like your family. In light of that it is our desire to offer you a secure, attractive, comfortable, positive and supportive environment that will facilitate your success academically, spiritually, and socially. In achieving those goals it is important that we all understand and observe some common expectations. Each team member must treat other team members, the practice facility and any other location we travel to as a team with complete respect. Mutual respect for one another is the basis on which everything else builds. Please monitor and control yourself in all matters of respect for others.

Maintaining Reasonable Hours

Refined/Undignified students will maintain reasonable hours of operation. Students will refrain from getting into a "backward" schedule - where they sleep during the afternoon and stay up extremely late at night. This has become a problem in the past, we really need you to be responsible in organizing your time to complete your requirements in school and in life so that you will need to continually stay up late and slowly drain



n o t
yourself to

Electronic Consumption

Out of concern for the team member and the unity of the group, we ask you limit your electronic consumption during RU time, this would include excessive phone usage, watching movies, playing video games, etc. We want to create an atmosphere where people are not secluded or excluded from the rest of the team and these electronic devices have the ability to do that. **Refined/Undignified the right to limit student electronic deemed necessary.**



reserves
consumption if

Privacy and Property of Others



All Refined/Undignified students will exhibit respect for the privacy and property of their fellow team members. The personal property of another should never be borrowed or used without their expressed permission. When on tour, rooms should not be entered if the inhabitants are not there, or without permission. In addition, respect and sensitivity must be shown in the areas of another's time restraints, schedule demands, workload and desire to study or sleep. While this is true of your interactions with every team member, it is especially necessary and important in the case of your roommate on tour.

Contribution to the Overall Atmosphere/ Heart Issue

Every Refined/Undignified student will endeavour to make a positive contribution to the overall atmosphere in the team, as well as to the quality of life in general on our campus, in our community and wherever we travel. We expect you to live in harmony and unity with your fellow brothers and sisters in Christ. As such, we anticipate such things as **tolerance, acceptance, self control, kindness, mutual support, positive talk, respect of authority, spiritual sensitivity, etc.** Exhibitions of the contrary will be confronted.

As we are performing to glorify our Lord, our greatest tool to share the good news of Jesus Christ is our own lives living transparently for students to see that we are sinners saved by grace.

Gossip

Gossip **will absolutely not** be tolerated in this team. It is a **cancer** that the enemy uses powerfully against our ministry and the ramifications are devastating. If there are issues in this, you will be addressed and warned, if there is a continuation then you will be asked to take a break from the team.



Modesty

Appropriate clothing must be worn in practice, all performances and at all times when touring. All members represent Refined/Undignified, Briercrest, even more importantly, Christ wherever we go and immodest acts will not help but hinder our ministry.

Any intentional act of immodesty (i.e. acts of exhibitionism, "mooning", "streaking", etc.) will be dealt with seriously.



Male and Female Residence Privacy

Men are not allowed to enter women's residences and women are not allowed to enter men's residences while on tour. The only exceptions to this would be during loading and unloading times (carrying bags for girls) and other such situations where prior permission has been granted in advance by an appropriate team leader. Under no circumstances may a man and women sleep in the same room together while under responsibility of Refined/Undignified. **Violations in this area will be dealt with seriously.**

Mandatory RUMeetings

All Refined/Undignified members will be in attendance at any previously announced mandatory team meeting. If one is absolutely unable to attend they must inform one of the team leaders in advance. In addition, all members will attend with a positive attitude and refrain from any disruptive or disrespectful behaviour.



Personal Belongings Insurance

All students will be responsible to procure and maintain adequate insurance on their personal belongings for theft or damage while on tour. It may be wise to check to see if you are covered under your parent's policy (if applicable). If not, a small renter's policy would be a wise investment. A wise thought would be; if you don't want to lose it, don't bring it.

Yearend R/U Responsibilities

At the end of each school year the team member will fill out a **self evaluation** and **team leader evaluation**. These help the leadership evaluate their teaching methods and the direction they are taking Refined/Undignified.

If you are applying to be on the team again the following year, there will be auditions and applications to fill out.

In addition, all team members of the Refined/Undignified will be **required** to come to our year end party or retreat.



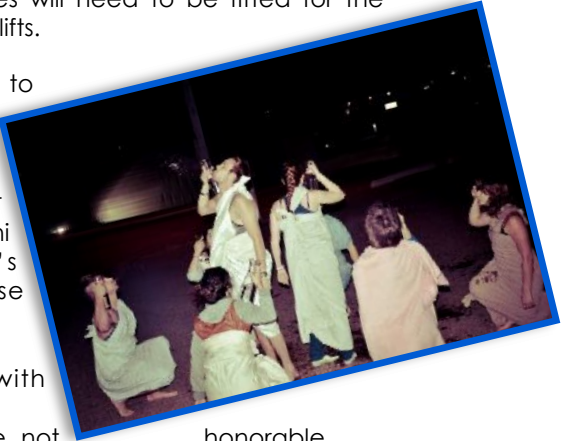
PERSONAL CLOTHING AND HYGIENE GUIDELINES

By virtue of being on a high profile ministry team, you need to be conscious of how you dress. People will build their first impressions about you, RU, Briercrest and the Lord by your appearance. We desire that all our team members dress in such a manner so as not to be an offense or a distraction; to enhance and not hinder our opportunities to minister to others who want to worship the Lord. If there are items of clothing the leadership feel are inappropriate for your ministry, you will be discreetly asked to change or put it away.



General Clothing Guidelines

1. All clothing must be respectfully thought-out before worn. As we are a performance ministry clothes will need to be fitted for the style of dance and safety in lifts.
2. Guys/girls should desire not to make their sisters/brothers stumble.
3. Swimsuits are to be modest one piece or modest tankini style for women. Men's swimsuits should be loose fitting.
4. Please avoid clothing with slogans/words/symbols/pastimes which are not honorable.
5. Please keep your underwear covered at all times.



PRACTICES

Each member of the team will show up to practice on time, unless otherwise communicated with a team leader in advance. Practices will involve many activities, the team leader will determine the order within your practice. The majority of the time will be teaching new material and practicing old material, and we will finish off with some stretching time, a small devotional and prayer.

We understand that there is a lot going on in your lives throughout the eight months of school, especially during specific crunch times in the semester, but we are challenging the team to know that you are a part of this team 24 hours a day and 7 days a week for eight months, therefore there is an endless amount of time to talk and discuss "crucial" issues outside of practice times. We have designated this time to practice and develop our program so it will be honouring to God. We expect each member to show up to each practice with that in mind.

AKA – BE RESPECTFUL AND PAY ATTENTION...PLEASE☺

Water breaks will be given not taken. It can be very hard to teach when team members leave whenever they feel like it. If someone really needs a break ask the current leader for one. We are expecting to push our team and challenge them physically and spiritually, in other words; **this will be hard, but good.**

Team Fees

Team Fees cover the costs of being a part of Refined/Undignified. All team members will have a **\$400** team fee and will be due at the first practice.



Starting the year **OFF RIGHT**

As we get into the year its going to go fast, so we want to give you a heads up on a few things you will need. To be able to get into some locations we need a background check done for all our team members, therefore we have gotten really good at doing mass background checks, and we will be asking everyone to bring their **DRIVERS LICENCE** to a certain practice. We will also be having to fill out a **MEDICAL RELEASE FORM** for information if something would happen and to release RU of any legal consequences if there is an accident. With that being said we want you covered in prayer this year so that no accidents do happen. Therefore we want you to create a list of **10 PRAYER SUPPORTERS** who will be committed to praying for you through the year, collect their emails and send them to refinedundignified@gmail.com and we will keep them updated throughout the year as to how they can pray for you and the ministry. Also, for performances, everyone needs a pair of **WHITE SHOES** to perform in.

Team Prayer Time

While on tour, as a team you should meet to pray each day about your ministry and any other prayer requests that arise. To encourage spiritual fellowship once a week you should schedule a longer praise, worship and prayer time. The team should also spend time before programs or ministry opportunities to pray. Don't hesitate to add other impromptu prayer times as prayer concerns or opportunities arise (ie. when a person is seeking spiritual help, or struggling for any reason.)



PREPARING FOR PERFORMING

CARING FOR **Team Equipment and Resources**

All Refined/Undignified equipment is something that should be treated with respect and care as God's provision for RU. This begins with your attitude toward it. If something needs to be repaired, please tell an RU leader as soon as possible so that we will be able to fix it and it will be functional for the next show.

Should any item be lost and/or broken (beyond normal wear and tear) through individual and/or team **carelessness** you will be asked to replace it at your own expense.

ARRIVAL AT THE EVENT LOCATION

1. Upon arrival at the church/meeting place, the team leader will contact the local organizer (pastor/leader/contact person) immediately. He will make all arrangements with the local organizer about the time of the service, meals, lodging, promotional location, and departures. The team should wait for the leader to report details to them before they begin unloading. All team members are expected to unload, set up, take down, and reload the equipment.
2. The team leader will request permission from the local organizer to check out the sanctuary or the room where the service will be held. A suitable time for practising should be arranged with him.
3. The team leader will receive the local organizer's permission **before** you move or rearrange any furniture (pulpit, communion table) or musical instruments. Treat the musical instruments with great care and respect. Ask for permission if you want to use a piano for practice.
4. As a team member, make sure you are aware of all that is expected of you (youth meetings, coffee houses, school assemblies, etc.). **BE PREPARED TO PUT THE TEAM'S MINISTRY AHEAD OF YOUR PERSONAL PLANS.**
5. If the room is larger than your sound system can cover (over 500 people) the team leader may check with the local organizer about using the sound system in the meeting place. **NEVER ASSUME THAT YOU CAN USE SOMETHING JUST BECAUSE IT IS THERE.**
6. Allow yourself enough time so that you can be dressed in your performance wear.
7. Be available to meet and greet people prior to and after each ministry. Look for opportunities to be of service. Ask the Lord to direct you to someone you can encourage or help. When talking with people at any team function or other informal events (ie. potluck dinners), split up. **Do not group together as team members.**
8. **We will consistently meet 30 minutes before a show to pray and invite God to take over. Invite the pastor or church leader to pray with you. This is a critical time and should be set aside as a priority.**

PUBLIC RELATIONS

1. We are ambassadors for Christ (2 Corinthians 5:20). Your attitudes and behaviours will reflect on the cause of Christ, the ministry of your RU team and Briercrest in the place you are ministering. As such you are always doing "public relations".
2. Specifically, each team member will play a part in presenting what the Lord is doing through RU and Briercrest to the public, whether that is in a church or in a secular setting.
3. Not only should you be able to give effective presentations from the stage, you should also become comfortable with presentations on a one-to-one basis with individuals whom you meet at a program, who show interest at the display table, and with whom you are billeted.
4. The display table is a small part of this role but a very visible one. Everyone will have the opportunity to man the display table from time to time. Although there will be one person delegated to run and oversee it.
5. The team's PR Coordinator is responsible to set up a rotating schedule in order to allow everyone the opportunity to man the booth. Please respect the PR Coordinator as the "authority" in this area.
6. As a team member you should be familiar with all the literature on the display table. Become familiar with relevant information about Briercrest in preparation for answering questions as they arise.
7. We trust that recruitment and PR will flow out of a desire to build God's kingdom and see many more labourers join the harvest. As such recruitment and PR is everyone's responsibility. Set some personal goals to represent RU, Briercrest, and the Lord's work throughout the year.



EVENT FOLLOW UP

As we go out as a team there will be many connections with our audience members made. We are excited and encourage continuation of those relationships through social media and other events over the years. As we go and perform these powerful performances, we address very deep, hard issues in lives of youth today and sadly enough, we expect these issues to be a part of some of the lives in our audience.

Our goal is to help them, to show them hope in our Lord and Savior Jesus Christ, and to break the chains of bondage they are held down by. This will look differently in each situation but what will be common in each story is that it will not be easy to enter the pain of these students' lives.



Here are some **good points** that you have to know when you are counselling students.

- You are not their Savior.
- Never promise not to tell, say that you won't unless it puts them in danger.
- Know when you are out of your league, get someone to help.
- Affirm them when they tell you they're story.
- When you don't know what to do – Pray.
- Recommend - Websites, helpline, etc.

EVENT HOST/STUDENTS

As we travel across Canada our desire is to connect with event hosts and stay in contact with them as our team members build relationships with their students. We want to be able to inform them if a situation in their student's life goes into a red zone.

There always needs to be caution when it comes to internet relationships. As a ministry team we have to be living above reproach and always be careful with opposite sex relationships. Our goal is draw these students towards God **not ourselves. Please be cautious about accepting students as "friends" on Facebook.**

SOCIAL MEDIA

INVOLVEMENT

Looking at How we Interact on our Social Platforms

We want to be as informative and protective as possible to you as members. As we go out and meet new people, interact with youth, and possibly become friends or followers on social media, we need to understand as a ministry how we should interact with those we meet. How we use social media in general can affect people in many ways. If we profess to be followers of Jesus, our social media interactions should reflect that as well. These are some policies that are in place to protect you and the youth you get in contact with. We really want to be cautious and aware of what can happen, and not blind or forgetful for things that have happened in the past. We also don't want to hide why we are doing stuff too so let's be honest with them, because that's probably something else they need. **The goal here is to love, connect and be safe!**

1. Be aware of how you use your social media. Which platform is meant for what? Is one more public and one more private? Is one for pictures and family and another for friends and life outside the ministry? Whatever you do, everything should be reflecting Christ, but make sure you know going into the year how you want to manage your sm. It's really the best way to prevent unwanted stuff from happening.

2. If you are FB messaging a youth that you met on tour or at a show (basically any youth you meet and add), please add the "Refined Undignified" Facebook Person to the message as a third party in group message. The Social Media Coordinator will be in charge of it, and will not read messages unless an issue arises. This is strictly a safety thing. Communicate that to the youth, not keeping it secret, but letting them know that it is a policy we have. "Hey! Stoked to keep in contact with you. I just added RU to this convo because that's our policy. Nobody reads it unless there are any concerns."

3. If you are emailing with a youth instead, use the designated social media RU email for us to cc to, and explain the same thing to the youth.

The email is socialmedia@refinedundignified.com

4. Conduct yourself in such a way on social media that publicly and privately reflects the actions and heart of Jesus. This includes anything sexually immoral, course joking or crude talk, promoting unhealthy or unbiblical lifestyles etc. (use your spiritual discernment!). Obviously we want to be lights in their lives, so if they are behaving these ways, use your judgment and try to witness to them in positive ways. But if they are harassing you, threatening you, or being inappropriate, you can just walk away from it.

5. If dangerous or inappropriate interactions occur on any social media, notify the Social Media Coordinator and work through that with them. The Director is to be notified as well, through the Director. If you have followed the above policies, you have nothing to worry about, and we will get through it.

6. We want you to know that we have your backs! If you have followed these policies and have conducted yourself well as a follower of Christ, we are behind you 100%, and will see things through. However, if you step outside of what we have asked you to do, we as Refined Undignified will not be responsible or held liable in any way for things outside or beyond that.

TOURING

SCHEDULE, BOOKINGS AND HOSPITALITY GUIDELINES

Billeting

We consider visiting homes a vital part of our total ministry to the community. **Any special needs when touring need to be told to the team leader at the beginning of the year.** All special requests for billeting should be made directly to the hosting church or organization. Any special arrangements should be made well in advance of your arrival and should be confirmed by the Team Leader.

Unless prior arrangements have been made team members are not permitted to accept billeting other than that which has been arranged for them by the hosting church or organization. Refusal to accept billeting that has previously been arranged can be seen as disrespectful.

Each team member should recognize the potential for ministry in a billeting situation. Our goal should be ministry while in a home as a guest.

To be above reproach, **it is our policy that men and ladies NOT be billeted together.** In situations where this is not possible, parents or other adults must also be present. If other adults are not available, and being billeted together is unavoidable, common sense and godly discretion should prevail in billeting decisions. You will also need to be sensitive toward your hosts in this. **Last minute changes to billeting can damage valuable relationships and ministry opportunities.** This policy applies to days off and crisis situations as well. Planning ahead will usually alleviate most potential billeting problems.

Visiting Courtesies

1. Upon entering a home as a guest, introduce yourself immediately to avoid an awkward pause.
2. Always put suitcases to the side of the room. Upon being shown your room, take your suitcases there at your first opportunity. **During your stay, never leave your suitcases open!**
3. Have your program clothes ready in advance to avoid a last minute rush!

4. Be sensitive to your hosts when it comes to staying up late to watch television or to talk. Be careful not to be preoccupied with playing with your technological devices when you should be spending time with your hosts! Be sure to get adequate rest as this too is important for an effective ministry.



To accommodate this, whenever possible, **lights out should be out at 11:00pm.**

5. Ask what time they have breakfast and join them if you can. If you do not want breakfast be sure to communicate that and come to a clear understanding the night before.
6. **Do not monopolize the bathroom!!** Taking a bath or shower during rush hour can be an irritation to your hosts. Remember that your host needs to get ready to go too, so be sure you know when they need the washroom in the morning. Try to avoid those times! Clean the tub/shower and sink after use.
7. Keep the personal area of your room tidy. By doing this you will tend to keep the whole room clean. This particularly applies when several team members are rooming together. If you are alone in a room, you have a larger area to keep clean. A good habit to practice is to always keep your personal items in one place. Do not leave your personal or team belongings scattered in several different places!



do so.

available to help.

you hand and foot. Do them

8. If there are children and/or teenagers in the home, make time for them. It is possible that you have been billeted for their benefit.

9. **Help with the dishes** and other chores, but do not be pushy. If you are asked to help, make a point to Even if you are not asked, always be Do not expect your hosts to wait on a service by waiting on them a few

times.

10. If you are living on your own and doing your own cooking, your leadership team and/or your Food Coordinator will set up a gratis schedule and expect everyone to be involved in helping with food preparation and clean up
11. If for any reason you go elsewhere after your ministry, inform your host.
12. Communicate clearly with your hosts regarding the time you need to leave home and when you will be back. Always advise your hosts of your intended schedule. Never leave them wondering when and where you will be.
13. **Never tire of using these words: please, thank you, you're welcome, excuse me, I'm sorry, may I?, would it be all right if...?, would it be convenient...?** Don't forget to use these with your team mates as well.
14. **ALWAYS CLEAN UP AFTER YOURSELF.** If you read the paper, fold it back up. If you borrow a magazine, put it back where you found it. Etc.
15. Remember that it is a privilege to be billeted at someone's home. **Be sure to leave a thank you card at the conclusion** of your stay even if it is only for one night. You may want to leave a small token of appreciation if you have stayed there for an extended period of time.
16. If you are sleeping in a church building or other public facility be sure to be sensitive about others' use of the building. When there are scheduled events in the building make sure that your areas are clean and useable.
17. **Whatever your living arrangement is, at no time should men be found in the ladies' bedroom or bathroom or ladies in the men's bedroom or bathroom. Meet only in common areas.**
18. Please do not abuse the generosity and hospitality of your hosts!
19. **DO NOT** compare past billets in front of current ones -
Thank you.



PACKING YOUR **WARDROBE**

During touring you should bring clothing that is suitable for washer and dryer. It will be difficult to accommodate clothing that requires special washing instructions or clothing that cannot be put in a dryer.

Laundry will generally be done together with others on your team, men with men and women with women. Wrinkle resistant cottons and cotton blends are preferable because they stand up better to repeated washing.

A coordinated wardrobe is more versatile and makes packing easier. When traveling your personal suitcase should be limited to a **maximum weight of 35 pounds**. This is to assure space in travel and to guard against harming members while loading and unloading. **PLEASE BRING ENOUGH CLOTHING TO WEAR FOR AT LEAST 8 DAYS BEFORE YOU HAVE TO DO LAUNDRY.**



TOURING WARDROBE

A. CASUAL WEAR

1. Loose fitting T-shirts, shirts and blouses (include both long and short sleeves). Please, no questionable logos.
2. Shorts. Girls - longer than the end of your finger tips when they rest at your side.
3. Clothing suitable for recreation.
4. A modest one-piece bathing suit or modest tankini style bathing suit and a T-shirt to wear over it where culturally necessary. Men's swimsuits should be loose fitting.
5. Bring some work clothes for projects that may come up.
6. Dress clothes for a service.

B. PERFORMANCE WEAR

1. All props and costumes(hoodies, white shirts, ties, robes, bandanas, hats)
2. White Shoes for stage
3. All members need a undershirt for underneath their clothes
4. Dance pants

C. SHOES

1. Walking/running shoes, suitable for hiking and recreation
2. White Dance Shoes
3. Slippers/indoor footwear
4. Sandals for hot climates

D. OUTER WEAR

1. One or two warm casual sweaters
2. One winter jacket (suitable for -20 to -40 weather)
3. One windbreaker or sweatshirt for warmer weather
4. Boots suitable for hiking and winter weather
5. Gloves or mitts
6. Hat (for hot climates) or toque (for cold climates)

E. MISCELLANEOUS

1. Underwear, sleepwear,
2. Socks, nylons
3. Hair accessories, cosmetics, soaps, shampoos, toiletries.
4. Travel sewing kit (thread, needle, pins, buttons etc.)
5. Jewelry: Bring only what you are prepared to lose.
6. Towels and washcloths
7. Sleeping bag and pillow
8. Small flashlight
9. Feminine hygiene products

TOURING TEAM TIME

This is a team meeting which should be scheduled once a week which is aimed at evaluating how things are going and to work out team or interpersonal problems (before they become major blow-ups). To make this time profitable make sure to give it enough time. Allow for extra time should problems arise that need more time than what was scheduled. It is not recommended to do this late in the evening as people become more emotional in the evening or when they are tired and issues can become exaggerated.

To aid Team Time a team meeting tool was designed to help as a discussion starter. Ask 3 questions: **How are you doing physically, spiritually and how do you feel about the team?** It may be helpful to ask them to rate how they are feeling about these areas on a scale of 1 – 10. The rating scale is designed as a way to open discussion. It is the discussion of the issues that are important. You may not need to cover all the topics every time but make sure to concentrate on the personal things, team unity and any topics that have become an issue that week. As a leadership team think through which issues are important that week and decide what areas of discussion to concentrate on or what issues need to be worked out in that team time meeting.

The aim is to discuss things, help team members to become open and honest with each other, and solve problems before they become serious team issues. Encourage each team member to speak and have their opportunity to share on each topic discussed. Don't be satisfied with surface answers or allow people to hide. Team time is also an opportunity to learn to listen and find out what other people think. If an issue or problem should be taken on a one-on-one basis then, as a leadership team, ensure the one-on-one confrontation or discussion takes place. Help team members learn to talk things out and hold them accountable.



SECTION 2

POLICIES AND PROCEDURES

LEGAL DOCUMENTATION

Release Form

Refined/Undignified provides you with the opportunity to be involved in a traveling ministry. As such, you are subjecting yourself to the normal risks that are inherent in ground travel in North America.

As part of our procedure we require that you sign a release form which you will receive. The purpose of the form is to release Refined/Undignified from responsibility in the case of injury, illness, contracted medical conditions or accidental death while you are on your team. Part of the release form allows RU to act as your agent should the situation arise in which you are unable to authorize medical treatment (as would be the case in a coma).



POLICY

CONCERNING **TOBACCO, DRUGS AND ALCOHOL**

A. Alcohol

Refined/Undignified has chosen to work with Briercrest College and Seminary who hold strong views regarding the consumption of alcoholic beverages. Each RU member who joins for a term will be asked to adhere to the same rules as Briercrest College. This includes interns. The current rule is to refrain from the consumption of alcohol while on contract with RU. This includes times when you are alone, on a day off, during your mod breaks and anytime while you are on team.

B. Drugs

The use of illicit and/or illegal drugs of any description is strictly prohibited and is also in the school handbook. If caught using or dealing, you will be asked to leave the ministry.

C. Tobacco/Marijuana

The use of tobacco and marijuana while on a team is also strictly prohibited.

The use of any of the above substances during your term of service will likely mean the termination of your ministry with RU.

Piercings and Tattoos

Briercrest College also has rules set for piercings and tattoos as students. You will obey the requirements of the school's handbook. Other than that, if it will enhance your opportunities for ministry with youth we see no problem with these things but please show Godly discretion!

MUSIC AND MEDIA

Music and the media (the internet, gaming, DVDs, iPods, movies, TV, magazines) have the ability to affect us deeply. On one hand they can have a positive effect in our lives bringing relaxation and entertainment. On the other hand we all know that they can easily become destructive.



As servants of God we want to *"guard our hearts for out of it flows the wellspring of life"*. We want to make sure that our relationship with Christ is clear of the "junk" that grieves the Holy Spirit and lessens His fruit in our lives. Even good things if done too much can be destructive.

We require that you leave at home anything that contains a philosophy that *"sets itself up against the knowledge of God"* (2 Cor.10:5; Col 2:8). When discussing popular movies or TV shows, avoid condoning of ungodly messages. Enjoying music and media that are full of Truth and Life will be uplifting

and enable you to keep focussed on God even in your down times (Phil 4:8).

Although we are using a painfully truthful message of the fallen nature of this world within our performances, we desire for you to be **critical thinkers of the media you consume**.

WHAT TO DO...

SERIOUS ILLNESS OR INJURY

If a team member becomes seriously ill or injured, the Team Leader will put the following plan in motion:

Communication Process

1. If urgency is the issue, get the team member to the nearest medical facility for treatment. In the event the team member cannot be moved, get medical personnel to come to the site. If urgency is not the issue, ask your local organizer/host for the location of the medical clinic that provides the best treatment.
2. Get the team together to pray.
3. If your local organizer/host is not with you at the time of the illness/injury, inform him/her of all the facts first. If he/she is unreachable, carry on with the next steps, but remember to continue to try to contact the organizer/host at the first opportunity.
4. If touring for Briercrest, call **Kevin Thiessen** immediately after the injured/ill team member has been taken care of and notify him of the situation.
6. The Team Leader, Executive Director and next of kin shall be in daily/weekly (depending upon the severity of the injury/illness) communication to assess the situation until the crisis is past.
7. If the crisis lingers, in consultation with the Team Leader, the Executive Director will dialogue with the next of kin as to the merits of a personal visit to the field by the ED or next of kin or both, or the evacuation of the team member.



Insurance Coverage

1. While touring for Briercrest as students in Canada, all students will be covered under Briercrest's medical insurance.
2. If touring outside of the Country other coverage will need to be figured out. If touring for Briercrest they will be covered as students, other leaders need to get their own insurance.

POLICY AND STANDARDS

CONCERNING

THE OPPOSITE SEX

We expect normal life, fun, socializing, and good healthy interaction between team members. However, living in a team situation for an extended period is somewhat abnormal, and out of necessity, limits personal freedom considerably. We recognize our responsibility to the Lord, to you, your family, the team, the church, and the people we are ministering to, both Christian and non-Christian.

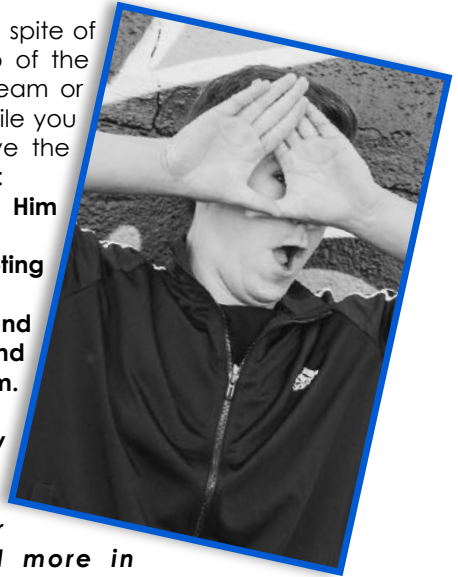
We request that you not develop exclusive friendships (either same or opposite gender) during your team year.

We recognize that there may be an attraction that becomes apparent, but we would ask you, for the sake of your ministry and your team, that you discipline yourself to wait and not talk about your feelings until after your year (Sept – Apr) of ministry. **When in question please talk to leadership.**

If an exclusive relationship continues, in spite of positive steps taken by the leadership of the team you may be asked to leave the team or sent back to Caronport. Therefore, while you are on team we ask that you observe the following guidelines in your relationships:

- 1. Seek to glorify the Lord and serve Him wholeheartedly without distraction.**
- 2. Commit to protecting and promoting the unity and morale of the team.**
- 3. Brothers and sisters are to think of and treat each other thoughtfully and courteously, with all purity (1 Tim. 5:2).**
- 4. We expect you to be discretionary and respectful in your physical contact with the opposite gender.**

“And this is my prayer; that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is BEST and may be pure and blameless until the day of Christ” (Phil 1:9-11).



5. **CAUTION!**

- a. **No backrubs between opposite genders in seclusion.** As RU is a physically demanding ministry massaging can be a huge blessing from those who are willing to give it, especially without cost, but should not be done alone.
 - b. **Please avoid being alone in a room with a person of the opposite gender.** Instead, find a place where you can be seen but not heard.
 - c. Use discretion in billeting situations
 - Don't billet guys and girls together if you can help it
 - Don't stay until 4 am at the home of where the girls are!
6. Promote the development of neutral friendship amongst all team members, whether of the opposite gender or the same gender.
7. **RU has a no dating policy between team members during your term on team.** We recognize that this policy does not stop people from becoming attracted to, or to have feelings for each other. In most cases these attractions, especially at the beginning of the team year, are misleading and change as team members get to know each other better. **Please do not talk to the person about your feelings.**
8. If you have a serious relationship with, or are engaged to, someone outside the team, please recognize that there will be little time available for deepening your relationship during the team year. Wait patiently to pursue the relationship under God's direction when your time with RU is over. If it is God's plan, and you are submitting to Him, your relationship will stand the test of time and will, perhaps, benefit in the long run from the time spent focused on ministry.
9. Any relationship with someone who is not on the team should be limited to team time off.

A personal relationship should not interfere with the team's schedule. There will be events during the team year to which friends may be invited if they are in the area.

We love you all, we want the best for you, so PLEASE come talk to your leaders about any issues that comes up so that we can help.



HARASSMENT POLICY

Refined/Undignified is committed to maintaining an environment in which all individuals treat others with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. RU prohibits harassment in any form among team members and staff. Harassment is defined as any verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/her race, colour, national origin, gender, disability, or age.

It is important that those who believe they are being subjected to harassment try to express to the offender the impact of the behaviour in question and request that it stop. If the behaviour continues, a record should be made of specific details of specific attempts to indicate unwanted.



Any team member harassed and has such behaviour, should leader for resolution.

made of dates, times, and offensive incidents, and of that the behaviour is

who feels they are being been unable to stop bring the matter to an RU

TEAM RELATIONSHIPS

GRIEVANCE POLICY

Refined/Undignified is about building relationships with people in order to build the Kingdom of God. As team members rub shoulders with one another, inevitably, from time to time, conflicts will occur because, even as followers of Jesus, we still possess a sin nature. Scripture calls us to live in humility and harmony exemplifying right relationships (Phil. 2:1-11). This requires a lifestyle of openness and transparency. However, when there is a conflict and you have an issue to resolve, then the following guidelines, based on biblical principles, should be followed.



The Goal:

Reconciliation and Forgiveness

Our goal is not to blame and punish but to **seek restoration**. This may require us to confess our faults and to be broken before the Lord. The second goal is **forgiveness**. A spirit of unforgiveness will affect our standing before God. We are to forgive whether or not the other person's response is the same. If we are offended, forgiving the offender is necessary for our own healing and restoration.

WHAT ARE GRIEVANCES ?

How do they Occur?

When a relationship conflict affects a team member's ability to function normally on a team, a grievance may have occurred. Sometimes relationships with others are strained or over-sensitized by other stresses. Before you confront someone with an issue you have with them, do an internal check. Are you homesick? Are you 'culturally' stressed – food, environment etc.? Is it an attitude issue? A spiritual issue? ... In any case you need an outlet to deal with these issues

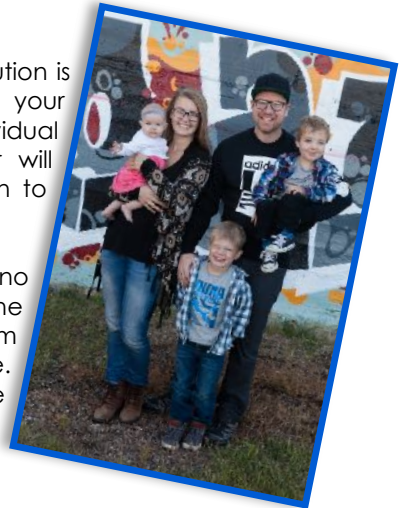


as soon as possible. If it's an internal issue, talk to your team leader. If it **IS** a grievance that needs to be resolved, follow "The Grievance Process".

THE GRIEVANCE PROCESS

Our process for dealing with grievances is based on the model presented by Jesus in Matt. 18.

1. **Talk one to one.** If you have a grievance with another team member, including the team leader, your first responsibility is to talk one to one with that person. Deal with the issues with them with the intent of resolution, forgiveness and reconciliation. Deal with small issues immediately rather than letting them fester and grow in magnitude.
2. **Go with your team leader.** If resolution is not reached one on one, take your team leader and talk to the individual again. The other team member will assist in helping both parties listen to and hear one another.
3. **Go to the Director.** If there is still no resolution, you should go to the team Director and with him approach the person a third time. The Team Director seeks to have both individuals hear each other out.



Grievance Outcomes

Most grievances can usually be dealt with amongst the team members. Dismissal is only considered if the grievance is irreparable, contravenes biblical guidelines, or is considered destructive to the team, RU's ministry, and the Lord's kingdom.

Dismissal is only considered when all avenues for reconciliation and restoration have been exhausted.

SAFETY POLICES

Flammable Material

Storage and Use



Under no circumstances are any flammable materials such as gas, oil, kerosene, gunpowder, propane, oxygen, lighter or starter fluids, fireworks, explosives, vehicle batteries, lighters and matches, etc. to be brought on tour. The use of these, or any other potentially dangerous substances, in **any prank or unwise activity will be dealt with in a very serious manner.**

Candle and Incense Use

While candles, oil lanterns, incense, potpourri bowls, etc. may be used for decorative purposes they must never be lit while staying with a host family without their consent. Open flame is not allowed in vehicles on tour. In cases where it appears that such paraphernalia is being lit team leadership reserves the right to confiscate any such items.

Firearms/ Weapons

There are to be no firearms, bows, crossbows, arrows, explosive devices or material, air guns, spear guns, swords, machetes, military/assault style knives, martial arts paraphernalia or other device designed to be utilized brought on tour with you. All of the above are best left at home. Non-functioning replica items may be used as props in our dramas but will be cleared through the team leader.



any of the items listed above are best left at home. Non-functioning replica items may be used as props in our dramas but will be cleared through the team leader.

SECTION 3 - JOB

DESCRIPTIONS

In order to facilitate the smooth and efficient functioning of Refined/Undignified, the members of the team will accept roles based on their experiences, passions, and the skills they have. This is to accomplish full potential within the leadership team.

Biblical leadership includes elements of shepherding, as well as servant-heartedness and this is achieved by having God-centered attitudes and sharing responsibilities as a team.

Note: Having a certain job does not necessitate doing all the work for that job, but rather getting others to help to accomplish the finished goal. Yet they are responsible for completing the final outcome.

TEAM LEADER (_____)

The Team Leader is the one in charge of each specific team, seeking to bring out the best in others and him/herself. He/she will represent the Lord and the team as a responsible ambassador of Christ. In communication with the leadership team, he/she will make appropriate decisions on behalf of the team. The team leader is responsible to be communicating regularly with the rest of the leadership team and his/her assistant. Any new information that will help the team understand their situation better should be passed along. However, there are times when the team just needs to trust the Leader because constant communication isn't always possible.

The Team Leader should strive to be humble, servant leader, to be an “example in speech, in life, in love, in faith and in purity” (1Tim.4:12) by example, he should never ask anyone to do what he would be unwilling to do first. When people see a servant heart in a leader, they are blessed and often will seek opportunities to serve as well. It is important that they recognize a job well done by team members and take time for affirmation and encouragement. The Team Leader will provide help, counsel, and encouragement to team members as they seek to fulfill their job descriptions and their role as being a part of Refined/Undignified.

The Team Leader's main role is the investment and well being of each member of their team. While they work together with the leadership team to create programs that will effectively reach today's generation of youth, this should never replace the importance of shepherding their team members.

ASSISTANT LEADER (_____)

The Leadership Assistant's key role is to support their leader and do everything they can to help their leaders accomplish their goals. He/she will partner with the leadership team in prayer and accountability to the goals laid out for Refined/Undignified. He/she will be an "example in speech, in life, in love, in faith and in purity"(1Tim.4:12) The Assistant Leader will provide support, manpower and creativity in coming beside the leader and working together to accomplish specific goals. The Assistant will step in as leader in the absence of the Leader.

The Assistant Leader is also responsible to provide help, counsel and encouragement to team members, as they seek to serve and fulfill their job descriptions and their role as being a part of Refined/Undignified.

SPEAKER (_____)

The Speaker will prepare messages for use in conjunction with team programs. These messages should be adaptable to meet the needs of children, youth, adults or general audiences. The speaker of each team will participate in "speakers club" throughout the year, where there will be opportunity to practice and grow in your speaking abilities, just like practicing in our dance, we want to EXCEL in our speaking as well.

WORSHIP LEADER (_____)

Worship Leader on the team is responsible to create a worship team out of the dancers. The worship team will conclude shows when able with a worship response time. Worship Leader will coordinate practices for the worship team outside of team dance practices. Instruments can include piano, acoustic guitar, electric guitar, bass guitar, drums or any other instrument you are skilled in playing.

MERCH BOOTH (_____)

The Merch/Briercrest Booth Person is responsible to maintain an adequate supply of literature for the team's needs, both RU and Briercrest material. He/she will set up our merch table and Briercrest booth when we arrive at a location where ever we travel.

We will hold contests and prizes for giveaways to promote both the ministry of RU and Briercrest. We will have members sharing from stage about this booth highlighting the different offers at the time.

CHAPLAIN (_____)

The primary role of the Chaplain is to be the pastor of the team. As such he will seek to lead the team in spiritual matters. He/she will be the team's on-sight intercessor. Watch the spiritual dynamic of the team to ensure that the spiritual needs of the team are being met. Also writing out prayer updates for the social media person.

The Chaplain will be in charge of the devotion/testimony time at the beginning of each practice. He/she will coordinate for different people on the team to share their own testimony or something God has been doing in their life. He/she will also close the end of the time in prayer and give the practice to God.

SOCIAL MEDIA PERSON

(_____)

The Social Media Person's key role is to communicate what is going on with our team to the outside world. They are responsible to the Director and will discuss with the whole leadership team ideas and plans on how to communicate the best.

The Social Media Person will be in charge of all social media avenues for RU. They will share highlights, challenges and how God worked on tour. They will work with the chaplain to communicate the team's prayer requests through email updates.

SOUND TECHNICIAN (_____)

The Sound Technician for each team will help the touring manager setup sound and lights for each performance. They will be trained specifically by the Tour Manager to know the details to how to run lights and sound without the Tour manager if something happens.

VIDEOGRAPHER (_____)

The Videographer will be responsible to capture as much video as needed per event to keep a catalogue on what we did and where we went. Video will be able to be use to make highlight videos and send to supporters.

TEAM STRETCHER (_____)

The Team Stretcher will be responsible to the Team Leader. They will have had dance experience in the past and understand the value and need for good stretching before practices and performances.

The Team Stretcher will lead the team in a stretch routine before each practice. They will also help individuals on the team to increase their flexibility, in turn helping the whole team become a better dance group.

PROPS MANAGER (_____)

WARMUP LEADERS (_____)

CONTRACT

FOR SERVICE

1. I agree to serve with Refined/Undignified during the coming school year.
2. I understand that the term of service will be from Sept. 2022 to May, 2023.
3. I plan on being with the team at all practices, events and performances and will not miss them for any reason unless permission is granted by the team leader.
4. I commit myself to live according to both the policies found in the RU manual and the Briercrest Handbook. I will respect the authority of those in charge.
5. I will seek to desire what is best for the ministry of RU. If I decide to live a lifestyle that is not healthy for myself or the team, or circumstances out of my control put me or the team in danger, I will choose to leave the team for a time to get help .
6. I give RU permission to use photo and video images of myself. I understand that they will be used with discretion.
7. I will commit to obeying the rules described and will openly communicate to the leadership at any point of disagreement or question.

(THIS IS NOT THE FORM YOU WILL SIGN BUT A COPY SO THAT YOU KNOW WHAT YOU HAVE AGREED TO.)

CHECKLIST

- \$400 Team Fee
- Contract and Medical Release
- 10 Email Supporters
- Get White Shoes

UNDERSTANDING OF:

- Merchandise
- Briercrest BOOTH/Display
- Building of backdrop
- Google Calendar
- Evangelism Training/ Bibles
- Warmups