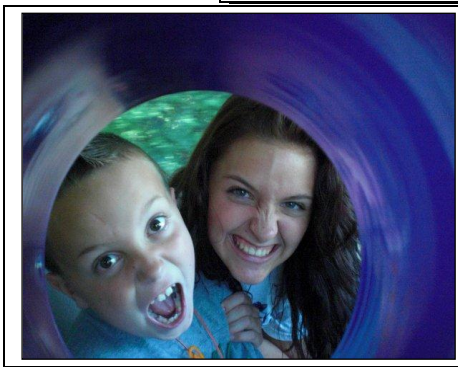


The Core Guide to bringing a group to Mountain T.O.P.'s Youth Summer Ministry



@ Martin Methodist College

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.

The Kingdom of God

Once, having been asked by the Pharisees when the kingdom of God would come, Jesus replied, "The kingdom of God does not come with your careful observation, nor will people say, 'Here it is,' or 'There it is,' because the kingdom of God is within you." Luke 17: 20 - 21

People will come from east and west and north and south, and will take their places at the feast in the kingdom of God. Luke 13: 29

Mountain T.O.P. is devoted to following Jesus Christ our Lord in all that it does. We are committed to being a part of The Kingdom of God.

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Welcome Youth Leader!

Seek justice, encourage the oppressed. Defend the cause of the fatherless, plead the case of the widow. (Isaiah 1:17)

Thank you for being part of this new and exciting endeavor between Mountain T.O.P., Martin Methodist College, and Pulaski FUMC! We are grateful that you are joining us in this mission of loving God and loving others. Through Mountain T.O.P. we pray that people will ignite change and be changed during their time here.

It is EXTREMELY important that you spend time training and preparing your group for this trip. There are a lot of things unique to a MTOP camp week and proper preparation will make this experience the best it can be. The preparation materials include many different resources that you will need along the way.

The Core Guide – You must thoroughly read through this section, for it contains information on what you will need to know each year you bring a group. This includes a timeline checklist, medical forms, tool/material requirements, etc. Documents in this guide will change from year to year.

The New Group Guide – If your group is new to MTOP, or it has been a few years since the church's last participation, please utilize this document for it contains Mountain T.O.P. History, materials philosophy, FAQ, etc.

Other Available Resources – In order to make the training time the most effective and meaningful, you may need additional resources. We will provide some for you, such as hints for seeking support from the congregation, parent packets, regional maps, suggested retreat formats, etc. We are currently adding to this information specifically for Giles County, TN.

Whether this is your first time or your 30th, all of these resources are available to you. In The Core Guide, you will find a list of what is available. You can access these on the website at www.mountain-top.org.

My job is to do what I can to help you. I only have two expectations of you:

- 1) You communicate well with me as the spring progresses.
- 2) You put quality time into preparing your group.

I am blessed to work with you, truly blessed.

In his service, with his love!

Julie Duncan: Program Director – Ministry Logistics

julie@mountain-top.org

Orientation Outline

- You must have an orientation meeting with **all** of your participants. It is extremely

important that each participant fully understands what will be expected of him/her and what the week will look like. Even if your church has been many years to Mountain T.O.P., each year you will have new participants. In your orientation time, please be sure to at least include the things outlined below.

Introduction

Everyone in the group
Mountain T.O.P.

Week at a Glance

Special Characteristics

Mountain T.O.P. History

Foundational Objectives

Culture of Appalachia

Article, video, newspapers

Region Map

Service Area Map

Economic Statistics of Service Area

Christian Helping

Materials Philosophy

Tool Safety

Expectations for Participation

What to Bring

Forms

Participation Forms

Adult Self – Screening

- You need to meet with the adults separately to discuss what their role at camp will be. You can use the documents The Adult Role, the Discussion Questions, The Interview with Ed and the Adult Covenant

- It works really well to fit this all into a retreat time. We have a suggested retreat format and resources available to you, if you are interested.

Preparation Timeline

Please follow this document. We know there is a lot that must go into planning such a trip as this, let us help you by guiding you through the preparation process.

Mid March

- Continue reviewing preparation materials – always available at website
- Plan mission trip training session(s). The training should create a sense of team building and purpose in mission and works well in a retreat format.

Late March

- Receive your camp assignment, tool color, host list and travel guide
- Make lodging arrangements for travel to and from camp

Beginning of April

- Start collecting tool inventory from congregation. (NOTE: you may want to assign someone to be the tool contact to help you take care of this task)

Mid April

- Start securing the proper amount of vehicles.

Late April

- Collect money for final payment, which is due mid - May*
- Collect adult self-screening forms
- Make list of amount and sizes if you want to pre-order theme t-shirts

Early May

- Mail in 1) Final Payment, 2) Final Payment Invoice, 3) Completed Roster, 4) All adult self-screening forms

A few weeks before departure

- Secure tools/materials needed and mark clearly with specified tool color
- Collect, make copies and organize med forms by the guidelines given

*This is our one strict deadline:

- *If the final payment is postmarked after the final payment date, a late fee of \$15.00 per person will result, no exceptions.*
- *If the group cancels or the size drops significantly after final payment, the group is financially responsible for the \$375 fee for 100% of total participants last confirmed.*
- *Assuming the final payment deadline has been met, there will be no fee for any additions or minor drops before July 1st. In either situation, you need to clear this through the office. No refunds can be made after July 1st.*

NOTE: As numbers go up or down, please let us know asap.

The Week at A Glance

ARRIVE ON SUNDAY MORNING

10:00 am	Gates Open - Registration, unload and move-in	7:00	*Evening Community Program (for everyone) Recreation Sharing Worship
10:45	Adult Meeting with the Director		

11:15 Orientation: What is this
week going to look like?

12:00pm Lunch

1:00 Worship

1:45 Field and Program
Orientation
Major Group Division
YRG Division

6:00 Dinner
YRG Development
Time
Community Moment

10:00 Lights Out

MON - THUR SCHEDULE

7:30am Breakfast

8:00 Daybreak

8:30 Major Group meetings and
then load up tools/coolers

9:00 Go to site for the day
Work, work, work

4:30pm Return to camp
unload tools/coolers

6:00 Dinner

FRIDAY SCHEDULE

7:30am Breakfast

8:00 Daybreak

8:30 Major Group meetings and
then load up tools/coolers

9:00 Go to site for the day
Work, work, work

12:00pm Lunch at site

1:00 YRG Celebration in county

3:30 Return to camp – church
load up

6:00 Dinner
Campfire
Fishhook worship
service

SATURDAY SCHEDULE

7:00am Breakfast
Camp Evaluations

7:30 Daybreak

8:00 Camp Cleanup
Closing Circle

10:00 Departure

*The evening activities vary from night to night: Tuesday evening the Camp Director will lead a brief Adult Huddle, Wednesday evening all adults will be honored by the Mountain T.O.P. Support Staff, Thursday evening the Camp Director will lead a Prospective Staff meeting for those interested in serving on the Mountain T.O.P. Summer Staff.

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 effecting change in individual's lives.

Mountain T.O.P. has three foundational objectives. 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.

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

Special Characteristics of a Mountain T.O.P. Camp

Week

DAYBREAK

In order to be intentional about our time with God while on His holy mountain, we provide each participant with the opportunity to begin their day with the Lord. Daybreak is a 15 - 20 minute time after breakfast when campers sit alone for study, reflection and prayer. Campers will need to bring their Bibles, journals or any other items desired for this time to breakfast. Mountain T.O.P. will provide materials to guide this time that relates to the focus for each day as it pertains to programming. We pray this helps participants grow closer in their relationship with God.

YRG (YOUTH RENEWAL GROUP)

Each participant is part of a YRG, which consists of 6-7 people, including 1-2 adults. The YRG experience is designed to give youth the opportunity to renew themselves, discover new meanings about their lives, increase their self-esteem and confidence, make new friends, and be a contributing part of a team with a common goal. When dividing into YRG's our staff members will ensure that they are as balanced as possible across age, gender, experience and home church.

COMMUNITY EVENING PROGRAMS

These programs are a time for fun and fellowship with the whole camp community. Programs may consist of group recreation, group builders, singing time, guest musical acts, or free time.

The evening always includes a sharing time and worship. Sharing gives everyone the opportunity to express their thoughts and insights from their day with the community. Worship is an ecumenical experience designed to focus on serving God. It is an opportunity for campers and staff to engage in reflective moments as they seek to grow closer and further develop their commitment to God.

MAJOR GROUP WORSHIP

Mountain T.O.P.'s style of worship is often participatory, engaging campers to connect with the Lord in creative, tangible and unique ways. One aspect of our camp weeks that may differ from other organizations is Thursday evening Major Group Worship. Each group will be responsible for planning their own worship service. The Major Group Leader will facilitate the planning. This experience gives youth the opportunity to be on the planning end of programming. For some youth, this will be the first time to really be apart of thinking about how to extend the opportunity to worship to others. This challenges youth to explore their own faith while also giving them the chance to be creative and develop skills.

YRG (YOUTH RENEWAL GROUP) CELEBRATION

This is the closing time for each YRG on Friday afternoon before returning to camp. It is a time for each member to express his or her thoughts and feelings to the others about the team experience along with rejoicing in the growth and renewal that comes from giving of yourself to others.

FRIDAY CLOSING WORSHIP

This worship is dedicated to celebrating the journey of the camp community throughout the week and to 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 hearts.

SATURDAY MORNING CLOSING CIRCLE

This celebration is designed to reconnect participants with their own youth groups and to challenge the groups to go forth and continue to share God's love in the valley below. Mountain T.O.P. seeks to enrich

the lives of its participants so they will take their experience and build on it when they return home.

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

A look at how Mountain T.O.P. approaches helping the 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 past two thousand years, men and

*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

women all over the world have tried to define and act upon this call and Mountain T.O.P. 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 Mountain T.O.P. will help you discover what God is calling you to do for humanity while discovering what

it means to be a disciple of Christ.

The second thing to understand about Mountain T.O.P. is that the physical work we do is only a vehicle by which we spread the gospel of Christ. The work itself is not the reason God has called us, but merely an avenue by which to invest in relationships with people. Once a relationship is formed, true ministry is able to occur.

"But we're only here for a week or a long weekend, how can we form relationships?" This is a valid question that you may be asking yourself. To answer it you must trust God to use His people over time. When you come to Mountain T.O.P., you become part of the many generations who have answered Christ's call by devoting a little bit of themselves to ministry in this region. You can trust that Mountain T.O.P. has made a commitment to this mission, by its over 30 years of service. It will continue those relationships you are participating in, Lord willing.

When you arrive at camp, it is important for you to recognize what a need is to Mountain T.O.P. One of our three foundational objectives is to help meet the physical, social, emotional, and spiritual needs of the Cumberland Mountain people. The second, third, and fourth levels of the renowned psychologist Abraham Maslow's Hierarchy of Needs provides foundation for these needs Mountain T.O.P. seeks to fulfill. 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.

Hierarchy of Needs 1. Physiological 2. Safety and Security 3. Love and Belonging 4. Esteem or Ego 5. Self Actualize 6. Know and Understand 7. Aesthetic

In conclusion, while you are here, we will be adamant that our focus is not solely on the porch you build or the room you paint, but on the relationship you form with the family you serve. Your relationship will be one that builds upon a foundation Mountain T.O.P. has been laying for many years, reflecting the love of Christ. Helping at Mountain T.O.P. 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.

Expectations for Participation

The following are some of the basic expectations we hold for all youth and adults who participate at Mountain T.O.P.

The Mountain T.O.P. Summer Staff has overall responsibility for all activities. Therefore, camp directions and expectations given by the staff are to be followed.

Camp Attendance and Participation - Arriving late or leaving early from the camp week is NOT an option. Leaving at any time during the week and coming back to camp is also NOT AN OPTION. We design our program very carefully to ensure that all participants receive the maximum benefit from their experience. On Sunday our staffs will be breaking the community into work teams and on Saturday morning the community will have its final closure experience; missing either of these would hinder the experience for a person and the community. If there is an extreme situation, we are willing to address special cases. Everyone (youth and adults) is expected to attend and participate in all structured activities, recreation, programs, and worships. Please do not ask us for any exceptions to this camp participation expectation. We want everyone to gain the most they can while at camp together.

Dress Code – It is our expectation that it is the responsibility of your group's leaders and adults to ensure that your youth bring appropriate clothing to camp. Shirts are to be worn at all times. Shirts with beer, liquor or other possibly offensive subject matter should not be brought to camp. Additionally, halter or spaghetti-strap tops, bathing suit tops, sports bras, shorts with an inseam less than 4" and jeans with offensive holes are not appropriate and should not be brought to camp. For safety reasons, the youth and adults with Service Project are to wear long pants, closed-toe shoes and shirts with at least short sleeves during the workday. Youth and adults with Day Camp can wear shorts instead of pants. Shorts are fine at camp in the evening.

Alcohol & Drugs - Do not bring any alcoholic beverages or illegal drugs to camp. Those who bring such items can be sent home at their parent's expense.

Prescription Drugs - Sharing of prescription drugs is strictly prohibited. Those who do can be sent home at their parents' expense.

Fireworks - Do not bring fireworks into camp – these are dangerous items, especially in wooded areas.

Lights Out Policy - Your camp staff will set times for "lights out" each night, and they typically set a slightly later time on Friday night. The staff will take responsibility for the initial bed check at the designated lights out. Our expectation is that everyone will stay in his or her cabins after this time. We do not intend for the staff (nor are they able) to stay up for hours putting people back to bed and/or chasing them around camp. We ask for your group's understanding and cooperation in this matter. We depend on the leadership and maturity of the adults present in camp for assistance. If campers are found out of their cabins, the staff will find the youth group leader and have the camper call

their parents. If there is a second incident of them sneaking out, the policy is to send the camper home at their parent's expense.

Tobacco - The use of tobacco is discouraged and prohibited in some cases due to camp regulations, sensitivity and fire hazards. Our tobacco policy follows the guidelines of the United Methodist Social Principles. Anyone under the age of 18 is prohibited from smoking, using or possessing tobacco in any form during a Mountain T.O.P. camp week. Mountain T.O.P. recognizes the need to establish a designated tobacco area for those who use tobacco. This designated area is to be in a private and discreet area of camp. This is due to our desire to discourage the use of tobacco products and the need to not promote the use of tobacco as a social activity or as a part of the community process.

Electronic Devices - The use of cell phones, iPods, radios and headsets is prohibited at the work sites. We want to encourage socializing and visiting with each other and the Cumberland Mountain families and be sensitive to one another's musical tastes. Moreover we will not tolerate any inappropriate use of electronic devices while participating at Mountain T.O.P. The use of these items is limited for these reasons.

Mountain T.O.P. asks the following as a minimum:

No cell phone or music player usage at any work site other than the YRG driver and only in emergencies.

- No cell phone or music player usage during any Mountain T.O.P. programs, including, but not limited to limited to Daybreak, all meals, sharing, and worship.
- Appropriate cell phone or music player usage in camp should be limited to cabin areas only.

It is our expectation that it is the responsibility of your group's leaders and adults to ensure that this policy is followed. Inappropriate use of electronic devices will result in disciplinary action and may result in a camper being set home from camp at the expense of the church.

Camp Visitation Policy - All our Partners, family, and former staff members are welcome to visit our camps during program periods with prior notification and approval of the camp director. In your desire to come visit please acknowledge that part of the Mountain T.O.P. participant experience is to get away from the norms and expectations of their every day life. Mountain T.O.P. values providing this environment to its participants and discourages visitation to a point that it becomes distracting to the individual or community. For this reason, the number of visitors will be limited each evening and will be handled on a first come first serve, case by case basis. If you want to visit, please let us know as far ahead of time as possible so that we can make appropriate accommodations. Call the administrative office (931)692-3999 to schedule your visit.

Vehicle Requirements

It is your responsibility to provide adequate transportation for the week.

Service Project

The most suitable vehicle is one 7-passenger van per every seven participants. This allows six to seven YRG members, tools/materials and a cooler for lunch to be transported to and from the work site. Each vehicle must seatbelt at least six people.

Tennessee State Law

All vehicles must be equipped with seat belts for each passenger. Campers will not be allowed to ride in vehicles without seat belts or in truck beds.

Sharing the Transportation Cost

Please be prepared to help share the cost of a van if you have extra participants over increments of 7 for whom you do not have a vehicle. This is an equitable way for everyone to help bear the burden of transportation costs. If you bring extra people over increments of 7, you may be responsible for helping to secure and pay for an additional vehicle for the camp week. The churches that are bringing extra people will be responsible for making the arrangements for van rental and delivery.

Van Rental

If you need to rent a van, we recommend that you call Tennessee Car and Van Rental. They have offices in both Murfreesboro and Nashville, and offer delivery and pick up right to and from camp. At least one to three month advance notice on rentals is advised. For more information, please contact Bill in Nashville at 800-254-1632 or Glenn in Murfreesboro at 800-895-0045 and be sure to tell them you are with Mountain T.O.P.

First Aid Kit Requirements

*Each vehicle must have a complete First Aid Kit.
Mountain T.O.P. will be responsible for restocking all kits as needed.*

Must Have-Items

Band – Aids	Ace Bandage
Sterile Gauze Pads	Tweezers
Antibiotic Ointment	Anti-itch Cream
Hydrogen Peroxide	Non-aspirin Pain Reliever
Rubbing Alcohol	Cold Medication
Cotton Swabs	Antihistamine pills
Scissors	Small Ziploc Bags (2)
Adhesive Tape	

Desired Items

Thermometer	Heartburn/Gas
Laxative	Topical Ointment
Throat Lozenges	Other Medication(s)
Anti-Diarrhea	Muscle Pain Reliever

Van Bucket Tools

The following is a list of tools needed **FOR EACH VEHICLE**.
Please put all of these tools in a “van bucket” to keep them organized and during the week they will **STAY** in your vehicle.

TOOL	per VAN	NOTES
2-cycle oil mixture	1	bottle
Baby Oil	1	optional
Carpenter's Level	1 - 2	
Chalk Line	1	with chalk
Cooler - Water	1	2 gallon
Cooler - Ice Chest	1	48 qt for lunch each day
Drop Cloth	2	for painting
Electric Adapter	2	
Extension Cord	1	50' +
First Aid Kit	1	see list for requirements
Hammer	7	16 oz +
Hand Sanitizer	1	medium sized bottle
Measuring Tape	2	16' +
Paint Brush - Big	4	
Paint Brush - Small	3	
Paint Roller	3	
Paint Roller Pad	6	
Paint Scraper	5	wide and thin
Paint Tray	3	
Pliers	1	
Power Drill	1	with bits
Putty Knives	3	
Rags	10	bring them clean
Paint Roller Extension	2	optional
Ropes or bungee cords	some	for tying down ladders
Safety Goggles	2	
Saw - Circular	1	with extra blade(s)
Saw - Hack	1	
Saw - Hand	1	
Screwdrivers - Flat	2	
Screwdrivers - Phillips	2	
Scrub Brush	1	
Socket Wrench Set	1	optional
Square, or Speed Square	2	
Tin Snips	1	

Utility Knife	1	
Wasp/Bee Spray	2	
Weedeater - gas powered	1	with extra spool of string
Wood Chisel Set	1	optional
Work Gloves	7	
Wrecking Bar	1	

*This cooler will not stay in your van all week. You will turn drop it off in the evenings and pick it up in the mornings so the kitchen staff can fill it with your lunch.

Tool Process

1. Projects planned cannot be accomplished without the appropriate tools. The tool list has been put together based upon years of experience. Please bring all the tools requested on the Van Bucket list per vehicle. Extra tools are always welcomed. Use your judgment about how many tools to bring if you are sharing a vehicle (for example, bringing 1 vehicle with 10 people). Feel free to bring any extra tools!
2. Community tools (additional tools not in your Van Bucket) will be provided by Pulaski FUMC. We ask that you take care of these tools as if they were your own. Help others in you YRG do so, too.
2. It is possible that a tool may be broken during the week. Please take the time to collect tools that are in good working condition. If we cannot fix it, we will be sure to send the pieces home so that this option can be pursued.
3. The key to getting tools back to their owners is proper identification. This means color-coding ALL of your tools well, including the ones in your vehicle(s). It is also a good idea to put the names on the tools. This makes separation easier at home. Your tool color will be assigned in late March. There will not be time to color code your tools after arrival, so please come prepared.
Options for color-coding tools:
 - a. Colored Tape
 - b. Spray Paint
 - c. Paint with Brush
5. Any power tools, such as reciprocating saws, chain saws, drills, and even tool boxes are extremely helpful and can be lent out at your discretion.
6. One adult volunteer from your group needs to serve as your tool contact. The contact person may fulfill this role, if you want. On Sunday both the tool contact and a staff member at the tool shed will inventory the tools. A master tool list will be prepared with copies kept by the staff. This same master tool list will be used to return the tools back to the churches on Friday.

7. Feel free to donate any tools!

What to Bring

Must Haves:

- Work clothes for one week
- Casual clothes for one week
- Bedding for a twin bed: sheets and blanket or sleeping bag
- Pillow
- Bath Towel
- Toiletries
- Shower Sandals
- Rain Gear
- At least one long-sleeve shirt, jacket or sweatshirt for possible cold evenings
- Sunscreen
- Bug Repellent
- Flashlight
- Hat or visor
- Bible
- Pen / pencil
- Watch (so you can be on time)
- Closed-toe shoes / work boots
- Portable camp chair for more comfortable seating than the ground offers

Optional:

- Spending money for canteen, camp store (T-shirts and other items will be sold, local dairy bars, local shops, etc.)
- Musical instrument (if you play one)
- Plastic bags for wet, soiled or filthy clothing

Special Notes:

- Required during workday
 - Service Project - Long pants, closed-toe shoes or work boots and shirts with at least short sleeves
 - Day Camp – Shorts are okay, closed-toe shoes and shirts with at least short sleeves
- All clothes should be conservative when it comes to their content (i.e. no beer or possibly offensive designs) and how revealing they are.
- Bring enough clothes for the entire week. Laundry facilities are not available.
- Please leave valuables at home and/or locked in vehicle for the week. This includes expensive jewelry, iPods, and large amounts of cash. Although we do the best we can, we cannot always ensure the security of the facilities.
- There are no separate sleeping accommodations for married couples.

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

(One copy plus the original must be brought to camp for each participant)

This is a 3 page form and must be FULLY completed.

Medical Information Form

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.***

Youth Service Ministry (YSM) at Mountain T.O.P. 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.

Volunteers will participate in (but will not be limited to) yard work, porch and steps repair, flat roof painting and repair, outhouse construction, winterization projects, painting, cleaning, insulation, window repair/replacement, and other minor home repairs as need determines and are within the capability of the volunteer service team. These activities include may include the use of hand tools and the handling of materials and supplies. Power tools will only be used under the direct supervision of an adult and then only if the individual has the necessary skills to appropriately handle the power tool. Participants are never forced or required to engage in any work or activity in which they feel they are not able to participate safely.

YSM 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 expected to follow all guidelines of participation, philosophies, and expectations set by the organization and camp staff. Participants are expected to follow all camp guidelines, philosophies, and expectations set by the ministry and camp staff. Examples of unacceptable behavior include sneaking out after lights out, violating the tobacco policy and other Mountain T.O.P. policies, going to places in the area which have been identified by camp staff as dangerous, and being disruptive to the camp life.

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, we hereby authorize:

Adult Group Leader (Print full name): _____

and

MTOP Camp Director (Print full name): _____

to give such consent for us in the event that we are not readily accessible by phone. If in the event it becomes necessary for either of the identified persons to give consent for us, we agree to hold such person free and harmless of any claims, demands, or suits for damages arising from giving such consent. We understand that Mountain T.O.P. requires proof of personal insurance or acknowledgement of financial responsibility for all medical expenses. We agree that our insurance company (if applicable) will be used for all necessary medical expenses and we are aware that we may be billed by the medical provider for any medical expenses not covered by our personal insurance policy and will be responsible for payment of those expenses.

This is the _____ day of _____, 20____.

Signature (Participant)

Signature (Parent or Guardian if participant is a minor)

THIS FORM MUST BE NOTARIZED for anyone under the age of 18:

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public signature

My commission expires: _____

Notary Public seal or stamp required above

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 camp week for youth to perform mission work without fear of irresponsible adults who may take advantage of them or put them at risk of being hurt. 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 _____

Contact Person Signature _____ Date _____

Senior Pastor Signature _____ Date _____

Youth Abuse Prevention Policy

“Safe Sanctuary” for Mountain T.O.P., Inc.

Introduction: Mountain T.O.P. (MTO) is an ecumenical faith-based Christian organization, affiliated with The United Methodist Church and holds a covenant relationship with the Tennessee Conference of the United Methodist Church. The ministry agrees with the following statements of the General Conference and the policies and procedures that it recommends. The General Conference of the United Methodist Church, in April 1996 adopted a resolution aimed at reducing the risk of abuse of children and youth in the church. This would include sexual, emotional, physical, and ritual abuse, and neglect. The adopted resolution includes the following statement:

Jesus said, “Whoever welcomes a child...welcomes me” (Matthew 18:5). Children are our present and our futures, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, “If any of you put a stumbling block before one of these little ones...,it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea” (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of the United Methodist Church state “...children must be protected from economic, physical and sexual exploitation, and abuse” (Paragraph 161C).

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation and ritual abuse (“ritual abuse” refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be) occur in churches, large and small, urban and rural. The problem cuts across all economic, cultural and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation in their churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church, and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong.

(From *The Book of Resolutions of The United Methodist Church – 2000*; pp. 180-181.
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Thus, in covenant with the Tennessee Conference of the United Methodist Church, and in commitment to the church universal and to God Almighty, Mountain T.O.P. adopts this policy for the prevention of abuse of youth at our camp locations, worksites, and en route to and from our worksites. The purpose and intent for establishing this Youth Abuse Prevention Policy (including the Mountain T.O.P. Operating Procedures) is to demonstrate the absolute and unwavering commitment of MTO to the physical safety and spiritual growth of all of youth participants.

Statement of Covenant: Therefore, as a Christian ministry of faith and service to God and others, we, Mountain T.O.P. pledge to conduct the ministry of the Gospel in ways that assure the safety and spiritual growth of all of our youth participants, summer staff, administration, and people for whom we provide home repairs. We will follow reasonable safety measures in the selection and recruitment of staff; we will implement prudent operational procedures in all programs and events; we will educate all of our staff

and administration regarding the use of all appropriate policies and methods (including first aid and methods of discipline); we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs. We will strongly encourage each church participating in the ministry of Mountain T.O.P. to establish its own “Safe Sanctuary” policy and procedures.

Conclusion: In ministry to and with youth, Mountain T.O.P. is committed to demonstrating the love of Jesus Christ so that each youth will be “...surrounded by steadfast love, ...established in the faith, and confirmed and strengthened in the way that leads to life eternal” (From “Congregational Pledge ,” “Baptismal Covenant II,” The United Methodist Hymnal, p. 44).

Endorsed by:

Mountain T.O.P. Board of Directors

Adapted from Youth Abuse Prevention Policy, Safe Sanctuaries for Youth; Reducing the Risk of Abuse in Youth Ministries by Joy Thornburg Melton, Discipleship Resources 2003.

Directions to Martin Methodist College

From Nashville, Tennessee

How to get here from Nashville:

1. Travel I-65 south, take exit 22 and turn left (31A south) toward Pulaski.
2. On 31A travel about 12 miles to Pulaski City Limits.
3. At the traffic light, 31A intersects with 31 South. (Shell gas station to your left – Exxon to your right).
4. Turn left (south) and travel to the town square (courthouse) (bearing to the right at the split).
5. At the second light, (West Madison Street) turn right, straight at the four way stop and the College entrance will be to your left (brick wall entrance).
6. Additional Parking can be found in the back of Colonial hall off West Jefferson.

From Huntsville, Alabama

How to get here from Huntsville:

1. Take I-65 North to I-64 West.
2. Turn Right on 11 and head into Pulaski.
3. 11 T-s into College Street (also 64)
4. Cross the street at the Walgreens.
5. Turn right at Flower Street.
6. Turn left onto 5th street at the College Library.
7. Turn right on West Madison Street and you will find yourself at Colonial Hall and the front of campus. Additional Parking can be found in the back of Colonial hall off West Jefferson.