



P O R T L A N D  
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**Local Volunteer Group  
Information Packet**

Thank you for your interest in serving the Portland neighborhood of Louisville, Kentucky, through the Portland Promise Center. We are honored that you have chosen us as partners in facilitating your service alongside our neighbors. We hope that your time with us will enhance your understanding of the people and systems at the margins of our society, enlarge your experience of God's kingdom among us and inspire your imagination to justice-based action alongside your neighbors at home.

This packet is intended to equip you with all of the forms and information necessary for a valuable service experience with the Portland Promise Center. Please read through the packet carefully to insure that all of your questions have been answered sufficiently. Additionally, please be sure you make note of all relevant due dates and deadlines in this packet in order to insure a smooth process leading up to your time with us. After reading through this packet, please feel free to contact us if you have any further concerns or questions. We look forward to serving alongside of you with our neighbors!!

Portland Promise Center

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Louisville, KY 40203

502-776-2635

[www.portlandpromise.org](http://www.portlandpromise.org)

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*Your people will rebuild the ancient ruins and will raise up the age-old foundations; you will be called Repairer of Broken Walls, Restorer of Streets with Dwellings. (Isaiah 58:12)*

### **Who We Are**

The Portland Promise Center (PPC) began in the fall of 1956 as the Sunshine Club, a humble Sidewalk Sunday School that met once a week. The program eventually moved into a dilapidated shotgun house in the heart of the Portland neighborhood (where the current Center's parking lot is located) and became known as the Baird Street Mission. In 1990, a new vision began to emerge and the mission was renamed the Portland United Methodist Center. One part-time employee was hired and commissioned to nurture a handful of young children.

A dream was born in those early days to build a new facility that would allow the Mission to expand its scope and meet the development needs of more children and youth. In 1997, the program moved into its current 9,000-square-foot multipurpose facility between Portland Avenue and Baird Street, and has experienced dynamic growth since then.

In 2004, we changed our name to the Portland Promise Center to reflect our expanding commitment to helping our community realize its potential – spiritually, socially, educationally, and economically. Today, we employ eight full-time and four part-time staff members who lead our programs.

### **What we do today**

With a focus on leadership, spiritual, and community/economic development, this team of leaders and the countless volunteers that support them work with over 150 families annually. Hundreds of children and teenagers are involved in our after-school and summer programs. Our Community of Faith nurtures around 50 people and growing. About 45 people participate in Celebrate Recovery, a biblical 12-step program, and over 2300 people have been served in our Volunteer Income Tax Assistance program.

### **Where We're Heading**

We will continue to pursue the revitalization of Portland alongside our neighbors. At the forefront of our unfolding plans is the creation of a Community Development Corporation to foster entrepreneurship and employability, enhance quality housing options, and leverage strategic partnerships to equip and empower our neighbors. Simultaneously, we will continue to seek the development of indigenous neighborhood leaders through engaging faith to transform the community.





### **Vision**

The vision of the Portland Promise Center is for Portland to be a healed land – a place where families flourish and the peace of God is present.

### **Mission**

The mission of the Portland Promise Center is to love God and love our neighbors everyday by working side by side to revitalize the Portland neighborhood through spiritual, economic, leadership and community development.

## The Portland Neighborhood – A Brief Introduction

*Portland enjoys a legacy born of its past as an independent river port town. It hugs the banks of the Ohio River on the western edge of downtown Louisville's business and industrial district. With its river connections, multi-cultural history, and immigrant spirit, Portland's close-knit community of extended families are centered around parks, churches, and locally owned businesses.*

*(excerpted from the Portland Neighborhood Plan)*

The Portland neighborhood has a rich and varied past. Beginning as a place of portage for travelers heading down the Ohio River, Portland was among the first settlements in what is present day Louisville. Consisting of modest homes for its rough and tumble working class along with stately homes of the more affluent, Portland blossomed through an independent spirit. Over the course of time, however, Portland began to decline. This decline gradually continued over the course of several years and was characterized by the loss of local businesses, homeowners and quality educational opportunities.

More recently, Portland has found itself in a state of transition. For the majority of its history, Portland was predominantly a white, working class neighborhood. However, due to several factors within the past 10 years, the demographics of the neighborhood have significantly shifted. Portland has now become one of the most racially balanced neighborhoods in the Louisville Metro area with approximately 30% of its population now African American and growing. In addition to increased racial diversity, the neighborhood finds itself on the edge of a tremendous amount of economic development activity – roughly \$2 billion worth of investment within 10 blocks. Given its location as the last remaining neighborhood adjacent to downtown Louisville yet to experience significant redevelopment, the looming investment moving towards the community holds a mixed bag of opportunity and concern.

In the midst of this transition, there are some glaring challenges facing the neighborhood. Limited access to employment, underperforming schools, high rates of substance abuse and a deteriorating housing stock just to name a few. Though these challenges can be daunting, it is precisely these things which the PPC is seeking to overcome by working alongside our neighbors to equip and empower them to reach their full potential.

# Christian Community Development Philosophy

The Portland Promise Center is a member organization of the Christian Community Development Association (CCDA). The philosophy and understanding that underlies our mission and drives its implementation are based upon the principles of Christian Community Development (CCD). Initially, the three main principles of CCD were demonstrated and formalized by Dr. John Perkins. Upon his founding of the CCDA, member organizations through shared experience, learning and demonstrated success formalized five additional principles that make up the core philosophy of CCD. For further information about CCDA, we would encourage you to visit its website at [www.cdda.org](http://www.cdda.org).

Please review and familiarize yourself with the following principles. During your time with the Portland Promise Center, you will see these principles fleshed out in our daily interactions with our neighbors. We hold in high regard the values these principles communicate and ask that groups serving with us uphold these values as they join us working alongside our neighbors.

- Relocation – *Living among the people*
  - Relocators – Those who have chosen to move into the neighborhood to work in solidarity with their indigenous neighbors.
  - Remainers – Those indigenous neighbors who have the ability to move out of the neighborhood, but have chosen to stay to work for its revitalization.
  - Returners – Those indigenous neighbors who have left the neighborhood for educational or professional pursuits who then return to work for neighborhood revitalization.
- Reconciliation – *Reconnecting those that have been separated*
  - People to God – Encouraging neighbors to a meaningful relationship with God.
  - People to People – Encouraging people to come together across racial, socio-economic, political lines in keeping with the gospel message.
- Redistribution – *Just distribution of resources*
- Leadership development – *Equipping indigenous leaders with the skills to lead*
- Listening to the Community – *Discerning community assets and felt needs*
- Church-based – *Empowered by a local expression of Christ's body*
- Wholistic Approach – *Addressing the totality of aspects affecting people's lives*
- Empowerment – *Affirming people's dignity through self-determining opportunities*

# Hosting Options

## Program

As part of the agreement between the PPC and visiting service groups, we will coordinate programming for service group activities. This means the PPC will provide an orientation to our organization and the neighborhood, a service project(s) and a schedule for a visiting service group. **The programming fee for visiting service groups is \$15 per person per day** which is directed toward the PPC's staff time for planning, orientation and coordination for each group. Please see orientation and schedule information included at the end of this packet.

Visiting service groups may also choose to participate in devotionals/discussions hosted by PPC staff or neighbors focused on understanding the dynamics of distressed urban areas and missionally engaging them.

## Meals

Meals may be provided at an additional per person cost for each meal for visiting groups serving with the PPC. Please notify the PPC well in advance if your group desires to have meals provided.

## **Service Areas / Opportunities**

Given the PPC's connection with the neighborhood, there are a variety of areas your group may choose to serve in depending upon the time of year your group is visiting. The summer season provides ample opportunity for visiting groups to plug into the life of our neighborhood through engaging in activities sponsored by the PPC. Other times of year also provide opportunities for service when an adequate time period is given for planning.

Here is a list of areas your group may serve in while you are visiting with us:

### **Cross Cultural Training**

We believe one of the greatest areas of service a group can provide to distressed urban communities is educating itself about the systemic social, economic, spiritual and geographic realities that contribute to neighborhood isolation and decline. With a renewed perspective, we believe visiting groups will not only interact with our neighbors in a more loving and informed manner, but that the combined training and experience will motivate justice-based action in your local communities upon your return home.

### **Boone Square Park Outreach**

Boone Square Park is the community gathering place for children and families in the immediate neighborhood surrounding the PPC. Each summer, the PPC operates a summer lunch program which serves lunch to up to 150 young people a day. This provides a great opportunity to provide recreational and artistic activities for children in the park each day in connection with the summer lunch program

Additionally, depending upon the dates your group is visiting there may also be evening activities facilitated by the PPC in the park that your group may join in serving along with our neighbors.

### **Community Engagement / Outreach**

PPC has identified its strength as developing relationships with our neighbors that foster trust and shared dreams. In line with this, there are a variety of activities that you may have the opportunity to participate in such as distributing flyers for community events, cleaning up a block, landscaping a common space, or hosting a cookout.

**Rehab / Renovation**

The PPC is currently in the process of renovating a 45,000 square foot warehouse to house our administrative offices, community development corporation, strategic partners and future ventures. Depending upon the renovation schedule and your group's dates with us, there may be opportunities to assist with the clean up and renovation of this building.

Along with renovating this building, there are also other neighborhood residents and partners that may be in need of assistance in repairing or renovating their homes, property or facilities. Projects of this nature will be determined by the availability of the project and the skill level of the visiting group.

**Prayer Walking**

The PPC fully believes that as we struggle for justice in keeping with God's kingdom that "we wrestle not with flesh and blood, but against principalities, against powers, against the rulers of darkness in this world, against spiritual wickedness in high places." With this conviction we think it is essential to cover our neighborhood in prayer, believing that as we walk the streets and parks of our community in this attitude that we are carrying God's peace into the places it's most needed.

# Volunteer Group Expectations

The PPC believes it is important to clearly communicate our expectations for groups that will be partnering with us in serving alongside our neighbors. Given our long term commitment to our neighborhood and the trusting relationships we've developed over an extensive amount of time with our neighbors, it is crucial that a visiting group that is with us for short time understand and respect our expectations to insure that no unintended actions occur that could harm our relationship with our community. Thank you for your understanding and cooperation in this manner.

- Visiting groups will be prepared to serve in all the aspects of the service activity.
  - Much time and planning will be directed toward making your time with us fruitful for you and our neighborhood, your preparation in advance for all scheduled activities is key to this occurring.
- Visiting groups will approach their time with the PPC with grace and flexibility.
  - We will do our best to insure your time with us runs as planned, however, we know that events outside our control can have an impact on this so we ask for your understanding should this occur.
- The visiting group leader will understand your leadership role, will serve by example with enthusiasm and will encourage all of your group's participants to do the same.
- All visiting groups are asked to exercise wisdom and discernment regarding their interactions with our neighbors.
  - Pushy, high pressure proselytizing is not in line with our mission philosophy and could be detrimental to existing relationships.
  - The Portland Promise Center has spent years building relationships with the community. Many of the children do not remember the individual volunteers, but they do remember the "PPC people." Therefore, we ask that you not promise anything (letters, future visits, etc.) to the children and that your team represent our ministry well to the community.
- All visiting group participants must complete a PPC Volunteer Information Form.
  - This form must be completed before a person is allowed to participate in volunteer activities.
- All visiting groups will assume responsibility for their group being adequately insured during the duration of their time with us.
  - The PPC does not assume responsibility for this; it is solely the responsibility of the visiting group.
- All visiting group participants are expected to abide by the guidelines of the PPC during their time with us.
  - Participants may be asked to leave for flagrant disregard of these guidelines.

## PPC's Commitment to Volunteer Groups

Just as we take seriously our expectations for visiting groups partnering with us, we also feel it is important that your group feels we take seriously their willingness to partner with us. Therefore, we also have expectations for ourselves as we host your group during your time with us. We want you to know that we will respectfully commit ourselves to fulfilling these expectations during your visit.

- The PPC will have 2-3 staff members working alongside your group guiding and assisting as necessary. These will be the Director of Community Development, Community Outreach Coordinator and high school interns in addition to staff responsible for specific activities that your group may be carrying out.
- We will support your group through this information packet as a resource, orientation during your pre-trip visit, on-site training and any other needed support.
- The PPC staff will be present to handle any severe discipline problems with the children or conflicts with neighbors, while we ask you to provide the leadership to control the environment the best that you can.
- The PPC staff will serve as positive examples for your group during your visit and as models for healthy interaction with our neighbors.
- The PPC staff will address any conflicts or problems regarding your group in an open, honest and respectful manner.
- The PPC values a trusting relationship with our visiting service groups, therefore, if you have concerns about the behavior of any of our staff, high school interns or neighborhood volunteers, please let us know. We ask that all team members complete a written evaluation at the end of their time with us.
- We will strive to enhance your understanding of the people and systems at the margins of our society, enlarge your experience of God's kingdom among us and inspire your imagination to justice-based action alongside your neighbors at home.



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## Local Group Registration Form

### Group Information:

Name of Group/Church: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### Group Type / Number of People:

Middle School \_\_\_\_\_ Senior High \_\_\_\_\_ College \_\_\_\_\_ Non-college Adults \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Total People \_\_\_\_\_

(Please include chaperones in numbers; keep in mind we require at least one adult chaperone over 21 for every 8 minors under 18; there must be at least one chaperone of each gender)

### Group Member Basic Skill Inventory:

Please indicate the number of people in your group who are skilled in the following areas:

Carpentry \_\_\_\_\_ Electrical \_\_\_\_\_ Plumbing \_\_\_\_\_ Landscaping \_\_\_\_\_ Roofing \_\_\_\_\_

Arts \_\_\_\_\_ Music \_\_\_\_\_ Photography \_\_\_\_\_ Athletics \_\_\_\_\_

### Cross Cultural Information:

How much experience does your group have with issues of justice, poverty and reconciliation?

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What are your hopes for your group's time with the Portland Promise Center?

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**Trip Information:**

Possible Dates: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Approximate Arrival Time: \_\_\_\_\_ Approximate Departure Time: \_\_\_\_\_

*Please note:* A pre-trip visit is required for any group new to the Portland Promise Center. This visit must occur 3 months prior for out of town groups and 1 month prior for local groups to your service activity.

The Portland Promise Center will be ultimately responsible for scheduling your group's activities. We will do our best to match your group with your desired areas of service based upon availability; however, we cannot guarantee a particular service area will be available during your visit. Your pre-trip visit will help insure your understanding of the available service areas for your requested dates and the related expectations for those areas. This trip will also insure this service partnership is a good match for both organizations and that all relevant information has been adequately communicated and understood.

**Payment / Contract Information:**

The Portland Promise Center will coordinate all program activities and meals (upon request). Each group is responsible for providing their own transportation to the Portland Promise Center and around Louisville. For Middle/High School groups one adult over 21 is required for every 8 students.

**\*\*\* A deposit must accompany this registration form. The deposit should equal \$10 x the total people in your group. This deposit is non-refundable. \*\*\***

**Deposit amount enclosed:** \_\_\_\_\_ (\$10 x total # in group)

The deposit guarantees the dates you have requested, if available. The remainder of the \$15 per person per day fee is due upon arrival for your group's service activity with the Portland Promise Center.

The Portland Promise Center will make every effort to give you your first choice of dates for your service activity. In the event that those dates are already full, we will contact you before we process your reservation form to be sure your second choice of dates will still work with your schedule. Once we have processed your reservation form, your deposit is not refundable.

In the unfortunate event that your group would need to cancel its trip, your deposit is not refundable or transferable. We make plans and commitments based upon the group reservations we receive along with staff time and budget projections. Therefore, cancellations have an undue effect upon our organization thus the reason for this policy.

**This form must be signed by the group leader in agreement with the above terms.**

**Please keep a copy of this form for your records.**

Signature of Group Leader: \_\_\_\_\_

Please print name: \_\_\_\_\_ Date: \_\_\_\_\_

**PPC Office Use Only:**

Deposit Amt \$ _____	Date Rec'd _____	Confirmation Letter _____
Pre-Trip Visit _____	Other Correspondence _____	
Final Payment Amount _____	Date Rec'd _____	



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1831 Baird Street Louisville, KY 40203

## Volunteer Information Form

(Please Print)

Date \_\_\_\_\_ Date of Birth \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail \_\_\_\_\_

Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Church \_\_\_\_\_

Clubs/Associations \_\_\_\_\_

Skills/Abilities/Certifications \_\_\_\_\_

Hobbies/Special Interests \_\_\_\_\_

How did you hear about PPC? \_\_\_\_\_

Will you refer 3 people who might be interested in PPC's vision and mission?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Would you be willing to bring them to PPC for a tour? Yes No (please circle one)

How are you affiliated with the Portland Promise Center?

- Parent of a child/youth in program
- Youth in the program
- College Connection
- Neighborhood Resident
- Community of Faith
- Celebrate Recovery
- Other \_\_\_\_\_

Please indicate the volunteer functions you are performing with PPC and when:

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PPC Program Areas of Interest (please check all that apply):

- **Learning Center**
  - Mentoring
  - Tutoring
  - Coaching/Recreation: \_\_\_\_\_
  - Artistic Expression: \_\_\_\_\_
  - Life Skill Training: \_\_\_\_\_
  - College Connection
- **Community of Faith**
  - Childcare
  - Community Service Opportunities
  - Small Group Leader
- **Adult and Family Ministries**
  - Adult Education
  - Celebrate Recovery
  - Childcare
  - Driving
  - Counseling
  - Medical/Healthcare
- **Community Development**
  - Small Business Mentor
  - Job Training/Development
  - Financial Counseling
  - Tax Assistance
- **Resource Development**
  - Building/Vehicle Maintenance
  - Clerical
  - Legal Aid
  - Graphic Design
  - Board/Governance

Availability (please check days and write times):

- Monday \_\_\_\_\_
- Tuesday \_\_\_\_\_
- Wednesday \_\_\_\_\_
- Thursday \_\_\_\_\_
- Friday \_\_\_\_\_
- Saturday \_\_\_\_\_
- Sunday \_\_\_\_\_

**PPC Office Use Only:**

Background Check Completed \_\_\_\_\_

Information Processed \_\_\_\_\_

# Directions to PPC

## **From I-65 North**

Follow I-65 N through downtown Louisville

After you pass the Brook Street exit be sure to be in the right lane

Take I-65 N to I-64 West (towards St. Louis, 2<sup>nd</sup> lane from right)

Take I-64 West to Exit 3 (22<sup>nd</sup> Street exit)

Follow the exit around the loop

Go straight through the stop sign back under the overpass

Go through the first stop light

Turn left at the second stop light onto Bank Street

Take the second left onto 19<sup>th</sup> Street

Take the second right onto Baird Street

The Center is halfway down the block on the right

Pull into the parking lot on your left beside the playground and come on in!

## **From I-64 West**

Take I-64 West to Exit 3 (22<sup>nd</sup> Street exit)

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The Center is halfway down the block on the right

Pull into the parking lot on your left beside the playground and come on in!

# Recommended Reading List

## **CCDA Philosophy**

*Restoring At-Risk Communities*, John Perkins

*With Justice for All*, John Perkins

*Beyond Charity*, John Perkins

*Compassion, Justice and the Christian Life: Rethinking Ministry to the Poor*, Bob Lupton

*Renewing the City*, Bob Lupton

## **Personal Accounts**

*To Live In Peace*, Mark Gornik

*Let Justice Roll Down*, John Perkins

*Real Hope in Chicago*, Wayne Gordon

*Theirs is the Kingdom*, Bob Lupton

*The Word on the Street*, Saunders & Campbell

*Journey to the Center of the City*, Randy White

*God's Neighborhood*, Roley & Elliot (about the Franklin, TN area)

## **Racial Reconciliation**

*Ministering Cross-Culturally*, Lingenfelter & Mayers

*Free to Be Bound*, Jonathan Wilson-Hartgrove

*Grace Matters*, Chris Rice

*More Than Equals*, Perkins & Rice

*Being White*, Harris & Schaupp

## **Community Organizing**

*Transforming Power*, Robert Linthicum

*Building a People of Power*, Robert Linthicum

*Building Communities from the Inside Out*, Kretzmann and McKnight

## **Theological Foundations**

*The Irresistible Revolution*, Shane Claiborne

*Jesus for President*, Shane Claiborne

*A Theology as Big as the City*, Ray Bakke

*The Urban Christian*, Ray Bakke and Jim Hart

*Urban Ministry*, Conn & Ortiz

*The Missional Church*, Guder

*A Peculiar People*, Rodney Clapp

*The Mission of God: Unlocking the Bible's Grand Narrative*, Christopher J.H. Wright

## **Practical Ministry**

*A Heart for the City: Effective Ministries to the Urban Community*, Fuder

*Toward a Just & Caring Society*, Gushee

*Churches that Make a Difference*, Ron Sider

*Raising Up Young Heroes: Developing a Revolutionary Youth Ministry*, Efrem Smith