How to Start a Van Ministry

What is Van Ministry?

Van Ministry is a medical screening service that utilizes mobile shuttles or stationary trailer units that are driven to various high traffic locations in metropolitan and rural areas where health screening is conducted, such as: health fairs, community centers, or residential neighborhoods. This flexible screening service has the capacity to offer unlimited types of services to the general public free of charge. This service is offered as part of the humanitarian outreach of the Seventh-day Adventist Church.

The Seventh-day Adventist church has organized van ministries in 21 metropolitan areas around the world offering a wide range of services needed at the various sites. The types of services offered can include: blood pressure screening, health age appraisal, lifestyle factor evaluation, cholesterol screening, glucose level screening, pulmonary function testing and bone density scanning, and others. Services are offered free of charge. The Michigan Conference Van Ministry alone screens 7,000 clients per year, which feeds a year-round seminar cycle that leads back to the local churches.

Why a Van Ministry?

Van ministry presents the opportunity for local churches to reach out to people and share the Gospel in tangible ways by meeting felt needs. For example, there are many people (working and non-working) who do not have the ability to pay for health care, this affords us the opportunity to provide health screening as a free public service of the Church. With the rising cost of medical care this need has become extremely profound; cuts in welfare entitlements and food stamps combined with a slowing economy has necessitated people finding alternative methods for their health care needs. All free services that are provided have no strings attached. These free services are offered to anyone regardless of race,

religion, or background. When individuals are screened and realize that this service is totally free many barriers are overcome. Van Ministry has the unique ability to screen thousands of clients in any given area in a short period of time thus imitating the methods of Jesus.

Clients are given information and literature that addresses lifestyle and health issues they face. After the screening is completed clients are given invitations to follow-up health and lifestyle seminars. Professional specialists are recruited from the area churches to provide these seminars.

The goal of this chapter is not only to share the theory of van ministry but also to provide you with some of the forms and resource materials necessary for your church or conference to start and follow-up a van ministry.

1. How to Start a Van Ministry

To start a van ministry it is necessary to look at some of the basic forms that are needed to put the undergirding structure together. Guidelines are an aid in making sure that operations are proficient as well as professional while working with the people in your community.

Guidelines for Working With a Van Ministry. There are 12 points that must be considered if you decide to start this kind of ministry. All services and procedures must be conducted in a professional way. Using established medical procedures, plainly state what you will do and how you will do it. Following these guidelines will help you in establishing your van ministry and avoid any possible liability issues.

- 1. The local church will provide all health professionals and volunteers to staff the van during the time that the church will be using the van (usually 3-5 people)
- 2. The staff that the church provides will be available for a general training Session for those who will be working as volunteers on the van.

- The local church provides qualified trained health professionals for invasive procedures such as cholesterol screening and the drawing of blood.
- 4. The local church provides the follow-up of the interests that are generated and provides the necessary materials for that follow-up.
- The local church calls and makes the necessary scheduling of dates, times and locations
- Those who are on a yearly schedule will return the tank full of gasoline or there will be an additional charge.
- 7. Record all mileage in the record book in the

- van.
- Van must be returned clean or a cleaning fee will be charged (vacuumed, tables cleaned, trash dumped, windows clean, and equipment stored properly).
- 9. Van Ministry Follow-up form completed by coordinator and put on the dashboard.
- 10. Van registration forms completed (date, location etc.) originals put on dashboard. (Copies are forwarded by the Van Ministry area quadrant leader.
- 11. Report any damage to van or defective equipment on the follow-up report form.

Van Ministry Local Church Coordinator Job Description

Purpose: Coordinates the activities of the local church as it relates to Van Ministry.

- 1. Establish screening sites, times, and scheduling for the local church.
- 2. Drive or arrange for a driver to drive the van from home base to the screening site then back to home base again.
- 3. Complete and/or pass out all paper work at the proper times: van usage, Driver questionnaire, site insurance, general description form and other forms.
- 4. Work with the pastor, personal ministries leader /assistant to establish, train, encourage, and motivate regular volunteers for Van Ministry.
- 5. Work with the pastor, personal ministries leader /assistant to promote, inform and update congregation and church board concerning Van Ministries.
- 6. Forward all van interests (copies from your zip code area) to the pastor, personal ministries leader/assistant and/or the interest coordinator.
- 7. Inform Van Ministries director of the progress of the follow-up being done with Van Ministry interests using the Follow-up form.
- 8. Member of the Van Board (board meets once a quarter).
- 9. Coordinate fair screenings.
- 10. Disaster Response Coordination Liaison to:
 - A. Communicate to local church members concerning Disaster Response.
 - B. Coordinate local church volunteers for Disaster Response.
 - C. Communication of training opportunities for those who are volunteering.

Term: Two years

Accountability: Pastor, Personal ministries council and/or church board

Qualifications: Member in good standing who loves to work with all types of people.

A responsible and reliable person, who motivates and organizes people.

Has a good driving record and the desire to see the lost come to faith.

Commitment: Four to six hours per month including screening (after initial setup).

Support: Quarterly Van Board meeting, Van Ministries director, Pastor

Resources: Guidelines for Health Screening Ministry, Ministry of Healing, Ministries of Compassion and Welfare Ministry

12. No eating or drinking by anyone on the van.

Job Descriptions are a vital part of the operation of any successful ministry. Job descriptions help those who want to work with a local van ministry. If you're conducting the van ministry through your local church or conference, this job description describes the duties of the Local Church Coordinator. The Local Church Coordinator is really the hub person through which all of the other activities in van ministries revolve.

Coordinator Survey. Should be filled out yearly by all local church coordinators to aid the local church in keeping them motivated.

Goal. All ministries must have a goal which they are designed to reach; this goal is to enlarge the kingdom of God. The way in which it will be

Van Ministry Coordinator Survey

- 1. Do you feel that you are being supported in your function as coordinator?
- 2. Do you feel that you have had sufficient training to function as coordinator?
- 3. What is the biggest challenge to your van ministry work with your church?
- 4. Do you have a sufficient amount of volunteers for your local screenings?
- 5. How would you like to see Van Ministry improved to serve the lost better?
- 6. How has the follow-up phase of a van ministry been in your local church?
- 7. Would your local church benefit from more training and organization?
- 8. Would your local church benefit from additional motivational sermons?
- 9. Do you have any other input you would like to share?
- 10. Do you feel Van Ministry is worth the money expended?

done is by means of the The Evangelistic Cycle (page 321.) The Cycle Method of Evangelism is a means by which you can help people come to wholeness. To achieve wholeness there is a systematic process that's outlined in scripture by which we help people to move from one step to another. This six-step process will aid your church in evaluating whether you are on track in the cycle. This process has proven effective whether dealing with physical, social, mental, or spiritual needs. It's all the same process.

To recruit volunteers a Van Ministry Volunteer Survey will need to be given out either in your local church or in the civic organization that you plan to recruit from. This volunteer survey is given to individuals within your organization or the church to give members the opportunity to volunteer during the screening process.

How to determine that a ministry is needed in an area? Use an assessment tool such as a Community Health Interest Survey (see chapter 5). As part of that survey residents are asked; what is the greatest need of this community? By asking residents you are gathering empirical unbiased evidence that there's actually a need in the community. Another way to establish community need is to begin to contact various service type agencies or social agencies in your community and find out what are the most pressing needs of the community. It is always wise to work in cooperation with your service agencies such as the Salvation Army, Purple Heart, American Red Cross, Social Services, and employment type agencies that are offered through either Civic or the Federal Government. These agencies have been working a long time in the community and can aid you in knowing what the community needs. Cooperating with these service agencies helps your church not to duplicate services and to form a working relationship. These agencies can refer people to you and you can also refer clients that you cannot serve to them.

Another vital area that needs to be considered is demographics. Before starting a van ministry it is necessary to collect demographic infor-

mation that will help you access the needs of the people in your community. Demographic material is available at any library. It is necessary to have the zip codes of the cities or the county that you are planning to screen. Usually a printout of the demographics of that area may be obtained for a small fee. The library receptionist will help by aiding you to get on line or obtain printed copies or books of demographics for the cities in your area. In that information, you will find vari-

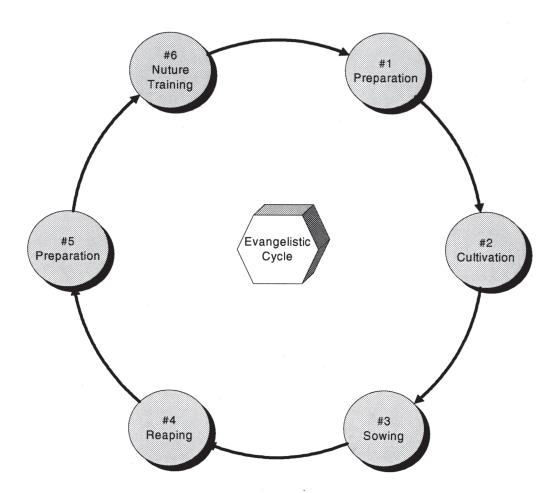
ous needs and buying patterns, living patterns as well as family groups and social economic levels of those residing in that community. This will give you the complete overview of the various patterns of your target community.

Another method of continual assessment is to keep track of the people that you screen and the type of requests that they make. They'll say, "I wish that we had some type of service that could help us with our food budget each month."

Van Ministry Volunteer Survey

low-up work. I am a	ained and prepared to perfo available on the following da is that I choose. When conduct is weeks.	ys and tim	es. This means	s a two to three ho	ur com-
Monday:	Time I am available:		to		
Tuesday:	Time I am available:		to		
Wednesday:	Time I am available:		to		
Thursday:	Time I am available:		to		
Friday:	Time I am available:		to		
Sabbath:	Time I am available:		to		
Sunday:	Time I am available:		to		
Name:					
Day Time Phone Number:					
Night Time Phone Number:					
E-mail Address:					
Church You Attend:					
Have you given Bible Studies before Yes No					

I am willing to work with the Van Ministry Project, either as a Van Worker or to Follow-up



- #1 Spiritual Preparation of the Congregation. *
- #2 Cultivation of Interests (Bible Studies etc.). *
- #3 Sowing (Pathway and Entry events). *
- #4 Reaping (The Evangelistic series). *
- #5 Preparation of Interests (Followup). *
- #6 Nurture and training of members. *
- * Represents a two month period

Or they may say, "There's a lot of gang activity in this area and I wish someone would address that." These types of indicators will help you to know that there's a genuine need in the community and enable you to evaluate whether you have the resources, staff and volunteers to conduct that type of ministry.

What to do. One of the major expenses of van ministry is the mobile medical units that are used to conduct health screening. The shuttles if bought new and renovated for screening cost from \$45,000 - \$70,000. Shuttle costs may be substantially reduced by buying used shuttles from airports and other companies that operate

Van Ministries Follow-up

Has ALL the follow-up literature been ordered?

Report Form

shuttle services. Renovation may be substantially reduced by the use of volunteer laborers. Some shuttle companies will even donate a portion or all of the cost of a shuttle for a tax deduction. Major auto and bus companies have been known to donate their shuttles to worthy causes.

Another expense of van ministry is that of the necessary legal license and liability insurance.

What is actually done on the screening shuttle? The screening process can be divided into three stations. The first station step that is completed is reception. Reception is the intake process that is utilized to get people on the van and to make sure that they fill out the registration form; this is done in order to obtain the informa-

Seminar invitation _____ .

Requested literature ____ .

Yes . No .

Yes _____. No ____.

Have ALL names been entered into the computer or recorded by the interest coordinator?

tion necessary to evaluate their condition. When conducting reception, there are three goals that you want to keep in mind. First, you want to make sure that your registration form is filled out completely and that whoever conducts reception looks over the form before it is passed on to the next station.

Secondly, you want to answer any questions that they may have. If they ask medical questions, please feel free to let them know that medical enquires will be answered by the health professional as they progress through the process of the screening event.

Thirdly, you want to make sure that you give them help where it is needed. Sometimes client's leave their glasses at home or maybe they're a non-reader or someone who can't understand the form. You may need to offer help in filling out the form. There are times when you may get people who don't want to fill out a form. You would want to inform clients that this screening service is part of a hypertension research project and we are gathering statistics, and writing research grants on the data that it is collected from the screening event. Once the client is done with the form and it's filled out completely, then you can move on to the next step in the process. (A sample form used by the Michigan Conference is provided below.)

The next step in the process is entitled The Lifestyle Factor Evaluation. At this station various lifestyle factors that contribute to disease are examined. These lifestyle factors are indicators to aid clients in understanding not only the condition they currently may be facing, but also gives them an indication of unhealthy lifestyle habits that will contribute to disease. Like reception, there are also three goals in this evaluation process. First, those lifestyle factors that contribute to disease will be examined. It is important that you make sure the clients understand what is being done and that these habits may contribute to disease. The lifestyle factors are found on the registration form (see suggested form below).

Secondly, a canvass on the stress question should be given. If a client responds that they are under stress by checking the appropriate box, you would say, "I see that you are under stress much of the time". If they answer in the affirmative, tell them we would like to offer them our free Biblical guides entitled "Power to Cope". If the client accepts Guide #1, they would be informed that they will receive Guides 2, 3, and 4 at a later time. It is very important that clients are informed of exactly what they are receiving and that these guides are absolutely free.

Thirdly, the needed literature will be distributed. For example, on the registration form there's a line that records the amount of tobacco smoked. If they record that they smoke tobacco, they will be given a free pamphlet on How You Can Stop Smoking. If they drink alcohol, they are given a free pamphlet that's entitled "How to Stop Drinking." Each lifestyle factor has its corresponding piece of literature. All literature sources used on the mobile shuttles may be obtained from Michigan Conference van ministries.

How are clients informed of local church ministries? The organization or the local churches that are operating in your district should provide information that gives an insight to the type of programs that your organization or your local church offers. Publish this in a directory that can be handed out. By doing so, you make people in the community aware of what types of groups you have to offer, be it Alcoholics Anonymous, Narcotics Anonymous, continuing support groups, or various programs your churches put on to aid spiritual development.

2. How to Follow-up Interests From Your Van Ministry

When people come on the van, they fill out the registration form. This registration form has a battery of information that is asked of the people that come on the van. The reason this information is asked is three-fold. First, it gives a better idea of what the life circumstances are of those that are screened. Secondly, it helps to access specific needs. Thirdly, it gives clients a list of seminars that they can attend that are a follow-up to the screening that has been offered in their community. The registration form reveals their needs; this is what is needed to conduct a meaningful follow-up.

The Follow-up Form (page 322) gives the instructions and the type of materials that are necessary in order to address the needs of the people who are visited. Clients are visited for two reasons, first in order to give the follow-up materials, and secondly to actually meet the individual and address their specific concerns in a personal way. This can be done through the mail, but we prefer that it be done with a visit. A visit gives the opportunity to address those specific needs without the delay of the mail. It is recommended that there be a (two by two) partnership in the visitation of any individual that has requested information. In that way, you will have a partner that can support you by praying as you cover the request that has been made by the individual that came on the van.

In the canvass at the door we always like to address who we are quickly. We also want to address why we're there, and what we're going to do while we're there. It takes relatively few seconds to inform people of why you are there. Make sure to inform people that you have a copy of the screening form so that when they see you at the door, they know that you are there because they requested the material.

A canvass may go something like this, "Hi, ____," (and you introduce your partner). Then you say, "We're from _ and we have come to deliver your free materials and we would like to know if there is a convenient time that we can drop by next week to give you other materials?" In that way you offer them the opportunity to schedule a time that's convenient for them for you to come back to drop off the requested material. During this follow-up process, you will want to regard the wishes of the people whom you are following up. For example, if they tend to be hesitant or reluctant, you quickly cover the material, give them their Guides and leave until the next scheduled visit. If they welcome you in, that's fine, but do not push your presence.

If they are not interested in more materials, simply let them know what's available, and abide by their choice.

The Van Ministry Follow-up Report Form is

necessary for the organization of the local church that is doing the follow-up for two reasons. First, it helps the Conference Coordinator to gauge the progress of the local church; secondly, it aids the local church board or local organizational board to have a monthly report of what's been done.

A record of the total number of interests that were screened is turned over to the various church department heads each month. The total number of requests is listed for those who requested Power to Cope, Powerful Promises, Discover Lessons, and those who are seminar interests. All totals are recorded in the appropriate spaces and the coordinator keeps the original forms and copies are distributed to all concerned in order to give an accurate report of van ministry activities. When spiritual resources are requested (either Bible studies or biblical guides,) copies are turned over to, the Pastor, Bible school, personal ministry's leader, or the interest coordinator.

The software necessary for the Biblical follow-up is called Soul Save 2001 and it is available for a fee from the Michigan Conference Van Ministry (P.O. Box 2244, Belleville, MI 48112. Or call (734) 483-8301. Another section on the follow-up form covers how many people received a personal visit, personal letter, seminar invitation, and how many requested literature. These numbers are necessary in order for the various departments to stock material as well as supply those who will be going out on visitation.

There is a place on the form to report whether all of the interests have been entered into the computer. Soul Save or other database entries help to develop a mailing list so that information can be mailed out to those who are screened. This form gives a birds eye view of what's been happening from month to month. It also aids in supplying more efficient follow-up of people who request materials.

3. How to Start Supporting Ministries

As those who conduct van ministry soon realize, there are many needs. As these needs manifest themselves, the Spirit of God will bur-

den believers to develop various ministries to address those types of needs. Demographics help you to some extent, but it's only a matter of experience that helps you to determine what the real needs of those whom you screen are.

You will first want to screen over a relatively long period of time, at least six months to a year. This will help determine what type of ministry you want to start as a felt need ministry in your community. Once you determine the felt needs, you'll want to take the steps that are necessary to establish those specific types of outreach ministries. For example, the first ministry that tends to be successful in most communities is a food bank. When you establish a food bank, you'll want to look at what type of resources you have available. You'll want to make sure that you establish a ministry that is permanent in order to establish a clientele and help people to know their needs will be addressed on a continual basis.

How do you do this? In the Scriptures, the admonition is given to us, to count the cost before you build. You'll want to have a planning session to gather the necessary facts in order to make an informed decision on whether you want to start a particular type of ministry. Next, you'll want to do an assessment of the needs in the community. Thirdly, cooperating with community service agencies helps you not duplicate services and to form working relationships with community agencies that can refer people to you. You can also refer people to them.

How do you take that step once you've established that there is a genuine need? The first thing is to develop a step-by-step plan to establish that needed type of ministry. If you are establishing a ministry in a church context, you'll want to put a proposal together. It doesn't have to be anything elaborate, just an instrument which you can pass onto your board members or whatever committee you're involved with to share your vision and the process which you will follow in order to establish this ministry.

You do not want to do things alone. You'll want to gather support people as you build the vision and follow through with the process that's been voted on by your organization. It is highly recommended that you establish a time line for

starting your ministry.

If you are establishing a food bank, contact the local agency that's responsible for the distribution of food bank items. This distribution process is generally done by a central agency. In the Metro/Detroit area, the most frequently used agency is the Gleaners Food System. You'll want to approach the agency and request an application. A fee for the application process is typical, then the food bank system you are using will evaluate your organization. Once the evaluation is done, they will give you approval or suggest changes needed to come into compliance.

There are three major issues that need to be considered. First, does your church have space sufficient to store food for emergency situations? It doesn't have to be a large space, but it does have to be adequate. Secondly, you'll need to have a 501C3 status with the Internal Revenue Service (IRS). Any organization without this status cannot be a food bank distributor. Thirdly, you'll want to make sure you have a freezer and shelving units in order to store the food properly.

You will also need a food bank coordinator. Some organizations conduct food bank once a month, some once a week. The times do vary, but you want to make sure that you have the resources and the time allotted with your volunteers to fulfill your commitment to the community. It's tragic to have an organization or a church start a food bank and then in midstream drop out because of improper planning. With food banks you want to make sure that yours is located in an area where the need is established. You will have people who have transportation needs, people who cannot get transportation, and some who use local bus service. You will also want to publicize your food bank; publication can be done very simply. Some food banks operate solely by word of mouth, as low-income people, the working poor, or people who have medical conditions find out about your food bank they will come.

We recommend that you set the food bank up in what's called a supermarket style. You have a line of tables where all the items are set out and limit signs are posted. People are allowed to pick and choose what they want. This preserves the dignity and the right to choose of individuals. We recommend that you don't shove some things in a bag and give it to people. You want to make sure that people have the dignity to choose what they would like and the amount that they would like within the limits posted.

Food banks are not only for low income or the poor. Some people who work do not have enough money to meet their needs. There also are people who have medical conditions, injuries, or short-term situations that they face. People must always be treated with respect and dignity because they belong to God.

It's also necessary to recruit your project volunteers. You use the same process that is outlined in part one. Pass out a volunteer form during your church hour or anytime when your civic organization meets. This form will help you evaluate the amount of volunteers and support staff that are available. It's recommended that you have at least six to eight volunteers each time you conduct your food bank. As your food bank grows you will need to add more volunteers, because you want to make sure that people are cared for.

It generally takes time, three, four, sometimes even six months in order to establish a steady clientele. Don't turn anyone away or give them the third degree, or ask inappropriate questions. If people are coming, there is a need. We do set limits on people. If people become selfish and greedy, then we curb those types of abuses. In terms of a screening process, we simply have them fill out a registration form, get their name and address and let them choose what they would like.

We also give people the opportunity to give a donation as part of the food bank. This donation helps establish the dignity of individuals. People feel much better about themselves when they contribute at least a little bit towards the food products they receive. If there are clients who cannot afford to give a donation, the food is offered to them free or by agency referral.

As part of your food bank or other support ministry, you'll want to offer follow-up services. For example, one food bank started in the southwest Detroit area, offered a financial management seminar. It was either conducted before or after the food bank time, and covered budgeting issues, how to manage money, and how to stretch your dollar. Any of these tips help people to eventually get off of the assistance that's offered through food banks and other agencies.

The goal of all ministries is to empower people , to help them help themselves. When we do this we go that much further in helping people to feel dignity and to eventually become God dependent.

Another type of community outreach that can naturally result from mobile medical screening, are Co-ops. Co-ops are different from food banks in the sense that Co-ops are purchasing co-operatives where the people get together and buy large amounts of food at bulk prices. Co-ops tend to attract lower and higher income community residents. When food is purchased at bulk prices, it substantially lowers the cost of the items. These bulk items can relieve the financial stress that people may feel as a result of an illness, being poor even though working, or not having employment at all. Co-ops are conducted in the same way that food banks are with the exception that the orders are made before the people come to you. A time is set when people get together to order or they can actually phone the orders in to the Co-op Coordinator. On the day of pick-up, clients come with their money, expecting to receive the goods that are shipped. There are agencies, such as Country Life Food Distribution, and others who, if you have a large order at one time, will offer free shipping or large discounts for the people who manage the Co-op.

With a food Co-op, you do not have to have a 501C3 status, or a storage place, because people come on the day the co-op is conducted and pick up their goods as they pay for them. As with the food bank, you'll want to offer follow-up services for the people who come to a food co-op. You can offer financial management, home budgeting; you can also offer the opportunity to engage in special groups. Some of these groups include Grief Recovery, Vegetarian Cooking Schools, Stress Reduction Seminars, and also Discover

Bible School. These types of seminars are offered in addition to the services that you already offer and are conducted either in conjunction with your food banks or co-ops or at another time.

Some fantastic stories come out of these activities that can be used to foster interest in continuing activity. One story comes to mind of a man who came to a screening van in Taylor, Michigan. He mentioned that he was going to commit suicide on Thanksgiving Day. The person who was taking the interview recorded his statement on the form. This man immediately became a priority, and was put in contact with a psychologist who works with mental health services. He began counseling. A follow-up team paid him a visit. The first visit, he was not there. The second visit the team left the first Bible study video designed to encourages people. For several visits afterward, this man didn't answer the door but the team left the videos anyway. About the fourth or fifth video, the man's wife came to the door and said, "Are you the people who are leaving the videos on our doorstep?" The person who was following up said, "Yes, I am." The dear lady shared just how encouraging the videos had been to her and the family and she

even requested additional videos to give to other family members that lived outside of the household. That man now knows that Seventh-day Adventists love him and want to help him. The entire family is enjoying the videos and finding out more about how God can help them to work through the struggles of living life in today's challenging social climate.

This is the type of experiences that your church will have as you minister unselfishly to the needs of the community. You might write these stories for publication in your church newsletter or start your own newsletter, including stories that will inform people about what you're doing in your van ministry and follow-up. You will begin to develop a list of people to whom to mail your newsletter; this will encourage them as well as aid your ministry financially. Most rewarding of all is the good will and loyal clientele you build in your community and the souls that come into the church as a result.