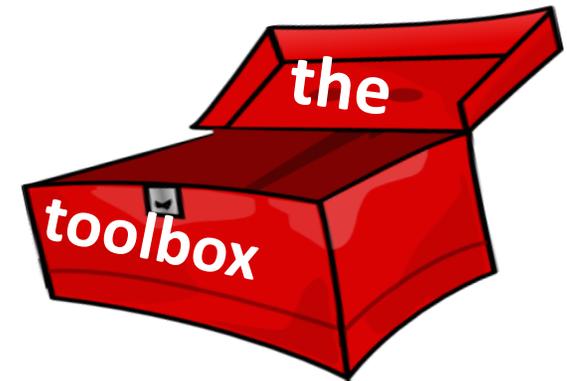


**A new experience**



**Care Receiver Handbook**

**Together, coming  
alongside of those  
in need**

# Welcome!

## Introduction

Welcome to a new experience we are sharing within our community to come alongside of widows, single parents, widowers, the elderly and military families. Thank you for giving us this opportunity to serve you. Our mission is to live out the “good news” in word and deed by coming alongside of those in need to serve them with the odd jobs around their home. You have been assigned a group of people (men, women, and youth) who have committed to donate three hours of their time on the second Saturday morning of the month. We start our morning at 7:30 AM, at the Generations building in Plymouth. This time is spent encouraging, sharing information, and challenging each other in our faith . The next portion of time is given to serve you at your home. Please do not be afraid to ask questions if there is something you don't understand. We are a guest in your home and want to respect that at all times.

All personal information shared with us will not be shared; it is only for us to better serve you.

**Here are your Toolbox key leaders ,  
please feel free to contact Lori or  
Aaron if something comes up  
during the month!**

Lori Gasper (Co-Lead Coordinator)  
920-980-2305  
toolboxcommunity@gmail.com

Aaron Martell (Co-Lead Coordinator)  
893-5433  
aaron@newlifecommunitychurch.us

Jeremy Lensmire (Site Coordinator)



## **Minister to Children (always at least two adults)**

Talk

Have them help you with work

Read books out loud

Play video games

Play ball

Ask about school / friends

## **Interact**

Talk with your care receiver

Take out to breakfast as a team

Invite to dinner with your family

Share your life - talk about your wife, kids, work, hobbies

## **Encourage**

Pray

Read Scripture

## **Safe Environment**

You will have a site leaders who will be focused on serving you and your home needs. Our desire is that these individuals will be consistent, where the team that serves each month may vary based upon the need at your home and the need at other homes. The site leader's responsibilities are to communicate with you what you need and want done, but also to build a trusting relationship with you.

Please know that each team member has gone through a background check and has also signed a waiver of liability. We want this time to be as safe as possible for all involved. If you have any questions or concerns please contact Lori Gasper or Aaron Martell. Their contact information is on the last page of this booklet.

## **What's Next?**

After your in-home evaluation, you can expect a phone call from Lori Gasper the week leading up to the second Saturday of each month. At this time you will figure out what projects you would like help with first. You will also see if there are any tools or materials that are needed. We are here to help you with the labor aspect of the work. If there is a financial hardship, please contact Lori Gasper or Aaron Martell before the work is to be started. When we get together, the leaders (if different from last time) will share names and expected goals of the day.

We will keep a running log of what is completed and what is yet to be finished. That list can be added to at any time. Please keep in mind we would like to respect the personal time of all our volunteers; there will be some jobs that are just too big for three hours once a month. If this is the case we will work with you to find a trustworthy contractor.

If there is an emergency that comes up, and you need questions answered or direction, please feel free to call Lori Gasper, and she will find help for you as quickly as possible.

Our goal isn't simply to tackle all your odd-jobs; it is also to encourage you, pray for you, and help you in any way possible, so please keep us posted as to needs.

## **Clean**

- Clean carpets
- Clean windows inside and out
- Clean refrigerator
- Clean stove
- Clean and arrange garage
- Haul trash

## **Organize**

- Arrange closets
- Build storage shelves
- Install closet organizers
- Hang pictures
- Seasonal decorations

## **Check**

- Check smoke and CO detectors
- Check central air filter
- Check weather stripping and windows
- Check for tripping hazards

## **Maintain**

- Trim bushes, trees
- Cut and fertilize lawn
- Clean gutters
- Flip mattresses
- Check tire pressure
- Check fluid levels on car
- Wash/wax car
- Vacuum car
- Change oil and filter
- Check car maintenance schedule

## **Teach**

- Set up a computer and internet
- Teach basic computer skills
- If financial problems: (first notify Lori or Aaron)
- Work on budget
- Teach basic financial skills
- Work on debt reduction plan

## **What you can do for your team**

Please pray for your team members and their families. This can be your main ministry to them and will be a great source of encouragement for them.

Please do not feel like you have to clean your house, bake, or dress up in preparation for your team. We want your team's visit to be a blessing to you, not a chore.

## **Let your relatives know about this experience**

It is important for you to inform your relatives of this experience and keep them informed on who your site leaders are and what they are doing for you. If your relatives have any questions, please encourage them to call Lori Gasper or Aaron Martell. They may also want to visit while your team is present and get to know the team themselves. If there is a major need that neither you nor your team can meet, the team may, with your permission, talk to your relatives to see if they can help with meeting that need.

## **Share your team**

If you know of any neighbors, family members or friends that may fit the criteria, such as widows, widowers, single parents, the elderly, disabled, etc., feel free to share Lori Gasper's information with them.

## **Policy**

The safety and security of both care receivers and care givers is of primary concern to The Toolbox. To that end, the following guidelines must be followed:

No team member should go to the home of a care receiver alone

No team member should be alone in a room with a care receiver's child of any age

If a care receiver needs help with budgeting, debt relief, etc., a pastor should be notified

At no time should a team member give a care receiver investment advice

Building codes and city ordinances should be followed

Work requiring licensed professionals should only be done by professionals

## **Suggestion for What Teams Can Do**

### **Repair**

Repair drywall

Paint rooms

Repair furniture

Paint or stain cabinets

Repair plumbing

Repair porch or patio

Repair cement cracks

Repair fence

Roof leaks

### **Upgrade**

Install deadbolts

Install peephole

Install smoke/CO detectors

Install wheelchair ramps

Install grab handles in bathroom

Install outside security light

Install garage door opener