

Anthem

anthem school of ministry
living water ☆ olympia, wa
the cry of a generation

Host-Family Handbook

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What are Anthem Host-Families?

Our Host-Families are an incredible blessing—that's what they are! First, they are a blessing to a young emerging leader who will be changed for a lifetime by the season spent in the home of his or her Host-Family. Second, they are a blessing to the Church of Living Water—we couldn't operate Anthem without these gracious men and women of God. Third, they are a blessing to Anthem, and become a real part of our ministry team.

A Host-Family's home is also a shelter and refuge for an Anthem student who is in the midst of an intense time of discipleship, ministry training and education. By providing relationship along with room and board for a young adult, it frees that student to concentrate on God's shaping work in his or her life. Host-Families are an integral part of the student's growth during our nine-month Anthem program.

The term "Host-Family" includes all those who open their homes to Anthem students, including those who house their own children during their time in Anthem.

What is Expected of an Anthem Host-Family?

Being a Host-Family is a great responsibility. You are taking in, as a member of your family, a young adult who is embarking on what may be the most significant year of his or her life. Following are four expectations that Living Water has for Anthem Host-Families.

1. Host-Families are able to provide room and board in a safe environment

There are two basic prerequisites for all potential Host-Families. First, they are willing and able to provide an Anthem student with room and board for a school year—approximately eight to nine months. Room and board does not mean "five star hotel" living! Students simply live the way their Host-Family lives, eat what they eat, and often share a bedroom or bathroom with other family members.

The second prerequisite is that the Host-Family's home is a safe environment for the Anthem student. Please don't confuse the term "safe" with "perfect." Our growth in the Lord is most often seen in the way we deal with the imperfections that exist in all of us. A safe environment for an Anthem student is a home that is in order, where all adults in the home are serving Jesus and free from life-hindering addictions.

2. Host-Families are willing to welcome a young adult into their lives

Becoming a Host-Family is more than just allowing a student to live under your roof—it also means welcoming a student into your lives. We value the unique role you will play in a student's life, a role that will include in-depth conversations, prayer and sharing family traditions, along with bringing correction when needed and holding the student accountable to Anthem's standards as well as your own. God will use the relationship you have with your Anthem student to work maturity into his or her life.

3. Host-Families are to avoid extremes when dealing with their Anthem student

Host-Families are expected to avoid two extremes while holding their Anthem student accountable in their home environment: a “lack of grace” and “misplaced mercy.” The first extreme can happen when a Host-Family expects “too much too soon” from their student. Anthem happens over an entire school year—and for good reason! Much of the deep work that is taking place in a student’s life won’t happen overnight. Often students enter the program with rough edges that will need to be observed, corrected then reevaluated—and this process takes time *and* grace. This should not discourage Host-Families from holding their student accountable—rather it is a reminder that all accountability and correction should point the student back toward God and His maturing work.

The second extreme can happen when a Host-Family wants to be overly protective. They may see that their student is going through a difficult season and want to immediately protect and defend him or her. By doing this, however, the Host-Family may inadvertently shield the student from the dealings of God in his or her life. When God is requiring repentance, change of heart, and obedience from the student, misplaced mercy can actually impede the work of the Holy Spirit. This should not discourage Host-Families from comforting or encouraging their student—rather it is a reminder that all comfort and encouragement should point the student back toward God and His maturing work.

4. Host-Families are to work alongside the Anthem staff

Training young men and women to have successful lives and ministries is something we do as a whole church. The Anthem staff, pastors, Host-Families and the entire congregation work together to impact the lives of our students. Be encouraged to work closely with the Anthem staff, relating the happenings of your home-life on the bi-monthly evaluations and whenever you feel prompted by the Holy Spirit. As the Lord reveals things to you about your student, don’t hesitate to share this with the Anthem staff. What may appear to be a small matter may be the key that will unlock an important door in your student’s life.

What is Expected of an Anthem Student while Living with a Host-Family?

Following is an overview of the expectations Anthem has of students who are living with Host-Families. For a more comprehensive list of the guidelines we provide our students, please refer to the Anthem Student Handbook. Students are to:

- be a blessing to their Host-Family—not a burden
- be flexible and teachable at all times
- communicate to their Host-Family about their schedules, needs, problems, etc.
- maintain their living areas with excellence
- complete a 2-3 hour chore for their Host-Family each weekend as well as help out around the home during the week as needed and available
- be in relationship with their Host-Family—never treating the home as a hotel
- uphold the unique standards that are set by their Host-Families

Frequently Asked Questions

Q: We're not a perfect family. Is that OK?

A: There are no perfect families—and the “warts” of your family will undoubtedly be obvious to your student. How you work through family problems, however, (the small logistical ones as well as the larger painful ones) will be a great source of Godly training for your student.

Q: What are the student's financial responsibilities in the home?

A: They are responsible to provide for their own transportation, auto insurance, medical care, toiletries, and personal items. Host-Families are only asked to provide room and board.

Q: At what point do I notify the Anthem staff about concerns I have regarding my student?

A: No concern is too insignificant to discuss with leadership. Notify Anthem staff whenever you feel it is necessary to pass along information, or want to seek support or advice. The Host-Family Coordinators will normally be who you turn to first—but our entire Anthem staff is here to assist you.

Q: Is it okay to leave my student alone if we leave town?

A: When going out of town, please inform your assigned Host-Family Coordinators. The coordinator will make arrangements to have your first-year student stay in another student's home where other adults will be present (sometimes more leeway is given to second-year interns). Also, if the mother leaves overnight, and the student is a woman, we ask that the student stay with another family to avoid the appearance of evil (1 Thes. 5:22). The reverse would be true of a young man staying in the home when the father is absent.

Q: How should we help a student who is ill?

A: When the Lord is dealing strongly with a student, he or she may be tempted to stay home with little cause. Often we can help most by praying for the student and encouraging him or her to, “Get going!” If the student has a fever, however, or has other flu-like symptoms, he or she should stay home and rest. Call the Anthem Office if your student has more serious physical complaints or if you have any questions.

Q: Can students move into our home before the Anthem year begins?

A: Sometimes students request a move-in date prior to the first day of an Anthem year (especially those who are driving or flying in from some distance). Our policy is that first-year students may not move in to their Host-Home more than three days prior to our program start date. If a student requests early move-in, but the Host-Family will not be ready to host them until the program start date, our staff will find them other housing for up to three days.

Q: Can I assign babysitting as a chore for my student?

A: Babysitting can definitely be the weekly chore given to your student, as long as it falls within the guidelines as described on page 4 under “What is Expected of an Anthem Student while Living with a Host-Family?” We do discourage you from relying heavily on your student however, as they have a very busy schedule and need time to do

homework and fulfill their obligations to the program as well as spend time with you as a family.

Q: Is it OK to have alcohol in our home?

A: While the Bible is clear about abstaining from drunkenness (Romans 13:13, 1 Corinthians 6:9-11), many believers drink limited amounts of alcoholic beverages or serve these drinks in their homes. While there is Christian liberty to exercise these rights as followers of Jesus (1 Corinthians 6:12, Galatians 5:1) there is also a compelling responsibility to ensure that our actions do not cause others to stumble—especially those who are weaker in their faith (1 Corinthians 8:9-13 and 10:31-33, Romans 14:19-21). With this in mind, we ask all Host-Families to exhibit great sensitivity in this matter. Since some students may have struggled with alcohol abuse in their past, or have been hurt by the alcohol abuse of others, it is important that Host-Parents have a conversation with their student about his or her history with alcohol. If a student would struggle with alcohol being in his or her Host-Home, we ask Host-Parents to honor their student by removing all alcohol from their home while they are hosting this student.

Corrective Action/Housing Probation

The Ding System: Dings are a form of correctional input awarded for not following Anthem guidelines. One ding represents two hours of your free time served on the main church campus. These hours will be served on Mondays. Ding recipients will report to the Anthem study room the following Monday, where they will be assigned one of the following: Unfinished Homework, work with the Facilities Dept., duties as assigned by Anthem Staff. Bring a sack lunch to be eaten where you are serving.

Ding service hours are performed beginning at 8:00 a.m. until 2:00 p.m. A maximum of six hours can be served on each Monday. Additional hours required roll forward to the following Monday.

Dings may be awarded for any infraction including, but not limited to the following:

- Any tardy after the first tardy of the week
- Homework not turned in
- Parking on main campus during any service
- Dirty car after one day warning period
- Consistent attitude issue
- Inappropriate language and/or talk

Tardy Policy: The first tardy during a week requires reporting to Olympia High School the next Sunday at 6:00a.m. to work with facilities. Each additional tardy infractions result in one ding.

Clean Car Policy: Students are required to keep their car clean inside and out. Students will have one day to clean it after being warned. Each day following the warning day is awarded a ding. We represent Anthem and The Church of Living Water with all that we are, that includes our cars.

Scripture Tests: Failed Scripture tests are retaken on Mondays at 8:00am in the Anthem study room. Student is released once the test is passed.

Housing Probation: Housing Probation results when a student is dinged repeatedly for the same infraction and does not change their actions. During housing probation, students must forgo all personal or optional activities, and be at their Host-Home whenever they are not on the church campus for assigned ministry responsibilities. This corrective action should serve to help provide a student with extra time to re-prioritize his or her schedule and activities.

Housing probation may only be given two times for the same kind of violation. If the same kind of violation happens a third time, a student will be suspended from Anthem, usually for three days. During a suspension, students will have various appointments scheduled for them with church leaders. Any suspension from Anthem automatically triggers communications both to the student's parents and to the student's home-church pastor. Following a suspension, should a student again engage in the same kind of violation, the student will be dismissed from Anthem.

If a student in your home receives housing probation a Host-Family Coordinator or other Anthem staff member will notify you. This staff member will let you know the dates of the probation, and the student's violation that led to the probation. As a Host-Family you don't need to do anything "special" during a student's housing probation.

Insights from other Host-Families

1. Tell your Anthem student that they are part of your family for the length of the program. Welcome them and let them clearly know your expectations.
2. Remember, communication with your student takes practice. It takes time for them to trust you.
3. Be direct, but loving, when speaking with your student. They need frequent communication.
4. Ask your student how they best receive instruction and correction from you. Try not to catch them "off guard" with criticism.
5. Allow your student to be honest, but do not allow complaining or whining. The Anthem program is challenging, but the leadership is very careful with their schedules.
6. Allow your student to be honest about their past, feelings, trials, etc. without judging them or always "having the answers."
7. Pray with your student.
8. Let them get to know you, "warts" and all.
9. Have fun with your student. Start traditions that are simple, like milkshakes after an evening service, playing board games on Sunday evenings, etc. Be creative.
10. Speak positively to others about your student.
11. Don't assume students already have Christ-like standards in their lives.

12. It's O.K. to be really, totally, firm from day one.
13. It's O.K. to bring loving discipline to the student when needed.
14. Schedule weekly family meetings to help iron out difficulties.
15. Be a parent to the student first, a friend second. Start out with discipline and the friendship will grow. If you start with friendship, it can be difficult to work in discipline later.

What has been the greatest blessing of being a Host-Family?

1. Seeing God change and mature a young Christian.
2. Watching God shape and mold a student and at the same time seeing God shape and mold us, the Host-Parents.
3. Seeing our student change and walk in God's anointing.
4. Being exposed to the blessings and the challenges of someone being changed by the Lord.
5. Being able to encourage and support our student.
6. Having someone clean the bathroom on Saturday.
7. Being able to share our home and have our kids learn to love a big sister.
8. Seeing the Lord use our student to speak into my life.
9. Knowing that we are helping someone fulfill their destiny in the Lord.

What has been the greatest challenge of being a Host-Family?

1. Having patience.
2. Trying not to interfere with what is going on, yet being supportive and encouraging.
3. Confrontation with the students is the hardest challenge.
4. To openly communicate and get our student to open up to us.
5. To not butt in and try to protect our student from God working in him.
6. Finding time for relating and fellowship.
7. As a parent, I had to change.
8. Learning to share my possessions, my food and my "space."
9. Treating them like part of the family and not a houseguest.
10. Meeting the emotional needs of a young adult as compared to our younger children.

What has been the biggest change in your family due to housing an Anthem student?

1. We have all grown because of what we have seen and experienced with our student.
2. Much more communication going on.

3. A neater house with less work for me.
4. As a parent, I pray more.
5. Very little change. Anthem has a very busy schedule and so do we.
6. Our children are learning, sharing and giving.

What would you tell your friends who are considering being a Host-Family?

1. Do it! It will be well worth the cost and time.
2. Make sure that you really pray about it first. If God calls you to be a Host-Family, He will provide.
3. It's a great opportunity to serve. It is not easy, but it is worth it.
4. It will stretch you.
5. The challenges are nothing compared to the blessing.
6. Don't hesitate. Do it. You will learn also.
7. It is worth the investment. You cannot afford not to!
8. It's a great experience that I feel brings you closer in your relationship to God.
9. I love being a Host-Parent. I feel as if I too am going through the Anthem program. It helps our family to stay focused.
10. This is our third year hosting an Anthem student. Anthem has changed so much within three years. To see the new ground that each year plows for the next is incredible. We support the program 100% as we watch the lives of young people change as they are trained for leadership for their generation and the cities and nations.

Host-Family Meetings

During the course of the Anthem year we have five scheduled Host-Family gatherings—two of which are for fellowship and celebration, and three others for the purpose of dialog and sharing important information.

Fellowship Gatherings:

1. Anthem Christmas Party
2. Host-Family Dinner (near the end of the Anthem year)

Informational Gatherings:

1. Orientation (during the first week of the Anthem year)
2. Fall Meeting
3. Spring Meeting

Suggestions for Student Chores

1. Sweep the kitchen, porch or driveway
2. Spot clean the carpet
3. Run to the grocery store
4. Clear the table
5. Scrub the toilets
6. Dust the furniture
7. Vacuum
8. Clean the windows and sliding doors
9. Wash the inside of the oven and microwave
10. Take out the garbage / recycling
11. Load or unload the dishwasher
12. Baby-sit the kids
13. Scrub the waste baskets and garbage cans
14. Scrub the bathtubs and showers
15. Replace burned-out light bulbs
16. Set out the garbage cans for pick-up
17. Return the garbage cans after pick-up
18. Weed the flowerbeds and garden
19. Clean and organize the garage
20. Wash and vacuum the cars
21. Rake the leaves
22. Put away the groceries
23. Pick up the mail
24. Clean out the refrigerator
25. Fold the laundry
26. Wash the dog
27. Clean the gutters
28. Hang the Christmas lights
29. Paint a room
30. Mow the yard

Student Evaluations

The Anthem staff desires to keep in close communication with Host-Families. In order to help facilitate timely communication, we utilize a bi-monthly “Host-Family Evaluation” form. It is a simple yet thorough form that allows you to share about what is happening in your home and in the life of the Anthem student. These evaluations are due on the first and third Tuesdays of each month. Following are several notes about the evaluations.

1. On the form you are asked to rate your student on a scale from one to six in a variety of areas. A “one” represents performance that is completely unsatisfactory; a “six” indicates performance that is excellent and needs no improvement.
2. It is the student’s responsibility to turn in the evaluation on time—not the Host-Family’s. If a student’s procrastination causes the evaluation to be turned in late, don’t feel the need to bail him or her out. Allow the student to bear the consequences of their action.
3. Be careful not to shield or protect your student by being “overly nice.” Strive for honest, consistent evaluations that present an accurate picture of what is happening in the student’s life during the evaluation period. Letting students off the hook to avoid consequences for poor performance in the home may contribute to future problems.
4. Your comments are windows of understanding into what occurs in the home. Please feel free to write whatever you wish to help us see what you are observing.
5. Open and honest communication with your student will encourage maturity and growth. Most students will appreciate forthright communication concerning areas of your concern as well as your positive affirmation.
6. There is a place for both a Host-Parent and the student to sign the evaluation form. The student’s signature is required so that we know that he or she has had some opportunity to interact with the Host-Family about the completed form. Filling out the evaluation provides a natural opportunity twice each month to discuss your personal observations with your student—where he or she is succeeding and where growth is needed.
7. The evaluation forms are not appropriate places to put confidential information (primarily because the student will see the evaluation). Whenever you have confidential information that you need to share with the Anthem staff, please do so by phone, email or in person.
8. Completed evaluations are to be enclosed in sealed envelopes.
9. Once evaluations are turned in a copy goes to the Anthem Director, another copy goes to the Host-Family Coordinators, and the original is placed in the student’s file.

On the following page, please refer to an example of the Anthem Host-Family Evaluation.

ANTHEM HOST-FAMILY EVALUATION

Instructions: For more detailed evaluation instructions please refer to the Host-Family Handbook. Completed evaluations are to be turned in by students in sealed envelopes on the first and third Tuesdays of each month. If you need immediate assistance regarding any Host-Family matter, please call: Dan and Carole Andrews at (360) 866-9411, or Barry and Lori Brecto at (360) 956-0405.

Anthem Student's Name: _____ Date: _____

ATTITUDE:

BRIEF COMMENTS:

- | | | |
|---|-------------|-------|
| 1. Attentive to Host-Parents' requests and needs | 1 2 3 4 5 6 | _____ |
| 2. Courteous and respectful to everyone who lives in the home | 1 2 3 4 5 6 | _____ |
| 3. Ready and willing to do any task/chore; has a servant's heart | 1 2 3 4 5 6 | _____ |
| 4. Receives instruction and correction well; has a teachable spirit | 1 2 3 4 5 6 | _____ |

TIME ISSUES:

- | | | |
|---|-------------|-------|
| 5. Consistently on time at curfew | 1 2 3 4 5 6 | _____ |
| 6. Communicates his/her schedule—when he/she will be home, etc. | 1 2 3 4 5 6 | _____ |
| 7. Appropriate use of TV, phone and computer | 1 2 3 4 5 6 | _____ |
| 8. Spending appropriate time with Host-Family, including at meals | 1 2 3 4 5 6 | _____ |

EXCELLENCE OF EFFORT:

- | | | |
|---|-------------|-------|
| 9. Takes care of own personal needs without relying on others | 1 2 3 4 5 6 | _____ |
| 10. Keeps his/her bedroom and bathroom areas clean | 1 2 3 4 5 6 | _____ |
| 11. Takes initiative and does more than is required | 1 2 3 4 5 6 | _____ |
| 12. Shows respect for the home, furnishings, and resources | 1 2 3 4 5 6 | _____ |

13. How has this student blessed his/her Host-Family during the past two weeks?

14. Any additional comments? _____

Please check here if you would like the Anthem Staff to contact you regarding any matter:

Host-Parent's Signature

Student's Signature

The Importance of Sharing Expectations

Where do frustrations come from? Frustrations always grow from unmet expectations! And the truth is we have expectations about everything: how quick our coffee should be served, that our remote control should work when we press a button, that we'll be remembered on our birthday, etc. When our expectations go unmet, it's certain that our frustrations will grow.

When an Anthem student enters your home, you will have certain expectations of this young adult. If a student falls short of your expectations, then your frustration level will certainly increase. While *some* of that is probably going to happen simply because we are working with young adults (most of whom have never lived on their own or in another's home before), the frustration level can be turned WAY down if you as the Host-Parents will clearly share your expectations with your student.

We have begun this "expectation sharing" process for you in the Student Handbook. Each student has been given clear instruction on what the Anthem program expects from them as they are living with a Host-Family. While that's a good start, there are many other nuances that are unique to you and your home environment that need to be communicated to your student so that they can succeed in your home.

Here are several ideas that may help you think through what expectations you should communicate to your student.

1. Whom should the student call if they have a change in plans or schedule?
2. What chores should the student plan to complete on a daily or weekly basis?
3. Is there a "certain way" that you prefer something to be done?
4. How do you prefer to be addressed (Mr. Smith? Tom?)
5. Are there certain "quiet times" of which the student should be aware?
6. Is there a particular place the student should park their vehicle?
7. Is there a particular day or evening the student should reserve for "family time?"
8. What are your entertainment guidelines that the student needs to respect?
9. What are the guidelines for your kitchen and for eating certain foods?

Remember that your student has a set of expectations about **you** as well. It would be wise to help draw from your student what their expectations are, so they can be addressed, and modified as needed to fit with reality.

Confrontation

The home should be a haven of relationship and growth. During the course of the Anthem year, as students are being stretched by the Holy Spirit and learning to respond to the demands of the program, students will greatly appreciate the rest provided in their home environment. At times, however, there may be the need for Host-Parents to lovingly confront their student due to a poor attitude or other unmet expectations. Our goal is that the student will learn to quickly deal with confrontation in a positive manner.

The following article by John Maxwell will provide you with a positive pattern for confrontation. Please always feel free to call a Host-Family Coordinator for support and additional suggestions when needed. We are a team and desire to work with you at any time.

CONFRONTATION: By John Maxwell

Most of the time when confrontation arises we either avoid it or talk to someone else. Our goal is to learn how to talk to people effectively and honestly, one-on-one with the Spirit of Christ in true integrity, helping them work through a problem they or we have. Confrontation is not easy (1 Corinthians 2:1-5). Leaders are required to confront issues in love and if there is no confrontation, there will be confusion and little growth. Before confronting ask, "Is this problem a speck in another's eye and a log in mine?" Wrong perceptions can occur if we have the same problem.

Why is it difficult to confront? The fear of being disliked or making the situation worse is usually the reason. What makes matters worse is confronting in the wrong way. Fear of rejection or being a Pharisee stops people from confronting. If a person does not know how to share his feelings he will not be able to confront in a proper way.

When confronting issues guard against bad attitudes such as, "winner takes all," or assuming that you are always right. Confrontation done in the wrong spirit will destroy trust, love and support.

There are several ways to handle confrontation and conflict. You can walk away from it with peace at any price. The whiners make it interesting by saying, "Nobody knows the trouble I have been through." Some people will only wink at conflict and then put their head in the sand. Some would rather wade around the issue, only bringing it up and not taking it to a resolution. Or there is the 2x4 approach; just whack at the problem.

As a Christian leader you have a two-fold responsibility. First, be true to the leadership responsibility given to you and secondly, be true to Scripture.

"Look out for the interest of others." Phil 2:4

"Be reconciled to your brother." Matt 5:23,24

"Reprove him." Matt 18:15-17

"Encourage one another to love and good deeds." Heb. 10:24

"Restore with an attitude of love." Gal. 6:1

"Speak the truth in love." Eph. 4:13-16

When confronting, keep the goal in mind. Try to understand the other person's perspective. Be looking for a positive change, even if it has to come from you. We confront to help others grow.

TEN STEPS TO CONFRONTING

1. Clear the air personally. Attempt the confrontation one-on-one if possible unless the situation is extreme. Do not store up complaints against a person and then dump them all at once.
2. Confront in the right spirit. Read Romans 12:10; Timothy 2:24; 2 Corinthians 10:1; Galatians 6:1. Leaders must be neither eager nor hesitant to confront. Keep a balance with consistency.
3. Start on a positive note with affirmation.
4. Outline the problem:
 - *What*—Describe what the other is doing.
 - *How*—How does it make you feel.
 - *Why*—Why this is important to you.
5. Encourage a response. People confronted will have feelings.
6. Show you understand the other person's position.
7. Explain why the action was wrong.
8. Indicate the desired action to be taken.
9. Reiterate the positive strength of the person.
10. Put the issue in the past unless the problem occurs again or you are affirming the person. If the issue occurs again, go back to step #5.

Realize that nothing surprises God. Ask for wisdom from Him and others. Separate the message from the messenger. Do not be defensive and work in the areas of truth. Seek for reconciliation and most of all, become accountable.

Contact Information

Feel free to contact our Anthem staff at any time. While the Andrews and Brectos are the coordinators for our Host-Family ministry, each of us will do whatever we can to help. We are here to serve you!

Name	Contact Phone Number	Email Address
Tim Wimberly Director of Anthem	(360) 754-2276	Tim@livingwater.com
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Lisa Graber Administrator	(360) 754-0419	LisaG@livingwater.com
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