

All Available



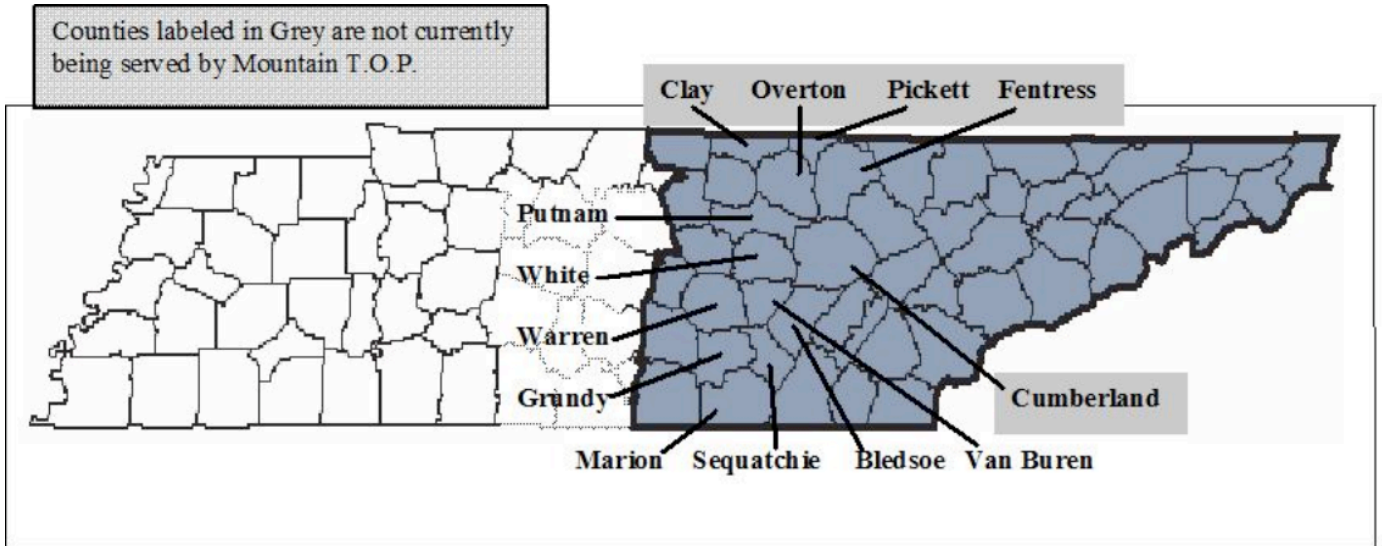
Resources

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The Appalachian Region and Service Area Map

Counties labeled in Grey are not currently being served by Mountain T.O.P.



The Appalachian Region in Tennessee and the Counties Mountain T.O.P. Serves (above)



The United States Appalachian Region

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Economic Statistics

Of Mountain T.O.P.'s Service Area

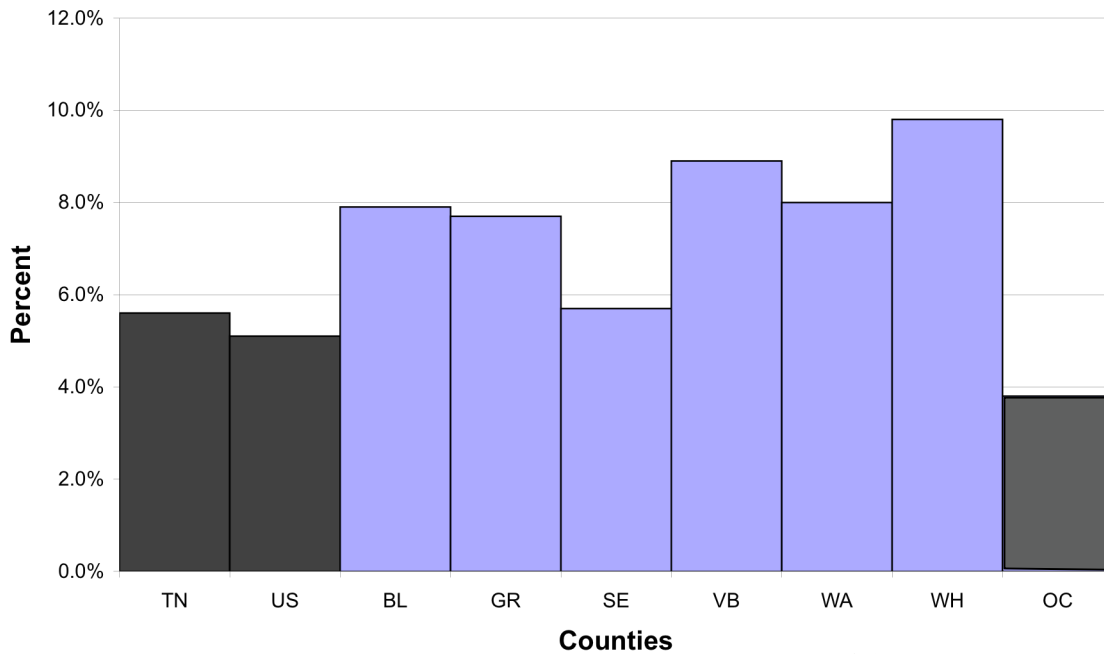
Currently, there are six counties in which Mountain T.O.P. They have many of the difficulties that plague the Appalachian region in common. High unemployment, scarce job opportunities, and a poor economy all lead to many of the problems found in these rural areas. While not all people in this area live in poverty, the percentage of those who do is generally higher than other areas in the state of Tennessee.

The following graphs show not only the situations found in the counties in which you will visit, but will also give you an idea of how they compare to the country and Tennessee as a whole. To provide even more comparison, the furthest right column shows the statistics for Orange County, CA, a well-known prosperous area.

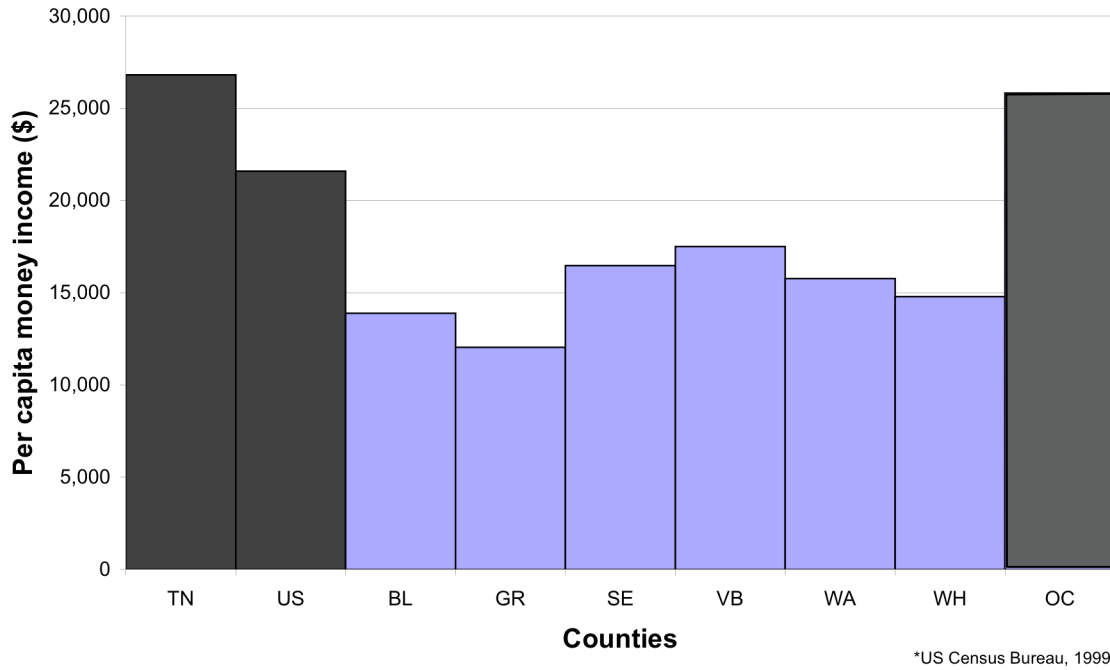
Graph Legend

TN – Tennessee	BL – Bledsoe	SE – Sequatchie	WA – Warren
US – United States	GR – Grundy	VB – Van Buren	WH – White
OC – Orange			

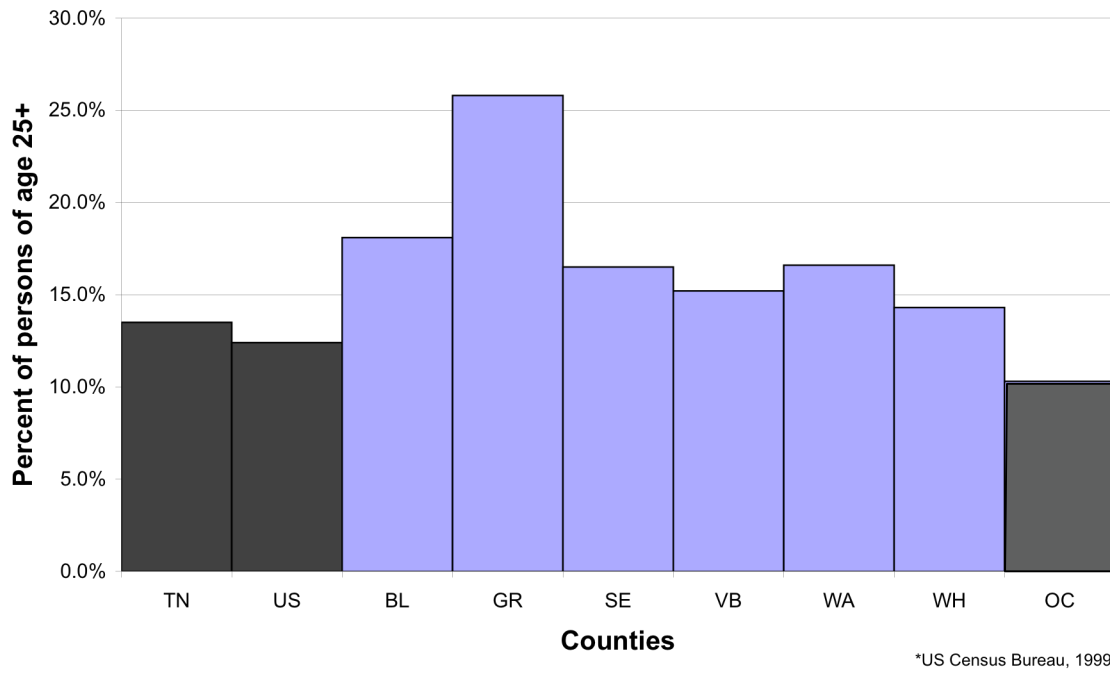
Unemployment Rate



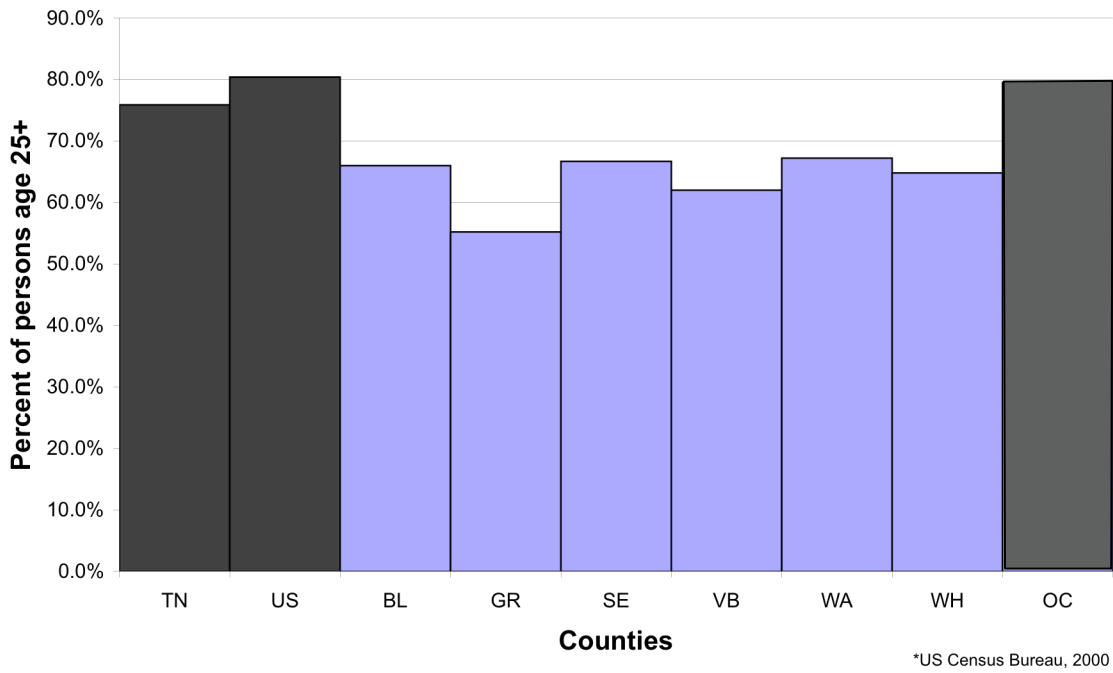
Per capita money income



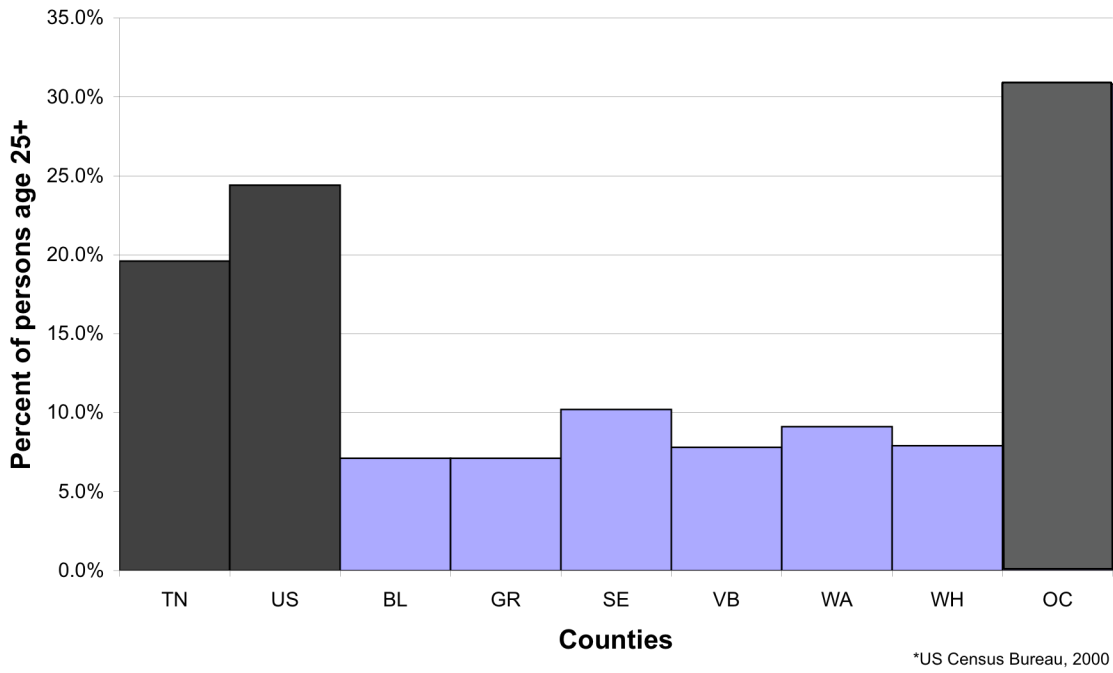
Persons below poverty



High School Graduates



Bachelor's degree or higher



Hints for Seeking Support from the Pastor

Gaining support from your minister is very important to the ultimate success of your mission trip! If you or your group has been to Mountain T.O.P. before, this will probably be easier for you in the preparation process. If this is you or your group's first trip to Mountain T.O.P., some good communication between the volunteer group and the minister is needed. The following hints are suggestions that may ensure support from your minister and the rest of the church staff.

Provide your minister with a copy of the Mountain T.O.P. group application, brochure, and any other published material explaining what Mountain T.O.P. is all about. We will be sending a letter to your minister explaining the expectations of participating and letting them know that they should be receiving a packet of information from you.

Hints

1. Express to them how this experience will benefit your volunteers in the following ways:
 - learn how to be a Christian disciple
 - understand the meaning of servanthood and how to apply it in their own life
 - build their self-esteem
 - experience personal spiritual growth
 - obtain a deeper understanding of putting one's "faith into action"
 - be given the opportunity to develop leadership skills
 - participate in the forming of Christian community
 - experience diversity and cultural exchange, which broadens their understanding of the world.
2. Show them how the church can use the experience as a foundation for further service?
3. Let them share in your experience as a partner with the youth by taking some role in the preparation process.
4. Invite the minister and/or other church staff members to go to Mountain T.O.P. with your group. It is a great opportunity for the youth to get to know the minister and staff better. Senior. Ministers attend for **free!!**
5. Ask the minister to help you develop an overall plan for your youth program in the coming year. Look for ways that the Mountain T.O.P. experience can be reflected or incorporated in the rest of the coming year's programming.

Hints for Seeking Support from Parents and Congregation

The Mountain T.O.P. (Tennessee Outreach Project) experience will have greater meaning in the lives of the volunteers who participate if the congregation is involved in the preparation, commissioning and welcoming home stages. The *mission team* is the church's representative in the Cumberland Mountains. Invite the congregation to become *partners* in mission with those going to camp. The Mountain T.O.P. trip then becomes a church wide service event not just an individual or small group event. Be intentional as you seek support. The following suggestions are some hints you might find helpful.

- Create an informal flyer about Mountain T.O.P. to pass out to the church.
- Host a Mountain T.O.P. informational meeting. You may want to use a video, from Mountain T.O.P. or your own, to present a vivid picture of the event.
- Seek assistance in raising funds and securing tools for camp.
- Ask members of the congregation to be a prayer partner for each of member of the team.
- Host a parent/congregational meeting to share the benefits volunteers can get by participating in mission work in general and specifically Mountain T.O.P.
- Invite parents/congregation to participate with any or all of the planning committees.
- Put up posters around the church publicizing the event. You might post a map of the United States and/or Tennessee indicating the area where you are going to be in mission.
- Plan short presentations to do in Sunday school classes. Be creative!!!.

Suggested Commissioning Service for Mission Team

We suggest two ways the service could be done (both are intended to be help with congregation):

- It could be held at the Sunday morning worship service, just before the group leaves for camp. This is an exciting way to involve the whole church in the mission project.
- It could be held as the closing worship for the group at the end of their training. Special invitations could be sent out in advance, encouraging others in the congregation to come show their support.

This is also the time for the mission team to ask for further support from the congregation by giving them the "Prayer Journey." Distribute copies and encourage everyone to dedicate to praying for the team. You could seek prayer partners for each team member.

Minister: Dear friends, today we recognize the ministries of these dedicated people and consecrate each of them to a special task in the service of Jesus Christ. Hear the words of the Lord Jesus Christ:

"You did not choose me, but I chose you and appointed you that you should go and bear fruit and that your fruit shall abide; so that whatever you ask of the Father in my name, he may give it to you." (John 15:16)

"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always to the end of the age." (Matt. 28:19-20)

To the Team: Do you believe that you have been led by the spirit of God to engage in this work and to assume the responsibilities which God has placed upon you as you go now to your assignment at Mountain T.O.P.?

Response of the Team: I do so believe.

Minister: In humble reliance upon divine grace, do you make it the supreme purpose of your lives to give of yourselves unreservedly these next days to the work of Christ in your appointed field at Mountain T.O.P.?

Response of the Team: I do, the Lord being my helper.

Minister: (Name) in the name of this congregation I commend you to this work and pledge to you our prayers, encouragement, and support. May the Holy Spirit guide and strengthen you, that in this and in all things you may do God's will in the service of Jesus Christ. (to be done for each missionary)

Minister: Dearly beloved, I commend to you these persons whom we this day have commissioned to be God's servants as a part of the continual sharing of Christ's great commission on Earth.

Response of God's People: We rejoice to recognize you as missionaries from our church, and we thank God that you have dedicated your service to this mission. May the blessings of God go with you and keep you safe throughout your journey. Amen.

Minister: Prayer of commissioning

Prayer Journey for Church Family

This is intended for all those who cannot go on the trip. It is a chance for those supporters to participate in intercessory prayer. The extra days are to ensure that travel days are also covered in prayer.

DAY 1 Psalm 139: 1-6

Pray for safe travel. Pray that the Holy Spirit will prepare the way for the team and its members to do His work. Praise God for this special ministry.

DAY 2 Psalm 3: 3-5

Pray for a welcoming spirit all around, for those coming, and for those who will receive. Pray for rest and energy. Praise God that He is able to sustain us.

DAY 3 Proverbs 3: 5-8

Pray for wisdom to see the paths of understanding between people or mercy in difficult situations. Praise God for His guidance, comfort, and strength.

DAY 4 Philemon 4-7

Pray for the team, its members, and the people they serve to be open to the work of the Holy Spirit. Praise God for Christ who intercedes for us.

DAY 5 Ephesians 6: 10-19

Pray for the team to be spiritually prepared to act and speak God's Word. Praise God for His protection.

DAY 6 John 16: 33; Matthew 5: 3-12

Pray for encouragement in body as well as spirit. Rejoice that God keeps steadfast love for good to those who love Him and are called to His purpose.

DAY 7 II Corinthians 9: 12-15

Thank God and praise Him for the work done by the team and its members. Pray for them to have the grace of God to walk each day.

DAY 8 Luke 5: 16

Pray for the team and its members to find the time and opportunity to withdraw and pray . Thank God for His mercy.

DAY 9 Proverbs 11: 25; Luke 6: 38

Pray for God's generosity in meeting the needs and that the team and its members will feel the love coming back to them. Thank Him for His love.

DAY 10 II Corinthians 4: 7-12; 16-18

Pray for renewal of spirit and body and to know that there is a treasure in this earthly vessel. Praise God for the work He has done.

DAY 11 Psalm 121

Praise God for this day, which is His. Pray for these special ones to be kept safe as they return home.

Back Home

Suggestions for Presentation to Congregation

- Develop a slide/video show that illustrates your overall Mountain T.O.P. experience. Include pictures that describe camp life, YRG or MPT, different work projects, the families of the Cumberland Mountains, the children of the Cumberland Mountains, worship experiences, new friendships, etc.

- Identify different volunteers to give personal testimonies of their experience. This is a special way of sharing your faith with others.

- Prepare special bulletin boards filled with pictures of the experience! This is really fun for the church members to see the volunteers in action! You might want to include a Special Thank You to the church for their support, love, and prayers during the youth's mission experience.

- Arrange a special church "dedication service" inviting the volunteers to continue to serve the Lord in their community. You could think of possible projects your group could do in your own area!

- Most of all, whatever you and or your group choose to do, we encourage you to make it special and include as many people as you can so that others will hear of the many ways you can serve the Lord!

Back Home

Suggested Ways to Stay Involved

Mountain T.O.P.'s mission is to send people to the valley below as the great commission suggests. Staying involved in Christian Community and servanthip is the answer to this call. Below are some ways you can be a fisher for people in the Valley Below.

- **Mission committee membership and/or participation in the church's mission conference. This is a way to educate yourself about areas where missionaries are working, local needs in the community, and where can you contribute.**

- **Involve yourself in local community ministries. Volunteer for the School for the Deaf, prison ministry, nursing home visitation, children's hospital needs, local charities, etc...**

- **Begin Bible study groups at your school, work, etc...**

- **Join a Sunday School class and have consistent Christian fellowship in your life.**

- **Continually remember our charge as Christians in all you do:**

"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

--Matthew 28:19-20 NIV

Back Home

Reflection Journal

What I Saw

We recommend keeping a special journal that you can add to after all of your future mission trips too. Begin by remembering the different things you saw and experienced during your mission trip - both the expected and the unexpected. Take some time to reflect upon what you saw.

THE PEOPLE

1. What did you see in the people that you were in service with that you did not expect to see?
2. Which of their needs are most vivid in your memory?
3. What aspects of their lives impressed you most?

THE CULTURE

4. What things did you see in the culture that was different from your expectations?
5. Is there any picture that quickly comes to mind?
Briefly describe it and the reasons it has stayed with you.
6. Seeing is a discipline we develop. It is the first step in making a difference in our world.
Unless one sees the needs, one can never meet the needs. What keeps you from "seeing" in your world?

What I Learned

7. List two things you learned about each of the following:
 - a. The people:
 - b. The culture:
 - c. The people you came with:
 - d. The people in your YRG:
 - e. Yourself:
8. Which of the above surprised you? Why?
9. As you reflect back on your experiences, what growth do you think God had in mind for you?
10. What factors may prevent you from being "deeply moved" in the world in which you live?

How Will I Respond

Now comes the tough but exciting part: the application of what you saw, learned, and felt. What are you going to do with your experiences? How are you going to respond to the things God is teaching you? This trip only began a process. The process is not finished. God is not finished with you. Take this time to reflect and think about the present.

11. What changes have you made in your life as a result of what you saw, learned, and felt during your mission trip to the Cumberland Mountains? Why those changes?
12. Think in terms of three areas of possible ongoing responses to the world you live in.
 - a. How might you use your time differently based on what you have experienced?
 - b. How might you use your money or resources differently based on what you experienced?
 - c. How might you adjust your lifestyle based on what you experienced?
13. What ideas do you have for remembering the people you met and the experiences you had?

(idea for Reflection Journal borrowed from book *Vacations With A Purpose* by Chris Eaton and Kim Hurst)

Reading List

- Berry, Bill
The Short Term Mission Handbook
Qualities of a Leader
1992 Berry Publishing Services Evanston, IL
- Blanchard, Ken and Phil Hodges
The Servant Leader
2003 J. Countryman Nashville, TN
- Borthwick, Paul
Six Dangerous Questions
1996 InterVarsity Press Downers Grove, IL
- Borthwick, Paul
A Mind for Missions
Unbuilder
1987 NavPress Colorado Springs, CO
- Briscoe, Jill
By Hook or By Crook
Word Books Waco, TX
- Duvall, Lynn
Respecting Our Differences
1994 Free Spirit Publishing Minneapolis, MN
- Eaton, Chris and Kim Hurst
Vacations With A Purpose
1991 NavPress Colorado Springs, CO
- Engel, James F. and Jerry D. Jones
Baby Boomers and the Future of World Missions
One's Looking
1989 Management Development Associates
- Kallestad, Walt
The Everyday, Anytime Guide to Christian Leadership
1994 Augsburg Fortress
- Maxwell, John C.
The 21 Indispensable
1999 Maxwell Motivation,
Thomas Nelson Pub.
- Jones, Laurie Beth
Teach Your Team to Fish
2002 Crown Business New
York, NY
- Hansel, Tom
Holy Sweat
1987 Word Publishing
- Griebner, David M.
The Carpenter and The
1996 Upper Room Books
- Valdes, Jorge
Coming Clean
1999 Waterbook Press
- Miller, Calvin
The Fable of Inwardness
1984 Inter Varsity Christian
Fellowship
- Swindoll, Charles R.
Improving Your Serve
1981 Word Inc. Waco, TX
- Hybels, Bill
Who You Are When No
Intervarsity Press Downers
Grove, IL
- Kane, Herbert J.
Wanted: World Christians
1986 Baker Book House
Grand Rapids, MI

McMillon, Bill
Volunteer Vacations
1987 Chicago Review Press Chicago, IL
Salado Publishing

Greenleaf, Robert K.
Servant Leadership
into the World
1991 Paulist Press New York, NY

Stepping Out: A Guide to Short-Term Missions
1987 Short-Term Missions Advocates, Inc. P.O. Box 6018, Evanston, IL 60204)

Heatherly, Joyce Landorf
Balcony People
2004 Balcony Publishing,

Pippert, Rebecca Manley
Out of the Salt Shaker &
1979 Intersivity Press
Downers Grove, IL

Mountain T.O.P. Operating Procedures

The following procedures govern issues of Staffing, Housing, Medical Safety, Conduct, Security, Supervision, and Travel at Mountain T.O.P. and the areas it serves, including camp locations, worksites, and en route to worksites:

Summer Staffing

- Summer staff applicants will be interviewed in-person (preferable) or via phone conference by the Support Staff of Mountain T.O.P.
- The minimum qualifications for staff applicants include:
 - Must be currently active in the Christian faith through participation in a church congregation and/or campus ministry.
 - Must be available for training and employment prior to the summer.
 - Must be eighteen years of age or older, and/or must be a high school graduate by the start of the first camp week.
 - Must have a current, valid driver's license.
 - Must supply a vehicle for use during the summer with appropriate liability insurance.
 - Must have current 1st Aid/CPR certification prior to the start of the first camp week.
 - Must adhere to all Mountain T.O.P. personnel policies (available prior to hiring and staff training, upon request).
 - Must submit to a criminal background check in accordance with normal Mountain T.O.P. hiring procedures.
- All staff applicants must provide contact information for at least three references. These references should not include family members, but should include at least a previous employer (if applicable) and a pastor, youth leader or campus minister.
- Staff applicants must answer the following questions on their written applications, and provide a full explanation if necessary.
 - Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony (including, but not limited to drug-related charges, child abuse, other crimes of violence, theft or motor vehicle violations)?
 - Have you ever been accused of any sex-related or child abuse offense in any previous employment or volunteer activity?
- In addition to a completed application form, staff applicants must answer questions relating to their Christian faith, work ethic, personality characteristics, strengths and weaknesses, and other information relating to their prospective staff position. These answers will be given in written form prior to the interview and/or oral form during the interview.
- Summer staff applicants must consent to background checks on criminal and DMV records. Mountain T.O.P. will pay for these checks.

- Any staff applicant who has been convicted of a sex-related or child abuse offense will NOT be hired for Mountain T.O.P. summer staff. Other allegations, charges, or convictions are not necessarily immediate disqualifiers, but they WILL be investigated to the satisfaction of the Support Staff. An investigation may include obtaining background checks, speaking with references and/or parents, and speaking with the applicant directly. After a thorough and careful investigation, the committee will decide whether or not the applicant is a qualified and safe choice for summer staff, and make arrangements, if necessary, to assist the person in their continuing reform.
- Any staff applicant suffering from emotional or psychological problems (clinical depression, eating disorders, self-mutilation, etc.) will be graciously investigated. The committee will speak with references, parents, therapists, and the applicants themselves to determine whether or not the applicant is a qualified and safe choice for summer staff. In such an applicant is deemed able to work on summer staff, the administration will work with that person to ensure that they are receiving appropriate therapy throughout the summer. The committee will protect the applicant's confidence.
- The following items will be included in Mountain T.O.P.'s recruiting/screening/hiring process for summer staff. These forms will be kept on file for 10 years. The following list of documents will be treated by Mountain T.O.P. as personal, confidential information. As such, the ministry will take all reasonable precautions to ensure that this information is protected.
 - Position descriptions
 - Position application forms
 - Personal reference forms
 - Consent to criminal background check forms
 - Results of criminal background check
 - Personal interview summary forms

Housing & Camp Safety

- No youth camper shall be housed alone with an adult camper. There must be a minimum of three persons when youth and adults are housed in the same room. There will be a minimum of two adults in every cabin.
- No person will share a bed with another person.
- Co-ed rooming is not permitted in camper quarters or staff quarters.
- All participants should adhere to the established curfew ("Lights Out"). Due to the physical demands of the work week at Mountain T.O.P., problems with vandalism, and potential for injury, campers staying up or sneaking out of camper quarters after Lights Out will not be tolerated.
- Campers and staff will be housed separately.
- Summer staff will work in conjunction with Support Staff to inspect all camp facilities, to ensure their safety and appropriateness. A thorough inspection will take place at the beginning of each summer season, minor inspections will take place at the start of each succeeding camp week and as needed. Camp facilities include, but are not limited to, camper quarters, dining and food preparation areas,

campfire areas, worship areas, recreational equipment, etc. Summer staff will also inspect all tools, whether owned by the ministry or by attending churches, to ensure their safety and functionality (first aid kits, fire extinguishers, smoke detectors).

Medical Safety

- Each youth participant, adult participant, and staff member must submit a completed Activity Permission and Medical Permission Form, which includes medical & insurance information. Minors' forms must have a parent's or guardian's original signature.
- Group leaders should provide triplicate copies of these forms upon arrival to a Mountain T.O.P. camp location. One of these copies will remain with the group leader; one copy will be safely stored in the summer staff office at camp; one will be stored in the van folder that will accompany the youth or adult to and from worksites each day. These forms will be accessible during the camp week in case of accident, illness, or other emergency. All copies of medical forms will be returned to the appropriate group leader at the end of the week.
- All summer staff members will receive training in counseling, and proper boundaries in counseling. Staff will also receive "youth abuse training," in order to know how to correctly handle and refer instances of abuse.
- It is preferable, though not required, that every adult volunteer be certified in basic first aid and CPR.
- Prior to the summer, campers will be provided with materials pertaining to safety on worksites. Staff members will teach some basic first aid tips to all campers during the first day in camp.
- First aid supplies will be available and easily accessible at all camp locations. Each YRG will be provided with a first aid kit, emergency phone numbers, and directions to local hospitals.
- Adult volunteers will be informed in an adult meeting where first aid supplies are located in camp.
- A written report will be completed in the case of any accident, sudden illness, medical emergency, or injury. Forms will be kept on file at the Mountain T.O.P. Office.
- In an accident occurs on the worksite that needs medical attention, the entire YRG must travel with the injured person to the hospital.
- ***If a staff person takes a youth to the hospital, there must be at least one additional witness (preferably an adult from that youth's church) present during transportation.***

Handling Emergencies (accident, illness, abuse)

- ***In the event of a serious accident...***
 - We will take the injured person to the hospital.
 - We will contact parents/guardians as soon as possible. If parents/guardians are not available, we will contact an emergency contact person, as listed on the **Activity Permission and Medical Consent Form**.
 - We will give the insurance information or financial responsibility information for the injured person to hospital personnel in order to file the initial claim.

- ***In the event of a serious illness...***
 - As necessitated by the camper's conditions, we will take the person to the hospital or call for medical help.
 - We will contact parents/guardians as soon as possible. If parents/guardians are not available, we will contact the emergency contact person, as listed on the **Activity Permission and Medical Consent Form**.
 - If the person is taken to the hospital we will follow steps as listed under "In the event of a serious accident..."
 - Depending on the seriousness of the illness, the sick person may have to return home for the sake of their health and the health of other campers.

- **Reporting in a case of abuse...**
 - Any suspected or reported case of neglect or abuse that occurs during at a Mountain T.O.P. event will be reported IMMEDIATELY to the Camp Director. The Camp Director will then notify the Executive Director, and the group leader from the local church. In the event that any of those persons is implicated, the chairperson of the Mountain T.O.P. Board of Directors must be notified immediately. One of those persons should contact the pastor from the local church as soon as possible. Should the incident involve a Methodist clergy person, that person's District Superintendent will be notified within twenty-four hours by the Executive Director..
 - The Executive Director, in conjunction with the Camp Director, and the group leader from the local church, must immediately have an incident report filled out with all available details (report forms will be available at each camp). A decision will be made by the Executive Director and the Camp Director as to the appropriate action to be taken. Any substantial abuse, neglect, infractions of civil or criminal law, or other event which necessitates reporting, must be reported to the appropriate law enforcement or social service agency as required by Tennessee or Federal law.
 - Mountain T.O.P. designates the Chairperson of the Board of Directors and/or the Executive Director as spokespersons in case of an incident or allegation of abuse. All other board members, administration, and summer staff must refrain from speaking to the press.

Conduct

- Anything considered illegal under civil or criminal law in Tennessee is expressly forbidden for all Mountain T.O.P. participants and staff. This includes issues related to tobacco use; drug use; alcohol consumption; possession of firearms, weapons or fireworks.
- Visitation between males and females in camper quarters or bathroom facilities is strictly prohibited. Male staff members will not enter female camper quarters or vice versa.
- Participants are to treat others as they would want to be treated to encourage positive nurturing relationships with the whole group. Participants should conduct themselves to create a camp environment which is:
 - free from the use of profane language
 - free from practical jokes that may be physical harmful
 - free from situations in which any two campers (youth or adults in any combination) have separated themselves from the group in isolated locations
 - free from inappropriate demonstrations of affection and/or physical contact.
- For ALL adult volunteers and ALL summer staff, a good rule of thumb for appropriate demonstrations of affection or physical contact would be to never be alone with a youth; never initiate a hug; keep hugs brief; always be the one to end a hug; hug from the side; never impose your touches on the youth in your group.
- All Mountain T.O.P. participants and staff are expected to adhere to a dress code. Clothing for all is expected to be modest and appropriate for a Christian event or the local school dress code.
- Youth and adult participants, and all staff, will be expected to observe all policies, guidelines, and covenants of a week at Mountain T.O.P..
- All campers and summer staff are required to read, agree to, and sign a Code of Conduct (included on the Activity Permission and Medical Consent Form).

Security

- At least one staff member will remain in camp each day, ensuring that no outsiders tamper with camp grounds or camper possessions. Groups' tools will be securely locked in a tool shed when not in use.
- Adults are encouraged to lock their vehicles whenever they are not in use.
- Staff members may do periodic visual inspections of camper quarters. All staff members are prohibited to touch any camper possessions without the campers' permission.
- If a camper is suspected to possess an illegal substance or an item that Mountain T.O.P. prohibits, a staff member may privately request the camper to empty their belongings in front of the staff member AND the camper's group leader or someone designated by the group leader. The camper may refuse, but they will be strongly suspected of the object(s) in question, and may be sent home.

- Mountain T.O.P. assumes no responsibility for possessions that participants bring into camp. Furthermore, Mountain T.O.P. strongly encourages its participants not to bring any items that are of significant value with them to camp. There is no need for electronics, expensive clothes, great sums of cash, etc. during the camp week.
- If a camper commits a minor theft in camp and it can be proven, the perpetrator will return the stolen items and be sent home.

Adult Supervision

- Parents of the youth attending a camp week will be given written details about the camp and schedule including a phone number to reach their child in an emergency.
- Parents will receive information keeping them abreast of what their youth are involved in while at Mountain T.O.P.. Upon request, materials will also be provided to parents, including a copy of Mountain T.O.P.'s Safe Sanctuary Policy, informing them of how Mountain T.O.P. plans to implement safe sanctuary procedures.
- Each church group will be responsible for bringing its own adult campers. "Adult campers" are considered those who are at least eighteen years of age and considered mature. ALL DRIVING ADULTS must be twenty-five years of age or older.
- Each attending group is responsible for bringing a certain ratio of adults per youth. One out of every seven participants in the group must be an adult at least twenty-five years old. Whenever possible, MTOP recommends that two out of every seven participants in the group are adults. The second adult in a group maybe eighteen years old or older
- All group leaders must attest that all adult campers have been screened to work with youth. Therefore, all group leaders must sign and submit a statement, that all adult leaders who attend Mountain T.O.P. have undergone criminal background checks or criminal and DMV records and that such checks are free from any reports of child and/or sexual abuse.

Travel

- Travel arrangements for groups must be made by the group leader, adult volunteers, and parents from the church. YRG vehicles must be provided by participating groups for the camp week. These vehicles must be capable of safely holding at least 7 people (seat-belted) and tools. Groups are responsible for vehicle expenses such as gas. Vehicles owned by Mountain T.O.P. or by summer staff will NOT be lent out to groups during the week.
- If a youth camper suffers an injury or sudden illness in camp and requires a visit to the hospital, a staff member (the Camp Director, when possible) and an adult leader from that youth's church will take the youth to this hospital.
- Churches are responsible for screening all their adult drivers through the DMV of their respective state.

- No youth should travel alone in a vehicle with only one adult unless it is their parent. No youth should travel alone in a vehicle with only one staff member.
- Youth are not allowed to drive vehicles during the week. If youth drive their own vehicles to camp, these vehicles must remain parked for the duration of the week.
- If one member of a YRG must leave a worksite for any reason, the entire YRG must travel with the individual (whether a staff person is present or not).

Screening of the Families for Whom Mountain T.O.P. Works

- Mountain T.O.P. does not discriminate on basis of age, race, or religious background when considering what families or individuals we will serve.
- Mountain T.O.P. strives to work for a people of varying socio-economic statuses. This is largely for the benefit of campers who attend; we want them to understand that “needs” and “poverty” are not just constrained to a person’s income.
- All potential families will undergo an informal screening process. Most families will have been screened and referred by another agency. Other families may refer themselves or may be referred by someone else. In all cases, at least one member of the Mountain T.O.P. staff will visit with the family to ensure, among other things, that the home is a safe working environment for a YRG. The Mountain T.O.P. Service Area Manager will ensure all sites meet minimum standards to be a qualified worksite. “Unsafe” environments may include, but are not limited to, evidence of illegal drug use, evidence of child/youth abuse, unavoidable objects that would make the job in question unsafe (very steep roofs, power lines, etc.).
- If an incident occurs on the worksite to threaten the safety of Mountain T.O.P. participants (e.g. sexual harassment, substance abuse, violent tendencies, etc.) the Mountain T.O.P. staff and/or adult driver reserve the right to dismiss the YRG immediately. The MTOP staff will notify the contact person who referred the family, explaining the incident.

Insurance

- Maintain Adequate Liability Insurance Coverage: Mountain T.O.P. will maintain insurance coverage for summer staff, campers, and administration.

Adopted by:

Mountain T.O.P.
Board of Directors
March, 2007