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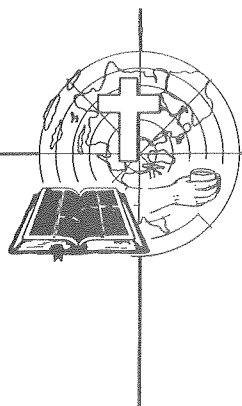
Service Counselors' Manual



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MENNONITE BOARD OF MISSIONS AND CHARITIES



BOX 370 • 1711 PRAIRIE STREET • ELKHART, INDIANA 46514 • PHONE (219) 522-2630

1-W Service Counselors

Dear Service Counselor:

I hope you will find this newly revised manual to be of good service, both in content and structure. You will find within it an outline of the Service Counselor program, guides to counseling, approved locations for 1-W work and the person to be contacted in applying for a job, a description of the various jobs listed, orientation programs schedule, and many other helpful items.

The manual is indexed by color-code to make it easier for you to find what you are looking for. You will soon be able to identify the color with the section desired. To familiarize yourself well with the contents of this manual will help you to be an effective Service Counselor.

My prayer is that God will grant you wisdom to guide every young person into a meaningful service experience for the building of the kingdom of Jesus Christ.

Sincerely yours,

A handwritten signature in cursive script that reads "Leonard Garber".

Leonard Garber
Assistant Director of 1-W Services

LG:kl

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Prepared by the I-W Office
Mennonite Board of Missions and Charities
1711 Prairie Street, Box 370
Elkhart, Indiana 46514
October 1, 1966

THE ROLE OF THE SERVICE COUNSELOR

For a good understanding of the Service Counselor program, review the "Final Report Of The Mennonite Church 1-W Study Committee" found on page 89 of this manual. Specific reference to the concept of service counseling is found on page 92 under II-D.

You, as a Service Counselor, have been appointed by your conference for a very responsible job. They believed you would be able to relate to young people in a good way so as to guide youth into a meaningful service experience. Most young people are not sure of their own interests and abilities. You will have opportunity to discover with them the kind of service that will provide a sense of accomplishment and at the same time challenge the most of their potential.

For the Christian young person, alternative service should not be considered as "something to get out of the way", so that life may continue as usual. Military training is almost a "normal" part of national life. even as alternate service is becoming very much a part of the lives of our Mennonite youth. Therefore, alternate service should be considered a unique opportunity for Christian witnessing and service to fellow men. Further, young men should be encouraged to wait until near the time when they would be normally called by their local draft board. Maturity is an essential ingredient for a meaningful service experience.

Personnel Information Forms are to be filled out by each young person planning to enter service for the purpose of providing information helpful for you as counselor, as well as for the employing agency, whether it be the church in the case of Voluntary Service and Pax, or the hospital, etc. in the case of Earning 1-W Service. The white copy on the Personnel Form should always be returned to the 1-W Office.

You will, with the help of this manual and the Voluntary Service materials on hand, be able to give valuable guidance to those interested in VS and Earning 1-W Service. You will be able to properly guide them in the type of work preferred as well as the desired location. More information and guidance in procedure for those interested in Pax can be received from the Mennonite Central Committee Personnel Office at Akron, Pennsylvania.

After a fellow has made a choice for Earning 1-W and a preferred location, you will then direct him to the sponsor in the area of desired employment. He will serve as contact person for any given institution, and will help the young man to find employment. The sponsor should have in hand one of the yellow copies of the Personnel Forms which the young man has filled out, as he applies for a job for the young man. Two yellow copies are provided to make it possible to explore two employment possibilities at the same time. Young men should always report back to the sponsor

whether or not they accept an opening. Institutions approved and recommended for employing 1-W's are enclosed in this manual. See the yellow pages. Also a current list of job openings is sent out periodically for your information in counseling.

As Service Counselor you will want to urge your counselees to attend orientations previous to entering their choice of service. See the orientation schedule in this manual page 87 for 1-W weekend fellowships and other 1-W orientations, and your "Voluntary Service Fact Booklet" for orientation schedules for VS. Schedules for Pax orientation can be secured from Mennonite Central Committee at Akron, Pennsylvania.

A filmstrip packet is available to help you in counseling youth and in promotion of the service program in churches as they give you opportunity. You should take initiative in getting into the congregations in your area. See descriptions of these films on page 75 of this manual. There are also sample commissioning services found on page 77 of this manual. You might use these to encourage pastors and congregations to recognize in a meaningful way the leaving of young people into service.

You will also want to encourage those going into service to identify with the local church near their place of service by means of the temporary certificate of membership. They should be urged to participate in the life of the church on every level. The church will provide spiritual nurture and growth as well as Christian fellowship.

As Service Counselor, you are not required to be an authority on Selective Service regulations. Draft information can be received from the 1-W office at any time. Rather you have a great potential for developing conviction regarding peace and service among youth and their parents. They need your helpful procedural information for entering service, but even more they need your counsel concerning the proper attitude of the Christian toward the peace witness and testimony. Why do we believe the way we do? How can we be of the most service, and how can we give the greatest testimony to peace and love?

Your conference 1-W Committee will support you by supplying you with the names of youth in your area and by helpful evaluations from time to time. However, you as the Service Counselor will contribute significantly to the effectiveness of the cutting edge of the church's life, as you help to build and establish conviction at the grass roots level in the service program of the church.

COUNSELING IN CHRISTIAN EXPERIENCE

Introduction

All persons whom we meet influence our lives. Likewise we influence the lives of others. We are each living in a complex social web. The complexity of our relationships may be enhanced by various experiences due to our environment. While Christian community living should assist persons in becoming whole and complete, it may also, depending upon how Christianity is faced, cause the web of life to become woven so tightly that it becomes difficult to unravel.

Many seem to feel that for youth the new birth experience is the answer. New life in Christ is an answer, however, it is only a beginning in the movement toward the solution of life's problems. After a person is born again he still needs direction, the new birth does not negate nurture or counseling. The environment into which youth are thrust is an important aspect of the developmental process.

All youth face problems. In fact, life is lived in the context of problems. Problems can be challenging and lead one to deeper involvement. Problems create tensions. Tensions can become productive if properly utilized. We should not attempt to eliminate problems from the life space of a youth, however, we should help him to face them realistically and work through them.

The youth of today face many changes. Just a few of which are: (1) the fast movement from rural to urban life; (2) the changing vocational picture; (3) the fast movement from a conservative to a less conservative way of life; (4) the pressure toward securing a college education; (5) an accentuated materialism.

Every youth must make three basic decisions. These involve vocational choice, a choice of a life companion, and the Christian decision. During the making of these decisions youth need special guidance. These are basic decisions and will affect the remaining years of his life.

In the making of decisions and in the facing of reality factors in life, Christ is able to provide for the needs of youth. For every youth Christ can provide a basis for being a true person. He can become an ideal person with which to identify in the face of success or failure. He can provide a model for relating to other persons, and give meaning and purpose to all of life. Every youth needs four things. He needs a Christ to live like, a faith to live by, a self to live with, and a cause to live for.

All persons experience three stages in life. The first stage is a stage of dependency during which time each person is dependent upon his parent or parents. The second stage of life comes during adolescence when a youth is struggling for independence. The third stage of life is a realization of

the need for an inter-dependent relationship. The second of these stages is the stage through which many youth struggle without ample guidance. Special care and counsel is important if a youth is to become a mature inter-dependent adult.

All youth seek freedom. The most meaningful freedom comes through commitment. Commitment to the person of Jesus Christ helps a person realize true freedom. In our culture the free floating individual is idolized. Each youth must sense that only the committed youth is a free youth.

The person who counsels youth must sense that they go first to their peers for advice, second to their parents, and third to a pastor or a counselor. In understanding youth and building meaningful bridges of communication, the following concerns should be given consideration:

I. Establishing Rapport:

A counselor should never assume that he is understood by or completely understands an adolescent. Much good advice can be ignored if there is not the proper inter-personal barriers that may take much time to overcome. It is very important that ample time be spent in building relationships over which meaningful communication can take place. Without understanding communication, little help can be given.

II. Developing An Atmosphere of Acceptance:

To be accepted is a first step to successful counseling. If one's life and attitude is not accepted, his words will have little meaning. The appropriate atmosphere for counseling should be one of informality and openness. Where the situation is formal and tense, openness does not result. Each counselor must sense that ample time must be taken and association must develop to the extent that wholesome communication may result.

III. Learning to Listen:

Many counselors have little time. Their schedules are busy and crowded. However, if one is to be a successful counselor he must learn to listen. Each counselor after establishing rapport and developing an atmosphere of acceptance must simply learn to sit down with a youth and allow him to share his concerns. If this does not happen, the counselor may be shooting some place in the dark. For one must listen before he is able to diagnose a case. Needs become apparent through communication.

IV. Discerning the Problem:

Often counselors may be shocked at what an adolescent may tell them. Counselors should learn to expect most anything. They ought not manifest shock when being told of sinful experiences in the life of a youth. If shock is manifest, a youth may cease to share or confide in the counselor. This does not mean that a counselor should not be concerned for the experiences that may be revealed. However, it does mean that he should learn to be accepting. When the interviewee is

telling the counselor about his experiences they have already transpired. What the youth needs at this point is acceptance and understanding rather than condemnation.

V. Understanding When to Give Advice:

Listening is an art. After one has listened to the concerns of a youth, he must then weigh carefully the situation and present to the youth the apparent alternatives. The youth himself must accept an alternative and carry through. The decision is basically his. The counselor should not make the decision for the youth unless on occasion this seems appropriate. When advice is given it must be carefully thought through and given in a spirit of love and understanding. Advice should be given when the alternatives are simply not clear to the youth, and he is unable to choose wisely the appropriate course of procedure. Even then the counselor must be cautious about being autocratic in his giving of advice.

VI. Keeping in Touch:

Counseling should not be considered as completed at the close of an interview. A counselor should keep in touch with his counselee. Not that he thrusts himself upon him or constantly places himself in the way of the counselee. He will, however, keep in touch and if additional help is needed, be available. A counselor ought not leave the impression that he is constantly watching over the person whom he has counseled, but help the counselee to understand that he is available when needed. This may supply a great amount of confidence and help develop self-confidence and confidence in the Spirit of Jesus Christ.

You will be counseling youth who have answered the call to various kinds of service. Many of these are dedicated youth, and appreciate kind counsel. Some of them are youth who have shallow commitment, are lacking a deep Spiritual experience, and care little about receiving your help. Those in the latter group are the real challenge. Many of them are happy to be away from home and feel this is an opportunity to pursue a course of so called freedom. If proper Spiritual controls have not been built in within the life of the youth prior to this time, his experience out in the big wide world may not be commendable. This presents a challenge to the counselor. He must get close to this kind of person and attempt to assist him in an understanding of himself, his situation, and his God. The new experiences may be used by a counselor to help a youth sense his level of maturity, and to assist the youth to a deeper Spiritual commitment.

Strong Christian personalities are no accident. They are the result of persons relating meaningfully to each other. Persons who care can exert much positive influence. The helpful counselor may know when and where his influence begins, but only God knows where it ends.

I N D E X

to

Types of work

Children's Work	14, 21, 27, 33, 43, 56, 63
Clerical	11, 12, 14, 15, 18, 19, 20, 22, 23, 24, 25, 27, 28, 29, 30, 31, 32, 33, 35, 36, 38, 40, 46, 48, 51, 55, 62, 63
Carpentry	19, 22, 24, 25, 54
Experimental Work	15, 18, 55
Farm Work	20, 41, 47, 50, 54, 56, 59
General Hospitals	9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 32, 34, 35, 36, 38, 39, 40, 41, 43, 44, 45, 46, 47, 48, 49, 50, 51, 53, 55, 56, 57, 58, 60, 61, 62, 63
Goodwill Industries (An organization designed to employ handicapped persons)	15, 21, 23, 38, 46, 56
Mental Hospitals	11, 14, 23, 24, 31, 32, 33, 35, 41, 50, 52, 53, 54, 55, 57, 61, 62
Old People's Homes	20, 48, 56
Sanitariums	10, 25, 59
Schools	22, 28, 32, 37, 50, 51, 55

STANDARDS FOR SELECTING 1-W LOCATIONS

- I. Opportunities for Church-relatedness
 - A. There should either be an existing church nearby or official efforts being made to establish a church.
 - B. The local church should be willing and able to incorporate the 1-W's into its life and program, giving opportunity for "plus service."
- II. Employer-employee policies and relations must be such as to make for a satisfactory service experience.
- III. Variety and significance of types of openings in a good geographical distribution.
 - A. A variety of employment possibilities should be available in keeping with the gifts and interest of our young people and their concerns in making their period of service most meaningful and significant.
 - B. Institutions should be considered in their total context, keeping in mind the total atmosphere in which the 1-W's will live.
 - C. Locations should be chosen which would make available as many of the major types of work as possible - hospitals, farms, etc.
 - D. Some locations offering education opportunities should be selected.

INSTITUTIONS RECOMMENDED BY I-W COUNCIL

ARIZONA

PHOENIX - Theron Weldy, 9844 N. 7th Place, Phoenix, Arizona 85020
(602 943-4793)

CITY WIDE INFORMATION FOR PHOENIX

City: Metropolitan area population 800,000. Climate, warm with low relative humidity. Winters, warm.

Working Conditions: Working relationships are the very highest. I-W men are very well accepted in the participating institutions. Men currently working report excellent working conditions.

Living Arrangements: Housing is generally good. Rooms and apartments are readily available from March to October. Rental quarters are more difficult to secure from November to February because of the influx of winter visitors. Approximate price: Single - \$30 - \$50; married - \$70 - \$90 per month.

Relationship to Mennonite Churches: There are seven Mennonite churches in the Phoenix area. Buckeye Mennonite (MC), 112 Centre St., Buckeye, Rev. John Kolb, pastor; Church of God in Christ Mennonite, 348 E. Varney Rd., Peoria, Harold Schmidt, pastor; First Mennonite (GC), 1612 W. Northern Ave., Phoenix, Donovan Diller, pastor; Palm Glen Neighborhood (MB), 3643 W. Flynn Lane, Phoenix, Wesley Gunther, pastor; Paradise Valley Mennonite (CM), 2451 W. Alice Ave., Phoenix, Noah Yoder, pastor; Sunnyslope Mennonite (MC), 9844 N. 7th Place, Phoenix, Theron Weldy, pastor; Trinity Mennonite (MC), 3846 W. Vista Ave., Phoenix, Donald E. Yoder, pastor.

Unit Organization and Activity: The men from all denominations, now serving in Phoenix meet for a monthly activity. The unit officers plan the monthly meetings. The unit is organized for participation in city league sports.

Cooperation between Unit and Church: All churches welcome the I-W men and the relationships have been good.

Educational Opportunities: Adult evening classes at the Phoenix Union High School provide opportunity for completion of high school. There are three 4 year accredited Christian Colleges, two state operated Junior Colleges and one State University in the Phoenix metropolitan area.

1. INSTITUTION: Good Samaritan Hospital (a general hospital of 500 beds)
ADDRESS: 1033 East McDowell Road, Phoenix 6, Arizona
TYPES OF WORK USUALLY AVAILABLE: Orderly, porter, housekeeping, dietary, laundry.
WAGES: All of the institutions employing I-W men have a starting base of \$237 per month. Some job assignments may receive higher starting wages.

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2. INSTITUTION: John C. Lincoln Hospital (a general hospital of 125 beds)
ADDRESS: 9111 North Second Street, Phoenix, Arizona 85020
TYPES OF WORK USUALLY AVAILABLE: Orderly, housekeeping, dietary
WAGES: Same as Good Samaritan Hospital
WORKING CONDITIONS: 8 hour day - 40 hour week; 80 hours paid vacation
after first year. Some rotary shifts, some split shifts, others
more or less regular.
FOR MORE INFORMATION SEE: City Wide Information for Phoenix
3. INSTITUTION: St. Joseph's Hospital (a general hospital including a
Neurological research center, 450 bed hospital)
ADDRESS: 350 West Thomas Rd., Phoenix, Arizona
TYPES OF WORK USUALLY AVAILABLE: Orderly, housekeeping, dietary,
laundry, shipping/receiving.
WAGES: Same as Good Samaritan Hospital
WORKING CONDITIONS: 8 hour day - 40 hour week; 80 hours paid vacation
after first year. Some rotary shifts, some split shifts, others
more or less regular.

CALIFORNIA

DOWNEY - No contact person

CITY WIDE INFORMATION FOR DOWNEY

Relationship to Mennonite Churches: There are three Mennonite
churches in the area; Faith Mennonite (MC), Downey,
Floyd Lichti, pastor; Calvary Mennonite, 151 W. 73rd St.,
Los Angeles (MC), LeRoy Bechler, pastor; Los Angeles Mennonite
Fellowship, 1609 S. Westmoreland Rd., Los Angeles, Leo Egli,
pastor. And a church is located in Santa Fe Springs.

INSTITUTION: Rancho Los Amigos Hospital
ADDRESS: 7601 Imperial Highway, Downey, California
TYPES OF WORK USUALLY AVAILABLE: Housekeeping, attendants, truck
drivers, linen service, dietary, gardening.
WAGES: \$300 - \$355 (starting wage)
WORKING CONDITIONS: Three shifts; Civil Service and physical exam-
inations required.

GLENDALE - No contact person

INSTITUTION: Glendale Sanatorium (382 bed hospital)
ADDRESS: Glendale, California
TYPES OF WORK USUALLY AVAILABLE: Orderly \$294 - \$364; R.N. \$419 -
\$476; call service \$216 - \$303; grounds service \$311 - \$433;
dietary \$242 - \$303. This hospital will hire and pay on the
basis of the fellows skill, providing there is an opening for
him.

GLENDALE CON'T.

WAGES: As in types of work usually available.
FOR MORE INFORMATION SEE: City Wide Information for Downey

LONG BEACH - No contact person

INSTITUTION: Long Beach General Hospital
ADDRESS: Willow and Redondo, Long Beach, California
TYPES OF WORK USUALLY AVAILABLE: Housekeeping and linen
WAGES: \$330 - \$355 per month
WORKING CONDITIONS: Three shifts; Civil Service and physical examinations required.
FOR MORE INFORMATION SEE: City Wide Information for Downey

LOS ANGELES - No contact person

1. INSTITUTION: White Memorial Hospital (275 bed hospital)
ADDRESS: 1720 Brooklyn Ave., Los Angeles, California 90033
TYPES OF WORK USUALLY AVAILABLE: Call service, mail room, ground or gardening service.
WAGES: \$145 - \$175
LIVING ARRANGEMENTS: Apartments in the area of the institution
FOR MORE INFORMATION SEE: City Wide Information for Downey
2. INSTITUTION: Los Angeles General Hospital
ADDRESS: 1200 North State Street, Los Angeles, California
TYPES OF WORK USUALLY AVAILABLE: Housekeeping, attendants, food and linen service. All other types of work must be secured through the Civil Service Commission of Los Angeles.
WAGES: Starting wage \$330 per month
WORKING CONDITIONS: Civil Service and physical examinations required
FOR MORE INFORMATION SEE: City Wide Information for Downey

REEDLEY - Arthur Jost, Box 631, Reedley, California (209 638-2505)

CITY WIDE INFORMATION FOR REEDLEY

Relationship to Mennonite Churches: GC, MB, KMB, EMB, and MC churches in immediate community.

Unit Organization and Activity: Staff unit facilities and program include married and single staff members.

Living Arrangements: Apartments or unit housing

INSTITUTION: Kings View Hospital (Mental)
ADDRESS: Box 631, Reedley, California 93654
TYPES OF WORK USUALLY AVAILABLE: Aide, maintenance, office, kitchen recreation.

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WAGES: \$226.20 - \$355

WORKING CONDITIONS: 40 hour week

FOR MORE INFORMATION SEE: City Wide Information for Reedley

COLORADO

COLORADO SPRINGS - Darrel Otto, 1219 Yuma St., Colorado Springs, Colo. 80909
(303 632-0048)

CITY WIDE INFORMATION FOR COLORADO SPRINGS

Living Arrangements: Apartments and houses for rent (rent is high).

Trailer parks for mobile homes.

Relationship to Mennonite Churches: First Mennonite, 11 N. 22nd St., E. E. Showalter, pastor; Beth-El Mennonite Church, 1219 Yuma, Darrel Otto, pastor.

Unit Organization and Activity: Unit officers are elected to plan recreational and social activities. There are also off-duty work projects.

Educational Opportunities: Colorado College is a private liberal arts college, some evening classes offered. University of Colorado offers both credit and non-credit evening courses. Colorado Springs Public Schools Adult Education Courses at Palmer High School offers business, secretarial, general self improvement, vocation-technical, homemaking, trade extension, and high school refresher courses.

Cultural Opportunities: Colorado Springs Opera Association, Colorado Springs Symphony Orchestra, and Colorado Springs Chorale are located in the city.

1. INSTITUTION: Memorial Hospital (General hospital, owned and operated by the city)

ADDRESS: 1400 E. Boulder, Colorado Springs, Colorado

TYPES OF WORK USUALLY AVAILABLE: Orderly (surgical, central supply, and wards), laundry, store room, custodial, kitchen.

WAGES: Starting wage is \$225 - \$235 per month

WORKING CONDITIONS: Satisfactory. Some jobs require working evening shift and weekends.

2. INSTITUTION: Penrose Hospital (Owned and operated by the Catholic Church, it is also a general hospital)

ADDRESS: 2215 N. Cascade, Colorado Springs, Colorado

TYPES OF WORK USUALLY AVAILABLE: Orderly (x-ray, emergency room, physical therapy, surgical), dark room technician, lab assistant, posting clerks in business office, kitchen helpers, custodial, and ward orderlies.

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WAGES: Starting wage is \$225 - \$250 per month

WORKING CONDITIONS: Satisfactory. Fellows should be willing to work weekends and overtime when necessary.

DENVER - Dick Martin, 490 S. Ivy, Denver, Colorado 80222
(303 255-0504)

CITY WIDE INFORMATION FOR DENVER

Living Arrangements: Living arrangements are, in general, quite satisfactory. Rooms and apartments are readily available close to the hospitals. Approximate price: Single \$25 - \$40 per month; married \$60 - \$80 per month. Single fellows need to live together to be able to get this rate.

Working Conditions: Working relationships are very good. 1-W's are well accepted in the hospitals. There are very few complaints about working conditions.

Relationship to Mennonite Churches: The First Mennonite Church (MC), 885 Delaware Street, Marcus Bishop, pastor; Glennon Heights Mennonite Church (MC), 11580 W. Virginia, Edward Miller, pastor; Arvada Mennonite Church (GC), 5927 Miller St., Arvada, Colorado, Peter Ediger, pastor; Garden Park Mennonite Church (MB), 1720 S. Alcott, Dan Friesen, pastor; The Church of God in Christ Mennonite, 1400 Josephine; Monaco Fellowship, 947 S. Monaco, Glen Martin, pastor.

Unit Organization and Activity: The Denver Mennonite 1-W Unit meets regularly on a monthly basis. All the 1-W's in Denver are invited to participate in unit activities. The Denver 1-W Unit sponsors various activities such as service projects, religious activities and recreation.

Cooperation between Unit and Church: All the churches welcome the 1-W's and the relationships have been good. The churches are eager to have the fellows and provide a place of meaningful worship.

Educational Opportunities: Colorado University Extension Center is located in Denver. Both day and evening classes are offered at the extension center. The university of Denver also offers undergraduate and graduate level courses both day and evening classes. The Metropolitan College offers junior college also part and full time. Opportunity school offers many courses for high school credit or vocational

DENVER CON'T.

school and also for special interest classes. The charges for opportunity school are very minimum. Many hospitals will adjust the schedule for the I-W so that he can go to school if he wants to. There are also other colleges and vocational schools in Denver.

Wages: All the institutions pay at least \$225 per month and the average pay is about \$240 or more.

Recreation: There is a recreation room in the basement of the I-W sponsor's home. This is open to all I-W men where they can get together for recreation. There are many kinds of recreation in the Denver area, such as hunting, skiing, fishing, camping, etc.

1. INSTITUTION: Beth Israel Hospital (general)
ADDRESS: W. 16th and Lowell Blvd., Denver, Colorado
TYPES OF WORK USUALLY AVAILABLE: Orderly, x-ray orderly
FOR MORE INFORMATION SEE: City Wide Information for Denver

2. INSTITUTION: Children's Hospital (general for children)
ADDRESS: 1056 E. 19th Ave., Denver, Colorado
TYPES OF WORK USUALLY AVAILABLE: Car driver, orderly, custodian
FOR MORE INFORMATION SEE: City Wide Information for Denver

3. INSTITUTION: Colorado General Hospital (general)
ADDRESS: 4200 E. 9th Ave., Denver, Colorado
TYPES OF WORK USUALLY AVAILABLE: Orderly, O.R. orderly, E.R. orderly
x-ray orderly, medical records, lab assistants, pharmacy, etc.
FOR MORE INFORMATION SEE: City Wide Information for Denver

4. INSTITUTION: Colorado Psychopathic Hospital (mental)
ADDRESS: 4200 E. 9th Ave., Denver, Colorado
TYPES OF WORK USUALLY AVAILABLE: Psychiatric aide
FOR MORE INFORMATION SEE: City Wide Information for Denver

5. INSTITUTION: Craig Rehabilitation Center (general)
ADDRESS: 1599 Ingalls, Denver, Colorado
TYPES OF WORK USUALLY AVAILABLE: Orderly
FOR MORE INFORMATION SEE: City Wide Information for Denver

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6. INSTITUTION: Denver General Hospital (general)
ADDRESS: W. 6th Ave. and Cherokee, Denver, Colorado
TYPE OF WORK USUALLY AVAILABLE: Orderly, psychiatric aide, E.R. orderly
FOR MORE INFORMATION SEE: City Wide Information for Denver

7. INSTITUTION: General Rose Hospital (general)
ADDRESS: 1050 Clermont Street, Denver, Colorado
TYPES OF WORK USUALLY AVAILABLE: Orderly, E.R. orderly, O.R. orderly
dietary, maintenance, admitting office, clerical, pharmacy.
FOR MORE INFORMATION SEE: City Wide Information for Denver

8. INSTITUTION: Goodwill Industries
ADDRESS: 3003 Arapahoe St., Denver, Colorado
TYPES OF WORK USUALLY AVAILABLE: truck driver
FOR MORE INFORMATION SEE: City Wide Information for Denver

9. INSTITUTION: Fitzsimons Army Hospital (Medical Research)
ADDRESS: U.S.A. M.R.N.L. Met. Ward, Fitzsimons General Hospital, Denver
TYPES OF WORK USUALLY AVAILABLE: Research subjects (normal control
patients)
FOR MORE INFORMATION SEE: City Wide Information for Denver

10. INSTITUTION: Lutheran Hospital (general)
ADDRESS: 8300 W. 38th Ave., Wheatridge, Colorado
TYPES OF WORK USUALLY AVAILABLE: Maintenance, orderly
FOR MORE INFORMATION SEE: City Wide Information for Denver

11. INSTITUTION: Mercy Hospital (general)
ADDRESS: E. 16th and Milwaukee, Denver, Colorado
TYPES OF WORK USUALLY AVAILABLE: Maintenance, x-ray orderly
FOR MORE INFORMATION SEE: City Wide Information for Denver

12. INSTITUTION: Presbyterian Hospital (general)
ADDRESS: E. 19th and Gilpin, Denver, Colorado
TYPES OF WORK USUALLY AVAILABLE: Orderly, x-ray trainee, business
office, pharmacy, housekeeping, inhalation therapy, dietary
FOR MORE INFORMATION SEE: City Wide Information for Denver

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13. INSTITUTION: Rocky Mountain Osteopathic Hospital (general)
ADDRESS: 4701 E. 9th Ave., Denver, Colorado
TYPE OF WORK USUALLY AVAILABLE: Dietary
FOR MORE INFORMATION SEE: City Wide Information for Denver
14. INSTITUTION: St. Anthony's Hospital (general)
ADDRESS: W. 16th Ave. and Raleigh, Denver, Colorado
TYPES OF WORK USUALLY AVAILABLE: Transportation orderly (x-ray,
physical therapy)
FOR MORE INFORMATION SEE: City Wide Information for Denver
15. INSTITUTION: St. Joseph Hospital (general)
ADDRESS: 1835 Franklin, Denver, Colorado
TYPES OF WORK USUALLY AVAILABLE: Custodian, housekeeping, orderly,
dietary, lab assistant
FOR MORE INFORMATION SEE: City Wide Information for Denver
16. INSTITUTION: St. Luke's Hospital (general)
ADDRESS: 601 E. 19th Ave., Denver, Colorado
TYPES OF WORK USUALLY AVAILABLE: Orderly, central supply, maintenance,
physical therapy
FOR MORE INFORMATION SEE: City Wide Information for Denver
17. INSTITUTION: Swedish Hospital (general)
ADDRESS: 501 E. Hampden Ave., Denver, Colorado
TYPES OF WORK USUALLY AVAILABLE: Orderly, x-ray, central supply,
physical therapy

FLORIDA

MIAMI • See page 64

SARASOTA - Michael Shenk, 2749 Prospect St., Sarasota, Florida 33579
(813 958-8519)

CITY WIDE INFORMATION FOR SARASOTA

Living Arrangements: Houses and apartments available for rent
in the general area (none close) of the hospital and in the
Pinecraft community 2 or 3 miles away.

Relationship to Mennonite Churches: Bay Shore Mennonite Church,
Nelson Kanagy, pastor; Tuttle Avenue Mennonite, Tuttle Ave.,
Sarasota, Michael Shenk, pastor; Newtown Mennonite Mission,
I. Mark Ross, pastor; Palm Grove Conservative Mennonite,
Sarasota, Orie Kauffman, pastor.

Unit Organization and Activity: The I-W unit is semi-organized.

SARASOTA CON'T.

INSTITUTION: Sarasota Memorial Hospital
ADDRESS: Sarasota, Florida
TYPES OF WORK USUALLY AVAILABLE: Orderly, housekeeping, dietary,
laundry
WAGES: \$1.25 - \$1.36 per hour
FOR MORE INFORMATION SEE: City Wide Information for Sarasota

ST. PETERSBURG - Paul Zehr, 2701 13th Street South, St. Petersburg
Florida (813 894-7312)

CITY WIDE INFORMATION FOR ST. PETERSBURG

Living Arrangements: There are many apartments available during the summer months. Prices range from \$60 to \$85 per month for an apartment. During the winter months because of the tourist season prices go up. In mid-January until mid-March it is very difficult to find an apartment.

Relationship to Mennonite Churches: The First Mennonite Church, St. Petersburg, Paul Zehr, pastor.

Cooperation between Unit and Church: The church welcomes the 1-W fellows and ask that they get in contact with the pastor as soon as they come to the city. More than 50,000 people in the city of 200,000 are over 65 years old. These old people need encouragement and spiritual direction.

Educational Opportunities: There are several colleges and universities in the Tampa Bay area. The door is open for educational advancement in St. Petersburg.

Cultural Opportunities: The area is filled with tourist attractions. Water sports are a major part of life here in Florida. St. Petersburg is also the city where two major league baseball teams do their winter training.

INSTITUTION: Mound Park Hospital
ADDRESS: 701 Sixth Street, St. Petersburg, Florida
TYPES OF WORK USUALLY AVAILABLE: Hospital aides
WAGES: Begin at \$210 per month.

ILLINOIS

BLOOMINGTON - William E. Dunn, Administrator, 807 N. Main Street,
Bloomington, Illinois

CITY WIDE INFORMATION FOR BLOOMINGTON

Living Arrangements: Housing facilities available, some owned by hospital.

BLOOMINGTON CON'T.

Relationship to Mennonite Churches: Normal Mennonite (GC), Normal; Bloomington Mennonite (MC), Bloomington, Harold Zehr, pastor.

Educational Opportunities: Two universities located in community, offering broad programs of day time and evening courses. Mennonite Hospital operates a school of nursing, school of laboratory technology, and school of x-ray technology.

INSTITUTION: Mennonite Hospital (general hospital)

ADDRESS: 807 N. Main, Bloomington, Illinois 61701

TYPES OF WORK USUALLY AVAILABLE: Attendant, office work, maintenance, food service, x-ray and laboratory.

WAGES: All positions pay at least \$200 per month as starting wage with some a little higher.

WORKING CONDITIONS: Personnel policies in writing for all employees including vacation, sick leave, holiday time, insurance benefits, etc., 5 or 5½ days per week.

CHICAGO - Laurence Horst, 714 Monroe St., Evanston, Ill. (312 328-6933)

CITY WIDE INFORMATION FOR CHICAGO

Relationship to Mennonite Churches: Woodlawn Mennonite (GC), 46th St.; First Mennonite Church (GC); Grace Mennonite (GC); Bethel Mennonite (MC), 1434 S. Laflin, Joseph Holloway, pastor; Englewood, 832 W. 68th St., Stanlee D. Kauffman, pastor; Mennonite Community Chapel, 1113 W. 18th St., Paul Wenger, pastor; Iglesia Menonita Evangelica, 113 W. 18th St., Victor Ovando, pastor.

INSTITUTION: University of Illinois Medical Center (605 bed teaching hospital)

ADDRESS: Personnel Office, 601 S. Morgan St., Chicago, Illinois

TYPES OF WORK USUALLY AVAILABLE: Orderlies, psychiatric aides, business office, IBM machine operators, social workers.

WAGES: \$1.50 - \$2.50 per hour

WORKING CONDITIONS: 40 hour week with time and a half for overtime, two weeks vacation per year and the usual employee benefits and sick leaves.

EVANSTON - Laurence Horst, 714 Monroe Street, Evanston, Ill. (312 328-6933)

CITY WIDE INFORMATION FOR EVANSTON

Living Arrangements: The men find their housing in apartments, house trailers, or rooms according to their individual tastes.

EVANSTON CON'T.

Relationship to Mennonite Churches: Evanston Mennonite (MC),
1514 Ridge Ave., Laurence Horst, pastor.

Unit Organization and Activity: President, Vice President,
Secretary, Treasurer, Publicity Chairman. Officers change
each six months. A monthly business meeting and fellowship
activity. The hospital provides leadership and finance for
seasonal recreational activities in which the l-W men and
their wives participate.

INSTITUTION: Evanston Hospital Association (a general hospital)

ADDRESS: 2650 Ridge Avenue, Evanston, Illinois

TYPES OF WORK USUALLY AVAILABLE: Engineering - electricians, carpenters
plumbers, general maintenance. Men are trained on the job.

Clerical: Accounting, payroll clerk, cashier, IBM Data Processing
programing.

Storeroom and Central Supply: These men have charge of receiving
and distributing all materials to the whole 500 bed hospital.

Technicians: x-ray, x-ray darkroom, surgical equipment, a
laboratory, etc.

Research Department: Animal caretakers (rabbits, rats, monkeys,
dogs, cats)

Dietary: Cooks, bakers, meat cutters, cafeteria cashier, cafeteria
foods dept. etc.

Other Areas: Offset press operator (two), nursing orderlies, laundry
workers. Men are placed according to their training and/or
aptitudes. There are always openings for wives or other lady
workers.

WAGES: \$1.50 per hour unskilled and up for persons with training in
special skills.

WORKING CONDITIONS: There is excellent reception for the l-W men.
Some of the departments refuse to go out into the general labor
market if they can get a l-W to take the job. Recommendations
are never processed. If he is a l-W, they ask no other questions.

INDIANA

ELKHART - Jesse Glick, 1711 Prairie St., Elkhart, Ind. 46514 (219 522-2630)

CITY WIDE INFORMATION FOR ELKHART

Living Arrangements: Men find own housing; apartments and house
trailers available, \$65 - \$100 per month; two or three fellows
share apartments. Some room and board with families is avail-
able.

Relationship to Mennonite Churches: There are four Mennonite churches
in Elkhart. Prairie Street Mennonite, 1316 Prairie St.,
Russell Krabill, pastor; Belmont Mennonite, Belmont Ave.
Ray Bair, pastor; Roselawn Mennonite, Verle Hoffman, pastor;
Hively Avenue Mennonite (GC), 800 E. Hively Ave., Elkhart.

ELKHART CON'T

Unit Organization and Activity: Small unit organization.
Cooperation between Unit and Church: Opportunity to be a part of the church and especially to participate in youth activities.
Educational Opportunities: Opportunity to take some courses at Goshen College, Goshen, Indiana.
Cultural Opportunities: Lecture-Music series at Goshen College during the school year.

1. INSTITUTION: Elkhart General Hospital (general with psychiatric ward)
ADDRESS: 600 East Blvd., Elkhart, Indiana
TYPES OF WORK USUALLY AVAILABLE: Orderly
WAGES: Start at \$1.65 per hour; 3 months, \$.05 raise, 6 months \$.05 raise; 9 months \$.05 raise.
WORKING CONDITIONS: 40 hours per week; 3 shifts

2. INSTITUTION: Faith Rescue Mission
ADDRESS: 530 S. Main St., Elkhart, Indiana
TYPES OF WORK USUALLY AVAILABLE: Assistant to mission superintendent including office work, general counseling
WAGES: Up to approximately \$100 per month for a man and wife
WORKING CONDITIONS: Work with 35 to 50 persons who come to mission each day. All room and board provided free, nice apartment for a couple.

3. INSTITUTION: Elkhart County Home
ADDRESS: Elkhart, Indiana
TYPES OF WORK USUALLY AVAILABLE: Farm work, maintenance, night watchman
WAGES: \$130 - \$150 per month
WORKING CONDITIONS: All room and board furnished free, Sundays off, general farming, some animals, 235 acres, 90 tillable.

FORT WAYNE - S. Jay Hostetler, 1621 Lindenwood Ave., Fort Wayne, Ind. 46808
(219 743-1036)

CITY WIDE INFORMATION FOR FORT WAYNE

Living Arrangements: Most of the fellows live in furnished apartments, two to six in an apartment. Approximate price per month is \$25 - \$40 per person.
Working Conditions: Working relationships in the Parkview Hospital and Goodwill Industries are good. The hospital is eager to have l-W employees. Goodwill does not have many jobs, but they are glad to employ l-W's.
Relationship to Mennonite Churches: Brookside Evangelical Mennonite, Don Roth, pastor; Fairhaven (MC) 3101 Taylor St., S. Jay Hostetler, pastor; First Mennonite (MC) 1213 Mary's Ave.

FORT WAYNE CON'T.

Highland Bethel (EM), 3800 N. Clinton St., Larry Pote, pastor; Maplewood, 4129 Maplecrest Road, Leonard C. Wiebe, pastor; Anderson (MC), Earl Hartman, pastor; Cuba (CM), on Ind. 37, John Yoder, pastor; Grabill (EM), Grabill, Don Roth, pastor; Leo (MC), Leo, Carl Rudy, pastor; Milan Center (MC) off Ind. 37, M. L. Brandenberger, pastor.

Unit Organization and Activity: The I-W group is organized with officers elected to facilitate activities. There are softball and basketball games with other church groups. The basketball team plays in the I-W tournament at Goshen each year.

Educational Opportunities: There are six colleges and universities in Fort Wayne, in addition to several other training schools, like the International College which teaches business courses.

Cooperation between Unit and Church: All churches welcome the I-W men.

1. INSTITUTION: Parkview Memorial Hospital (general)
ADDRESS: 2200 Randalia Drive, Fort Wayne, Indiana
TYPES OF WORK USUALLY AVAILABLE: Nursing Department orderly, physical therapy orderly, housekeeping, dietary, laundry
WAGES: Orderly \$275; housekeeping \$275; dietary \$240; laundry \$240 each \$10 per month raise after 6, 12, and 24 months.
WORKING CONDITIONS: 8-hour day, 40 hour week; vacation one week first year, two weeks second year; one day sick leave per month.

2. INSTITUTION: Fort Wayne Childrens Home
ADDRESS: 2525 Lake Ave., Fort Wayne, Indiana
TYPE OF WORK USUALLY AVAILABLE: Child care (houseparents)
WAGES: Single - \$200 per month, couple - \$400 per month.
WORKING CONDITIONS: All room and board provided free.

3. INSTITUTION: Goodwill Industries
ADDRESS: 3127 Brooklyn Ave., Fort Wayne, Indiana
TYPES OF WORK USUALLY AVAILABLE: Truck drivers and helpers; other positions according to ability and interest.
WAGES: Drivers begin at \$1.50 per hour; periodic increases to \$1.75 per hour. Helpers begin at \$1.25 per hour; helpers must qualify for drivers after 6 months.
WORKING CONDITIONS: 8:00 to 4:30, six days a week. Time and a half will be paid for all overtime over 40 hours. One week vacation after 960 hours employment. Three changes of uniform furnished every week. Employees eligible for 5 days sick leave after 160 hours of continuous employment. At 320 hours they are paid cash for the leave.
FOR MORE INFORMATION SEE: City Wide Information for Fort Wayne

GOSHEN

CITY WIDE INFORMATION FOR GOSHEN

Living Arrangements: All employees are responsible for their own housing which is generally available in the near vicinity of hospital and college. Approximate price: \$60 - \$80 per month for apartments, single rooms: \$20 - \$30 per month.

Relationship to Mennonite Churches: College Mennonite Church, John H. Mosemann, pastor. Many other Mennonite and other denominational churches in the city and area.

1. INSTITUTION: Goshen College
ADDRESS: 1700 S. Main St., Goshen, Indiana
TYPES OF WORK USUALLY AVAILABLE: Maintenance, carpentry, janitorial, food services (kitchen, dishwashing - stockroom)
WAGES: \$1.25 per hour, first year; \$1.30 per hour, second year.
FOR MORE INFORMATION SEE: City Wide Information for Goshen

2. INSTITUTION: Goshen General Hospital
ADDRESS: 200 High Park Ave., Goshen, Indiana
TYPES OF WORK USUALLY AVAILABLE: Maintenance, orderly, clerical
WAGES: \$1.40 - \$1.50 per hour
FOR MORE INFORMATION SEE: City Wide Information for Goshen

INDIANAPOLIS - Richard Yoder, 2305 Kessler Blvd., North Drive, Indianapolis, Indiana 46222

CITY WIDE INFORMATION FOR INDIANAPOLIS

Living Arrangements: Rooms and apartments available near place of employment. There are trailer courts in various parts of the city.

Working Conditions: Working relationships in all of the hospitals are good. The hospitals welcome I-W fellows.

Relationship to Mennonite Churches: First Mennonite (MC), Richard Yoder, pastor. The church is conveniently located in northwest part of the city to serve the I-W's and to give an opportunity for an active witness in a residential area.

Unit Organization and Activity: I-W's serve in the Sunday School and church activities. Their committees plan and conduct evangelistic services at rescue missions twice a month, plan Sunday evening services and mid-week services. The Mission and Extension Committee conducts tract distributions, singing for shut-ins and similar activities. The I-W Athletic and Social Committees plan the athletic and social activities.

Educational Opportunities: There are several colleges and trade schools in the city.

INDIANAPOLIS CON'T.

1. INSTITUTION: Central State Hospital (mental)
ADDRESS: 3000 W. Washington St., Indianapolis, Indiana 46222
TYPES OF WORK USUALLY AVAILABLE: Attendant, general laborer.
WAGES: Attendants \$275 per month; laborers \$275 per month
WORKING CONDITIONS: 40 hour week; attendants work on any of three shifts; 1 day per month accumulated vacation which may be used after six months of employment.
FOR MORE INFORMATION SEE: City Wide Information for Indianapolis

2. INSTITUTION: Community Hospital (general)
ADDRESS: 1500 North Ritter, Indianapolis, Indiana 46219
TYPES OF WORK USUALLY AVAILABLE: Nursing attendants, housekeeping, janitors, dishwashers.
WAGES: Approximately \$110 biweekly
WORKING CONDITIONS: 40 hour week; 8 hour day; 5 days a week (including some weekends) 2 weeks (10 working days) vacation with pay after first year; 6 paid holidays, sick leave after 6 months.
FOR MORE INFORMATION SEE: City Wide Information for Indianapolis

3. INSTITUTION: East Side Christian Center
ADDRESS: 1970 Caroline Ave., Indianapolis, Indiana 46218
TYPES OF WORK USUALLY AVAILABLE: Child care and recreation
FOR MORE INFORMATION SEE: City Wide Information for Indianapolis

4. INSTITUTION: Goodwill Industries
ADDRESS: 1635 W. Michigan St., Indianapolis, Ind. 46222
TYPES OF WORK USUALLY AVAILABLE: Inside work at plant or assistant to truck driver, truck driver (outside)
WAGES: Inside work, \$1.25 per hour to \$1.35; assistant trucker, \$1.35 per hour; trucker, \$1.50 per hour; materials handler, \$1.25 (all on 40 hour week basis with time and a half for overtime.)
FOR MORE INFORMATION SEE: City Wide Information for Indianapolis

5. INSTITUTION: Indiana University Medical Center (general)
ADDRESS: 1100 West Michigan St., Indianapolis, Ind. 46207
TYPES OF WORK USUALLY AVAILABLE: Maintenance, messenger service - connected with the post office; messenger service - connected with laboratory, orderlies, medical records, pharmacy, any kind of work for which qualified.
WAGES: \$262 according to position and up
WORKING CONDITIONS: 40 hour week; 8 hour day; 5 days a week or 5 days of 7 hours plus 5 hours on Saturday; 2 weeks vacation with pay after first year; 7 paid holidays and 4 days off at Christmas, 1 sick day per month. Fee courtesies at our Extension School plus other benefits.
FOR MORE INFORMATION SEE: City Wide Information for Indianapolis

INDIANAPOLIS CON'T.

6. INSTITUTION: LaRue D. Carter Memorial Hospital (mental)
ADDRESS: 1315 West 10th Street, Indianapolis, Indiana 46202
TYPES OF WORK USUALLY AVAILABLE: Attendant
WAGES: \$275 beginning with \$10 increase in 6 months, if training period is satisfactorily completed. Ten dollar merit increase each year.
WORKING CONDITIONS: 8 hour day; 5 days a week (40 hours); 1 day vacation earned for each month; 1 sick day earned for each month, after first month. Employees may buy tickets for meals at hospital.
FOR MORE INFORMATION SEE: City Wide Information for Indianapolis
7. INSTITUTION: Marion County General Hospital
ADDRESS: 10th and Locke Street, Indianapolis, Indiana 46207
TYPES OF WORK USUALLY AVAILABLE: Attendants, housekeeping, assistant to x-ray technicians, maintenance such as plumbers, painters, carpenters, electricians, water treatment operators, and grounds keepers.
WAGES: Starting wages differ for each job. Average is about \$225 - \$270 and up monthly with merit increases.
WORKING CONDITIONS: 40 hour week on rotary shift. Two weeks vacation with pay after one year; 12 days per year sick leave, not before 6 months.
FOR MORE INFORMATION SEE: City Wide Information for Indianapolis
8. INSTITUTION: Methodist Hospital (general)
ADDRESS: 1604 N. Capitol Ave., Indianapolis, Indiana 46207
TYPES OF WORK USUALLY AVAILABLE: Orderly (floor orderlies, x-ray, surgery) clerical, central supply, dietary, pharmacy, maintenance laundrv.
WAGES: \$1.42 - \$1.84 per hour depending upon type of service.
WORKING CONDITIONS: 8 hour day; 40 hour week; rotating weekend off; 80 hours vacation per employment year, not before the first six months. Some in kitchen have split shifts; others more or less regular; some rotary shifts.
FOR MORE INFORMATION SEE: City Wide Information for Indianapolis
9. INSTITUTION: St. Francis Hospital
ADDRESS: North 17th Ave. and Albany, Beech Grove, Indiana
TYPES OF WORK USUALLY AVAILABLE: Housekeeping, orderlies in surgery x-ray and medical units, Dietary Department, maintenance, stores and supply.
WAGES: \$1.50 per hour and up depending on assignment.
WORKING CONDITIONS: Same as any hospital employee. Weekend work occasionally required depending on departmental need.

INDIANAPOLIS CON'T.

LIVING ARRANGEMENTS: Sleeping rooms, furnished and unfurnished apartments, and unfurnished houses usually within walking distance of the hospital. Beech Grove is a suburb on the southeast side of Indianapolis and affords ready access to shopping centers and educational and cultural facilities.

FOR MORE INFORMATION SEE: City Wide Information for Indianapolis

10. INSTITUTION: St. Vincent's Hospital (general)
ADDRESS: 120 West Fall Creek Parkway, Indianapolis, Indiana 46207
TYPES OF WORK USUALLY AVAILABLE: Orderly, maintenance mechanic, carpenter, file clerks, store room clerk.
WAGES: \$260 - \$300
WORKING CONDITIONS: 40 hour week; variable days off except in certain jobs; 2 weeks vacation after one year's employment. Paid holidays.
FOR MORE INFORMATION SEE: City Wide Information for Indianapolis

11. INSTITUTION: Sunnyside Sanitorium
ADDRESS: Oaklandon, Indiana, or 6255 Sunnyside Rd., Indianapolis, Ind.
TYPES OF WORK USUALLY AVAILABLE: Attendant, maintenance, grounds keeper.
WAGES: Starting wages about \$225 - \$270 with merit increases
WORKING CONDITIONS: 40 hour week; 2 weeks vacation per year. All hiring for Sunnyside Sanitorium is done through the Personnel office at Marion County General Hospital. All employees must be 21 years old.
LIVING ARRANGEMENTS: Arrangements can be made on the grounds or nearby. Room and board furnished on grounds at \$28.35 for two weeks.
FOR MORE INFORMATION SEE: City Wide Information for Indianapolis

12. INSTITUTION: University Heights Hospital
ADDRESS: 3350 Carson Avenue, Indianapolis, Indiana 46227
TYPES OF WORK USUALLY AVAILABLE: Orderly
WAGES: \$1.33 per hour on days (increase at 6 months of \$.05). \$1.44 per hour on evenings and nights (increase at 12 months of \$.06). Yearly raises (these are awarded on a merit basis).
WORKING CONDITIONS: 40 hour week - paid bimonthly. Shifts available: Days 7-3:30; Evenings 3-11:30; Nights 11:7:30.
FOR MORE INFORMATION SEE: City Wide Information for Indianapolis

KOKOMO - Clayton Sommers, 517 W. Jefferson, Kokomo, Ind, 46901 (317 452-7109)

CITY WIDE INFORMATION FOR KOKOMO

Relationship to Mennonite Churches: Howard-Miami Mennonite, Harold Mast, pastor; Bon Air, 2443 N. Apperson Way, Kokomo, Clayton Sommers, pastor; Rich Valley, Emanuel Hochstedler, pastor.

1. INSTITUTION: St. Joseph Hospital
ADDRESS: Kokomo, Indiana
TYPES OF WORK USUALLY AVAILABLE: Variety of job openings
WAGES: No information available

2. INSTITUTION: YMCA
ADDRESS: Kokomo, Indiana
TYPES OF WORK USUALLY AVAILABLE: Maintenance and club work
WAGES: No information available

SOUTH BEND - Arnold Roth, 19503 Kern Rd., South Bend, Ind. 46614
(219 291-3791)

CITY WIDE INFORMATION FOR SOUTH BEND

Living Arrangements: Apartments within walking distance of the hospital.

Relationship to Mennonite Churches: There are two Mennonite churches in South Bend. Community Mennonite, 530 E. Penna. Ave., Daniel Stoltzfus, pastor; Kern Road Chapel, 18211 Kern Road, Arnold C. Roth, pastor. There are opportunities for I-W fellows to serve as Sunday School teachers, etc.

Cooperation between Unit and Church: All churches welcome the I-W men.

Educational Opportunities: There are many opportunities for education in South Bend. Notre Dame University (a Catholic institution) is perhaps the most famous institution. Bethel College, sponsored by the United Missionary Church, is located in Mishawaka on the edge of South Bend. This would provide opportunity for undergraduate work. There is also an Indiana University Extension in South Bend that is a four year degree granting institution. Quite a few classes for adults on an evening basis would be available.

Cultural Opportunities: Bethel College has a lecture - music series each winter. South Bend Civic Theater has quite a few attractions through the year. In the summer, Country Playhouse has several lighter plays performed. Lectures are available from time to time.

SOUTH BEND CON'T.

1. INSTITUTION: Healthwin Hospital (general)
ADDRESS: 20531 Darden Road, South Bend, Indiana 46637
TYPES OF WORK USUALLY AVAILABLE: Orderlies
WAGES: Pay would be slightly lower than at the other hospitals in South Bend.
FOR MORE INFORMATION SEE: City Wide Information for South Bend.

2. INSTITUTION: Memorial Hospital (375 bed general hospital)
ADDRESS: 604 North Main St., South Bend, Indiana
TYPES OF WORK USUALLY AVAILABLE: Physical therapy aides, dietary aides laundry porters, yard men, and orderlies.
WAGES: \$1.38 - \$1.64 per hour
WORKING CONDITIONS: 40 hour week. After one year the person is eligible for two weeks vacation. After six months, the hospital pays \$6 per month toward Blue Cross, Blue Shield medical insurance.
FOR MORE INFORMATION SEE: City Wide Information for South Bend

3. INSTITUTION: Northern Indiana Children's Hospital (state institution for severely retarded children)
ADDRESS: 1234 N. Notre Dame Ave., South Bend 17, Indiana
TYPES OF WORK USUALLY AVAILABLE: Orderlies
WAGES: Approximately \$205 per month
FOR MORE INFORMATION SEE: City Wide Information for South Bend

4. INSTITUTION: Saint Joseph's Hospital (344 bed Catholic institution)
ADDRESS:
TYPES OF WORK USUALLY AVAILABLE: Kitchen - dietary stock man, laundry porters, housekeeping porters, laundry utility man, wash extractor, purchasing cart exchange man, clerk, central dispatch, stock man in stock room, attendants (orderlies) in central dispatch, emergency room, operating room, psychiatric, x-ray, rehabilitation, stock clerk, yard man, and one man with the necessary training who is an x-ray technician.
WAGES: \$1.41 - \$1.81 per hour (not including the x-ray technician) with increases of about \$.05 per hour if deserved after three months, 9 months and every year thereafter. The workers are entitled to two weeks vacation after one year. The hospital pays about 60% of Blue Cross, Blue Shield medical insurance from the beginning.
FOR MORE INFORMATION SEE: City Wide Information for South Bend

IOWA

DES MOINES - John F. Garber, 4001 W. 56th St., Des Moines, Iowa 50313
(515 277-9817)

CITY WIDE INFORMATION FOR DES MOINES

Living Arrangements: City apartments average \$30 for one room furnished to \$80 plus for furnished 2 and 3 room apartments.
Working Conditions: Working conditions are good in the hospital. I-W's are well accepted by the hospital. The men usually are well pleased with working conditions.
Relationship to Mennonite Churches: Des Moines Mennonite, 4001 W. 56th, Des Moines, John F. Garber, pastor.
Unit Activities: Youth social activities at church
Educational Opportunities: Night classes at Drake University and Des Moines Technical High.

INSTITUTION: Iowa Methodist Hospital (general)
ADDRESS: Pleasant Street, Des Moines, Iowa
TYPES OF WORK USUALLY AVAILABLE: Janitor, wall washer, orderly, attendant (psychiatric ward), kitchen helper, laundry, trades, and clerical.
WAGES: Janitor - #235 - \$260; wall washer \$260 - \$285; orderly and attendant \$235 - \$275; kitchen helper \$230 - \$255; trades helper \$275 - \$300; clerical \$210 - \$275.
WORKING CONDITIONS: 8 hour shifts (some night shifts for janitors, orderlies and attendants); 40 hour week; considerable weekend work
BENEFITS: Free parking; paid sick leave; paid vacation (2 weeks per vacation year); option of health and income protection under group plan; uniforms supplied; employee cafeteria available
NEW CLASSIFICATION: Possible promotion from orderly to technician position with wage scale of \$265 - \$300.

KALONA - Levi Miller, Principal, R. 2, Kalona, Iowa (319 656-2073)

CITY WIDE INFORMATION FOR KALONA

Living Arrangements: Apartments for married couple; house trailer for single men.
Relationship to Mennonite Churches: East Union Mennonite, A. Lloyd Swartzendruber, pastor; Kalona Mennonite Church, Richard Lichty, pastor; Lower Deer Creek Mennonite Church, J. Y. Swartzendruber, pastor; Fairview (CM), Jacob Miller, pastor; Sunnyside (CM), Morris E. Swartzendruber, pastor.

INSTITUTION: Iowa Mennonite High School
ADDRESS: Kalona, Iowa 52247

KALONA CON'T.

TYPES OF WORK USUALLY AVAILABLE: Teaching; summer, of course, will need to be maintenance.

WAGES: \$200 per month

WORKING CONDITIONS: 5½ days per week (8 hour day). Teaching is more flexible. Vacation has been about ten days per year. Mennonite administration.

KANSAS

KANSAS CITY - 3711 Metropolitan Ave., Kansas City, Kansas (913 371-4826)

CITY WIDE INFORMATION FOR KANSAS CITY

Living Arrangements: Housing is readily available near the hospitals for approximately \$25 - \$35 per month for a single fellow, and \$75 - \$100 per month for a married couple.

Relationship to Mennonite Churches: Argentine Mennonite Church, 3701 Metropolitan Ave., John Paul Wenger, pastor; Kansas City Mennonite Fellowship, 2512 Holmes, Kansas City, Mo., Roman Stutzman, pastor; Rainbow Boulevard Mennonite (GC), 3950 Rainbow Boulevard.

Unit Organization and Activity: The three churches have a young adult fellowship which includes the l-W fellows.

1. INSTITUTION: Bethany Hospital
ADDRESS: 51 North 12th St., Kansas City, Kansas
TYPES OF WORK USUALLY AVAILABLE: Business office, x-ray, lab technicians, housekeeping, messenger service, general and skilled maintenance, storeroom clerks, as well as any other work for which personnel are trained.
WAGES: \$185 per month starting salary and up to \$350 per month, depending on the type of service and the training of the employee.
WORKING CONDITIONS: 40 hour week, one day's vacation with each full month of service is earned which may be taken after 6 months of employment, one sick day per month.
FOR MORE INFORMATION SEE: City Wide Information for Kansas City

2. INSTITUTION: General Hospital
ADDRESS: 24th and Cherry, Kansas City, Missouri
TYPES OF WORK USUALLY AVAILABLE: Same as Bethany Hospital
WAGES: \$185 per month starting salary and up to \$350 per month, depending on the type of service and the training of the employee.
FOR MORE INFORMATION SEE: City Wide Information for Kansas City

KANSAS CITY CON'T.

3. INSTITUTION: Menorah Medical Center
ADDRESS: 4949 Rockhill Road, Kansas City, Missouri
TYPES OF WORK USUALLY AVAILABLE: Same as Bethany Hospital
WAGES: \$185 per month starting salary and up to \$350 per month,
depending on the type of service and the training of the employee.
FOR MORE INFORMATION SEE: City Wide Information for Kansas City

4. INSTITUTION: St. Luke's Hospital
ADDRESS: 44th and Wornall Road, Kansas City, Missouri
TYPES OF WORK USUALLY AVAILABLE: Same as Bethany Hospital
WAGES: Starting salary \$185 per month and up to \$350 per month,
depending on the type of service and the training of the employee.
FOR MORE INFORMATION SEE: City Wide Information for Kansas City

5. INSTITUTION: St. Margaret Hospital
ADDRESS: 759 Vermont, Kansas City, Kansas
TYPES OF WORK USUALLY AVAILABLE: Same as Bethany Hospital
WAGES: Starting salary \$185 per month and up to \$350 per month,
depending on the type of service and the training of the employee.
FOR MORE INFORMATION SEE: City Wide Information for Kansas City

6. INSTITUTION: University of Kansas Medical Center
ADDRESS: 39th and Rainbow, Kansas City, Kansas
TYPES OF WORK USUALLY AVAILABLE: Same as Bethany Hospital
WAGES: Starting salary \$185 per month and up to \$350 per month,
depending on the type of service and the training of the employee.
WORKING CONDITIONS: 40 hour week, one day's vacation with each full
month of service is earned which may be taken after 6 months of
employment, one sick day per month.
FOR MORE INFORMATION SEE: City Wide Information for Kansas City

NEWTON - Elmer Ediger, Administrator, Box 356, Newton, Kansas (316 283-2400)

CITY WIDE INFORMATION FOR NEWTON

Relationship to Mennonite Churches: There are several General Conference Mennonite Churches in Newton. Hesston Mennonite (MC), Hesston, Peter Wiebe, pastor; Whitestone Mennonite (MC) Hesston, Donald King, pastor.

Educational Opportunities: Bethel College is located in the city. It is a four year college.

NEWTON CON'T.

INSTITUTION: Prairie View Hospital
ADDRESS: Box 356, Newton, Kansas
TYPES OF WORK USUALLY AVAILABLE: Maintenance, psychiatric aides, research assistant (interviewing, record keeping, etc.) ward clerk.
WAGES: No information available at the present time.
FOR MORE INFORMATION SEE: City Wide Information for Newton

TOPEKA - Lamont Woelk, 511 E. 37th St., Topeka, Kansas 66605
(913 AM 6-6768)

CITY WIDE INFORMATION FOR TOPEKA

Living Arrangements: Generally satisfactory. Good housing can be rented for: \$28 per month and up for sleeping rooms, \$55 - \$60 and up for furnished apartments, \$75 and up for unfurnished apartments.

Working Conditions: Relationships are quite good. Personnel directors are cordial and ready to employ l-W's. Generally l-W's are not discriminated against nor do they receive special consideration, but their work is expected to be of high quality and their living standards high. Fellow employees and supervisors usually appreciate the l-W's though there are some exceptions to this.

Relationship to Mennonite Churches: Fairlawn Mennonite Brethren church (MB), 1836 Fairmont, Roland Reimer, pastor; Southern Hills Mennonite Church (GC), 511 E. 37th, Lamont Woelk, pastor. l-W's attend and participate in the programs of both churches.

Unit Organization and Activity: The unit meets once a month with meetings and activities planned by unit officers. A service unit has been formed by some of the fellows to do plus service in areas of need during off hours. These fellows are also active in the regular unit. l-W's participate in YMCA Church League softball, volleyball and basketball.

Educational Opportunities: Part-time, day or evening classes offered by Washburn University, a number of trade and technical schools, and Topeka High School. There is an excellent public library.

Cultural Opportunities: Civic chorus, concerts, forums, etc. offered by community and civic organizations and educational institutions.

Specialized Jobs: Nearly all institutions have occasional openings for fellows with special training and give special consideration to those who would consider staying on after service. Several institutions have periodic openings in training programs for specialized jobs for those interested in such work as a life vocation.

Jobs for Wives: Women with training in about any vocation (secretary, nurse, stenographer, etc.) can always find work. Also other jobs are available (clerking, babysitting).

TOPEKA CON'T.

1. INSTITUTION: Boys Industrial School
ADDRESS: Topeka, Kansas
TYPES OF WORK USUALLY AVAILABLE: Cottage parent for boys 10-17 years old. Boys are delinquent and usually emotionally disturbed.
WAGES: Start at \$242 per month
REQUIREMENTS: Civil Service exam, 21 years of age, large stature, emotionally mature, 6 months Kansas residency. (Residency requirement waived if there is no other qualified applicant.)
FOR MORE INFORMATION SEE: City Wide Information for Topeka

2. INSTITUTION: Kansas Neurological Institute
ADDRESS: 3107 West 21st, Topeka, Kansas
TYPES OF WORK USUALLY AVAILABLE: Psychiatric aides to work with mentally retarded children. Begins with 14-week training course.
WAGES: Start at \$200 per month, \$254 on completion of training course.
FOR MORE INFORMATION SEE: City Wide Information for Topeka

3. INSTITUTION: The Menninger Foundation
ADDRESS: 3617 West 6th, Topeka, Kansas
TYPES OF WORK USUALLY AVAILABLE: Psychiatric aides in adult division, child-care workers, teachers (for emotionally disturbed children, 11-16 years old). Occasional openings for mail clerks, adjunctive therapists in shop work recreation, arts and crafts, ceramics, greenhouse, etc.
WAGES: Start at \$242 and \$252 per month.
FOR MORE INFORMATION SEE: City Wide Information for Topeka

4. INSTITUTION: St. Francis Hospital
ADDRESS: 1719 West 6th, Topeka, Kansas
TYPES OF WORK USUALLY AVAILABLE: Housekeeping, laundry, dietary, orderly. Occasional openings requiring training: Business office, surgery, lab technician, inhalation therapy (will train for this latter job).
WAGES: Start at \$1.25 per hour
REQUIREMENTS: Physical exam for most positions.
FOR MORE INFORMATION SEE: City Wide Information for Topeka

5. INSTITUTION: State Board of Health
ADDRESS: Federal Reserve Building, 10th and Kansas Ave., Topeka, Kan.
TYPES OF WORK USUALLY AVAILABLE: Lab assistant, clerical work, miscellaneous. All openings are periodic.
WAGES: Start at \$242 per month.
REQUIREMENTS: For lab assitant - high school science.
FOR MORE INFORMATION SEE: City Wide Information for Topeka

TOPEKA CON'T.

6. INSTITUTION: Stormont-Vail Hospital
ADDRESS: 1500 West 10th, Topeka, Kansas
TYPES OF WORK USUALLY AVAILABLE: Housekeeping, laundry, dietary, lab aides, stockroom clerks, orderlies in central supply, physical therapy, surgery, x-ray, and nursing units.
Occasional openings: Ward clerk, inhalation therapy (will train), lab technician (will train).
WAGES: Start at \$1.00 per hour (wage scale under revision)
REQUIREMENTS: Physical exam with parental consent for those under 21 years of age. Forms for parent's signature available from the hospital.
FOR MORE INFORMATION SEE: City Wide Information for Topeka

7. INSTITUTION: Topeka State Hospital
ADDRESS: 2700 West 6th, Topeka, Kansas
TYPES OF WORK USUALLY AVAILABLE: Psychiatric aides, begins with 3 month training course. These courses scheduled periodically. Hospital can place fellows in other positions until course begins if necessary. Occasional openings: Laundry, kitchen, house-keeping, etc.
WAGES: Start at \$242 per month
FOR MORE INFORMATION SEE: City Wide Information for Topeka

MARYLAND

BALTIMORE - Lloy Kniss, 11 Avoca Ave., Route 1, Ellicott City, Md. 21042
(Baltimore HOWARD 5-3165)

CITY WIDE INFORMATION FOR BALTIMORE

Living Arrangements: Rooms and apartments available in the city.
Relationship to Mennonite Churches: Pulaski Street Mennonite Church, 223 S. Pulaski, Baltimore, Md., Lloy Kniss, pastor.

1. INSTITUTION: McKim Rummage Center
ADDRESS: 1120 East Baltimore Street, Baltimore 2, Maryland
TYPES OF WORK USUALLY AVAILABLE: In the center - coaching, boys and girls club counselors, playground supervision, secretarial, special group work, nursery school teaching, indoor recreation, camp leader, general maintenance and shop work, delinquency casework when qualified. In the Rummage Store - handling pickups and operation of this unit. In the Boy's Haven - houseparent, secretarial, dietitian, athletics. In the church program - teaching, choir leading, Christian witness and service

BALTIMORE CON'T.

opportunities unlimited. Due to the need for maximum Christian influence within the Center area, workers are greatly urged (but not required) to participate in this program.

WAGES: Determined by the need of the individual, his qualifications and position for which accepted, and budgetary allowances. Generally, the wage range is \$2,400 to \$3,300 per year.

WORKING CONDITIONS: 40 to 44 hours per week at the Center. Hours are either 9:00 a.m. to 5:00 p.m. or 1:00 p.m. to 9:00 p.m. One week paid vacation after one year; two weeks at the end of second year; 6 holidays; group health insurance available.

FOR MORE INFORMATION SEE: City Wide Information for Baltimore

2. INSTITUTION: St. Agnes Hospital
ADDRESS: Baltimore, Maryland
TYPES OF WORK USUALLY AVAILABLE: Orderly and various other types of hospital jobs.
WAGES: No information available at the present time.
FOR MORE INFORMATION SEE: City Wide Information for Baltimore

3. INSTITUTION: Union Memorial Hospital
ADDRESS: Baltimore, Maryland
TYPES OF WORK USUALLY AVAILABLE: Orderly and various other types of hospital jobs.
WAGES: No information available at the present time.
FOR MORE INFORMATION SEE: City Wide Information for Baltimore

4. INSTITUTION: University Hospital
ADDRESS: Baltimore, Maryland
TYPES OF WORK USUALLY AVAILABLE: Orderly and various other types of hospital jobs.
WAGES: No information available at the present time.
FOR MORE INFORMATION SEE: City Wide Information for Baltimore

CHEVERLY - Lewis C. Good, 4019 Bunker Hill Rd., Brentwood, Md. 20722
(301 864-2095)

CITY WIDE INFORMATION FOR CHEVERLY

Living Arrangements: Rooms and apartments available in vicinity.

Relationship to Mennonite Churches: Cottage City Mennonite Church, 3711 42nd Ave., Cottage City, Md., Lewis Good, pastor (2 miles from Cheverly); First Mennonite Church 4217 East-West Hwy., Hyattsville, Md., Kenneth Good, pastor (2 miles from Cheverly); Mennonite Messianic Fellowship

CHEVERLY CON'T.

(6 miles), 223 Peabody St. N.W., Washington D. C.,
Isaac Baer, pastor.

INSTITUTION: Prince Georges General Hospital
ADDRESS: Cheverly, Maryland
TYPES OF WORK USUALLY AVAILABLE: Orderlies, inhalation therapy,
electrician helpers, maintenance.
WAGES: \$1.35 per hour and up - raises periodically
WORKING CONDITIONS: 40 hour week
FOR MORE INFORMATION SEE: City Wide Information for Cheverly

HAGERSTOWN - William Zuercher, Administrator, P. O. Box 1945, Hagerstown,
Maryland 21740 (301 733-0330)

CITY WIDE INFORMATION FOR HAGERSTOWN

Living Arrangements: On-grounds housing available, dormitory
and apartments.

Relationship to Mennonite Churches: Mennonite Churches of
Washington County, Maryland Conference and Ohio Conference
are in the community; General Conference Church - 25 miles
away; Brethren in Christ Churches in the area.

Unit Organization and Activity: Varied staff recreational and
religious program. Location is convenient to Washington D.C.
and Baltimore. Organized softball competition during the
summer. Involvement in activities with a children's home.

Educational Opportunities: Junior college in Hagerstown offers
adult education and night school opportunities.

INSTITUTION: Brook Lane Psychiatric Center, Inc. (mental)
ADDRESS: P. O. Box 1945, Hagerstown, Maryland 21740
TYPES OF WORK USUALLY AVAILABLE: Aide, maintenance, office, recreation
and activities.
WAGES: \$200 per month the first year; \$225 the second, additional
for special training and education; plus hospital insurance and
meals on duty.
WORKING CONDITIONS: Mennonite administration; 40 hour week; 2 weeks
vacation annually; aide personnel rotate on three different 8
hour shifts starting at 7:00 a.m., 3:00 p.m. and 11:00 p.m.
In-service training program carried on for all staff positions.

MASSACHUSETTS

BOSTON - Daniel D. Leaman, 105 Chestnut St., Apt. 2, Brookline, Mass. 02146

CITY WIDE INFORMATION FOR BOSTON

Living Arrangements: Rooms for single persons cost \$12 - \$15 per week. Five men sharing an apartment costs about \$30 per month for each person.

Working Conditions: I-W's receive high commendation from the hospitals.

Relationship to Mennonite Churches: There is no Mennonite Church in the area. The I-W's are presently meeting in the chapel of the Baptist Hospital each Sunday morning for church services. Daniel Leaman is their pastor.

Unit Organization and Activity: Unit officers are elected every 3 months. The president also serves as Sunday School Superintendent. A new social committee is also elected every 3 months. Bible Study is held each week in the homes.

Cooperation between Unit and Church: All unit members are expected to participate in all church activities.

Educational Opportunities: There are many colleges and Universities in the area.

Cultural Opportunities: There are many concerts and other cultural activities in the city.

1. INSTITUTION: Beth Israel Hospital
ADDRESS: Brookline, Massachusetts
TYPES OF WORK USUALLY AVAILABLE: Operating room orderlies, x-ray orderlies, inhalation therapy, maintenance, engineering, office.
WAGES: \$58 - \$75 per week depending on type of job
WORKING CONDITIONS: 40 hour week, depending on type of job there may be some overtime work.
2. INSTITUTION: Massachusetts General Hospital
ADDRESS: Boston, Massachusetts
TYPES OF WORK USUALLY AVAILABLE: Same as Beth Israel Hospital
WAGES: \$58 - \$75 per week depending on type of job.
3. INSTITUTION: New England Deaconess Hospital
ADDRESS: Brookline, Massachusetts
TYPES OF WORK USUALLY AVAILABLE: Same as Beth Israel Hospital
WAGES: \$58 - \$75 per week depending on type of job.
4. INSTITUTION: New England Baptist Hospital
ADDRESS: 91 Parker Hill Avenue, Boston, Massachusetts
TYPES OF WORK USUALLY AVAILABLE: Same as Beth Israel Hospital
WAGES: \$58 - \$75 per week depending on type of job.
5. INSTITUTION: Newton Wellesley Hospital
ADDRESS: Washington Street, Newton, Massachusetts
TYPES OF WORK USUALLY AVAILABLE: Same as Beth Israel Hospital

BOSTON CON'T.

6. INSTITUTION: Peter Bent Brigham Hospital
ADDRESS: 721 Huntington Avenue, Boston, Massachusetts
TYPES OF WORK USUALLY AVAILABLE: Same as Beth Israel Hospital

MICHIGAN

EAST LANSING - Harold Kauffman, 809 B Cherry Lane, East Lansing, Mich.
43323 (517 355-8137)

CITY WIDE INFORMATION FOR EAST LANSING

Living Arrangements: Rooms and apartments are available but are scarce during the school year. Approximate price: single \$35 - \$45 per month. Married \$75 - \$100 per month. Several trailer courts are close to the University but they seldom have vacancies.

Relationship to Mennonite Churches: Closest Mennonite Church is at St. Johns (30 miles) Bethel Mennonite Church (MC), Lehman Longenecker, pastor. Several good non-denominational churches are near the University.

Unit Organization and Activities: The unit is loosely organized. Meetings every 2 or 3 months with some recreational activity from time to time.

Educational Opportunities: Good opportunity to further your education while at the University.

INSTITUTION: Michigan State University
ADDRESS: East Lansing, Michigan 48823
TYPES OF WORK USUALLY AVAILABLE: Lab technicians to assist in research in Botany, Crop Science or Soil Science Departments. (Bachelor's Degree), farm hand on experimental plots or green house helper (high school education preferred). Michigan and Northern Indiana men have priority.

WAGES: \$230 - \$250 per month

WORKING CONDITIONS: 8 hour days with some overtime in summer; 5 days a week with weekends off; 2 weeks of vacation per year.

FLINT - David I. Miller, 2124 E. Williamson St., Flint, Mich. 48507
(313 743-0281)

CITY WIDE INFORMATION FOR FLINT

Living Arrangements: Arrangements made for each fellow. No housing unit. Rooms and apartments are usually available.

Relationship to Mennonite Churches: Mt. Morris Mennonite Church, Mt. Morris, Raymond Swartz, pastor; South Flint Mennonite Church, 2124 E. Williamson Ave., David I. Miller, pastor.

FLINT CON'T.

Cooperation between Unit and Church: Objective of I-W program in Flint is to welcome men seriously interested in relating to the mission program in a dedicated way.

1. INSTITUTION: Flint Osteopathic Hospital
ADDRESS: Flint, Michigan
TYPES OF WORK USUALLY AVAILABLE: Orderly
WAGES: Depends on area of work
2. INSTITUTION: Goodwill Industries
ADDRESS: Flint, Michigan
TYPES OF WORK USUALLY AVAILABLE: Office, truck driving
WAGES: \$1.25 per hour, plus overtime
3. INSTITUTION: McLaren Hospital
ADDRESS: Flint, Michigan
TYPES OF WORK USUALLY AVAILABLE: Orderly
WAGES: A little higher than Goodwill Industries, depending on area of work.

KALAMAZOO - Etril J. Leinbach, R. 2, Three Rivers, Michigan 49093
(616 273-4374)

CITY WIDE INFORMATION FOR KALAMAZOO

Living Arrangements: Apartments are usually available.
Approximate price \$12 - \$18 per week. There are some trailer courts and a few houses available. House rent is \$100 and up a month.

Relationship to Mennonite Churches: Kalamazoo Mennonite Church, Milwood Rd., Glen Horner, pastor; Moorepark Mennonite, Three Rivers, Mich. (20 miles), Etril Leinbach, pastor.

1. INSTITUTION: Bronson Methodist Hospital (general)
ADDRESS: Lovell Street, Kalamazoo, Michigan
TYPES OF WORK USUALLY AVAILABLE: Aides, orderlies, maintenance, laundry.
WAGES: \$1.25 per hour
WORKING CONDITIONS: Regular shifts, mostly 8 hours; very pleasant working conditions; reasonable prices in the hospital cafeteria.
2. INSTITUTION: Goodwill Industries
ADDRESS: N. Pitcher Street, Kalamazoo, Michigan
TYPES OF WORK USUALLY AVAILABLE: Truck driving
WAGES: \$1.00 per hour

MISSISSIPPI

NOXAPATER - David Weaver, R. 2 Box 116, Prairie Point, Miss. 39353
(601 726-4647)

CITY WIDE INFORMATION FOR NOXAPATER

Living Arrangements: Living costs, food and rent are very low.

Fellows now rent a furnished house for \$35 per month.

Relationship to Mennonite Churches: Nanih Waiya Indian Mission,
Nevin Bender, pastor.

Unit Organization and Activity: 1-W fellows direct Indian
children and teens in club activities. There are many
opportunities for involvement in church and especially
youth work among the Indians.

INSTITUTION: Noxubee County Hospital

ADDRESS: Noxapater, Mississippi

TYPES OF WORK USUALLY AVAILABLE: Orderly, laundry

WAGES: \$35 - \$40 biweekly.

PHILADELPHIA - Nevin Bender, Preston, Mississippi 39354 (601 656-4456)

CITY WIDE INFORMATION FOR PHILADELPHIA

Living Arrangements: Living costs are quite low

Relationship to Mennonite Churches: Nanih Waiya Indian Mission,
Nevin Bender, pastor.

Unit Organization and Activity: There are many opportunities for
involvement in church and especially youth work among the
Indians. 1-W fellows direct Indian children and teens in
club activities.

INSTITUTION: Neshoba County General Hospital

ADDRESS: Philadelphia, Mississippi

TYPES OF WORK USUALLY AVAILABLE: Orderly

WAGES: \$24 - \$36 per week

WORKING CONDITIONS: The hospital provides one meal a day.

NEW HAMPSHIRE

HANOVER - Richard Glick, Route 1, East Thetford, Vermont 05043

CITY WIDE INFORMATION FOR HANOVER

Living Arrangements: Living arrangements are, in general, quite satisfactory once obtained. However, due to the housing shortage in the area, apartments are a bit difficult to locate and rather high priced. Approximate price: Single, \$40 - \$60 per month; married \$70 - \$100 per month. apartments in town (walking distance from the hospital). Trailer parks 4 to 8 miles. Apartments in adjoining towns, 5 to 8 miles away. Many l-W's bring their own trailers or buy from a l-W whose term of service is terminated.

Working Conditions: Working relationships are excellent. l-W's are respected and their work complimented. Fellows seldom voice any complaints about working conditions.

Relationship to Mennonite Churches: There is a Mennonite church at Taftsville, Vermont. James Miller is the pastor.

Unit Organization and Activity: There is a unit leader, Sec.-treas., and reporter chosen from the group to help in organization of activities. Quarterly socials, welcoming socials for new members, and activities with VS Unit in Claremont. There is an annual New England Retreat in Boston. A reunion is held every other year during the summer for all present and former l-W's. There are Vocational Counseling Workshops. Recreation: Hunting, fishing, canoeing, basketball, volleyball, baseball, tennis, skating parties, skiing, picnics, chess tournaments, touring scenic New England mountains and countryside.

Cooperation between Unit and Church: All l-W's are welcome and encouraged to support the work at the church.

Educational Opportunities: Night school at Lebanon College;

Cultural Opportunities: Lectures, art exhibits, music symphonies at Dartmouth College.

Orientation: All applicants must be approved by the Franconia Conference service counselor. Orientation is required.

INSTITUTION: Mary Hitchcock Memorial Hospital

ADDRESS: Hanover, New Hampshire

TYPES OF WORK USUALLY AVAILABLE: Orderly (nursing, x-ray, operating room, physical medicine), housekeeping, laundry, dietary, operating room technician. Opportunities for wives to work are as follows: Secretaries in business office, admitting office, medical records, clinic, etc., nurses aides, messenger aides.

WAGES: Orderlies and technicians approximately \$56 to start. Other jobs slightly lower. Slight raise every 6 months if work is satisfactory. All jobs paid every 2 weeks.

WORKING CONDITIONS: 8 hour day, 40 hour week, 12 sick days yearly, 2 weeks paid vacation yearly, 6 paid holidays yearly, may need to work evenings or nights depending upon job.

NEW JERSEY

GREYSTONE PARK - Abram Clemens, Appio Drive, Dover, New Jersey 07801
(201 JE 9-6583)

CITY WIDE INFORMATION FOR GREYSTONE PARK

Living Arrangements: Room and board available at hospital at \$31.50 per month.

Relationship to Mennonite Churches: N.Y.C. Missions (MC), 30 miles away; Lambertville Mennonite Church, Belvidere St. Lambertville, Warren Wenger, pastor; Hillside Mennonite, Dover, Abram Clemens, pastor.

INSTITUTION: New Jersey State Hospital

ADDRESS: Greystone Park, New Jersey

TYPES OF WORK USUALLY AVAILABLE: Assistant farmer, assistant dairyman, food service workers, institutional attendant, building maintenance worker.

WAGES: Biweekly salary. Assistant farmer, \$142.64; assistant dairyman, \$149.77; food service worker, \$140.80; institutional attendant, \$154.06; building maintenance worker \$135.56.

WORKING CONDITIONS: 5 day, 40 hour week; 12 days vacation, 12 holidays; 15 days yearly sick leave; free Blue Cross - Blue Shield, major medical.

MORRISTOWN - Abram Clemens, Appio Drive, Dover, New Jersey 07801
(201 JE 9-6583)

CITY WIDE INFORMATION FOR MORRISTOWN

Living Arrangements: Can usually be furnished (always temporarily until he gets settled)

Relationship to Mennonite Churches: N.Y.C. Missions (MC), 30 miles away; Lambertville Mennonite Church, Belvidere St., Lambertville, Warren Wenger, pastor; Hillside Mennonite, Dover, Abram Clemens, pastor.

Educational Opportunities: Several colleges and universities in the area make available varied programs of advanced education such as Fairleigh Dickinson and Drew Universities in Madison. These colleges are within three miles of the hospital. Within a 15 mile radius are Rutgers University in Newark, Seton Hall University in South Orange, and other fine educational facilities.

Cultural Opportunities: An art association, a little theater group, a classical chorus, and a series of concerts held annually. New York City is only 30 miles away.

INSTITUTION: Morristown Memorial Hospital

ADDRESS: 100 Madison Avenue, Morristown, New Jersey

TYPES OF WORK USUALLY AVAILABLE: Orderlies, food service, floor maintenance and general maintenance.

MORRISTOWN CON'T.

WAGES: \$1.60 per hour and up depending on experience and background.
WORKING CONDITIONS: Hours vary depending on the department; basically a 5 day, 40 hour week; 2 weeks vacation after 1 year's employment; 9 paid holidays; 12 days per year sick leave.

NEW YORK

NEW YORK CITY - Dale Stoltzfus, 351 E. 19th St., #2, New York, N.Y. 10003

CITY WIDE INFORMATION FOR NEW YORK CITY

Living Arrangements: There are no problems in finding housing.

The rental fee varies according to the area of the city.

Working Conditions: There is an excellent relationship between the medical centers and the l-W's.

Relationship to Mennonite Churches: The Mennonite House of Friendship, 2283 Southern Blvd., Bronx, N.Y., John I. Smucker, pastor; Seventh Avenue Mennonite Church, 2526 Seventh Ave., John Kraybill, pastor; Glad Tidings Mennonite Church, 344 Brook Ave., Bronx, Paul Burkholder, pastor; Fox Street Mennonite Church, 911 Homes St., Bronx, John L. Freed, pastor; Brooklyn Spanish Church, Brooklyn

Unit Organization and Activity: There is an organized l-W unit which meets about once a month for various activities.

Cooperation between Unit and Church: The churches have welcomed the l-W's and many l-W's are deeply involved in church programs.

Educational Opportunities: It is possible to take undergraduate and graduate studies at the New York University free by working at New York University Medical Center. There are other educational opportunities in New York City outside of taking courses for credit.

Cultural Opportunities: The cultural opportunities are great in New York City.

1. INSTITUTION: Columbia Presbyterian Medical Center
ADDRESS: New York City, New York
TYPES OF WORK USUALLY AVAILABLE: Orderly and various other hospital jobs.
WAGES: The wages vary according to the skills and training of the l-W. Education also is a factor in wages.
2. INSTITUTION: New York University Medical Center
ADDRESS: New York City, New York

NEW YORK CITY CON'T.

TYPES OF WORK USUALLY AVAILABLE: Orderly and various other hospital jobs.

WAGES: The wages vary according to the skills and training of the I-W. Education also is a factor in wages.

FOR MORE INFORMATION SEE: City Wide Information for New York City

OHIO

AKRON - David Brunner, 2292 Eighth Street S.W., Akron, Ohio 44314
(216 745-6258)

CITY WIDE INFORMATION FOR AKRON

Living Arrangements: Apartments and rooms available in the city.

Relationship to Mennonite Churches: Summit Christian Fellowship, David Brunner, pastor; Bethel Mennonite, Wadsworth, Aden Yoder, pastor; First Mennonite, Wadsworth; Hartville Mennonite, Hartville, Ohio, D. Edward Diener, pastor; Beech Mennonite, R. 3, Louisville, Wayne North, pastor; Plainview Mennonite, Aurora, David Miller, pastor. All of the churches outside the city are located approximately 30 miles away.

Educational Opportunities: Akron University and Kent State University are in the area. Cleveland University is located about 30 miles away.

Cultural Opportunities: Akron Symphony and live play theatre are located in the city.

1. INSTITUTION: Akron Childrens Hospital
ADDRESS: Akron, Ohio
TYPES OF WORK USUALLY AVAILABLE: Kitchen, stockroom, surgery, central supply, housekeeping, orderlies, maintenance
WAGES: Approximately the same as other hospitals
2. INSTITUTION: Akron City Hospital
ADDRESS: Akron, Ohio
TYPES OF WORK USUALLY AVAILABLE: Kitchen, stockroom, surgery, central supply, housekeeping, orderlies, maintenance
WAGES: Approximately the same as other hospitals
3. INSTITUTION: Akron General Hospital
ADDRESS: Akron, Ohio
TYPES OF WORK USUALLY AVAILABLE: Kitchen, stockroom, radiology, surgery, central supply, maintenance, housekeeping, orderlies, pharmacy.
WAGES: Approximately the same as other hospitals

AKRON CON'T.

4. INSTITUTION: St. Thomas Hospital
ADDRESS: Akron, Ohio
TYPES OF WORK USUALLY AVAILABLE: Kitchen, stockroom, surgery, central supply, houskeeping, orderlies, maintenance
WAGES: Approximately the same as other hospitals
FOR MORE INFORMATION SEE: City Wide Information for Akron

5. INSTITUTION: Summit County Welfare Agency
ADDRESS: Akron, Ohio
TYPES OF WORK USUALLY AVAILABLE: Social work (trained in sociology and social work or interest in these), child care (house parents for children, guidance in actual living experience), maintenance.
WAGES: Approximately the same as other hospitals
FOR MORE INFORMATION SEE: City Wide Information for Akron

CINCINNATI - Charles Kalous, 347 Earnshaw St., Cincinnati, Ohio 45219
(513 721-2467), Mennonite.
Amos Bontrager, 3417 Whitfield Ave., Cincinnati, Ohio 45220
(Conservative)

CITY WIDE INFORMATION FOR CINCINNATI

Living Arrangements: Some rooms available at unit; other apartments and rooms available nearby.

Working Conditions: Satisfactory

Relationship to Mennonite Churches: First Cincinnati Mennonite, 347 Earnshaw Ave., Cincinnati, Charles Kalous, pastor (MC); Newport Mennonite Fellowship, Newport, Kentucky, (CM), Amos Bontrager, pastor.

Unit Organization and Activity: There are many opportunities available for mission activities and plus service.

Educational Opportunities: There are several colleges in the area.

1. INSTITUTION: Bethesda Hospital (general)
ADDRESS: Oak Street and Reading Road, Cincinnati 6, Ohio
TYPES OF WORK USUALLY AVAILABLE: Orderly
WAGES: \$1.30 per hour and up

2. INSTITUTION: The Christ Hospital (general)
ADDRESS: Auburn Avenue, Cincinnati 19, Ohio
TYPES OF WORK USUALLY AVAILABLE: Orderly, operating room technician
WAGES: \$1.40 per hour and up

CLEVELAND - Henry Troyer, 2715 E. 116th St., Cleveland, Ohio 44120

CITY WIDE INFORMATION FOR CLEVELAND

Living Arrangements: Adequate housing is available within reasonable distance of the hospitals. In general, rooms cost from \$10 - \$12 per week and apartments for couples or for three or four fellows cost from \$90 - \$115 per month.

Working Conditions: Working conditions are excellent. The hospitals are very considerate of all their employees and especially of l-W's of whom they particularly like. Fellows are, almost without exception, well satisfied with their work.

Relationship to Mennonite Churches: University Euclid Community Church, Lamont at E. 97th St., Warner Jackson, pastor; Lee Heights Community Church, 4612 Lee Road, Vern Miller, pastor; Friendship Church, Northfield and Libby Roads, Marion Bontrager, pastor.

Unit Organization and Activity: l-W's are active in sports, such as basketball, softball, ping-pong, and bowling. Some l-W's get together to sing in quartettes and octets. Organization as a whole is somewhat loose and activities somewhat spontaneous, although better organization and additional creative activities are anticipated in the future.

Cooperation between Unit and Church: The three Mennonite churches in the area eagerly solicit l-W participation in their church programs.

Educational Opportunities: University Circle is the educational center of Cleveland. There are various colleges and universities in the area.

Cultural Opportunities: University Circle is the cultural center of Cleveland. Here there are numerous museums to visit, concerts to attend, etc.

Recreational Opportunities: Major league baseball, football, and hockey are located in Cleveland. The city is also noted for its system of beautiful parks surrounding it.

1. INSTITUTION: Marymount Hospital (Catholic general hospital)
ADDRESS: 12300 McCracken Road
TYPES OF WORK USUALLY AVAILABLE: Orderly, maintenance, various others depending on qualifications and background.
WAGES: Orderlies, \$1.60 per hour
FOR MORE INFORMATION SEE: City Wide Information for Cleveland

2. INSTITUTION: St. Luke's Hospital (Methodist general hospital, 522 bed)
ADDRESS: 11311 Shaker Blvd., Cleveland, Ohio 44104
TYPES OF WORK USUALLY AVAILABLE: Orderly, storeroom helper, laundry, dietary, housekeeping.
WAGES: Orderly (nursing) - \$1.56 per hour, storeroom helper - \$1.36 per hour, laundry helper - \$1.25 - \$1.36 per hour, porter (dietary) \$1.36 per hour, housekeeping - \$1.40 per hour.
FOR MORE INFORMATION SEE: City Wide Information for Cleveland

CLEVELAND CON'T.

3. INSTITUTION: University Hospital (private, university affiliated)
ADDRESS: 2065 Adelbert Road, Cleveland, Ohio 44106
TYPES OF WORK USUALLY AVAILABLE: Housekeeping and dietary porters,
office, nursing attendents, general and professional stores,
laundry, medical records.
WAGES: Attendants - \$13.60 per day, porters - \$12.40 per day (dietary),
housekeeping - \$12.90 per day, file clerks - \$65.50 per week,
mail clerk - \$63.00 per week, internal trucks for laundry -
\$13.40 per day.
FOR MORE INFORMATION SEE: City Wide Information for Cleveland

COLUMBUS - Glenn Esh, 251 West 6th Ave., Columbus, Ohio 43201

CITY WIDE INFORMATION FOR COLUMBUS

Living Arrangements: Rooms and apartments available in the city.
Relationship to Mennonite Churches: Burnside Mennonite Church,
719 Athens, Columbus, Paul E. Yutzy, pastor; Neil Avenue,
251 W. Sixth Ave., Columbus, Glenn Esh, pastor.
Educational Opportunities: Ohio State University is located in
the area.

INSTITUTION: University Hospital
ADDRESS: Columbus, Ohio
TYPES OF WORK USUALLY AVAILABLE: orderly, radiology and a variety of
other jobs.
WAGES: Approximately the same as other hospitals

DAYTON - Jonas Hostetler, 2382 Kennedy Ave., Dayton, Ohio 45420
(Clearwater 6-4547)

CITY WIDE INFORMATION FOR DAYTON

Living Arrangements: Must be taken care of by the l-W fellow.
Relationship to Mennonite Churches: Kennedy Avenue Mennonite
Church, 2382 Kennedy Ave., Dayton, Jonas Hostetler, pastor;
Huber Mennonite Church (15 miles out of Dayton), New Carlisle,
Ohio, Paul Roy Yoder, Sr., pastor.

1. INSTITUTION: Goodwill Industries
ADDRESS: 201 West Fifth Street, Dayton 2, Ohio
TYPES OF WORK USUALLY AVAILABLE: Truck driver and truck driver helpers
WAGES: \$1.25 - \$1.60 per hour depending on job
WORKING CONDITIONS: 40 hour week with time and a half for overtime.
FOR MORE INFORMATION SEE: City Wide Information for Dayton

DAYTON CON'T.

2. INSTITUTION: Miami Valley Hospital
ADDRESS: Dayton, Ohio
TYPES OF WORK USUALLY AVAILABLE: Attendant, orderly
WAGES: \$220 per month starting wage, day time; \$229 per month starting wage, night time; \$230.50 per month after six months, day time; \$239 per month after six months, night time; \$241 per month after twelve months, day time; \$249 per month after twelve months, night time.
WORKING CONDITIONS: Three weeks of schooling with pay before starting work at the hospital; 40 hour week with every other weekend off; two days off every seven days; two weeks vacation with pay after one year of service; free life insurance policy; free sick leave policy; courteous discount on hospital bills.
LIVING ARRANGEMENTS: Living quarters available for single applicants; \$30 per month for living quarters, which includes all utilities.
FOR MORE INFORMATION SEE: City Wide Information for Dayton

MILLERSBURG - Homer Kandel, Berlin, Ohio 44610 (Millersburg 478-S)

CITY WIDE INFORMATION FOR MILLERSBURG

Living Arrangements: Apartments available for single fellows, parking space for house trailers available on Agricultural Building property.

Relationship to Mennonite Churches: Grey Ridge, R. 2, Millersburg; Martin's Creek, Roman Stutzman, pastor; Millersburg Mennonite, Paul Lantz, pastor; Oak Hill, R. 3, Millersburg, Andrew Mast, pastor.

INSTITUTION: Holmes Dairy Service Unit
ADDRESS: Agricultural Building, East Jackson Street, Millersburg Ohio 44654
TYPES OF WORK USUALLY AVAILABLE: Dairy testing
WAGES: approximately \$200 - \$350 per month, including travel expenses, traveling about 2,000 miles per month.
WORKING CONDITIONS: Take milk samples at farms at milking time; must have own car.

OREGON

ALBANY - Millard Osborne, 551 E. Street, Lebanon, Oregon 97355 (503 258-3495)

CITY WIDE INFORMATION FOR ALBANY

Living Arrangements: Small cabin room for two on the grounds with room, board, laundry provided in the institution at \$50 per month. Other living arrangements would need to be secured for married couples or more than two fellows.

Relationship to Mennonite Churches: Albany Mennonite Church, David W. Mann, pastor; Fairview Mennonite Church, Albany, Verl Nofziger, pastor.

Cooperation between Unit and Church: All I-W's are encouraged to take active part in the youth groups of the churches.

INSTITUTION: Mennonite Home for the Aged (Mennonite administration)

ADDRESS: Route 3, Box 1120, Albany, Oregon 97321

TYPES OF WORK USUALLY AVAILABLE: All-around handy man, inside and outside chore boy, orderly, kitchen helper, etc.

WAGES: \$180 per month, beginning wage. Then \$190 after five weeks.

WORKING CONDITIONS: 44 hours per week; broken shift; 3 paid holidays each year. Two weeks paid vacation each year. All meals are taken in the dining room in the institution.

LEBANON - Millard Osborne, 551 E Street, Lebanon, Oregon 97355 (503 258-3495)

CITY WIDE INFORMATION FOR LEBANON

Living Arrangements: Housing arrangements made privately in the community. The cost varies from \$25 per month and up depending on the accommodations desired.

Relationship to Mennonite Churches: Lebanon Mennonite Church, 2100 S. Second Street, Millard Osborne, pastor. There are two General Conference Mennonite Churches and a Church of God in Christ Mennonite Church.

INSTITUTION: Lebanon Community Hospital (general)

ADDRESS: North Santiam Highway, Lebanon, Oregon 97355

TYPES OF WORK USUALLY AVAILABLE: Orderly, laundry, kitchen, and maintenance. At times other openings may be filled by I-W's such as laboratory, x-ray technicians, office, etc.

WAGES: Orderlies start at \$1.35 per hour with a 5 cent raise at the end of each year. Other jobs receive comparable pay.

WORKING CONDITIONS: 40 hour week, 2 weeks vacation with pay after one year, one sick day per month, benefits beginning on the first day. Mennonite administration.

PORTLAND - Marcus G. Smucker, 1525 N.W. 24th Street, Portland, Oregon
97210 (503 228-0327)

CITY WIDE INFORMATION FOR PORTLAND

Living Arrangements: Living arrangements are good. Apartments range in price from \$55 - \$85 per month. Many rent a house in which four to eight fellows can live together.

Working Conditions: Working relationships are generally good. I-W's are well accepted in the hospitals.

Relationship to Mennonite Churches: There are two Mennonite churches in Portland. Portland Mennonite Church (MC), 2235 N.W. Savier St., Marcus Smucker, pastor; The Alberta Community Church (GC), 2700 N.E. Sumner Street, Nobel Sack, pastor. There are also a number of Mennonite churches in the rural areas within driving distance of the city.

Unit Organization and Activity: The I-W's in Portland appoint a committee to sponsor social, recreational and some spiritual activities. There is also a I-W Council consisting of men from the two Mennonite Churches to assist in the sponsoring of the I-W program.

Cooperation between Unit and Church: The churches welcome the I-W fellows to their services and in their programs.

1. INSTITUTION: Emanuel Hospital (general)
ADDRESS: 2801 N. Gantenbein Avenue, Portland, Oregon 97227
TYPES OF WORK USUALLY AVAILABLE: Orderly, housekeeping, laundry, physical therapy, pharmacist's aide, dietary and surgery.
WAGES: \$1.58 per hour minimum. Orderlies \$1.64 per hour.
WORKING CONDITIONS: 40 hour week. One meal per day while on duty.
2. INSTITUTION: Good Samaritan Hospital (general)
ADDRESS: 1015 N.W. 22nd Avenue, Portland, Oregon 97210
TYPES OF WORK USUALLY AVAILABLE: Laundry, kitchen and dietary, central supply, surgery, ward, physical therapy.
WAGES: \$1.63 per hour
WORKING CONDITIONS: 44 hour week. One meal per day while on duty.

SALEM - Glen A. Roth, Principal, W.M.S., Route 1, Box 626, Salem, Oregon

CITY WIDE INFORMATION FOR SALEM

Living Arrangements: If single, boarding arrangements either in dormitory or in private home. If married, house rent in the community is about \$40 per month.

Relationship to Mennonite Churches: Salem Mennonite Church, 1045 Candlewood Dr. N.E., Wilbert Nafziger, pastor; Western Mennonite Church, Marucs Lind, pastor. There are General Conference, Mennonite Brethren, and Evangelical Mennonite Brethren churches in the area.

SALEM CON'T.

INSTITUTION: Western Mennonite School (high school)
ADDRESS: Route 1, Box 626, Salem, Oregon
TYPES OF WORK USUALLY AVAILABLE: Teachers, hall manager, kitchen,
secretarial
WAGES: Teachers, \$2500 per year plus dependency allowances and yearly
increments; hall manager, \$210 per month; maintenance man, \$210
per month, house rent free.
WORKING CONDITIONS: Mennonite administration

PENNSYLVANIA

ALLENTOWN - Walter Hackman, 808 St. John St., Allentown, Pa. 18103
(215 433-1561)

CITY WIDE INFORMATION FOR ALLENTOWN

Living Arrangements: Rooms and apartments available in the city.
Relationship to Mennonite Churches: Allentown Mennonite Church,
811 S. Sixth St., Elmer Yoder, pastor.

Unit Organization and Activity: Unit meetings every three weeks.

Cooperation between Unit and Church: The church welcomes I-W
fellows to their services and are invited to participate in
the activities there.

1. INSTITUTION: Allentown General Hospital (general)
ADDRESS: 17th and Chew Streets, Allentown, Pennsylvania
TYPES OF WORK USUALLY AVAILABLE: Attendant, maintenance, housekeeping
WAGES: \$155 per month and up
2. INSTITUTION: Allentown State Hospital (mental)
ADDRESS: Hanover Avenue and Quebec Street, Allentown, Pennsylvania
TYPES OF WORK USUALLY AVAILABLE: Attendant, occasional farm openings
WAGES: \$225 per month
3. INSTITUTION: Good Shepherd Home (physically handicapped of all ages)
ADDRESS: Sixth and St. John Streets, Allentown, Pennsylvania
TYPES OF WORK USUALLY AVAILABLE: Attendant and janitor
WAGES: \$155 per month and up

BELLEVILLE - Paul E. Bender, Belleville Mennonite School, Belleville, Pa.
(717 935-2184)

CITY WIDE INFORMATION FOR BELLEVILLE

Living Arrangements: Apartments and trailer accommodations
available in the community.

Relationship to Mennonite Churches: Several Mennonite and Con-
servative churches within easy driving distance.

BELLEVILLE CON'T.

INSTITUTION: Belleville Mennonite School
ADDRESS: Belleville, Pennsylvania
TYPES OF WORK USUALLY AVAILABLE: Teaching various subjects or grades
on the elementary or high school level.
WAGES: With a college degree, \$330 per month and up.
WORKING CONDITIONS: Work for the nine month school year only; regular
teacher's hours, summer work available.
FOR MORE INFORMATION SEE: City Wide Information for Belleville

GRANTHAM - D. Ray Hostetter, President, Messiah College, Grantham, Pa.

CITY WIDE INFORMATION FOR GRANTHAM

Living Arrangements: Housing, laundry and board provided by
college.
Relationship to Mennonite Churches: Privileges of college
campus and church life.
Educational Opportunities: Opportunity to enroll in one college
course each semester.

INSTITUTION: Messiah College
ADDRESS: Grantham, Pennsylvania 17027
TYPES OF WORK USUALLY AVAILABLE: Maintenance, kitchen, instruction
office
WAGES: Voluntary Service remuneration
WORKING CONDITIONS: Brethren in Christ administration; 44 hour week;
2 weeks vacation with pay annually.

HARRISBURG - Norman Zimmerman, R. 3, Mechanicsburg, Pa. 17055 (PO 6-6961)

CITY WIDE INFORMATION FOR HARRISBURG

Living Arrangements: Most of the fellows are living off the
hospital grounds, although it is possible to have rooms
on the hospital grounds.
Working Conditions: Working conditions are average and the
fellows are well accepted.
Relationship to Mennonite Churches: Steelton Mennonite Church,
230 Jefferson Street, Steelton, Pa., William Z. Yovanovich,
pastor; Harrisburg Mennonite Church, 503-7 Hamilton Street,
Harrisburg, Pa., Daniel Longenecker, pastor; Slate Hill
Mennonite Church, R. 3, Mechanicsburg, Pa., Norman Zimmerman,
pastor. All of these churches are within ten miles of
Harrisburg.
Unit Organization and Activity: There are no unit activities
or unit organization at the present.

HARRISBURG CON'T.

INSTITUTION: Harrisburg State Hospital (mental)
ADDRESS: 11th and Macloy Streets, Harrisburg, Pennsylvania
TYPES OF WORK USUALLY AVAILABLE: Agricultural, ward service, dietary service, custodial work
WAGES: Average beginning wage \$125 every two weeks
WORKING CONDITIONS: 5 day, 40 hour week. In case of overtime, compensatory time will be given at a later date.
FOR MORE INFORMATION SEE: City Wide Information for Harrisburg

HONEY BROOK - Roy Burkholder, 700 S. Broad St., Lititz, Pennsylvania

CITY WIDE INFORMATION FOR HONEY BROOK

Living Arrangements: Rooms and house trailers are available for single fellows and for married couples.
Relationship to Mennonite Churches: There are several Mennonite churches in the community, including Lancaster Conference, Ohio and Eastern Conference, and Amish Mennonite.
Unit Organization and Activity: Many of the churches have active youth groups.

INSTITUTION: Tel Hai Rest Home and Tel Hai Camp
ADDRESS: Honey Brook, Pennsylvania
TYPES OF WORK USUALLY AVAILABLE: Maintenance, Male aide, camp work.
Work also available for I-W wives.
WAGES: Depending on type of work, beginning at \$140 per month, plus room and partial board.
WORKING CONDITIONS: Mennonite administration; 40 hour week

LANCASTER - Daniel Miller, R. 4, Box 726, Lancaster, Pa. (717 393-7244)

CITY WIDE INFORMATION FOR LANCASTER

Living Arrangements: Rooms rent from \$7 - \$12 per week for single men. Many board in Mennonite homes in the area.
Working Conditions: I-W's are well accepted in the hospitals.
Relationship to Mennonite Churches: Old Mennonite, General Conference Mennonite and Brethren in Christ Churches in the area.
Unit Organization and Activity: Fellows from all hospitals form one unit with elected leaders. Bible study held every other week. Recreational activities include basketball and softball in a Mennonite league. Churches in the area offer many activities.
Educational Opportunities: Evening trade school classes available

LANCASTER CON'T.

1. INSTITUTION: Lancaster General Hospital
ADDRESS: 525 North Duek Street, Lancaster, Pennsylvania
TYPES OF WORK USUALLY AVAILABLE: Orderlies, proter, kitchen helper,
pharmacist helper, operating room porter, maintenance.
WAGES: Average wage \$200 - \$210
FOR MORE INFORMATION SEE: City Wide Information for Lancaster

2. INSTITUTION: Lancaster Osteopathic Hospital (general)
ADDRESS: 1100 East Orange Street, Lancaster, Pennsylvania
TYPES OF WORK USUALLY AVAILABLE: Attendants and porters
WAGES: Average wage \$200 - \$210
FOR MORE INFORMATION SEE: City Wide Information for Lancaster

3. INSTITUTION: St. Joseph's Hospital (general)
ADDRESS: 250 College Avenue, Lancaster, Pennsylvania
TYPES OF WORK USUALLY AVAILABLE: Porters, attendents, kitchen,
housekeeping
WAGES: Average wage \$200 - \$210
FOR MORE INFORMATION SEE: City Wide Information for Lancaster

LEBANON - J. Horace Martin, Administrator, R. 5, Lebanon, Pa. (717 273-1665)

CITY WIDE INFORMATION FOR LEBANON

Living Arrangements: Quarters are provided on the grounds,
some include both single and double rooms.

Relationship to Mennonite Churches: Gingrich Mennonite Church,
R. 4, Lebanon, Daniel Wert, pastor; Miners Village Mission,
Cornwall, Pa., Noah S. Boll, pastor.

INSTITUTION: Philhaven Hospital (mental)
ADDRESS: Route 5, Lebanon, Pennsylvania
TYPES OF WORK USUALLY AVAILABLE: Psychiatric aide (attendant),
occupational therapy assistant, kitchen, laundry and maintenance
WAGES: \$48 per week
WORKING CONDITIONS: Mennonite administration; usual hospital hours
(7:00 - 3:30; 3:00 - 11:00; 11:00 - 7:00); two weeks vacation with
pay; 14 days sick leave per year; 7 holidays per year; hospital-
ization benefits through Mennonite Aid, Inc.

NORRISTOWN - Kermit Styer, 222 Reliance Road, Souderton, Pa. 18964

CITY WIDE INFORMATION FOR NORRISTOWN

Living Arrangements: Living arrangements include trailer parks,
apartments, or rooms in various buildings located on the
hospital grounds. Approximate costs range from \$75 - \$95
per month.

NORRISTOWN CON'T.

Working Conditions: The I-W fellows are very well accepted in the Norristown State Hospital and enjoy a good working relationship with other employees and personnel. It is seldom that any complaints about working conditions are heard.

Relationship to Mennonite Churches: Norristown is located on the southern edge of the Franconia Mennonite Conference. The First Mennonite Church is located at Marshall and Cherry Streets, Markley H. Clemmer, pastor; Bridgeport Mennonite Church, 130 Second Street, Ivins Steinhauer, pastor; to the southwest is the King of Prussia Fellowship, 520 Weadley Road, John L. Ruth, pastor; Frazer Mennonite Church, R. 2, Malvern, Ralph Malin, pastor; to the north and northwest are the Lansdale, Skippack, and Worchester Mennonite Churches all of which are within 10 miles of the hospital. Church of the Brethren and Brethren in Christ Churches are also within easy driving distance and welcome the boys to worship with them.

Unit Organization and Activity: This unit has just recently organized with the election of an Executive Cabinet. Various committees were appointed to carry out certain assigned responsibilities. Unit activities are planned by these groups and enjoy a very splendid cooperative spirit on the part of the I-W fellows. A lay-person has been assigned as unit sponsor and assists where possible in trying to relate the unit to local churches.

Cooperation between Unit and Church: All churches invite I-W's to attend their services and have been very helpful in helping to develop the relationship between the fellows and their respective congregations.

INSTITUTION: Norristown State Hospital (mental)

ADDRESS: Norristown, Pennsylvania

TYPES OF WORK USUALLY AVAILABLE: Attendant, trades (carpenter, painter, plumber, electrician, plasterer, mason, welder, machinist), custodial, laundry, dietary, farm (field), dairy (milking), cab drivers, truck drivers

WAGES: Attendant, \$3560 - \$4329; painter, \$4551 - \$6090; other trades, \$5007 - \$6716; custodial, \$3077 - \$4121; dietary \$3077 - \$4121; farm work (field), \$3560 - \$4773; dairy (milking), \$3560 - \$4773; cab drivers, \$3560 - \$4773; truck drivers, \$3742 - \$4773.

WORKING CONDITIONS: 40 hours a week; 15 days sick leave; 15 vacation days; 13 holidays; no great amount of discrimination by employer. Meals may be purchased at the cafeteria at cost.

FOR MORE INFORMATION SEE: City Wide Information for Norristown

PHILADELPHIA - Galen Martin, 1936 E. York St., Philadelphia, Pa. 19125

CITY WIDE INFORMATION FOR PHILADELPHIA

Living Arrangements: In four of the institutions good living arrangements provided on grounds. Rent arranged in connection with salary. In the other institutions own living arrangements need to be made.

Working Conditions: I-W's are well accepted in the hospitals and institutions. Very little complaints heard from fellows about working conditions.

Relationship to Mennonite Churches: Diamond Street Mennonite Church, 1814 W. Diamond Street, Luke Stoltzfus, pastor; Norris Square Mennonite Church, 2151 N. Howard Street, Jacob Frederick, pastor; Oxford Circle Mennonite Church, Lamgdon and Howell Streets, Stoner Krady, pastor; Frazer Mennonite Church, R. 2, Malvern, Pa., Milton Brackbill, pastor.

Unit Organization and Activity: There is some activity provided for the I-W fellows. In addition to this the fellows are welcome to participate in the activities of the local MYF.

Cooperation between Unit and Church: All churches appreciate the attendance and participation of I-W fellows.

1. INSTITUTION: Cathgard Nursing Home
ADDRESS: Devon, Pennsylvania
TYPES OF WORK USUALLY AVAILABLE: Aides and dietary. Employment is handled through the Presbyterian Hospital
LIVING ARRANGEMENTS: Provided at the Home
2. INSTITUTION: Friends Hospital (mental)
ADDRESS: Adams Avenue and Roosevelt Boulevard, Philadelphia, Pa. 19124
TYPES OF WORK USUALLY AVAILABLE: Dietary, psychiatric aides (orderly), gardening
WAGES: Dietary, \$165 per month plus room, board and laundry; psychiatric aides, \$180 per month plus noon meal; gardening, \$224 per month
LIVING ARRANGEMENTS: Prefer employees live on premises. Good conditions provided.
3. INSTITUTION: Jefferson Medical Center (Medical College)
ADDRESS: 927 Walnut Street, Philadelphia, Pa.
TYPES OF WORK USUALLY AVAILABLE: Clerical, technical and nursing personnel such as orderlies.
4. INSTITUTION: Lankenau Hospital (research)
ADDRESS: Lancaster and City Line Avenue, Philadelphia, Pa. 19151
TYPES OF WORK USUALLY AVAILABLE: Serving as subjects in research projects.
WAGES: \$10 per day plus room and board
WORKING CONDITIONS: Research subjects must live on grounds and at times be confined to bed or premises for duration of individual projects which may be a couple months in length. Vacations and leaves arranged as possible.

PHILADELPHIA CON'T.

PLACEMENT TIME: Processing time to obtain placement in research projects may take 3 to 6 months.

EDUCATIONAL OPPORTUNITY: Encourage fellows to further education through their special arrangement with Temple University.

FOR MORE INFORMATION SEE: City Wide Information for Philadelphia

5. INSTITUTION: Methodist Home for the Aged
ADDRESS: Belmont and Edgley Road, Philadelphia, Pa. 19131
TYPES OF WORK USUALLY AVAILABLE: Aide (orderly), laundry, maintenance
WAGES: \$150 per month plus room, board, and laundry; \$225 per month if living out.
LIVING ARRANGEMENTS: Good conditions provided on grounds.
FOR MORE INFORMATION SEE: City Wide Information for Philadelphia
6. INSTITUTION: Philadelphia State Hospital (mental)
ADDRESS: Southampton Road and Roosevelt Boulevard, Philadelphia, Pa.
TYPES OF WORK USUALLY AVAILABLE: Farm work, dairy work, farm equipment repairman
WAGES: \$59 to \$62 a week, depending on job
FOR MORE INFORMATION SEE: City Wide Information for Philadelphia
7. INSTITUTION: Presbyterian Hospital (general)
ADDRESS: 51 N. 39th Street, Philadelphia, Pa. 19104
TYPES OF WORK USUALLY AVAILABLE: All types of general hospital work
WAGES: \$1.25 per hour and up according to job
FOR MORE INFORMATION SEE: City Wide Information for Philadelphia
8. INSTITUTION: St. Christopher's Hospital for Children
ADDRESS: 2600 N. Lawrence Street, Philadelphia, Pennsylvania 19133
TYPES OF WORK USUALLY AVAILABLE: All types of general hospital work
WAGES: \$1.25 per hour beginning wage
FOR MORE INFORMATION SEE: City Wide Information for Philadelphia

PITTSBURGH - Harry Shetler, Davidsville, Pa. 15928 (814 288-2363)

CITY WIDE INFORMATION FOR PITTSBURGH

Living Arrangements: Apartments and rooms available in the city

Relationship to Mennonite Churches: A small unorganized Mennonite Fellowship is located in the city.

Educational Opportunities: University of Pittsburgh is located in the city.

Cultural Opportunities: Pittsburgh Symphony Orchestra

1. INSTITUTION: Goodwill Industries
ADDRESS: 2801 Liberty Ave., Pittsburgh, Pennsylvania 15222
TYPES OF WORK USUALLY AVAILABLE: Truck drivers
WAGES: \$1.50 per hour, with a 50 cents increase possibility over a two year period.

PITTSBURGH CON'T.

2. INSTITUTION: Western Pennsylvania Hospital (620 bed general hospital)
ADDRESS: 4800 Friendship Avenue, Pittsburgh 24, Pennsylvania
TYPES OF WORK USUALLY AVAILABLE: Variety of openings such as orderlies and maintenance.

WILLIAMSPORT - Ben E. Lapp, Route 2, Watsonstown, Pennsylvania 17777

CITY WIDE INFORMATION FOR WILLIAMSPORT

- Living Arrangements: Not too satisfactory. A number of the fellows are located in a trailer court several miles outside the city
Working Conditions: Working conditions are good. I-W's are well accepted and the fellows do not complain.
Relationship to Mennonite Churches: Closest Mennonite Churches are 20 - 30 miles away.
Cooperation between Unit and Church: The I-W's are welcome in all churches.

INSTITUTION: Williamsport General Hospital
ADDRESS: Williamsport, Pennsylvania
TYPES OF WORK USUALLY AVAILABLE: Orderly, maintenance, porter

TENNESSEE

KNOXVILLE - Ezra O. Good, 4301 Climbing Road, Knoxville, Tenn. 37912
(615 525-3286)

CITY WIDE INFORMATION FOR KNOXVILLE

- Living Arrangements: Apartments and rooms available at a fairly reasonable price.
Relationship to Mennonite Churches: Mennonite Gospel Church, 909 University Ave. N.W., Knoxville, Ezra O. Good, pastor.
Educational Opportunities: University of Tennessee is located in the area. Knoxville is the gateway to the great Smoky Mountain National Park.

1. INSTITUTION: Eastern State Hospital
ADDRESS: Knoxville, Tennessee
TYPES OF WORK USUALLY AVAILABLE: Social workers (must have B.S. or B.A. degree) and psychiatric social workers (must have Masters degree)
WAGES: \$260 - \$290 per month starting wage
WORKING CONDITIONS: 1 vacation day per month, 1 sick day per month accumulative to 120 days.
LIVING ARRANGEMENTS: Room, board and laundry provided for approximately \$30 per month.

KNOXVILLE CON'T.

2. INSTITUTION: Fort Sanders Presbyterian Hospital (365 bed)
ADDRESS: Knoxville, Tennessee
TYPES OF WORK USUALLY AVAILABLE: Nursing service, dietary, surgery technicians (surgery technicians training school at the hospital)
WAGES: \$1.25 per hour
WORKING CONDITIONS: One day per month sick leave accumulative to 30 days

3. INSTITUTION: St. Mary's Hospital (400 bed)
ADDRESS: Knoxville, Tennessee
TYPES OF WORK USUALLY AVAILABLE: Variety of openings
WAGES: \$1.25 per hour

VERMONT

BURLINGTON - Samuel R. Huston, Assistant Administrator, Mary Fletcher Hospital, Burlington, Vermont.

CITY WIDE INFORMATION FOR BURLINGTON

City: Population 35,000. It is located on Lake Champlain and only forty miles from some of the leading ski resorts of the east. Its setting truly makes it an excellent summer and winter recreational area.

Educational Opportunities: A wide range of adult education courses as well as outstanding cultural events are offered from the University of Vermont.

Orientation: All applicants must be approved by the Franconia Conference Service Counselor. Orientation is required.

INSTITUTION: Mary Fletcher Hospital (A 320 bed general hospital affiliated with the University of Vermont College of Medicine and School of Nursing.)
ADDRESS: Burlington, Vermont 05401
TYPES OF WORK USUALLY AVAILABLE: Orderly, dietary, maintenance, laundry, housekeeping, research subjects part-time, operating room technician, and possibly inhalation therapy.
WAGES: Average \$65 - \$70 per week. One additional benefit is three hours of college a semester, free, at the University of Vermont.

VIRGINIA

CHARLOTTESVILLE - Kenneth M. Heatwole, M.D., Blue Ridge Sanatorium,
Charlottesville, Virginia 22901 (703 292-7171)

CITY WIDE INFORMATION FOR CHARLOTTESVILLE

Living Arrangements: Apartments and rooms are for rent on the hospital grounds, when available. (Sanatorium is located 1 mile from Charlottesville.)

Relationship to Mennonite Churches: Charlottesville Mennonite Church, Kenneth Heatwole, pastor.

Cooperation between Unit and Church: All I-W's are invited to take an active part in the Charlottesville Mennonite Church, composed largely of college and graduate students.

INSTITUTION: Blue Ridge Sanatorium

ADDRESS: Charlottesville, Virginia

TYPES OF WORK USUALLY AVAILABLE: Physicians, nurses, farm workers, dairy workers and orderlies.

WAGES: Physicians - \$12,000 - \$16,400 per year; nurses (R.N.) - \$4,920 - \$6,720; all others start at \$2,208 - \$3,600.

WORKING CONDITIONS: All employees except physicians work a 40 hour week.

FALLS CHURCH - Lewis C. Good, 4019 Bunker Hill Road, Brentwood, Md.
20722 (301 864-2095)

CITY WIDE INFORMATION FOR FALLS CHURCH

Living Arrangements: Apartments are available in the area.

Relationship to Mennonite Churches: Cottage City Mennonite Church (35 miles), 3711 42nd Ave., Cottage City, Md., Lewis Good, pastor; First Mennonite Church, 4217 East-West Hwy., Hyattsville, Md., Kenneth Good, pastor; Mennonite Messianic Fellowship, 223 Peabody St. N.W., Washington D.C., Isaac Baer, pastor.

Educational Opportunities: American University, the Catholic University of America, Howard University, Georgetown University, and George Washington University are all situated in Washington D.C. (13 miles from Falls Church)

Cultural Opportunities: Cosmopolitan Washington presents an endless variety of programs and exhibits of the arts, athletic events, and light entertainment. The Blue Ridge Mountains, Shenandoah National Park, restored Williamsburg, Atlantic beaches, and dozens of historic sites are near at hand.

FALLS CHURCH CON'T.

INSTITUTION: Fairfax Hospital
ADDRESS: Falls Church, Virginia
TYPES OF WORK USUALLY AVAILABLE: Orderlies, Inhalation therapy,
electrician helpers, maintenance.
WAGES: \$1.50 and up per hour
WORKING CONDITIONS: 40 hour week
FOR MORE INFORMATION SEE: City Wide Information for Falls Church

NEWPORT NEWS - John H. Shenk, 310 Lucas Creek Rd., Denbigh, Va. 23602
(703 877-2364)

CITY WIDE INFORMATION FOR NEWPORT NEWS

Living Arrangements: Trailer courts and apartments are available for single fellows and married couples. Mennonite homes available for single fellows.

Relationship to Mennonite Churches: Warwick River Mennonite Church, Denbigh, John Shenk and Truman Brunk, pastors; Huntington Avenue Mennonite Church (6 miles), Lloyd Weaver, Jr., pastor.

Unit Organization and Activity: Softball and other social opportunities at local Mennonite community.

Educational Opportunities: There is a college only two miles from the hospital which has a day college and a good evening school.

INSTITUTION: Riverside Hospital (general)
ADDRESS: Newport News, Virginia
TYPES OF WORK USUALLY AVAILABLE: Attendants, grounds, Snack Bar, x-ray, dark room, laundry, sometimes other openings.
WAGES: Starting pay: Attendants, \$200 a month; grounds, \$200 a month; laundry, \$175 a month; snack bar, \$185 a month; x-ray dark room, \$185 a month. Pay raise after 6 months employment.
WORKING CONDITIONS: 40 hour week, 12 hour shifts, 3 days one week and 4 days the next week. Six holidays, 12 sick days after one year, 2 weeks vacation after one year.

RICHMOND - Paul Wenger, 5113 Cavedo Lane, Richmond, Virginia 23231

CITY WIDE INFORMATION FOR RICHMOND

Living arrangements: Trailer court and apartments available for single fellows and also for married couples.

Relationship to Mennonite Churches: The National Heights Mennonite Church is located about a mile and a half from the hospital. Paul Wenger is the pastor.

Educational Opportunities: There are many colleges in the Richmond area with day programs as well as the evening schools.

RICHMOND CON'T.

INSTITUTION: Medical College of Virginia (general)
ADDRESS: Richmond, Virginia
TYPES OF WORK USUALLY AVAILABLE: Nursing aides, storekeeper helpers, laboratory aides, grounds, trades helper (work with the construction group), and utilities.
WAGES: If the employee has graduated from high school, he may start at around \$1.50 an hour and up. If the employee has two years of college, he may start as a lab aide at around \$2 per hour.
WORKING CONDITIONS: Forty hours a week; one day a month vacation up to twenty-five days; eleven holidays a year; one and one - fourth sick days a month up to ninety days.

STAUNTON - Paul L. Kratz, 2312 Third Street, Staunton, Virginia 24401
(703 886-6784)

CITY WIDE INFORMATION FOR STAUNTON

Living Arrangements: Trailer courts and apartments available for single fellows and married couples.
Relationship to Mennonite Churches: Staunton Mennonite Church, 2405 Third Street, Staunton, Paul Kratz, pastor. Other Mennonite churches within 20 mile radius.

INSTITUTION: Western State Hospital (mental)
ADDRESS: Staunton, Virginia
TYPES OF WORK USUALLY AVAILABLE: Attendants, grounds, food service, sometimes other openings.
WAGES: Starting salary is \$220 a month, pay increase after 6 months employment.
WORKING CONDITIONS: 40 hour week; 15 sick days each year; 11 legal state holidays. Meals may be purchased on a cash basis at the cafeteria.

WILLIAMSBURG - John Shenk, 310 Lucas Creek Rd., Denbigh, Va. 23602
(703 877-2364)

CITY WIDE INFORMATION FOR WILLIAMSBURG

Living Arrangements: Trailer courts and apartments available for single fellows and married couples.
Relationship to Mennonite Churches: Warwick River Mennonite Church (20 miles), Denbigh, Va., Truman Brunk and John Shenk, pastors; Norge Mennonite Church (7 miles), Williamsburg, Robert Ross, pastor.
Educational Opportunities: One of the oldest colleges in the country, William and Mary College, is located in Williamsburg. This college has a very good evening school.

WILLIAMSBURG CON'T.

INSTITUTION: Eastern State Hospital (mental)
ADDRESS: Williamsburg, Virginia
TYPES OF WORK USUALLY AVAILABLE: Attendants, grounds, maintenance, sometimes canteen workers, sometimes other openings.
WAGES: Starting wage \$220 per month. Pay increase after 6 months employment.
WORKING CONDITIONS: 40 hour week; 15 sick days each year; 11 legal state holidays. Meals may be purchased on a cash basis at the hospital.
FOR MORE INFORMATION SEE: City Wide Information for Williamsburg

WINCHESTER - David Groff, 113 Dogwood Dr., Route 5, Winchester, Virginia

CITY WIDE INFORMATION FOR WINCHESTER

Living Arrangements: Rooms (single) per month - \$20 - \$40; \$60 - \$80 per month for apartments.
Working Conditions: Very good. I-W's are well accepted in the hospital.
Relationship to Mennonite Churches: Stephens City Mennonite Church, Stephens City, Va., Glenn R. Horst, pastor.
Unit Organization and Activity: Regular bimonthly meetings for all I-W's in the hospital. Here we share with one another our every-day experiences. We also plan recreational activities and projects at this meeting.
Cooperation between Unit and Church: The church gives a hardy welcome to the I-W group.
Educational Opportunities: In-service training available for untrained personnel. Training available for inhalation therapists and x-ray technicians. There is also a School of Nursing and Shenandoah College in the area.
Cultural Opportunities: Handley Library, Inter-community Concert Association.

INSTITUTION: Winchester Memorial Hospital
ADDRESS: Winchester, Virginia
TYPES OF WORK USUALLY AVAILABLE: Orderly, housekeeping, physical therapy, inhalation therapy, x-ray, operating room, and office positions.
WAGES: Average starting wage is \$200 and up per month depending on position and qualifications.

WASHINGTON D. C. - Lewis C. Good, 4019 Bunker Hill Rd., Brentwood, Md.
20722 (301 864-2095)

CITY WIDE INFORMATION FOR WASHINGTON D. C.

Living Arrangements: Rooms and apartments are available in the city.

Relationship to Mennonite Churches: Cottage City Mennonite Church, 3711 42nd Ave., Cottage City, Md., Lewis Good, pastor; First Mennonite Church, 4217 East-West Hwy., Hyattsville, Md., Kenneth Good, pastor; Mennonite Messianic Fellowship, 223 Peabody St. N.W., Washington D.C., Isaac Baer, pastor

Educational Opportunities: American University, the Cathloic University of America, Howard University, Georgetown University, and George Washington University are all situated in Washington.

Cultural Opportunities: Cosmopolitan Washington presents an endless variety of programs and exhibits of the arts, athletic events, and light entertainment.

1. INSTITUTION: Childrens Hospital
Address: 2125 13th St. N.W., Washington D. C. 20009
TYPES OF WORK USUALLY AVAILABLE: Orderlies, inhalation therapy, maintenance, machine operator, messenger, Purchasing Dept., Medical Records.
WAGES: Orderlies - \$225 per month, inhalation therapy - \$274 per month, maintenance - \$308 per month, machine operator - \$261 per month, messenger - \$251 per month, Purchasing Dept. - \$261 per month, Medical Records - \$217.
WORKING CONDITIONS: 40 hour week
2. INSTITUTION: Hadley Hospital
ADDRESS: Washington D.C.
TYPES OF WORK USUALLY AVAILABLE: Orderlies and maintenance
WAGES: \$1.50 - \$1.75 per hour
WORKING CONDITIONS: 40 hour week
3. INSTITUTION: Providence Hospital
ADDRESS: Washington D. C.
TYPES OF WORK USUALLY AVAILABLE: Orderlies
4. INSTITUTION: Washington Hospital Center
ADDRESS: 110 Irving Street N.W., Washington D. C. 20010
TYPES OF WORK USUALLY AVAILABLE: Orderlies, maintenance, secretaries, inhalation therapy and others.
WAGES: \$1.50 - \$1.94 per hour
WORKING CONDITIONS: 40 hour week

* MIAMI - John W. Winters, 9015 N.W. 32 Ave., Miami, Florida 33147
(305 696-6870)

CITY WIDE INFORMATION FOR MIAMI

Living Arrangements: Most fellows live together four or five in a house. Married couples live separately from the single fellows. Cost of housing start at \$80 - \$100 per month.

Working Conditions: Working relationships are good. 1-W's are well accepted in the hospital. No opposition is voiced and many are given special consideration for time off.

Relationship to Mennonite Churches: The church is a mission with a very small membership. This poses the problem of social life for the 1-W man. Also the lack of a permanent church building. There is opportunity for the 1-W to engage in the mission program. The pastor is John W. Winters.

Educational Opportunities: There are very good through the county school system. Adult education is \$2 per course and also a Junior College operated by the school board has very low tuition.

INSTITUTION: Jackson Memorial Hospital

ADDRESS: Miami, Florida

TYPES OF WORK USUALLY AVAILABLE: Attendant (orderly) in all areas of the hospital.

WAGES: Starting salary is \$217 per month with advances every six month period.

DESCRIPTION OF HOSPITAL JOBS

The following job descriptions were prepared for hospital assignments at the University Hospitals, Cleveland, Ohio. While there will likely be some variation in job assignments at various hospitals, these descriptions will serve to give you a general idea of hospital work.

Accounting - Bookkeeper

Job Summary

The Bookkeeper maintains a complete and systematic set of records of all financial transactions of hospital; balances books and prepares reports to show income, expenses, and other items related to accounting of hospital activities; performs other related duties.

Job Duties and Responsibilities

1. Maintains records of financial transactions: Maintains general accounting and statistical records and prepares periodic reports for submission to accountant. Maintains detailed records of budget estimates and expenditures, equipment ledgers, perpetual inventory records, and other subsidiary accounting records.
2. Performs related duties: Prepares trial balance to indicate assets and liabilities of hospital from which a determination of profit and loss can be made. Transcribes totals of receipts and expenditures from appropriate accounts to general ledger and enters such items as value of material on hand, fixed costs of investments and insurance, and cost of maintenance of equipment, buildings, and grounds. May operate a bookkeeping machine. May assist in preparation of tax returns.
3. Performs other duties as assigned.

Accounting - Cashier

Job Summary

Works under the supervision of the comptroller; Receives payment on admission of patient and makes financial settlement at the time of discharge; posts and totals all hospital receipts in cash receipt records; balances cash against receipts; makes change and cashes checks; prepares bank deposits; performs related duties.

Job Duties and Responsibilities

1. Receives moneys: receives payment in advance upon admission of patient, and makes financial settlement at time of discharge; explains billed items, accepts payment and issues receipt. Refers patients unable to meet financial obligations to credit office. May disburse petty cash, make change and cash checks for patients and employees. Prepares and makes bank deposits.

2. Prepares records and reports: posts and totals in cash receipt book, by hand or machine, all hospital receipts received according to classification of account. Balances cash daily against receipts and submits totals to the bookkeeper.
3. Performs other related duties as assigned.

Dietary - Porter

Job Summary

Works under the supervision of the dietitian; pushes and cleans food carts; sweeps and mops floors in the kitchen; performs "heavy" work around the kitchen; performs related duties.

Job Duties and Responsibilities

1. Pushes and cleans food carts; pushes food cart to elevator, unloads at floor marked on cart, empties cart and returns to kitchen; strips and cleans food carts.
2. Sweeps and mops floors in kitchen.
3. Performs "heavy" work in kitchen; places potatoes in potato peeler machine, starts machine, and removes potatoes; carries baskets of fruit and vegetables from the refrigerator to vegetable table.
4. Performs related duties; may clean breakfast pots and refrigerators, may place cold food on breakfast cart.
5. Performs other duties as assigned.

Housekeeping - Porter

Job Summary

The porter works under the general supervision of the executive housekeeper and the direct supervision of a housekeeping supervisor; washes windows and glass; waxes floors in rooms and corridors; may sweep and mop corridors; performs miscellaneous duties.

Job Duties and Responsibilities

1. Washes windows and glass on doors and other fixtures.
2. Waxes floors in rooms and corridors.
3. May sweep and mop corridors weekly or when necessary.
4. Performs miscellaneous duties; moves furniture, equipment, etc.
5. Performs other duties as assigned.

Housekeeping - Wall Washer

Job Summary

Works under the general supervision of the executive housekeeper and the direct supervision of the housekeeping supervisor in charge of the building; cleans wall, ceilings, window frames and edges, radiators, doors and

cabinets; may perform the duties of a wall washer foreman; performs miscellaneous cleaning duties.

Job Duties and Responsibilities

1. Cleans walls, ceilings, window frames, window edges, radiators, doors, and cabinets in one of the hospital buildings; washes walls, ceilings, etc., using a sponge, water and/or a chemical solution; rinses washed surfaces with clean water and dries with a cloth; dry cleans wall paper and accoustical ceilings using cleaning compounds and heavy duty vacuum; removes furniture from room in buildings not having an assigned porter; spreads drop cloth on floor; assembles prefabricated scaffolding as required; may operate a wall washing machine; replaces rugs, returns furniture, radiator shields, etc. after room has been cleaned; cleans individual rooms for the most part and public corridors and halls at the close of the day.
2. May perform the duties of a wall washer foreman; obtains wallwashing equipment and distributes to other wall washers; occasionally checks the work of other wall washers; prepares diagrams of rooms and areas to be washed, indicates the amount accomplished daily and submits to the housekeeping supervisor in charge.
3. Performs miscellaneous duties; assists the rug and upholstery man in moving rugs and furniture; performs other cleaning duties and housecleaning duties as directed.
4. Performs other duties as assigned.

Housekeeping - Window Washer

Job Summary

Works under the general supervision of the housekeeping supervisor; washes and cleans windows; occasionally performs the duties of a porter.

Job Duties and Responsibilities

1. Washes and cleans windows; washes windows with water or cleaning solution and dries windows using a squeegee or chamois; stands on floor of room or small ladder when washing windows and manipulates windows so as to wash them from one spot; dusts and cleans venetian blinds and screens.
2. Occasionally performs the duties of a porter; may assist porter in porter's activities.
3. Performs other duties as assigned.

Laundry - Tumbler Operator

Job Summary

The tumbler operator works under the supervision of the laundry manager and the washman; dries and fluffs damp wash in a steam-heated tumbler; transports mending to the sewing room; removes trash and garbage barrels; sorts trash bags by division daily; replaces cord in laundry bags that do not require mending; performs miscellaneous duties.

Job Duties and Responsibilities

1. Dries and fluffs damp wash in a steam-heated tumbler; Loads tumblers from trucks containing laundry; roughly judges weight of laundry so as not to exceed 110 pounds in machines; removes laundry after cooling and loads in a hamper; checks items for excessive wrinkling and may reinsert in the tumbling machine if so indicated; pushes truck containing dried laundry to respective linen control station.
2. Transports mending to sewing room.
3. Removes trash and garbage barrels.
4. Sorts trash bags by division daily.
5. Replaces cord in laundry bags that do not require mending.
6. Performs miscellaneous duties: Sweeps floor around work area twice a day; closes windows around work area at night; assists in replacing covers on irons; and may have to crawl under machines to remove a caught article; cleans tumbling machines during two weeks of year when regular man is on vacation.
7. Performs other duties as assigned.

Laundry - Linen Sorter

Job Summary

The male linen sorter works under the supervision of the forelady--sorting: Sorts and weighs soiled hospital and personnel linen; performs miscellaneous duties.

Job Duties and Responsibilities

1. Sorts and weighs soiled hospital and personnel linen, obtains soiled linen in canvas bags in lobby next to work area; opens and dumps bags on table; sorts soiled linen into five different hampers according to type of linen; fills hamper to a specified weight with a given type of linen; pushes hamper on scale and weighs; places note on hamper specifying weight of soiled linen and unit in hospital from which linen has come; dumps blue linen directly into hampers for laundering without sorting in hamper except to take out any white linen; pushes linen hamper into waiting area for laundering; records weight of laundry on daily form in proper column.
2. Performs miscellaneous duties; may be called on to do work in other parts of laundry; each male sorter must know two other jobs; Loader-puller and extractor operator; tumbler operator.
3. Performs other duties as assigned.

Laundry - Internal Delivery Man

Job Summary

Works under the supervision of the laundry manager; loads and delivers laundry and food; performs miscellaneous duties.

Job Duties and Responsibilities

1. Loads and delivers laundry and food
 - A. Picks up finished laundry at laundry; pushes carts containing finished laundry on elevators, off the elevators and couples in tandem on a battery truck; drives truck to station designated on each laundry cart; uncouples carts at stations; picks up any soiled laundry in bags at these stations and loads into empty carts; couple carts and at one time may have as many as 10 or 12 carts of laundry.
 - B. Couples food carts onto electric truck in tandem and at times has 7 or 8 carts; delivers carts by driving electric truck to station marked on each food cart; makes six trips a day; couples empty carts to battery truck and delivers them back to kitchen.
2. Performs miscellaneous duties: Picks up, empties and loads ice cans; arranges to have all deliveries meet pre-designated schedule; may load laundry from chutes into trucks; may deliver carts to the floor rather than leaving off at station.
3. Performs other duties as assigned.

Laundry - Loader and Puller

Job Summary

Works under the supervision of the laundry manager and receives instructions from the washman: loads soiled linen in six pocket machine; removes wet wash from six pocket washing machine and occasionally two additional machines; occasionally assists the washman in his duties.

Job Duties and Responsibilities

1. Loads soiled linen in six pocket washing machine: pushes truck from sorting room to washing machine; reaches into truck and distributes linen evenly in washing machine compartment; notes linen requiring bleaching; remove same and inserts in bleach prior to placing in compartment.
2. Removes wet wash from six pocket washing machine and occasionally two additional machines; stops machines when whistle blows; opens doors, reaches and grabs wash out into extractor baskets; frequently pushes extractor baskets to extractor machines; is expected to remove improperly sorted articles at this time; removes all wet linen before loading soiled linen.
3. Occasionally assists washman in his duties.
4. Performs other duties as assigned.

Laundry - Extractor Operator

Job Summary

The extractor operator works under the general supervision of the laundry manager and occasionally receives instructions from the washman; loads extractors with filled containers or with wet wash; removes damp-dry laundry from the extractor; performs duties related to extractor operation; performs loader-pullers' and sorters' duties on assignment.

Job Duties and Responsibilities

1. Loads extractor with filled containers with wet wash; moves baskets from washing machine; packs and distributes evenly-wet laundry by hand; locks two extractor baskets together, etc.
2. Removes damp-dry clothes from extractor.
3. Performs duties related to extractor operation; cleans extractor lids once a week.
4. Performs loader-pullers' and sorters' duties on assignment.
5. Performs other duties as assigned.

Mail Room - Mail Clerk

Job Summary

The mail clerk works under the supervision of the mail room supervisor; picks up and sorts mail; mails outgoing letters and packages; performs related duties.

Job Duties and Responsibilities

1. Picks up and sorts mail: picks up and sorts letters, messages, packages, records, inter-office memoranda, and other items, and delivers them to various offices and departments.
2. Mails outgoing letters and packages: mails outgoing letters and packages, operating an automatic stamping machine, weighing and stamping heavy mail, keeping records of envelopes and stamps in stock.
3. Performs other duties as assigned.

Medical Records - File Clerk

Job Summary

The file clerk works under the supervision of the record librarian: files hospital's medical records numerically in the main file; locates records in the file; performs related duties.

Job Duties and Responsibilities

1. Files hospital's medical records numerically in the main file: looks up discharge dates to locate charts for filing of reports; signs out charts; has requestor sign requisition and enters in file where chart has been removed; may replace charts from previous day.

2. Locates hospital and medical records in the file: removes charts by first checking number and then the name, may refer to index file to obtain number; removes charts for studies by obtaining the respective numbers from the diagnostic file clerk and pulling charts accordingly.
3. Performs related duties: places charts in doctors' boxes as indicated; traces charts not returned promptly; may answer the phone in absence of the record librarian, typist or others; may stamp pathology reports and send them to the respective doctors; may place charts to be signed.
4. Performs other duties as assigned.

Multigraph - Helper

Job Summary

The print shop helper works under the supervision of the purchasing agent: fills and delivers printed-form orders; runs stencils on an electric mimeograph machine; cuts paper on an automatic paper cutter; assists the multilith operator; maintains the mimeograph and paper-cutting machines and orders supplies as necessary for their operation; dusts supplies and sweeps work area every evening; performs related duties.

Job Duties and Responsibilities

1. Fills and delivers printed-form orders: receives order forms from various departments of the hospital; is responsible for filling the request by converting the number ordered into the nearest unit in which the item is stocked; delivers completed order to proper department, check it over with a member of the department for accuracy and obtain a signature of receipt.
2. Runs stencils on an electric mimeograph machine.
3. Cuts paper on an automatic paper cutter.
4. Assists the multilith operator: checks stacks of multilith material for blanks and bad copies; uses a "five finger" slotting device to obtain size of pads, and applies crinoline and paste; trims pads and punches holes in the paper after it comes from the lithograph machine, using an electrically-powered punch; occasionally perforates printed forms; occasionally operates a collator machine, a device for numbering material consecutively.
5. Maintains mimeograph and paper-cutting machines and orders supplies necessary for their operation.
6. Dusts supplies and sweeps work area every evening.
7. Performs related duties.
8. Performs other duties as assigned.

Nursing - Orderly

Job Summary

Works under the supervision of a head nurse: assists professional nursing staff by performing various patient care services and other routine duties in connection with caring for hospitalized patients.

Job Duties and Responsibilities

1. Assists professional nursing staff by:
 - A. Performing various patient care services.
 1. Assists newly-admitted patients in undressing; issues hospital clothing; weighs and obtains height of patient; obtains urine sample and collects patient's clothing; takes patient's temperature.
 2. Bathes bed patients and assists patients in bathing themselves; gives back rubs; oils feet of elderly patients; finishes baths of male patients for female workers (nurses and aides); gives mouth washes, enemas, and special back care when necessary.
 3. Performs after-death care on deceased patients, arranges body, transports to the morgue, records delivery of body at the morgue.
 4. Prepares patients for x-ray and surgery: prepares patients for x-ray by supplying them a long gown; prepares patients for surgery by shaving hair in specified area with a safety razor, making up operative bed and transporting patient to and from (on holidays weekends, etc.).
 5. Lifts patients in and out of bed and may help female nursing workers in lifting patients on his division as well as others on call; holds patients for doctors on direction or assists doctors in setting up frames for braces and casts.
 6. Makes beds; puts on clean linen with patient either in or out of bed.
 - B. Performing routine duties in connection with caring for a hospital patient: distributes food trays; reads name on tray and passes to assigned patient; occasionally feeds very sick patients; collects empty trays and carries to kitchen; collects water pitchers and passes fresh water; passes nourishments; assists in preparing patients for discharge by packing the patient's belongings and escorting patient to accident ward; runs errands as directed; cleans utility room; sterilizes instruments; answers light system; carries mattresses to autoclave for sterilizing; washes beds with creosol after isolate patient has been in bed; puts away supplies, that is CA bottles, sterile gauze, sterile needles, wrappers, etc., in their proper cabinet or closet; pulls out laundry hampers into the wards; changes bed linens and empties bedpans where necessary.
 - C. Performs other duties assigned.

Physical Medicine - Orderly

Job Summary

Works under the supervision of the chief physical therapist: transports patients to and from the physical medicine department; assists physical

medicine department members in heavy work and in doing routine tasks; may give whirlpool baths; performs miscellaneous duties.

Job Duties and Responsibilities

1. Transports patients to and from the physical medicine department: pushes patients in wheel chairs or occasionally escorts them to and from the department.
2. Assists physical medicine members in heavy work and in doing routine tasks: assists aides in changing linen on beds; occasionally holds a patient while he is walking on parallel bars, occasionally walks patient on crutches; performs "heavy" tasks assigned by the chief therapist or other therapists.
3. May give whirlpool baths: fills whirlpool, obtains right temperature as specified on the order; assists patients into bath, checks the patients to see that they are all right; keeps patients in the bath as long as order specified; occasionally dries patients; assists him or her into the wheel chair.
4. Performs miscellaneous duties: occasionally makes minor carpentry repairs and adjustments to wheelchairs, beds and other equipment.
5. Performs other duties as assigned.

General Stores - Stockman

Job Summary

Works under the supervision of the chief storekeeper; receives, unpacks, stores, issues and delivers supplies and equipment; performs related duties.

Job Duties and Responsibilities

1. Receives, unpacks, stores, issues and delivers supplies and equipment: unloads and unpacks shipments received; carries from trucks supplies to proper storage area and place; fills requisitions from various departments by collecting desired items and delivering them according to schedule; obtains signature of person authorized to accept supplies; maintains the storeroom in a neat and orderly condition.
2. Performs related duties: assists chief storekeeper in conducting physical inventories of supplies and equipment; performs general labor duties as assigned.
3. Performs other duties as assigned.

Radiology - Orderly

Job Summary

The orderly works under the supervision of the chief x-ray technician: takes and returns house patients to and from x-ray and therapy; performs miscellaneous related duties.

Job Duties and Responsibilities

1. Takes and returns house patients to and from x-ray and therapy; walks with them or pushes chairs and beds containing patients to be x-rayed; receives requisition for x-rays from clerk and goes to station indicated on requisition; receives order sheet from nurse at station; takes patient from room; timestamps requisition; returns patient after x-rays have been completed; occasionally performs routine duties in assisting male patients to become comfortable.
2. Performs miscellaneous related duties: gathers linen from x-ray department nightly, loads in a cart and pushes to the basement; loads films on a cart, pushes cart to x-ray and unwraps films; runs errands as directed.
3. Performs other duties as assigned.

AUDIO-VISUAL KIT FOR SERVICE COUNSELORS

WAKE UP, YOUTH!

This will be a color filmstrip of about 65 frames with about 10 minutes of narration on tape. It is intended as an introduction to alternative service in general, and as a call to youth to serve. This would normally be the first of the filmstrips used in a counseling situation or in a congregational presentation. Production should be completed about January 1, 1967.

A WINDOW TO 1-W

This filmstrip presents Earning 1-W Service. It will be an entirely new production replacing the earlier filmstrip by the same title. This color filmstrip will run about 80 frames and 15 minutes in length. It will give the Service Counselor a follow-up of WAKE UP, YOUTH! for those inclined toward Earning 1-W. This should be available about January 1, 1967.

SIX FOR A SAMPLE

This is a new 80 frame color filmstrip featuring Voluntary Service. It is built around six interviews with current and former VS-ers, stressing both the service opportunities in VS and what the VS experience does to the volunteer. This filmstrip is about 15 minutes long and should be available November 1, 1966.

A DAY IN PAX

This is Mennonite Central Committee's 53 frame, 10 minute color filmstrip about Pax service. It focuses on the everyday work and the long-term goals of two Pax fellows in agricultural service in Indonesia. This filmstrip is currently available. Prints will be sent to counselors with the mailing of SIX FOR A SAMPLE.

PEACE AND SERVICE INFORMATION SERIES
MAILING SCHEDULE

AGE

- 16-7 ALCOHOL AND YOUR LIFE
- 16-9 TOBACCO AND YOUR LIFE
- 16-11 Sample copy of AGAPE and CHRISTIANS SHOULD DRIVE LIKE CHRISTIANS
- 17-1 THINK ON THESE THINGS
PARENTS AND THE DRAFT (to Parents)
- 17-3 WHY DO MEN FIGHT?
- 17-5 WHY BE A CHRISTIAN?
- 17-7 WHAT IS CHRISTIAN CITIZENSHIP?
- 17-9 IS THERE A MIDDLE ROAD?
- 17-11 STEPS TOWARD 1-W SERVICE FOR PEACE
THIS WAY TO 1-W
- 18-1 WHAT DOES CHRIST SAY ABOUT WAR?
- 18-3 WHAT ABOUT CHURCH HISTORY?
- 18-5 GOD'S CALL TO ALTERNATE SERVICE
- 18-7 VS FACT BOOKLET
PAX BOOKLET
- 18-9 YOUR MENNONITE CHURCH
- 18-11 THE TWO SHALL BE ONE
YOU DON'T HAVE TO DRINK
- 19-1 HOW TO LIVE A DYNAMIC CHRISTIAN LIFE
- 19-3 GO YOUTH

After release from 1-W - COMING HOME IS HARD

SUGGESTED SERVICES OF COMMITMENT

SERVICE I (1-W)

Leader

As you begin your two year period of alternate service, you will be considered a representative of God, this congregation, and your home. Your new social setting will give you many opportunities to serve your fellow men. Your life, work and testimony should serve to draw men to Christ. Is this your desire?

Response

To faithfully represent God, my church, and my home is my desire.

Leader

You will be serving the physical needs of people as your responsibility to the state. The enthusiasm with which you go about your work and the poise with which you perform your duties, the ready word of encouragement, the willing spirit of helpfulness, and the appropriate word of testimony will make you an effective ambassador to men from God, and will serve to open the way for reconciliation between men and God.

Response

It is my desire to be an effective ambassador for Christ

Leader (To Congregation)

You have heard (John) express his desire to be faithful to God, this congregation and his home, as he enters (1-W, VS, Pax) service. Are you as a congregation willing to support him by your interest and prayers?

Congregation

We are willing.

Charge

In the Name of Christ and His church, I charge you to faithfully discharge your duties to the state, give loving service to your fellow men, and experience real spiritual growth in your personal life.

Prayer

SERVICE II (1-W)

Leader

You have now been called to a two year period of service for your country. Having declared your objection to participate in military service, you will be entering alternate service classified as 1-W. During this time you will have great opportunity to serve God, the church and your fellow men. Are you willing to give yourself this day, by the grace of God, to make the most of these opportunities?

Response

To make the most of these opportunities, I give myself.

Leader

A workman, if he is not to be ashamed, must diligently nurture his relationship to God by reading the Word and through prayer. Are you willing to cultivate and nurture your life for spiritual growth and meaningful relationship with Jesus Christ?

Response

To nurture and spiritual growth, I give myself.

Leader (To Congregation)

While (John) is away for his two years of service, he needs the assurance of the support of his home congregation. Are you willing to give him that assurance in such ways as prayers, visits, letters, and regular mailing of church bulletin?

Response (By Congregation)

To (John) we pledge our prayer interest and moral support.

Charge

In the name and spirit of Jesus Christ, I, as a fellow servant, charge you upon entering this service: 1. Be ready always to give an answer for the hope that lies within you. 2. Be sensitive to the needs around you always seeking ways to meet those needs. 3. Be faithful to God, the church and yourself in all that you do.

Prayer

SERVICE III (VS, Pax)

Let no man despise thy youth; but be thou an example of the believers, in word, in conduct (behavior), in love, in spirit, in faith, in purity. (I Timothy 4:12)

Leader

You have now decided to enter Voluntary Service for the purpose of serving God and your fellow men. Realizing that the Christian has a charge to keep, and that it is only by the help and grace of God you are able to keep this charge, are you willing to consecrate yourself this day to the service of God and your fellow men?

Response

To serve God and my fellow men, I give myself (we give ourselves).

Leader

In order that you may be a workman unashamed, you must give yourself regularly to prayer, reading God's Word and personal witnessing. Is it your desire to cultivate and nurture your relationship to Christ?

Response

To spiritual growth and development, I give myself.

Leader

You will be living in unit relationships with fellow VS-ers, and working with them as well as with non-Christian workers. It is important that you learn to cooperate with fellow workers and in Christian love seek to understand those who differ with you, always with the desire to reconciliation.

Response

To mutual understanding and Christian witness, I give myself.

Charge

In the name and the Spirit of Christ, under God and the blessing of this congregation, I charge you: 1. By love to serve your fellow men, 2. If it be possible, live peaceably with all fellow men, 3. Use every opportunity to witness to the unsaved and 4. Grow in the grace and knowledge of our Lord and Savior, Jesus Christ.

(A congregational charge and response can be used with Service III.)

Prayer

(Prepared by Leonard Garber, May, 1966)
(Feel free to adapt to meet your specific need.)

PROGRAM OF ORIENTATION

I. Content

A. Topics for discussion

1. Introduction to Urban Life--some emphasis on the sociological aspect but most of the discussion devoted to the practical aspect of living away from home in a new and usually city setting.
2. Members One of Another--a discussion on understanding others and getting along with others.
3. Living the Peace Testimony--there is the possibility of including a mock local board hearing in part of the time set aside for this discussion.
4. Spiritual Fitness--in the weekend orientations instead of a single time devoted to the discussion of this subject, three or four devotional meditations are conducted mornings and evenings.
5. Understanding Our Church--History and current information about the Mennonite Church.
6. Plus Service with our Resources--practical look at worthwhile things fellows in service can be doing in addition to their job.
7. What Selective Service Expects of I-W Men--by a Selective Service Official.
8. What the Hospital Expects of I-W Men--a person on the hospital staff usually from the personnel department.
9. What the Church Expects from the I-W Men--can be developed from a churchwide point of view, but it should include what the local (and usually city) congregation expects of I-W fellows.
10. I-W as I See It--handled by I-W fellows who are in service; an informal discussion by several fellows or by a panel of several fellows. If there are ex-I-W fellows in the area, perhaps these could also be recruited for this discussion.

(The above is a list of discussions that have regularly been included in weekend orientations. This is not a final list; we are open to suggestions of additions and deletions. Because of the full schedule, if you want something added you should also delete something else.)

B. Tours

1. Hospital
2. A community service agency such as a boys club
3. Public and commercial points of interest

C. Resource Persons

1. The 1-W sponsor and possibly one or two others from his area whom he may want to recruit.
2. One or two persons from the district conference or conferences in the geographical area of the 1-W orientation.
3. One person from the 1-W Office.
4. A Selective Service official (if possible)
5. A person from the hospital staff
6. Possibly several 1-W fellows

D. Church and Religious Services

Sunday morning we expect the orientation group to worship with a local Mennonite congregation. Usually the discussion "Plus Service With Our Resources" is included in the Sunday School hour for the orientation group instead of the Sunday School lesson.

E. Extra-curricular Activities

1. One activity to include in all orientations is an evening dinner at a high-class restaurant--this usually proves to be an interesting experience, especially for fellows who do not know what to do with a menu that does not include a hamburger.
2. Depending on the facilities available, allow time for informal recreation--at least Saturday; and Friday, too, depending on when the orientation begins.

F. Films

1. A film on the inner-city--"Processions," "City of Necessity," etc.
2. Filmstrip--"Members One of Another" to accompany the discussion of the same title.
3. The Gift--a film on Christian commitment and stewardship
4. The Language of Faces--a peace film

5. Alternatives--a film showing the alternatives to military service with special emphasis on civilian service.

G. Counseling

The orientation resource persons should be available to counsel fellows, both in group situations and individually on matters of draft procedures, finding an appropriate I-W job, and entering I-W service, plus any other concerns be they spiritual, vocational, or social.

II. Length and physical arrangements

A. Length of time

1. Friday noon through Sunday afternoon (perhaps in some cases it would be best to begin Friday evening). If the orientation is to begin Friday noon, the bulk of the tours and sight-seeing should be scheduled then; thus, fellows who cannot arrive until Friday evening will not miss very much of the actual orientation. The closing time, Sunday, can vary.
2. Classroom discussion
 - a. Three days of classes
 - b. Six evening classes
 - c. Weekend service tour (Saturday and Sunday)

Since many men are not able to attend daytime classes because of job commitments, evening classes may be more practical and enable more men to attend. In situations where men live close enough to be able to attend evening classes, it may be helpful to meet several evenings a week and spread it out over a two or three week period. The service tour could then be in the middle of the class periods.

In cases where men are scattered too far apart to enable them to attend evenings, you may want to plan for a weekend fellowship.

B. Facilities

YMCA's often provide a good setting for I-W orientations--room rates are reasonable and often meeting rooms are available free of charge. They have their own cafeterias and their prices are reasonable. Their recreation facilities are available to the guests free of charge. They also usually have a limited amount of audio visual equipment. If a Y is geographically well situated for a I-W orientation, this facility should be checked out first. There may also be schools, colleges, seminaries, etc. that have extra beds and meeting rooms available on weekends.

The practice has been in weekend orientations to have the fellows pay for their own rooms. At the Y's, the prices vary from \$2.50 to \$3.50 per person per night.

C. Meals

Fellows are responsible to purchase their own meals during the orientation. This will vary from three to six meals (counting breakfasts), depending somewhat on how many meals the local church provides.

D. Transportation

Each person is responsible for his own travel arrangements. For those who cannot provide their own transportation, the Conference l-W Committee chairman or coordinator and/or the l-W Office can help coordinate travel plans and arrange car pools.

E. Materials and Equipment

Course outlines can be made available to the orientation participants, if the lecturer so desires. Outlines are available for some of the courses listed; for others the discussion leader will need to make up his own outline--perhaps he desires to do so anyway. There is no obligation to follow closely any given outline of discussion. Other materials available to orientation participants should include:

- lists of job openings
- Personnel Information Forms
- booklets and leaflets describing various types of jobs available to l-W fellows.
- peace and service literature
- perhaps some literature and books for purchase
- perhaps a special service pin

F. Registration

It is hoped a fairly good idea of the number of fellows that will be participating can be obtained. Pre-registration blanks have been used with a certain degree of effectiveness. Of course, all fellows are welcome to participate whether they pre-register or not.

For weekend orientations a registration fee of \$2 has been charged. Since the fellows are paying their room and meals, the \$2 registration fee is a satisfactory figure.

We have not been extending invitations to lady friends and wives of fellows to participate in the weekend orientations because the weekend sessions have been held at YMCA's. Since the conference areas where wives and lady friends have

participated in orientations to a great extent have their own orientations and will continue to do so, we need not feel under special obligation to take this factor into consideration in planning weekend orientations. Where facilities permit, wives and lady friends can be invited to participate, however.

G. Publicity

The l-W Office will be responsible for publicity churchwide and it can take responsibility for printing programs. However, all the printing does not need to be done by the l-W Office at Elkhart, if satisfactory arrangements can be made elsewhere. The l-W Office and Service Counselors should contact all young men they are presently counseling to encourage them to participate in the orientation in their area.

The District Conference l-W Committee chairman or coordinator should be a source of constant reminder and encouragement to pastors and congregations in the conference to encourage their young men to participate in orientations. Several weeks prior to each orientation, someone from the Conference l-W Committee should write to all the pastors telling them to announce the l-W orientation in their congregation and to encourage their eligible young men to participate.

Occasionally the l-W committee may want to try individual mailings to all the eligible young men in their conference. They can get the names and addresses of such young men from the list that is provided to them as a result of the annual census.

Posters advertising the orientation can be provided to churches and Mennonite schools. The programs of the orientation will be widely distributed through the given conference areas via the churches. Again, this should be done by the Conference l-W Committee. Programs, of course, will be sent out to all service counselors churchwide. The Service Counselors may want to counsel fellows who are leaving for work in the locality where the orientation is to be held, to plan their beginning date so they can take in the orientation before they start work.

Plenty of programs will be made available to the l-W Sponsor so he can distribute them among the l-W fellows in his area. The l-W Sponsor should give special attention to fellows who have entered l-W service in the several months prior to the l-W orientation. It is suggested that he send out a personal letter to such fellows and make a personal visit to the fellows to encourage them to participate. He should do this several weeks to a month before the orientation is scheduled so he

can help each fellow think through his work schedule to make sure it is possible for him to participate in most of the sessions. Most hospitals and supervisors are usually cooperative in scheduling time off for fellows, if they know far enough in advance what days fellows want off. Fellows who have been there a longer period of time should be encouraged to offer to work so the new fellows can be free to participate in the orientation sessions.

III. Finances

A. Young men to pay:

1. Travel cost and meals
2. Registration fee. This amount will depend on the length of the orientation and the distance to the city visited on the service tour. Suggested amount for regular orientation is \$2.00.

B. The local conference and the I-W Services Office (MRSC) will pay other expenses, e.g. publicity, planning, staff allowance and travel not covered by the registration fee.

C. Some conferences may want to assume responsibility for all the costs and provide free orientation for their men.

D. Expense items

1. Staff allowance
2. Staff travel
3. Publicity
4. Rental for facilities

IV. District Conferences are encouraged to plan their own orientation.

If possible, they should be planned well in advance so young men can plan to attend before they go into service.

Orientations on the local level are usually more practical because more are able to attend. In planning orientations, consideration should be given to the months during which most men enter service. Early spring and fall usually have the most men entering service. This may vary, and local circumstances need to be considered.

Draft procedures may change quite rapidly, which may mean some men would go into service other than the general pattern.

V. Work involved - A LOT!

ORIENTATIONS

<u>Dates</u>		<u>Location</u>
1966		
September	16 - 18	Cleveland, Ohio
September	23 - 25	Indianapolis, Indiana
October	28 - 30	Portland, Oregon
November	4 - 6	Denver, Colorado
November	11 - 13	Kansas City, Kansas
November	18 - 20	Columbus, Ohio
December	2 - 4	Evanston, Illinois
1967		
January	27 - 29	Sarasota, Florida
February	10 - 12	Portland, Oregon
February	17 - 19	Denver, Colorado
March	3 - 5	Indianapolis, Indiana
March	10 - 12	Cleveland, Ohio
March	17 - 19	Des Moines, Iowa
April	??	Evanston, Illinois

LANCASTER CONFERENCE ORIENTATIONS
(held at Salunga, Pennsylvania)

1966		
September	23 - 25	
December	2 - 4	
1967		
February	10 - 12	

Final Report of the Mennonite Church 1-W Study Committee

As revised and approved by the Relief and Service Committee

December 22, 1959

We believe that all Christians are representatives of Christ and the Church. 1-W men have a unique privilege and responsibility in this as they serve away from home where Mennonite Christians are not known. We believe that 1-W must be re-defined in terms of church relationship; providing our young men with Christian fellowship and church structure for guidance and help in spiritual growth, with adequate pastoral leadership, and with opportunities for sharing the costs of relief, missions, refugee, and other church programs. The results of the pastors' evaluation questionnaires and the regional evaluation conferences reflect the rooting of many of our 1-W problems in the lives of our congregations which are undergoing many changes in pastoral patterns, in rural to urban living, in concepts of mission as a basis for relationship with the world, in attitude toward education, and so forth. This demands strong Christian nurture beginning in the child's very early years and continuing throughout his childhood and adolescence by the home and the various agencies of the church.

Therefore, we are agreed that to relate 1-W services to the fundamental life of the church, we make the following recommendations, which are not listed in order of urgency, but of logic for ease of understanding.

I. To General Church Organizations, we recommend:

- A. That the conference-centered, church-related program be continued as the most effective administration of 1-W services but that coordination of 1-W services in the Mennonite Church be strengthened, recognizing that:
 1. Conferences will and should want to serve their own men and carry through their own administration of 1-W services in varying ways and to varying degrees, and
 2. There are services which can best be rendered by a general church agency.
- B. That the Relief and Service Committee strengthen its 1-W services and prepare to give encouragement and guidance to district conference 1-W efforts.
- C. That a 1-W Council be established by the Relief and Service Committee and that it:
 1. Be composed of:
 - a. district conference appointees
 - b. the youth field worker
 - c. a Peace Problems Committee appointee

- d. the Secretary for Relief and Service and the Director of l-W Services
 - e. one or more l-W or ex-l-W men
2. Have the following functions:
- a. coordinate and stimulate conference l-W services
 - b. advise the l-W services of the Relief and Service Committee
 - c. review and evaluate l-W services periodically
 - d. share concerns with Christian nurture agencies of the church through regular Relief and Service Committee channels
3. Have the following arrangements:
- a. meetings as frequent as necessary, at least twice a year
 - b. representatives chosen by the various organizations keeping in mind the dual needs for full creativity or effectiveness and continuity of membership
 - c. expenses of meeting attendance borne by the conference or organization represented.
- D. That a director with pastoral experience and a sense of call to this kind of work be called for this work and appointed by the Relief and Service Committee, to be administratively responsible to the Secretary for Relief and Service, duties as follows:
1. Coordination of Mennonite Church l-W Services under the guidance of the l-W Council
 2. Development and discovery of resources and guides to help conference l-W services
 3. Assistance for l-W sponsors and district committees with their programs and problems
 4. Day to day liaison between the Mennonite Church and the l-W Coordinating Board and its officers
 5. Representation of the l-W Council between meetings
 6. Circulation of pertinent information to the church
 7. Arrangements for and facilitation of reporting
- E. That it be the intention of the Mennonite Church l-W Services to participate as fully as possible in the total coordination of l-W services through the l-W Coordinating Board now being recommended by the Mennonite Central Committee l-W Review Committee, this in view of the large stake which we have in l-W services with more than half of all Mennonite and Brethren in Christ l-W's coming from our group and with the majority of all l-W's of all faiths coming from the Mennonite and Brethren in Christ churches, of the growing awareness of each other as Mennonite groups, of the need

for a united Mennonite peace witness in today's world, and of the common problems faced in 1-W service. This will make possible easier exchange of information, unified government contacts, and the sharing of 1-W coordination without suppressing or hindering the free development of each group's services to its own men, To do this, we recommend that:

1. We regard services extended to men of other Mennonite or Brethren in Christ groups as services extended in the name and spirit of the 1-W Coordinating Board for which we are responsible to them,
 2. The Relief and Service Committee appoint members representing the Mennonite Church on the 1-W Coordinating Board and that these members consider themselves responsible to the Relief and Service Committee for the broadest representation of various conference and general church 1-W interests,
 3. The Relief and Service Committee hold itself in readiness to support financially the work of the 1-W Coordinating Board, in consultation with the 1-W Council.
- F. That Mennonite Youth Fellowship be encouraged to consider, in consultation with 1-W Services Office, what relationship and inspiration it might extend to men in 1-W service as well as what it might do to help prepare men for service.
- G. That the Peace Problems Committee of General Conference strengthen the peace teaching of the church, relating it positively to the total life and program of the church.
- H. That Elkhart 1-W Services make provision for a 1-W Placement Service which would work with the man in light of his conference and pastor's concern and which would help him to relate to his pastor (or his designated representative) and to think through God's call for him in 1-W.
- I. That provision be made for orientation for 1-W service, either on a general or a conference basis as conferences may decide.
- J. That the Secondary Education Council be encouraged to plan for a 1-W orientation curriculum in order to integrate these concerns into our church high school programs, considering that such materials be adaptable for congregational use and that they be prepared in consultation with 1-W services.

II. To District Conferences, we recommend:

- A. That they review and evaluate their 1-W services periodically to insure most effective services.
- B. That they encourage their congregations to make it possible for pastors to visit their 1-W men during their service and urge pastors to establish good rapport and wholesome contact with their young men in other ways, both before and during service.

- C. That they make regular provision for informing pastors or their designated representatives of the implication of the l-W program and the concerns coming from it.
- D. That they provide placement service or guidance and orientation in preparation for l-W service or that they encourage their men to avail themselves of such l-W placement service and regional or central orientation as may be provided by general organizations.
- E. That they promote the use of the certificate of membership, the commissioning service or other suitable means of tying young men into a local church fellowship at their place of service.

III. To Congregations, we recommend:

- A. That they make it a point of maintaining strong and wholesome relationship with their l-W men by:
 - 1. Making it possible for pastors to visit young men during their service, by giving financial aid
 - 2. Sending the bulletin and other congregational literature regularly
 - 3. Writing regularly and from many people in the congregation
 - 4. Recognizing the l-W's absence through regular prayer in his support and through public recognition on his departure and return for visits or permanently.
- B. That they use the Scottdale certificate of membership to send along with temporarily absent members, especially l-W's, for them to present to the congregation of the place in which they are serving as a letter of introduction and a request for associate membership.
- C. They make provision in their programs for a public commissioning or recognition service to make each member of the congregation aware of the significance of this avenue of witness and service.
- D. That they be sensitive on the l-W man's return to be sure that he has opportunities to work and participate, recognizing that there may be some danger of both overlooking him on the one hand and overworking him on the other during this difficult adjustment period, and recognizing too that he will have changed during his absence in service.

IV. To Pastors, we recommend:

- A. That pastors and parents counsel young men and lead them into a satisfying and meaningful Christian experience before they enter l-W service.

B. That the pastor or some one designated by him give leadership in the congregation by:

1. Providing literature and studies in peace and Christian commitment for all age groups in the congregation
2. Counseling MYF groups and leaders, junior church leaders and Sunday School teachers on their programs in order to develop adequate conviction before 1-W
3. Providing counsel directly for youth on service and related interests, concerns, opportunities
4. Providing parents education to give parents resources to help their youth in preparing and serving adequately

C. That he attempt to visit each young man during his service.

V. To Parents, we recommend:

- A. That they cooperate with the pastor in counseling their youth and lead them into a meaningful and satisfying Christian experience before they enter 1-W service.
- B. That they, as the most effective Christian influence in the lives of youth, should nurture and exemplify Christian love and total commitment in their homes, inform themselves on 1-W and other types of Christian service, and give leadership and guidance to youth in the home as they prepare for and plan their service.
- C. That parents encourage the pastor to visit their son in service.

VI. To Young Men, we recommend:

- A. That they seek to strengthen their experience with the Lord and their commitment to Him in all of life, and that they plan their lives in light of this commitment, including Christian service.
- B. That young men regard this service as a time to witness and themselves as representatives of the church and ambassadors of Christ.
- C. That they choose their 1-W jobs thoughtfully and intelligently. In order to give effective service and witness where they can relate closely to the local church life during their service, they should:
 1. Work with their pastor and/or his representative in planning their service,
 2. Participate in 1-W orientation programs, either before or on entering service,

3. Utilize the help of any 1-W placement service provided by the conference or the Elkhart office in choosing their assignments and strengthening their 1-W experience and witness.
- D. That in view of widespread conviction on the part of parents, pastors, and ex-1-W men that maturity is essential for successful 1-W experience and witness, 1-O men should wait to enter service until near the time at which they would be called by Selective Service.

The 1-W Study Committee

Atlee Beechy, Chairman
Roy Bucher
Noah G. Good
John E. Lapp
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1-W ORGANIZATIONAL CHART

