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BEAR CREEK WATER

LIFE SAVING WATER THROUGH RECYCLING



*... but whoever drinks the water I give him will never thirst.
Indeed, the water I give him will become in him a spring of water
welling up to eternal life.*

John 4:14 (NIV)

OPERATIONS MANUAL



Photos courtesy of Living Water International | www.water.cc

Introductory Encouragement

Good theology always teaches us to worship the Creator and His creation. This worship in practical terms means we are to be good stewards of and care diligently for God's creation.

Every day we are seeing preventable pollution levels rise, and we know there are nearly a Billion people without access to safe drinking water. As Christians we can choose to do nothing, or we can be proactive and do something.

One of the ways we can be proactive in caring for our environment by reducing preventable pollution levels is to recycle plastic bottles and aluminum cans before they end up in a garbage dump where they just sit indefinitely doing nothing -- not even decomposing.

This manual is designed to show you not only how to quickly and efficiently prevent these plastic bottles and aluminum cans from ending up in the landfill, but how to turn these materials into dollars that are translated into safe and life-giving water wells in third world villages.

Through your participation in this program ... you will be providing fresh, life-giving, drinking water to people who are dying by the thousands each day for the lack of it.

More importantly, you are providing the means for them to become healthy and interested enough to hear about and accept Jesus Christ, as their eternal giver of Living Water.

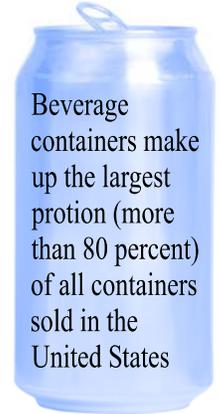
Approaching Christ with a thirsty soul is about more than quenching our own thirst. It's about becoming a river that quenches others. You can give no greater gift than this.



RECYCLING PROGRAM

I. EDUCATION

- A. Develop broad understanding re: the severity of the clean water shortage, and how recycling becomes a tangibly simple solution everyone can cooperatively participate in.
- B. Key Influencers who must endorse the Project
 - 1. Chief Church Executive (i.e., Pastor et al)
 - 2. Missions/Outreach Committee, if applicable
 - 3. Church Leadership Board
 - 4. Church Family



II. AUTHORIZATION

- A. Gain permission from the appropriate internal authorities to:
 - 1. Present the program to the church family
 - 2. Recruit Team Leaders & Volunteers
 - 3. Acquire necessary equipment
 - 4. Locate Recycle Station & Storage Facility in appropriate location

III. PREPARATION

- 1. Confer with local recycling authority to determine their rules, restrictions, preferences, payment procedures, etc.
- 2. Determine / Announce Official Program Launch Date
- 3. Acquire Necessary Equipment
- 4. Set-Up Recycle Station / Storage facility
- 5. Recruit Team Leaders & Volunteers
- 6. Conduct Training

IV. IMPLEMENTATION

- A. Phase 1 (Initial Launch)
- B. Phase 2 (Operational Efficiency Achieved)
- C. Phase 3 (Program Enhancement/Expansion)

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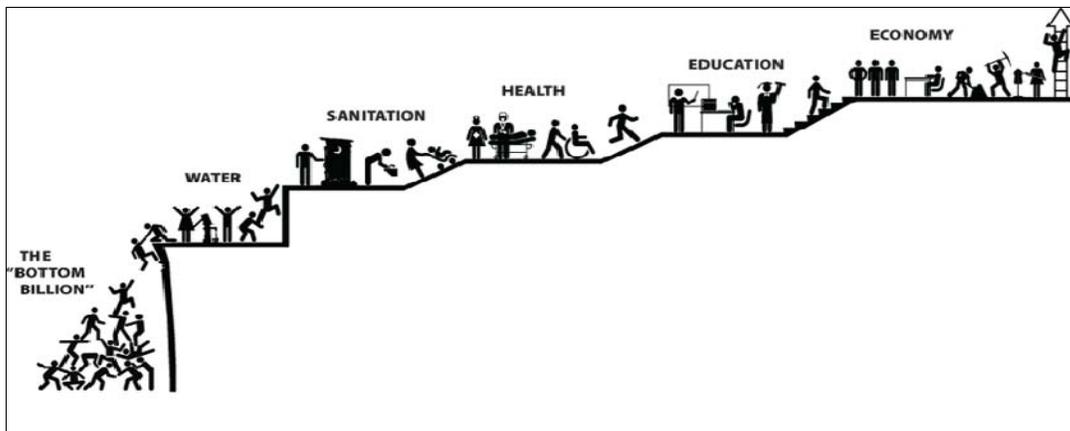
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EDUCATION & AUTHORIZATION

Gaining Leadership **Buy In**

No matter what kind of governing structure your church operates within – the first step will be to gain permission and support from this person and/or leadership board, appropriate committees, etc.

Ideally, the pastoral teaching that occurs during the time-frame surrounding the program launch will incorporate one or more of Jesus' many teachings about caring for the poor among us and/or the John 4 passage in particular where Jesus discusses the concept of living water with the Samaritan woman at the well.

Because a successful program requires the support of so many people, it's advisable to informally educate and inspire as many people as possible prior to formal roll-out.

There are a variety of short videos available on the Living Water website (<http://www.water.cc/living-water/resources/videos/>) and the Bear Creek Water website (<http://www.bearcreekwater.net/>) that greatly assists with this educational process. If a film clip such as "The Story of the Thirsty" can be shown to the entire congregation within the context of a heartfelt explanatory announcement by one or more church leaders all the better.

Considerations RE: **Placing** the **Equipment**

"On the way, but not in the way"

During the initial phase of the program while people are still developing the recycling habit – a small station (with separate collection cans for plastic bottles vs. aluminum cans) can be placed near the church's main entrance.

It may be helpful to distribute fliers and educational materials to those who are passing by. There are samples of these in the Appendix. The Living Water website has much to choose from as well: <http://www.water.cc/living-water/resources/handouts/>

Once volume begins to increase, consideration will need to be given to the development of a collection/conversion station. The ideal arrangement is for people to be able to drive up to the station somewhere in (or immediately adjacent to) the church parking lot a few minutes earlier than they would normally arrive, drop off their recyclable materials to "smiling thankers", then park their vehicles as usual and go into church.

Placement of the collection and conversion functions will, ideally, be next to one another in one recycling station so the collectors do not need to transport the collected recyclables to the conversion station, but safety considerations, efficient traffic flow, available space, etc. may dictate the physical separation of these functions.

The main objective is to make the collection process happen with the maximum amount of friendly speed so that each contributor drives away happy with their contribution, and those waiting to contribute do not become frustrated and decide not to contribute next week because they fear it will make them late(r) to church.

Recruiting the Team(s) / Collection Station Set-Up

During the Phase 1 (Launch), the program may be managed by 1 person. Congregation size and participation level will determine the number of volunteers required. For larger congregations and/or where initial contributors exceed 25 people regularly collecting cans and bottles, early team recruitment will be necessary.

The organization will change over time depending on congregation size, participation level, weather, etc. A model that covers most of the necessary tasks (for congregations of any size) is outlined below. For the initial launch phase at a small church, the program leader may handle all of these duties. Like most start-up operations, there is leadership value in this experience. The better each function is understood from the hands-on perspective of having personally performed the task, the better able the program leader becomes at knowing how to recruit for and train up team leaders and/or volunteers for each position.



ORGANIZATION CHART

MANAGEMENT

Program Manager (PM)

Responsible for overall program management – includes **constant team recruitment**, coordination, and training/supervision of team leaders/team-mates. Also responsible for pulpit announcements and bulletin inserts (e.g., well-fund financial updates, special promotions, changes in schedule, recycling guidelines, etc.) The PM also coordinates with external entities such as Living Water, Int'l., various recycling companies, etc.

Co-Program Manager (CPM)

Assists PM in overall program management, and specifically focuses on management of the various teams (customer service, squish & smash, equipment/transportation, and treasury). Other duties/areas of responsibility to be mutually determined by CPM and PM based on program needs, abilities/desires, availability, etc.

TEAMS

Customer Service Team (aka "Smilers")

CST members are responsible for greeting contributors, accepting each contributor's recycled materials, thanking contributors, handing out fliers, etc. This team (2 people initially) will serve immediately prior to the start of service. Note: CST members are invited to help the "Squish and Smash" team (below) by engaging in the squish/smash process between contributor arrivals.

Squish & Smash Team (aka "Smashers")

SST members "convert" the recycled materials received by the CST members (mostly before church). The SST members squish/smash and sort the cans and bottles. This team (2 to 6 people) will serve immediately *after* the service.

Equipment & Transportation Team (aka "Grips")

ETT members are responsible for: 1)- ensuring that an adequate number of barrels, gloves, etc. are available on collection day(s); 2)- safely storing the recycled materials between collection day(s) and drop-offs at the recycling center; 3)- transporting full barrels to the recycling center; 4)- reporting to the Treasurer the quantity(ies) dropped at the recycling center(s), etc. This team (2 to 4 people) will serve between each weekly service on their own schedule.

Treasury Team (aka "Books")

TT members are responsible for: 1)- accounting for all recycle proceeds; 2)- reporting to the PM and/or CPM re: collections; 3)- general record-keeping; 4)- coordination with Equipment & Transportation Team to reconcile donation receipts from the recycle center(s) with recycle proceeds received, etc. This team (2 to 4 people) will serve between each weekly service on their own schedule.



Key Considerations

in Setting Up The Drive-Through (Parking Lot) Station:

- Create a well-marked safety zone
- Include a clear stopping point for drive-up contributors
- Create ample signage, arrows, etc. so people enter/exit as intended

Drive-Up Alternative

An alternate approach to the drive-up/drop-off arrangement explained above is for contributors to just drop their bags of cans and bottles behind their cars when they park. Once everyone is parked and the service begins, the collection team comes by to pick up all the bags. The sort/smash process can either be performed after or during the service.

Mid-Week Collection

At some point, it may become in everyone's best interest to permit mid-week drop-offs. The key challenges with this: mess and theft. For example, if someone throws a bag of glass bottles over the fence and they break, there is a safety issue. There is also a clean-up concern. In addition, glass is an undesirable recyclable for most programs – not because it has no value, but because of the safety concerns in handling/transporting it. See "*Covering the Bases with Your Local Recycler*" (below).

Covering the Bases with Your Local Recycler

If you're in a green-conscious state like California, there are many recycling centers to choose from. You'll probably find the most complete/current list on the Internet through sources such as: <http://www.therecyclingcenter.info>

Step one is to call or visit each local recycler to determine which one will be the best primary and the best alternate recycler(s) for your program. The more competitors there are in a given area, of course, the greater convenience and price competitiveness there will be. Essentially, the "best" recycler for you will be the one that pays the highest rate, that is the closest to your collection station, and who offers the best (non-cash) arrangement for payment.

In some cases, you may find that one recycler pays more for one type of material than another. Transporting to more than one station creates inconvenience which should be quantified. For example, if 80% of your recycling loads are plastic bottles, does a separate trip to the recycler that pays a slightly higher price for aluminum make sense? Consider whether it's wiser to make this particular recycler your alternate source in case your mix of cans and bottles begins to shift in that direction or if the makeup of a particular load compels it.

Generally, you need to know:

Who, among the recyclers in your area, will pay the most with the fewest restrictions for the type(s) of recycling materials you'll be collecting the greatest quantities of ?

What materials will they accept/reject?

In what condition do they accept/reject recyclable materials (e.g., plastic bottle caps on or off, etc.)?

What days, hours, will recycling be accepted?

Will they establish an account for you & give you a quantity/price per pound receipt with each drop-off (which can be reconciled for book-keeping purposes)?

Can the account be reviewed on-line ? How often will it be updated?

If the recycler has the ability to electronically direct credit (instead of paying in cash), great. If not - will they cut a check payable to the church/organization directly? This is important so the Equipment / Transportation Team members are not burdened with cash responsibility.



FYI - The Economics of Recycling

Every state is different so this section is intentionally brief, but it helps to know a bit about how state operated recycling systems typically work.

California's recycling program, for example, is funded through redemption payments made to the California Department of Resources by beverage distributors on each beverage container sold in California. These beverage distributor payments are deposited in the California Beverage Container Recycling Fund (Fund). Payments are made out of the Fund to consumers in the form of California Refund Value (CRV) when they return empty beverage containers to certified recycling centers.

Presently, the CRV paid to consumers when they recycle containers at recycling centers is 5 cents for each beverage container less than 24 ounces and 10 cents for each container 24 ounces or greater.

The reality of recycling at most centers is that these CRV payments are not made on a per item basis. Materials are accepted in bulk and weighed. The resulting payment is a proxy for the CRV amounts cited above. Recyclers that permit cans and bottles to be counted out (vs. weighed) are scarce but desirable. It takes more time to count than to weigh, but the pay-out is usually 30% to 50% greater.

Small, locally owned/operated waste collection companies generally pay more for recyclable materials. Some of the larger waste management companies have now created a profit center for themselves (sorting through general waste for recycling materials for their own account). It's best to comparison shop initially, and then perhaps semi-annually.

Phase 1 Initial Launch/ Program Roll-Out



As mentioned in the "*Gaining Leadership Buy-In*" section on p. 6, there are a variety of short videos available on the Living Water website (<http://www.water.cc/living-water/resources/videos/>).

Showing "The Story of the Thirsty" or similar clip is an effective way to begin building awareness, but it is typically not enough to produce the desired outcome. It is an initial supplement to regular congregational messaging from church leadership.

You will need to customize a program that works for your congregation, but here is a typical ten-week roll-out scenario for program launch.

Weeks 1 through 3:

Establish Collection/Information station(s) near the main entrance(s).

Station Equipment, etc.: Two 35-gallon wheeled trash cans (for collection of donated bottles and cans); Living Water posters; brochures, free 8 oz. bottled waters (iced if weather appropriate).

As people enter the church, those interested can be engaged in conversation about the world-wide water challenge and the recycling program being launched to help solve it.

During weeks 2 and 3, early adopters began to drop off their cans and bottles, ask questions, etc.

Consider taking photographs of these people as they drop their materials into the cans. These photos can be helpful in future promotional announcements, music videos, etc. If contact with the people at Living Water International (to find out more about their programs and available resources – especially well-drilling mission trip opportunities) hasn't already been made – this would be the time to do it.

Week 4:

Official kick-off day. Sermon on John 4, announcement by church leader including "Story of the Thirsty" film (on the Bear Creek Water, "What Can I Do" video), program-explanatory bulletin insert, Collection/Information station maintained. (See "Appendix" for sample exhibits, etc.)

If your congregation is mission-minded, the program kick-off day may also be an ideal time to announce the mission opportunities provided by Living Water International (LWI). LWI allows congregations to fund specific wells and then take teams of (up to 12) to go drill that specific well and present it to the people of the village it will be serving.

The LWI website lists a variety of mission trip dates/locations:

<http://www.water.cc/take-action/trips/>

It is best to contact LWI before kick-off and secure the appropriate number of spots on a pre-scheduled / date-certain trip so the announcement can be more specific. Because LWI announces their calendar a year in advance, there is ample time for planning, fund-raising, passport acquisition/refreshment, travel shots, etc.

Weeks 5 and 6:

Collection/Information station maintained. Future volunteers, matching donors, missionaries, etc. recruited.

Week 7:

Follow-up announcement in bulletin highlighting progress to date, important recycling guidelines (e.g., caps off of bottles, etc.). Collection/Information station maintained. Future volunteers, matching donors, missionaries, etc. recruited.

Weeks 8 through 10:

Collection/Information station maintained. Future volunteers, matching donors, missionaries, etc. recruited.

Beyond Week 10:

Review and enhance Implementation phases, tactics, logistics, etc.

EQUIPMENT

1. 55 Gallon Tight Head Plastic Drums are ideal, but large garbage cans with secure lids and/or wheels will suffice. Initially, two to six cans will probably be enough. If possible, it's cleaner to use oversized/heavy duty lawn/garden bags which can be spread over the opening of the can or barrel until it's full. Then replace the bag and just keep filling new bags.
2. Work Gloves (for the "Smashers")
3. Small (5 gallon) Buckets are helpful for distribution to future contributors for in-home collection of recyclable materials. FYI-Some states, like California, provide larger receptacles -- ideal for offices. California's free receptacle: <http://www.bottlesandcans.com/start/>. If you create a name for your program, these buckets are a good place to apply a logo/decals for same.
4. Locking Storage Area (so the cans and bottles do not have to be immediately transported in smaller loads, but can be consolidated into larger, more efficient loads)
5. A Canopy (for sun and/or rain) is highly desirable to protect the workers and materials at the Collection Station(s)

RESOURCES / APPENDIX

Customizable Power-Point presentation
<http://vimeo.com/5773754>

BCW and Living Water brochures, fliers, etc.

Bulletin Update Sample

"Global Water Challenge/No-Cost Solution" educational piece



OTHER RESOURCES / LINKS:

<http://www.water.cc/>
<http://www.bearcreekwater.net/>
<http://www.therecyclingcenter.info>
<http://www.bottlesandcans.com/start/>
<http://www.theh2oproject.org/index.html>

Recycling Barrel/Bucket Label

BEAR CREEK WATER

LIFE SAVING WATER THROUGH RECYCLING

Promotion Slide

1. Take your bag home

2. Fill it UP with Aluminum Cans & Plastic Bottles

3. Return it here NEXT SUNDAY

4. **SAVE LIVES**

Please Drop Off Your Aluminum Cans and Plastic Beverage Bottles Sunday through Friday 8 am to 4:00 pm 44771 N. Lower Sacramento Rd., Lodi, CA 95242 209.359.2202 Lodi 209.951.9229 Siskiyou

BEAR CREEK WATER

www.bearcreekwater.net

SAMPLE INVITE FLYER

BEAR CREEK WATER

LIFE SAVING WATER THROUGH RECYCLING

Dear Family, Friends, and Neighbors,

At Bear Creek Community Church, we have an ongoing mission project called Bear Creek Water. The goal of this mission project is to provide clean water to areas of the world which have none. Just providing clean water alone can cut the mortality rate for children **by half!!!**

Would you help provide these children with clean water by collecting aluminum cans and plastic beverage bottles and giving them to me to take to Church?

So far this year, we have raised over \$10,000 to cover the cost of 2 wells: one is in Namibia, Africa and another well in a village in a remote area of Peru. These wells are saving the lives of children and many others by providing clean water to about 1000 people for generations to come. Our goal is to cover the cost of drilling a well each month in a developing country all through recycling!

Thank you and May God bless you,

*(one child dies every 15 seconds
from preventable, water-related diseases)*
**TOGETHER WE CAN CHANGE THAT
ONE WELL AT A TIME!**



Check out our video at
www.bearcreekwater.net

Questions? Contact Brian Butler, 649-3314 or bridogs1@yahoo.com

CAN YOU SAY NO TO A CHILD WHO NEEDS CLEAN WATER?



IT COSTS YOU NOTHING TO SAY YES. Just . . .

- **ASK** friends, neighbors, family, employers, sport teams, etc. to save recyclables for Bear Creek Water.
- **BRING ALUMINUM CANS & PLASTIC BEVERAGE BOTTLES** to the **RECYCLING DRIVE THRU** at Bear Creek Community Church **SUNDAY—FRIDAY**
8:00 a.m. - 4:00 p.m.

BEAR CREEK WATER

LIFE SAVING WATER THROUGH RECYCLING

*(one child dies every 15 seconds
from preventable, water-related diseases)
Through recycling we cover the cost
of digging wells in Third World countries.*

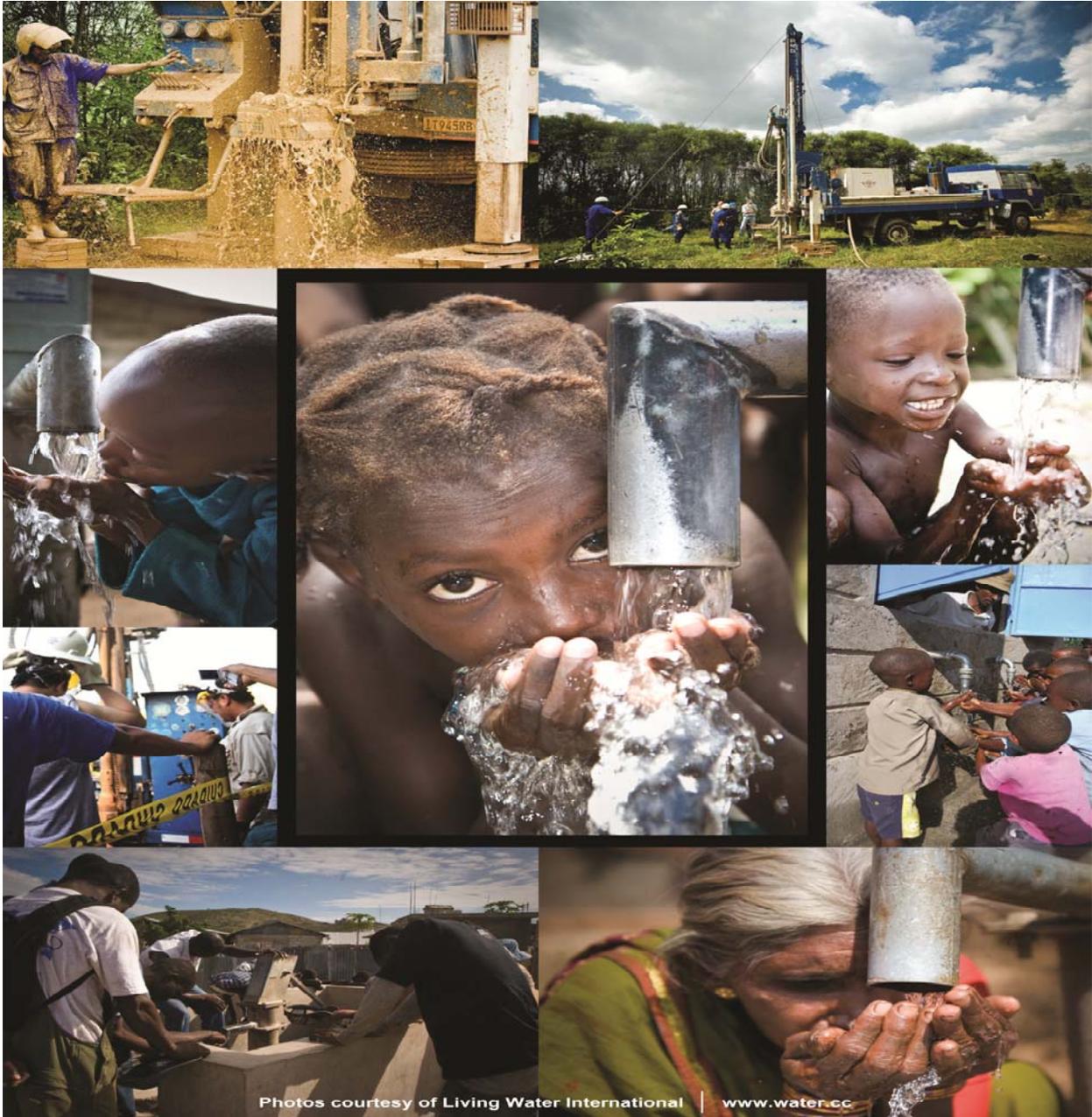


Check out our video at
www.bearcreekwater.net

Questions? Contact Ann Pacheco

209-369-2202/951-9229

Bear Creek Community Church
11171 N. Lower Sacramento Road
(Just North of Eight Mile Road)



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