

Machen Retreat and Conference Center Work Group Guidelines

1. We are so grateful for your help. It is important for us to work toward the same goals. We cannot accomplish any of those goals without your help. We thank you for being part of our program in building for the future of Machen.
2. As an integral part of building and maintaining our environment at Machen, remember we have a long range plan for the future. We have established a task/job list to be completed. Please consult that list before beginning any project. If you feel uncomfortable doing a particular task, just look for another area of the Machen opportunity to serve.
3. Please, do not change the work task or job to conform to a different vision without consulting the grounds manager or the director.
4. Any ideas that you have to make Machen better are welcome. We don't always see all things, but those ideas need to be approved before being implemented.
5. We encourage your groups to include some experienced representatives to complement the enthusiasm of those that are younger or less experienced. If you could provide a skills list to the grounds manager or the director, we could match you to a specific task or job.
6. Our facilities are provided to all groups working to make Machen as good as it can be. We want you to be as comfortable as possible. We know how hard you work and we want you to be able to enjoy your service to the Lord in this pristine countryside
7. Parents or designated guardians, please extend oversight for your minor children (those under 18 years old). You are responsible for their supervision and safety.
8. Power equipment (e.g. lawn mower, chain saw, weed eater, etc.) may only be operated with the express permission of the grounds manager or the director.

There is always a need for work groups at MRCC. If your church would like to organize such an effort, please consider the following practical suggestions:

- Plan on spending as much time as you are able to commit, the longer the better.
- Plan some free time to enjoy the wonders of God's creation.
- It is the responsibility of the leader of the work groups to oversee those under their care. Please remember these facilities are under the direct responsibility of Presbytery through the Retreat Operating Committee. Together, all of us are building a legacy in the Name of Jesus Christ. May He be glorified in all that we do here at Machen and in the rest of our lives.