

Adults In Ministry
Core Guide



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January 2012

Hello AIM Participant!!

Thank you for being a part of what is going to be an awesome year of Adults In Ministry. Building on the momentum of last summer (a 72% increase in participation), our goals are to continue a stellar program in 2012. I realize that you have made a significant sacrifice to be here this year and appreciate the time you are taking to come to the Cumberland Mountains of Tennessee to serve. Mountain T.O.P. would not be able to operate without devoted servants like you.

Within this packet is information you will need to be prepared for your time at camp. Preparing involves many different things from fundraising to planning logistics to understanding cultures. This is part of your partnership with Mountain T.O.P. and the people you will be serving. So I ask you veterans and new participants to please put the appropriate amount of time into studying, reading, praying, and learning. In addition to the information included in this guide, there is a wealth of other resources about the culture, economics, and servant hood available at www.mountain-top.org. If at any time you need my help, you can contact me directly at 931.692.3999 or julie@mountain-top.org.

If you haven't heard, our 2012 theme is *Let's Practice Real Love* based on 1 John 3:16-18: We know what real love is because Jesus gave up his life for us. So we also ought to give up our lives for our brothers and sisters. If someone has enough money to live well and sees a brother or sister in need but shows no compassion—how can God's love be in that person? Dear children, let's not merely say that we love each other; let us show the truth by our actions.

I know that what you are doing this summer, showing the truth by your actions, is going to spread the love of Christ in ways we cannot even imagine! I am so excited for what God is going to do in and through you this summer. Let's get started!

Peace,
Julie Duncan
Program Manager - Ministry Logistics

Statement Of Values

Mountain T.O.P. (Tennessee Outreach Project) is a Christian organization affiliated with the Tennessee Conference of the United Methodist Church dedicated to a mission of rural life ministry in the Cumberland Mountains of Tennessee.

Specifically, Mountain T.O.P. seeks to empower people through a philosophy of partnership with those whom it serves. It seeks to enable the staff, camp participants, and Cumberland Mountain families to realize their potential and their responsibility as God's servants to holistically address the physical, emotional, social, and spiritual needs.

Mountain T.O.P. is concerned with achieving immediate results through direct social service programming. Mountain T.O.P. is a referral-based organization, which serves those who have expressed a need. It strives to serve as a "faith-in-action" classroom from which those touched can be energized to do likewise.

Foundational Scriptures:

As Jesus was walking beside the Sea of Galilee, he saw two brothers, Simon called Peter and his brother Andrew. They were casting a net into the lake, for they were fishermen. "Come, follow me," Jesus said, "and I will make you fishers of men." At once they left their nets and followed him. Matthew 4: 18 - 20

"Then the King will say to those on his right, 'Come, you who are blessed by my Father; take your inheritance, the kingdom prepared for you since the creation of the world. For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.' ... "The King will reply, 'I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me.'

Matthew 25: 34 - 36, 40

Foundational Objectives

Mountain T.O.P. is people helping, caring, sharing, learning, and growing spiritually. A Mountain T.O.P. camp is a unique setting that brings participants away from their everyday world. Camp becomes one of the most positive environments for teaching and learning values and skills, witnessing and affecting change in individual's lives.

Mountain T.O.P. has three foundational objectives. The ministry strives to promote each objective equally in all programs. No one objective is more important than the other. Our energies are evenly distributed between all three objectives seeking to enhance each one as we serve God in the Cumberland Mountains of Tennessee.

Objective #1

To help meet the physical, spiritual, social, and emotional needs of the Tennessee Cumberland Mountain people

The ministry strives to meet all of the four needs identified above for the families and individuals with whom they work. Mountain T.O.P. service projects provide the people of the Cumberland Mountains with the opportunity to have home repair and renovation needs met. Mountain T.O.P. day camps provide a place for children, ages 6 - 17, to experience a Christian community. Names of those who may have needs are given to the Mountain T.O.P. staff by community service workers, Human Resource Agencies, Referral Services, Ministers, community leaders, teachers, family, friends etc.

Objective #2

To actively encourage the Christian growth of the participants and staff who come to work with Mountain T.O.P.

The community forming programs in the evenings at camp are a chance for campers to share their daily experiences. This is where the community begins to base its thoughts, feelings, values, and beliefs on an experience grounded in Christian faith put into action.

Objective #3

To develop the leadership skills of participants and staff members

Staff members gain invaluable skills in making decisions, leading groups, working with a variety of people from different backgrounds and cultures, broadening their perspectives about life and people, and in communicating their faith. It is a chance for people to learn more about themselves and their capabilities.

Participants are given the opportunity to develop leadership skills while they are working with their teams and at camp with the whole community. Participants may help lead singing, recreation, community prayers, or even parts of the worship services. Participants learn how to work with other youth and adults from different backgrounds and cultures. They increase their self-confidence and enhance their abilities while at Mountain T.O.P.

Helping in the eyes of Mountain T.O.P.

A look at how Mountain T.O.P. approaches helping families in our service area.

The first thing to remember about helping at Mountain T.O.P. is that we are here because we have answered the call Jesus gives us in Mathew 28:19. In the

*Go then and make disciples
of all the nations, baptizing
them into the name of the
Father and of the Son and of
the Holy Spirit
-Mathew 28:19*

past two thousand years, men and women all over the world have tried to define and act upon this call and MTOP is no different. We believe that we are fulfilling Jesus' call by offering the opportunity to love one another through mission. We are all part of a much larger picture and giving others the opportunity to participate in Christ's love is vital to our world. We hope that

your experience with MTOP will help you discover what God is calling you to do specifically in this world while discovering what it means to be a disciple of Christ.

The second thing to understand about MTOP is that we seek to empower everyone with whom we work. From our staff to the Day Camp children to each one of our participants to our wider communities, MTOP is a partnership ministry. We are intentional about inspiring initiative in peoples' lives because that is what Christ's love has done for us.

“But we're only here for a short period of time. How can we make a difference?” This is part of the mystery of Christ's love! When you come to MTOP, you are part of a flow of ongoing ministry support in this region. You are joining with past participants, local families, churches, teachers, and other supporters to spread the message of abundant life in Christ. He takes what we have to offer and uses our efforts to bring about restoration and healing.

When you arrive at camp, it is important for you to recognize that MTOP sees needs in four categories (see our Foundational Objectives). We seek to meet the **physical, social, emotional, and spiritual needs** of the Cumberland Mountain people. No one of the four needs is any more important than the other. Having a conversation with a lonely widow or playing a game of tag with a child is just as important as swinging a hammer. Our staff works very hard prior to your arrival to uncover the needs that exist and provide you with a meaningful experience in helping those needs.

While you are here, we hope that you seek your work as fruitful and have the opportunity to build relationships with the people you serve. These relationships can be transformational in someone's life, reflecting the love of Christ. Helping at MTOP means the work you do will not only be fulfilling basic physical needs, but will act as a reminder that all people are loved and belong to the body of Christ. “For Christ so loved the world...”

Mountain T.O.P.'s Affiliations



TENNESSEE CONFERENCE OF THE UNITED METHODIST CHURCH

Mountain T.O.P. is an official agency of the Tennessee Conference of the United Methodist Church organized to support the Tennessee Conference Council on Ministries, through the Conference Work Area on Missions.



The symbol of trust

EVANGELICAL COUNCIL FOR FINANCIAL ACCOUNTABILITY

Mountain T.O.P. is firmly committed to good stewardship of funds entrusted to us by our participants and donors. To ensure our financial accountability to you, we are a member of E.C.F.A. Our most current Annual Report can be found at our website.



AMERICAN CAMP ASSOCIATION

Mountain T.O.P. is a member of the American Camp Association. As a leading authority in youth development, ACA works to preserve, promote, and improve the camp experience.

Adults In Ministry Summer Preparation Timeline Check-list

- ✓ Submit Application

- Pay deposit due March 5th.
- Pay Balance due May 7th.
- Study preparation Guide (available at www.mountain-top.org).
- Seek prayer support from your home faith community.
- Ask Pastor to do a Commissioning at a Church Service prior to departure (optional).
- Prepare health form, statement of activities form, and adult self -screening form; have them copied and ready with for registration.
- Make sure you have had a satisfactory background check performed within the past 3 years.
- Be sure vehicles are in good working condition.
- Gather tools.
- Gather supplies for Summer Plus/Kaleidoscope workshop.
- Make your Mailbox (see Special Characteristics of AIM).
- Depart from home as to arrive at camp no later than 12 pm Sunday of your week.
- Enjoy your time of service.
- Debrief as a mission team or individual once back home using suggested materials.
- Debrief congregation or those supporting you.
- Make plans for next year!

Adults In Ministry Week-long Schedule

Sunday

- 12:00 – 1:00 pm** Participants arrive at camp/ Registration
Community Orientation
Community Worship
MPT Breakdown
- 6:00** Dinner
Team Building and Project Planning
- 9:00** Closing

Monday - Thursday

- 7:00 am** Individual Daybreak / Group Morning Devotion
- 7:30** Breakfast
- 8:00** MPTs meet, pray and leave for project sites
Summer Plus Camp/Kaleidoscope/Quest MPT meeting
- 8:30** All MPTs out of camp
(Summer Plus Camp/Kaleidoscope/Quest leave to pick up children/teenagers)
- 5:30 pm** All MPTs returned to camp/ Hosts prepare for dinner
- 6:00** Dinner
- 6:30** (Wed Only) Cookout & Guest Speaker, followed by open evening
- 7:30 – 9:30** Community Life:
Sharing
Worship

Friday

- 7:00 am** Individual Daybreak / Group Morning Devotion
- 7:30** Breakfast
- 8:00** MPTs meet, pray and leave for project sites
Summer Plus/Kaleidoscope/Quest MPT meeting
- 8:30** All MPTs out of camp
During the day, MPT has closure with family
- 12:55 pm** Summer Plus Camp/Kaleidoscope/Quest Celebration
Family, friends, teachers and community friends join for the Celebration
- 5:30 pm** All MPTs returned to camp/ Hosts prepare for dinner
- 6:00** Dinner
- 7:00 – 9:30** MPT closing prayer
Community Sharing
Closing Worship

Saturday

- 7:00 am** Individual Daybreak / Group Morning Devotion
- 7:30** Breakfast
- 9:00** Camp clean up, evaluations of camp experience, & closing circle

Program Descriptions

Note: Major Home Repair is run during weeks and weekends in the summer and other weekends throughout the year. Summer Plus, Kaleidoscope, and Quest are run only during the summer weeks.

Summer Plus

This week is for teenagers. The workshops vary year to year and will be led by adults. Workshops done in the past are: Music, Dance, Cooking, Karate, and Woodworking. Club Time happens during the day it is set aside for experiencing God's word through a creative game or skit. Discovery Time is a time set aside each day where groups meet to talk about their experience.

Kaleidoscope

This is an alternative to traditional day camp. A child with special needs would fit very well in this camp week. The workshops will be of the Visual and Performing Arts and will be led by adults. Workshops done in the past are: Puppetry, Music, Drama, and Juggling. Kaleidoscope also offers Club time very similar to Summer Plus.

Quest

Quest is an adventure style camp for teenagers who live in Grundy County. Our goal is to provide an experience where youth are able to explore character building through challenging events such as rock climbing and ropes course elements. Mountain T.O.P. partners with the Grundy County High School guidance counselor to recruit youth who would most benefit from this program.

Though Mountain T.O.P. staff sets the program for Quest, AIM participants actually facilitate the week. They act as mentors, guides, and caregivers for the youth by encouraging each other in word and deed. Each day's activities are centered around a specific character trait. Specifics of the week and a schedule are provided to AIM participants closer to the week. There are also opportunities for you to share your faith story in group and individual settings. Quest culminates on Friday with a special time to celebrate with friends and family.

Participation in all of the adventure challenges is not a requirement to be involved with Quest and experience is never a prerequisite for AIM. However, a love of Jesus and a calling to share this love in a unique environment is a must!

Major Home Repair

Through several different funding sources, Mountain T.O.P. is able to do affordable home repairs for folks that would not be able to have it done otherwise. Much money is saved by the use of volunteer labor, and the partnership/materials philosophy is upheld as the family could be paying for the materials through the USDA. Some of the projects we have done recently are: Roof rehabs, Siding, Window Installation, and Room additions. Point people are assigned to each project so that quality work can be assured. Ideally this person would have experience in the type of work that they will be doing during the camp week.

The Official AIM What to Bring List

These items will help make your time at camp a more pleasant experience:

- ✓ An enthusiastic spirit and servant heart
- ✓ Bible
- ✓ Any musical instrument you play
- ✓ Pillow, sheets, and blankets for bunk bed, or a sleeping bag (it might get cool at night) ** *Foam or feather mattress pads will increase comfort level.*
- ✓ Earplugs (these will help deal with the potential nightly noise factor)
- ✓ Enough clothes for the time you are here - *there are no laundry facilities*
- ✓ Clothing for home repair, painting, and yard work (long pants, close-toed shoes)
- ✓ Jacket (again - it might cool off in the evenings)
- ✓ Raincoat/ Waterproof shoes
- ✓ Sweat shirt/pants (see note with jacket)
- ✓ Flashlight
- ✓ Bug repellent and Sunscreen
- ✓ Hand wipes to take with you to your site in case you are not close to a sink
- ✓ Toiletries/towel/washcloth/Shower shoes
- ✓ Portable Camp Chair (This will provide you a comfortable seat anywhere on the camp grounds)
- ✓ Extra money for camp store, canteen, pit stops at local convenience stores, and local art offerings
- ✓ Tools (listed more specifically later)
- ✓ Medical Information/ Statement of Activities & Release Form to be turned in at registration (Bring the original and one copy of each form)
- ✓ **Summer participants only:** Adult Self Screening Form (if not already turned in to the MTOP office) with proof of background check.

AIM MHR Tool Requirements

Major Home Repair (MHR) Ministry Production Teams (MPTs) work on a wide variety of projects including roofing, floor repair, interior and exterior finish work, porch building, wheelchair ramp building etc. All members of the MPT are responsible for team development, growth and stewardship of materials.

It is necessary for each MPT to have at least 2 vehicles to help transport people and tools to and from work sites. This also provides a vehicle to be used if someone needs to go to the hospital. We greatly appreciate and encourage every couple of people participating to bring a vehicle.

All participants must bring the following tools:

Carpenter's hammer	Nail apron	25' Tape measure	Utility knife
Carpenter's pencil	Work Gloves	Safety glasses/ goggles	

The following are tools we have found useful in the past. This list is offered as a reference. We would appreciate participants bringing as many of these tools as possible to camp.

Hand Tools

- Screwdrivers
- Pliers
- Wrenches
- Chisels
- Sledge hammer
- Pry bar
- Wrecking bar
- Nail puller
- Framing Square
- Levels
- Hack saw
- Coping saw
- Hand saw
- Chalk line

Power Tools

- Circular saw
- Reciprocating saw
- Miter saw
- Table saw

Scroll saw

- Electric drill/bits
- Cordless drill/bits
- Drywall screw gun
- Extension cords (w/ adapters)

Drywall Tools

- Sanding pole
- Sanding screens
- Drywall square
- Drywall saw
- Wide drywall knives
- Mudding tray

Miscellaneous Tools

- Portable generator
- Hydraulic jacks
- Knee pads/foam for roofing
- Hook blades for shingles
- Brooms

Special Characteristics of AIM

Mountain T.O.P. camps share a common purpose which integrates the forming of a Christian community, helping others meet different types of needs (physical, social, emotional and spiritual), and emphasizing faith development throughout the total experience. Listed below are specific characteristics that make our camp life unique.

Daybreaks

Daybreak, available before breakfast, is an opportunity for participants to be alone with the Lord at the beginning of each day. Literature is provided to help guide one's thoughts. The purpose is to help participants grow closer in their relationship with God.

Group Morning Devotion, also available before breakfast, is a time for participants to gather and praise the Lord for a new day while experiencing prayer, thanksgiving, and Christian renewal together. Someone in the camp community leads this time.

Other Daybreaks – encourage each other to take breaks throughout the day to stop and turn your attention to God. Noon prayer or a moment of silence before leaving the worksite may be a good way to stay focused on God throughout the day.

Community Life

There are several different activities that are part of the community life. Each evening, there is a time of sharing in which everyone has the opportunity to express their thoughts and insights of their daily experience to the total community. Community worship follows the sharing time. The worship is an opportunity for participants and staff to engage in reflective moments as they seek to more deeply develop their commitment to God.

Closing Worship

This worship is dedicated to celebrating the journey of the camp community throughout the experience and asking participants to commit to being "a fisher of people in the valley below." This time of reflection is designed to highlight for participants that the Mountain T.O.P. experience does not stay on top of the mountain, but it goes home with each participant in their heart. Campers have a time to rejoice with God regarding the growth they have experienced.

Closing Circle

This is dedicated to encouraging participants to "go forth and continue to share their love and faith" in their own home areas. Mountain T.O.P. seeks to enrich the lives of its participants so they will take their experience on the mountain and continue to build on that experience in the valley.

Mailboxes

As part of our effort to build and maintain Christian community, it is important for us to stay in touch with one another. One way we can do this is through the use of mailboxes. You can make one out of a paper bag, or an empty oatmeal container, or whatever. Decorate it as you wish, but be sure to put your name on it. At camp, there will be a spot designated as the mail center. During the experience we can leave each other notes of encouragement, gifts and prayer requests. These little bits of love can be a real pick-me-up during the camp week. Additionally, if any mail should come for you at the camp, it will be put in your mailbox.

Statement of Activities and Release Form

One copy and the original of this 2 page form must be brought to camp by each participant.

BOTH PAGES MUST BE KEPT IN THE VEHICLE IN WHICH YOU ARE TRAVELING AT ALL TIMES

The Mountain T.O.P. Adults in Ministry program is a Christian Service ministry to the people of the Cumberland Mountains in Tennessee. Volunteers participating in the activities of this ministry will be expected to be involved in all activities and to respect the people of the Cumberland Mountains at all times.

Major Home Repair participants will be involved in (but will not be limited to) construction, roof replacement, winterization, rehabilitation of existing dwellings, and other major home repairs as determined by the project. The scope of all projects will be within the capability of the volunteer service team. These activities may include the use of hand tools and the handling of materials and supplies. Power tools will only be used if the individual has the necessary skills to handle the power tool appropriately.

A.I.M. participants understand that photos and video may be taken during the course of the camp week that may be used by Mountain T.O.P. in the future promotion of our ministries and programs. Participants are never forced or required to engage in any work or activity in which they feel they are not able to participate safely. Participants are expected to follow all guidelines of participation, philosophies, and expectations set by the organization and camp staff.

We acknowledge that every effort has been made in preparing the participants for this mission experience. We therefore release Mountain T.O.P., Incorporated, its agents, employees, and any and all persons connected therewith from any and all liability, claims, and causes of action of any type whatsoever arising out of or in any way connected with participation in the activities of the Mountain T.O.P. mission project.

Further, consent/permission is given for (participant) _____ to be treated by competent medical personnel in the event of an accident or medical emergency and to receive reasonable medical treatment as deemed necessary by a licensed physician.

In the event treatment is called for which a physician and/or other professional health care provider in the hospital/clinic refuses to administer without my consent, I hereby authorize:

Group Leader (Print full name): _____
and

Camp Director (Mtn. T.O.P.): _____

to give such consent for me in the event that I am unable to give consent for myself. If in the event it becomes necessary for either of the identified persons to give consent for me, I agree to hold such person free and harmless of any claims, demands, or suits for damages arising from giving such consent.

I understand that Mountain T.O.P. accepts proof of personal insurance or acknowledgement of financial responsibility for all medical expenses. I agree that my insurance company will be used for all necessary medical expenses and am aware that I may be billed by the medical provider for any medical expenses not covered by my personal insurance policy and will be responsible for payment of those expenses.

This is the _____ day of _____, 20 _____.

Signature (Participant or adult/guardian if minor)

Medical Information Form

BOTH PAGES MUST BE KEPT IN THE VEHICLE IN WHICH YOU ARE TRAVELING AT ALL TIMES

Last Name _____ First _____ MI _____

Address _____ City _____ St _____ Zip _____

Phone _____ Occupation _____

*Social Security Number _____ Date of Birth _____

Church _____ Church Phone _____

Church Address _____ City _____ St _____ Zip _____

Personal Physician _____ Phone _____

*Insurance Company _____ *Phone _____

*Policy # _____ *Insured ID # _____ *Prescription Card # _____

In case of emergency contact:

Name _____ Relationship _____

Daytime Phone _____ Evening Phone _____

Name _____ Relationship _____

Daytime Phone _____ Evening Phone _____

Medication(s) you cannot take _____

Medication you are currently taking _____

These medications are to be administered by (circle one): Youth / Contact Person / Staff

Allergies / special health problems or concerns _____

Do you have a current tetanus shot? Yes / No

If yes, indicate date _____ If no, we encourage you to get one before you come.

**** In lieu of this information, you may provide a copy of the front and back of your medical insurance card.***

AIM Adult Self-Screening Form

Camp week _____ Camp _____

Church _____

Last Name _____ First _____ MI _____

Address _____ City _____ St _____ Zip _____

Phone _____ email _____

Occupation and Employer _____

*Social Security Number _____ Date of Birth _____

Driver's License number _____ Issuing State _____

If you will be driving during the camp week, you must fill out the following two lines:

Car Insurance Company _____

Policy # _____ Phone _____

Circle One

1. Have you ever been convicted of a felony? Yes No
2. Have you ever been convicted or formally accused of any sex related or child abuse offense? Yes No
3. Have you had a background check completed within the past 3 years to verify the responses to the above questions? Yes No
4. Have you participated in Safe Sanctuary or a similar youth protection training program? Yes No

- If you answered YES to questions #1 and/or #2, please fully explain on back of form.
- If you answered YES to question #3, what was the date of your background check?
Date of check ___/___/___ *Your background check MUST be on file at your church.*
- If you answered NO to question #3, you must have a background check completed before arrival to camp. If your church does not offer this service, Mountain T.O.P. will have one processed. You will need to reimburse Mountain T.O.P. for this cost; fees vary by state.

YES, we need Mountain T.O.P. to process a background check for me.

*SSN only needed if Mountain T.O.P. is completing background check.

I fully support Mountain T.O.P.'s effort to increase the probability of having a safe environment in our camps to perform mission work without fear of irresponsible adults. I certify, to the best of my knowledge, the information that I have provided on this form is true and accurate. I authorize any investigation, including a background check, of any or all statements made on this form.

Print Name _____

Signature _____ Date _____

Guidelines for Participation

The following are some of the basic expectations we hold for all who participate in Mountain T.O.P.

- ✓ Any Summer participant 18 and older must complete an Adult Self Screening form in addition to a satisfactory background check (within the past 3 years).
- ✓ For the time you will be participating at Mountain T.O.P., please do not wear any spaghetti-strap tank tops, short shorts, or shirts with potentially offensive logos (i.e. those with alcohol/beer logos, those with sexual implications, etc.). Those participating in Major Home Repair must wear jeans or long pants and closed-toe shoes everyday to the work site.
- ✓ Do not bring, purchase or consume any alcoholic beverages or illegal drugs while participating in a Mountain T.O.P. event.
- ✓ Do not bring any fireworks into camp.
- ✓ Summer participants are expected to attend camp from Sunday, 12:00 PM (CDT) until Saturday, 9:30 AM (CDT). This is in order to be consistent and fair to staff, programming and camp community. This will also ensure that the participant will experience the total Mountain T.O.P. mission event during their stay.
- ✓ Weekend Participants are expected to attend camp from 5 pm the evening the weekend starts until cleaning is done the day camp is over (~10 am). This is in order to be consistent and fair to staff, programming and camp community. This will also ensure that the participant will experience the total Mountain T.O.P. mission event during their stay.