

SUMMER 2026

# OCOEE OUTREACH

FULL PLANNING GUIDE



**OCOEE**  
**OUTREACH**

*Access & Empowerment.*



Welcome! We are so excited to serve alongside of you this coming summer! We understand that it is a large task to organize and get your group to Cleveland. It involves a lot of details, logistics, planning, and even more prayer. But we are thankful for the work you are putting into this!

Ocoee Outreach is a community ministry that provides free home repair for low income individuals and families in the Cleveland, TN area. Our mission teams have also utilized ministry tools such as VBS/Day Camps, Block Parties, prayer walking and evangelism to share the hope of Jesus Christ in the community. We can work with all skill sets!

Our prayer is that this packet of information is helpful & clarifying as you put the details together. We hope this information allows you to come to Cleveland CONFIDENT that Christ is going to use your group's time here for Kingdom Impact. If there are any further details or questions that we can assist you with, please don't hesitate to reach out!

Callie Limburg, Ocoee Outreach Director

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423-650-6690 (cell)  
www.ocoeeoutreach.org



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## WHO WE ARE.

### **Vision: the what.**

We extend the grace of Christ through providing access to the Gospel and safe housing by revitalizing and investing in our community.

### **Mission: the how.**

Empower our volunteers to bring hope through evangelism and restore dignity in the lives of homeowners through home repair and building intentional relationships.

**Compelled by what Christ has done for us (2 Corinthians 5:14-21), Ocoee Outreach holds to these CORE VALUES:**

**UPHOLD** the dignity of ALL people as image bearers of God (John 15:12; Genesis 1:27; Psalm 139:13)

**SHARE** the Gospel with intentionality (Matthew 28:19; Acts 1:8; Romans 10:12-15)

**SERVE** as Christ modeled for us (John 13:15-17)

**CONNECT** the local church to the community (Romans 12:9-21)

**COMPLETE** quality, God-honoring work on all sites

(Romans 11:36; 1 Corinthians 10:31)



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## OUR TEAM.



**Callie Limburg** serves as the Director of Ocoee Outreach. As a Cleveland, TN native she served multiple summers with Ocoee Outreach as a young adult since 2006, taking over the reins of director in 2022. Callie will be your "go to" with all logistics/planning/forms/etc. Don't hesitate to email, text, or call her!

callie@ocoeoutreach.org  
423-464-6188 (office)  
423-650-6690 (cell)



**Nicole Gombash** serves as the ministry coordinator for our summer season! Nicole is a high school science teacher and uses her "summer vacation" to serve others through the ministry of Ocoee Outreach. Nicole arranges group meals, VBS sites, and lots of the logistics for your week with us!

### Other Construction Supervisors & Key Volunteers:

Matt Dillard  
Kevin Felton  
Paul Mazurek  
Harlan Limburg  
Randy Day  
Chuck Hood

**You will also be joined by a team of young adult summer staff who will join you on site during your week!**

**We begin the hiring process in January, so if you know a young adult (18+ and a high school graduate) who may want to serve this coming summer, get them in touch with Callie!! It's paid ministry experience!**



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## Types of Ministry Teams

Please carefully read and consider all of the information on the next 2 pages. As you prepare to come to Ocoee Outreach this summer you will want to pray and plan how to effectively place your team members on the right team(s) if you have enough volunteers for more than one team. A few things to keep in mind:

- Our biggest need is Construction sites (ramps, roofs, painting/exterior work)- ideal team size is 12-15.
- You are responsible to provide transportation to and from all sites
- Assign site teams on "Full Team Roster" Form and submit 2 weeks PRIOR to your trip
- ALL types of teams are assigned an Ocoee Outreach staff member, if at all possible, for each site to lead in Bible study, prayer walking, evangelism, making relationships with the homeowner, neighbors, and serve as a liaison. While they may have some experience, **THEY ARE NOT** the construction leaders on your site. They are there to build relationships and serve alongside of you and help any way they can!

### Construction Teams- Roofs, ramps, painting/exterior work

- Ideal team size of 12-15 people
- Need a designated adult as "Crew Chief"- preferably this person will have some construction experience
- Ocoee Outreach has construction supervisors/coordinators that will provide your crew chief with guidelines, specs, and other plans to have a game plan to complete the project.
- We assign project sites based on your indication of skillset- our goal is not to complete projects in world record time but to finish quality projects WHILE intentionally building relationships with the homeowner and neighbors in an effort to share the Gospel.
- If your team consists of teenagers or adults with little to no experience, allow this to be a learning experience for them! Encourage them while teaching a new skill.

**Roofing Teams** - A good number of our applications are for new roofs. Our roofing projects are of all shapes and sizes. Roof projects with a steeper pitch will be assigned to teams with a higher skill level. We never fully know the extent of how much decking will need to be replaced until we take the old roof off. Only H.S. age (preferably 17+) and above are allowed to work on roof projects. We've had a good mix of males/females on roofing teams and it's also important to have team members who may never actually get on the roof to be the ground crew- sending up tools, cutting boards & shingles, cleaning up as tear off happens. There's a place on a roof team even for people who are scared of heights! **\*\*Safety harnesses MUST be worn at all times on the roof\*\***

Ideal Team Size: 15 Volunteers (Preferably 17+ and above)



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## Types of Ministry Teams

**Paint/Exterior Work Teams** - The amount of carpentry work needed on paint sites varies according to the condition of the home. We always prep a house for painting by pressure washing/cleaning, scraping and replacing damaged siding, fascia board, soffit and shutters. In some cases there might be the need for window work and work on gutters. Only adults are permitted to operate power tools. We always put 2 coats of paint on the entire exterior of the house. Paint sites are assigned according to the skill level of the team.

**Ideal Team Size: 15 Volunteers (M.S. age and above)**

**Wheelchair Ramp Teams** - We build wheelchair ramps of all sizes for those with disabilities. The ramps have to be built to code. Plans and specs will be provided including a specific cut list to complete the ramp modules in a precise manner.

**Ideal Team Size: 6-10 Volunteers**

**Other Construction Teams** - These are NOT the norm but at times we get requests for more extensive home repair such as a plumbing, flooring, ceiling repair. Again, it is rare for Ocoee Outreach to take on these types of projects. But if you have a highly skilled team that is capable of meeting these needs, please indicate that on your Preliminary Group Form or send Callie an email at [callie@ocoeoutreach.org](mailto:callie@ocoeoutreach.org).

**Ideal Team Size: Varies according to project**

### **Kid's Outreach Teams**

BYBC (Backyard Bible Clubs) or VBS Teams - Ocoee Outreach partners with several area Boys & Girls Clubs that allow our teams to coordinate and facilitate the daily sessions with the primary age range being age 5 to age 12 and depending on location could be from 15-100 kids! Many of these kids come from disadvantaged families and LOVE having teams come invest in them! There will typically be 3 to 4 stations each day that your team will be in charge of that can include Bible Story, craft, creative arts/music, & games/recreation. The most important part is to build relationships in order to be able to share the Gospel with kids in a personal way and on their level! We want our teams to be very fluid and flexible in working with the Boys/Girls Club staff in order that we can keep our partnership in good standing. We will connect your team leader with the Director of the Club you are assigned to in order to allow you all plan together!

We also partner with some low income apartment complexes where we've had teams offer a BYBC or VBS to all the children. Attendance at these complexes will typically be between 15-30 kids.

Please keep in mind that your team will need to provide all the curriculum, supplies and materials needed in ministering at a children's outreach site.

**Ideal Team Size: Varies 8 - 25 Volunteers**



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## Adult Team Member Expectations

We love hosting mission teams of all ages and abilities! Whenever student groups come to Ocoee Outreach, we are so grateful for adults who are willing to take time off work to glorify God in missions! Your love for students is evident - and we look forward to partnering with you on the mission field, ministering alongside students and showing them an attitude of servant leadership.

### Always

- Stay in an attitude of prayer. As you notice physical and spiritual needs of the students, be willing to help meet those needs.
- Be an encourager! Encourage other leaders when they are down, and always look to encourage ALL the students! Schedules may change: it may rain or events may change, but be fluid and willing to make the best of all situations.
- Be an equipper. Don't do the work yourself. We teach students, and let them have the opportunity to serve and learn how to work on homes or to work with children. If we do all the work, we rob them of the opportunity to grow.
- Have FUN! Relax, enjoy, joke, get tired, and enjoy God!
- Watch for safety concerns that might arise, notify your crew chief or the Ocoee Outreach Construction Supervisor and take action if students are in immediate danger.
- Be proactive in preventing problems. However, don't pre-judge a student by condemning them for past actions. We are to accept and love each student equally. If your child is attending this mission, it is always best to allow your child some distance: and always best to allow other adults to hold your child accountable.
- Maintain a clean environment. I will do my best to keep all areas of the hotel, church, ministry sites or other places that we may work in clean. I will respect the property and grounds that we will be serving for the week. I understand that any property I damage will be my personal responsibility.
- Be willing to get to know NEW students. They want to know that we love them, and need to know who we are. Some students are not as outgoing as others. Let's love them too!
- Be willing to follow! Respect all leadership! If disagreements arise, always follow Biblical rules for clarification! 1) private meeting w/that person 2) take a partner 3) further action

### While in Rooms

- Don't sleep or lay in a bed with any student, unless it is your own child.
- Don't allow guys and girls in rooms of the opposite sex. Adults should abide by same rules.
- Make sure your group of students is ALL accounted for at curfew. Never allow students to leave after curfew, unless it is an extreme situation, then an adult should accompany them.
- Keep your belongs secured. Students have been known to "borrow things" permanently.
- Adults are expected to stay with the students from their churches at all times providing adequate supervision.
- Help students take good care of the rooms, property and equipment at the Hotel, Church and ministry sites.

### While at meetings, worship times, daily Bible studies, etc.

- SHOW UP! These times are as important for adults as they are students! Of course, students are watching our every move! Let us set an example, let's worship, let's participate in the daily Bible study on site and being active with neighbors & the homeowner.
- Let us provide leadership by being on time for meetings, meals, departing to ministry sites, and making sure your students are on time. During worship and Bible study time scatter throughout the setting and sit with students.
- Please remember, adults should abide by the same guidelines for students and all participants listed under "Expectations for Participants."



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## Expectations for All Team Members

The staff of Ocoee Outreach is excited and happy to have your group as a part of ministry here in Southeast Tennessee this summer. Along with partnering in ministry comes both joy and awesome responsibility for every student & adult team member. Please keep in mind that through your actions and attitude you will be representatives of Ocoee Outreach, your home church, and more importantly - Jesus Christ. Remember that the impression you leave on people in this community could impact their eternity!

### Always

- **Work to the best of my ability.** I will serve in a manner that would be pleasing to Christ and my fellow Christians. I will have a positive, encouraging attitude, and I will not whine! (Prov. 15:15)
- **Keep myself healthy.** I agree not to use or bring tobacco or vaping products, alcoholic beverages, illegal drugs or anything else illegal or dangerous to myself or others such as knives, fireworks, or firearms.
- **Follow the mission trip schedule.** I understand that any schedule changes must be made by or approved by the mission trip leader or host. In respect to others and in order to receive sufficient rest, I will respect the lights out time each night.
- **Be a Team Player.** I will do my best to work together with my mission team, treating my leaders/chaperones, the Ocoee Outreach staff, and fellow mission team members with respect and care. I will be fluid, kind, and patient even when things do not go my way (Rom. 13:1-7, Prov. 14:29)
- **Stay in the designated mission trip areas.** I agree to stay with my group at all times. I understand that I cannot leave the ministry site or lodging area without permission of my group leader. Note: Girls should not be in the designated boys rooms, nor should boys be in the designated girls rooms.
- **Respect the privacy of others and the "hands off policy" .** I understand that the possessions of others must not be tampered with or taken. I expect others to grant the same measure of respect to my privacy and possessions. This means I will keep my hands off other people's stuff... including their luggage, beds, property and bodies. Yes, that means no PDA's.
- **Maintain a clean environment.** I will do my best to keep all areas of the hotel, church, ministry sites or other places that we may work in clean. I will respect the property and grounds that we will be serving for the week. I understand that any property I damage will be my personal responsibility.
- **Be aware of my witness 24 hours a day.** I understand my attitude at restaurants, at my lodging, or during free time is just as important as when I am "working on the mission site." I will serve with this maxim in mind:
- **Be ready to "...give the reason for the hope that you have."** (1 Peter 3:15) I will use every opportunity to share the hope of the Gospel.

LEAVE IT BETTER THAN YOU FOUND IT!



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### Dress

These guidelines are not meant to punish you or make life difficult. We simply don't want ANYTHING to take away from the mission/Kingdom work that's going to happen!

- Dress should be consistent with ministry. The top garment **MUST** meet or exceed the bottom garment: no midriffs, halter tops, low-cut tops, sports bras; spaghetti-strings, short shorts, short skirts; **Please be aware of climbing ladders, roofs, etc. when considering your clothing.**
- Please no sagging pants and no writing on the buttocks of clothing.
- Please no t-shirts or other garments with offensive material as determined by the Ocoee Outreach staff and your church's adult leaders.
- On the worksite, long pants are recommended for roof sites, sleeved shirts, and closed toed shoes are a **MUST**.
- We ask that guys keep their shirts on at all ministry sites.

### At The Hotel

- Linen will be changed every other day.
- No dunking, chicken fights or rough horse play during free time at the Hotel pool.
- No pool furniture in the pool and please do not go in the pool with work clothes on or cut offs (swimming attire only).
- No one in the pool after 10pm. (everyone should be in their rooms by 10pm.)
- Use your own beach towel at the pool.
- Do not leave your hotel room or any other areas around the Hotel a mess.
- Be considerate of the other guests staying at the Hotel as well as the Hotel Staff.

Remember to represent Ocoee Outreach, your church, yourself and JESUS well while staying at the hotel and **LEAVE IT BETTER THAN YOU FOUND IT!**



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## What your week with us will look like:

(times & details subject to change)

### Sunday

3:00-5:00pm- Register/Check in at your place of lodging

6:00-8:00pm- Kickoff service at a local church & orientation with Ocoee Outreach staff

\*Dinner is on your own Sunday evening- we suggest eating an early dinner before worship!

\*Upon arrival/check in, please be prepared to pay group balance & have all hard copy forms ready to turn in to the Ocoee Outreach staff.

### Monday-Thursday

7:45am- arrive at ministry job sites

8:45am- VBS teams arrive to sites (exact times may vary based on the site!)

11:30am- Lunch & Bible study led by Ocoee Outreach staff on site

12:30pm- Back to work

2:30-3:00pm- clean up construction sites & head back to lodging

5:30pm- dinner at a local church (\*Thursday night is 6pm!)

6:30pm-?- ministry/group nights

\***Thursday night** is our closing cookout at 6pm! ALL volunteer teams will be together for a cookout, celebration of what God has done, commissioning and fun!

\*Monday & Tuesday nights can be used to host a block party in a neighborhood, visit local nursing homes (dependent on covid restrictions) or any other community outreach event you'd like to do! (more ideas & details on the following pages!)

\*Wednesday night you can have group time or join in with a local church if you'd like! Please just make sure Callie knows your preference so she can make arrangements for you!

### Friday

\*If a project is not completed on Thursday, we ask that Friday morning be used to finish all work. (This is RARELY needed!)

**Otherwise, it's a fall in love with East Tennessee day!**

\*On the following pages, we've given ideas & attractions in our area that your group might enjoy! You are welcome to do whatever you'd like but we also know some groups may need to travel home.